



CITY OF ANNANDALE COUNCIL MEETING AGENDA

Meeting #1
Regular Meeting
City Council Chambers

January 9, 2023
6:30 P.M.

Mayor: Shelly Jonas
Councilmember's: Matthew Wuollet
Corey Czycalla
Tina Honsey
JT Grundy

For those who would like to view or listen to the public meeting, there are two options:
Online:

Or Telephone: <https://us02web.zoom.us/j/86338665522?pwd=SjRzQjNSWE14cDFqZ2RyYVFNUCtKZz09>

Webinar ID: 863 3866 5522

Passcode: 057543

1. CALL TO ORDER/ROLL CALL/ADOPT AGENDA
2. OATH OF OFFICE
3. APPROVAL OF [MINUTES](#)
4. VISITOR'S
 - A. Wright County Health and Human Services- Radon Program
5. PUBLIC HEARING
6. OPEN FORUM
7. CONSENT AGENDA
 - A. [Approve Auditing Claims](#)
 - B. [Approve Departments Reports](#)
 - C. [Accept Donations](#)
 - D. [Approve Employment Anniversaries/Step Increases](#)
 - E. [Approve Catholic Charities Site Agreement](#)
 - F. [Resolution approving Annual Appointments](#)
 - G. [Resolution 2023 Fire Appointments](#)
 - H. [2023 Committee Appointments](#)
 - I. [Accept Resignation of Fire Fighter](#)
 - J. [Appoint Fire Fighter](#)
 - K. [Approve Lawful Gambling Application- Conservation Club](#)
 - L. [Appointment of Planning Commissioner](#)
 - M. [Approve 2023 Meeting Dates](#)
 - N. [Approve Union Agreement](#)
8. REMOVED CONSENT ITEMS

9. UNFINISHED BUSINESS- NONE

10. NEW BUSINESS

- A. [Resolution Authorizing Submittal of Grant Application](#)
- B. [Resolution Authorizing Purchase of Products and Services](#)
- C. [Approve Sale of Truck](#)
- D. [Employee Medical Expense Reimbursement Policy](#)

10. MAYOR/COUNCIL REPORTS

11. ADJOURNMENT

MINUTES
ANNANDALE CITY COUNCIL
December 12, 2022

CALL TO ORDER/ROLL CALL: The City Council of Annandale, Minnesota met for a regular meeting on December 12, 2022 at 6:30 p.m. at the City Hall Community Room. Mayor Jonas called the meeting to order at 6:30 p.m.

City Council Present: Jonas, Wuollet, Czycalla, Honsey, Grundy. City Council members absent: None. Also, present were Administrator Hinnenkamp, Public Works Director Haller, Police Chief Standafer, Fire Chief Townsend, Community Development Director Thunander, members of the public and the Annandale Advocate.

SET AGENDA: A motion was made by Honsey and seconded by Czycalla to approve the agenda as presented. The motion carried unanimously.

All motions are approved unanimously unless otherwise noted.

MINUTES: A motion was made by Honsey and seconded by Grundy to approve the minutes from November 14, 2022.

VISITORS: None

PUBLIC HEARINGS:

Truth-in-Taxation- Resolution Adopting final Levy for Taxes Payable 2023 and approving the 2023 Budget- Hinnenkamp presented the budget and proposed final levy. Mayor Jonas opened the public hearing at 7:12pm. After hearing no public comment, the hearing was closed at 7:13pm. A motion was made by Grundy and seconded by Wuollet to approve Resolution 22-70 Adopting the Final 2023 Levy and Approving the 2023 Budget. ROLL CALL: Ayes: Honsey, Czycalla, Jonas, Wuollet, Grundy. Nays: None. Absent: None. Abstain: None. Resolution 22-70 adopted on a 5-aye, 0-nay, 0-absent, 0-abstain vote.

Ordinance Adopting Fee Schedule- Jonas opened the public hearing. After hearing no input from the public, the public hearing was closed. A motion was made by Grundy and seconded by Wuollet with the changes discussed at the meeting.

OPEN FORUM: NONE

CONSENT AGENDA:

Council removed item J from Consent. A motion was made by Honsey and seconded by Czycalla, to approve the Consent Agenda as presented.

- A. Approve Auditing Claims
- B. Approve Departments Reports
- C. Approve Fund Transfers
- D. Resolution 22-71 Designating Polling Place
- E. Request to sell Air Compressor on MinnBid
- F. Reappoint Planning Commissioner Harkman
- G. Resolution 22-72 Approving Tobacco License

- H. Resolution 22-73 Certifying Deferred Assessments
- I. Approval of Extension for Final Plat- Willows of Annandale
- J. ~~Proclamation Designating Lion's Day~~
- K. Special Event- Ball Drop

REMOVED CONSENT ITEMS:

J. Proclamation Designating Lion's Day- Jonas read the proclamation designating December 18, 2022 as Lion's Day in Annandale to commemorate the 50th year anniversary of the Lion's Club.

UNFINISHED BUSINESS: NONE

NEW BUSINESS:

Resolution 22-74 Approving OAA with Southside Township- A motion was made by Czycalla and seconded by Wuollet to approve Resolution 22-74 as presented. ROLL CALL: Ayes: Honsey, Czycalla, Jonas, Wuollet, Grundy. Nays: None. Absent: None. Abstain: None. Resolution 22-74 adopted on a 5-aye, 0-nay, 0-absent, 0-abstain vote.

Resolution 22-75 Approving Vacating Part of Nevens Avenue and Resolution 22-76 Approving Final Plat and Development Agreement – The Preserve at Lake John- Staff presented the proposed vacation of part of Nevens Avenue and the Final Plat and Development Agreement for approval.

A motion was made by Czycalla and seconded by Wuollet to approve Resolution 22-75 Vacating Part of Nevens. ROLL CALL: Ayes: Honsey, Czycalla, Jonas, Wuollet, Grundy. Nays: None. Absent: None. Abstain: None. Resolution 22-75 adopted on a 5-aye, 0-nay, 0-absent, 0-abstain vote.

A motion was made by Czycalla and seconded by Wuollet to approve Resolution 22-76 Approving Final Plat and Development Agreement. ROLL CALL: Ayes: Honsey, Czycalla, Jonas, Wuollet, Grundy. Nays: None. Absent: None. Abstain: None. Resolution 22-76 adopted on a 5-aye, 0-nay, 0-absent, 0-abstain vote.

Resolution 22-77 Authorizing Grant Application for Active Transportation Grant- A motion was made by Wuollet and seconded by Grundy to approve Resolution 22-77 as presented. ROLL CALL: Ayes: Honsey, Czycalla, Jonas, Wuollet, Grundy. Nays: None. Absent: None. Abstain: None. Resolution 22-77 adopted on a 5-aye, 0-nay, 0-absent, 0-abstain vote.

Resolution 22-78 Approving MnDot Joint Powers Agreement- Hemlock- A motion was made by Grundy and seconded by Czycalla to approve Resolution 22-78 as presented. ROLL CALL: Ayes: Honsey, Czycalla, Jonas, Wuollet, Grundy. Nays: None. Absent: None. Abstain: None. Resolution 22-78 adopted on a 5-aye, 0-nay, 0-absent, 0-abstain vote.

74 Oak Avenue RFP- Council reviewed the RFP. After discussing modifications to the proposal, a motion as made by Grundy and seconded by Czycalla to approve the RFP with staff making the final changes as discussed.

Resolution 22-79 Approving PFA 2022B GO Water Revenue Note and Resolution 22-80 Approving PFA 2022C GO Serwer Revenue Note- A motion was made by Czycalla and

seconded by Honsey to approve Resolution 22-79 and 22-80 as presented. ROLL CALL: Ayes: Honsey, Czycalla, Jonas, Wuollet, Grundy. Nays: None. Absent: None. Abstain: None. Resolution 22-79 and 22-80 adopted on a 5-aye, 0-nay, 0-absent, 0-abstain vote.

MAYOR/COUNCIL REPORTS: None

ADJOURNMENT:

Moved by Czycalla seconded by Honsey to adjourn. The meeting was adjourned.

Shelly Jonas, Mayor

ATTEST:

Kelly Hinnenkamp, City Administrator



City Council Agenda

January 9, 2023

Agenda Section: Consent

Agenda No. 7A

Report From: Kelly Hinnenkamp, Admin

Agenda Item: Approve Auditing Claims

Core Strategy:

- | | |
|--|--|
| <input type="checkbox"/> Inspire Community Engagement | <input type="checkbox"/> Provide Proactive Leadership |
| <input checked="" type="checkbox"/> Increase Operational Effectiveness | <input type="checkbox"/> Ensure Safe/Well Kept Community |
| <input type="checkbox"/> Enhance Local Business Environment | <input type="checkbox"/> Other: Click or tap here to enter text. |
| <input type="checkbox"/> Develop/Manage Strong Parks/Trails | |

Background

Attached is a copy of the Auditing Claims presented for approval for all claims paid or to be paid since the prior Council meeting.

Recommended Action

Motion to approve

Attachments:

Auditing Claims List

Report Criteria:

Detail report.
Invoices with totals above \$0 included.
Paid and unpaid invoices included.
Invoice Detail.GL Account = "001"- "699"

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
A R ENGH								
4648	A R ENGH	220567	HVAC MAINTENANCE	11/25/2022	440.00	440.00	12/16/2022	
4648	A R ENGH	220570	ATTC BUILDING MAINTENANCE	11/25/2022	220.00	220.00	12/16/2022	
Total A R ENGH:					660.00	660.00		
ADVANCED GRAPHIX INC.								
24	ADVANCED GRAPHIX INC.	210384	DURANGO GRAPHICS	11/28/2022	42.00	42.00	12/16/2022	
Total ADVANCED GRAPHIX INC.:					42.00	42.00		
ANCOM COMMUNICATIONS								
157	ANCOM COMMUNICATIONS	110548	RADIO ACCESSORIES	09/19/2022	146.60	146.60	12/22/2022	
157	ANCOM COMMUNICATIONS	47663	RADIO MIC	12/07/2022	520.90	520.90	12/22/2022	
Total ANCOM COMMUNICATIONS:					667.50	667.50		
ANNANDALE ADVOCATE								
180	ANNANDALE ADVOCATE	113022-fire	ADVOCATE	11/30/2022	168.00	168.00	12/16/2022	
180	ANNANDALE ADVOCATE	123122	RECYCLING	12/31/2022	56.96	.00		
Total ANNANDALE ADVOCATE:					224.96	168.00		
ANNANDALE COMMUNITY FOOD SHELF								
199	ANNANDALE COMMUNITY FOO	2023	RENT CONTRIBUTION	01/05/2023	1,800.00	.00		
Total ANNANDALE COMMUNITY FOOD SHELF:					1,800.00	.00		
ANNANDALE HEALTH & COMMUNITY SERVICES								
5345	ANNANDALE HEALTH & COMM	2023 DUES	ANNUAL MEMBERSHIP	12/27/2022	25.00	25.00	12/28/2022	
Total ANNANDALE HEALTH & COMMUNITY SERVICES:					25.00	25.00		
ANNANDALE PARTS SUPPLY								
192	ANNANDALE PARTS SUPPLY	127295494	PARTS	11/02/2022	18.29	18.29	12/22/2022	
192	ANNANDALE PARTS SUPPLY	127296569	MOTOR FUELS	11/19/2022	22.89	22.89	12/16/2022	
192	ANNANDALE PARTS SUPPLY	127296949	PARTS	11/28/2022	8.99	.00		
192	ANNANDALE PARTS SUPPLY	127297033	PARTS	11/29/2022	61.92	.00		
192	ANNANDALE PARTS SUPPLY	127297041	PARTS	11/29/2022	139.29	.00		
192	ANNANDALE PARTS SUPPLY	127297226	PARTS	12/01/2022	19.89	.00		
192	ANNANDALE PARTS SUPPLY	127297255	SUPPLIES	12/02/2022	50.28	.00		
192	ANNANDALE PARTS SUPPLY	127297511	PARTS	12/06/2022	22.44	.00		
192	ANNANDALE PARTS SUPPLY	127297514	PARTS	12/06/2022	12.69	.00		
192	ANNANDALE PARTS SUPPLY	127297536	PARTS	12/07/2022	22.98	.00		
192	ANNANDALE PARTS SUPPLY	127298009	PARTS	12/15/2022	112.57	.00		
192	ANNANDALE PARTS SUPPLY	127298448	PARTS	12/21/2022	23.98	.00		
Total ANNANDALE PARTS SUPPLY:					516.21	41.18		
ANNANDALE-MAPLE LAKE								
230	ANNANDALE-MAPLE LAKE	3rd QTR SAC	PERMIT 22-0107- 501 DOUGLAS	12/13/2022	3,500.00	3,500.00	12/16/2022	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
230	ANNANDALE-MAPLE LAKE	3rd QTR SAC	PERMIT 22-0108- 600 DOUGLAS	12/13/2022	3,500.00	3,500.00	12/16/2022	
230	ANNANDALE-MAPLE LAKE	3rd QTR SAC	PERMIT 22-0109- 521 DOUGLAS	12/13/2022	3,500.00	3,500.00	12/16/2022	
230	ANNANDALE-MAPLE LAKE	3rd QTR SAC	PERMIT 22-0116- 510 VALLEY D	12/13/2022	3,500.00	3,500.00	12/16/2022	
230	ANNANDALE-MAPLE LAKE	3rd QTR SAC	PERMIT 22-0117- 441 VALLEY D	12/13/2022	3,500.00	3,500.00	12/16/2022	
230	ANNANDALE-MAPLE LAKE	3rd QTR SAC	PERMIT 22-0125- 600 IRWIN CIR	12/13/2022	3,500.00	3,500.00	12/16/2022	
230	ANNANDALE-MAPLE LAKE	3rd QTR SAC	PERMIT 22-0126- 520 DOUGLAS	12/13/2022	3,500.00	3,500.00	12/16/2022	
230	ANNANDALE-MAPLE LAKE	3rd QTR SAC	PERMIT 22-0127- 450 VALLEY D	12/13/2022	3,500.00	3,500.00	12/16/2022	
230	ANNANDALE-MAPLE LAKE	3rd QTR SAC	PERMIT 22-0128- 430 VALLEY D	12/13/2022	3,500.00	3,500.00	12/16/2022	
Total ANNANDALE-MAPLE LAKE:					31,500.00	31,500.00		
ARAMARK UNIFORM SERVICES								
286	ARAMARK UNIFORM SERVICES	2530083735	PW UNIFORMS	12/08/2022	49.37	49.37	12/22/2022	
286	ARAMARK UNIFORM SERVICES	2530086397	SEWER UNIFORMS	12/15/2022	49.37	49.37	12/22/2022	
286	ARAMARK UNIFORM SERVICES	2530089023	PW UNIFORMS	12/22/2022	50.37	.00		
286	ARAMARK UNIFORM SERVICES	2530091258	SEWER UNIFORMS	12/29/2022	59.07	.00		
Total ARAMARK UNIFORM SERVICES:					208.18	98.74		
AT&T MOBILITY								
5317	AT&T MOBILITY	287314070103	PW CELL PHONE	11/25/2022	60.37	60.37	12/16/2022	
5317	AT&T MOBILITY	287314070103	WATER CELL PHONE	11/25/2022	58.59	58.59	12/16/2022	
5317	AT&T MOBILITY	287314070103	WW CELL PHONE	11/25/2022	58.59	58.59	12/16/2022	
5317	AT&T MOBILITY	287314070103	PD CELL PHONE	11/25/2022	91.31	91.31	12/16/2022	
5317	AT&T MOBILITY	287314070103	FD IPAD	11/25/2022	25.36	25.36	12/16/2022	
5317	AT&T MOBILITY	287314070103	CITY CELL PHONE	11/25/2022	30.43	30.43	12/16/2022	
5317	AT&T MOBILITY	287314070103	AIR CARDS	11/25/2022	104.30	104.30	12/16/2022	
Total AT&T MOBILITY:					428.95	428.95		
BADGER METER, INC.								
380	BADGER METER, INC.	80114478	BEACON HOSTING SERVICE- S	12/28/2022	45.61	.00		
380	BADGER METER, INC.	80114478	BEACON HOSTING SERVICE- W	12/28/2022	46.61	.00		
Total BADGER METER, INC.:					92.22	.00		
BERGLUND, BAUMGARTNER, KIMBALL & GLASER								
5194	BERGLUND, BAUMGARTNER, K	NOV22 SRVCS	BBKG PROSECUTION SERVICE	12/06/2022	1,983.10	1,983.10	12/16/2022	
Total BERGLUND, BAUMGARTNER, KIMBALL & GLASER:					1,983.10	1,983.10		
BLUE CROSS BLUE SHIELD OF MN								
5318	BLUE CROSS BLUE SHIELD OF	221201472020	INSURANCE	12/05/2022	80.55	80.55	12/16/2022	
Total BLUE CROSS BLUE SHIELD OF MN:					80.55	80.55		
BOLTON & MENK, INC								
463	BOLTON & MENK, INC	303468	2020 IMP PROJECT- PFA LOAN	12/19/2022	2,475.00	.00		
463	BOLTON & MENK, INC	303469	TRIPLETT FARMS 3RD ADDN	12/19/2022	292.50	.00		
463	BOLTON & MENK, INC	303473	SPLASH PAD LAYOUT	12/19/2022	282.50	.00		
463	BOLTON & MENK, INC	303473	TH 55	12/19/2022	198.00	.00		
463	BOLTON & MENK, INC	303474	LAKE JOHN PLAT REVIEW	12/19/2022	290.00	.00		
463	BOLTON & MENK, INC	303475	PINTAIL PONDS APT- PLAT REVI	12/19/2022	5,994.00	.00		
463	BOLTON & MENK, INC	303476	POPLAR LANE WETLAND DELI	12/19/2022	2,414.50	.00		
463	BOLTON & MENK, INC	303477	HEMLOCK	12/19/2022	3,926.50	.00		
463	BOLTON & MENK, INC	303478	TH 55	12/19/2022	2,145.00	.00		
463	BOLTON & MENK, INC	303479	TRIPLETT FARMS 4TH ADDN	12/19/2022	725.00	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
463	BOLTON & MENK, INC	303480	LAKE JOHN- PLANS AND SPEC	12/19/2022	7,751.96	.00		
463	BOLTON & MENK, INC	303481	WATER TOWER	12/19/2022	1,605.00	.00		
Total BOLTON & MENK, INC:					28,099.96	.00		
BREMER BANK, ATTN: CHAD FAUL								
5167	BREMER BANK, ATTN: CHAD FA	FEB 23 BOND	D/S INTEREST - TIF 14 - 2019A	01/01/2023	12,957.50	12,957.50	01/03/2023	
5167	BREMER BANK, ATTN: CHAD FA	FEB 23 BOND	D/S PRINCIPAL - TIF 14 - 2019A	01/01/2023	35,000.00	35,000.00	01/03/2023	
Total BREMER BANK, ATTN: CHAD FAUL:					47,957.50	47,957.50		
CARDMEMBER SERVICE								
4743	CARDMEMBER SERVICE	December 202	ARROWWOOD RESORT AND C	12/19/2022	114.89	114.89	12/28/2022	
4743	CARDMEMBER SERVICE	December 202	MICROSOFT YEARLY PLAN RIC	12/19/2022	75.15	75.15	12/28/2022	
4743	CARDMEMBER SERVICE	December 202	AMAZON.COM*3Q85O89M3 AM	12/19/2022	99.99	99.99	12/28/2022	
4743	CARDMEMBER SERVICE	December 202	AMZN MKTP US*HW8A03TW2 A	12/19/2022	37.41	37.41	12/28/2022	
4743	CARDMEMBER SERVICE	December 202	AMAZON.COM*AQ8LA07T3 A A	12/19/2022	28.99	28.99	12/28/2022	
4743	CARDMEMBER SERVICE	December 202	DNH*GODADDY.COM 480-50588	12/19/2022	40.34	40.34	12/28/2022	
4743	CARDMEMBER SERVICE	December 202	AMZN MKTP US*HI00O05I0 AM	12/19/2022	112.91	112.91	12/28/2022	
4743	CARDMEMBER SERVICE	December 202	DMI* DELL BUS ONLINE 800-456	12/19/2022	923.43	923.43	12/28/2022	
4743	CARDMEMBER SERVICE	December 202	AMZN MKTP US*HW4PZ64B1 A	12/19/2022	43.45	43.45	12/28/2022	
4743	CARDMEMBER SERVICE	December 202	AMZN MKTP US AMZN.COM/B	12/19/2022	1.07-	1.07-	12/28/2022	
4743	CARDMEMBER SERVICE	December 202	RECONYX BILLING@RE	12/19/2022	15.00	15.00	12/28/2022	
4743	CARDMEMBER SERVICE	December 202	MICROSOFT*SUBSCRIPTION M	12/19/2022	75.15	75.15	12/28/2022	
4743	CARDMEMBER SERVICE	December 202	AMZN MKTP US*ZG9TW1GS3 A	12/19/2022	44.97	44.97	12/28/2022	
4743	CARDMEMBER SERVICE	December 202	AMZN MKTP US AMZN.COM/B	12/19/2022	17.97-	17.97-	12/28/2022	
4743	CARDMEMBER SERVICE	December 202	SPYTEC GPS INC. 877-212-7	12/19/2022	24.95	24.95	12/28/2022	
4743	CARDMEMBER SERVICE	December 202	AMZN MKTP US AMZN.COM/B	12/19/2022	4.92-	4.92-	12/28/2022	
4743	CARDMEMBER SERVICE	December 202	WPSG INC. 610-85780	12/19/2022	640.77	640.77	12/28/2022	
4743	CARDMEMBER SERVICE	December 202	ZOOM.US 888-799-9666 WWW.Z	12/19/2022	59.04	59.04	12/28/2022	
4743	CARDMEMBER SERVICE	December 202	DMI* DELL BUS ONLINE 800-456	12/19/2022	21.46	21.46	12/28/2022	
4743	CARDMEMBER SERVICE	December 202	ARROWWOOD RESORT AND C	12/19/2022	804.00	804.00	12/28/2022	
4743	CARDMEMBER SERVICE	December 202	MENARDS BUFFALO MN BUFFA	12/19/2022	607.07	607.07	12/28/2022	
4743	CARDMEMBER SERVICE	December 202	COBORN'S EXPRESS BUFFA B	12/19/2022	78.66	78.66	12/28/2022	
4743	CARDMEMBER SERVICE	December 202	NOR*NORTHERN TOOL 800-222	12/19/2022	271.41	271.41	12/28/2022	
4743	CARDMEMBER SERVICE	December 202	AMZN MKTP US*1J7TW2KS3 A	12/19/2022	29.98	29.98	12/28/2022	
4743	CARDMEMBER SERVICE	December 202	FLEET FARM FUEL 3715 MONTI	12/19/2022	83.35	83.35	12/28/2022	
4743	CARDMEMBER SERVICE	December 202	MICROSOFT*SUBSCRIPTION 4	12/19/2022	7.50	7.50	12/28/2022	
4743	CARDMEMBER SERVICE	December 202	AMZN MKTP US*P982O21F3 AM	12/19/2022	91.25	91.25	12/28/2022	
4743	CARDMEMBER SERVICE	December 202	COBORN'S EXPRESS BUFFA B	12/19/2022	73.03	73.03	12/28/2022	
4743	CARDMEMBER SERVICE	December 202	COBORN'S EXPRESS BUFFA B	12/19/2022	99.64	99.64	12/28/2022	
4743	CARDMEMBER SERVICE	December 202	MENARDS BUFFALO MN BUFFA	12/19/2022	81.35	81.35	12/28/2022	
4743	CARDMEMBER SERVICE	December 202	AMZN MKTP US*RX5KW5V83 A	12/19/2022	38.69	38.69	12/28/2022	
4743	CARDMEMBER SERVICE	December 202	TARGET 00008615 BUFFALO	12/19/2022	44.95	44.95	12/28/2022	
4743	CARDMEMBER SERVICE	December 202	SQ *ANNANDALE CARE CEN A	12/19/2022	21.58	21.58	12/28/2022	
4743	CARDMEMBER SERVICE	December 202	COBORN'S EXPRESS BUFFA B	12/19/2022	64.86	64.86	12/28/2022	
4743	CARDMEMBER SERVICE	December 202	AMAZON.COM*2S5HY1UM3 A A	12/19/2022	365.16	365.16	12/28/2022	
Total CARDMEMBER SERVICE:					5,096.42	5,096.42		
CASEY'S BUSINESS MASTERCARD								
5147	CASEY'S BUSINESS MASTERC	DEC2022- BX3	PD FUEL	12/25/2022	2.00	.00		
5147	CASEY'S BUSINESS MASTERC	OCT2022- BX3	PD FUEL	11/25/2022	34.83	34.83	12/16/2022	
Total CASEY'S BUSINESS MASTERCARD:					36.83	34.83		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
CENTER POINT ENERGY								
2511	CENTER POINT ENERGY	DEC22-240 PL	HOCKEY RINK	12/14/2022	134.98	134.98	12/28/2022	
2511	CENTER POINT ENERGY	DEC22-30 CE	CITY HALL	12/14/2022	956.12	956.12	12/28/2022	
2511	CENTER POINT ENERGY	DEC22-330 OA	PAVILION	12/14/2022	90.45	90.45	12/28/2022	
2511	CENTER POINT ENERGY	DEC22-340 PO	FD	12/14/2022	1,253.50	1,253.50	12/28/2022	
2511	CENTER POINT ENERGY	DEC22-350 PO	OLD PW SHOP	12/14/2022	73.18	73.18	12/28/2022	
2511	CENTER POINT ENERGY	DEC22-541 AS	WTP	12/14/2022	1,166.74	1,166.74	12/28/2022	
2511	CENTER POINT ENERGY	DEC22-551 PO	TC	12/14/2022	232.26	232.26	12/28/2022	
2511	CENTER POINT ENERGY	DEC22-74 OA	74 OAK A3	12/14/2022	58.96	58.96	12/28/2022	
2511	CENTER POINT ENERGY	DEC22-74 OA	74 OAK HSE	12/14/2022	204.38	204.38	12/28/2022	
Total CENTER POINT ENERGY:					4,170.57	4,170.57		
CENTRA SOTA COOPERATIVE								
646	CENTRA SOTA COOPERATIVE	6311145	FUEL - PW	12/16/2022	826.13	.00		
646	CENTRA SOTA COOPERATIVE	6311145	FUEL - STREETS	12/16/2022	287.35	.00		
646	CENTRA SOTA COOPERATIVE	6311145	FUEL - PARKS	12/16/2022	287.35	.00		
646	CENTRA SOTA COOPERATIVE	6311145	FUEL - WATER	12/16/2022	197.55	.00		
646	CENTRA SOTA COOPERATIVE	6311145	FUEL - SEWER	12/16/2022	197.55	.00		
646	CENTRA SOTA COOPERATIVE	6311146	FUEL - PW	12/16/2022	196.56	.00		
646	CENTRA SOTA COOPERATIVE	6311146	FUEL - STREETS	12/16/2022	68.37	.00		
646	CENTRA SOTA COOPERATIVE	6311146	FUEL - PARKS	12/16/2022	68.37	.00		
646	CENTRA SOTA COOPERATIVE	6311146	FUEL - WATER	12/16/2022	47.00	.00		
646	CENTRA SOTA COOPERATIVE	6311146	FUEL - SEWER	12/16/2022	47.00	.00		
646	CENTRA SOTA COOPERATIVE	6311215	FUEL - PW	12/27/2022	707.01	.00		
646	CENTRA SOTA COOPERATIVE	6311215	FUEL - STREETS	12/27/2022	245.92	.00		
646	CENTRA SOTA COOPERATIVE	6311215	FUEL - PARKS	12/27/2022	245.92	.00		
646	CENTRA SOTA COOPERATIVE	6311215	FUEL - WATER	12/27/2022	169.07	.00		
646	CENTRA SOTA COOPERATIVE	6311215	FUEL - SEWER	12/27/2022	169.06	.00		
646	CENTRA SOTA COOPERATIVE	6311216	FUEL - PW	12/27/2022	189.27	.00		
646	CENTRA SOTA COOPERATIVE	6311216	FUEL - STREETS	12/27/2022	65.83	.00		
646	CENTRA SOTA COOPERATIVE	6311216	FUEL - PARKS	12/27/2022	65.83	.00		
646	CENTRA SOTA COOPERATIVE	6311216	FUEL - WATER	12/27/2022	45.26	.00		
646	CENTRA SOTA COOPERATIVE	6311216	FUEL - SEWER	12/27/2022	45.27	.00		
Total CENTRA SOTA COOPERATIVE:					4,171.67	.00		
CITY OF BUFFALO								
710	CITY OF BUFFALO	11/30/22 BILL	MONTHLY NET MOTION	11/30/2022	20.00	20.00	12/16/2022	
Total CITY OF BUFFALO:					20.00	20.00		
CLASSIC CLEANING COMPANY								
4889	CLASSIC CLEANING COMPANY	33381	TC	12/22/2022	230.00	230.00	12/28/2022	
4889	CLASSIC CLEANING COMPANY	33382	CITY HALL-	12/22/2022	673.75	673.75	12/28/2022	
4889	CLASSIC CLEANING COMPANY	33382	PD-	12/22/2022	147.00	147.00	12/28/2022	
4889	CLASSIC CLEANING COMPANY	33382	LIBRARY-	12/22/2022	404.25	404.25	12/28/2022	
4889	CLASSIC CLEANING COMPANY	33383	FD	12/22/2022	245.00	245.00	12/28/2022	
4889	CLASSIC CLEANING COMPANY	33384	TC	12/22/2022	230.00	230.00	12/28/2022	
4889	CLASSIC CLEANING COMPANY	33385	CITY HALL-	12/22/2022	673.75	673.75	12/28/2022	
4889	CLASSIC CLEANING COMPANY	33385	PD-	12/22/2022	147.00	147.00	12/28/2022	
4889	CLASSIC CLEANING COMPANY	33385	LIBRARY-	12/22/2022	404.25	404.25	12/28/2022	
4889	CLASSIC CLEANING COMPANY	33386	FD	12/22/2022	245.00	245.00	12/28/2022	
Total CLASSIC CLEANING COMPANY:					3,400.00	3,400.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
COALITION OF GREATER MN CITIES								
5332	COALITION OF GREATER MN CI	91322	2023 DUES	09/13/2022	1,549.00	.00		
Total COALITION OF GREATER MN CITIES:					1,549.00	.00		
COIL'S FLAGS & FLAGPOLES								
4371	COIL'S FLAGS & FLAGPOLES	6822	FLAGS	12/06/2022	644.95	644.95	12/22/2022	
Total COIL'S FLAGS & FLAGPOLES:					644.95	644.95		
COLONIAL LIFE & ACCIDENT								
810	COLONIAL LIFE & ACCIDENT	749242401015	INSURANCE	01/01/2023	387.72	387.72	12/28/2022	
Total COLONIAL LIFE & ACCIDENT:					387.72	387.72		
CWP ENTERPRISES INC								
4769	CWP ENTERPRISES INC	10049	HYDRAULIC HOSE	12/22/2022	83.60	.00		
4769	CWP ENTERPRISES INC	10060	HYDROLIC HOSE REPAIR	12/27/2022	121.60	.00		
4769	CWP ENTERPRISES INC	10062	HYDRAULIC HOSE	12/27/2022	9.72	.00		
4769	CWP ENTERPRISES INC	9974	HYDROLIC COUPLER	12/09/2022	54.18	54.18	12/22/2022	
Total CWP ENTERPRISES INC:					269.10	54.18		
DAIRYLAND POWER COOPERATIVE								
5244	DAIRYLAND POWER COOPERA	825	MONTHLY BILLS- REFUSE 20%	12/01/2022	131.27	131.27	12/16/2022	
5244	DAIRYLAND POWER COOPERA	825	MONTHLY BILLS- SEWER 40%	12/01/2022	262.53	262.53	12/16/2022	
5244	DAIRYLAND POWER COOPERA	825	MONTHLY BILLS- WATER 40%	12/01/2022	262.53	262.53	12/16/2022	
5244	DAIRYLAND POWER COOPERA	990	MONTHLY BILLS- REFUSE 20%	12/30/2022	129.04	.00		
5244	DAIRYLAND POWER COOPERA	990	MONTHLY BILLS- SEWER 40%	12/30/2022	258.10	.00		
5244	DAIRYLAND POWER COOPERA	990	MONTHLY BILLS- WATER 40%	12/30/2022	258.10	.00		
Total DAIRYLAND POWER COOPERATIVE:					1,301.57	656.33		
DELTA DENTAL								
4793	DELTA DENTAL	CNS00011295	INSURANCE	01/01/2023	1,493.72	1,493.72	12/16/2022	
Total DELTA DENTAL:					1,493.72	1,493.72		
DEVELOPMENT SERVICES, INC.								
1025	DEVELOPMENT SERVICES, INC	13763	DRAW 13	12/12/2022	1,000.00	1,000.00	12/16/2022	
Total DEVELOPMENT SERVICES, INC.:					1,000.00	1,000.00		
EAGLE ENGRAVING								
1182	EAGLE ENGRAVING	2022-7767	FIREFIGHTER AWARE PLAQUE	12/05/2022	10.50	10.50	12/22/2022	
Total EAGLE ENGRAVING:					10.50	10.50		
FARM RITE EQUIPMENT INC								
1336	FARM RITE EQUIPMENT INC	W24833	BOBCAT REPAIR	12/16/2022	802.25	.00		
Total FARM RITE EQUIPMENT INC:					802.25	.00		
FIRE EQUIPMENT SPECIALTIES INC								
1398	FIRE EQUIPMENT SPECIALTIES	11115	FIREFIGHTER HOODS	12/20/2022	494.95	.00		
1398	FIRE EQUIPMENT SPECIALTIES	11116	TURNOUT GEAR	12/20/2022	8,147.95	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total FIRE EQUIPMENT SPECIALTIES INC:					8,642.90	.00		
GLUNZ, DAVID D								
5103	GLUNZ, DAVID D	12282022 Sext	2022 SEXTON	12/28/2022	1,155.00	1,155.00	01/04/2023	
Total GLUNZ, DAVID D:					1,155.00	1,155.00		
GOPHER STATE ONE-CALL INC								
1630	GOPHER STATE ONE-CALL INC	2120183	LOCATES	12/31/2022	12.15	.00		
Total GOPHER STATE ONE-CALL INC:					12.15	.00		
GRAINGER INC, W W								
1660	GRAINGER INC, W W	9538664393	BATTERIES	12/08/2022	22.80	22.80	12/22/2022	
Total GRAINGER INC, W W:					22.80	22.80		
HAWKINS, INC.								
1710	HAWKINS, INC.	6357146	CHEMICALS WTP	12/13/2022	3,995.85	3,995.85	12/28/2022	
1710	HAWKINS, INC.	6360326	CHEMICALS WTP	12/15/2022	20.00	.00		
Total HAWKINS, INC.:					4,015.85	3,995.85		
INNOVATIVE OFFICE SOLUTIONS LLC								
5296	INNOVATIVE OFFICE SOLUTION	IN4012491	PD SUPPLIES	11/22/2022	21.29	21.29	12/16/2022	
5296	INNOVATIVE OFFICE SOLUTION	IN4037360	PAPER	12/16/2022	52.49	52.49	12/28/2022	
5296	INNOVATIVE OFFICE SOLUTION	IN4039800	PD SUPPLIES	12/20/2022	32.56	.00		
5296	INNOVATIVE OFFICE SOLUTION	IN4042556	NAME PLATE- NILSON	12/22/2022	20.77	20.77	12/28/2022	
Total INNOVATIVE OFFICE SOLUTIONS LLC:					127.11	94.55		
IN-PULSE CPR INC								
5341	IN-PULSE CPR INC	103042	RESERVES CPR TRAINING	11/14/2022	315.00	315.00	12/16/2022	
Total IN-PULSE CPR INC:					315.00	315.00		
Int'l Union of Operating Eng, Local 49								
5274	Int'l Union of Operating Eng, Local	NOV22 DUES	UNION DUES	12/06/2022	315.60	315.60	12/16/2022	
Total Int'l Union of Operating Eng, Local 49:					315.60	315.60		
JP COOKE COMPANY								
1970	JP COOKE COMPANY	759478	NOTARY STAMP	12/23/2022	25.15	25.15	12/28/2022	
1970	JP COOKE COMPANY	759495	STAMPER	12/23/2022	154.21	154.21	12/28/2022	
Total JP COOKE COMPANY:					179.36	179.36		
KAZ HARDWARE & RENTAL								
1990	KAZ HARDWARE & RENTAL	NOV2022	PW SUPPLIES	11/30/2022	1.69	1.69	12/28/2022	
1990	KAZ HARDWARE & RENTAL	NOV2022	PW SUPPLIES	11/30/2022	41.98	41.98	12/28/2022	
1990	KAZ HARDWARE & RENTAL	NOV2022	PW SUPPLIES	11/30/2022	10.94	10.94	12/28/2022	
1990	KAZ HARDWARE & RENTAL	NOV2022	PW SUPPLIES	11/30/2022	60.32	60.32	12/28/2022	
1990	KAZ HARDWARE & RENTAL	NOV2022	PW SUPPLIES	11/30/2022	39.99	39.99	12/28/2022	
1990	KAZ HARDWARE & RENTAL	NOV2022	PD SUPPLIES	11/30/2022	3.66	3.66	12/28/2022	
1990	KAZ HARDWARE & RENTAL	NOV2022	PW SUPPLIES	11/30/2022	63.97	63.97	12/28/2022	
1990	KAZ HARDWARE & RENTAL	NOV2022	PW SUPPLIES	11/30/2022	2.99	2.99	12/28/2022	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
1990 KAZ	HARDWARE & RENTAL	NOV2022	PW SUPPLIES	11/30/2022	3.29	3.29	12/28/2022	
1990 KAZ	HARDWARE & RENTAL	NOV2022	PD SUPPLIES	11/30/2022	3.56	3.56	12/28/2022	
1990 KAZ	HARDWARE & RENTAL	NOV2022	PD SUPPLIES	11/30/2022	2.98	2.98	12/28/2022	
1990 KAZ	HARDWARE & RENTAL	NOV2022	PW SUPPLIES	11/30/2022	18.99	18.99	12/28/2022	
1990 KAZ	HARDWARE & RENTAL	OCT2022	PW SUPPLIES	11/01/2022	34.32	34.32	12/28/2022	
1990 KAZ	HARDWARE & RENTAL	OCT2022	WATER SUPPLIES	11/01/2022	3.49	3.49	12/28/2022	
1990 KAZ	HARDWARE & RENTAL	OCT2022	PW SUPPLIES	11/01/2022	8.78	8.78	12/28/2022	
1990 KAZ	HARDWARE & RENTAL	OCT2022	PW SUPPLIES	11/01/2022	14.28	14.28	12/28/2022	
1990 KAZ	HARDWARE & RENTAL	OCT2022	TC SUPPLIES	11/01/2022	15.49	15.49	12/28/2022	
1990 KAZ	HARDWARE & RENTAL	OCT2022	FIRE SUPPLIES	11/01/2022	55.96	55.96	12/28/2022	
1990 KAZ	HARDWARE & RENTAL	OCT2022	PW SUPPLIES	11/01/2022	13.49	13.49	12/28/2022	
1990 KAZ	HARDWARE & RENTAL	OCT2022	WW SUPPLIES	11/01/2022	6.34	6.34	12/28/2022	
1990 KAZ	HARDWARE & RENTAL	OCT2022	PW SUPPLIES	11/01/2022	17.97	17.97	12/28/2022	
1990 KAZ	HARDWARE & RENTAL	OCT2022	WATER SUPPLIES	11/01/2022	8.00	8.00	12/28/2022	
1990 KAZ	HARDWARE & RENTAL	OCT2022	TC SUPPLIES	11/01/2022	21.99	21.99	12/28/2022	
1990 KAZ	HARDWARE & RENTAL	OCT2022	FIRE SUPPLIES	11/01/2022	37.37	37.37	12/28/2022	
1990 KAZ	HARDWARE & RENTAL	OCT2022	PW SUPPLIES	11/01/2022	6.15	6.15	12/28/2022	
1990 KAZ	HARDWARE & RENTAL	OCT2022	PD SUPPLIES	11/01/2022	24.17	24.17	12/28/2022	
1990 KAZ	HARDWARE & RENTAL	OCT2022	PW SUPPLIES	11/01/2022	4.29	4.29	12/28/2022	
1990 KAZ	HARDWARE & RENTAL	OCT2022	PW SUPPLIES	11/01/2022	29.99	29.99	12/28/2022	
1990 KAZ	HARDWARE & RENTAL	OCT2022	FIRE SUPPLIES	11/01/2022	59.97	59.97	12/28/2022	
Total KAZ HARDWARE & RENTAL:					616.41	616.41		
LAKE CENTRAL BANK								
260 LAKE CENTRAL BANK		2023 BOND 20	PRINCIPAL - 2020B	12/28/2022	23,000.00	23,000.00	01/03/2023	
260 LAKE CENTRAL BANK		2023 BOND 20	INTEREST - 2020B	12/28/2022	2,700.45	2,700.45	01/03/2023	
260 LAKE CENTRAL BANK		2023 BOND 20	INTEREST 2022A	12/28/2022	11,568.75	11,568.75	01/03/2023	
Total LAKE CENTRAL BANK:					37,269.20	37,269.20		
LDF (Legal Defense Fund)								
5346 LDF (Legal Defense Fund)		2023 LDF Due	2023 DUES	11/28/2022	912.00	.00		
Total LDF (Legal Defense Fund):					912.00	.00		
LIPINSKI CONCRETE INC								
5343 LIPINSKI CONCRETE INC		894	CURB REPLCEMENT	10/15/2021	800.00	800.00	12/22/2022	
Total LIPINSKI CONCRETE INC:					800.00	800.00		
LITTLE FALLS MACHINE INC								
2130 LITTLE FALLS MACHINE INC		366012	SNOW PLOW PARTS	12/21/2022	39.33	.00		
Total LITTLE FALLS MACHINE INC:					39.33	.00		
LUDENIA LANDSCAPING, LLC								
2185 LUDENIA LANDSCAPING, LLC		1184	CRUSHED ROCK	12/08/2022	2,333.10	.00		
Total LUDENIA LANDSCAPING, LLC:					2,333.10	.00		
M & M EXPRESS SALES & SERVICE								
2211 M & M EXPRESS SALES & SER		411923	MOWER PARTS	10/17/2022	93.80	.00		
Total M & M EXPRESS SALES & SERVICE:					93.80	.00		

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MACQUEEN EQUIPMENT INC								
2230	MACQUEEN EQUIPMENT INC	P07974	GRASS 11 PUMP AND ACCESS	11/09/2022	22,606.48	22,606.48	12/28/2022	
Total MACQUEEN EQUIPMENT INC:					22,606.48	22,606.48		
MAPLE LAKE MESSENGER								
2261	MAPLE LAKE MESSENGER	12312022-DM	DMV AD	12/31/2022	160.00	.00		
Total MAPLE LAKE MESSENGER:					160.00	.00		
MARKET PLACE II								
2273	MARKET PLACE II	1/1/2023	WATER	01/01/2023	45.69	.00		
2273	MARKET PLACE II	12/1/22 STMT	ELECTION	12/01/2022	185.38	185.38	12/28/2022	
2273	MARKET PLACE II	12/1/22 STMT	ELECTION	12/01/2022	26.99	26.99	12/28/2022	
2273	MARKET PLACE II	12/1/22 STMT	WATER	12/01/2022	23.94	23.94	12/28/2022	
2273	MARKET PLACE II	12/1/22 STMT	WW WATER	12/01/2022	15.96	15.96	12/28/2022	
2273	MARKET PLACE II	12/1/22 STMT	WATER	12/01/2022	3.30	3.30	12/28/2022	
2273	MARKET PLACE II	12/1/22 STMT	SERVICE FEE	12/01/2022	2.35	2.35	12/28/2022	
Total MARKET PLACE II:					303.61	257.92		
METERING & TECHNOLOGY SOLUTIONS								
5080	METERING & TECHNOLOGY SO	INV1275	WATER METER	12/28/2022	191.90	.00		
Total METERING & TECHNOLOGY SOLUTIONS:					191.90	.00		
MIDWAY IRON & METAL INC.								
2425	MIDWAY IRON & METAL INC.	539333	CUTTING EDGE	12/12/2022	443.18	.00		
Total MIDWAY IRON & METAL INC.:					443.18	.00		
MIDWEST MACHINERY								
5116	MIDWEST MACHINERY	9334087	PARTS	09/23/2022	251.50	.00		
5116	MIDWEST MACHINERY	9446013	REPAIR GATOR	12/19/2022	604.74	.00		
5116	MIDWEST MACHINERY	9461753	MOWER PARTS	01/04/2023	357.70	.00		
Total MIDWEST MACHINERY:					1,213.94	.00		
MINNESOTA COMPUTER SYSTEMS INC								
2525	MINNESOTA COMPUTER SYST	353944	MONTHLY PAYMENT - PD PRIN	09/19/2022	40.04	40.04	12/16/2022	
2525	MINNESOTA COMPUTER SYST	360177	MONTHLY PAYMENT - PD PRIN	12/09/2022	30.85	30.85	12/16/2022	
2525	MINNESOTA COMPUTER SYST	360178	ADMIN COPIER OVERAGE	12/09/2022	75.42	75.42	12/16/2022	
2525	MINNESOTA COMPUTER SYST	360178	DMV COPIER OVERAGE	12/09/2022	48.02	48.02	12/16/2022	
2525	MINNESOTA COMPUTER SYST	360178	ADMIN COPIER	12/09/2022	70.00	70.00	12/16/2022	
2525	MINNESOTA COMPUTER SYST	360178	DMV COPEIR	12/09/2022	40.00	40.00	12/16/2022	
Total MINNESOTA COMPUTER SYSTEMS INC:					304.33	304.33		
MINNESOTA DRIVELINE INC								
2526	MINNESOTA DRIVELINE INC	123146	EQUIPMENT REPAIR	12/16/2022	161.67	.00		
Total MINNESOTA DRIVELINE INC:					161.67	.00		
MN DEED - BCD								
2572	MN DEED - BCD	JAN23	LOAN REPAYMENT - EA SWEEN	01/05/2023	1,607.15	1,607.15	12/16/2022	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total MN DEED - BCD:					1,607.15	1,607.15		
MN DEPT OF LABOR & INDUSTRY								
2585	MN DEPT OF LABOR & INDUST	4th QTR BUILD	4TH QTR BUILDING PERMIT SU	01/05/2023	496.99	.00		
Total MN DEPT OF LABOR & INDUSTRY:					496.99	.00		
MN DEPT. OF REVENUE								
2599	MN DEPT. OF REVENUE	NOV22	SALES TAX	12/16/2022	1,247.27	1,247.27	12/16/2022	
2599	MN DEPT. OF REVENUE	NOV22	SALES TAX	12/16/2022	.12	.12	12/16/2022	
2599	MN DEPT. OF REVENUE	NOV22	SALES TAX	12/16/2022	20.10	20.10	12/16/2022	
2599	MN DEPT. OF REVENUE	NOV22	SALES TAX	12/16/2022	.37	.37	12/16/2022	
2599	MN DEPT. OF REVENUE	NOV22	SALES TAX	12/16/2022	51.63	51.63	12/16/2022	
2599	MN DEPT. OF REVENUE	NOV22	SALES TAX	12/16/2022	569.51	569.51	12/16/2022	
Total MN DEPT. OF REVENUE:					1,889.00	1,889.00		
MN PEIP								
5068	MN PEIP	1247678	INSURANCE	12/10/2022	18,363.44	18,363.44	12/16/2022	
Total MN PEIP:					18,363.44	18,363.44		
MN RURAL WATER ASSOCIATION								
2650	MN RURAL WATER ASSOCIATI	MMBRSHIP 23	2023 MEMBERSHIP	12/09/2022	400.00	400.00	12/22/2022	
Total MN RURAL WATER ASSOCIATION:					400.00	400.00		
MN STATE FIRE CHIEFS ASSN								
2660	MN STATE FIRE CHIEFS ASSN	5337	DUES - FIRE CHIEF ASSOCIATI	12/17/2022	340.00	340.00	12/22/2022	
Total MN STATE FIRE CHIEFS ASSN:					340.00	340.00		
MNIAAI								
5305	MNIAAI	672	MACHOVSKY DUES MNIAAI	12/19/2022	25.00	25.00	12/22/2022	
Total MNIAAI:					25.00	25.00		
MPPOA								
2698	MPPOA	2023 MPPOA d	MPPOA DUES 2022	11/28/2022	360.00	.00		
Total MPPOA:					360.00	.00		
NCPERS GROUP LIFE INS								
4752	NCPERS GROUP LIFE INS	994901012023	INSURANCE	12/01/2022	16.00	16.00	12/22/2022	
Total NCPERS GROUP LIFE INS:					16.00	16.00		
NEW LANE FINANCE								
5185	NEW LANE FINANCE	71385-11/12/20	CITY HALL	12/13/2022	81.67	81.67	12/16/2022	
5185	NEW LANE FINANCE	71385-11/12/20	PD PHONE	12/13/2022	81.66	81.66	12/16/2022	
5185	NEW LANE FINANCE	71385-11/12/20	DMV PHONE	12/13/2022	81.67	81.67	12/16/2022	
Total NEW LANE FINANCE:					245.00	245.00		
NORTHWEST ASSOC CONSULTANT INC								
2832	NORTHWEST ASSOC CONSULT	26073	GENERAL	12/06/2022	154.80	154.80	12/16/2022	

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Total NORTHWEST ASSOC CONSULTANT INC:					154.80	154.80		
OFFICE OF ADMINISTRATIVE HEARINGS								
2836	OFFICE OF ADMINISTRATIVE H	121322	HART ANNEXATION	12/13/2022	50.00	50.00	12/13/2022	
Total OFFICE OF ADMINISTRATIVE HEARINGS:					50.00	50.00		
Potentia MN Solar Fund 1, LLC								
5074	Potentia MN Solar Fund 1, LLC	NOV22 BILL P	STREET LIGHTS	12/25/2022	22.32	.00		
5074	Potentia MN Solar Fund 1, LLC	NOV22 BILL P	FIRE HALL	12/25/2022	266.44	.00		
5074	Potentia MN Solar Fund 1, LLC	NOV22 BILL P	PARK ELECTRIC	12/25/2022	133.84	.00		
5074	Potentia MN Solar Fund 1, LLC	NOV22 BILL P	WTP	12/25/2022	1,876.98	.00		
5074	Potentia MN Solar Fund 1, LLC	NOV22 BILL P	SEWER L/S	12/25/2022	652.85	.00		
5074	Potentia MN Solar Fund 1, LLC	NOV22 BILL P	CEMETERY ELECTRIC	12/25/2022	14.87	.00		
5074	Potentia MN Solar Fund 1, LLC	NOV22 BILL P	CITY HALL	12/25/2022	743.51	.00		
5074	Potentia MN Solar Fund 1, LLC	OCT22 BILL P	STREET LIGHTS	11/25/2022	38.74	38.74	12/22/2022	
5074	Potentia MN Solar Fund 1, LLC	OCT22 BILL P	FIRE HALL	11/25/2022	465.82	465.82	12/22/2022	
5074	Potentia MN Solar Fund 1, LLC	OCT22 BILL P	PARK ELECTRIC	11/25/2022	232.25	232.25	12/22/2022	
5074	Potentia MN Solar Fund 1, LLC	OCT22 BILL P	WTP	11/25/2022	3,318.21	3,318.21	12/22/2022	
5074	Potentia MN Solar Fund 1, LLC	OCT22 BILL P	SEWER L/S	11/25/2022	1,137.06	1,137.06	12/22/2022	
5074	Potentia MN Solar Fund 1, LLC	OCT22 BILL P	CEMETERY ELECTRIC	11/25/2022	25.80	25.80	12/22/2022	
5074	Potentia MN Solar Fund 1, LLC	OCT22 BILL P	CITY HALL	11/25/2022	1,290.29	1,290.29	12/22/2022	
Total Potentia MN Solar Fund 1, LLC:					10,218.98	6,508.17		
PTM DOCUMENT SYSTEMS								
2975	PTM DOCUMENT SYSTEMS	84759	W-2 EMPLOYER FORMS	12/20/2022	114.13	114.13	12/28/2022	
Total PTM DOCUMENT SYSTEMS:					114.13	114.13		
ROYAL TIRE INC								
3145	ROYAL TIRE INC	131-276295	PICKUP TIRES	11/22/2022	476.23	.00		
3145	ROYAL TIRE INC	131-276350	PICKUP TIRES	11/23/2022	627.43	.00		
Total ROYAL TIRE INC:					1,103.66	.00		
S P ELECTRIC INC								
3161	S P ELECTRIC INC	9517	WIRING	12/15/2022	879.04	.00		
Total S P ELECTRIC INC:					879.04	.00		
SECURE NET PROS LLC								
5297	SECURE NET PROS LLC	1313	IT	10/01/2022	12.00	12.00	12/28/2022	
5297	SECURE NET PROS LLC	1314	IT	11/01/2022	12.00	12.00	12/28/2022	
Total SECURE NET PROS LLC:					24.00	24.00		
SHARETECH								
5331	SHARETECH	11461	ADMIN MONTHLY CONTRACT- 1	12/10/2022	191.10	191.10	12/16/2022	
5331	SHARETECH	11461	DMV MONTHLY CONTRACT- 15	12/10/2022	191.10	191.10	12/16/2022	
5331	SHARETECH	11461	FD MONTHLY CONTRACT- 20%	12/10/2022	254.80	254.80	12/16/2022	
5331	SHARETECH	11461	PD MONTHLY CONTRACT- 40%	12/10/2022	509.55	509.55	12/16/2022	
5331	SHARETECH	11461	PW MONTHLY CONTRACT- 10%	12/10/2022	127.40	127.40	12/16/2022	
5331	SHARETECH	11461	DMV SERVICE CALL	12/10/2022	354.25	354.25	12/16/2022	
5331	SHARETECH	11461	DMV SERVICE CALL	12/10/2022	35.00	35.00	12/16/2022	
5331	SHARETECH	11461	DMV SERVICE CALL	12/10/2022	15.25	15.25	12/16/2022	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total SHARETECH:					1,678.45	1,678.45		
STREICHERS								
4148	STREICHERS	I1593793	UNIFORM ALLOWANCE-HAKAL	10/07/2022	64.99	.00		
4148	STREICHERS	I1603970	UNIFORM ALLOWANCE - RESE	12/06/2022	136.00	136.00	12/16/2022	
Total STREICHERS:					200.99	136.00		
STRUCTURAL GLASS PRODUCTS								
5311	STRUCTURAL GLASS PRODUC	2236-1800	DRAW 13- PRO NAILS	12/09/2022	5,550.00	5,550.00	12/16/2022	
Total STRUCTURAL GLASS PRODUCTS:					5,550.00	5,550.00		
STRYKER SALES LLC								
5344	STRYKER SALES LLC	3977059	LUCAS-CPR DEVICE	12/05/2022	23,125.08	23,125.08	12/28/2022	
Total STRYKER SALES LLC:					23,125.08	23,125.08		
TACTICAL SOLUTIONS								
4829	TACTICAL SOLUTIONS	9307	YEARLY RADAR CERTIFICATIO	10/18/2022	105.00	.00		
Total TACTICAL SOLUTIONS:					105.00	.00		
TRICK MY TRUCK/SNOWPLOWS PLUS								
5304	TRICK MY TRUCK/SNOWPLOW	31269	PLOW PARTS	12/21/2022	114.19	.00		
Total TRICK MY TRUCK/SNOWPLOWS PLUS:					114.19	.00		
US BANK - CM-9705								
4357	US BANK - CM-9705	2180097	2019B GO REFUND - INTEREST	12/15/2022	12,050.00	12,050.00	01/03/2023	
4357	US BANK - CM-9705	2180097	2019B GO REFUND - PRINCIPAL	12/15/2022	80,000.00	80,000.00	01/03/2023	
4357	US BANK - CM-9705	2180806	2020A INTEREST	12/15/2022	28,800.00	28,800.00	01/03/2023	
4357	US BANK - CM-9705	2180806	2020A PRINCIPAL	12/15/2022	2,880,000.00	2,880,000.0	01/03/2023	
Total US BANK - CM-9705:					3,000,850.00	3,000,850.0		
UTILITY CONSULTANTS INC								
4365	UTILITY CONSULTANTS INC	114895	COLIFORM- TESTING	12/22/2022	84.00	.00		
Total UTILITY CONSULTANTS INC:					84.00	.00		
Volunteer Firefighter Ben Assoc of MN								
4968	Volunteer Firefighter Ben Assoc of	12122-DVORA	FIRE FIGHTER BENEFIT	12/01/2022	14.00	14.00	12/16/2022	
Total Volunteer Firefighter Ben Assoc of MN:					14.00	14.00		
WEX BANK								
5273	WEX BANK	85701572	MOTOR FUELS	12/08/2022	519.20	519.20	12/22/2022	
5273	WEX BANK	85701630	MOTOR FUELS	12/08/2022	502.20	502.20	12/16/2022	
5273	WEX BANK	85701637	PD FUEL	12/08/2022	1,063.14	1,063.14	12/16/2022	
Total WEX BANK:					2,084.54	2,084.54		
WRIGHT COUNTY HIGHWAY DEPT								
4520	WRIGHT COUNTY HIGHWAY DE	2268	APEX	12/23/2022	1,393.21	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total WRIGHT COUNTY HIGHWAY DEPT:					1,393.21	.00		
WRIGHT COUNTY RECORDER								
4535	WRIGHT COUNTY RECORDER	121422	DRAW 13- PRO NAILS	12/14/2022	77.38	77.38	12/16/2022	
Total WRIGHT COUNTY RECORDER:					77.38	77.38		
WRIGHT-HENNEPIN COOPERATIVE								
4548	WRIGHT-HENNEPIN COOPERA	35030118922	L/S 1255 BUSINESS BLVD	12/09/2022	21.76	21.76	12/16/2022	
4548	WRIGHT-HENNEPIN COOPERA	35030118922	TC SECURITY	12/09/2022	20.95	20.95	12/16/2022	
4548	WRIGHT-HENNEPIN COOPERA	35030118922	CITY HALL SECURITY	12/09/2022	20.95	20.95	12/16/2022	
4548	WRIGHT-HENNEPIN COOPERA	35030118922	STREET LIGHTS	12/09/2022	159.43	159.43	12/16/2022	
Total WRIGHT-HENNEPIN COOPERATIVE:					223.09	223.09		
XCEL ENERGY								
4559	XCEL ENERGY	806944129	51-6024519-2	12/05/2022	4,280.35	4,280.35	12/16/2022	
4559	XCEL ENERGY	807152870	ACCOUNT 51-6024518-1	12/06/2022	653.75	653.75	12/16/2022	
4559	XCEL ENERGY	809106330	51-4192659-4	12/20/2022	411.41	411.41	12/28/2022	
4559	XCEL ENERGY	809262480	51-4636619-8	12/21/2022	82.34	82.34	12/28/2022	
Total XCEL ENERGY:					5,427.85	5,427.85		
Grand Totals:					3,298,090.12	3,237,457.3		

Dated: _____

Mayor: _____
Shelly JonasCity Council: _____
Tina Honsey_____
JT Grundy_____
Corey Czycalla_____
Matthew Wuollet

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

Invoice Detail.GL Account = "001"-"699"



City Council Agenda

January 9, 2023

Agenda Section: Consent

Agenda No. 7B

Report From: Kelly Hinnenkamp

Agenda Item: Department Reports

Core Strategy:

- | | |
|--|--|
| <input type="checkbox"/> Inspire Community Engagement | <input type="checkbox"/> Provide Proactive Leadership |
| <input checked="" type="checkbox"/> Increase Operational Effectiveness | <input type="checkbox"/> Ensure Safe/Well Kept Community |
| <input type="checkbox"/> Enhance Local Business Environment | <input type="checkbox"/> Other: Click or tap here to enter text. |
| <input type="checkbox"/> Develop/Manage Strong Parks/Trails | |

Background

The following Department Reports are presented for approval:

- Police Department Report for December
- Financial Report for November
- Fire Report for December
- DMV Report for November

Recommended Action

Motion to approve

Attachments:

Department Reports



ANNANDALE POLICE DEPARTMENT MONTHLY REPORT Dec-22

TOTAL ACTIVITY	December 2022 Total	December 2021 Total	Current YTD Total	2021 YTD Total	Percentage Change
CRIMINAL ACTIVITY	5	11	91	103	-12%
CITATIONS	21	46	412	789	-48%
NON-CRIMINAL	173	186	2205	2414	-9%
GRAND TOTAL	199	243	2708	3306	

CRIMINAL ACTIVITY	December 2022 Total	December 2021 Total	Current YTD Total	2021 YTD Total	Percentage Change
Homicide	0	0	0	0	N/A
Forcible Rape	0	0	0	0	N/A
Robbery	0	0	0	0	N/A
Assault	0	1	10	6	67%
Domestic Assault	0	1	17	6	183%
Criminal Sex Conduct	0	1	8	4	100%
Burglary	0	0	0	1	-100%
Theft	1	3	27	22	23%
Motor Vehicle Theft	0	0	0	3	-100%
Arson	0	0	0	0	N/A
Crime Against Admin	0	0	3	3	0%
Forgery/Counterfeit	0	0	9	3	200%
Fraud	1	0	9	4	125%
Embezzlement	0	0	0	0	NA
Terroristic Threats	0	0	1	1	0%
Property Damage	0	3	18	12	50%
Weapons	0	0	0	0	NA
Drug Offenses	2	1	10	12	-17%
Juvenile Offenses	0	0	2	0	NA
DUI/DWI	1	0	10	7	43%
Liquor Laws	0	0	0	4	-100%
Disturbing Peace	0	0	14	12	17%
All Others	0	1	0	3	-100%
Total Criminal Activity	5	11	138	103	

Note: The statistics from Criminal Activity above are cases that were processed as a criminal offense

NON-CRIMINAL ACTIVITY	December 2022 Total	December 2021 Total	Current YTD Total	2021 YTD Total	Percentage Change
Alarms	8	15	175	122	43%
Animal Bites	0	0	4	3	33%
Animal Complaints	3	2	88	79	11%
Area Checks	0	2	10	13	-23%
Assist Other Agencies	15	32	316	285	11%
ATV/Snowmobile Complaints	0	2	2	5	-60%
Background Checks	5	6	59	60	-2%
CDP	0	0	10	27	-63%
Check Welfare	9	5	142	84	69%
Citizen Aid / Motorist Aid	8	9	198	106	87%
Civil Disputes	10	7	125	106	18%
Confidential Narcotics	1	0	18	10	80%
Death, Non-Criminal	0	1	10	6	67%
Disorderly	1	1	40	21	90%
Domestics	1	2	41	35	17%
Driving/Traffic Complaints	7	8	130	92	41%
Dumping/Littering	0	0	3	5	-40%
Escorts - Funeral	2	2	41	19	116%
Fight	0	0	10	3	233%
Fire Calls	0	0	41	25	64%
Firearm Discharge	0	0	2	1	100%
Fireworks	0	0	3	6	-50%
Harassment Complaint	1	1	25	33	-24%
Juvenile/Mischief	2	1	52	58	-10%
Lockouts - Vehicle	4	2	94	82	15%
Lost/Found Property	4	3	59	66	-11%
Medical	42	34	546	299	83%
Mental Health	5	2	99	49	102%
Missing Person	0	0	5	6	-17%
MV Accidents	7	8	119	48	148%
Noise Complaints	0	0	22	36	-39%
Parking Complaints	6	8	56	30	87%
Search Warrants	0	0	2	3	-33%
School Related -SRO	0	5	109	33	230%
Suicidal person	0	0	2	0	NA
Suicide attempted	0	0	6	3	100%
Suspicious Complaints	7	8	182	149	22%
Theft	4	0	59	18	228%
Threats	2	2	21	11	91%
Warrants-Attempt/Arrest	1	1	39	21	86%
WCHS/MAARC Reports	3	3	62	67	-7%
All Others	15	14	264	289	-9%
Total Non-Criminal	173	186	3291	2414	
CITATIONS &	December	December	Current	2021	Percentage

WARNINGS	2022 Total	2021 Total	YTD Total	YTD Total	Change
Admin Citations	2	13	76	30	153%
State Citations	3	8	124	190	-35%
Warning Citations	16	25	471	569	-17%
TOTAL	21	46	671	789	

Citations consist of the following offenses:

Careless Driving	No Insurance	Seatbelt
DAR/DAC/DAS	Traffic	Equipment
Equipment Violation	Parking	Winter Parking
SBSA Violation	Expired DL	Stop Sign
No Proof of Insurance	Obstructed View	No MN DL
Expired Registration	Semaphore	Speed
Exhibition Driving		

**CITY OF ANNANDALE
COMBINED CASH INVESTMENT
NOVEMBER 30, 2022**

COMBINED CASH ACCOUNTS

001-10101	CASH	1,866,328.73
001-10103	NORTHLAND SECURITIES	113,684.43
001-10104	ICD INVESTMENTS	1,095,956.47
001-10105	4M INVESTMENTS	40,166.30
001-10107	LAKE CENTRAL BANK CD	252,229.32
001-10108	LPL FINANCIAL INVESTMENTS	516,072.47
		<hr/>
	TOTAL COMBINED CASH	3,884,437.72

NON-ALLOCATED CASH

001-10110	CASH - UTILITY CLEARING	(1,266.20)
		<hr/>
	TOTAL COMBINED CASH	3,883,171.52
001-10100	CASH ALLOCATED TO OTHER FUNDS	(3,883,171.52)
		<hr/>
	TOTAL UNALLOCATED CASH	.00
		<hr/> <hr/>

CASH ALLOCATION RECONCILIATION

101	ALLOCATION TO GENERAL FUND	1,466,001.86
102	ALLOCATION TO DEPUTY REGISTRAR/MOTOR VEHICLE	312,915.54
103	ALLOCATION TO GENERAL FUND	179,498.00
222	ALLOCATION TO CHARITABLE GAMBLING FUND	11,865.62
330	ALLOCATION TO PFA BONDS-2004-WTP	(199,734.23)
332	ALLOCATION TO GO IMP BONDS 2008B (MAPLE)	(7,404.01)
333	ALLOCATION TO GO IMP BONDS 2008A (CITY HALL)	(45,451.81)
334	ALLOCATION TO PUMPER TRUCK BOND	(17,242.48)
335	ALLOCATION TO GO IMP BDS 2011A/PFA (2011STR)	(421.63)
336	ALLOCATION TO GO IMPR BOND 2011B-REFUNDING	18,008.58
337	ALLOCATION TO GO REFUNDING BOND 2012A	(63,459.97)
339	ALLOCATION TO TIF #14 - 2019 A SERIES	8,944.75
340	ALLOCATION TO GO REFUNDING BOND 2019B	99,896.38
341	ALLOCATION TO GO TEMPORARY IMP BOND 2020A	117,504.70
342	ALLOCATION TO GO IMPROVEMENT BOND 2020B	84,635.76
343	ALLOCATION TO GO EQUIPMENT BOND 2022A	602,160.00
402	ALLOCATION TO FIREFIGHTER RELIEF DONATIONS	167,157.87
407	ALLOCATION TO ECONOMIC DEVELOPMENT FUND	(281,180.00)
408	ALLOCATION TO MIF FUND	16,607.16
409	ALLOCATION TO SMALL CITIES DEV PROGRAM	19,859.59
411	ALLOCATION TO TIF #6 - COTTAGES OF ANNANDALE	12,441.40
423	ALLOCATION TO TIF DISTRICT # - DINGMANN	(9,446.42)
425	ALLOCATION TO RECREATION PARK	33,081.93
460	ALLOCATION TO PARK FUND	49,606.28
461	ALLOCATION TO WATER EXPANSION FUND	400,322.51
462	ALLOCATION TO SEWER EXPANSION FUND	265,036.29
463	ALLOCATION TO STORMWATER FUND	3,106.84
464	ALLOCATION TO LIONS DONATION FUND	286,231.79
465	ALLOCATION TO TIF DISTRICT #14 - PINTAIL APT	61,410.10
466	ALLOCATION TO 2020 IMP PROJECT	58,230.10
468	ALLOCATION TO TIF DISTRICT #15 - CARE CENTER	(204.89)

CITY OF ANNANDALE
COMBINED CASH INVESTMENT
NOVEMBER 30, 2022

469	ALLOCATION TO AMERICAN RESCUE PLAN	384,345.62
470	ALLOCATION TO FUND 470	(536,626.93)
493	ALLOCATION TO STREET MAINTENANCE CAPITAL	144,160.67
494	ALLOCATION TO STREET CAPITAL OUTLAY FUND	135,023.15
495	ALLOCATION TO PUBLIC WORKS/STREET EQUIP FUND	138,839.44
496	ALLOCATION TO FIRE EQUIPMENT FUND	(641,068.98)
497	ALLOCATION TO POLICE EQUIPMENT FUND	(13,065.75)
498	ALLOCATION TO BUILDING CAPITAL OUTLAY FUND	80,075.24
601	ALLOCATION TO WATER FUND	565,663.19
602	ALLOCATION TO SEWER FUND	187,368.22
603	ALLOCATION TO REFUSE/RECYCLING FUND	30,399.94
604	ALLOCATION TO TRAINING CENTER OPERATIONS	(233,767.92)
605	ALLOCATION TO STORM UTILITY FUND	31,802.76
651	ALLOCATION TO CEMETERY FUND	(25,474.04)
703	ALLOCATION TO WASTE WATER COMMISSION	(6,994.65)
		<hr/>
	TOTAL ALLOCATIONS TO OTHER FUNDS	3,890,657.57
	ALLOCATION FROM COMBINED CASH FUND - 001-10100	(3,883,171.52)
		<hr/>
	ZERO PROOF IF ALLOCATIONS BALANCE	7,486.05
		<hr/> <hr/>

CITY OF ANNANDALE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2022

FUND 101 - GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
REVENUE					
TAXES	1,337.80	830,267.36	1,545,097.00	(714,829.64)	53.74
LICENSES & PERMITS	4,549.06	147,958.18	80,300.00	67,658.18	184.26
INTERGOVERNMENTAL REVENUES	.00	399,645.00	642,257.00	(242,612.00)	62.23
PUBLIC CHARGES FOR SERVICE	100.00	232,502.64	252,936.00	(20,433.36)	91.92
FINES & FORFEITURES	315.59	10,141.98	12,200.00	(2,058.02)	83.13
MISCELLANEOUS REVENUE	4,086.18	75,858.73	43,000.00	32,858.73	176.42
OTHER FINANCING SOURCES	.00	.00	30,000.00	(30,000.00)	.00
TOTAL FUND REVENUE	10,388.63	1,696,373.89	2,605,790.00	(909,416.11)	65.10
EXPENDITURES					
LEGISLATIVE	2,162.24	32,461.24	39,109.00	6,647.76	83.00
ELECTIONS	1,661.00	3,592.07	3,775.00	182.93	95.15
PLANNING AND ZONING	567.39	42,681.12	7,239.00	(35,442.12)	589.60
ADMINISTRATION	29,219.53	318,708.68	279,583.11	(39,125.57)	113.99
ASSESSOR	.00	22,410.00	22,750.00	340.00	98.51
DEPARTMENT 416	.00	.00	.00	.00	.00
DEPUTY REGISTRAR	.00	.00	.00	.00	.00
CITY HALL	2,344.02	43,547.50	48,580.56	5,033.06	89.64
DEPARTMENT 420	.00	.00	.00	.00	.00
POLICE	54,460.99	699,742.41	757,097.75	57,355.34	92.42
FIRE	11,183.12	242,535.15	228,140.90	(14,394.25)	106.31
BUILDING INSPECTOR	3,998.48	80,625.24	69,369.66	(11,255.58)	116.23
CIVIL DEFENSE	.00	.00	400.00	400.00	.00
ANIMAL CONTROL	.00	61.15	550.00	488.85	11.12
PUBLIC WORKS	65,604.24	348,117.87	202,846.99	(145,270.88)	171.62
STREETS	13,441.47	186,177.56	258,395.82	72,218.26	72.05
DEPARTMENT 441	.00	.00	.00	.00	.00
PARKS COMMISSION	118.42	3,665.75	4,348.98	683.23	84.29
PARKS	5,168.34	149,403.11	143,233.62	(6,169.49)	104.31
LIBRARY	525.77	11,581.66	16,869.61	5,287.95	68.65
TIF & CAPITAL PROJECT FUNDS	.00	.00	.00	.00	.00
DEPARTMENT 492	.00	.00	.00	.00	.00
TRANSFERS OUT	.00	.00	523,500.00	523,500.00	.00
TOTAL FUND EXPENDITURES	190,455.01	2,185,310.51	2,605,790.00	420,479.49	83.86
NET REVENUE OVER EXPENDITURES	(180,066.38)	(488,936.62)	.00	(488,936.62)	.00

Nov-22

PURCHASE DATE	BROKER	INVESTMENT	CUSIP #	INT RATE	TERM	MATURITY DATE	COST BASIS VALUE	CURRENT PERIOD PAID EARNINGS	CURRENT YEAR PAID EARNINGS
MONEY MARKET									
	ICD			0.40%			\$ 4,774.11	\$ 370.68	\$ 4,845.82
	LAKE CENTRAL CHECKING	(INTEREST INCLUDED IN COST BALANCE)		0.50%			\$ 1,866,328.73	\$ 869.12	\$ 5,958.70
	NORTHLAND SECURITIES			VARIES			\$ 997.80	\$ 49.63	\$ 1,345.44
	LPL Financial			VARIES			\$ 665.08	\$ 2,407.39	\$ 661.37
	Lake Central CD			4.00%			\$ 2,007.00	\$ 222.32	\$ 3,635.22
	4M FUND	Dividend Reinvest-average monthly rate 2.29%		VARIES	LIQUID	N/A	\$ 37,312.05	\$ 106.63	\$ 449.60
	4M PLUS FUND	Dividend Reinvest -average montly rate 2.248%		VARIES	LIQUID	N/A	\$ 2,739.89	\$ 7.73	\$ -
				(TOTAL 4M PLUS)			\$ 40,051.94	\$ 114.36	
						Total	\$ 1,913,955.54	\$ 4,033.50	\$ 16,896.15
SHORT TERM INVESTMENTS									
							Cost Basis	Current Value	Current Year Gain or Loss
10/20/2022	NORTHLAND SECURITIES	Bank Hapoalium, B M New York	06251A-4V-9	4.75%	18 mos	5/6/2024	\$ 111,000.00	110,835.72	-164.28
7/25/2022	ICD	Ally Bank Midvale, UT	02007GWW9	3.35%	24 mos	7/28/2025	\$ 200,000.00	192,273.40	-7,726.60
10/28/2021	ICD	Synchrony Bank, Draper, UT	87164WF29	0.50%	24 mos	11/6/2023	\$ 114,000.00	109,657.74	-4,342.26
	Lake Central Bank CD				12 mos		\$ 250,000.00	250,000.00	0.00
						Sub Total	\$ 675,000.00	662,766.86	-12,233.14
MID TERM INVESTMENTS									
7/29/2020	ICD	BMO Harris, Chicago, IL	05600XAN0	0.55%	4 yrs	7/29/2024	\$ 250,000.00	228,875.25	-21,124.75
7/24/2020	ICD	EnerBank, Salt Lake City	29278TQK9	0.30%	3 yrs	7/24/2023	\$ 155,000.00	150,861.34	-4,138.66
6/24/2021	ICD	Texas Exchange Bank, Crowley TX	88241TLK4	0.50%	3 yrs	7/9/2024	\$ 101,000.00	94,174.11	-6,825.89
3/24/2021	ICD	BMW Bank of Amer, Salt Lake City, UT	05580AZD9	0.45%	3 yrs	3/26/2024	\$ 178,000.00	168,119.57	-9,880.43
8/12/2022	LPL Financial	Cathy Bank LOS Angeles, CA	149159QS7	2.30%	Sec Sold	11/14/2022	\$ 170,000.00	170,000.00	0.00
8/12/2022	LPL Financial	First Savings Bank,Jeffersonville, IN	33621LFE8	2.30%	Sec Sold	11/4/2022	\$ 173,000.00	173,000.00	0.00
8/12/2022	LPL Financial	Prospect Bank, Paris, IL	74349KDD9	2.10%	Sec Sold	11/10/2022	\$ 170,000.00	170,000.00	0.00
						Sub Total	\$ 1,197,000.00	1,155,030.27	-41,969.73
LONG TERM INVESTMENTS									
12/27/2021	ICD	State Bank of India, New York, NY	856285B59	1.40%	5 yrs	12/30/2026	\$ 101,000.00	87,644.97	-13,355.03
						Sub Total	\$ 101,000.00	\$ 87,644.97	\$ (13,355.03)
						Total	\$ 1,399,000.00	\$ 1,330,320.21	\$ (67,557.90)
							MM & Investments Total		
							\$ 3,890,989.04		
Total									

CURRENT ACCOUNT TOTALS

ACCOUNT	TOTAL	Column1	Column2
ICD	\$	1,104,144.79	
NORTHLAND	\$	112,047.43	
LAKE CENTRAL	\$	1,866,328.73	
Lake Central CD	\$	252,229.32	
LPL Financial	\$	516,072.47	
4M	\$	40,166.30	
Investments Total	\$	3,890,989.04	
Civic Cash Allocation	\$	3,884,437.72	
Difference	\$	6,551.32	(cash allocation journal entry for 13th month entries from auditor)

Annandale Fire Department

Incident Type Report (Summary) (Modified)

Alarm Date Between {01/01/2022} And {12/31/2022}

Incident Type		Count	Percent
1 Fire			
111	Building fire	4	1.19 %
131	Passenger vehicle fire	1	0.29 %
138	Off-road vehicle or heavy equipment fire	1	0.29 %
142	Brush or brush-and-grass mixture fire	1	0.29 %
143	Grass fire	3	0.89 %
150	Outside rubbish fire, Other	1	0.29 %
		11	3.29 %
3 Rescue & Emergency Medical Service Incident			
311	Medical assist, assist EMS crew	192	57.48 %
321	EMS call, excluding vehicle accident with injury	6	1.79 %
322	Motor vehicle accident with injuries	4	1.19 %
324	Motor Vehicle Accident with no injuries	6	1.79 %
352	Extrication of victim(s) from vehicle	3	0.89 %
353	Removal of victim(s) from stalled elevator	1	0.29 %
361	Swimming/recreational water areas rescue	1	0.29 %
362	Ice rescue	1	0.29 %
		214	64.07 %
4 Hazardous Condition (No Fire)			
412	Gas leak (natural gas or LPG)	9	2.69 %
422	Chemical spill or leak	1	0.29 %
424	Carbon monoxide incident	9	2.69 %
444	Power line down	3	0.89 %
445	Arcing, shorted electrical equipment	3	0.89 %
		25	7.48 %
5 Service Call			
531	Smoke or odor removal	1	0.29 %
550	Public service assistance, Other	1	0.29 %
551	Assist police or other governmental agency	3	0.89 %
553	Public service	1	0.29 %
		6	1.79 %
6 Good Intent Call			
611	Dispatched & cancelled en route	51	15.26 %
622	No Incident found on arrival at dispatch address	2	0.59 %
652	Steam, vapor, fog or dust thought to be smoke	1	0.29 %

Annandale Fire Department

Incident Type Report (Summary) (Modified)

Alarm Date Between {01/01/2022} And {12/31/2022}

Incident Type		Count	Percent
6 Good Intent Call		54	16.16 %
7 False Alarm & False Call			
731	Sprinkler activation due to malfunction	1	0.29 %
732	Extinguishing system activation due to malfunction	1	0.29 %
733	Smoke detector activation due to malfunction	9	2.69 %
735	Alarm system sounded due to malfunction	1	0.29 %
736	CO detector activation due to malfunction	1	0.29 %
743	Smoke detector activation, no fire - unintentional	7	2.09 %
745	Alarm system activation, no fire - unintentional	1	0.29 %
		21	6.28 %
8 Severe Weather & Natural Disaster			
814	Lightning strike (no fire)	1	0.29 %
815	Severe weather or natural disaster standby	2	0.59 %
		3	0.89 %

Total Incident Count: 334

Annandale Fire Department

Incident Type Report (Summary) (Modified)

Alarm Date Between {12/01/2022} And {12/31/2022}

Incident Type		Count	Percent
3 Rescue & Emergency Medical Service Incident			
311	Medical assist, assist EMS crew	19	76.00 %
324	Motor Vehicle Accident with no injuries	1	4.00 %
		<u>20</u>	<u>80.00 %</u>
4 Hazardous Condition (No Fire)			
424	Carbon monoxide incident	2	8.00 %
		<u>2</u>	<u>8.00 %</u>
6 Good Intent Call			
611	Dispatched & cancelled en route	2	8.00 %
		<u>2</u>	<u>8.00 %</u>
7 False Alarm & False Call			
733	Smoke detector activation due to malfunction	1	4.00 %
		<u>1</u>	<u>4.00 %</u>

Total Incident Count: 25

DMV Annual Revenue Summary

	2019		2020		2021		2022	
	Motor Vehicle		Motor Vehicle		Motor Vehicle		Motor Vehicle	
	Monthly	Cumulative	Monthly	Cumulative	Monthly	Cumulative	Monthly	Cumulative
Jan	\$ 15,480	\$ 15,480	\$ 24,253	\$ 24,253	\$ 17,265	\$ 17,265	\$ 20,614	\$ 20,614
Feb	\$ 20,006	\$ 35,486	\$ 20,464	\$ 44,717	\$ 22,133	\$ 39,398	\$ 22,571	\$ 43,185
Mar	\$ 14,782	\$ 50,268	\$ 13,553	\$ 58,270	\$ 21,456	\$ 60,854	\$ 18,214	\$ 61,399
April	\$ 15,218	\$ 65,486	\$ 5,773	\$ 64,043	\$ 21,120	\$ 81,974	\$ 16,468	\$ 77,867
May	\$ 15,598	\$ 81,084	\$ 9,976	\$ 74,019	\$ 17,199	\$ 99,173	\$ 15,647	\$ 93,514
June	\$ 10,891	\$ 91,975	\$ 14,054	\$ 88,073	\$ 15,978	\$ 115,151	\$ 14,847	\$ 108,361
July	\$ 11,368	\$ 103,343	\$ 14,428	\$ 102,501	\$ 15,422	\$ 130,573	\$ 14,857	\$ 123,218
Aug	\$ 12,730	\$ 116,073	\$ 11,275	\$ 113,776	\$ 13,809	\$ 144,382	\$ 13,258	\$ 136,476
Sept	\$ 13,139	\$ 129,212	\$ 10,996	\$ 124,772	\$ 13,443	\$ 157,825	\$ 12,300	\$ 148,776
Oct	\$ 12,332	\$ 141,544	\$ 10,021	\$ 134,793	\$ 12,706	\$ 170,531	\$ 12,475	\$ 161,251
Nov	\$ 10,530	\$ 152,074	\$ 7,328	\$ 142,121	\$ 12,755	\$ 183,286	\$ 12,715	\$ 173,966
Dec	\$ 12,007	\$ 164,081	\$ 16,619	\$ 158,740	\$ 14,420	\$ 197,706	\$ 14,827	\$ 188,793

	DNR Transactions		DNR Transactions		DNR Transactions		DNR Transactions	
	Monthly	Cumulative	Monthly	Cumulative	Monthly	Cumulative	Monthly	Cumulative
Jan	\$ 1,625	\$ 1,625	\$ 2,382	\$ 2,382	\$ 2,314	\$ 2,314	\$ 1,572	\$ 1,572
Feb	\$ 1,425	\$ 3,050	\$ 1,267	\$ 3,649	\$ 1,225	\$ 3,539	\$ 2,069	\$ 3,641
Mar	\$ 984	\$ 4,034	\$ 1,033	\$ 4,682	\$ 1,373	\$ 4,912	\$ 1,556	\$ 5,197
April	\$ 1,546	\$ 5,580	\$ 357	\$ 6,356	\$ 2,860	\$ 7,772	\$ 1,667	\$ 6,864
May	\$ 2,192	\$ 7,772	\$ 1,674	\$ 8,130	\$ 2,747	\$ 10,519	\$ 2,494	\$ 9,358
June	\$ 1,934	\$ 9,706	\$ 1,774	\$ 9,937	\$ 1,827	\$ 12,346	\$ 2,029	\$ 11,387
July	\$ 1,923	\$ 11,629	\$ 1,807	\$ 10,747	\$ 1,891	\$ 14,237	\$ 1,703	\$ 13,090
Aug	\$ 698	\$ 12,327	\$ 810	\$ 11,634	\$ 860	\$ 15,097	\$ 796	\$ 13,886
Sept	\$ 747	\$ 13,074	\$ 887	\$ 12,311	\$ 1,001	\$ 16,098	\$ 977	\$ 14,863
Oct	\$ 570	\$ 13,644	\$ 677	\$ 12,670	\$ 587	\$ 16,685	\$ 496	\$ 15,359
Nov	\$ 452	\$ 14,096	\$ 359	\$ 14,130	\$ 557	\$ 17,242	\$ 653	\$ 16,012
Dec	\$ 1,928	\$ 16,024	\$ 1,460	\$ 14,130	\$ 1,510	\$ 18,752	\$ 3,436	\$ 19,448

DL Transactions	DL Transactions	DL Transactions	DL Transactions
\$ 1,621	\$ 1,304		

Total Annual Rev	<u>\$ 181,726</u>	<u>\$ 174,174</u>	<u>\$ 216,458</u>	<u>\$ 208,241</u>
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City Council Agenda

January 9, 2023

Agenda Section: Consent

Agenda No. 7C

Report From: Kelly Hinnenkamp

Agenda Item: Accepting Donations

Core Strategy:

- | | |
|---|--|
| <input type="checkbox"/> Inspire Community Engagement | <input type="checkbox"/> Provide Proactive Leadership |
| <input type="checkbox"/> Increase Operational Effectiveness | <input type="checkbox"/> Ensure Safe/Well Kept Community |
| <input type="checkbox"/> Enhance Local Business Environment | <input checked="" type="checkbox"/> Other: Compliance |
| <input type="checkbox"/> Develop/Manage Strong Parks/Trails | |

Background

Minnesota State Statute 465.03-.04 requires gifts/donations to municipalities to be accepted by resolution.

The City Council is asked to accept the following donations:

- Annandale Fire Relief Association- \$34,000

Recommended Action

Motion to approve Resolution as presented

Attachments:

Resolution Accepting Donation

**CITY OF ANNANDALE
RESOLUTION NO. _____**

RESOLUTION ACCEPTING DONATIONS TO CITY

WHEREAS, the City of Annandale is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 and 465.04 for the benefit of its citizens in accordance with the terms prescribed by the donor. Said gifts may be limited under provisions of MN Statutes Section 471.895.

WHEREAS, the following persons and entities have offered to contribute the cash amounts set forth below to the city:

<u>Name of Donor</u>	<u>Amount</u>	<u>Donation Type</u>
Annandale Fire Relief	\$34,000	Fire Department

WHEREAS, all such donations have been contributed to the city for the benefit of its citizens, as allowed by law; and

WHEREAS, the City Council finds that it is appropriate to accept the donations offered.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ANNANDALE, MINNESOTA AS FOLLOWS:

1. The donations described above are accepted and shall be used to establish and/or operate services either alone or in cooperation with others, as allowed by law.
2. The city clerk is hereby directed to issue receipts to each donor acknowledging the city's receipt of the donor's donation.

Adopted by the City Council of Annandale this 9th day of January, 2023.

Shelly Jonas, Mayor

Attested:

City Clerk



City Council Agenda

January 9, 2023

Agenda Section: Consent

Agenda No. 7D

Report From: Kelly Hinnenkamp

Agenda Item: Employment Anniversary/Steps

Core Strategy:

- | | |
|--|--|
| <input type="checkbox"/> Inspire Community Engagement | <input type="checkbox"/> Provide Proactive Leadership |
| <input checked="" type="checkbox"/> Increase Operational Effectiveness | <input type="checkbox"/> Ensure Safe/Well Kept Community |
| <input type="checkbox"/> Enhance Local Business Environment | <input type="checkbox"/> Other: Compliance |
| <input type="checkbox"/> Develop/Manage Strong Parks/Trails | |

Background

The following Anniversaries/Step Increases are scheduled for January 2023:

- Mitch Wicker- Step Increase
- Tara Smith- Step Increase
- Pete Standafer Step Increase
- Kelly Hinnenkamp Step Increase

Recommended Action

Motion to approve as presented

Attachments:

None



City Council Agenda

January 9, 2023

Agenda Section: Consent

Agenda No. 7E

Report From: Kelly Hinnenkamp, Admin

Agenda Item: Site Agreement- Catholic Charities

Core Strategy:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Inspire Community Engagement | <input checked="" type="checkbox"/> Provide Proactive Leadership |
| <input type="checkbox"/> Increase Operational Effectiveness | <input type="checkbox"/> Ensure Safe/Well Kept Community |
| <input type="checkbox"/> Enhance Local Business Environment | <input type="checkbox"/> Other: Click or tap here to enter text. |
| <input type="checkbox"/> Develop/Manage Strong Parks/Trails | |

Background

The City allows part of the Community Room at City Hall for the purpose of senior dining. Catholic Charities requests the senior dining room between the hours of 10:00am and 1:30pm Monday through Friday throughout the year. The City has provided this space at no charge.

Recommended Action

Motion to approve the agreement as presented

Attachments:

Site Use Agreement



CATHOLIC CHARITIES SENIOR SERVICES

157 Roosevelt Rd., Suite 200, St. Cloud, MN 56301
ph 320.229.4584 | fax 320.253.7464
www.ccstcloud.org

December 8, 2022

City of Annandale
Attn: City Administrator
30 Cedar Street E
Annandale, MN 55302

Dear City Administrator,

Attached you will find two copies of the Site Use Agreement allowing Catholic Charities Senior Dining Program to partner with the City of Annandale to provide meals for seniors in the Annandale and surrounding communities. Please sign both copies. Keep one for your records and return the other in the enclosed self addressed envelope.

It continues to be a pleasure working with the City of Annandale to provide meals to seniors in the Annandale and surrounding communities. We look forward to a continued strong working relationship.

If you would have any questions about the enclosed material, feel free to contact me directly at (320) 229-4591.

Best wishes to you and your family.

Sincerely,

Shannon Nolan

Shannon Nolan
Senior Dining Program Manager
Catholic Charities

**CATHOLIC CHARITIES SENIOR DINING PROGRAM
SITE USE AGREEMENT**

This site use agreement has been prepared for the purpose of defining the rules of the agencies involved in the development and operation of the Senior Dining Program in Annandale Minnesota.

This agreement made this 1st day of January, 2023 by and between City of Annandale 30 Cedar Street E. Annandale, MN 55302, hereafter referred to as the Company and the Catholic Charities Senior Dining Program, 157 Roosevelt Road, Suite 200, City of St. Cloud and the State of Minnesota, hereafter called Senior Dining, in consideration of costs, covenants and agreements herein reserved and contained, do hereby agree each with the other as follows:

I. TERM OF AGREEMENT: The term of this agreement shall be in effect beginning January 1, 2023 and continuing until either party deems it necessary to change specifications stated in the agreement. The agreement may be changed by either party upon 60 days written notice thereof to the other.

II. There will be no charge for the use of the facilities.

III. All correspondence regarding this agreement will be between the Senior Dining Program Director and City of Annandale Administrator.

IV. Senior Dining agrees and shall abide, conform to, and comply with all the laws of the United States and the State of Minnesota, and all of the ordinances of the City of Annandale Minnesota, together with all the rules and requirements of the Police and Fire Department of the City of Annandale, Minnesota. In addition, all rules and regulations by the Minnesota Department of Health will be complied with. A restaurant license, if required, will be procured yearly by Senior Dining.

V. Senior Dining usually observes the following holidays: New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day. Other days of closing will be determined by Senior Dining and the Company.

VI. Senior Dining agrees to restore the used facilities to ordinary cleanliness after use. Ordinary cleanliness is defined as leaving facilities in the same condition as they were prior to entering. Basic custodial services such as floor maintenance, window washing, cleaning of restrooms, washing and/or painting of walls, and snow removal are the responsibility of the Company.

VII. Senior Dining shall at its own expense procure and maintain comprehensive general combined single limit liability coverage of One Million Dollars (\$1,000,000.00) and Workers Compensation Insurance on all staff relating to the site mentioned above. Senior Dining shall hold the building owner harmless for damages or injury occurring on the rented premises for which Senior Dining is found liable.

VIII. The Company agrees to assume sole financial responsibility for the facility due to mechanical and electrical problems and to repair damage as a result of the above. Maintenance and repair costs of equipment owned by the Company will be the responsibility of the Company.

IX. In the event Senior Dining or the Company must cancel all or part of the terms of this agreement, both parties will provide the other agency sixty (60) days notice in writing. Upon written receipt by the Company from Catholic Charities Senior Dining, this agreement is subject to immediate termination by Senior Dining should federal, state, or local dollars be reduced or withdrawn.

X. Senior Dining may use the Community Room Monday through Friday during the hours of 10:00 a.m. to 1:30 p.m.

XI. The Company agrees to furnish Senior Dining information about insurance coverage and dollar value of each type of coverage carried which relates to the facility and persons using the facility.

— CATHOLIC CHARITIES
SENIOR DINING PROGRAM

OWNER/OPERATOR

Shannon Nolan
Senior Dining Program Manager

Date 12/08/22

Date _____

**CATHOLIC CHARITIES SENIOR DINING PROGRAM
SITE USE AGREEMENT**

This site use agreement has been prepared for the purpose of defining the rules of the agencies involved in the development and operation of the Senior Dining Program in Annandale Minnesota.

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I. TERM OF AGREEMENT: The term of this agreement shall be in effect beginning January 1, 2023 and continuing until either party deems it necessary to change specifications stated in the agreement. The agreement may be changed by either party upon 60 days written notice thereof to the other.

II. There will be no charge for the use of the facilities.

III. All correspondence regarding this agreement will be between the Senior Dining Program Director and City of Annandale Administrator.

IV. Senior Dining agrees and shall abide, conform to, and comply with all the laws of the United States and the State of Minnesota, and all of the ordinances of the City of Annandale Minnesota, together with all the rules and requirements of the Police and Fire Department of the City of Annandale, Minnesota. In addition, all rules and regulations by the Minnesota Department of Health will be complied with. A restaurant license, if required, will be procured yearly by Senior Dining.

V. Senior Dining usually observes the following holidays: New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day. Other days of closing will be determined by Senior Dining and the Company.

VI. Senior Dining agrees to restore the used facilities to ordinary cleanliness after use. Ordinary cleanliness is defined as leaving facilities in the same condition as they were prior to entering. Basic custodial services such as floor maintenance, window washing, cleaning of restrooms, washing and/or painting of walls, and snow removal are the responsibility of the Company.

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VIII. The Company agrees to assume sole financial responsibility for the facility due to mechanical and electrical problems and to repair damage as a result of the above. Maintenance and repair costs of equipment owned by the Company will be the responsibility of the Company.

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X. Senior Dining may use the Community Room Monday through Friday during the hours of 10:00 a.m. to 1:30 p.m.

XI. The Company agrees to furnish Senior Dining information about insurance coverage and dollar value of each type of coverage carried which relates to the facility and persons using the facility.

— CATHOLIC CHARITIES
SENIOR DINING PROGRAM

OWNER/OPERATOR

Shannon Nolan

Senior Dining Program Manager

Date 12/08/22

Date _____



City Council Agenda

January 9, 2023

Agenda Section: Consent

Agenda No. 7F

Report From: Kelly Hinnenkamp, Admin

Agenda Item: Annual Appointments

Core Strategy:

- | | |
|---|--|
| <input type="checkbox"/> Inspire Community Engagement | <input type="checkbox"/> Provide Proactive Leadership |
| <input type="checkbox"/> Increase Operational Effectiveness | <input type="checkbox"/> Ensure Safe/Well Kept Community |
| <input type="checkbox"/> Enhance Local Business Environment | <input checked="" type="checkbox"/> Other: Compliance |
| <input type="checkbox"/> Develop/Manage Strong Parks/Trails | |

Background

The City is required to approve the attached annual appointments.

Recommended Action

Motion to approve Resolution Approving Annual Appointments

Attachments:

Resolution Approving Annual Appointments

RESOLUTION

23-01

Councilmember ____ introduced the following resolution and moved for its adoption:

RESOLUTION APPROVING ANNUAL APPOINTMENTS

WHEREAS, the City Council makes certain appointments annually at its first meeting of the year; and

WHEREAS, the City Council deems it advisable and in the best interest of the City to make the following appointments/designations effective immediately and continuing in effect until the successors have been duly appointed or designated by the City Council:

- Acting Mayor: 1st Quarter – Czycalla
2nd Quarter – Wuollet
3rd Quarter – Grundy
4th Quarter – Honsey
- City Attorney: Civil – Jovanovich, Dege & Athmann (Alt: Shadduck Young & Brown)
Prosecuting – Berglund, Baumgartner, Kimball & Glaser, LLC
- City Forester: Public Works Department
- City Weed Inspector: Mayor Jonas
- City Assistant Weed Inspectors: Public Works Department
- City Zoning Administrator: Community Development Director
- Official Depositories: Lake Central Bank; Northland Securities; League of MN Cities 4M Fund; ICD Securities, Inc., LPL Financial
- Official Newspaper: Annandale Advocate

NOW THEREFORE, BE IT RESOLVED by the City Council of Annandale, Wright County, Minnesota that the above appointments/designations are effective immediately.

The foregoing resolution was duly seconded by Councilmember ____, upon a vote being taken thereon, the following members voted in favor thereof: ____; the following members voted against: None; the following members abstained: None; the following members were absent: None.

WHEREUPON, said resolution was declared duly passed and adopted this 9th day of January, 2023.

City Clerk



City Council Agenda

January 9, 2023

Agenda Section: Consent

Agenda No. 7G

Report From: Chief Kris Townsend

Agenda Item: Fire Appointments

Core Strategy:

- | | |
|---|--|
| <input type="checkbox"/> Inspire Community Engagement | <input type="checkbox"/> Provide Proactive Leadership |
| <input type="checkbox"/> Increase Operational Effectiveness | <input type="checkbox"/> Ensure Safe/Well Kept Community |
| <input type="checkbox"/> Enhance Local Business Environment | <input checked="" type="checkbox"/> Other: Compliance |
| <input type="checkbox"/> Develop/Manage Strong Parks/Trails | |

Background

The City is required to approve the attached Fire Appointments.

Recommended Action

Motion to approve Resolution Approving Appointments as presented.

Attachments:

Resolution Approving Appointments

RESOLUTION
23-02

Councilmember _____ introduced the following resolution and moved for its adoption:

RESOLUTION CONFIRMING/APPOINTING FIRE DEPARTMENT OFFICERS

WHEREAS, the City Council desires to appoint new Fire Department Officers and confirm current officers, their terms and salaries;

NOW, THEREFORE, BE IT RESOLVED BY THE ANNANDALE CITY COUNCIL:

That the following are confirmed and appointed as Fire Department Officers with the positions, terms, and wages set forth below:

<u>Position</u>	<u>Name</u>	<u>Annual Wage</u>
Chief	Kris Townsend	\$5,000
Assistant Chief	Ryan Wang	\$3,000
Administrative Assistant	Brian Haag	\$2,000
Captain 1	Don Ramstad	\$1,200
Captain 2	Horacio Torres	\$1,200
Captain 3	Dale Machovsky, Jr	\$1,200

The foregoing resolution was duly seconded by Councilmember ____, upon a vote being taken thereon, the following members voted in favor thereof: _____, the following members voted against: None; the following members abstained: None; the following members were absent: None.

WHEREUPON, said resolution was declared duly passed and adopted this 9th day of January, 2023.

City Clerk



City Council Agenda

January 9, 2023

Agenda Section: Consent

Agenda No. 7H

Report From: Kelly Hinnenkamp, Admin

Agenda Item: Council Appointments

Core Strategy:

- | | |
|--|--|
| <input type="checkbox"/> Inspire Community Engagement | <input checked="" type="checkbox"/> Provide Proactive Leadership |
| <input checked="" type="checkbox"/> Increase Operational Effectiveness | <input type="checkbox"/> Ensure Safe/Well Kept Community |
| <input type="checkbox"/> Enhance Local Business Environment | <input type="checkbox"/> Other: Click or tap here to enter text. |
| <input type="checkbox"/> Develop/Manage Strong Parks/Trails | |

Background

Below are the Committee Appointments for 2022

- **Care Center** – Grundy (Czycalla alternate)
- **Cemetery** – Wuollet
- **Community Ed/Youth First** – Grundy (Honsey alternate)
- **Economic Development** – Jonas & Honsey
- **Finance** – Jonas & Czycalla
- **Fire Commission** – Czycalla & Wuollet (Grundy alternate)
- **Multi-Use Athletic Field Complex** – Wuollet & Honsey
- **Personnel** - Jonas & Wuollet
- **Wastewater Commission** –Honsey & Czycalla (Grundy alternate)
- **Sewer and Water Committee**- Grundy & Czycalla
- **Facilities Committee**- Czycalla & Grundy
- **Technology Committee**- Czycalla & Wuollet

Recommended Action

Motion to approve Committee Appointments.

Attachments:

None



City Council Agenda

January 9, 2023

Agenda Section: Consent

Agenda No. 7F

Report From: Chief Kris Townsend

Agenda Item: Resignation of Fire Fighter

Core Strategy:

- | | |
|---|---|
| <input type="checkbox"/> Inspire Community Engagement | <input type="checkbox"/> Provide Proactive Leadership |
| <input type="checkbox"/> Increase Operational Effectiveness | <input type="checkbox"/> Ensure Safe/Well Kept Community |
| <input type="checkbox"/> Enhance Local Business Environment | <input checked="" type="checkbox"/> Other: Employment Related |
| <input type="checkbox"/> Develop/Manage Strong Parks/Trails | |

Background

Lisa Schmidt has resigned from the FD effective 12/19/22.

Recommended Action

Motion to accept the resignation effective 12/19/22

Attachments:

None



City Council Agenda

January 9, 2023

Agenda Section: Consent

Report From: Chief Kris Townsend

Agenda No. 7J

Agenda Item: Appointment of Fire
Fighter

Core Strategy:

- ☐ Inspire Community Engagement
- ☒ Increase Operational Effectiveness
- ☐ Enhance Local Business Environment
- ☐ Develop/Manage Strong Parks/Trails

- ☐ Provide Proactive Leadership
- ☐ Ensure Safe/Well Kept Community
- ☒ Other: Employment Related

Background

The Annandale Fire Department is recommending appointment of Adam Nelson to the position of Fire Fighter effective 1/1/2023

Recommended Action

Motion to accept the appointment effective 1/1/2023

Attachments:

None



City Council Agenda

January 9, 2023

Agenda Section: Consent

Agenda No. 7K

Report From: Kelly Hinnenkamp

Agenda Item: Lawful Gambling App

Core Strategy:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Inspire Community Engagement | <input type="checkbox"/> Provide Proactive Leadership |
| <input type="checkbox"/> Increase Operational Effectiveness | <input type="checkbox"/> Ensure Safe/Well Kept Community |
| <input type="checkbox"/> Enhance Local Business Environment | <input type="checkbox"/> Other: Employment Related |
| <input type="checkbox"/> Develop/Manage Strong Parks/Trails | |

Background

Conservation Club is requesting approval of their Lawful Gambling Application for a raffle.

Recommended Action

Motion to approve the application as presented.

Attachments:

None

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Annandale Conservation Club, Inc.

Previous Gambling Permit Number: X- 030405-22-15

Minnesota Tax ID Number, if any: _____

Federal Employer ID Number (FEIN), if any: 41-1601478

Mailing Address: PO Box 858

City: Annandale State: MN Zip: 55302 County: Wright

Name of Chief Executive Officer (CEO): Jim O'Reilly

CEO Daytime Phone: 320-247-2200 CEO Email: pjmainstreet@outlook.com

(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☐ **A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:

www.sos.state.mn.us

651-296-2803, or toll free 1-877-551-6767

☒ **IRS income tax exemption (501(c)) letter in your organization's name**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Annandale Conservation Club

Physical Address (do not use P.O. box): 360 Conservation Club Road

Check one:

☒ City: Annandale Zip: 55302 County: Wright

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): _____

Check each type of gambling activity that your organization will conduct:

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☒ Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LG220 Application for Exempt Permit

4/22
Page 2 of 4

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

CITY APPROVAL for a gambling premises located within city limits

- ☒ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- ☐ The application is denied.

Print City Name: Annandale

Signature of City Personnel: [Signature]

Title: City Administrator Date: 1/9/23

**The city or county must sign before
submitting application to the
Gambling Control Board.**

COUNTY APPROVAL for a gambling premises located in a township

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- ☐ The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: [Signature] Date: 12-12-2022
(Signature must be CEO's signature; designee may not sign)

Print Name: Jim O'Reilly

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

- a copy of your proof of nonprofit status; and
- application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

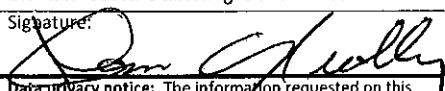
application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.

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Checklist for Exempt Raffle

Organization Name: Annandale Conservation Club, Inc.		Previous Gambling Permit #: X- 030405-22-15	Date of Raffle Drawing: 8-15-22
INSTRUCTIONS: <ul style="list-style-type: none"> The purpose of this form is to help your organization conduct exempt raffles in compliance with the requirements listed below. Detailed information regarding each requirement is available by clicking on the following links [in blue italics]: 1) applicable statutes and rules; 2) the <i>Lawful Gambling Manual</i> chapter on raffles; 3) the online class, "<i>Conduct of Raffles</i>"; and 4) the <i>phone number and email address</i> of your county's Compliance Specialist. After reading each checklist item, mark "Yes" to indicate that you understand the requirement and agree to comply. After answering "Yes" to each applicable item, your organization's CEO must sign the acknowledgment below. Include the completed checklist as part of your application to conduct an exempt raffle. 			
Yes	N/A	<ul style="list-style-type: none"> If tickets will be sold prior to the event, mark "Yes" to item #1 and mark "N/A" to items #2 and #3. If tickets are sold only at the event using theater tickets, mark "N/A" to item #1 and answer "Yes" to items #2 and #3. 	Yes Conduct
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Tickets are printed in accordance with MN Rule 7861.0310.	<input checked="" type="checkbox"/> 9. Only cash, personal checks, cashier's checks, money orders, travelers' check, and debit cards may be accepted (NO CREDIT CARDS). (349.2127) (7861.0260)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2. Tickets contain the sequential number of the raffle ticket. (349.173)	<input checked="" type="checkbox"/> 10. The method of selection cannot be manipulated or based on the outcome of an event not under the organization's control. (349.173)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3. A list of prizes and a statement of other relevant information is made available to ticket purchasers. (349.173)	<input checked="" type="checkbox"/> 11. Persons are not required to be present at a raffle drawing to be eligible to win. (349.173) (7861.0310)
Yes	Prizes		<input checked="" type="checkbox"/> 12. Raffle tickets are not sold to or won by persons under age 18. (349.181) (7861.0310)
<input checked="" type="checkbox"/>		4. The organization is the sole owner of all the real or personal property to be awarded. (7861.0260)	<input checked="" type="checkbox"/> 13. Purchasers are not required to buy anything other than the ticket. (349.173) (7861.0310)
<input checked="" type="checkbox"/>		5. A merchandise certificate is used when a prize requiring registration or licensure (guns, cars, ATVs, etc.) is offered. (7861.0260)	Yes House Rules
<input checked="" type="checkbox"/>		6. Prizes must not consist of lawful gambling equipment including raffle tickets for another raffle. (7861.0260)	<input checked="" type="checkbox"/> 14. Clear and legible house rules in accordance with MN Rule 7861.0310 are prominently posted at the point of winner selection.
<input checked="" type="checkbox"/>		7. The total value of lawful gambling prizes awarded (use fair market value for donated prizes) does not exceed \$50,000 in a calendar year. (349.166)	Yes Post Raffle Conduct
<input checked="" type="checkbox"/>		8. Alcohol is only awarded as a prize to persons who demonstrate that they are 21 years of age or older. (340A.707)	<input checked="" type="checkbox"/> 15. An exempt permit financial report (LG220A) must be submitted to the Gambling Control Board within 30 days of the gambling occasion. (349.166)
			<input checked="" type="checkbox"/> 16. Gambling funds may only be spent for allowable expenses and lawful purposes. (349.12 3a & 25)
			<input checked="" type="checkbox"/> 17. Gambling records must be kept for 3½ years. (7861.0310)
CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)			
Noncompliant Activity: I acknowledge by signing below that my organization must follow all raffle rules and that any gambling activity conducted by the organization at the event that is not in compliance with Minnesota Statute and Rule may subject the organization to citation or the inability to receive future permits to conduct gambling. I understand that my permit will not be issued until this form has been completed and submitted to the Minnesota Gambling Control Board.			
Signature: 		Date: 12-12-22	Print Name: Jim O'Reilly
Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application.		Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public	
		Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.	

This form will be made available in alternative format (i.e., large print, braille) upon request.

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City Council Agenda

January 9, 2023

Agenda Section: Consent

Agenda No. 7L

Report From: Jacob Thunander, Community
Development Director

Agenda Item: Appoint PZ Commissioner

Core Strategy:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Inspire Community Engagement | <input checked="" type="checkbox"/> Provide Proactive Leadership |
| <input type="checkbox"/> Increase Operational Effectiveness | <input checked="" type="checkbox"/> Ensure Safe/Well Kept Community |
| <input type="checkbox"/> Enhance Local Business Environment | <input type="checkbox"/> Other: Click or tap here to enter text. |
| <input type="checkbox"/> Develop/Manage Strong Parks/Trails | |

Background

City Council is asked to appoint a representative to fill the remainder of a term on the Annandale Planning Commission. The position was previously held by Matthew Barron.

The Personnel Committee and staff held candidate interviews for the vacant Planning Commission position. Their recommendation was to appoint Robert Tengwall.

Recommended Action

Motion to appoint Robert Tengwall as presented

Attachments:

Exh A. Planning Commission Application-Redacted
Exh B. Section 31.45



30 Cedar Street East, P.O. Box K Annandale, MN 55302
Phone: 320-274-3055 Fax: 320-274-5728 www.annandale.mn.us

PLANNING COMMISSION

Thank you for your interest in serving on the City of Annandale Planning Commission. Completed applications should be mailed to the City of Annandale, PO Box K, Annandale, Minnesota, 55302 or emailed to jthunander@annandale.mn.us. Please feel free to attach any relevant information to your application.

Date: 12-20-22

Name: Robert Tengwall

Phone: [REDACTED]

Address: [REDACTED]

Zip: 55302

E-Mail Address: [REDACTED]

Education: Bachelors social studies education / Masters curriculum inst.

Employment (Firm & Occupation/Profession): ISD 876 Annandale High school /
Social Studies Teacher

Civic, Professional, Public Experience: Extra Curricular activities in a variety
of organizations and sports activities over the past 38 years (track coach,
basketball coach at various levels, Key Club advisor, Europe Trip advisor,
numerous professional committees). I also have volunteered spreading
mulch with the garden club

Why are you interested in serving on the Planning Commission?

I see it as a new experience for me, it's a chance to get involved more
with the community, it's a chance to give back to the community,
it sounds interesting to me

Signature: Rob Tengwall

NOTE: The Planning Commission meets on the first Tuesday of the month at 6:00 p.m. in the Annandale Council Chambers. Periodically, special meetings may occur. By applying, you are noting your availability to regularly attend these meetings. Must be over 18 to apply and a City of Annandale resident.

PLANNING COMMISSION

SECTION 31.45 PLANNING COMMISSION CONTINUED.

A Planning Commission for the city is hereby continued. The Planning Commission shall be the city planning agency authorized by M.S. Section 462.354(1), as may be amended from time to time.

SECTION 31.46 COMPOSITION.

(A) The Planning Commission shall consist of five members from the resident population of the city to be appointed by the Mayor with the approval of the City Council. The appointees shall be appointed to serve staggered terms of three years commencing on the first day of January in the year of appointment. Upon expiration of a term, the appointee shall continue until reappointed or a successor is appointed. Absences from any three meetings in a year, unless excused in advance by the Chair, constitutes a vacancy. In the event of any vacancy, the Mayor, with the approval of the City Council, shall appoint a person to complete the unexpired term. A member may serve no more than three (3) full three-year terms.

(B) One member may be a Council Member or the City Clerk, to be appointed by the Mayor with the approval of the City Council.

(C) Other persons may serve in an ex officio capacity as the City Council may, in its discretion, deem appropriate.

(D) Each of the five regular Planning Commission members shall have equal voting privileges. Any member may be removed for cause by majority vote of the City Council upon written charge and after a public hearing.

SECTION 31.47 ORGANIZATION, MEETINGS, MINUTES AND EXPENDITURES.

(A) At the first regular meeting in January, the Planning Commission shall elect a Chairperson, a Vice-Chairperson and a Secretary from among its appointed members, each for a term of one year. The Planning Commission may create and fill other offices as it may determine.

(B) The Planning Commission shall hold at least one meeting each month at the time and place as they may fix by resolution, unless there is no business to come before the Commission, in which case the monthly meeting may be canceled by the Chair or the City Clerk. Special meetings may be called at any time by the Chairperson, or in the case of the Chairperson's absence, by the Vice-Chairperson.

(C) Written minutes of meetings shall be kept and filed with the City Clerk prior to the next regularly scheduled City Council meeting, but shall be subject to the approval at the next Planning Commission meeting.

(D) No expenditures by the Planning Commission shall be made unless and until authorized for the purpose by the City Council.

SECTION 31.48 POWERS AND DUTIES; COMPREHENSIVE PLAN.

(A) *Generally.* The Planning Commission shall have the powers and duties given to city planning agencies generally by law. The Planning Commission shall also exercise the duties conferred upon it by this code. It shall be the purpose of the Planning Commission to prepare and adopt a comprehensive plan for the physical development of the city, including proposed public buildings, street arrangements and improvements, efficient design of major thoroughfares for moving of traffic, parking facilities, public utilities services, parks and playgrounds, a general land use plan and other matters relating to the physical development of the city. This plan may be prepared in sections, each of which shall relate to a comprehensive plan program. After the Planning Commission has prepared and adopted the comprehensive plan, it shall periodically review the comprehensive plan and any ordinances or programs implementing the plan.

(B) *Means of executing plan.* Upon the adoption of a comprehensive plan or any section thereof, it shall be the concern of the Planning Commission to recommend to the City Council reasonable and practical means for putting into effect the plan or section thereof in order that it will serve as a pattern and guide for the orderly physical development of the city and as a basis for judging the timely disbursements of funds to implement the objective. Means of effectuating the plan shall, among other things, consist of a zoning ordinance, subdivision regulations, capital improvement programming and technical review, and recommendations of matters referred to the Planning Commission by the City Council.

(C) *Zoning ordinance.* Pursuant to M.S. Section 462.357(3), as it may be amended from time to time, the Planning Commission shall review all proposed amendments to the zoning ordinance, take part in public hearings, and make recommendations to the City Council as may be prescribed by the zoning ordinance.

(D) *Special permits.* The Planning Commission may make recommendations on all requests for a conditional use permit under the terms of the zoning ordinance. The Planning Commission shall report its recommendations to the City Council for action.

(E) *Subdivision regulations.* The Planning Commission may make recommendations in relation to the subdividing of land as prescribed by the ordinance. The Planning Commission shall report its recommendations to the City Council for action.

(F) *Variances.* All applications for variances shall be referred to the Planning Commission which shall have the powers of a Board of Appeals and adjustments as provided for in M.S. Section 462.357, Subd. 6, as it may be amended from time to time, and forwarded with or without recommendations directly to the City Council for its decision. Variances may be granted from the literal provisions of an ordinance only where strict enforcement would cause undue hardship because of circumstances unique to the individual property under consideration as authorized by M.S. Section 462.357, Subd. 6(2) as it may be amended from time to time.

SECTION 31.49 COMPENSATION OF COMMISSIONERS.

The compensation of the Commission Members shall be established from time to time by the City Council.



City Council Agenda

January 9, 2023

Agenda Section: Consent

Agenda No. 7M

Report From: Kelly Hinnenkamp, Admin

Agenda Item: Approve 2023 Meeting Dates

Core Strategy:

- | | |
|---|--|
| <input type="checkbox"/> Inspire Community Engagement | <input type="checkbox"/> Provide Proactive Leadership |
| <input type="checkbox"/> Increase Operational Effectiveness | <input type="checkbox"/> Ensure Safe/Well Kept Community |
| <input type="checkbox"/> Enhance Local Business Environment | <input checked="" type="checkbox"/> Other: Compliance |
| <input type="checkbox"/> Develop/Manage Strong Parks/Trails | |

Background

City Council is asked to approve the 2023 meeting dates as presented.

Recommended Action

Motion to approve the 2023 meeting dates as presented.

Attachments:

Schedule of Meeting Date

Regularly Scheduled Meetings of Council and Appointed Commissions - 2023



Holiday

**City
Council
6:30 p.m.**

**Planning
Commission
5:30 p.m.**

**Parks
Commission
6 p.m.**

January 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22		24	25
26	27	28				

March 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23 30	24	25	26	27	28	29

May 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23 30	24 31	25	26	27	28	29

August 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24 31	25	26	27	28	29	30



City Council Agenda

January 9, 2023

Agenda Section: Consent

Agenda No. 7N

Report From: Kelly Hinnenkamp, Admin

Agenda Item: 2023 Union Contract

Core Strategy:

- | | |
|--|---|
| <input type="checkbox"/> Inspire Community Engagement | <input type="checkbox"/> Provide Proactive Leadership |
| <input checked="" type="checkbox"/> Increase Operational Effectiveness | <input checked="" type="checkbox"/> Ensure Safe/Well Kept Community |
| <input type="checkbox"/> Enhance Local Business Environment | <input type="checkbox"/> Other: Click or tap here to enter text. |
| <input checked="" type="checkbox"/> Develop/Manage Strong Parks/Trails | |

Background

The changes from the existing contract include the following:

Duration- 2-year agreement effective January 1st, 2023 through December 31st, 2024.

Article 4.1 Union Security- New language in red-

In addition to monthly union dues set by the union, Effective January 1, 2021 the Employer will, upon written authorization from the individual employee, deduct from the employee the working dues assessment.

Article 15 Vacation- Updated to match City Policy

Appendix A- Wage-

January 1, 2023 COLA- 4.5%

January 1, 2024 COLA- 2.75% or amount provided to non-union staff, if greater.

Article 18 Insurance- 20% contribution vs 10% contribution for the family portion of the premium. The City will provide a \$0.46 increase to staff when this change was made and City of Annandale will provide this change to the bargaining unit public works department.

Recommended Action

Motion to approve the contract as recommended.

Attachments:

Union Contract

COLLECTIVE BARGAINING AGREEMENT

Between

THE CITY OF ANNANDALE

And

**INTERNATIONAL UNION OF OPERATING
ENGINEERS, LOCAL NO. 49**



January 1, 2023 through December 31, 2024

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ARTICLE 1 – PURPOSE OF AGREEMENT

- 1.1 **Agreement.** This Agreement is entered into between the City of Annandale (hereinafter called the EMPLOYER), and Local 49, International Union of Operating Engineers, (hereinafter called the UNION).
- 1.2 **Scope.** This Agreement constitutes the entire Agreement between the parties and no verbal statements shall supersede any of its provisions. Any amendment or agreement supplemental hereto shall not be binding upon either party unless executed in writing by the parties hereto.
- 1.3 **Purpose.** This Agreement is entered into by the parties for the general purpose of promoting the mutual interests of the City and its employees; to maintain cooperation and understanding between the parties; improve employee efficiency and improve the quality of services rendered to the City and the public; establish certain hours, wages, and other conditions of employment for the duration of this Agreement; establish procedures for the resolution of disputes concerning this Agreement's interpretation and/or other application. In the spirit of existing harmonious relations, the parties to this Agreement shall cooperate fully to secure the advancement and achievement of these purposes.

ARTICLE 2 – RECOGNITION

- 2.1 The Employer recognizes the Union as the exclusive bargaining representative, under Minnesota Statutes, Section 179A.03, Subdivision 8, as certified by the Bureau of Mediation Services on November 17, BMS Case No. 21PCE0532, and described as:

All full-time employees employed by Public Works of the City of Annandale, Minnesota who are public employees within the meaning of Minn. Stat. § 179A.03, subd. 14, excluding clerical, supervisory, confidential and all other employees.

The parties agree that temporary/seasonal employees are excluded from the bargaining unit.

- 2.2 In the event that the Employer and the Union are unable to agree as to the inclusion or exclusion of a new or modified job class the issue shall be submitted to the Bureau of Mediation Services for determination.

ARTICLE 3 – DEFINITIONS

- 3.1 UNION: The International Union of Operating Engineers, Local No. 49, AFL-CIO.
- 3.2 EMPLOYER: The City of Annandale, Minnesota.
- 3.3 UNION MEMBERS: Members of the International Union of Operating Engineers, Local No. 49, AFL-CIO.
- 3.4 EMPLOYEE: A member of the exclusively recognized bargaining unit.
- 3.5 BASE PAY RATE: The Employee's hourly rate exclusive of any special allowances.
- 3.6 DAYS: Unless otherwise indicated, means the Employer's regular business days.
- 3.7 PROMOTION: Movement of an employee from one job classifications to another within the bargaining unit, where the maximum hourly wage rate/salary for the new position is higher than that of the employee's former position.
- 3.8 TRANSFER: Movement of an employee from one city position to another of equivalent pay within the bargaining unit.
- 3.9 EVALUATION/TRAINING PERIOD: A six-month period at the start of employment with the Employer (or at the beginning of a promotion, reassignment, or transfer). Probationary periods are six months in duration, but may be extended by, for example, an unpaid leave of absence. The evaluation period may be extended for up to six months by the department head in consultation with the City Administrator. The employee will be given written notice that the evaluation period has been extended. An employee serving his/her initial evaluation period may be disciplined at the sole discretion of the City, up to and including dismissal. An employee so disciplined, including dismissal, will not have any grievance rights.
- 3.10 SEPARATION IN GOOD STANDING: An Employee leaving service with the Employer after giving two weeks' advance notice, providing the Employee has not been discharged for misconduct or is not resigning in lieu of being terminated for misconduct.
- 3.11 TEMPORARY/SEASONAL EMPLOYEE: An Employee who is not in a classified bargaining unit position because the employment is limited by duration or a specific project or task not to exceed one hundred (100) working days per calendar year. Temporary/Seasonal employees are not included in the bargaining unit.
- 3.12 SEVERANCE PAY: Payment made to an Employee upon separation of employment in good standing.
- 3.13 SENIORITY: Length of continuous service in any of the job classifications covered by Article 2 – Recognition.

ARTICLE 4 – UNION SECURITY

In recognition of the Union as the exclusive representative:

- 4.1 The Employer shall deduct from the wages of Employees, who authorize such a deduction in writing, an amount necessary to cover monthly union dues as established by the Union and remit such deduction to the appropriate designated officer of the Union with a list of the names of the Employees from whose wages deductions were made. The Union shall certify to the Employer, in writing, the current amount of regular dues to be withheld.

In addition to monthly union dues set by the Union, the Employer will, upon written authorization from the individual employee, deduct from the employee the working dues assessment. These dues will be deducted at ten cents (\$.10) per hour, not to exceed forty (40) hours per week. All money collected by the Employer, as provided herein, shall be remitted, along with the reporting form which states the employee's name, last four digits of social security number, hours worked and amount of working dues owed, to the Union's office located at 2829 Anthony Lane South, Minneapolis, MN 55418 not later than 15th day of the month following the month in which deductions were made.

- 4.2 The Union agrees to indemnify and hold harmless the Employer against any claims, suits, order, or judgments brought or issued against the Employer under the provisions of this Article.
- 4.3 The Union may designate two (2) Employees from the bargaining unit to act as Stewards and shall inform the Employer in writing of such choices. Only one (1) designated Steward shall be granted reasonable time off with pay at any given time to fulfil Union Steward duties under this Agreement.
- 4.4 A non-employee Business Representative of the Union, previously certified to the Employer as provided herein may, with the prior approval of the Employer, come on the premises of the Employer for the purpose of bargaining and processing grievances.

ARTICLE 5 – EMPLOYER AUTHORITY

- 5.1 The Union recognizes the right and authority of the Employer to operate and manage its affairs in all respects in accordance with its management rights, existing and future laws and regulations of the appropriate authorities. The rights or authority which the Employer has not officially abridged, delegated or modified by this Agreement are retained by the Employer.
- 5.2 The Employer retains the full and unrestricted right to operate and direct the affairs of the Employer in all of its various aspects, including but not limited to the right to operate and manage facilities and equipment; to establish and discontinue functions and programs; to set and amend budgets; to determine the utilization of technology; to establish and modify the organizational structure, to schedule working hours and assign overtime, to select, direct, and determine the number of personnel; to hire, promote, suspend, discipline or discharge for just cause; to lay off or relieve Employees due to lack of work or other reasons; to make and enforce reasonable rules and regulations; to contract with vendors or others for goods and/or services including the right to subcontract or contract out any or all functions performed by members of this bargaining unit; to take any and all actions necessary to carry out the operations of the employer in situations involving a disaster or emergency consistent with the terms and conditions listed in this agreement to the extent practicable; to assign duties, tasks, and to perform such other inherent managerial function not specifically limited by this Agreement .
- 5.3 Any term and condition of employment not specifically established or modified by this Agreement shall remain solely within the discretion of the Employer to modify, establish, or eliminate.
- 5.4 The Employer's failure to exercise any right, prerogative, or function hereby reserved to it, or the Employer's exercise of any such right, prerogative, or function in a particular way, shall not be considered a waiver of the Employer's right to exercise such right, prerogative, or function or preclude it from exercising the same in some other way not in conflict with the express provisions of this Agreement.
- 5.5 The parties recognize that all Employees covered by this Agreement shall perform the services and duties prescribed by the Employer and shall be governed by Employer rules, policies, regulations, directives and orders, provided that such rules, regulations and orders are not inconsistent with the provisions of this Agreement or state or federal laws.

ARTICLE 6 – EMPLOYER SECURITY

- 6.1 Neither the Union, its officers or agents, nor any of the Employees covered by this Agreement will engage in, encourage, sanction, support or suggest any strike, slowdowns, mass resignations, mass absenteeism, the willful absence from one's position, the stoppage of work or the abstinence in whole or in part of the full, faithful and proper performance of the duties of employment for the purpose of inducing, influencing or coercing a change in the conditions or compensation of the rights, privileges or obligations of employment, during the life of this Agreement.
- 6.2 In the event that any Employee violates this article, the Union shall immediately notify any such Employee in writing to cease and desist from such action and shall instruct them to immediately return to their normal duties. Any or all Employees who violate any of the provisions of this article may be discharged or otherwise disciplined.

ARTICLE 7 – EMPLOYEE RIGHTS – GRIEVANCE PROCEDURE

- 7.1 **Grievance:** Any dispute or disagreement as to the interpretation or application of the specific terms and conditions of this Agreement.
- 7.2 **Contents of a Grievance.** All grievances shall be in writing. Only one subject matter or incident shall be covered in any one grievance. The written grievance shall contain the name and position of the grievant, a clear and concise statement of the grievance, the issue involved, the relief sought, the date and time (if known) the alleged violation took place, and the specific section of the Agreement alleged to have been violated. All grievances shall be signed and dated.
- 7.3 **Processing of a Grievance.** It is recognized and accepted by the Union and the Employer that the processing of grievances as hereinafter provided is limited by the job duties and responsibilities of the steward and grievant Employee(s) and shall therefore be accomplished during normal working hours only when consistent with such Employee's duties and responsibilities. The aggrieved Employee(s) and the steward shall be allowed a reasonable amount of time-for the investigation and presentation of grievances during normal working hours provided the aggrieved Employee(s) and the steward have previously notified and received the approval of the designated supervisor where the designated supervisor has determined that such absence is reasonable and would not be detrimental to the work programs of the Employer. Up to two (2) hours per grievance shall be with pay. The designated supervisor will be notified when the steward or grievant employee(s) returns to the work-station and resumes duties.
- 7.4 **Waiver:** If a grievance does not comply with any of the procedural requirements set forth in Section 7.5, it shall be considered "waived." If a grievance is not appealed in conformance with any of the procedural requirements in Section 7.5 or any agreed waiver of the requirements thereof, it shall be considered settled on the basis of the Employer's last answer. If the Employer does not answer a grievance or an appeal thereof within the specified times limits, the Union may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each Step may be extended by mutual written agreement of the Employer and the Union at each step. In addition, the Employer and Union may mutually agree to extend the timelines and mediate the grievance following the Step 3 final answer from the Employer prior to appealing the matter to Step 4.
- 7.5 **Procedure.** Grievances, as defined by Section 7.1, shall be resolved in conformance with the following procedure:

Step 1. An Employee or Union representative claiming a violation concerning the interpretation or application of this Agreement shall, within fourteen (14) calendar days after such alleged violation has occurred, present such grievance to the Public Works Director. The Public Works Director will discuss the matter with the grievant and Union representative and give an answer to such Step 1 grievance to the Union representative within seven (7) calendar days after receipt.

A grievance not resolved in Step 1 shall be appealed to Step 2 within seven (7) calendar days after the Public Works Director's final answer in Step 1. Any grievance not appealed in writing to Step 2 by the Union within seven (7) calendar days shall be considered waived.

Step 2. If appealed to Step 2, the grievance shall be presented by the Union and discussed with the City Administrator or designee. The City Administrator or designee shall give the Union representative the Employer's Step 2 answer in writing within seven (7) calendar days after receipt of such Step 2 grievance.

A grievance not resolved in Step 2 may be appealed to Step 3 within seven (7) calendar days following the City Administrator or designee's final Step 2 answer. Any grievance not appealed in writing to Step 3 by the Union within seven (7) calendar days shall be considered waived.

Step 3. A grievance unresolved in Step 2 and appealed to Step 3 shall be submitted to the Minnesota Bureau of Mediation Services (BMS) for mediation. A grievance not resolved in Step 3 may be appealed to Step 4 within seven (7) calendar days following the Employer's final answer at Step 3. Any grievance not appealed in writing to Step 4 by the Union within seven (7) calendar days shall be considered waived.

Step 4. A grievance unresolved in Step 3 and appealed to Step 4 shall be submitted to Arbitration. The parties shall attempt to agree upon an arbitrator within seven (7) calendar days after receipt or notice of referral and, in the event the parties are unable to agree upon an arbitrator within said seven (7) calendar day period, either party may request the Bureau of Mediation Services to submit a panel of five (5) arbitrators. The Employer, or its representative, and the Union shall have the right to alternately strike two names from the panel. The party striking the first name shall be determined by procedures established by the Commissioner of the Bureau of Mediation Services. The remaining person shall be the arbitrator. Failure to select an arbitrator within ninety (90) days of the Employer's answer in Step 3, shall be considered a "waiver" of the grievance; unless the delay in selection is caused by the Employer, or the delay is mutually agreed upon by the parties in writing.

7.6 Arbitrator's Authority

The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the terms and conditions of this Agreement. The arbitrator shall consider and decide only the issue(s) submitted by the Employer and the Union in writing and shall have no authority to make a decision on any other issue not so submitted.

The arbitrator shall be without power to make decisions contrary to, or inconsistent with, or modifying or varying in any way the application of laws, rules or regulations having the force and effect of law. The arbitrator's decision shall be submitted to both parties in writing within thirty (30) days following the close of the hearing or the submission of

briefs by the parties, whichever be later, unless the parties agree to an extension. The decision shall be binding on both the Employer and the Union and shall be based solely on the arbitrator's interpretation or application of the express terms of this Agreement and to the facts of the grievance presented. If the grievance is covered by law or statute, or not covered by the express provisions of this Agreement, the arbitrator shall refer the grievance back to the parties without decision or recommendation.

The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the Employer and the Union provided that each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record. If both parties desire a verbatim record of the proceedings the cost shall be shared equally.

- 7.7 **Choice of Remedy.** It is specifically understood that any matters governed by statutory or regulatory provisions, except as expressly provided for in this Agreement, shall not be considered grievances under this Agreement. In the event more than one procedure is available for resolution of a dispute arising from any provisions covered by this Agreement, the aggrieved employee(s) shall be limited to one procedure through which remedy may be sought. If the aggrieved Employee(s) utilizes a procedure other than the grievance procedure herein, then the employee is precluded from appealing under this procedure. If the Employee utilizes this procedure, then the Employee is precluded from appealing under another procedure. Employees may use both this grievance procedure and a statutory procedure to the extent that it is required by state or federal law.

ARTICLE 8 –DISCIPLINE

- 8.1 The Employer will discipline Employees for just cause only. The Employer retains the right to take any disciplinary action it deems appropriate based upon the nature and severity of the infractions, history of discipline and the circumstances surrounding the incident. The Employer retains the right to determine what behavior warrants disciplinary action and the level of discipline that will be imposed. Oral and written reprimands will be removed from the Employee's personnel file with no same or similar infractions in the preceding twenty-four (24) months and Employee has been released from any applicable performance improvement plan. Employee is responsible for requesting removal. Discipline will be in one (1) or more of the following forms:
- A. Oral reprimand
 - B. Written reprimand
 - C. Suspension (with or without pay)
 - D. Demotion and/or Transfer, or
 - E. Dismissal
- 8.2 Written reprimands, notices of suspensions, notices of demotion and/or transfer, and notices of dismissal which are to become part of an Employee's personnel file shall be read with a signature acknowledging receipt. Employees' signatures do not mean the employee agrees with the reprimand. Employees will receive a copy of such reprimands and/or notices.

ARTICLE 9 – WORK SCHEDULES

- 9.1 The Employer is the sole authority in establishing work schedules.
- 9.2 Work week: Midnight on Saturday through 11:59 p.m. on Friday. A work week is seven (7) consecutive twenty-four (24) hour periods.
- 9.3 The regular workweek for employees is five eight-hour days, Monday through Friday.
- Service to the public may require the establishment of regular shifts for some Employees on a daily, weekly, seasonal, or annual basis other than the regular workday and workweek. The Employer shall give ten (10) workdays advance notice to the Employees affected by changes to the Employee's normally scheduled workdays.
- 9.6 In the event that work is required because of unusual circumstances such as (but not limited to) fire, flood, snow, sleet or breakdown of municipal equipment or facilities, no advance notice need be given.
- 9.7 A paid fifteen (15) minute break is allowed within each four (4) consecutive hours of work. An unpaid thirty (30) minute lunch period is provided when an employee works eight (8) or more consecutive hours.

ARTICLE 10 – OVERTIME PAY

- 10.1 All hours worked in excess of forty (40) hours in a work week shall be paid at the rate of one and one-half (1 ½) times the Employee's regular base pay rate.
- 10.2 For the purposes of computing overtime compensation, overtime hours worked shall not be pyramided, compounded, or paid twice for the same hours worked.
- 10.3 Overtime will be distributed as equally as practicable. Overtime refused will be considered overtime offered.
- 10.4 There shall be no overtime worked without prior approval by the Public Works Director.
- 10.5 Sick leave, vacation leave, compensatory time, and holidays shall not be considered as hours worked for purposes of calculating overtime.

ARTICLE 11 – COMPENSATORY TIME

- 11.1 Employees may accumulate compensatory time in lieu of overtime compensation at the rate of one and one half (1 ½) times the overtime hours worked. All compensatory time will be marked as such on official time sheets, both when it is earned and when it is used.
- 11.2 The maximum compensatory time accumulation for any employee is eighty (80) hours per year. Once an employee has earned eighty (80) hours of compensatory time per calendar year, no further compensatory time may accrue in that calendar year. At no time shall an employee accrue in excess of eighty (80) hours of compensatory time. Employees may request and use compensatory time off in the same manner as other leave requests.
- 11.3 Accrued compensatory time may be taken in thirty (30) minute units. All scheduling of compensatory time off shall be pre-approved by the Public Works Director.

ARTICLE 12 – ON-CALL DUTY, WEEKEND DUTY, AND CALL-BACK DUTY

- 12.1 **On-Call Duty:** One (1) Employee from the Public Works Department is required to be on-call during non-business hours for emergency issues. On-call shall be for the course of one week. The week will be from Monday 7:00 a.m. to Monday of the following week at 6:59 a.m. The employee on-call will be responsible for conducting routine weekend rounds and shall be compensated at \$30/day and \$60/day for observed Holidays. The employee who is on-call must remain within 30 miles or 60 minutes of the City of Annandale. An employee in the on-call status will be authorized to trade their on-call status with another qualified employee upon approval of the supervisor.
- 12.2 **Weekend Duty.** Employees conducting routine weekend rounds and rounds completed on holidays will be compensated at a minimum of two (2) hours pay. Compensation for weekend duty shall be at one and on-half (1 ½) times the Employee's base rate of pay.
- 12.3 **Call-Back Duty.** An Employee called in for work at a time other than the Employee's normal scheduled shift will be compensated for a minimum of two (2) hours pay for each Call-Back. The Call-Back period may extend beyond two (2) hours if the work requires. The Employee shall be compensated at one and one-half (1 ½) times the Employee's base rate of pay for the two (2) hour minimum and for such additional hours worked. Call-Backs on actual holidays shall also receive holiday pay as provided in Section 19.4. Employees have a reasonable obligation to work Call-Backs if requested unless unusual circumstances prevent the Employee from so working.

ARTICLE 13 – SENIORITY

- 13.1 **Probationary Employees:** During the probationary period, an Employee may be discharged at the sole discretion of the Employer.
- 13.2 **Layoff:** If the Employer should layoff any bargaining unit Employee(s), for any reason, the following conditions shall apply:
- A. The Employer shall determine the position(s) in the classification, which are to be eliminated, provided however, that all Employees in temporary and part-time positions shall be laid off before regular Employees.
 - B. Seniority shall govern the order in which Employees are laid off in each classification. Classifications are Plant Operator (Wastewater), Plant Operator (Water) and Maintenance Worker. In the event that a layoff should become necessary, the Employer shall lay off Employees in reverse order of their seniority. The Employer shall give written notice to the Employee(s) to be laid off with a copy provided to the Union, at least fourteen (14) calendar days prior to the effective date of the layoff whenever practicable.
 - C. In the event a position of a higher class is eliminated and layoffs become necessary, Employees may exercise their seniority to displace (“bump”) less senior Employees of a lower class in which the Employee is qualified.
 - D. Seniority rights shall not control where it would result in the Employer not having the appropriate licensed Employees to conduct the work of the department.
- 13.3 **Recall:** Employees, who have been laid off, shall be recalled in the order of their seniority within their classification, to the highest employment conditions and wages that their seniority as regular full time Employees would entitle them to receive.
- A. An Employee on lay-off shall be notified of recall by certified mail (return receipt requested) sent to the Employee’s last known address at least seven (7) calendar days prior to the reporting date. The Employee shall notify the Employer of their intent to return to work within 48 hours of receipt of notice and shall report to work on the reporting date specified by the Employer unless other arrangements have been agreed to by the Employer and Employee in writing. If the Employee does not return to work under the terms of recall mutually agreed to by the parties, the Employee shall be deemed to have terminated employment with the Employer. Employees shall remain on a recall list for twelve (12) months or until they fail to return to work in response to a recall, whichever occurs first.
- 13.4 **Temporary Call Back:** Employer may call back laid off Employees to perform available work that is of a temporary nature.

- A. Employees, who have been laid off, shall be recalled in the order of their seniority within their classification to the highest employment conditions and wages that their seniority as regular full time Employees would entitle them to receive.
- B. Refusal by an Employee to accept a temporary call back, or the Employer's inability to contact an Employee shall not be considered a refusal to accept recall from layoff.
- C. Time worked during a temporary call back shall extend the Employees status on the recall list referred to in Article 13.3 (A) an amount of time equal to the temporary call back.

ARTICLE 14 – COMPENSATION

- 14.1 **Rates of Pay:** Employees covered by this Agreement shall be compensated in accordance with the Salary Schedule marked “Appendix A” attached hereto and made a part of this Agreement.
- 14.2 Employer shall provide Employees with a pay stub or access to an online pay stub showing Employee earnings, vacation, and compensatory time and shall be paid bi-weekly by automatic deposit. When a payday falls on a holiday, Employees shall receive pay the preceding workday.
- 14.3 **Pay Day:** Employees shall be paid bi-weekly on alternate Fridays. When a payday falls on an official holiday, employees shall receive their paychecks the nearest preceding workday.
- 14.4 **Pay Period:** A fourteen (14) day period beginning at 12 a.m. (midnight) on Saturday through 11:59 p.m. on Friday, fourteen (14) days later.
- 14.5 **License Wage Incentive:**

<u>Certification</u>	<u>Hourly Wage Increase</u>
Class A Wastewater	\$0.25
Class B Wastewater	\$0.20
Class C Wastewater	\$0.15
Class D Wastewater	\$0.10
Class B Water	\$0.20
Class C Water	\$0.15
Class D Water	\$0.10

ARTICLE 15 – VACATION

15.1 Vacation Leave Schedule:

<u>Length of Service</u>	<u>Paid Vacation</u>	<u>Monthly Accrual Rate</u>
First year of service	5 days	.42 days per month
2 nd thru 4 th years	10 days/year	.84 days per month
5 th thru 10 th years	15 days/year	1.25 days per month
11 th year	16 days/year	1.33 days per month
12 th year	17 days/year	1.42 days per month
13 th year	18 days/year	1.5 days per month
14 th year	19 days/year	1.58 days per month
15 th year +	20 days/year	1.66 days per month

15.2 Eligibility: Full-time employees will earn vacation leave in accordance with the above schedule.

15.3 Accrual Rate: For the purpose of determining an employee's vacation accrual rate, years of service will include all continuous time that the employee has worked at the City (including authorized unpaid leave). Employees who are rehired after terminating city employment will not receive credit for their prior service unless specifically negotiated at the time of hire.

15.4 Earnings and Use: After six months of service, vacation leave may be used as it is earned, subject to approval by the employee's supervisor.

An employee will not earn any vacation leave for any pay period unless he/she is employed by the City on the last scheduled workday of the pay period. Requests for vacation must be received at least forty-eight (48) hours in advance of the requested time off. This notice may be waived at the discretion of the Public Works Director. Vacation can be requested in increments as small as thirty (30) minutes to the total amount of the accrued leave balance. Vacation leave is to be used only by the employee who accumulated it. It cannot be transferred to another employee.

Employees may accrue vacation leave up to one-and-a-half (1.5) times their accrual rate. No vacation will be allowed to accrue in excess of this amount without the approval of the Public Works Director. Vacation leave cannot be converted into cash payments except at termination.

If an official holiday occurs during a scheduled vacation, the charge against the employee's earned vacation will be reduced by one day. The Public Works Director has the right to deny a vacation request if the denial is reasonable.

Request for use of vacation longer than 10 consecutive business days requires Public Works Director approval.

ARTICLE 16 – BEREAVEMENT LEAVE

- 16.1 Employees will be permitted to use up to three (3) consecutive working days, with pay, as funeral leave upon the death of an immediate family member. Immediate family includes: Spouse, children, parents, brothers, sisters, grandparents, parent-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, stepparent, stepchild or grandchild. This definition shall also include persons unrelated by blood or marriage residing in an employee's home.

ARTICLE 17 – SICK LEAVE

17.1 Sick leave is authorized absence from work with pay.

- Employees are to use this paid leave only when they are unable to work for medical reasons and under the conditions explained below. Sick leave does not accrue during an unpaid leave of absence. Fulltime employees will accumulate sick leave at a rate of eight (8) hours per month.
- Sick leave may be used only for days when the employee would otherwise have been at work. It cannot be used for scheduled days off.
- During Training/Evaluation period, employees shall not be allowed to utilize accumulated sick leave until they have been employed continuously for six months.
- The maximum number of sick hours an employee may accrue is limited to three hundred and sixty (360) hours. Up to three (3) days of the sick leave time allotted annually may be used as personal leave for reasons other than illness, in the employee's discretion (in increments of not less than thirty (30) minutes. Personal leave days may not be carried over from year to year and a maximum of 3 such days will be allowed each year. However, if an employee does not use 3 of his/her sick leave days for personal leave annually, the remaining days or hours will be carried over as sick leave according to the sick leave policy outlined herein.
- Sick leave incentive program: An employee shall earn one-fourth (1/4) day paid vacation or one-fourth (1/4) days' pay in lieu of said vacation per month at the employee's option with the option being selected in December of each year for the next calendar year running December 1st and terminating November 30th. This option is only active and available when the beginning sick leave balance is forty-five (45) days each month. In the event an employee takes sick leave then the employee cannot earn the one-fourth (1/4) day stipulated for that month. The cash in lieu option will be paid if applicable on the first payroll check in December of each year. December 1st will be the date used in calculating the vacation or days' pay in lieu of said vacation option. Accrued and unused sick leave will not be paid to the employee upon termination of employment except in accordance with Article 23 - Severance.

Sick leave may be used as follows:

- When an employee is unable to perform work duties due to illness or disability (including pregnancy).
- For medical, dental or other care provider appointments.
- When an employee has been exposed to a contagious disease of such a nature that his/her presence at the workplace could endanger the health of others.
- To care for the employee's injured or ill children, including stepchildren or foster children, for such reasonable periods as the employee's attendance with the child may be necessary.
- To take children, or other family members to a medical, dental or other care provider appointment.

- To care for an ill spouse, father, father-in-law, mother, mother-in-law, stepparent, grandparent, grandchild, sister or brother.

Pursuant to Minn. Stat. §181.9413, eligible employees may use up to 160 hours of sick leave in any 12-month period for absences due to an illness of or injury to the employee's adult child, spouse, sibling, parent, grandparent, stepparent, parent-in-law (mother-in-law and father-in-law), and grandchild (includes step, biological, adopted, or foster grandchild).

After accrued sick leave has been exhausted, vacation leave and/or compensatory time may be used upon approval of the Public Works Director, to the extent the employee is entitled to such leave.

To be eligible for sick leave pay, the employee will:

- Communicate with his/her immediate supervisor, as soon as possible after the scheduled start of the workday, for each and every day absent;
- Keep his/her immediate supervisor informed of the status of the illness/injury or the condition of the ill family member;
- Submit a physician's statement upon request.

After an absence of three (3) or more days, a physician's statement may be required on the employee's first day back to work, indicating the nature of the illness or medical condition and attesting to the employee's ability to return to work and safely perform the essential functions of the job with or without reasonable accommodation.

- 17.2 Maternity/Paternity Leave: In accordance with the FMLA, Employees shall receive twelve (12) weeks of unpaid leave for the birth or adoption of a child. Employees will have the option to substitute accrued leave for unpaid leave.

ARTICLE 18 – INSURANCE

18.1 **Health Insurance.** The Employer will contribute a monthly amount toward group health insurance benefits for each eligible employee and their dependents.

- A. The Employer shall contribute one hundred percent (100%) of the insurance premium for Employee only HSA option (base level plan) and eighty percent (80%) of the insurance premium toward dependent/family HSA option. The City will provide a one-time \$0.46 increase to the bargaining unit employees with family coverage.
- B. The Employer shall contribute the premium dollar amount for the employee/family HSA options as outlined in Article 18.1 A, towards all other health insurance options if elected by the employee.
- C. The Employer shall have the right to select the insurance carrier and base level plan and any other coverage options offered to the Employees in the Employer's sole discretion.
- D. It shall be understood that the Employer's only obligation is to purchase an insurance policy and pay the amounts above agreed to and no claim shall be made against the Employer as a result of any denial of any insurance benefits by any insurance carrier.

18.2 **Dental Insurance.** The City offers dental insurance through the City's Insurance provider for eligible full time Employees and their spouse/partner and/or their dependents.

- A. The Employer shall contribute one hundred percent (100%) of the dental premium for Employee and family coverage.
- B. The Employer shall have the right to select the insurance carrier and the policy.
- C. It shall be understood that the Employer's only obligation is to purchase an insurance policy and pay the amounts above agreed to and no claim shall be made against the Employer as a result of any denial of any insurance benefits by any insurance carrier.

18.3 **Life Insurance.** Employer shall contribute one hundred percent (100%) towards and provide Employees with a life insurance policy. The Employer shall have the right to select the insurance carrier and the life insurance policy in the Employer's sole discretion.

18.4 **Health Savings Account (HSA).** Employer shall contribute fifty dollars (\$50) monthly to employee HSA eligible accounts.

ARTICLE 19 – HOLIDAYS

19.1 **Recognized Holidays.** Include the following:

➤ New Year's Day*	January 1
➤ Martin Luther King Day	Third Monday, January
➤ President's Day	Third Monday, February
➤ Memorial Day*	Last Monday, May
➤ Independence Day*	July 4
➤ Labor Day*	First Monday, September
➤ Veteran's Day	November 11
➤ Thanksgiving Day*	Fourth Thursday, November
➤ Friday after Thanksgiving	Fourth Friday, November
➤ Christmas Eve (4 hours) *	December 24
➤ Christmas Day*	December 25

*Prime Holidays

19.2 When a holiday falls on a Sunday, the following Monday will be the “observed” holiday and when a holiday falls on a Saturday, the preceding Friday will be the “observed” holiday.

19.3 Full-time employees will receive pay for official holidays at their normal straight time rates, provided they are on paid status on the last scheduled day prior to the holiday and first scheduled day immediately after the holiday.

19.4 Employees called in to work the actual holiday listed above, as opposed to the observed holiday, shall be compensated at one and one-half (1 ½) times the Employee's base rate of pay in addition to holiday pay.

19.5 If Employer amends its personnel policy to allow for additional paid holiday time, Employees shall be automatically be granted that additional paid holiday time.

ARTICLE 20 – UNIFORMS, SAFETY, CLOTHING AND PHONE ALLOWANCE

- 20.1 The Employer shall provide Public Works Employees with uniforms as determined by Employer and shall cover one hundred percent (100%) of the cost of said uniforms.
- 20.2 In order to encourage employee safety, Public Works Employees shall receive an annual safety footwear allowance for reimbursement of up to two hundred dollars (\$200.00) for the purchase of approved safety boots upon presentation of a receipt.
- 20.3 Employer shall provide Public Works Employees with safety glasses, safety vests, gloves, and reflective clothing determined necessary by the Employer to perform job functions.
- 20.5 Employer shall provide a City-owned phone to employees who request one and who have been approved by the Personnel Committee.
- 20.6 In situations where the Employer has determined a mobile phone allowance is to be provided to an employee in lieu of issuing an Employer-owned phone, the Employer shall provide employee with an allowance rate of thirty dollars (\$30) per month.

ARTICLE 21 – CONFERENCES, TRAINING AND DEVELOPMENT

21.1 The City will pay for the costs of an employee's participation in training and attendance at professional conferences, provided that attendance is approved in advance under the following criteria and procedures:

Job-Related Training & Conferences

The subject matter of the training session or conference is directly job-related and relevant to the performance of the employee's work responsibilities. Responsibilities outlined in the job description, annual work program requirements and training goals and objectives that have been developed for the employee will be considered in determining if the request is job-related.

CLE or similar courses taken by an employee in order to maintain licensing or other professional accreditation will not be eligible for payment under this policy unless the subject matter relates directly to the employee's duties, even though the employee may be required to maintain such licensing or accreditation as a condition of employment with the City.

The Public Works Director is responsible for determining job-relatedness and approving or disapproving training and conference attendance. Requests may be denied for budgetary reasons within the sole discretion of the Employer.

Job-Related Meetings

Attendance at professional meetings directly related to the performance of the employee's work responsibilities may not require the approval of the City Administrator. Advance supervisor approval is required to ensure adequate department coverage.

Request for Participation in Training & Conferences

The request for participation in a training session or conference must be submitted in writing to the employee's supervisor on the appropriate form. All requests must include an estimate of the total cost (training session, travel, meals, etc.) and a statement of how the education or training is related to the performance of the employee's work responsibilities with the City.

Requests totaling more than \$500 must be approved by the employee's supervisor and the City Administrator. Documentation approving conference or training attendance will be provided to the employee with a copy placed in the employee's personnel file.

Payment information such as invoices, billing statements, etc., regarding the conference or training should be forwarded to accounting for prompt payment.

Tuition Reimbursement

To be considered for tuition reimbursement, the employee must be in good standing and have been employed by the City for at least one year. All requests for tuition reimbursement will be considered on a case-by-case basis by the City Administrator, with final approval/disapproval provided by the City Council.

Courses taken for credit at an approved educational institution must meet the following criteria to be approved for reimbursement:

- Courses must be directly related to the employee's present position (whether required for a degree program or not); OR
- Courses must be directly related to a reasonable promotional opportunity in the same field of work as present position (whether part of a degree program or not).

The City will pay the cost of tuition upon successful completion (C grade or better; "pass" in a pass/fail course) of the approved course. Reimbursements will be prorated for part-time employees. The maximum reimbursement per course will be based on an average course cost at the University of Minnesota. Employees may elect to attend a more costly school provided they pay the difference in cost. Employees must reimburse the City if they voluntarily leave employment within twelve (12) months of receiving tuition reimbursement from the City.

Tuition reimbursement for an individual employee will not exceed \$1000 per year.

ARTICLE 22 – JOB POSTING

- 22.1 Job vacancies within the bargaining unit shall be posted for five (5) working days so that members of the bargaining unit can be considered for such vacancies. An employee must apply for the position within the five (5) working days after such notice is posted.
- 22.2 The Employer retains the right to final decision in the selection of Employees to fill posted jobs based on qualifications, experience and abilities. Whenever all relevant qualifications, abilities and experience are equal, then seniority as outlined in Article 13 will prevail. Nothing in this Article prevents the Employer from hiring qualified outside applicants.
- 22.3 Employees filling a job vacancy within the bargaining unit based on the provisions of this Article shall be subject to the conditions of the training period as defined by Article 3.9. During the training period, the Employer may return an Employee to their former position at the sole discretion of the Employer.

ARTICLE 23 – SEVERANCE

- 23.1 For purposes of this section, separation in good standing is defined in Section 3.10. The Employer may authorize exceptions to these requirements in its discretion.
- 23.2 All eligible employees who retire or whose service is terminated in good standing shall be entitled to payment for accumulated vacation time.
- 23.3 All eligible employees who retire or whose service is terminated in good standing after twenty (20) years of full-time employment with the Employer shall be entitled to payment for unused sick leave not to exceed forty-five (45) days at the time of separation.
- 23.4 All compensatory time accrued will be paid when the employee leaves employment at the hourly pay rate the employee is earning at that time.

ARTICLE 24 – WAIVER

- 24.1 Any and all prior agreements, resolutions, practices, policies, rules and regulations regarding terms and conditions of employment, to the extent inconsistent with the provisions of this Agreement, are hereby superseded.
- 24.2 The parties mutually acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands with respect to any term or condition of employment not removed by law from bargaining. All agreements and understandings arrived at by the parties are set forth in writing in this Agreement for the stipulated duration of this Agreement. The Employer and the Union each voluntarily and unqualifiedly waives the right to meet and negotiate regarding any and all terms and conditions of employment referred to or covered by this Agreement or with respect to any term or condition of employment not specifically referred to or covered by this Agreement, even though such terms or conditions may not have been within the knowledge or contemplation of either or both of the parties at the time that this contract was negotiated or executed.

ARTICLE 25 – SAVINGS CLAUSE

- 25.1 This Agreement is subject to the laws of the United States, the state of Minnesota, and the City of Annandale. In the event that any provision of this Agreement shall be held to be contrary to the law by a Court of competent jurisdiction, or administrative ruling or is in violation of legislation or administrative regulations, such provision shall be voided. All other provisions of this Agreement shall continue in full force and effect. The parties agree to immediately meet and negotiate a substitute for the invalidated provision.

ARTICLE 26 – DURATION

26.1 This Agreement shall be in effect from and shall remain in effect from January 1, 2023 through December 31, 2024 and thereafter unless either party hereto shall give notice sixty (60) days prior to the annual expiration date of their desire to terminate or modify this Agreement. Provisions affecting compensation shall only be effective prospectively from the date this Agreement is approved by the Employer.

IN WITNESS WHEREOF, the parties hereto have set their signatures.

CITY OF ANNANDALE

**INTERNATIONAL UNION OF OPERATING
ENGINEERS, LOCAL NO. 49**

Shelly Jonas
Mayor

Jason George
Business Manager

Date: _____

Date: _____

Kelly Hinnenkamp
City Administrator

Christopher Chantry
Area Business Representative

Date: _____

Date: _____

Steward

Date: _____

Date: _____

Steward

Date: _____

Appendix “A”
Wage and Classification Rates

2023: Effective on the first day of the first pay period of 2023, Employees covered by this Agreement and the pay scale shall receive **a four and one-half percent (4 ½ %)** general increase. Employees covered by this Agreement, who are not at the top of the pay scale, shall be eligible for a step increase on their anniversary date. To receive this increase, the employee must have received a satisfactory performance rating or better on their performance review.

2024: Effective on the first day of pay period of 2024, Employees covered by this Agreement and the pay scale shall receive **a two and three-quarters percent (2.75%)** general increase or the increase provided to all other non-union employees, whichever amount is greater. Employees covered by this Agreement, who are not at the top of the pay scale, shall be eligible for a step increase on their anniversary date. To receive this increase, the employee must have received a satisfactory performance rating or better on their performance review.

PAYSCALE - Effective 2021

	Title	Grade	Points	1	2	3	4	5	6	7	8	9	10*
Admin	City Administrator	1	430	\$42.03	\$43.30	\$44.59	\$45.93	\$47.31	\$48.73	\$50.19	\$51.70	\$53.25	\$54.80
	Treasurer	6	295	\$28.69	\$30.58	\$31.50	\$32.44	\$33.42	\$34.42	\$35.45	\$36.51	\$37.61	\$37.41
	Clerk/Accountant	8	270	\$24.91	\$25.65	\$26.42	\$27.22	\$28.03	\$28.87	\$29.74	\$30.63	\$31.55	\$32.48
	Deputy Clerk	12	180	\$20.89	\$21.52	\$22.17	\$22.83	\$23.52	\$24.22	\$24.95	\$25.70	\$26.47	\$27.24
Police	Police Chief	2	360	\$38.61	\$39.76	\$40.95	\$42.18	\$43.45	\$44.75	\$46.09	\$47.48	\$48.90	\$50.33
	Police Sergeant	4	320	\$31.76	\$32.87	\$33.96	\$34.90	\$35.95	\$37.03	\$38.14	\$39.29	\$40.46	\$41.65
	Police Detective	5	310	\$28.72	\$29.58	\$30.47	\$31.38	\$32.32	\$33.29	\$34.29	\$35.32	\$36.38	\$37.44
	FT Police Officer	7	290	\$27.52	\$28.69	\$29.85	\$31.02	\$31.95	\$32.90	\$33.89	\$34.91	\$35.96	\$37.01
	PT Police Officer	10	220	\$18.13	\$18.85	\$19.60	\$20.39	\$21.21	\$22.04	\$22.91	\$23.83	\$24.78	\$26.42
PW	Police Admin Asst	13	150	\$22.59	\$22.71	\$23.91	\$24.63	\$25.36	\$26.13	\$26.91	\$27.72	\$28.55	\$29.39
	Public Works Director	3	360	\$33.95	\$34.97	\$36.01	\$37.10	\$38.21	\$39.35	\$40.53	\$41.75	\$43.00	\$44.26
	Public Works Maint	9	225	\$20.94	\$22.00	\$22.90	\$23.84	\$24.76	\$25.80	\$26.80	\$27.60	\$28.43	\$29.49
	Plant Operator	16	235	\$23.08	\$23.98	\$24.92	\$25.83	\$26.88	\$27.87	\$28.95	\$29.82	\$30.71	\$31.61
DMV	Seasonal Laborer	14	110	\$13.04	\$13.70	\$14.33	\$15.09	\$15.78	\$16.45	\$17.43	\$17.75	\$18.47	\$19.68
	Deputy Registrar	11	215	\$23.17	\$25.44	\$25.69	\$26.70	\$27.33	\$28.15	\$28.99	\$29.86	\$30.76	\$31.66
	MV Clerk	13	150	\$18.83	\$19.61	\$20.35	\$21.07	\$21.80	\$22.59	\$23.32	\$23.82	\$24.53	\$25.22



City Council Agenda

January 9, 2023

Agenda Section: Consent

Agenda No. 10A

Report From: Jacob Thunander, Community Development Director

Agenda Item: Authorize Submittal of Grant

Core Strategy:

- ☐ Inspire Community Engagement
- ☐ Increase Operational Effectiveness
- ☐ Enhance Local Business Environment
- ☒ Develop/Manage Strong Parks/Trails

- ☐ Provide Proactive Leadership
- ☐ Ensure Safe/Well Kept Community
- ☐ Other: Click or tap here to enter text.

Background

The League of Minnesota Cities has created a pilot Grant Navigation Program to assist communities with the process of obtaining grant funding for one city sponsored project. The grant provides up to \$5,000 for grant writing support. Per the application requirements, Council is asked to consider approving the attached resolution. The League reviews applications on a rolling basis and the outcome of our application should have a response within 2 months. If awarded, the City is allowed to choose a consultant to assist with preparing the grant application. Staff recommend utilizing the grant to assist with applying to the DNR's Outdoor Recreation Grant Program for Recreation Park improvements. These improvements could consist of a playground, splash pad, picnic shelters, and infrastructure.

The City completed an amenity plan for the Recreation Park in early spring 2022. Although City Council has previously reviewed the proposed concept, staff recommend formally approving the amenity plan for the Recreation Park.

Recommended Action

Adopt Resolution and approve amenity plan as presented.

Attachments:

Resolution – Authorizing Application for Grant Navigation Support for the City Recreation Park Amenity Plan

**CITY OF ANNANDALE
RESOLUTION NO. _____**

**A RESOLUTION AUTHORIZING APPLICATION FOR GRANT NAVIGATION
SUPPORT**

WHEREAS, the League of Minnesota Cities (“LMC”) has created a pilot Grants Navigation Program (“Program”) in which LMC will provide grants up to \$5,000 per city to use with industry partners to ease the process of identifying matching funds to city projects and aid in the grant application projects.

WHEREAS, the Program is limited to providing services to help obtain grant funding for one project per city.

WHEREAS, the Program is limited to providing support in obtaining grant funding, and LMC does not provide funds to implement projects.

WHEREAS, the City of Annandale (“City”) wishes to apply to the Program for support in finding grant funding for improvements to the Annandale Recreation Park (“Project”).

WHEREAS, the City recognizes that the if approved, any funds received through the Program must be used in a manner consistent with the conditions above as well as all other conditions or limitations of the Program.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ANNANDALE, MINNESOTA AS FOLLOWS:

1. The City names the City Administrator as its fiscal agent (“Fiscal Agent”) for the purposes of applying to the Program on behalf of the City.
2. The City authorizes the Fiscal Agent to act on its behalf when communicating with LMC in all matters related to the Program application for the Project.
3. If the City is awarded a grant under the Program, it agrees to use the funds to engage with industry partners who will aid in the grant matching and application process consistent with the terms and conditions of the Program.
4. If a state, federal, foundation, or nonprofit grant match is not found, or is applied to but not awarded, the City will seek feedback on why the project was not eligible and report back to the LMC with these findings consistent with the terms and conditions of the Program.
5. If a state, federal, foundation, or nonprofit grant is awarded, a project assessment will be submitted to LMC within six months of the application's approval and then periodically until after project completion consistent with the terms and conditions of the Program.

Passed by the City Council of Annandale, Minnesota this 9th day of January 2023.

Shelly Jonas, Mayor

Attested:

Kelly Hinnenkamp, City Administrator



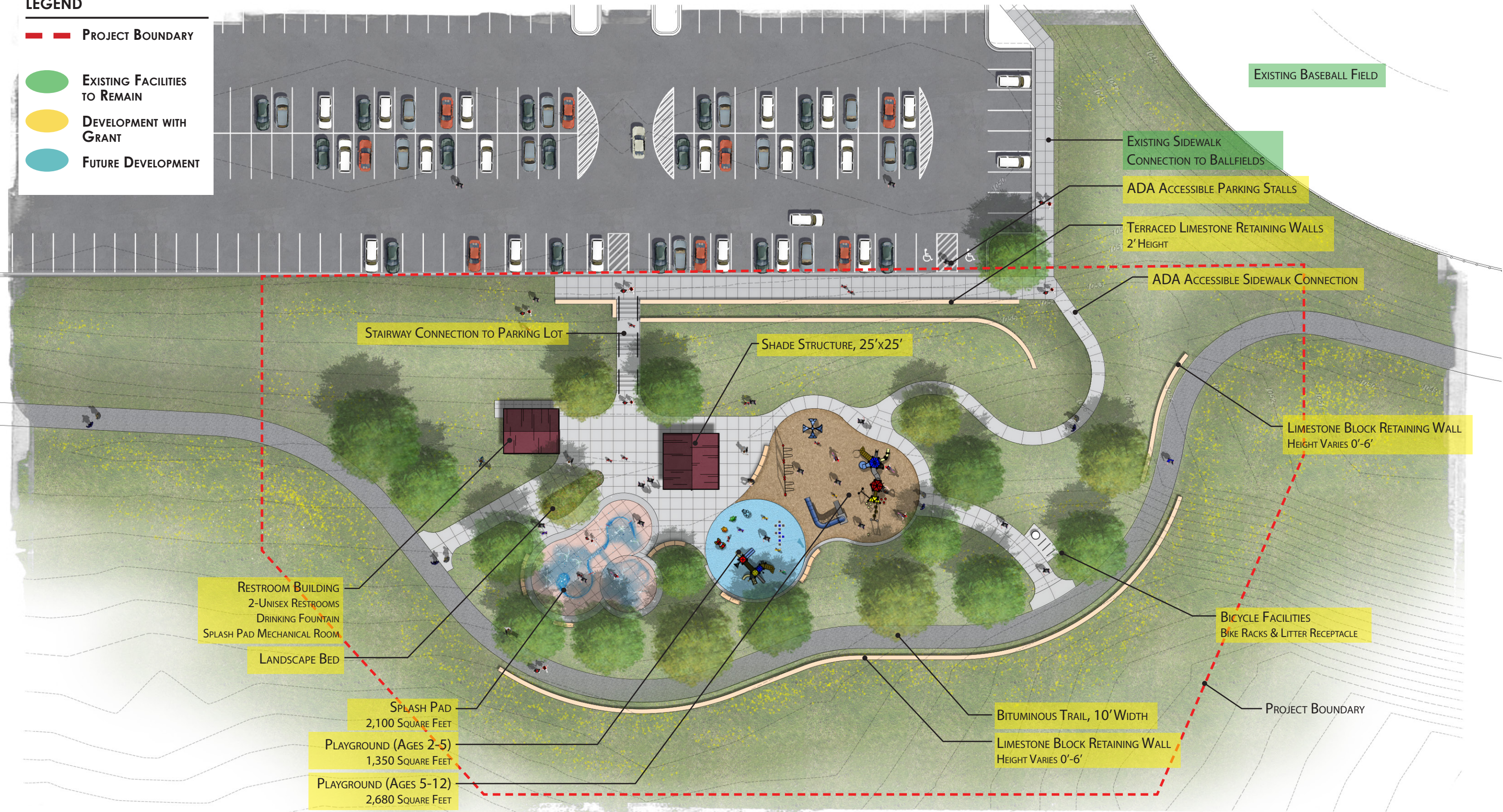
CITY OF ANNANDALE

RECREATION SITE PLAN-ANNANDALE RECREATION FACILITY



LEGEND

- PROJECT BOUNDARY
- EXISTING FACILITIES TO REMAIN
- DEVELOPMENT WITH GRANT
- FUTURE DEVELOPMENT





City Council Agenda

January 9, 2023

Agenda Section: Consent

Agenda No. 10B

Report From: Kelly Hinnenkamp, Admin

Agenda Item: Authorize Purchase of Services

Core Strategy:

- | | |
|---|--|
| <input type="checkbox"/> Inspire Community Engagement | <input type="checkbox"/> Provide Proactive Leadership |
| <input type="checkbox"/> Increase Operational Effectiveness | <input type="checkbox"/> Ensure Safe/Well Kept Community |
| <input type="checkbox"/> Enhance Local Business Environment | <input checked="" type="checkbox"/> Other: Compliance |
| <input type="checkbox"/> Develop/Manage Strong Parks/Trails | |

Background

The City Council is required to approve the attached resolution that provides authorization for the city to purchase products and services from any vendor that a Council Member has ownership interest in.

Recommended Action

Adopt Resolution Authorizing Purchase of Products and Services from M&M.

Attachments:

Resolution Authorizing Purchase of Products and Services from M&M

**CITY OF ANNANDALE
RESOLUTION 23-__**

**RESOLUTION AUTHORIZING THE CITY OF ANNANDALE TO PURCHASE
PRODUCT AND SERVICES FROM M&M BUS SERVICES**

WHEREAS, the City may as a consumer use products and services supplied by M&M Bus Services being that the cost of their services and products are reasonable in cost and the City has investigated other vendors for the same service.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Annandale agrees to investigate and review all proposals from all vendors interested in providing services or products to the city.

WHEREUPON SAID RESOLUTION WAS DECLARED DULY PASSED AND ADOPTED THIS 9TH DAY OF JANUARY 2023.

City Clerk



City Council Agenda

January 9, 2023

Agenda Section: Consent

Agenda No. 10C

Report From: Joe Haller, Public Works
Director

Agenda Item: Authorize Sale of Truck

Core Strategy:

- | | |
|--|--|
| <input type="checkbox"/> Inspire Community Engagement | <input type="checkbox"/> Provide Proactive Leadership |
| <input checked="" type="checkbox"/> Increase Operational Effectiveness | <input type="checkbox"/> Ensure Safe/Well Kept Community |
| <input type="checkbox"/> Enhance Local Business Environment | <input type="checkbox"/> Other: Compliance |
| <input type="checkbox"/> Develop/Manage Strong Parks/Trails | |

Background

Public Works Director Joe Haller is recommending the sale of the 2000 Chevy Pickup Truck through the MinnBid Service. With the current issue in the ability for the City acquire a truck, Haller has been looking at other resources. He was able to acquire a newer truck through Government Surplus Site in the amount of \$500 to replace this vehicle.

Recommended Action

Motion to authorize the sale of the 2000 Chevy Truck.

Attachments:

None



City Council Agenda

January 9, 2023

Agenda Section: Consent

Agenda No. 10C

Report From: Kelly Hinnenkamp, Admin

Agenda Item: Medical Reimbursement Policy

Core Strategy:

- | | |
|--|--|
| <input type="checkbox"/> Inspire Community Engagement | <input type="checkbox"/> Provide Proactive Leadership |
| <input checked="" type="checkbox"/> Increase Operational Effectiveness | <input type="checkbox"/> Ensure Safe/Well Kept Community |
| <input type="checkbox"/> Enhance Local Business Environment | <input type="checkbox"/> Other: Click or tap here to enter text. |
| <input type="checkbox"/> Develop/Manage Strong Parks/Trails | |

Background

Staff is recommending consideration of the attached policy to provide the ability for the City to reimburse staff for medical expenses incurred by staff related to the performance of their work with the City. This policy would not supersede the City's worker's comp policy, but provide authority for the City to address these expenses that are not covered under the worker's comp policy.

Recommended Action

Motion to authorize the policy as presented

Attachments:

Medical Expense Reimbursement Policy

CITY OF ANNANDALE, MINNESOTA

RESOLUTION NO. 2023-__

A RESOLUTION ESTABLISHING REIMBURSEMENT POLICY

WHEREAS, The City encountered a situation in which transport and evaluation of a city employee for a medical concern caused by conditions encountered in the course and scope of employment was not covered by the City's worker's compensation policy;

WHEREAS, transport and evaluation was required by the City; and

WHEREAS, the City Council for the City of Annandale desires to establish a policy to reimburse personnel for such expenses,

NOW THEREFORE, the City Council adopts the following:

MEDICAL TRANSPORT AND EVALUATION AND REIMBURSEMENT POLICY:

If medical transport and evaluation is prudent because of conditions encountered by the employee in the course and scope of employment and such transport is not covered by worker's compensation, the Personnel Committee may approve reimbursing the employee for such costs incurred. For example, if an employee is exposed to chemicals, smoke or other toxins while performing job duties, and the supervisor determines that medical evaluation is prudent, such transport and evaluation may be reimbursed. If an employee suffers a heart attack unrelated to exposure or unusual work conditions, such transport and evaluation would not be subject to reimbursement.

PASSED AND ADOPTED by the City Council of the City of Annandale, Minnesota, this ____ day of January, 2023.

Shelly Jonas, Mayor

Kelly Hinnenkamp, City Administrator