

# CITY OF ANNANDALE COUNCIL MEETING AGENDA

Meeting #5  
Regular Meeting  
City Council Chambers

March 14, 2022  
6:30 P.M.

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

**PLEASE NOTE**, due to COVID-19, this meeting will be conducted in person and via Zoom video conferencing as allowed under Minnesota Statutes, Section 13D.021.

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

Online: <https://us02web.zoom.us/j/85948082761?pwd=aEFDMEZGYWlvSGtIZDJYV3dxaGNVUT09>

Or Telephone: 929-205-6099

Webinar ID: 859 4808 2761

Passcode: 490102

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1. CALL TO ORDER/ROLL CALL/ADOPT AGENDA
2. APPROVAL OF MINUTES
3. VISITOR'S
4. PUBLIC HEARING
5. OPEN FORUM
6. CONSENT AGENDA
  - A. Approve Auditing Claims
  - B. Approve Departments Reports
  - C. Approve Resignation of PT Officers
  - D. Approve Special Event Applications
  - E. Approve Demolition of Bathroom at Willow Park
  - F. Approve Demolition of Buildings at Future Business Park Site
  - G. Resolution 21-11 Approving Variance- 280 Basswood Street
  - H. Resolution 21-12 Approving Cemetery Plat
  - I. Ordinance Rezoning City Owned Land
  - J. Approve Appointment of Harkmen to Planning Commission
  - K. Approve Advertising for the Hiring of Seasonal Mtce Worker
7. REMOVED CONSENT ITEMS

**8. UNFINISHED BUSINESS**

**9. NEW BUSINESS**

- A. [Review Updated Goals for 2022](#)
- B. [Resolution 21-13 Approving GO Equipment Certificate Bond- Fire Truck](#)
- C. [Purchase of Mini Excavator](#)

**10. MAYOR/COUNCIL REPORTS**

**11. ADJOURNMENT**

**MINUTES**  
**ANNANDALE CITY COUNCIL**  
**January 24, 2022**

**CALL TO ORDER/ROLL CALL:** The City Council of Annandale, Minnesota met for a special meeting on January 24, 2022 at 4:00 pm at the Annandale Council Chambers. Mayor Jonas called the meeting to order at 4:00 9.m.

City Council Present: Wuollet, Jonas, Honsey (via zoom), Grundy (via zoom). City Council members absent: Czycalla. Also, present were Administrator Hinnenkamp.

**NEW BUSINESS**

**Resolution 22-07 opting into opioid settlement-** A motion was made by Grundy and seconded by Wuollet to approve the Resolution 22-07 as presented. **ROLL CALL:** Ayes: Wuollet, Jonas, Honsey, Grundy. Nays: None. Absent: Czycalla. Abstain: None. Resolution 22-07 adopted on a 4-aye, 0-nay, 0-absent, 0-abstain vote.

**Norway Drive Easement and Quit Claim Deed-** Hinnenkamp explained the issue discovered through the title work being done as part of the sale of 892 Norway Drive. There is a strip of land owned by the Annandale School District between the properties on East side of Norway Drive and the public road. It was also discovered a portion of the future North/South road to the Red Park is owned jointly with Lundeen Ford Incorporated due to the legal ownership of the parcel when the deed was incorporated. The City was unaware the parcel was owned jointly both individually and through the business. This issue was discovered because the property being sold uses part of this lot to access their sheds. To correct these issues, the City needs a quit claim deed from ISD to fix the Norway Drive issue, a quit claim deed from Lundeen to complete the transfer of the city property, and execution of an easement with the property owners for access to their shed. Hinnenkamp requested Council consider authorizing the Mayor and Administrator to execute these documents as presented with the condition the property owner reimburse the city for legal fees of drafting the easement and recording easement.

**ADJOURNMENT:**

Motion was made by Wuollet and seconded by Honsey to adjourn the meeting. The meeting was adjourned at 4:10 pm.

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Shelly Jonas, Mayor

ATTEST:

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Kelly Hinnenkamp, City Administrator

**MINUTES**  
**ANNANDALE CITY COUNCIL**  
**February 14, 2022**

**CALL TO ORDER/ROLL CALL:** The City Council of Annandale, Minnesota met for a regular meeting on February 14, 2022 at 6:30 p.m. at the City Hall Council Chambers. Mayor Jonas called the meeting to order at 6:30 p.m.

City Council Present: Jonas, Honsey, Wuollet, Czycalla, Grundy. City Council members absent: None. Also, present were Administrator Hinnenkamp, Chief Standafer, Joe Haller, Jacob Thunander, Asst Fire Chief Kris Townsend, the Annandale Advocate, Paul Robinson and members of the public.

**SET AGENDA:** Staff requested Item 6I, Lawful gambling Application for Kiwanis Raffle and Item G under NW, Proclamation for Bus Drivers. Motion was made by Czycalla and seconded by Wuollet to adopt the agenda. The motion carried unanimously.

All motions are approved unanimously unless otherwise noted.

**MINUTES:** A correction was noted with having Jonas calling the meeting to order. A motion was made by Wuollet and seconded by Honsey, to approve the minutes of the January 10, 2022 meeting.

**VISITORS: NONE**

**PUBLIC HEARINGS:**

**Request to Vacate Portions Nevens Avenue-** Mayor Jonas opened the public hearing at 6:35pm. The following comments were received:

Paul Tsuchiya, 7521 Nevens Circle- Asked about the section of Nevens that serves their property, how will access be maintained and who will maintain it. Hinnenkamp explained that public access would be maintained based on the concept plan and explained the City and Township to determine who maintains the public road.

Jolene Systma- Asked about how the cutoff line of the vacation was determined. Hinnenkamp explained that it was based on the property line of the property petitioning for vacation.

David Owens, 7816 80<sup>th</sup> Street- asked if there is an environmental impact survey done. He expressed concerns that the development of the property is going to increase activity and have a negative impact to the lake. He referenced the Sugar Lake development project and that the township shut down the back lot access. Hinnenkamp explained that an EAW is not required and that the environmental review will be part of the City's review process. Hinnenkamp further

explained the process for approval and the purpose of the meeting tonight is to consider the vacation and the environmental review will be part of the preliminary plat.

Hinnenkamp explained the significance of removing the impervious coverage within the DNR buffer zone.

David Owens explained they are only 100lbs away from being an impaired lake, there is a lot of concern with the impact this will have to the lake. Hinnenkamp explained there will be another hearing with the review of the preliminary plat and this is when the City will be able to address those concerns.

Kirk Linderholm, 7133 Newcomb Ave N- Informed the Council that he does water quality monitoring for the lake. Expressed concern with the phosphorus levels and the increased activity this project will create that will impact the lake.

Steve and Michelle Sutton, 7449 Nevens- asked if the City would take the lake condition into account when considering if an EAW is required. Steve explained that he had worked with his neighbor regarding a project that impacted a wetland and asked if the developer was going to go through the same process. Paul Robinson explained the wetland impacts with the project and explained that they are going to be improving the wetland buffer as required by the City. Hinnenkamp confirmed that they will be going through the same if not more rigorous process with the review of the wetland impacts.

Dave Owens asked if it's the EAW requirement was a state law- Hinnenkamp and Robinson confirmed that it is state law.

Chris Snowdon, 7491 Nevens- Stated he wanted to understand more about the number of homes being planned. He then asked what the City's plans are to replace the access. Hinnenkamp explained the private access is not planned to be replaced as it sits today, but there is a public access point as part of the concept on the north side of the project. After disputing that the access was public, Hinnenkamp clarified for the Council by reading the DNR's comment letter that provided their determination that there is no public access to the lake. Hinnenkamp continued to explain that they recommend the City consider a public access if there is an outlot or right-of-way provided as part of the project that abuts the lake. Snowden feels that the City could do better.

Elaine Fleskees, 7295 Newcomb Ave- asked how many of the council members read the letters. All members responded that they had read the letters.

Jolene Systma, 7515 Nevens Avenue- Asked if the letters and DNR comments are part of public record, staff replied yes. She asked where they would find the information and staff explained where on the website. She brought up concerns with the marina and concerns with what that would look like. She then shared a picture of the fish houses on the lake and expressed concern that if the access is not maintained that will not continue.

Jean Sutherland, 7177 Newcomb Ave NW- asked when the decision will be made on the 2<sup>nd</sup> tier lots. Staff explained that will be part of the preliminary plat. Sutherland asked if additional access to the lake will be provided to the additional land that is not being developed. Robinson explained the declaration for the association will only give access to those 11 lots.

After hearing not other public commend, Mayor Jonas closed the public hearing at 7:10pm.

**OPEN FORUM: NONE**

**CONSENT AGENDA:**

The Council removed item G, Ahlgren Project from Consent agenda. A motion was made by Grundy and seconded by Czycalla, to approve the Consent Agenda as amended.

- A. Approve Auditing Claims
- B. Approve Departments Reports
- C. Accept Donations
- D. Approve Amended Date for Haag Resignation
- E. Approve Massage Therapy License
- F. Approve Easement Agreement with McDonald Building
- G. Resolutions Approving Variance, Minor Subdivision and Site Plan- Ahlgren
- H. Resolution 22-10 Designating Land as Right-of-way

**REMOVED CONSENT ITEMS: NONE**

**UNFINISHED BUSINESS: NONE**

**NEW BUSINESS:**

**Purchase of Mower-** A motion was made by Grundy and seconded by Honsey to approve the purchase of 72" Toro Motor for \$14,297.78 and trade in the 2013 Toro mower for \$2,750. Motion passed on a 4-0-1 vote with Jonas abstaining.

**Purchase of Public Works Truck-** Haller presented two quotes- one from Lundeen and one from Country Chevrolet. Haller explained neither dealer can guarantee the order will be filled with the current state of supply chain shortages. Wuollet commented that if they place an order and because they are the higher bid, and Lundeen's truck gets built, they would be fine canceling the city contract. The Council discussed if that were to happen, the city could cancel or consider purchasing the second truck. Jonas commented the budget committee just reviewed the fund and there are funds available to purchase an additional truck if needed. A motion was made by Czycalla and seconded by Honsey to place an order for both trucks contingent Lundeen would be comfortable canceling the order with the City if the Chevy truck is filled. The motion passed on a 4-0-1 vote with Wuollet abstaining.

**Quote for Chipping Compost Site Brush-** A motion was made by Wuollet and seconded by Czycalla to approve the quote from Ceres to chip the brush pile.

**Civic Payroll and Upgrade-** A motion was made by Wuollet and seconded by Honsey to approve the proposal from Civic to upgrade the City's software and to convert payroll back to Civic for processing.

**Portable Stage Repairs-** The Council reviewed the repairs need for the portable stage. A motion was made by Wuollet and seconded by Honsey to approve the repair of the roof as presented.

**Annual Department Reports-** The Department Heads presented their annual reports.

**MAYOR/COUNCIL REPORTS:**

NONE

**ADJOURNMENT:**

Moved by Czycalla seconded by Wuollet to adjourn. The meeting was adjourned at 8:15pm.

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Shelly Jonas, Mayor

ATTEST:

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Kelly Hinnenkamp, City Administrator

**MINUTES**  
**ANNANDALE CITY COUNCIL**  
**February 22, 2022**

**CALL TO ORDER/ROLL CALL:** The City Council of Annandale, Minnesota met for a special meeting on February 22, 2022 at 9:00 am at the Annandale Council Chambers. Mayor Jonas called the meeting to order at 9:00 a.m.

City Council Present: Wuollet Jonas, Grundy. City Council members absent: Czycalla, Honsey. Also, present were Administrator Hinnenkamp.

**SET AGENDA:** Motion was made by Wuollet and seconded by Grundy to adopt the agenda as presented. The motion carried unanimously.

All motions are approved unanimously by roll call unless otherwise noted.

**NEW BUSINESS**

**Legislative Service Contract-** Council reviewed the proposed contract to assist with obtaining state funding for the Hemlock project. A motion was made by Wuollet and seconded by Jonas to approve the contract. The motion passed on a 2-1 vote with Grundy voting against.

**ADJOURNMENT:**

Motion was made by Grundy and seconded by Wuollet to adjourn the meeting. The meeting was adjourned at 9:15am.

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Shelly Jonas, Mayor

ATTEST:

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Kelly Hinnenkamp, City Administrator

# CITY OF ANNANDALE

# REQUEST FOR COUNCIL ACTION

Originating Department: <b>Administration</b>	Meeting Date: <b>March 14, 2022</b>	Agenda No. <b>6A</b>
Agenda Section: <b>Consent</b>	Item: <b>Auditing Claims</b>	
<p><b>BACKGROUND:</b> Attached is a copy of the Auditing Claims presented for approval for all claims paid or to be paid since the prior Council meeting.</p>		

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
<b>ABSOLUTE SUPPLIERS INC</b>								
5307	ABSOLUTE SUPPLIERS INC	103060	PUMP	01/10/2022	5,174.02	5,174.02	02/23/2022	
Total ABSOLUTE SUPPLIERS INC:					5,174.02	5,174.02		
<b>ALEX AIR APPARATUS INC</b>								
65	ALEX AIR APPARATUS INC	5077	COMPRESSOR SWERVICE	02/15/2022	954.41	954.41	03/02/2022	
Total ALEX AIR APPARATUS INC:					954.41	954.41		
<b>ALLINA HEALTH SYSTEM</b>								
100	ALLINA HEALTH SYSTEM	CI00015943	MEDICAL DIRECTION	01/27/2022	530.21	530.21	02/18/2022	
Total ALLINA HEALTH SYSTEM:					530.21	530.21		
<b>ANNANDALE ADVOCATE</b>								
180	ANNANDALE ADVOCATE	P323545	CITY AD	01/31/2022	45.00	45.00	02/18/2022	
180	ANNANDALE ADVOCATE	P323545	MINUTES	01/31/2022	223.60	223.60	02/18/2022	
180	ANNANDALE ADVOCATE	P323545	LEGAL PUBLICATIONS	01/31/2022	106.60	106.60	02/18/2022	
180	ANNANDALE ADVOCATE	P323545	RECYLCING AD	01/31/2022	74.50	74.50	02/18/2022	
Total ANNANDALE ADVOCATE:					449.70	449.70		
<b>ANNANDALE AREA CHAMBER OF</b>								
190	ANNANDALE AREA CHAMBER	2021MainHolid	MAIN STREET HOLIDAY SPONS	02/28/2022	300.00	300.00	03/04/2022	
Total ANNANDALE AREA CHAMBER OF:					300.00	300.00		
<b>ANNANDALE PARTS SUPPLY</b>								
192	ANNANDALE PARTS SUPPLY	127275959	PD SQUAD PARTS	01/19/2022	12.81	12.81	02/18/2022	
192	ANNANDALE PARTS SUPPLY	127276677	FITTINGS	01/31/2022	64.94	64.94	02/18/2022	
192	ANNANDALE PARTS SUPPLY	127276836	SUPPLIES	02/02/2022	25.98	25.98	03/02/2022	
192	ANNANDALE PARTS SUPPLY	127277178	LIGHTS	02/09/2022	14.92	14.92	03/02/2022	
192	ANNANDALE PARTS SUPPLY	127277307	PARTS	02/11/2022	6.26	.00		
192	ANNANDALE PARTS SUPPLY	127277855	LIGHT BULBS	02/22/2022	2.59	.00		
Total ANNANDALE PARTS SUPPLY:					127.50	118.65		
<b>ANNANDALE-MAPLE LAKE</b>								
230	ANNANDALE-MAPLE LAKE	JAN22 WWTP	JAN FLOW	02/10/2022	47,278.00	47,278.00	02/18/2022	
Total ANNANDALE-MAPLE LAKE:					47,278.00	47,278.00		
<b>BERGLUND, BAUMGARTNER, KIMBALL &amp; GLASER</b>								
5194	BERGLUND, BAUMGARTNER, K	JAN22 SRVCS	BBKG PROSECUTION SERVICE	02/05/2022	1,828.25	1,828.25	02/18/2022	
Total BERGLUND, BAUMGARTNER, KIMBALL & GLASER:					1,828.25	1,828.25		
<b>BERKOWITZ, BENJAMIN</b>								
5058	BERKOWITZ, BENJAMIN	21522	PD POCKET RECORDER	02/15/2022	39.99	39.99	03/02/2022	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total BERKOWITZ, BENJAMIN:					39.99	39.99		
<b>BOLTON &amp; MENK, INC</b>								
463	BOLTON & MENK, INC	284183	2020 IMPROVEMENTS	02/16/2022	320.00	320.00	02/23/2022	
463	BOLTON & MENK, INC	284184	AHLGREN PLAN REVIEW	02/16/2022	417.50	417.50	02/23/2022	
463	BOLTON & MENK, INC	284184	GENERAL	02/16/2022	666.00	666.00	02/23/2022	
463	BOLTON & MENK, INC	284185	LAKE JOHN FEASIBILITY	02/16/2022	5,982.50	5,982.50	02/23/2022	
463	BOLTON & MENK, INC	284186	REC PARK PARK PLAYGROUND	02/16/2022	675.00	675.00	02/23/2022	
463	BOLTON & MENK, INC	284187	HEMLOCK	02/16/2022	2,547.50	2,547.50	02/23/2022	
463	BOLTON & MENK, INC	284188	HWY 55	02/16/2022	1,160.00	1,160.00	02/23/2022	
463	BOLTON & MENK, INC	284189	WELL HEAD PROTECTION PLA	02/16/2022	3,105.70	3,105.70	02/23/2022	
Total BOLTON & MENK, INC:					14,874.20	14,874.20		
<b>CARDMEMBER SERVICE</b>								
4743	CARDMEMBER SERVICE	FEB2022	ARROWWOOD RESORT AND C	02/16/2022	1,100.64	1,100.64	03/04/2022	
4743	CARDMEMBER SERVICE	FEB2022	MSFT * E0200H775U MSBILL.IN	02/16/2022	318.91	318.91	03/04/2022	
4743	CARDMEMBER SERVICE	FEB2022	ACTIVE911 INC CORVALLIS	02/16/2022	14.00	14.00	03/04/2022	
4743	CARDMEMBER SERVICE	FEB2022	EAGLE ENGRAVING 630-37710	02/16/2022	449.00	449.00	03/04/2022	
4743	CARDMEMBER SERVICE	FEB2022	AMZN MKTP US*UY33693I3 AM	02/16/2022	482.64	482.64	03/04/2022	
4743	CARDMEMBER SERVICE	FEB2022	SUNSHINE FILTERS OF PI 727-5	02/16/2022	91.78	91.78	03/04/2022	
4743	CARDMEMBER SERVICE	FEB2022	ARNOLDS KIMBALL 010101 KIM	02/16/2022	236.83	236.83	03/04/2022	
4743	CARDMEMBER SERVICE	FEB2022	MENARDS BUFFALO MN BUFFA	02/16/2022	348.84	348.84	03/04/2022	
4743	CARDMEMBER SERVICE	FEB2022	MENARDS MAPLE GROVE MN	02/16/2022	70.88	70.88	03/04/2022	
4743	CARDMEMBER SERVICE	FEB2022	PSN*MINNESOTA RWA MN 866-	02/16/2022	250.00	250.00	03/04/2022	
4743	CARDMEMBER SERVICE	FEB2022	CENEX GROVE CI09911488 GR	02/16/2022	124.50	124.50	03/04/2022	
4743	CARDMEMBER SERVICE	FEB2022	FLEET FARM 3700 MONTICELL	02/16/2022	80.52	80.52	03/04/2022	
4743	CARDMEMBER SERVICE	FEB2022	HOMEDEPOT.COM 800-430-3	02/16/2022	482.11	482.11	03/04/2022	
4743	CARDMEMBER SERVICE	FEB2022	AMZN MKTP US*815KF9H63 AM	02/16/2022	22.97	22.97	03/04/2022	
4743	CARDMEMBER SERVICE	FEB2022	TARGET.COM * 800-591-3	02/16/2022	107.36	107.36	03/04/2022	
4743	CARDMEMBER SERVICE	FEB2022	TARGET.COM * 800-591-3	02/16/2022	354.33	354.33	03/04/2022	
4743	CARDMEMBER SERVICE	FEB2022	AMZN MKTP US*YC0714LE3 AM	02/16/2022	6.99	6.99	03/04/2022	
4743	CARDMEMBER SERVICE	FEB2022	AMZN MKTP US*108J51FA2 AM	02/16/2022	31.92	31.92	03/04/2022	
4743	CARDMEMBER SERVICE	FEB2022	MICROSOFT*MICROSOFT 36 M	02/16/2022	7.50	7.50	03/04/2022	
4743	CARDMEMBER SERVICE	FEB2022	ZOOM.US 888-799-9666 WWW.Z	02/16/2022	59.04	59.04	03/04/2022	
4743	CARDMEMBER SERVICE	FEB2022	THE THAYER ANNANDALE	02/16/2022	29.07	29.07	03/04/2022	
4743	CARDMEMBER SERVICE	FEB2022	USPS PO 2603000302 ANNAND	02/16/2022	2.01	2.01	03/04/2022	
4743	CARDMEMBER SERVICE	FEB2022	MICROSOFT*MICROSOFT 36 42	02/16/2022	10.73	10.73	03/04/2022	
4743	CARDMEMBER SERVICE	FEB2022	AMZN MKTP US*4Z4461GF3 AM	02/16/2022	26.29	26.29	03/04/2022	
4743	CARDMEMBER SERVICE	FEB2022	AMAZON.COM*YM19K4QB3 AM	02/16/2022	33.53	33.53	03/04/2022	
4743	CARDMEMBER SERVICE	FEB2022	AMZN MKTP US*O18A91AG3 A	02/16/2022	49.37	49.37	03/04/2022	
4743	CARDMEMBER SERVICE	FEB2022	AMAZON.COM*0Q40H77G3 A A	02/16/2022	12.99	12.99	03/04/2022	
4743	CARDMEMBER SERVICE	FEB2022	AMZN MKTP US*SH11S6N63 AM	02/16/2022	51.99	51.99	03/04/2022	
4743	CARDMEMBER SERVICE	FEB2022	AMZN MKTP US*VJ8UG0MA3 A	02/16/2022	23.95	23.95	03/04/2022	
4743	CARDMEMBER SERVICE	FEB2022	AMAZON.COM*0E2RG9VD3 A A	02/16/2022	4.54	4.54	03/04/2022	
4743	CARDMEMBER SERVICE	FEB2022	AMAZON.COM*BD1FE6IU3 AMZ	02/16/2022	79.68	79.68	03/04/2022	
4743	CARDMEMBER SERVICE	FEB2022	AMZN MKTP US AMZN.COM/B	02/16/2022	51.99-	51.99-	03/04/2022	
4743	CARDMEMBER SERVICE	FEB2022	USPS PO 2603000302 ANNAND	02/16/2022	5.10	5.10	03/04/2022	
4743	CARDMEMBER SERVICE	FEB2022	USPS PO 2603000302 ANNAND	02/16/2022	2.68	2.68	03/04/2022	
4743	CARDMEMBER SERVICE	FEB2022	USPS PO 2603000302 ANNAND	02/16/2022	8.36	8.36	03/04/2022	
4743	CARDMEMBER SERVICE	FEB2022	MINNESOTA CHIEFS OF PO 651	02/16/2022	650.00	650.00	03/04/2022	
4743	CARDMEMBER SERVICE	FEB2022	AMZN MKTP US*661T47G63 AM	02/16/2022	89.90	89.90	03/04/2022	
4743	CARDMEMBER SERVICE	FEB2022	WALMART.COM AA 800-966-6	02/16/2022	138.51	138.51	03/04/2022	
4743	CARDMEMBER SERVICE	FEB2022	STAX *PROFESSIONAL 651-288	02/16/2022	36.05	36.05	03/04/2022	
4743	CARDMEMBER SERVICE	FEB2022	ROUTERWORLD 888-688-2	02/16/2022	19.66	19.66	03/04/2022	
4743	CARDMEMBER SERVICE	FEB2022	AMZN MKTP US*O520S09L3 AM	02/16/2022	23.16	23.16	03/04/2022	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
4743	CARDMEMBER SERVICE	FEB2022	ZOOM.US 888-799-9666 WWW.Z	02/16/2022	16.09	16.09	03/04/2022	
4743	CARDMEMBER SERVICE	FEB2022	SPYTEC GPS INC. 877-212-7	02/16/2022	24.95	24.95	03/04/2022	
4743	CARDMEMBER SERVICE	FEB2022	WILDERNESS TACTICAL PR 602	02/16/2022	43.95	43.95	03/04/2022	
4743	CARDMEMBER SERVICE	FEB2022	BCA TRAINING EDUCATION 651	02/16/2022	50.00	50.00	03/04/2022	
4743	CARDMEMBER SERVICE	FEB2022	PAYPAL *IAPE 402-935-7	02/16/2022	395.00	395.00	03/04/2022	
Total CARDMEMBER SERVICE:					6,416.33	6,416.33		
<b>CASEY'S BUSINESS MASTERCARD</b>								
5147	CASEY'S BUSINESS MASTERC	JAN2022- BX3	PD FUEL	01/25/2022	547.67	547.67	02/18/2022	
Total CASEY'S BUSINESS MASTERCARD:					547.67	547.67		
<b>CENTER POINT ENERGY</b>								
2511	CENTER POINT ENERGY	FEB2022-240	HOCKEY RINK	02/14/2022	153.30	153.30	02/23/2022	
2511	CENTER POINT ENERGY	FEB2022-340	FD	02/14/2022	1,324.83	1,324.83	02/23/2022	
2511	CENTER POINT ENERGY	FEB2022-350	OLD PW SHOP	02/14/2022	159.58	159.58	02/23/2022	
2511	CENTER POINT ENERGY	FEB2022-551	TC	02/14/2022	238.60	238.60	02/23/2022	
2511	CENTER POINT ENERGY	FEB22B-26WIL	WARMING HOUSE	02/14/2022	16.80	16.80	02/23/2022	
2511	CENTER POINT ENERGY	FEB22B-26WIL	CITY HALL	02/14/2022	988.75	988.75	02/23/2022	
Total CENTER POINT ENERGY:					2,881.86	2,881.86		
<b>CENTRA SOTA COOPERATIVE</b>								
646	CENTRA SOTA COOPERATIVE	6111054	OIL	02/02/2022	1,818.64	.00		
646	CENTRA SOTA COOPERATIVE	6210017	OIL	01/21/2022	228.50	.00		
646	CENTRA SOTA COOPERATIVE	6308740	FUEL	01/21/2022	1,755.83	.00		
646	CENTRA SOTA COOPERATIVE	6308876	FUEL	02/10/2022	2,117.28	2,117.28	03/02/2022	
Total CENTRA SOTA COOPERATIVE:					5,920.25	2,117.28		
<b>CITY OF BUFFALO</b>								
710	CITY OF BUFFALO	1/31/22 BILL D	MONTHLY NET MOTION	01/31/2022	20.00	20.00	02/23/2022	
Total CITY OF BUFFALO:					20.00	20.00		
<b>CLASSIC CLEANING COMPANY</b>								
4889	CLASSIC CLEANING COMPANY	31887-2	CITY HALL-	12/15/2021	2,450.00	2,450.00	02/18/2022	
4889	CLASSIC CLEANING COMPANY	31888-2	FD	12/15/2021	490.00	490.00	02/18/2022	
4889	CLASSIC CLEANING COMPANY	31889-2	TC	12/15/2021	460.00	460.00	02/18/2022	
Total CLASSIC CLEANING COMPANY:					3,400.00	3,400.00		
<b>COLLINS VISION BUILDERS LLC</b>								
5308	COLLINS VISION BUILDERS LL	DT GRANT	DT GRANT	03/02/2022	1,895.00	1,895.00	03/02/2022	
Total COLLINS VISION BUILDERS LLC:					1,895.00	1,895.00		
<b>CROW RIVER FARM EQUIPMENT CO.</b>								
914	CROW RIVER FARM EQUIPMEN	202509	STEEL	01/04/2022	146.92	146.92	02/18/2022	
Total CROW RIVER FARM EQUIPMENT CO.:					146.92	146.92		
<b>DAIRYLAND POWER COOPERATIVE</b>								
5244	DAIRYLAND POWER COOPERA	IB00022800	MONTHLY BILLS- REFUSE 20%	02/08/2022	126.34	126.34	02/23/2022	
5244	DAIRYLAND POWER COOPERA	IB00022800	MONTHLY BILLS- SEWER 40%	02/08/2022	252.65	252.65	02/23/2022	
5244	DAIRYLAND POWER COOPERA	IB00022800	MONTHLY BILLS- WATER 40%	02/08/2022	252.65	252.65	02/23/2022	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total DAIRYLAND POWER COOPERATIVE:					631.64	631.64		
<b>DELTA DENTAL</b>								
4793	DELTA DENTAL	RIS000400363	INSURANCE	03/01/2022	1,640.14	1,640.14	03/02/2022	
Total DELTA DENTAL:					1,640.14	1,640.14		
<b>DIMAGGIO-BOOM, SUZANNE</b>								
5231	DIMAGGIO-BOOM, SUZANNE	1ST QTR REIM	1ST QTR CELL REIMB	03/01/2022	90.00	90.00	03/09/2022	
Total DIMAGGIO-BOOM, SUZANNE:					90.00	90.00		
<b>ENGFER, NANCY</b>								
1315	ENGFER, NANCY	1ST QTR REIM	1ST QTR CELL REIMB	03/01/2022	90.00	90.00	03/09/2022	
Total ENGFER, NANCY:					90.00	90.00		
<b>FAUST, MITCHELL L</b>								
5136	FAUST, MITCHELL L	1ST QTR REIM	1ST QTR CELL REIMB	03/01/2022	90.00	90.00	03/09/2022	
Total FAUST, MITCHELL L:					90.00	90.00		
<b>FERGUSON ENTERPRISES LLC #3099</b>								
2941	FERGUSON ENTERPRISES LLC	206787	LOCATOR	01/24/2022	793.98	793.98	02/18/2022	
Total FERGUSON ENTERPRISES LLC #3099:					793.98	793.98		
<b>FLAHERTY HOOD PA</b>								
4897	FLAHERTY HOOD PA	17361	2022 LOBBYING CONTRACT	03/01/2022	5,000.00	5,000.00	03/09/2022	
4897	FLAHERTY HOOD PA	17361	2022 LOBBYING CONTRACT	03/01/2022	5,000.00	5,000.00	03/09/2022	
Total FLAHERTY HOOD PA:					10,000.00	10,000.00		
<b>GALLS, AN ARAMARK COMPANY</b>								
1519	GALLS, AN ARAMARK COMPAN	20333935	PD TRAINING SUPPLIES	01/31/2022	181.99	181.99	02/23/2022	
1519	GALLS, AN ARAMARK COMPAN	20373414	UNIFORM ALLOWANCE - STAN	02/04/2022	44.00	44.00	03/02/2022	
1519	GALLS, AN ARAMARK COMPAN	20396957	UNIFORM ALLOWANCE - STAN	02/08/2022	149.95	149.95	03/02/2022	
1519	GALLS, AN ARAMARK COMPAN	20411462	UNIFORM ALLOWANCE - STAN	02/09/2022	72.25	72.25	03/02/2022	
Total GALLS, AN ARAMARK COMPANY:					448.19	448.19		
<b>GOFF, JUSTIN</b>								
5230	GOFF, JUSTIN	1ST QTR REIM	1ST QTR CELL REIMB	03/01/2022	90.00	90.00	03/09/2022	
Total GOFF, JUSTIN:					90.00	90.00		
<b>GRAINGER INC, W W</b>								
1660	GRAINGER INC, W W	9178923406	SOAP DISPENSERS	01/14/2022	244.11	.00		
1660	GRAINGER INC, W W	9185602555	FRAME	01/20/2022	68.50	68.50	02/18/2022	
Total GRAINGER INC, W W:					312.61	68.50		
<b>GREATER MINNESOTA PARTNERSHIP</b>								
4840	GREATER MINNESOTA PARTNE	1154-B	2022 DUES	10/01/2021	500.00	500.00	02/23/2022	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total GREATER MINNESOTA PARTNERSHIP:					500.00	500.00		
<b>HAAG, ROSE</b>								
5257	HAAG, ROSE	FEB22	SEPT-NOV21 PAVILION CLEANI	02/19/2022	810.00	810.00	03/02/2022	
Total HAAG, ROSE:					810.00	810.00		
<b>HINNENKAMP, KELLY</b>								
4728	HINNENKAMP, KELLY	1ST QTR REIM	1ST QTR CELL REIMB	03/01/2022	150.00	150.00	03/09/2022	
Total HINNENKAMP, KELLY:					150.00	150.00		
<b>HORIZON ROOFING, INC.</b>								
5053	HORIZON ROOFING, INC.	BE11064	ROOF REPAIRS	02/03/2022	772.21	772.21	03/02/2022	
Total HORIZON ROOFING, INC.:					772.21	772.21		
<b>Int'l Union of Operating Eng, Local 49</b>								
5274	Int'l Union of Operating Eng, Local	DEC21	CORRECTING PAYMENT ERRO	03/07/2022	96.80	96.80	03/09/2022	
5274	Int'l Union of Operating Eng, Local	FEB2022 DUE	UNION DUES	03/02/2022	306.00	306.00	03/09/2022	
Total Int'l Union of Operating Eng, Local 49:					402.80	402.80		
<b>JOVANOVIK, DEGE &amp; ATHMANN PA</b>								
4716	JOVANOVIK, DEGE & ATHMAN	22794	GENERAL	01/31/2022	396.50	396.50	02/23/2022	
4716	JOVANOVIK, DEGE & ATHMAN	22794	NORWAY DR	01/31/2022	720.00	720.00	02/23/2022	
4716	JOVANOVIK, DEGE & ATHMAN	22794	LK JOHN DEVELOPMENT	01/31/2022	90.00	90.00	02/23/2022	
4716	JOVANOVIK, DEGE & ATHMAN	22794	CEMETERY PLAT	01/31/2022	67.50	67.50	02/23/2022	
Total JOVANOVIK, DEGE & ATHMANN PA:					1,274.00	1,274.00		
<b>KAZ HARDWARE &amp; RENTAL</b>								
1990	KAZ HARDWARE & RENTAL	1/31/22 STMT	PW SUPPLIES	01/31/2022	17.35	17.35	02/18/2022	
1990	KAZ HARDWARE & RENTAL	1/31/22 STMT	PD SUPPLIES	01/31/2022	20.97	20.97	02/18/2022	
1990	KAZ HARDWARE & RENTAL	1/31/22 STMT	PW SUPPLIES	01/31/2022	6.99	6.99	02/18/2022	
1990	KAZ HARDWARE & RENTAL	1/31/22 STMT	PW SUPPLIES	01/31/2022	21.99	21.99	02/18/2022	
1990	KAZ HARDWARE & RENTAL	1/31/22 STMT	PW SUPPLIES	01/31/2022	9.98	9.98	02/18/2022	
1990	KAZ HARDWARE & RENTAL	1/31/22 STMT	PW SUPPLIES	01/31/2022	12.59	12.59	02/18/2022	
1990	KAZ HARDWARE & RENTAL	1/31/22 STMT	PW SUPPLIES	01/31/2022	21.23	21.23	02/18/2022	
1990	KAZ HARDWARE & RENTAL	1/31/22 STMT	PW SUPPLIES	01/31/2022	23.98	23.98	02/18/2022	
1990	KAZ HARDWARE & RENTAL	1/31/22 STMT	PW SUPPLIES	01/31/2022	157.78	157.78	02/18/2022	
1990	KAZ HARDWARE & RENTAL	1/31/22 STMT	PW SUPPLIES	01/31/2022	3.87	3.87	02/18/2022	
1990	KAZ HARDWARE & RENTAL	1/31/22 STMT	PW SUPPLIES	01/31/2022	19.69	19.69	02/18/2022	
1990	KAZ HARDWARE & RENTAL	1/31/22 STMT	PW SUPPLIES	01/31/2022	103.97	103.97	02/18/2022	
1990	KAZ HARDWARE & RENTAL	1/31/22 STMT	PW SUPPLIES	01/31/2022	2.00	2.00	02/18/2022	
1990	KAZ HARDWARE & RENTAL	1/31/22 STMT	PW SUPPLIES	01/31/2022	19.86	19.86	02/18/2022	
1990	KAZ HARDWARE & RENTAL	1/31/22 STMT	PW SUPPLIES	01/31/2022	22.99	22.99	02/18/2022	
1990	KAZ HARDWARE & RENTAL	1/31/22 STMT	PW SUPPLIES	01/31/2022	22.99	22.99	02/18/2022	
1990	KAZ HARDWARE & RENTAL	1/31/22 STMT	PW SUPPLIES	01/31/2022	3.79	3.79	02/18/2022	
1990	KAZ HARDWARE & RENTAL	1/31/22 STMT	PW SUPPLIES	01/31/2022	20.37	20.37	02/18/2022	
1990	KAZ HARDWARE & RENTAL	1/31/22 STMT	PW SUPPLIES	01/31/2022	27.57	27.57	02/18/2022	
1990	KAZ HARDWARE & RENTAL	1/31/22 STMT	PW SUPPLIES	01/31/2022	2.99	2.99	02/18/2022	
Total KAZ HARDWARE & RENTAL:					542.95	542.95		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
<b>KODRU MOONEY</b>								
5184	KODRU MOONEY	21585	SOLENOID VALVE	02/10/2022	731.00	731.00	03/02/2022	
Total KODRU MOONEY:					731.00	731.00		
<b>LAKE REGION CO-OP OIL ASSN</b>								
2050	LAKE REGION CO-OP OIL ASSN	JAN22-ACCT 3	SAFETY SHOES	01/31/2022	154.99	154.99	02/18/2022	
Total LAKE REGION CO-OP OIL ASSN:					154.99	154.99		
<b>M &amp; M BUS SERVICE</b>								
2210	M & M BUS SERVICE	101941346	DRUG TESTING	01/10/2022	120.00	120.00	02/18/2022	
Total M & M BUS SERVICE:					120.00	120.00		
<b>M &amp; M EXPRESS SALES &amp; SERVICE</b>								
2211	M & M EXPRESS SALES & SER	361580	CHAINSAW SHARPENING	02/14/2022	82.50	82.50	03/02/2022	
Total M & M EXPRESS SALES & SERVICE:					82.50	82.50		
<b>MAPLE LAKE LUMBER COMPANY</b>								
2260	MAPLE LAKE LUMBER COMPAN	214948	LUMBER	02/01/2022	26.15	26.15	02/18/2022	
Total MAPLE LAKE LUMBER COMPANY:					26.15	26.15		
<b>MAPLE LAKE MESSENGER</b>								
2261	MAPLE LAKE MESSENGER	13122	DMV AD	01/31/2022	160.00	160.00	02/18/2022	
Total MAPLE LAKE MESSENGER:					160.00	160.00		
<b>MINNESOTA COMPUTER SYSTEMS INC</b>								
2525	MINNESOTA COMPUTER SYST	337127	MONTHLY PAYMENT - PD PRIN	02/07/2022	21.29	21.29	02/23/2022	
2525	MINNESOTA COMPUTER SYST	337613	PW COPIER	02/11/2022	20.00	20.00	02/23/2022	
2525	MINNESOTA COMPUTER SYST	337664	DMV COPIER OVERAGE	02/15/2022	298.58	298.58	02/23/2022	
2525	MINNESOTA COMPUTER SYST	337664	ADMIN COPIER OVERAGE	02/15/2022	78.12	78.12	02/23/2022	
2525	MINNESOTA COMPUTER SYST	337664	ADMIN COPIER	02/15/2022	55.00	55.00	02/23/2022	
2525	MINNESOTA COMPUTER SYST	337664	DMV COPEIR	02/15/2022	40.00	40.00	02/23/2022	
Total MINNESOTA COMPUTER SYSTEMS INC:					512.99	512.99		
<b>MN DEED - BCD</b>								
2572	MN DEED - BCD	MAR2022	LOAN REPAYMENT - EA SWEEN	03/15/2022	1,607.15	1,607.15	02/23/2022	
Total MN DEED - BCD:					1,607.15	1,607.15		
<b>MN DEPARTMENT OF HEALTH</b>								
2576	MN DEPARTMENT OF HEALTH	2022 1ST QUA	1ST QTR. WATER CONNECTION	02/28/2022	2,714.00	2,714.00	03/04/2022	
Total MN DEPARTMENT OF HEALTH:					2,714.00	2,714.00		
<b>MN DEPT OF LABOR &amp; INDUSTRY</b>								
2586	MN DEPT OF LABOR & INDUST	ABR0277472X	MAINTENANCE - PRESSURE V	01/29/2022	30.00	30.00	02/18/2022	
2586	MN DEPT OF LABOR & INDUST	ABR0277556X	MAINTENANCE - PRESSURE V	01/29/2022	10.00	10.00	02/18/2022	
Total MN DEPT OF LABOR & INDUSTRY:					40.00	40.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
<b>MN DEPT. OF REVENUE</b>								
2599	MN DEPT. OF REVENUE	JAN2022	Sales & Use - Admin	02/18/2022	31.00	31.00	02/18/2022	
2599	MN DEPT. OF REVENUE	JAN2022	Sales & Use - PD	02/18/2022	1.00	1.00	02/18/2022	
2599	MN DEPT. OF REVENUE	JAN2022	Sales - WATER	02/18/2022	517.00	517.00	02/18/2022	
2599	MN DEPT. OF REVENUE	JAN2022	Sales - TRAINING CENTER	02/18/2022	17.00	17.00	02/18/2022	
2599	MN DEPT. OF REVENUE	JAN2022	Sales - REFUSE/RECYCLING	02/18/2022	1,213.00	1,213.00	02/18/2022	
Total MN DEPT. OF REVENUE:					1,779.00	1,779.00		
<b>MN PEIP</b>								
5068	MN PEIP	1168011	INSURANCE-FEB	02/10/2022	17,033.36	17,033.36	02/18/2022	
Total MN PEIP:					17,033.36	17,033.36		
<b>NCPERS GROUP LIFE INS</b>								
4752	NCPERS GROUP LIFE INS	994901032022	INSURANCE	02/10/2022	16.00	16.00	03/02/2022	
Total NCPERS GROUP LIFE INS:					16.00	16.00		
<b>NICKA, KIRBY</b>								
5178	NICKA, KIRBY	1ST QTR REIM	1ST QTR CELL REIMB	03/01/2022	90.00	90.00	03/09/2022	
Total NICKA, KIRBY:					90.00	90.00		
<b>NIEBHOLTE, JESSE</b>								
5251	NIEBHOLTE, JESSE	97104	PAINTING	02/09/2022	450.00	450.00	02/18/2022	
Total NIEBHOLTE, JESSE:					450.00	450.00		
<b>NORTHWEST ASSOC CONSULTANT INC</b>								
2832	NORTHWEST ASSOC CONSULT	25658	AHLGREN	02/07/2022	969.20	969.20	02/23/2022	
2832	NORTHWEST ASSOC CONSULT	25659	GENERAL	02/07/2022	38.70	38.70	02/23/2022	
Total NORTHWEST ASSOC CONSULTANT INC:					1,007.90	1,007.90		
<b>RUSSELL SECURITY RESOURCE INC.</b>								
3151	RUSSELL SECURITY RESOURC	A41657	CITY HALL SECURITY	02/24/2022	750.00	750.00	03/04/2022	
Total RUSSELL SECURITY RESOURCE INC.:					750.00	750.00		
<b>SAMUELSON PEST CONTROL LLC</b>								
4875	SAMUELSON PEST CONTROL L	16276	PEST CONTROL - CITY HALL	02/10/2022	275.00	275.00	02/18/2022	
Total SAMUELSON PEST CONTROL LLC:					275.00	275.00		
<b>STANDAFER, PETER</b>								
4062	STANDAFER, PETER	1ST QTR REIM	1ST QTR CELL REIMB	03/01/2022	150.00	150.00	03/09/2022	
Total STANDAFER, PETER:					150.00	150.00		
<b>STENGER, PETER</b>								
5099	STENGER, PETER	1ST QTR REIM	1ST QTR CELL REIMB	03/01/2022	90.00	90.00	03/09/2022	
Total STENGER, PETER:					90.00	90.00		
<b>TATER PUP HOLDINGS</b>								
5309	TATER PUP HOLDINGS	DT GRANT	DT GRANT	03/03/2022	5,000.00	5,000.00	03/03/2022	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total TATER PUP HOLDINGS:					5,000.00	5,000.00		
<b>THUNANDER, JACOB</b>								
5283	THUNANDER, JACOB	3012022	MILEAGE- THUNANDER	03/01/2022	18.13	18.13	03/03/2022	
Total THUNANDER, JACOB:					18.13	18.13		
<b>TOWMASTER</b>								
4220	TOWMASTER	446717	PLOW PARTS	02/10/2022	131.25	131.25	03/02/2022	
Total TOWMASTER:					131.25	131.25		
<b>TRITECH SOFTWARE SYSTEMS</b>								
5170	TRITECH SOFTWARE SYSTEM	345065	ZUERCHER ANNUAL MAINTENA	02/02/2022	2,483.95	2,483.95	03/02/2022	
Total TRITECH SOFTWARE SYSTEMS:					2,483.95	2,483.95		
<b>ULRICK, CHRIS</b>								
5306	ULRICK, CHRIS	12922	SAFETY SHOES	01/29/2022	200.00	200.00	03/02/2022	
Total ULRICK, CHRIS:					200.00	200.00		
<b>USA BLUE BOOK</b>								
4356	USA BLUE BOOK	868032	TUBING	02/03/2022	174.01	174.01	02/18/2022	
Total USA BLUE BOOK:					174.01	174.01		
<b>UTILITY LOGIC</b>								
5242	UTILITY LOGIC	13191	LOCATOR REPAIR	02/03/2022	642.50	642.50	03/02/2022	
Total UTILITY LOGIC:					642.50	642.50		
<b>VERIZON WIRELESS</b>								
4377	VERIZON WIRELESS	9899298271	PW IPAD	02/10/2022	35.01	35.01	02/23/2022	
4377	VERIZON WIRELESS	9899298271	FD IPAD	02/10/2022	35.01	35.01	02/23/2022	
4377	VERIZON WIRELESS	9899298271	CITY CELL PHONE	02/10/2022	31.22	31.22	02/23/2022	
4377	VERIZON WIRELESS	9899298271	PW CELL PHONE	02/10/2022	206.10	206.10	02/23/2022	
4377	VERIZON WIRELESS	9899298271	PD CELL PHONE	02/10/2022	87.44	87.44	02/23/2022	
4377	VERIZON WIRELESS	9899298271	AIR CARDS	02/10/2022	120.07	120.07	02/23/2022	
Total VERIZON WIRELESS:					514.85	514.85		
<b>WEX BANK</b>								
5273	WEX BANK	78360425	MOTOR FUELS	02/07/2022	293.80	293.80	03/02/2022	
5273	WEX BANK	78360461	PD FUEL	02/07/2022	813.66	813.66	03/02/2022	
Total WEX BANK:					1,107.46	1,107.46		
<b>WINDSTREAM</b>								
4495	WINDSTREAM	FEB22-LIFT	L/S PHONE	02/03/2022	250.84	250.84	02/18/2022	
4495	WINDSTREAM	FEB22-WATER	320-274-2793	02/03/2022	40.10	40.10	02/18/2022	
Total WINDSTREAM:					290.94	290.94		
<b>WORKFORCE INTEGRITY NETWORK</b>								
4955	WORKFORCE INTEGRITY NET	dpw_5286	DRUG TESTING/ MAINTENANC	01/31/2022	225.00	225.00	02/18/2022	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
4955	WORKFORCE INTEGRITY NET	dpw_5465	MAINTENANCE FEE	02/16/2022	1,200.00	1,200.00	02/23/2022	
Total WORKFORCE INTEGRITY NETWORK:					1,425.00	1,425.00		
<b>WRIGHT COUNTY HIGHWAY DEPT</b>								
4520	WRIGHT COUNTY HIGHWAY DE	1774	DEICER	12/31/2020	176.00	176.00	02/18/2022	
4520	WRIGHT COUNTY HIGHWAY DE	2069	DEICER	02/16/2022	235.62	235.62	02/18/2022	
Total WRIGHT COUNTY HIGHWAY DEPT:					411.62	411.62		
<b>WRIGHT COUNTY RECORDER</b>								
4535	WRIGHT COUNTY RECORDER	202200000005	MORTGAGE RECORDING FEE	01/31/2022	720.55	720.55	02/18/2022	
Total WRIGHT COUNTY RECORDER:					720.55	720.55		
<b>WRIGHT-HENNEPIN COOPERATIVE</b>								
4548	WRIGHT-HENNEPIN COOPERA	35029418588	TC SECURITY	02/10/2022	22.95	22.95	02/18/2022	
4548	WRIGHT-HENNEPIN COOPERA	35029418588	CITY HALL SECURITY	02/10/2022	22.95	22.95	02/18/2022	
4548	WRIGHT-HENNEPIN COOPERA	35029418588	STREET LIGHTS	02/10/2022	23.67	23.67	02/18/2022	
4548	WRIGHT-HENNEPIN COOPERA	35029418588	STREET LIGHTS	02/10/2022	18.89	18.89	02/18/2022	
4548	WRIGHT-HENNEPIN COOPERA	35029418588	STREET LIGHTS	02/10/2022	23.67	23.67	02/18/2022	
4548	WRIGHT-HENNEPIN COOPERA	35029418588	STREET LIGHTS	02/10/2022	25.64	25.64	02/18/2022	
4548	WRIGHT-HENNEPIN COOPERA	35029418588	STREET LIGHTS	02/10/2022	25.64	25.64	02/18/2022	
4548	WRIGHT-HENNEPIN COOPERA	35029418588	STREET LIGHTS	02/10/2022	12.29	12.29	02/18/2022	
4548	WRIGHT-HENNEPIN COOPERA	35029418588	L/S 1255 BUSINESS BLVD	02/10/2022	21.74	21.74	02/18/2022	
4548	WRIGHT-HENNEPIN COOPERA	35029418588	STREET LIGHTS	02/10/2022	25.64	25.64	02/18/2022	
Total WRIGHT-HENNEPIN COOPERATIVE:					223.08	223.08		
<b>XCEL ENERGY</b>								
4559	XCEL ENERGY	765816584	51-6464610-6	01/31/2022	46.59	46.59	02/18/2022	
4559	XCEL ENERGY	765994910	ACCT 51-6076585-1	02/01/2022	230.57	230.57	02/23/2022	
4559	XCEL ENERGY	766350734	51-6024519-2	02/03/2022	4,090.51	4,090.51	02/23/2022	
4559	XCEL ENERGY	766546383	ACCOUNT 51-6024518-1	02/04/2022	3,186.05	3,186.05	02/23/2022	
4559	XCEL ENERGY	768505576	51-4192659-4	02/18/2022	511.25	511.25	02/23/2022	
4559	XCEL ENERGY	768676702	ACCOUNT- 51-4636619-8	02/21/2022	77.64	77.64	03/04/2022	
Total XCEL ENERGY:					8,142.61	8,142.61		
Grand Totals:					160,698.82	156,642.89		

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Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
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Dated: \_\_\_\_\_

Mayor: \_\_\_\_\_  
Shelly Jonas

City Council: \_\_\_\_\_  
Tina Honsey

\_\_\_\_\_  
JT Grundy

\_\_\_\_\_  
Corey Czycalla

\_\_\_\_\_  
Matthew Wuollet

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Report Criteria:

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

# CITY OF ANNANDALE

# REQUEST FOR COUNCIL ACTION

Originating Department: <b>Administration</b>	Meeting Date: <b>March 14, 2022</b>	Agenda No. <b>6B</b>
Agenda Section: <b>Consent</b>	Item: <b>Department Reports</b>	
<p><b>BACKGROUND:</b> Attached are the monthly department reports for the following departments:</p> <ul style="list-style-type: none"><li>• Police- January 2022</li><li>• Finance- January 2022</li><li>• Fire- January and February 2022</li><li>• DMV- January and February 2022</li></ul>		



## ANNANDALE POLICE DEPARTMENT MONTHLY REPORT Jan-22

TOTAL ACTIVITY	January 2022 Total	January 2021 Total	Current YTD Total	2021 YTD Total	Percentage Change
CRIMINAL ACTIVITY	11	7	11	7	57%
CITATIONS	34	54	34	54	-37%
NON-CRIMINAL	169	166	169	166	2%
<b>GRAND TOTAL</b>	<b>214</b>	<b>227</b>	<b>214</b>	<b>227</b>	

CRIMINAL ACTIVITY	January 2022 Total	January 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	0	0	0	N/A
Domestic Assault	1	0	1	0	N/A
Criminal Sex Conduct	0	0	0	0	N/A
Burglary	0	0	0	0	N/A
Theft	0	1	0	1	-100%
Motor Vehicle Theft	0	0	0	0	N/A
Arson	0	0	0	0	N/A
Crime Against Admin	1	0	1	0	NA
Forgery/Counterfeit	1	2	1	2	-50%
Fraud	1	0	1	0	NA
Embezzlement	0	0	0	0	NA
Terroristic Threats	0	0	0	0	NA
Property Damage	3	0	3	0	NA
Weapons	0	0	0	0	NA
Drug Offenses	1	1	1	1	0%
Juvenile Offenses	1	0	1	0	NA
DUI/DWI	0	2	0	2	-100%
Liquor Laws	0	0	0	0	NA
Disturbing Peace	2	1	2	1	100%
All Others	0	0	0	0	NA
<b>Total Criminal Activity</b>	<b>11</b>	<b>7</b>	<b>11</b>	<b>7</b>	

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

<b>NON-CRIMINAL ACTIVITY</b>	<b>January 2022 Total</b>	<b>January 2021 Total</b>	<b>Current YTD Total</b>	<b>2021 YTD Total</b>	<b>Percentage Change</b>
Alarms	17	3	17	3	467%
Animal Bites	0	0	0	0	NA
Animal Complaints	4	5	4	5	-20%
Area Checks	0	1	0	1	-100%
Assist Other Agencies	19	19	19	19	0%
ATV/Snowmobile Complaints	1	1	1	1	0%
Background Checks	6	4	6	4	50%
CDP	0	3	0	3	-100%
Check Welfare	9	10	9	10	-10%
Citizen Aid / Motorist Aid	16	5	16	5	220%
Civil Disputes	5	9	5	9	-44%
Confidential Narcotics	0	1	0	1	-100%
Death, Non-Criminal	1	1	1	1	0%
Disorderly	2	2	2	2	0%
Domestics	1	5	1	5	-80%
Driving/Traffic Complaints	4	5	4	5	-20%
Dumping/Littering	0	1	0	1	-100%
Escorts - Funeral	2	2	2	2	0%
Fight	0	0	0	0	NA
Fire Calls	0	3	0	3	-100%
Firearm Discharge	1	0	1	0	NA
Fireworks	0	2	0	2	-100%
Harassment Complaint	3	1	3	1	200%
Juvenile/Mischief	1	0	1	0	NA
Lockouts - Vehicle	3	7	3	7	-57%
Lost/Found Property	1	6	1	6	-83%
Medical	26	20	26	20	30%
Mental Health	3	0	3	0	NA
Missing Person	0	1	0	1	-100%
MV Accidents	7	4	7	4	75%
Noise Complaints	2	3	2	3	-33%
Parking Complaints	2	2	2	2	0%
Search Warrants	0	0	0	0	NA
School Related -SRO	6	4	6	4	50%
Suicidal person	0	0	0	0	NA
Suicide attempted	1	0	1	0	NA
Suspicious Complaints	7	7	7	7	0%
Theft	0	0	0	0	NA
Threats	0	1	0	1	-100%
Warrants-Attempt/Arrest	8	3	8	3	167%
WCHS/MAARC Reports	5	6	5	6	-17%
All Others	6	19	6	19	-68%
<b>Total Non-Criminal</b>	<b>169</b>	<b>166</b>	<b>169</b>	<b>166</b>	
<b>CITATIONS &amp;</b>	<b>January 2022</b>	<b>January</b>	<b>Current</b>	<b>2021</b>	<b>Percentage</b>

<b>WARNINGS</b>	<b>Total</b>	<b>2021 Total</b>	<b>YTD Total</b>	<b>YTD Total</b>	<b>Change</b>
Admin Citations	18	3	18	3	500%
State Citations	6	16	6	16	-63%
Warning Citations	10	35	10	35	-71%
<b>TOTAL</b>	<b>34</b>	<b>54</b>	<b>34</b>	<b>54</b>	

**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  
JANUARY 31, 2022**

COMBINED CASH ACCOUNTS

001-10101	CASH	1,629,843.35
001-10103	NORTHLAND SECURITIES	109,530.21
001-10104	ICD INVESTMENTS	1,099,633.40
001-10105	4M INVESTMENTS	39,717.01
001-10107	LAKE CENTRAL BANK CD	251,001.49
001-10108	LPL FINANCIAL INVESTMENTS	513,023.05
		3,642,748.51
	TOTAL COMBINED CASH	3,642,748.51

NON-ALLOCATED CASH

001-10110	CASH - UTILITY CLEARING	1,181.34
001-20211	ACCOUNTS PAYABLE ALLOCATION	( 1,012.62)
		3,642,917.23
	TOTAL COMBINED CASH	3,642,917.23
001-10100	CASH ALLOCATED TO OTHER FUNDS	( 3,642,917.23)
		.00
	TOTAL UNALLOCATED CASH	.00

Utility Refunds were issued in Jan, while the payment adjustments were done in Feb. Utility cash clearing will clear on Feb statement

CASH ALLOCATION RECONCILIATION

101	ALLOCATION TO GENERAL FUND	1,716,510.85
102	ALLOCATION TO DEPUTY REGISTRAR/MOTOR VEHICLE	251,709.15
222	ALLOCATION TO CHARITABLE GAMBLING FUND	11,865.62
330	ALLOCATION TO PFA BONDS-2004-WTP	11,115.20
332	ALLOCATION TO GO IMP BONDS 2008B (MAPLE)	( 18,097.83)
333	ALLOCATION TO GO IMP BONDS 2008A (CITY HALL)	( 44,751.81)
334	ALLOCATION TO PUMPER TRUCK BOND	( 17,841.48)
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	( 63,626.91)
338	ALLOCATION TO GO IMP BOND 2015	12,079.90
339	ALLOCATION TO TIF #14 - 2019 A SERIES	12,608.66
340	ALLOCATION TO GO REFUNDING BOND 2019B	106,011.74
341	ALLOCATION TO GO TEMPORARY IMP BOND 2020A	132,115.15
342	ALLOCATION TO FUND 342	91,025.70
402	ALLOCATION TO FIREFIGHTER RELIEF DONATIONS	186,139.49
407	ALLOCATION TO ECONOMIC DEVELOPMENT FUND	( 127,269.86)
408	ALLOCATION TO MIF FUND	7,500.01
409	ALLOCATION TO SMALL CITIES DEV PROGRAM	( 1,577.78)
411	ALLOCATION TO TIF #6 - COTTAGES OF ANNANDALE	12,684.42
423	ALLOCATION TO TIF DISTRICT # - DINGMANN	( 10,683.18)
425	ALLOCATION TO RECREATION PARK	33,258.79
460	ALLOCATION TO PARK FUND	94,399.05
461	ALLOCATION TO WATER EXPANSION FUND	205,340.51
462	ALLOCATION TO SEWER EXPANSION FUND	197,372.29
463	ALLOCATION TO STORMWATER FUND	3,281.84
464	ALLOCATION TO LIONS DONATION FUND	286,231.79
465	ALLOCATION TO TIF DISTRICT #14 - PINTAIL APT	27,781.07
466	ALLOCATION TO 2020 IMP PROJECT	163,707.58
468	ALLOCATION TO TIF DISTRICT #15 - CARE CENTER	( 1,992.05)

CITY OF ANNANDALE  
 COMBINED CASH INVESTMENT  
 JANUARY 31, 2022

469 ALLOCATION TO PINTAIL DRIVE EXTENSION	192,172.81
470 ALLOCATION TO FUND 470	( 499,163.03)
493 ALLOCATION TO STREET MAINTENANCE CAPITAL	144,903.17
494 ALLOCATION TO STREET CAPITAL OUTLAY FUND	135,023.15
495 ALLOCATION TO PUBLIC WORKS/STREET EQUIP FUND	226,736.14
496 ALLOCATION TO FIRE EQUIPMENT FUND	( 123,950.69)
497 ALLOCATION TO POLICE EQUIPMENT FUND	4,660.29
498 ALLOCATION TO BUILDING CAPITAL OUTLAY FUND	82,575.24
601 ALLOCATION TO WATER FUND	469,931.65
602 ALLOCATION TO SEWER FUND	( 90,953.85)
603 ALLOCATION TO REFUSE/RECYCLING FUND	49,623.63
604 ALLOCATION TO TRAINING CENTER OPERATIONS	( 223,447.29)
605 ALLOCATION TO STORM UTILITY FUND	( 13,739.18)
651 ALLOCATION TO CEMETERY FUND	( 23.09)
703 ALLOCATION TO WASTE WATER COMMISSION	( 5,973.70)
	<hr/>
TOTAL ALLOCATIONS TO OTHER FUNDS	3,642,860.11
ALLOCATION FROM COMBINED CASH FUND - 001-10100	( 3,642,917.23)
	<hr/>
ZERO PROOF IF ALLOCATIONS BALANCE	( 57.12)
	<hr/> <hr/>

**CITY OF ANNANDALE**  
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET  
FOR THE 1 MONTHS ENDING JANUARY 31, 2022

**FUND 101 - GENERAL FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<b>REVENUE</b>					
TAXES	42,059.57	42,059.57	1,545,097.00	( 1,503,037.43)	2.72
LICENSES & PERMITS	1,479.00	1,479.00	80,300.00	( 78,821.00)	1.84
INTERGOVERNMENTAL REVENUES	.00	.00	642,257.00	( 642,257.00)	.00
PUBLIC CHARGES FOR SERVICE	54,276.04	54,276.04	252,936.00	( 198,659.96)	21.46
FINES & FORFEITURES	2,017.87	2,017.87	12,200.00	( 10,182.13)	16.54
MISCELLANEOUS REVENUE	9,458.67	9,458.67	43,000.00	( 33,541.33)	22.00
OTHER FINANCING SOURCES	.00	.00	30,000.00	( 30,000.00)	.00
<b>TOTAL FUND REVENUE</b>	<b>109,291.15</b>	<b>109,291.15</b>	<b>2,605,790.00</b>	<b>( 2,496,498.85)</b>	<b>4.19</b>
<b>EXPENDITURES</b>					
LEGISLATIVE	1,290.65	1,290.65	39,109.00	37,818.35	3.30
ELECTIONS	.00	.00	3,775.00	3,775.00	.00
PLANNING AND ZONING	( 2,529.60)	( 2,529.60)	7,239.00	9,768.60	( 34.94)
ADMINISTRATION	28,028.75	28,028.75	279,583.11	251,554.36	10.03
ASSESSOR	.00	.00	22,750.00	22,750.00	.00
DEPARTMENT 416	.00	.00	.00	.00	.00
DEPUTY REGISTRAR	.00	.00	.00	.00	.00
CITY HALL	( 5,014.83)	( 5,014.83)	48,580.56	53,595.39	( 10.32)
DEPARTMENT 420	.00	.00	.00	.00	.00
POLICE	54,220.57	54,220.57	757,097.75	702,877.18	7.16
FIRE	25,661.70	25,661.70	228,140.90	202,479.20	11.25
BUILDING INSPECTOR	10,781.91	10,781.91	69,369.66	58,587.75	15.54
CIVIL DEFENSE	.00	.00	400.00	400.00	.00
ANIMAL CONTROL	.00	.00	550.00	550.00	.00
PUBLIC WORKS	54,564.50	54,564.50	202,846.99	148,282.49	26.90
STREETS	4,715.33	4,715.33	258,395.82	253,680.49	1.82
DEPARTMENT 441	.00	.00	.00	.00	.00
PARKS COMMISSION	.00	.00	4,348.98	4,348.98	.00
PARKS	828.77	828.77	143,233.62	142,404.85	.58
LIBRARY	22.74	22.74	16,869.61	16,846.87	.13
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
<b>TOTAL FUND EXPENDITURES</b>	<b>172,570.49</b>	<b>172,570.49</b>	<b>2,605,790.00</b>	<b>2,433,219.51</b>	<b>6.62</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>( 63,279.34)</b>	<b>( 63,279.34)</b>	<b>.00</b>	<b>( 63,279.34)</b>	<b>.00</b>

Report Criteria:

Include transaction count

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
01/07/2022	52	Direct Deposit	101-21600	ACCRUED WAGES PAYABLE	30,598.38	
Total 52:					30,598.38	.00
01/21/2022	53	Direct Deposit	101-21600	ACCRUED WAGES PAYABLE	29,983.46	
Total 53:					29,983.46	.00
01/07/2022	4790	JOSEPH D HALLER	101-21600	ACCRUED WAGES PAYABLE	2,503.26	
Total 4790:					2,503.26	.00
01/07/2022	4791	MITCHELL E FLEMMING	101-21600	ACCRUED WAGES PAYABLE	307.83	
Total 4791:					307.83	.00
01/07/2022	4792	NANCY E ENGFER	101-21600	ACCRUED WAGES PAYABLE	2,284.41	
Total 4792:					2,284.41	.00
01/07/2022	4793	NICHOLAS MARES	101-21600	ACCRUED WAGES PAYABLE	203.79	
Total 4793:					203.79	.00
01/21/2022	4794	JOSEPH D HALLER	101-21600	ACCRUED WAGES PAYABLE	2,067.97	
Total 4794:					2,067.97	.00
01/21/2022	4795	MITCHELL E FLEMMING	101-21600	ACCRUED WAGES PAYABLE	316.71	
Total 4795:					316.71	.00
01/21/2022	4796	NANCY E ENGFER	101-21600	ACCRUED WAGES PAYABLE	1,896.22	
Total 4796:					1,896.22	.00
01/21/2022	4797	NICHOLAS MARES	101-21600	ACCRUED WAGES PAYABLE	92.35	
Total 4797:					92.35	.00
01/07/2022	92101	Total Net Checks	001-10101	CASH	.00	5,299.29-
Total 92101:					.00	5,299.29-
01/07/2022	92102	Total Direct Deposits	001-10101	CASH	.00	30,598.38-
Total 92102:					.00	30,598.38-
01/21/2022	92103	Total Net Checks	001-10101	CASH	.00	4,373.25-
Total 92103:					.00	4,373.25-
01/21/2022	92104	Total Direct Deposits	001-10101	CASH	.00	29,983.46-
Total CASH DISBURSEMENTS - PAYROLL (CDP):					70,254.38	70,254.38-

References: 14 Transactions: 14

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
01/07/2022	1295	125 HSA Family	101-21711	HSA EMPLOYEE CONTRIBUTION	1,681.33	
		125 HSA Individual	101-21711	HSA EMPLOYEE CONTRIBUTION	291.00	
		ER HSA Family	101-21711	HSA EMPLOYEE CONTRIBUTION	550.00	
		ER HSA Individual	101-21711	HSA EMPLOYEE CONTRIBUTION	250.00	
Total 1295:					2,772.33	.00
01/07/2022	1296	457(b)	101-21705	DEFERRED COMPENSATION	914.21	
Total 1296:					914.21	.00
01/07/2022	1297	457(b)	101-21705	DEFERRED COMPENSATION	700.00	
Total 1297:					700.00	.00
01/07/2022	1298	FSA Dependant Care	101-21709	FLEX PLAN	500.00	
Total 1298:					500.00	.00
01/07/2022	1299	ER PERA Coordinated	101-21704	PERA PAYABLE	2,721.30	
		ER PERA Police	101-21704	PERA PAYABLE	2,843.99	
		PERA Police	101-21704	PERA PAYABLE	1,895.98	
		PERA Coordinated	101-21704	PERA PAYABLE	2,358.45	
Total 1299:					9,819.72	.00
01/07/2022	1300	Child Support	101-21707	CHILD SUPPORT	64.14	
Total 1300:					64.14	.00
01/07/2022	1301	Federal Income Tax	101-21703	FICA PAYABLE	3,258.69	
		OASDI	101-21703	FICA PAYABLE	2,137.83	
		ER OASDI	101-21703	FICA PAYABLE	2,137.83	
		Minnesota	101-21702	STATE W/H PAYABLE	1,760.00	
		ER Medicare	101-21703	FICA PAYABLE	725.04	
		Medicare	101-21703	FICA PAYABLE	725.04	
Total 1301:					10,744.43	.00
01/21/2022	1302	125 HSA Family	101-21711	HSA EMPLOYEE CONTRIBUTION	1,641.99	
		125 HSA Individual	101-21711	HSA EMPLOYEE CONTRIBUTION	235.60	
Total 1302:					1,877.59	.00
01/21/2022	1303	457(b)	101-21705	DEFERRED COMPENSATION	828.66	
Total 1303:					828.66	.00
01/21/2022	1304	457(b)	101-21705	DEFERRED COMPENSATION	700.00	
Total 1304:					700.00	.00
01/21/2022	1305	FSA Dependant Care	101-21709	FLEX PLAN	500.00	
Total 1305:					500.00	.00
01/21/2022	1306	ER PERA Coordinated	101-21704	PERA PAYABLE	2,754.57	
		ER PERA Police	101-21704	PERA PAYABLE	2,583.07	
		PERA Police	101-21704	PERA PAYABLE	1,722.04	
		PERA Coordinated	101-21704	PERA PAYABLE	2,387.30	

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
Total 1306:					9,446.98	.00
01/21/2022	1307	Child Support	101-21707	CHILD SUPPORT	64.14	
Total 1307:					64.14	.00
01/21/2022	1308	Federal Income Tax	101-21703	FICA PAYABLE	3,341.38	
		OASDI	101-21703	FICA PAYABLE	2,145.45	
		ER OASDI	101-21703	FICA PAYABLE	2,145.45	
		Minnesota	101-21702	STATE W/H PAYABLE	1,670.00	
		ER Medicare	101-21703	FICA PAYABLE	699.53	
		Medicare	101-21703	FICA PAYABLE	699.53	
Total 1308:					10,701.34	.00
01/07/2022	96295	FURTHER	001-10101	CASH	.00	2,772.33-
Total 96295:					.00	2,772.33-
01/07/2022	96296	APSIRE	001-10101	CASH	.00	914.21-
Total 96296:					.00	914.21-
01/07/2022	96297	Nationwide	001-10101	CASH	.00	700.00-
Total 96297:					.00	700.00-
01/07/2022	96298	FLEX	001-10101	CASH	.00	500.00-
Total 96298:					.00	500.00-
01/07/2022	96299	PERA	001-10101	CASH	.00	9,819.72-
Total 96299:					.00	9,819.72-
01/07/2022	96300	MN Child Support Payment	001-10101	CASH	.00	64.14-
Total 96300:					.00	64.14-
01/07/2022	96301	Federal Income Tax	001-10101	CASH	.00	10,744.43-
Total 96301:					.00	10,744.43-
01/21/2022	96302	FURTHER	001-10101	CASH	.00	1,877.59-
Total 96302:					.00	1,877.59-
01/21/2022	96303	APSIRE	001-10101	CASH	.00	828.66-
Total 96303:					.00	828.66-
01/21/2022	96304	Nationwide	001-10101	CASH	.00	700.00-
Total 96304:					.00	700.00-
01/21/2022	96305	FLEX	001-10101	CASH	.00	500.00-
Total 96305:					.00	500.00-
01/21/2022	96306	PERA	001-10101	CASH	.00	9,446.98-
Total 96306:					.00	9,446.98-
01/21/2022	96307	MN Child Support Payment	001-10101	CASH	.00	64.14-
Total 96307:					.00	64.14-

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
01/21/2022	96308	Federal Income Tax	001-10101	CASH	.00	10,701.34-
Total 122:					119,887.92	119,887.92-
Total CASH DISBURSEMENT - PAYROLL TRANSMITTAL (CDPT):					49,633.54	49,633.54-
References: 28 Transactions: 48						
Total 96308:					.00	10,701.34-
Grand Totals:					119,887.92	119,887.92-

## Payroll Recap & Funding

### Payroll Overview

Payroll	City of Annandale01/07/2022Bi-Weekly
	City of Annandale01/21/2022Bi-Weekly
Pay Date(s)	01/07/2022-01/21/2022
# Employees	49
# Paid Employees	49
# Regular	49
# Pay Periods	2
Base Compensation Changes	29

### Employee Payments

	#	EE's	\$ Amount	
Checks	8	4	9,672.54	
Direct Deposits Debited	57	22	60,581.84 <sup>D</sup>	
<b>Total</b>				<b>70,254.38</b>
			(D) BerganKDV, LTD. Debit	<b>-60,581.84</b>
			Your Remaining Bank Account Liability	<b>9,672.54</b>
Vouchers Printed	8			
Vouchers Suppressed	0			

### Taxes

	EIN	EE's	\$ Amount	
FIT/EE	41-6004935	20	6,600.07 <sup>D</sup>	
FICA/ER	41-6004935	18	4,283.28 <sup>D</sup>	
FICA/EE	41-6004935	18	4,283.28 <sup>D</sup>	
MEDI/ER	41-6004935	26	1,424.57 <sup>D</sup>	
MEDI/EE	41-6004935	26	1,424.57 <sup>D</sup>	
SIT:MN/EE	8020205	23	3,430.00 <sup>D</sup>	
<b>Total</b>				<b>21,445.77</b>
			(D) BerganKDV, LTD. Debit	<b>-21,445.77</b>
			Your Remaining Tax Liability	<b>0.00</b>

### Vendor Liabilities

	EE's	\$ Amount		
Client Pays	19	20,214.04		
MN Child Support	1	128.28 <sup>D</sup>		
Retirement-Client Pays	23	22,409.57		
<b>Total</b>			<b>42,751.89</b>	
			(D) BerganKDV, LTD. Debit	<b>-128.28</b>
			Your Remaining Vendor Liability	<b>42,623.61</b>

### Billing

Invoice Total	<b>1,029.33</b>
BerganKDV, LTD. Debit	<b>-1,029.33</b>
Amount Due	<b>0.00</b>

### Total

Total	<b>135,481.37</b>
BerganKDV, LTD. Debit	<b>-83,185.22</b>
Total of Your Responsibility	<b>52,296.15</b>

### Recap

BerganKDV, LTD. Deb	Bank Account #	\$ Amount
Billing	xxx0159	1,029.33
Dir. Dep.	xxx0159	60,581.84
Vendor Payment	xxx0159	128.28
<b>Total Debits</b>		<b>61,739.45</b>

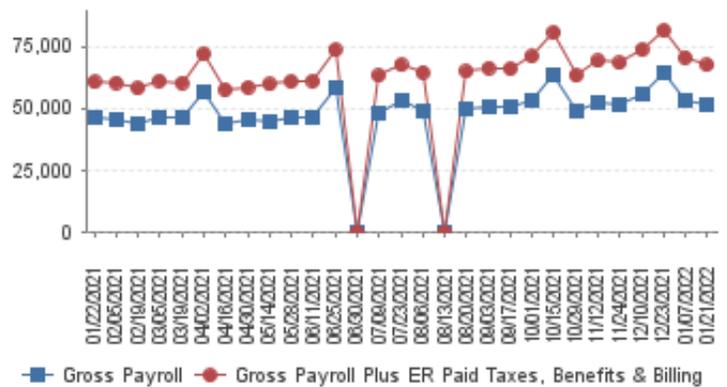
### Cash Requirements: xxx0159

	\$ Amount
Billing	1,029.33
Dir. Dep.	60,581.84
Vendor Payment	128.28
Empl. Checks	9,672.54
<b>Total</b>	<b>71,411.99</b>

### General Ledger Summary

	Debit/Exp.	Credit/Liab.
Earning	104,448.10	
ER Deduction	27,445.30	
ER Tax (Offset)	5,707.85	
ER Tax		5,707.85
Check		9,672.54
Tax		15,737.92
Deduction		18,455.80
ER Deduction (Offset)		27,445.30
Direct Deposit		60,581.84
	<b>137,601.25</b>	<b>137,601.25</b>

### Rolling 12 Month Payroll View



### CURRENT ACCOUNT TOTALS

ACCOUNT	TOTAL
ICD	\$ 1,099,633.40
NORTHLAND	\$ 109,530.21
LAKE CENTRAL	\$ 1,629,510.03
Lake Central CD	\$ 251,001.49
LPL Financial	\$ 513,023.05
4M	\$ 39,717.01
<b>Investments Total</b>	<b>\$ 3,642,415.19</b>
<b>Civic Cash Allocation</b>	<b>\$ 3,642,748.51</b>
<b>Difference</b>	<b>\$ (333.32)</b>

### ANTICIPATED MATURITIES

ANTICIPATED AS OF	MATURITY AMOUNT
Jan-22	\$ -
Feb-22	\$ -
Mar-22	\$ -
Apr-22	\$ -
May-22	\$ -
Jun-22	\$ -
Jul-22	\$ 200,000.00
Aug-22	\$ -
Sep-22	\$ -
Oct-22	\$ 100,000.00
Nov-22	\$ -
Dec-22	\$ -

### LIQUID CASH AT END OF MONTH

Column1	Column2	Column3	Column4
Liquid Cash At Month End:			
	Lake Central Cash	\$	1,629,510.03
	MM Cash	\$	1,897,475.50
	<b>TOTAL LIQUID CASH</b>	<b>\$</b>	<b>3,526,985.53</b>
As of Stmt Month End:			
	Liquid at Month End	\$	3,526,985.53
	Locked at Month End	\$	115,429.66
	<b>TOTAL</b>	<b>\$</b>	<b>3,642,415.19</b>

## Jan-22

PURCHASE DATE	BROKER	INVESTMENT	CUSIP #	INT RATE	TERM	MATURITY DATE	COST BASIS VALUE	CURRENT PERIOD PAID EARNINGS	CURRENT YEAR PAID EARNINGS
<b>MONEY MARKET</b>									
	ICD			0.40%			\$ 633.40	\$ 334.43	\$ 334.43
	LAKE CENTRAL CHECKING			1.50%			\$ 1,629,510.03	\$ 315.35	\$ 315.35
	NORTHLAND SECURITIES			VARIES			\$ 9,530.21	\$ -	\$ -
	LPL Financial			VARIES			\$ 513,023.05	\$ 4.34	\$ 4.34
	Lake Central CD			4.00%			\$ 1,001.49	\$ -	\$ 1,001.49
	4M FUND			VARIES	LIQUID	N/A	\$ 37,000.36	\$ 0.31	\$ 0.31
	4M PLUS FUND			VARIES	LIQUID	N/A	\$ 2,716.65	\$ -	\$ -
							\$ 39,717.01	\$ 0.31	\$ 0.31
							<b>\$ 2,233,132.20</b>	<b>\$ 654.74</b>	<b>\$ 1,656.23</b>
<b>SHORT TERM INVESTMENTS</b>									
<b>7/25/2020</b>	ICD	Texas Capital Bank, Dallas, TX	88224PLX5	0.25%	24 mos	7/25/2022	\$ 200,000.00	\$ 252.05	\$ 252.05
<b>10/28/2021</b>	ICD	Synchrony Bank, Draper, UT	87164WF29	0.50%	24 mos	11/3/2023	\$ 114,000.00	\$ -	\$ -
		Lake Central Bank			12 mos		\$ 250,000.00	\$ -	\$ -
							<b>\$ 564,000.00</b>	<b>\$ 252.05</b>	<b>\$ 252.05</b>
<b>MID TERM INVESTMENTS</b>									
<b>7/29/2020</b>	ICD	BMO Harris, Chicago, IL	05600XANO	0.56%	4 yrs	7/29/2024	\$ 250,000.00	\$ -	\$ -
<b>7/24/2020</b>	ICD	EnerBank, Salt Lake City	29278TQK9	0.30%	3 yrs	7/24/2023	\$ 155,000.00	\$ 39.49	\$ 39.49
<b>6/24/2021</b>	ICD	Texas Exchange Bank, Crowley TX	88241TLK4	0.50%	3 yrs	7/9/2024	\$ 101,000.00	\$ 42.89	\$ 42.89
<b>3/24/2021</b>	ICD	BMW Bank of Amer, Salt Lake City, UT	05580AZD9	0.45%	3 yrs	3/26/2024	\$ 178,000.00	\$ -	\$ -
							<b>\$ 684,000.00</b>	<b>\$ 82.38</b>	<b>\$ 82.38</b>
<b>LONG TERM INVESTMENTS</b>									
<b>12/27/2021</b>	ICD	State Bank of India, New York, NY	856285B59	1.40%	5 yrs	12/30/2026	\$ 101,000.00	\$ -	\$ -
<b>10/20/2017</b>	NORTHLAND SECURI	Synchrony Bank Retail	87164-W-TC-2	2.35%	5 yrs	10/20/2022	\$ 100,000.00	\$ -	\$ -
							<b>\$ 100,000.00</b>	<b>\$ -</b>	<b>\$ -</b>

Annandale Fire Department

Incident Type Report (Summary) (Modified)

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

Incident Type	Count	Percent
<b>3 Rescue &amp; Emergency Medical Service Incident</b>		
311 Medical assist, assist EMS crew	13	50.00 %
352 Extrication of victim(s) from vehicle	1	3.84 %
	<u>14</u>	<u>53.84 %</u>
<b>4 Hazardous Condition (No Fire)</b>		
424 Carbon monoxide incident	2	7.69 %
	<u>2</u>	<u>7.69 %</u>
<b>5 Service Call</b>		
551 Assist police or other governmental agency	2	7.69 %
	<u>2</u>	<u>7.69 %</u>
<b>6 Good Intent Call</b>		
611 Dispatched & cancelled en route	6	23.07 %
	<u>6</u>	<u>23.07 %</u>
<b>7 False Alarm &amp; False Call</b>		
731 Sprinkler activation due to malfunction	1	3.84 %
733 Smoke detector activation due to malfunction	1	3.84 %
	<u>2</u>	<u>7.69 %</u>
<b>Total Incident Count:</b>	<b>26</b>	

## 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		\$ 43,185
April	\$ 15,218	\$ 65,486	\$ 5,773	\$ 64,043	\$ 21,120	\$ 81,974		\$ 43,185
May	\$ 15,598	\$ 81,084	\$ 9,976	\$ 74,019	\$ 17,199	\$ 99,173		\$ 43,185
June	\$ 10,891	\$ 91,975	\$ 14,054	\$ 88,073	\$ 15,978	\$ 115,151		\$ 43,185
July	\$ 11,368	\$ 103,343	\$ 14,428	\$ 102,501	\$ 15,422	\$ 130,573		\$ 43,185
Aug	\$ 12,730	\$ 116,073	\$ 11,275	\$ 113,776	\$ 13,809	\$ 144,382		\$ 43,185
Sept	\$ 13,139	\$ 129,212	\$ 10,996	\$ 124,772	\$ 13,443	\$ 157,825		\$ 43,185
Oct	\$ 12,332	\$ 141,544	\$ 10,021	\$ 134,793	\$ 12,706	\$ 170,531		\$ 43,185
Nov	\$ 10,530	\$ 152,074	\$ 7,328	\$ 142,121	\$ 12,755	\$ 183,286		\$ 43,185
Dec	\$ 12,007	\$ 164,081	\$ 16,619	\$ 158,740	\$ 14,420	\$ 197,706		\$ 43,185

	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		\$ 3,641
April	\$ 1,546	\$ 5,580	\$ 357	\$ 6,356	\$ 2,860	\$ 7,772		\$ 3,641
May	\$ 2,192	\$ 7,772	\$ 1,674	\$ 8,130	\$ 2,747	\$ 10,519		\$ 3,641
June	\$ 1,934	\$ 9,706	\$ 1,774	\$ 9,937	\$ 1,827	\$ 12,346		\$ 3,641
July	\$ 1,923	\$ 11,629	\$ 1,807	\$ 10,747	\$ 1,891	\$ 14,237		\$ 3,641
Aug	\$ 698	\$ 12,327	\$ 810	\$ 11,634	\$ 860	\$ 15,097		\$ 3,641
Sept	\$ 747	\$ 13,074	\$ 887	\$ 12,311	\$ 1,001	\$ 16,098		\$ 3,641
Oct	\$ 570	\$ 13,644	\$ 677	\$ 12,670	\$ 587	\$ 16,685		\$ 3,641
Nov	\$ 452	\$ 14,096	\$ 359	\$ 14,130	\$ 557	\$ 17,242		\$ 3,641
Dec	\$ 1,928	\$ 16,024	\$ 1,460	\$ 14,130	\$ 1,510	\$ 18,752		\$ 3,641

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

<b>Total Annual Rev</b>	<b><u>\$ 181,726</u></b>	<b><u>\$ 174,174</u></b>	<b><u>\$ 216,458</u></b>	<b><u>\$ 46,826</u></b>
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# CITY OF ANNANDALE

# REQUEST FOR COUNCIL ACTION

Originating Department: <b>Administration</b>	Meeting Date: <b>March 14, 2022</b>	Agenda No. <b>6C</b>
Agenda Section: <b>Consent</b>	Item: <b>Resignation of Officers</b>	
<p><b>BACKGROUND:</b> Attached are resignations from two PT officers- Officer Peterson and Officer Flemming.</p>		

# Annandale Police Department

30 Cedar Street E

Annandale, MN 55302

Phone: 320-274-3278

Chief of Police Peter Standafer

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## Chief Standafer:

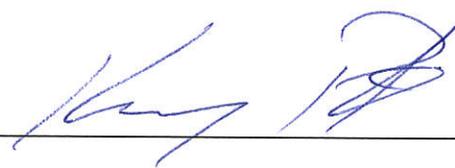
Please accept this letter as my formal notice of resignation from the Annandale Police Department as Part-Time Patrol Officer effective immediately.

First of all, I want to thank you and the city of Annandale for all of the opportunities that have been presented to me in the last 6 years. Those opportunities will catapult me into all future endeavors.

More recently, I have taken on a full-time role as firearms instructor and field training officer with the Renville County Sheriff's Office which has consumed additional free time. In addition to moving to Renville County, adding additional drive time to Annandale.

Sincerely,

Kenneth J Peterson

Signature: 

Date: 3/03/2022

March 7, 2022

Mitch Flemming  
9013 Iresfeld Ave NW  
Annandale, MN 55302  
612-385-3065

Chief Peter Standafer  
Annandale Police Department  
30 Cedar St E  
Annandale, MN 55302

Dear Chief Standafer:

I write this letter to announce my formal retirement from the Annandale Police Department effective May 27, 2022. My last day will be May 26, 2022.

I would like to thank you, the previous Chiefs for whom I've had the privilege of working, and the City Council, past and present, for all the great opportunities I have been given as an employee of the Annandale Police Department. I have enjoyed working with some of the finest men and women in this profession. I'm sure that the friendships I have made here will last into my retirement. However, it's time to move on to the next phase of my life.

It has been an honor and privilege to serve this department and community for the past 29+ years. This is a difficult job during even more difficult times. However, with your leadership, the department is in good hands. Good luck and Godspeed.

Dude's done.

Sincerely,



Mitch Flemming #568

# CITY OF ANNANDALE

# REQUEST FOR COUNCIL ACTION

Originating Department: <b>Administration</b>	Meeting Date: <b>March 14, 2022</b>	Agenda No. <b>6D</b>
Agenda Section: <b>Consent</b>	Item: <b>Approve Special Event Applications</b>	
<p><b>BACKGROUND:</b> Attached are two special event applications for street dances:</p> <p><u>Billy D's July 1<sup>st</sup></u>: Request to close Chestnut Street from 4pm to 12am from Oak Avenue to Maple Avenue. Street Dance will start at 7pm.</p> <p><u>Rendezvous Bar and Grill- May 28, 2022</u>- Request to close part of the City parking lot and alley behind bar (see the area drawn on the application) from 10am to 12am on Saturday May 28<sup>th</sup>.</p> <p>Since the events will be conducted on public property, staff is recommending the City require each applicant to list the City as an additional insured on their insurance policy.</p>		



# ANNANDALE POLICE DEPARTMENT

## Special Event Application

Name: Andy Daniels Home Phone: 320-980-1835 \_\_\_\_\_

Address: 1011 Bay Circle \_\_\_\_\_ Fax Number: \_\_\_\_\_

City, State, Zip: Annandale, MN 55302 \_\_\_\_\_ Email Address: info@billydscrookedtavern.com

Event Name: Street Dance \_\_\_\_\_ Event Date: July 1<sup>st</sup> 2022 \_\_\_\_\_

Set up time: 4pm \_\_\_\_\_ Event time (start end): 7pm \_\_\_\_\_ Estimated # of participants: 500 \_\_\_\_\_

Event Description: City Celebration over 4<sup>th</sup> of July weekend. Outdoor street dance \_\_\_\_\_

Serving alcohol and/or food?  Yes  no Business/liquor License holder: Billy Ds Crooked Tavern \_\_\_\_\_

Contact person: Andy \_\_\_\_\_ Phone number: 320-980-1835 \_\_\_\_\_

Starting location (if applicable): See Map \_\_\_\_\_

Ending location (if applicable): Same \_\_\_\_\_

Area(s) to be closed off during event (you must also supply a map of area/route to be closed off): See map – all of Chestnut \_\_\_\_\_

Safety Procedures (ie: traffic control, event personnel, other facilities as needed, etc): Manned entry gates, vehicles blocking alleyways, orange safety fence, patrolmen \_\_\_\_\_

The undersigned applicant hereby agrees to the Annandale Police Departments requirements and holds harmless APD for any acts resulting from the negligence of his/her organizers, participants or any spectators.

Signed: Andy Daniels Date: 7-17-2022

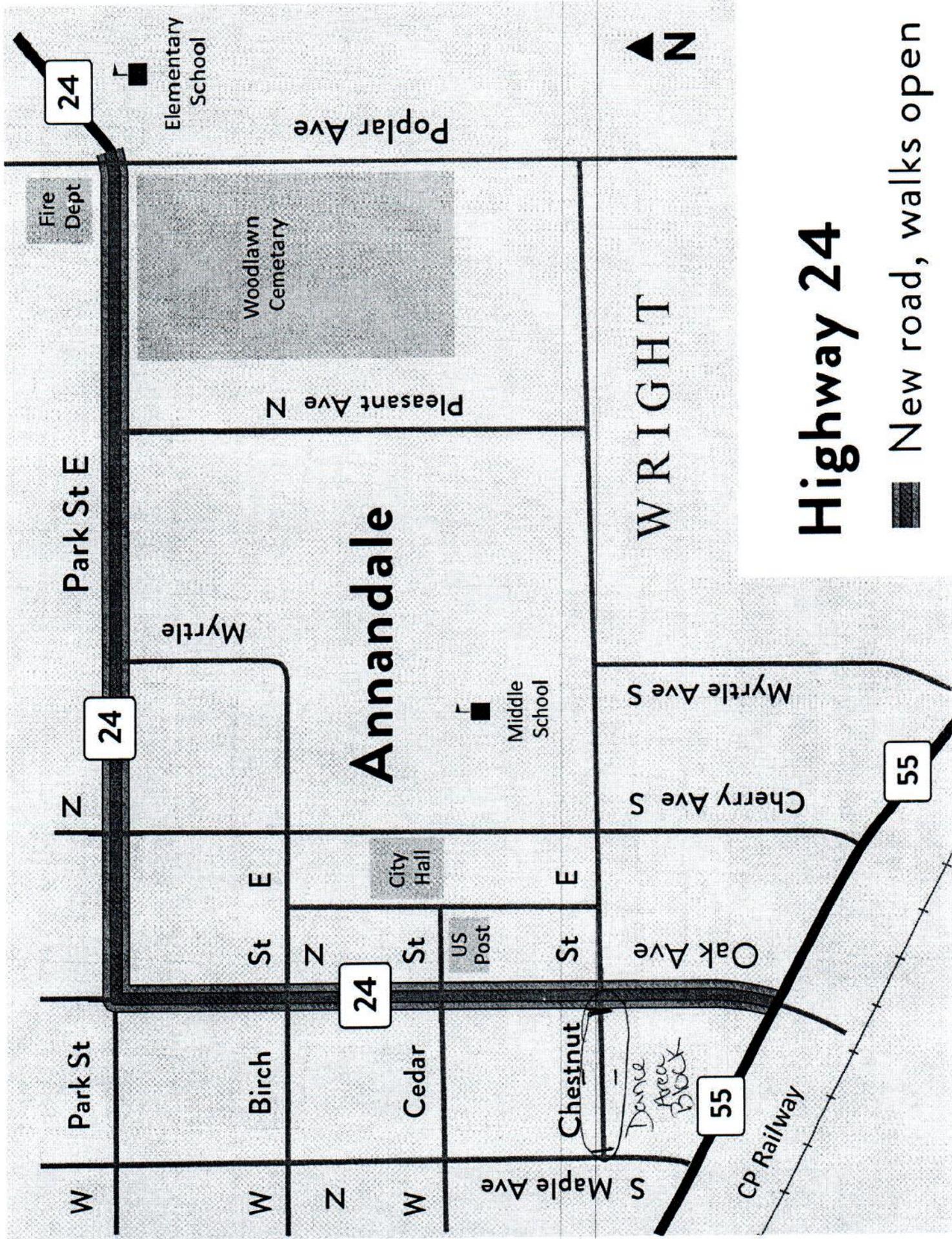
### OFFICE USE ONLY – ANNANDALE POLICE DEPARTMENT

Number of cars required: 1 Number of officers required: 2 x \$40/hour = \$ \_\_\_\_\_

APD comments: Have APD staff on sight

APD approval signature: P. Standa Date: \_\_\_\_\_

City Council approval (if applicable) yes/no \_\_\_\_\_ Date: \_\_\_\_\_



# Highway 24

 New road, walks open



# ANNANDALE POLICE DEPARTMENT

## Special Event Application

Name: Rendezvous Home Phone: 612-718-7810  
 Address: 35 Oak Ave So. Fax Number: \_\_\_\_\_  
 City, State, Zip: Annandale Email Address: cppaddlewheel@9.mar1.com  
 Event Name: Memorial Day Bash Event Date: May 28, 2022  
 Set up time: 10am Event time (start end): 10<sup>am</sup> 12<sup>pm</sup> Estimated # of participants: 150 ?  
 Event Description: music, dancing, food service, beer + liquor sale

Serving alcohol and/or food?  Yes/no Business/liquor License holder: Rendezvous LLC

Contact person: Carol Peterson Phone number: 612-718-7810

Starting location (if applicable): \_\_\_\_\_

Ending location (if applicable): \_\_\_\_\_

Area(s) to be closed off during event (you must also supply a map of area/route to be closed off): \_\_\_\_\_

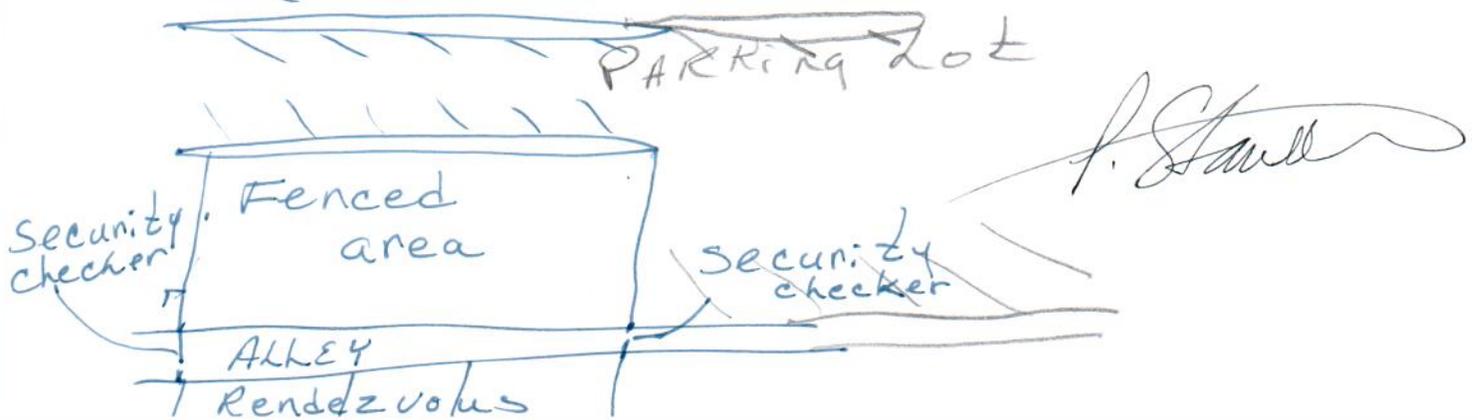
Front parking lot from one end of our property to the other plus alley

Safety Procedures (ie: traffic control, event personnel, other facilities as needed, etc): \_\_\_\_\_

We will fence off area & have checkers at each entrance, employees will run bar and food services. Our security will be onsite

The undersigned applicant hereby agrees to the Annandale Police Departments requirements and holds harmless APD for any acts resulting from the negligence of his/her organizers, participants or any spectators.

Signed: Carol Peterson Date: 2-14-22 ♡ ♡



# CITY OF ANNANDALE

# REQUEST FOR COUNCIL ACTION

Originating Department: <b>Administration</b>	Meeting Date: <b>March 14, 2022</b>	Agenda No. <b>6E</b>
Agenda Section: <b>Consent Agenda</b>	Item: <b>Consideration of Approving Demolition of Bathroom Facility and Pavement Area at Willow Park</b>	

## BACKGROUND

The bathroom facility at Willow Park has been closed for several years due to vandalism of park bathrooms, maintenance costs, and overall age/deterioration of the facility. The City has instead placed portable bathrooms at all of our parks, including Willow Park. Staff received a quote for the removal of the bathroom from Mares Excavating, Annandale in the amount of \$2,000.00.



The pavement area between 30 & 90 Willow Park has deteriorated over the years, is publicly used very little, and is becoming an eye sore. There is also a basketball court that is in poor quality. Ample on-street parking is available in the area. Over the coming months, the Park Commission will provide a recommendation for the use of this area.



## PARK COMMISSION REVIEW AND DISCUSSION

The Park Commission discussed Willow Park at their regular meeting on February 22, 2022. They provided a unanimous motion to recommend approving the demolition of the bathroom facility and removal of the pavement area between 30 & 90 Willow Drive and replace with green space.

## **RECOMMENDATION**

Staff recommends approving the request for Mares Excavating in the amount of \$2,000.00 to demolish the bathroom and Public Works to remove the pavement area and basketball hoop at Willow Park. If approved, the areas would be seeded with grass. It is estimated the project would be completed following the 4<sup>th</sup> of July celebration. Staff would notify the abutting property owners of the removal schedule.

### Removal of Bathroom:

1. Motion to approve Mares Excavating in an amount not to exceed \$2,000.00 to demolish the bathroom at Willow Park and replace with a portable bathroom.
2. Motion to deny request to remove bathroom.
3. Motion of other.

### Removal of Pavement Area and Basketball Hoop:

1. Motion to approve Public Works staff to remove pavement area and basketball hoop
2. Motion to deny request to remove pavement.
3. Motion of other.

# CITY OF ANNANDALE

# REQUEST FOR COUNCIL ACTION

Originating Department: <b>Administration</b>	Meeting Date: <b>March 14, 2022</b>	Agenda No. <b>6D</b>
Agenda Section: <b>Consent</b>	Item: <b>Demo of Buildings at Future Business Park Site</b>	
<p><b>BACKGROUND:</b></p> <p>Public Works Director Joe Haller contacted 5 contractors who collect and sell old barn wood. The first 4 are not interested in any of the materials from the buildings. The siding on the barns is a lap style siding which is a little newer than “antique” barn wood. There currently is not a market for that style of barn wood. One contractor is interested in removing the tin from one of the buildings and a few items from inside the barn at no cost to the city. I also have a local individual who is interested in repurposing the grain bin. He would also remove it at no cost to the city.</p> <p>Haller is recommending council approve to allow the items to be removed at no cost to the city.</p>		

# CITY OF ANNANDALE

# REQUEST FOR COUNCIL ACTION

Originating Department: <b>Administration</b>	Meeting Date: <b>March 14, 2022</b>	Agenda No. <b>6G</b>
Agenda Section: <b>Consent Agenda</b>	Item: <b>Consideration of a Request for a Variance to the Front Yard Setback and Housing Façade and a Variance to the Shoreland Management Overlay District Impervious Surface Coverage in the One Family Residential District (R-1)</b> <b>Applicant: Ray and Karen Larson</b>	
<p><b>SITE INFORMATION &amp; BACKGROUND</b></p> <p><b>PID:</b> 102-012-001050</p> <p><b>Legal Description:</b> Lot 5, Block 1, Hahn’s Pleasant Lake Addition No. 2</p> <p><b>Zoning District:</b> One Family Residential District (R-1)/Shoreland Management Overlay District</p> <p><b>Comprehensive Plan:</b> Residential</p> <p><b>Surrounding Site Use:</b>          North: Pleasant Lake          East: R-1/Residential          South: R-1/Residential          West: R-1/Residential</p> <p><b>Planning Case Number:</b> 2022-03</p> <p><b>Deadline for Decision:</b>          March 28, 2022 (60-day deadline)          May 27, 2022 (120-day deadline)</p> <p><b>Project Description:</b>          Ray and Karen Larson at 280 Basswood Street are seeking variances from the front yard setback, impervious surface percentage, and front façade width requirements to construct a new house at 280 Basswood Street.</p> <p>The lot was platted in 1957 and is 11,541 square feet in size. Currently, there is a house with a deck and two accessory buildings on the lot. The house is approximately 1000 square feet in area. The current impervious surface percentage is listed at 13.7%. The house currently sits 140 feet from Pleasant Lake, 1.6 feet from the west property line, 18 feet from the east, and about 20 feet from the right-of-way. There is also a detached building in front of the house which sits about 13.8 feet from the right-of-way.</p> <p><b>Applicant’s Proposal:</b>          The applicant is seeking to replace the existing house with a two-story, 2,211 square foot, 5 bedroom house with an attached garage. The attached garage is 24’ x 32’ in area (768 square feet).</p> <p>The proposed new house sits 18.1 feet from the front, 10 feet from both sides, and 77 feet from the ordinary high water level. The impervious surfaces are proposed to increase from 13.7% to</p>		

31.9%. The Zoning Ordinance requires setbacks of 10 feet to the sides, 50 feet to the ordinary high water level in the rear, and 30 feet to the front. Impervious surfaces are capped at 25%.

The applicant has deducted 50% of the proposed driveway and sidewalk stating that these may be constructed with pervious pavement on their plan. This is why the site plan shows 27.8% impervious instead of 31.9%. At this time, specifications have not been provided to justify this reduction. Furthermore, the City's ordinance does not allow such deductions. A properly installed and regularly maintained porous pavement system could be used as a justification for a variance, however, the City does not have the means to regularly inspect and require such maintenance.

The City's performance standards also require that houses have at least 10 feet or 25% of the width of the home, whichever is greater, to be livable space and not garage. The proposed house demonstrates 6 feet in street facing width with a 24 foot wide garage, requiring a variance.

The proposed driveway meets City dimensional standards. However, the proposed driveway is located near the intersection of Basswood Street and Pleasant Avenue.

### **Variance Review**

Applicants should balance the requirements of the ordinance with their design choices and attempt to minimize the amount of variance to be as reasonable, as possible. It would be possible to construct a house that was compliant on this lot, but it would have to be significantly reduced in size.

The Zoning Ordinance states that a variance shall only be granted when in conformance with the criteria found in Section 462 of State Statutes. The criteria for evaluation of a variance are, as follows:

1. The proposed variance is consistent with the Comprehensive Plan.
2. The proposed variance is in harmony with the general purpose and intent of this Ordinance.
3. The applicant for the variance established that there are practical difficulties in complying with the zoning ordinance. "Practical difficulties," as used in connection with the granting of a variance, means:
  - a. The property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance;
  - b. The plight of the landowner is due to circumstances unique to the property not created by the landowner; and
  - c. The variance, if granted, will not alter the essential character of the locality.
  - d. Economic considerations alone do not constitute practical difficulties.
4. A variance shall not be granted for a use not allowed under the zoning ordinance for property in the zone where the affected person's land is located.
5. The City may impose conditions in the granting of variances. A condition must be directly related to and must bear a rough proportionality to the impact created by the variance.

## **ANALYSIS**

The applicant is seeking variances from the R-1 and Shoreland Management Overlay District standards to build a new house 18 feet from the property line, increase the impervious percentage to 31.9%, and constructing a 6 foot livable space façade of a residential structure.

### **Impervious Surfaces –**

The lot is 11,541 square feet in area. 25% impervious surfaces would limit the area of impervious to 2,885 square feet. The applicant is proposing about 3,677 square feet. A reduction in area of a little less than 800 square feet would make a compliant plan that does not need any variances.

Staff provided the application to the DNR for official comment. The DNR stated that they would view the variance as acceptable provided certain measures were taken to mitigate the increase in impervious surfaces and that the impervious were capped at 30%. They suggested that there be a form of stormwater management to offset the impervious with a focus on the lake yard. This should be something approved by the City Engineer prior to the issuance of a building permit

As noted, the applicant is proposing an undefined form of porous pavement as a means to off-set the impervious surfaces. Staff would not recommend this method, as pavers without routine maintenance are found to be ineffective for this purpose. In addition, the City would prefer not to have to monitor and require maintenance of such installation.

With a previous application, the City required a rain garden. However, when the rain garden was engineered, it was found that the soils were not conducive for a rain garden. The rain garden became a “natural area” of restored shoreline after the fact and does not provide much off-set for the rate of run-off which caused some concern with the DNR and Soil and Water Conservation District.

It would be recommended that the applicant provide a storm water management feature that was in the form of a swale or depression that provides for water retention on the ground that would slow the flow of water off the site to the same level as if it were meeting code.

### **Façade Width –**

The proposed structure has a 30 foot width with 6 feet being livable area. The ordinance requires a two stall garage (440 square feet in area with a minimum depth of 24 feet) and 10 feet livable area on the front façade. In order to meet the code, the width of the garage would need to be reduced to 20 feet (proposed at 24 feet) with the livable area being increased to 10 feet (proposed at 6 feet). A side yard setback variance would be needed to meet this requirement.

The lot width, at the proposed building line, is only about 52 feet. This would mean that after application of the setbacks, there would be 32 feet in width for a structure. This would allow for a 22 foot wide garage and a 10 foot livable area.

### **Front Yard Setback –**

The property is located on a lot with frontages on both Pleasant Avenue and Basswood Street. The proposed front setback of 18 feet is smaller but similar to that of the existing house. The proposed structure would generally appear within a line of other structures in the area.

### **PLANNING COMMISSION REVIEW AND RECOMMENDATION:**

Planning Commission reviewed the variance requests and held a Public Hearing on the request on March 1, 2022.

Public comments were received from the applicant and the applicant's development team, who explained the intent of the project and discussed the site plan. Discussion occurred regarding the DNR's comment letter and site drainage. If approved, the applicant would need to work with the City Engineer to ensure proper drainage of the site is provided and the comments of the DNR are addressed. The applicant was amenable to the conditions of approval provided in Exhibit Z.

The City also received one written comment letter from Dave and Nancy Haugland (232 Lake Drive East) who requested the Council approve the submitted application.

The Planning Commission made findings that the request is in conformance with the variance criteria and unanimously recommended approval of the request.

### **STAFF RECOMMENDED ACTION**

Staff would recommend that the applicant make a greater effort to meet the impervious surface percentage. Perhaps a reduction to 30% impervious with a graded swale in the lake yard would be adequate components of a more reasonable proposal. The applicant could utilize some form of pavers for aesthetic reasons, with the added benefit of some potential stormwater reduction as part of the justification of this variance.

### **ALTERNATIVE ACTIONS**

#### Variance:

1. Motion to adopt Resolution #22-XX, approving variances to the front yard setback, impervious surface percentage, and front façade width requirements with conditions as identified in Exhibit Z.
2. Motion to deny variances based on findings to be made by the City Council.
3. Motion to table action.

#### **Attachments:**

- A. Draft Resolution #22-XX
- B. Aerial Image
- C. Applicant Narrative
- D. Certificate of Survey
- E. Elevations and Floorplans
- F. City Engineer's Letter, Dated February 16, 2022
- G. MnDNR Comment Letter, Dated February 28, 2022
- H. Public Comment: Dave and Nancy Haugland
- Z. Conditions of Approval

### **EXHIBIT Z**

**Variance to the Front Yard Setback, Housing Façade, and Impervious Surface Coverage in**

**the One Family Residential District (R-1)**  
**Applicant: Ray and Karen Larson**  
**Legal: Lot 5, Block 1, Hahn's Addition**  
**PID: 102-012-001050**

1. The applicant shall provide the specifications for the pervious pavement for review and approval by the City Engineer.
2. The applicant shall place a storm water feature in the lake yard in a manner acceptable to the City Engineer and DNR.
3. Any comments from the City Engineer, Department of Natural Resources, Soil & Water Conservation District, and City Staff shall be addressed.
4. The applicant shall provide drainage and utility easements on the perimeter of the lot and over the storm water management feature.
5. No accessory structures are allowed on the site, besides the existing rear yard accessory structure, following construction of the new home.

**CITY OF ANNANDALE  
RESOLUTION 22-XX**

**RESOLUTION APPROVING VARIANCE TO THE FRONT YARD SETBACK,  
IMPERVIOUS SURFACE PERCENTAGE, AND THE FRONT FAÇADE WIDTH  
REQUIREMENTS IN THE ONE FAMILY RESIDENTIAL DISTRICT (R-1) AND  
SHORELAND MANAGEMENT OVERLAY DISTRICT  
LOT 5, BLOCK 1, HAHN'S PLEASANT LAKE ADDITION NO. 2  
PID: 102-012-001050**

WHEREAS, the City of Annandale has received a land use application request from Ray and Karen Larson to demolish the existing house and front yard detached garage and construct a new house at 280 Basswood Street; and

WHEREAS, the applicant has submitted a site survey illustrating the location of the proposed structure on the property for review; and

WHEREAS, the proposed structure would encroach approximately 11.9 feet into the 30 foot rear yard setback in the One Family Residential District (R-1), requiring a variance;

WHEREAS, the proposed property exceeds the 25 percent impervious surface coverage in the Shoreland Management Overlay District, requiring a variance;

WHEREAS, the proposed structure has a 30 foot width including a 6 foot front façade width of livable space in the One Family Residential District (R-1), requiring a variance;

WHEREAS, the Planning Commission held a duly-noticed public hearing on the application on March 1, 2022; and

WHEREAS, the City Council reviewed the request on March 14, 2022; and

WHEREAS, the City Council by this Resolution desires to set forth its Findings and ruling with respect to the application; and

NOW THEREFORE, BE IT RESOLVED by the City of Annandale that it hereby makes the following findings of fact on the requested variance:

1. The variance is consistent with the City's Comprehensive Plan.
2. The variance will be in harmony with the general purposes and intent of the City's Zoning Ordinance.
3. The applicant has demonstrated there are practical difficulties in complying with the zoning ordinance. "Practical difficulties," as used in connection with the granting of a variance, means that the property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance; the plight of the landowner is due to circumstances unique to the property not created by the landowner; the variance will not alter the essential character of the locality; and economic considerations alone do not constitute practical difficulties.
4. The applicant proposes to construct a new house on the property, which is

consistent with the allowable uses in the One Family Residence District (I-1).

BE IT FURTHER RESOLVED that the City Council approves the request with the following conditions:

1. The applicant shall provide the specifications for the pervious pavement for review and approval by the City Engineer.
2. The applicant shall place a storm water feature in the lake yard in a manner acceptable to the City Engineer and DNR.
3. Any comments from the City Engineer, Department of Natural Resources, Soil & Water Conservation District, and City Staff shall be addressed.
4. The applicant shall provide drainage and utility easements on the perimeter of the lot and over the storm water management feature.
5. No accessory structures are allowed on the site, besides the existing rear yard accessory structure, following construction of the new home.

WHEREUPON, said resolution was declared duly passed and adopted this 14th day of March 2022.

---

Shelly Jonas, Mayor

ATTEST:

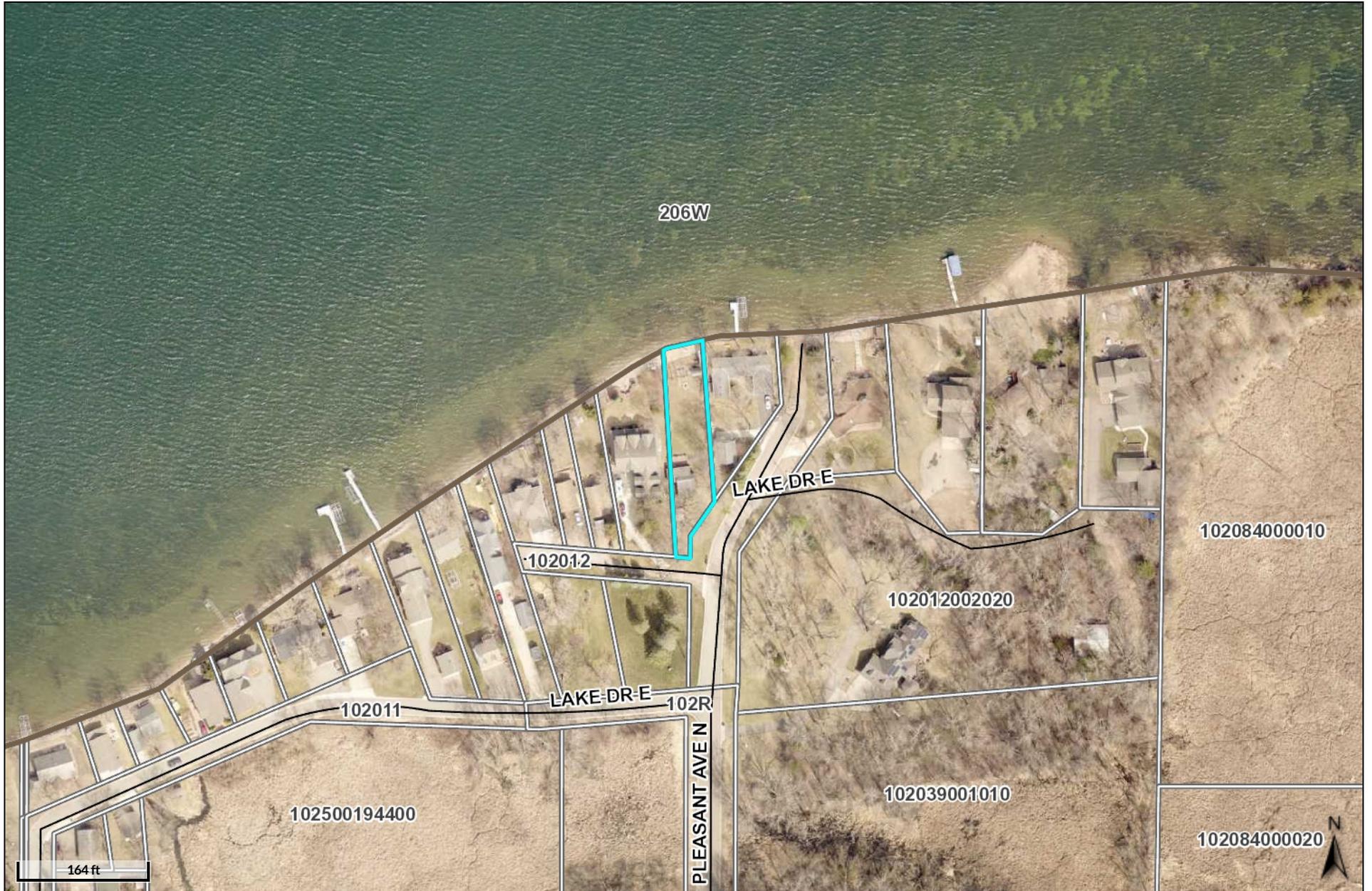
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Kelly Hinnenkamp, City Administrator/Clerk

# Applicant: Ray & Karen Larson | Request for Variances

Created by: City of Annandale

Legal: Lot 5, Block 1, Hahn's Pleasant Lake Addition No. 2 | PID: 102-012-001050



## Description of Request

1. 18"-0" setback from easement of Pleasant Ave. North

2. Home / Garage reduced percentage to the street side of home.

3. Impervious cover overage.

# CERTIFICATE OF SURVEY/SITE PLAN

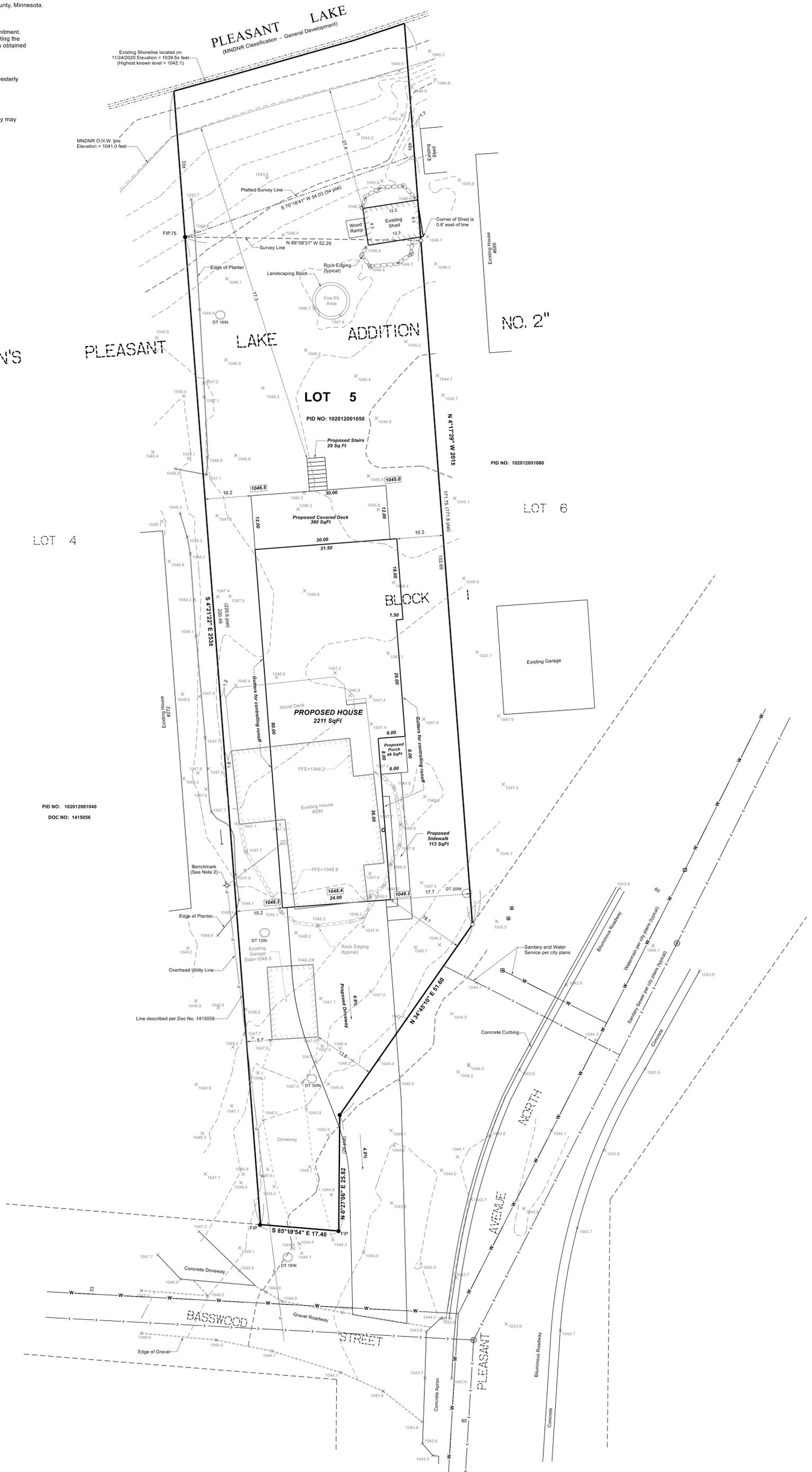
**LEGAL DESCRIPTION OF PROPERTY SURVEYED:**

Lot 5, Block 1, Hahn's Pleasant Lake Addition No. 2, Wright County, Minnesota.

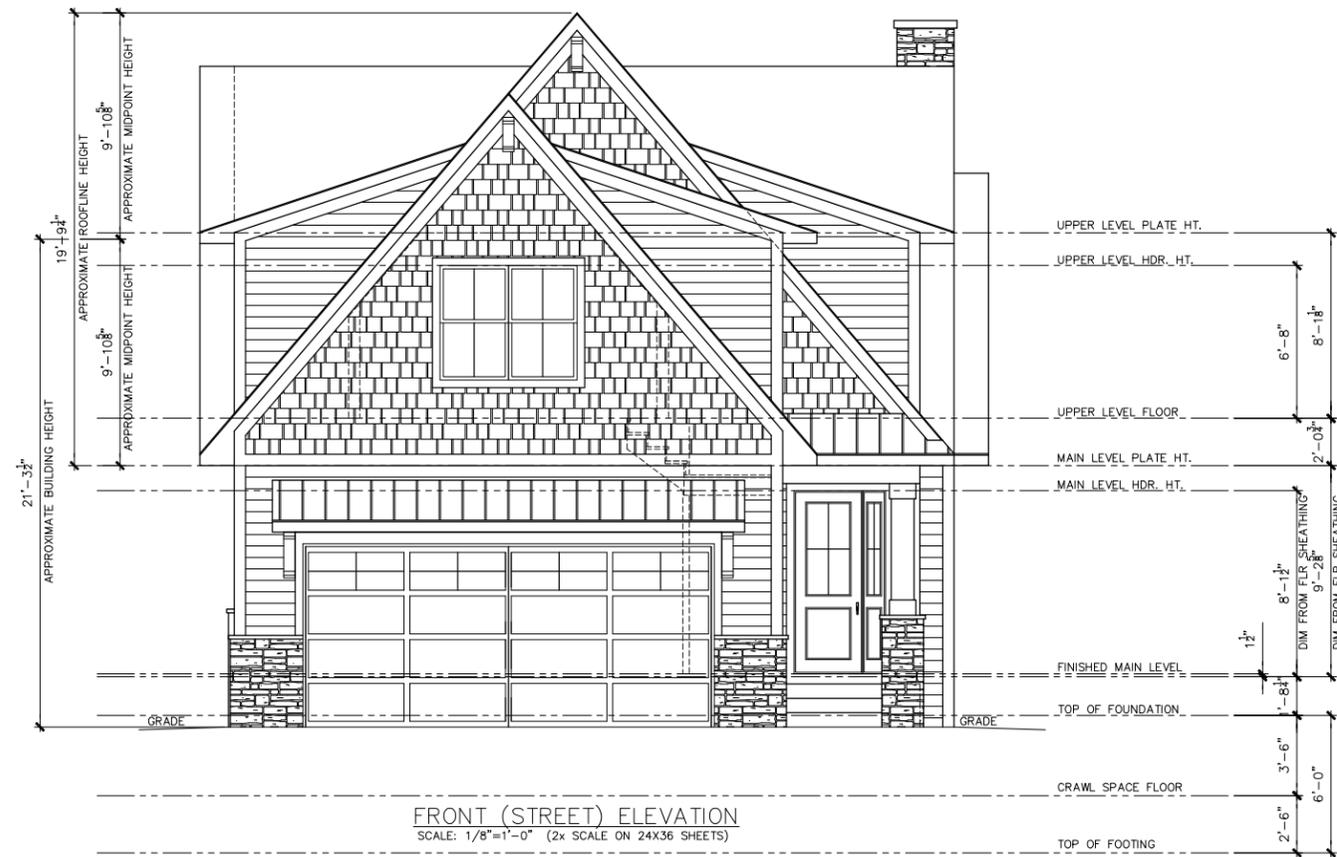
**NOTES:**

- 1) This survey was performed without the benefit of a title commitment. There may or may not be easements encumbering or benefitting the subject property. The legal description as shown hereon was obtained from Document No. 849246.
- 2) Benchmark:  
Railroad spike in east face of power pole located along the westerly property line of the subject property as shown hereon.  
Elevation= 1049.21 feet (NGVD 1929 datum)
- 3) Area to O.H.W. line: 11541± SqFt 0.3± Acres
- 4) Please note snow and ice conditions at the time of this survey may have obscured otherwise visible evidence of improvements.
- 5) Existing Hardcover:  
Buildings = 1112 SqFt 9.6%  
Deck = 440 SqFt  
Wood Ramp = 15 SqFt  
Landscaping Block = 14 SqFt  
Total Existing Hardcover = 1581 SqFt 13.7%
- 6) Proposed Hardcover:  
House = 2211 SqFt  
Covered Deck = 360 SqFt  
Porch = 48 SqFt  
Porch Steps = 29 Sq Ft  
Shed = 99 SqFt  
Buildings = 2718 SqFt 23.6%  
Wood Ramp = 15 SqFt  
Sidewalk 50% = 113/2 57 SqFt  
Driveway 50% = 831/2 415 SqFt  
Total Proposed Hardcover = 3205 SqFt 27.8%
- 7) Proposed House Elevations  
Top of Foundation = 1048.7  
Garage Floor = 1048.4

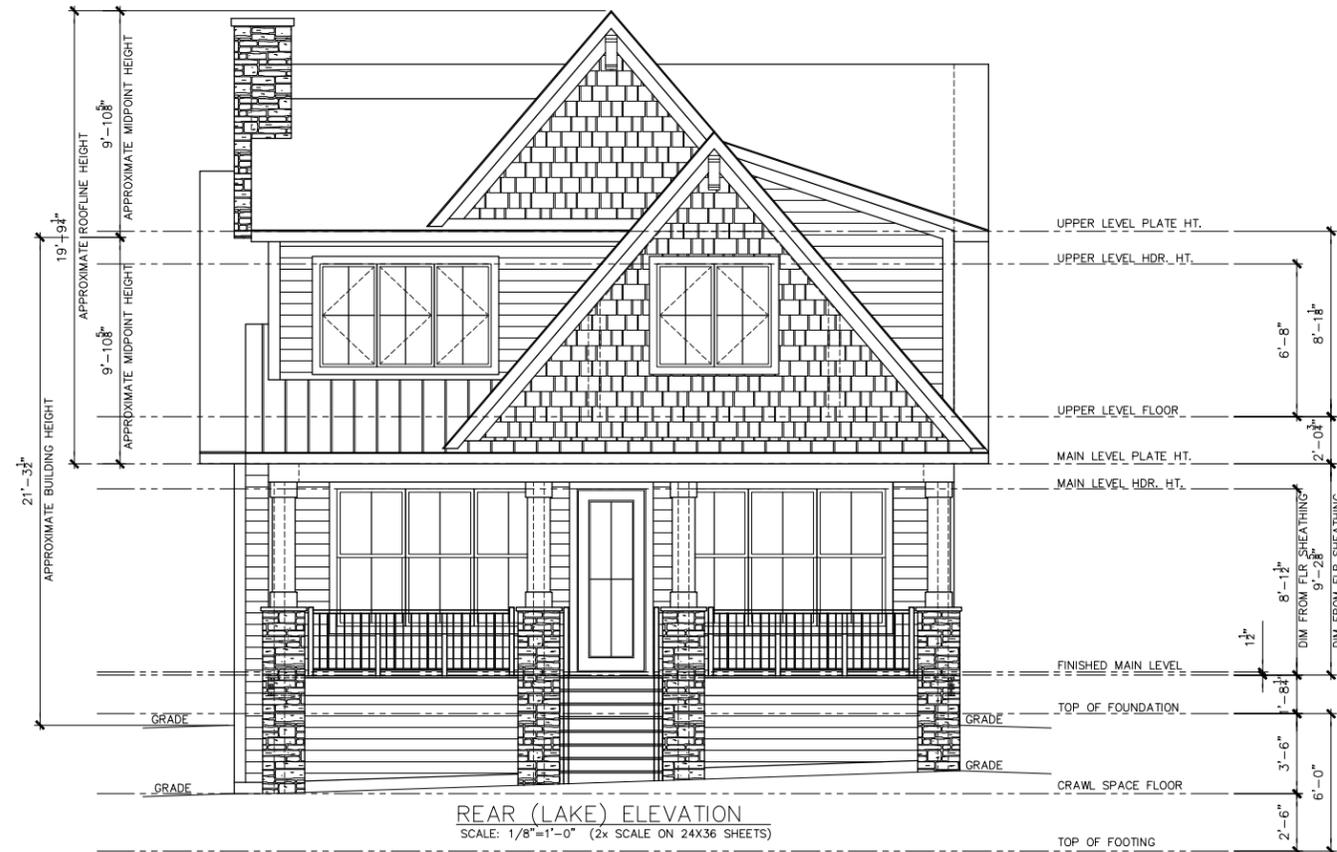
Please note that improvements shown in gray are to be removed during construction.



LEGEND	
●	Found Iron Monument
○	Set Iron Monument #41226
⊠	Gas Meter
⊞	Water Gate Valve
⊕	Power Pole
⊞	Electric Meter
⊞	Sanitary Sewer Manhole
—	Guy Wire
⊞	Curb Stop
⊞	Utility Pedestal
⊞	Fire Hydrant
×	Spot Elevation
○	Deciduous Tree and Size
FIP	Found Iron Pipe



FRONT (STREET) ELEVATION  
SCALE: 1/8"=1'-0" (2x SCALE ON 24X36 SHEETS)



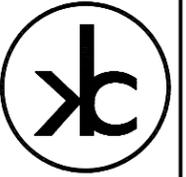
REAR (LAKE) ELEVATION  
SCALE: 1/8"=1'-0" (2x SCALE ON 24X36 SHEETS)

ELEVATION NOTES:  
SIDING MATERIAL TBD TO MEET CITY REQUIREMENTS

**GENERAL NOTES:**  
\*ALL DIMENSIONS FROM OUTSIDE OF SHEATHING TO CENTER OF FRAMING OR OUTSIDE OF SHEATHING TO OUTSIDE OF FRAMING. NOTED DIMENSIONS TAKE PRECEDENT OVER SCALED NOTES.

SHEET INDEX	
A1.1	EXTERIOR ELEVATIONS
A1.2	EXTERIOR ELEVATIONS
A2.1	MAIN LEVEL
A2.2	UPPER LEVEL

AREA SCHEDULE	
MAIN LEVEL	1443
UPPER LEVEL	1750
MAIN & UPPER LEVEL	3193
BONUS ROOM	612
TOTAL FINISHED W/BNS	3805
GARAGE	768



KC CUSTOM HOME DESIGN, INC.  
PO Box 711  
Buffalo, MN 55313  
Phone: 612.518.2118

**LARSON RESIDENCE**  
**280 BASSWOOD STREET**  
**ANNANDALE, MN**

**SITE ADDRESS**

LOT	BLOCK

**REVISIONS**

DATE	DESCRIPTION
08.12.2021	SITE PLAN #1
08.22.2021	SITE PLAN #2
10.26.2021	PRELIM SET #1
12.27.2021	PRELIM SET #2
01.04.2022	PRELIM SET #3
01.08.2022	PRELIM SET #4
01.24.2022	VAR SET #1

**APPROX SQ FT**

1443 ML SQ FT  
1750 UL SQ FT  
3193 ML & UL SQ FT  
612 UL BNS RM SQ FT  
3805 GT SQ FT  
768 GARAGE SQ FT

PLAN# - KC2138

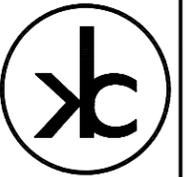
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DATE 08.12.2021

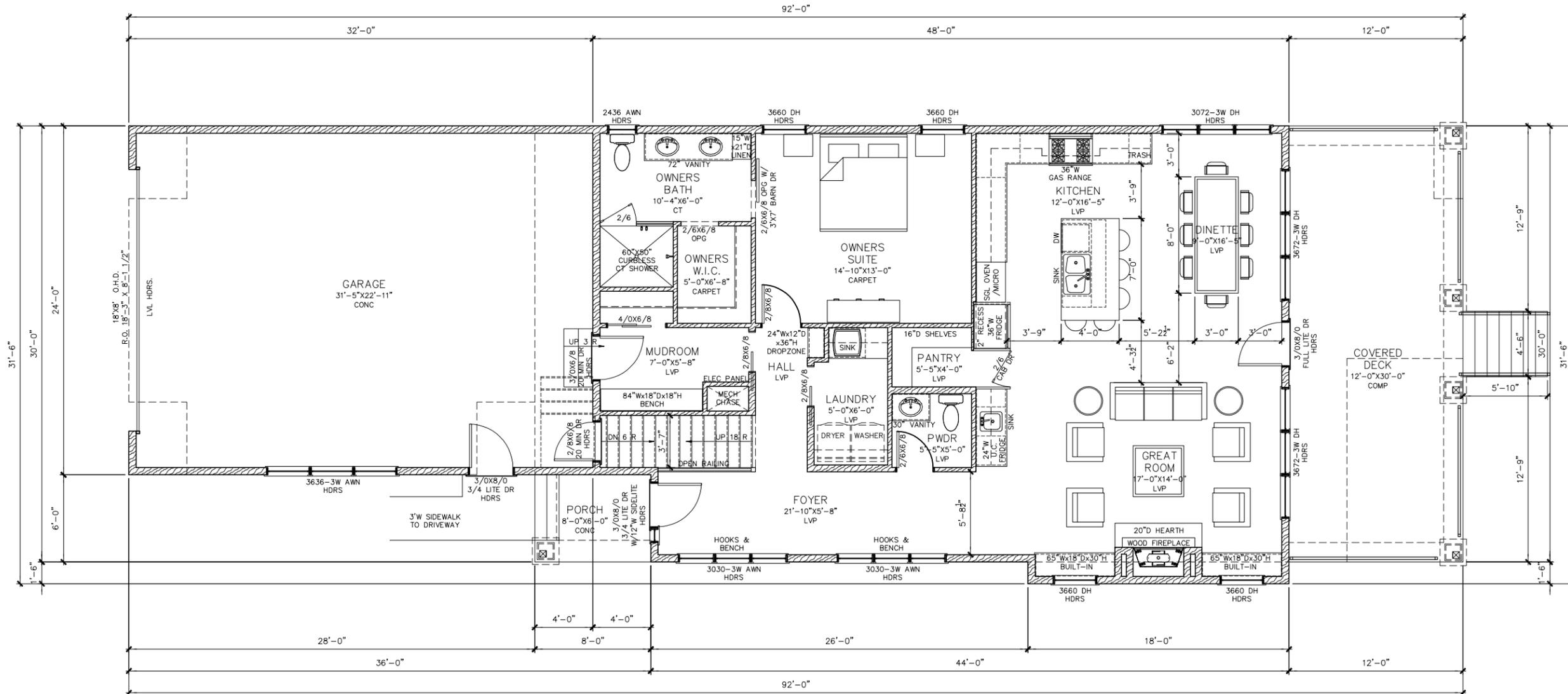
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**LARSON RESIDENCE  
280 BASSWOOD STREET  
ANNANDALE, MN**



NOTE: 9'-2 5/8" CLG  
HGT W/8'-1 1/2"  
WINDOW HDR HGT

**MAIN LEVEL**  
SCALE: 1/8"=1'-0"  
(2x SCALE ON 24X36 SHEETS)

**SITE ADDRESS**

LOT	BLOCK
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12.27.2021	PRELIM SET #2
01.04.2022	PRELIM SET #3
01.05.2022	PRELIM SET #4
01.24.2022	VAR SET #1

**APPROX SQ FT**

1443 ML SQ FT  
1750 UL SQ FT  
3193 ML & UL SQ FT  
612 UL BNS RM SQ FT  
3805 GT SQ FT  
788 GARAGE SQ FT

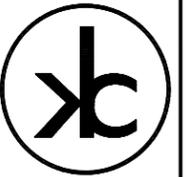
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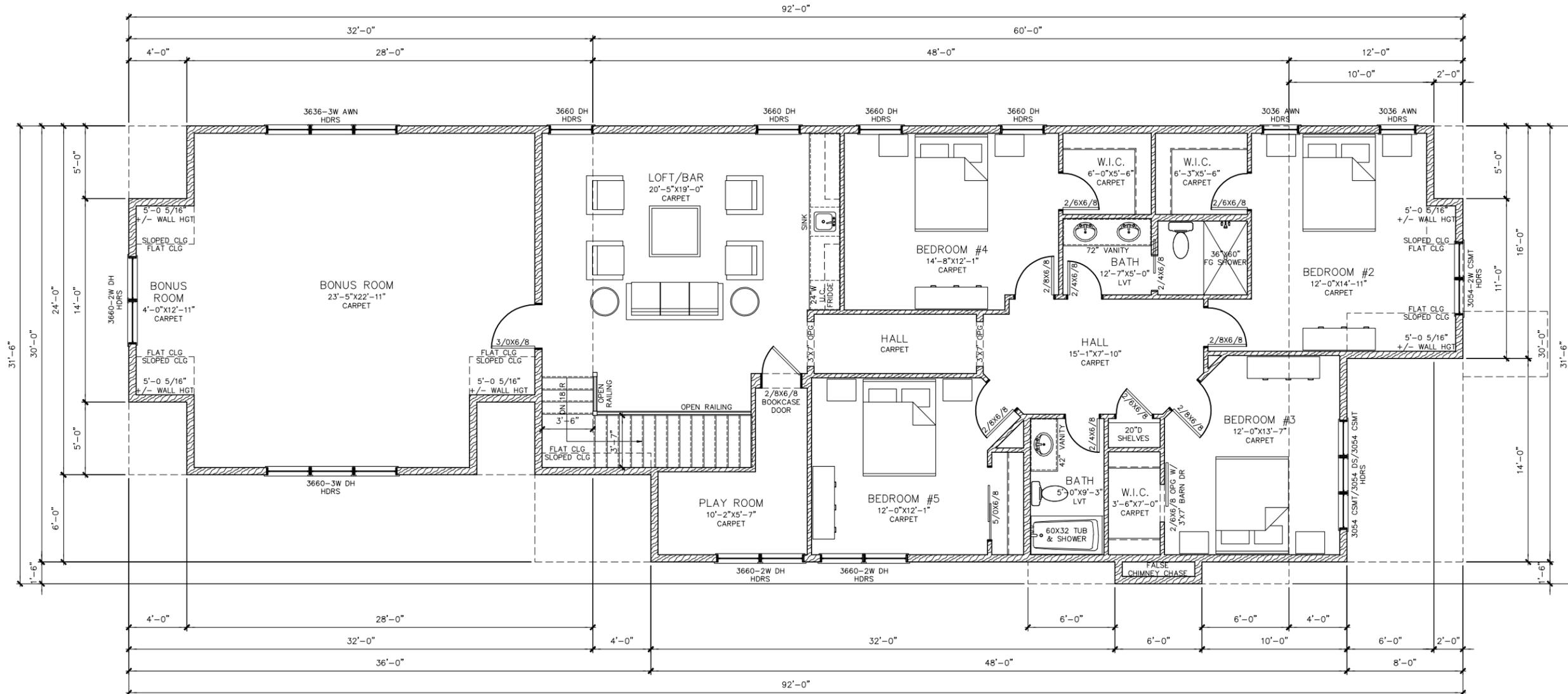
DATE 08.12.2021

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 Buffalo, MN 55313  
 Phone: 612.518.2118

**LARSON RESIDENCE  
 280 BASSWOOD STREET  
 ANNANDALE, MN**



NOTE: 8'-1 1/8" UPPER LEVEL CLG HGT W/6'-8" WINDOW HDR HGT

UPPER LEVEL  
 SCALE: 1/8" = 1'-0"  
 (2x SCALE ON 24X36 SHEETS)

**SITE ADDRESS**

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01.04.2022	PRELIM SET #3
01.08.2022	PRELIM SET #4
01.24.2022	VAR SET #1

**APPROX SQ FT**

1443 ML SQ FT  
 1750 UL SQ FT  
 3193 ML & UL SQ FT  
 612 UL BNS RM SQ FT  
 3805 GT SQ FT  
 788 GARAGE SQ FT

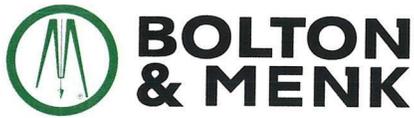
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DATE 08.12.2021

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**BOLTON  
& MENK**

Real People. Real Solutions.

2040 Highway 12 East  
Willmar, MN 56201-5818

Ph: (320) 231-3956  
Fax: (320) 231-9710  
Bolton-Menk.com

February 16, 2022

Jacob Thunander, Community Development Director  
via e-mail: [jthunander@annandale.mn.us](mailto:jthunander@annandale.mn.us)

RE: 280 Basswood  
City of Annandale, Minnesota  
Project No.: OW1.126383

Dear Jacob,

We have reviewed the Certificate of Survey submitted via e-mail and dated 11/24/2020 with Revision No. 1 dated 1/20/2022 for the above referenced project and have the following comments:

1. Prior to construction, perimeter erosion control and redundant Best Management Practices (BMPs) along the lakeshore shall be installed.
2. Any MnDNR comments shall be satisfactorily addressed.
3. The impervious surface calculations account for 50% of the sidewalk and driveway areas. The applicant shall submit proposed construction materials with justification regarding the suggested reduction in impervious percentage.
4. The proposed driveway to Basswood Street shall be located further west away from the Basswood Street and Pleasant Avenue intersection.
5. The Certificate of Survey identifies gutters for controlling runoff. The gutter discharge locations and ultimate flow directions should be noted on the Certificate of Survey.

If you have any questions on the above, please call.

Sincerely,

**Bolton & Menk, Inc.**

**Jared Voge, P.E.**  
Principal Engineer

## Jacob Thunander

---

**From:** Bedell, James (DNR) <james.bedell@state.mn.us>  
**Sent:** Monday, February 28, 2022 4:53 PM  
**To:** Jacob Thunander  
**Cc:** 'Nate Sparks'  
**Subject:** RE: Variance to Setback in Shoreland District 280 Basswood

Hello Jacob,

Please accept these comments into the record.

Impervious coverage must be limited to the greatest extent possible. For any impervious surface over 25%, runoff must be treated through an engineered means that cannot be easily reversed, such as the use of rain gardens constructed outside of the shore impact zone or through underground cisterns that will allow for stormwater to slowly discharge into the ground. Pervious pavers are not considered pervious in the long term and thus should not be considered as such. If the city were to consider pervious pavers as pervious surface area they must have the design specifications given showing the permeability and then have a maintenance plan submitted and a mechanism to ensure that maintenance is conducted.

Thank you for accepting these comments,

**James Bedell**

Area Hydrologist | EWR

**Minnesota Department of Natural Resources**

1035 S Benton Dr.

Sauk Rapids, MN 56379

Phone: 320-223-7850

[james.bedell@state.mn.us](mailto:james.bedell@state.mn.us)

[mndnr.gov](http://mndnr.gov)



## Annandale Permits

---

**From:** Dave Haugland <dave@impressiveprint.com>  
**Sent:** Tuesday, March 1, 2022 5:09 PM  
**To:** permits@annandale.mn.us  
**Cc:** haugland@comcast.net  
**Subject:** Ray and Karen Larsen Variance

**Importance:** High

Hello,

This is in response to the Request for Variance by Ray and Karen Larson and the Public Hearing on such; We have no issues or concerns with the variance and it meets with our approval. We would like to add that Ray and Karen and family have been a positive addition to the Annandale community for many years and strong supporters of our lake association. They care about the city, the lake and all the residents. We are proud to call them neighbors and friends. We hope that the City of Annandale sees the same and will grant their requests for variances as it will be an asset to the community to have them as residents for years to come.

Sincerely,

Dave and Nancy Haugland  
232 Lake Dr E  
Annandale, MN  
651.274.3101

# CITY OF ANNANDALE

# REQUEST FOR COUNCIL ACTION

Originating Department: <b>Administration</b>	Meeting Date: <b>March 14, 2022</b>	Agenda No. <b>6H</b>
Agenda Section: <b>Consent Agenda</b>	Item: <b>Consideration of a request for Preliminary and Final Plat for Woodlawn Cemetery 2nd Addition</b> <b>Applicant: City of Annandale</b>	

## SITE INFORMATION & BACKGROUND

**PID:** 102-500-301121  
**Legal Description:** Lengthy Legal – See City Hall  
**Zoning District:** Industrial District (I-1)  
**Comprehensive Plan:** Public/Residential  
**Surrounding Site Use:** North: Fire Station/Commercial  
 East: Residential/School District  
 South: Church/Residential  
 West: Commercial/Residential

**Planning Case Number:** 2022-05

**Deadline for Decision:** N/A

## BACKGROUND:

The City of Annandale is proposing to expand the burial sites at the Woodlawn Cemetery via a cemetery plat. The proposal is to include new platted burial sites along the western portion of the property.

## SUBJECT PROPERTY/PROPOSAL:

The property is located at the southwest corner of Park Street and Poplar Avenue. It is zoned R-1 and guided for a residential land use. The cemetery is about 6.5 acres in area. The plat is on the southern half of the cemetery and is adding Blocks E, F, G, and H to the cemetery. This includes two blocks with 9 burial areas and two with 42 for a total of 102 burial areas.

Public uses such as a public cemetery are permitted uses within the R-1 District. The City’s Zoning Ordinance states that “any construction, modification, or changes to buildings or land located in areas shown on the Official Zoning Map or otherwise used as parks, schools, churches, cemeteries, or public property shall be subject to City Council approval after review of the site and building plans and recommendation of the Planning Commission, if the Council requests such recommendation. Such properties shall convert to the zoning of the most restrictive of the adjoining zoning districts after discontinuance for park, school, church, cemetery or public use.”

## ANALYSIS:

Burial plots are not structures and monuments are not considered to be signs when within a cemetery. However, ensuring adequate space to neighboring properties is appropriate. In this case, the burial plots are 10 feet from the property lines, which staff believes is adequate.

**PLANNING COMMISSION REVIEW AND RECOMMENDATION –**

Planning Commission reviewed the request for preliminary and final plat and held a Public Hearing on March 1, 2022. No comments from the public were received. Planning Commission unanimously recommended approval of the plat as presented.

**RECOMMENDED ACTION**

Staff recommends approval of the cemetery plat.

Plat:

1. Motion to approve Resolution, approving preliminary and final plat for Woodlawn Cemetery Second Addition.
2. Motion to deny Resolution approving preliminary and final plat for Woodlawn Cemetery Second Addition plat.
3. Motion to table action.

**Attachments:**

- A. Resolution
- B. Aerial Image
- C. Final Plat

**CITY OF ANNANDALE  
RESOLUTION 22-XX**

**RESOLUTION APPROVING PRELIMINARY & FINAL PLAT FOR  
WOODLAWN CEMETERY SECOND ADDITION  
PID: 102-500-301121**

WHEREAS, the City of Annandale (“the City”) is proposing a preliminary and final plat referred to as Woodlawn Cemetery Second Addition; and

WHEREAS, the property is zoned R-1, One Family Residence District and is guided for a residential land use in the Comprehensive Plan; and

WHEREAS, Public uses such as a public cemetery are permitted uses within the R-1 District; and

WHEREAS, the City intends to plat the property to add 102 additional burial areas; and

WHEREAS, the Planning Commission held a duly-noticed public hearing on the application on March 1, 2022; and

WHEREAS, the City Council reviewed the application on March 14, 2022; and

WHEREAS, the City Council finds that the plat meets the requirements of the Annandale Zoning Ordinance, Subdivision Ordinance, and is consistent with the Comprehensive Plan; and

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Annandale that it hereby approves the preliminary and final plat for Woodlawn Cemetery Second Addition.

WHEREUPON, said resolution was declared duly passed and adopted this 14th day of March 2022.

---

Shelly Jonas, Mayor

ATTEST:

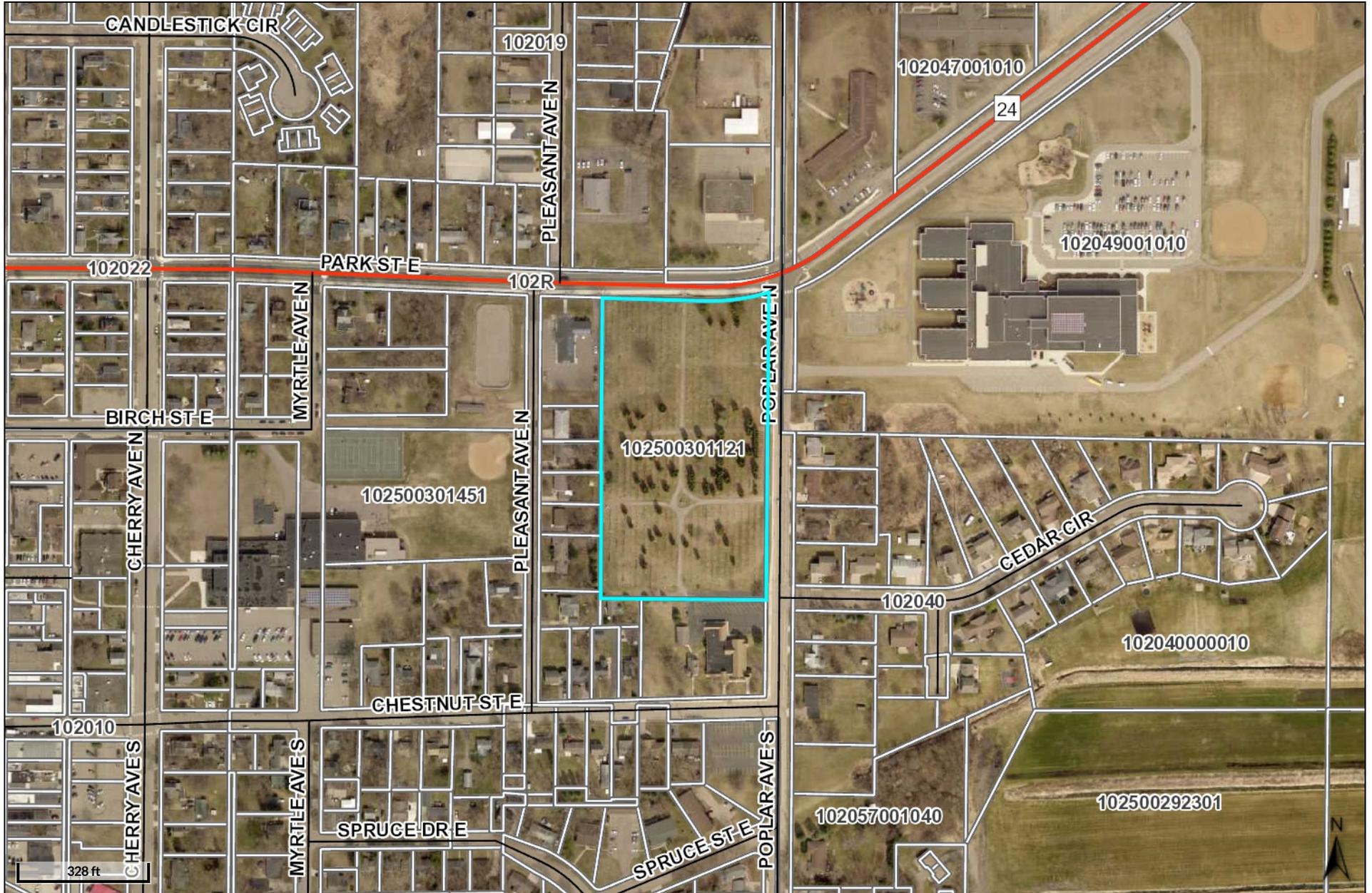
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Kelly Hinnenkamp, City Administrator/Clerk

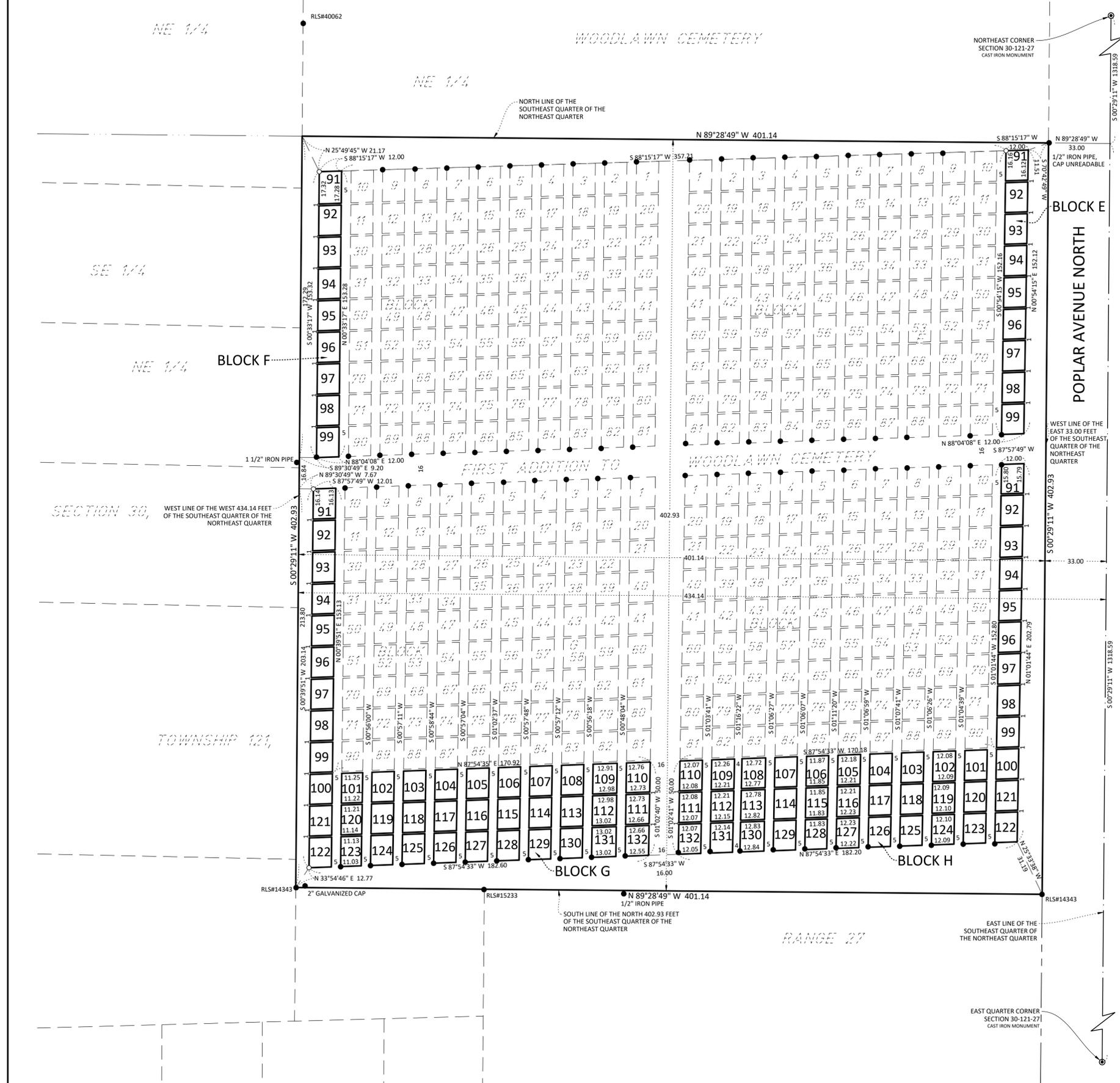
Applicant: City of Annandale | Request for Preliminary and Final Plat

Created by: City of Annandale

Legal: Lengthy - See City Hall | PID:102-500-301121



# WOODLAWN CEMETERY SECOND ADDITION



### DEDICATION

KNOW ALL PERSONS BY THESE PRESENTS: That the City of Annandale, a Minnesota Municipal corporation, owner and proprietor of the following described property situated in the County of Wright and the State of Minnesota, to wit:

The West 401.14 feet of the East 434.14 feet of the North 402.93 feet of the Southeast Quarter of the Northeast Quarter of Section 30, Township 121, Range 27

has caused the same to be surveyed and platted as WOODLAWN CEMETERY SECOND ADDITION, and has caused said described property to be laid out in lots contained within the Units shown for information purposes only, on this plat, and does maintain for public inspection, maps, and records of ownership of said Lots in the City Offices in and for the City of Annandale and does declare the same to be and constitute a cemetery and burial place.

IN WITNESS WHEREOF, said City of Annandale has caused these presents to be executed in its corporate name by its Mayor and its City Administrator this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Shelly Jonas, Mayor

Kelly Hinnenkamp, City Administrator

### SURVEYOR'S CERTIFICATION

I hereby certify that I have surveyed and platted the property described on this plat as WOODLAWN CEMETERY SECOND ADDITION that his plat is correct representation of the survey, that all distances are correctly shown on this plat in feet and hundredths of a foot, that all monuments have been correctly placed in the ground as shown, that the outside boundary lines are correctly designated on this plat. Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Andrew Hill, Licensed Land Surveyor  
Minnesota License Number 57632

### PLANNING COMMISSION, CITY OF ANNANDALE, MINNESOTA

This plat of WOODLAWN CEMETERY SECOND ADDITION was approved by the Planning Commission of the City of Annandale, Minnesota at a meeting held this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Lonnie Baack, Chairperson

### CITY COUNCIL, CITY OF ANNANDALE, MINNESOTA

This plat of WOODLAWN CEMETERY SECOND ADDITION was approved and accepted by the City Council of the City of Annandale, Minnesota at a meeting held this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Shelly Jonas, Mayor

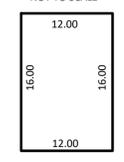
Kelly Hinnenkamp, City Administrator

### WRIGHT COUNTY RECORDER

I hereby certify that this instrument was filed in the office of the County Recorder for record on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ o'clock \_\_\_\_\_ m., and was duly recorded in Cabinet \_\_\_\_\_, Sleeve \_\_\_\_\_, as Document Number \_\_\_\_\_.

Wright County Recorder

TYPICAL LOT DISTANCES UNLESS OTHERWISE NOTED NOT TO SCALE



### LEGEND

- 3" MONUMENT SET
- MONUMENT FOUND - 1/2" ROD UNLESS NOTED OTHERWISE



THIS PLAT PREPARED BY

# CITY OF ANNANDALE

# REQUEST FOR COUNCIL ACTION

Originating Department: <b>Administration</b>	Meeting Date: <b>March 14, 2022</b>	Agenda No. <b>6I</b>
Agenda Section: <b>Consent Agenda</b>	Item: <b>Consideration of a request for Rezoning from Industrial District (I-1) to One Family Residential District (R-1) and/or Park</b> <b>Applicant: City of Annandale</b>	
<p><b>SITE INFORMATION &amp; BACKGROUND</b></p> <p><b>PID:</b> 102-500-291300, 102-500-291400, and 102-500-282300</p> <p><b>Legal Description:</b> Lengthy Legals – See City Hall</p> <p><b>Zoning District:</b> Industrial District (I-1)</p> <p><b>Comprehensive Plan:</b> Public/Residential</p> <p><b>Surrounding Site Use:</b>            North: Multifamily Residential/Corinna Township            East: Agricultural/Corinna Township            South: Agricultural/Industrial/Residential            West: Agricultural</p> <p><b>Planning Case Number:</b> 2022-06</p> <p><b>Deadline for Decision:</b> N/A</p> <p><b>BACKGROUND:</b>            The City of Annandale is proposing a rezoning of City owned property related to the Rec Park and the adjacent future residential land to the east. All properties are currently zoned Industrial District (I-1).</p> <p><b>SUBJECT PROPERTY/PROPOSAL:</b>            The primary property is the two Rec Park parcels. Both parcels are zoned Industrial and guided for Public land uses in the Comprehensive Plan. The roughly 97 acre parcel owned by the City to the east of the Rec Park is also zoned Industrial but is guided for a Residential land use in the Comprehensive Plan.</p> <p>The Zoning Ordinance states that “any construction, modification, or changes to buildings or land located in areas shown on the Official Zoning Map or otherwise used as parks, schools, churches, cemeteries, or public property shall be subject to City Council approval after review of the site and building plans and recommendation of the Planning Commission, if the Council requests such recommendation. Such properties shall convert to the zoning of the most restrictive of the adjoining zoning districts after discontinuance for park, school, church, cemetery or public use.”</p> <p>Therefore zoning all three properties as a One Family Residential District (R-1) land use would be appropriate with the possible notation that the Rec Park parcels be denoted as “Park” on the Official Zoning Map. The larger City owned parcel could then be used for future residential use.</p>		

**PARK COMMISSION REVIEW AND RECOMMENDATION –**

On February 22, 2022, the Park Commission reviewed and unanimously recommended the Planning Commission to hold the public hearing on the request for rezoning the Rec Park properties to One Family Residential (R-1).

**PLANNING COMMISSION REVIEW AND RECOMMENDATION –**

Planning Commission reviewed the request for rezonings and held a Public Hearing on March 1, 2022. No comments from the public were received. Planning Commission unanimously recommended approval of the rezonings as presented.

**RECOMMENDED ACTION**

Staff recommends approval of the rezonings.

Rezoning:

1. Motion to adopt Ordinance 387, approving the rezonings of PIDs 102-500-291300, 102-500-291400, and 102-500-282300 from Industrial District (I-1) to One Family Residential District (R-1).
2. Motion to recommend denial of rezonings.
3. Motion to table action.

**Attachments:**

- A. Draft Ordinance 387
- B. Aerial Image
- C. Zoning Map
- D. Comprehensive Plan Land Use Map
- E. Parks and Trails Map

**ORDINANCE NO. 387**  
**AN ORDINANCE AMENDING TITLE 15: LAND USAGE OF THE ANNANDALE CITY**  
**CODE, BY REZONING THE FOLLOWING PROPERTY FROM I-1, INDUSTRIAL**  
**DISTRICT TO R-1, ONE FAMILY RESIDENTIAL DISTRICT**

**The Council of the City of Annandale, Minnesota does hereby ordain:**

**Section 1.** The zoning map of the City of Annandale is hereby amended to rezone the following described parcels from I-1, Industrial District to R-1, One Family Residential District:

**PID Number:** 102500291300

**Legal:** South Half of the Northeast Quarter of Section 29, Township 121, Range 27,  
EXCEPT

The East 450 feet and the South 170 feet of the Southeast Quarter of the Northeast Quarter

ALSO EXCEPT

The North 250 feet of the West 500 feet of the South Half of the Northeast Quarter, Section 29, Township 121, Range 27.

**PID Number:** 102500291400

**Legal:** The East 450 feet and the South 170 feet of the Southeast Quarter of the Northeast Quarter, Section 29, Township 121, Range 27.

**PID Number:** 102500282300

Northwest Quarter of Southwest Quarter; Southwest Quarter of Northwest Quarter and South Half of Northwest Quarter of Northwest Quarter, Section 28, Township 121, Range 27.

**Section 2.** This Ordinance shall take effect and be in full force from and after its passage and publication.

Adopted by the Annandale City Council this 14<sup>th</sup> day of March 2022

ATTEST:

\_\_\_\_\_  
Shelly Jonas, Mayor

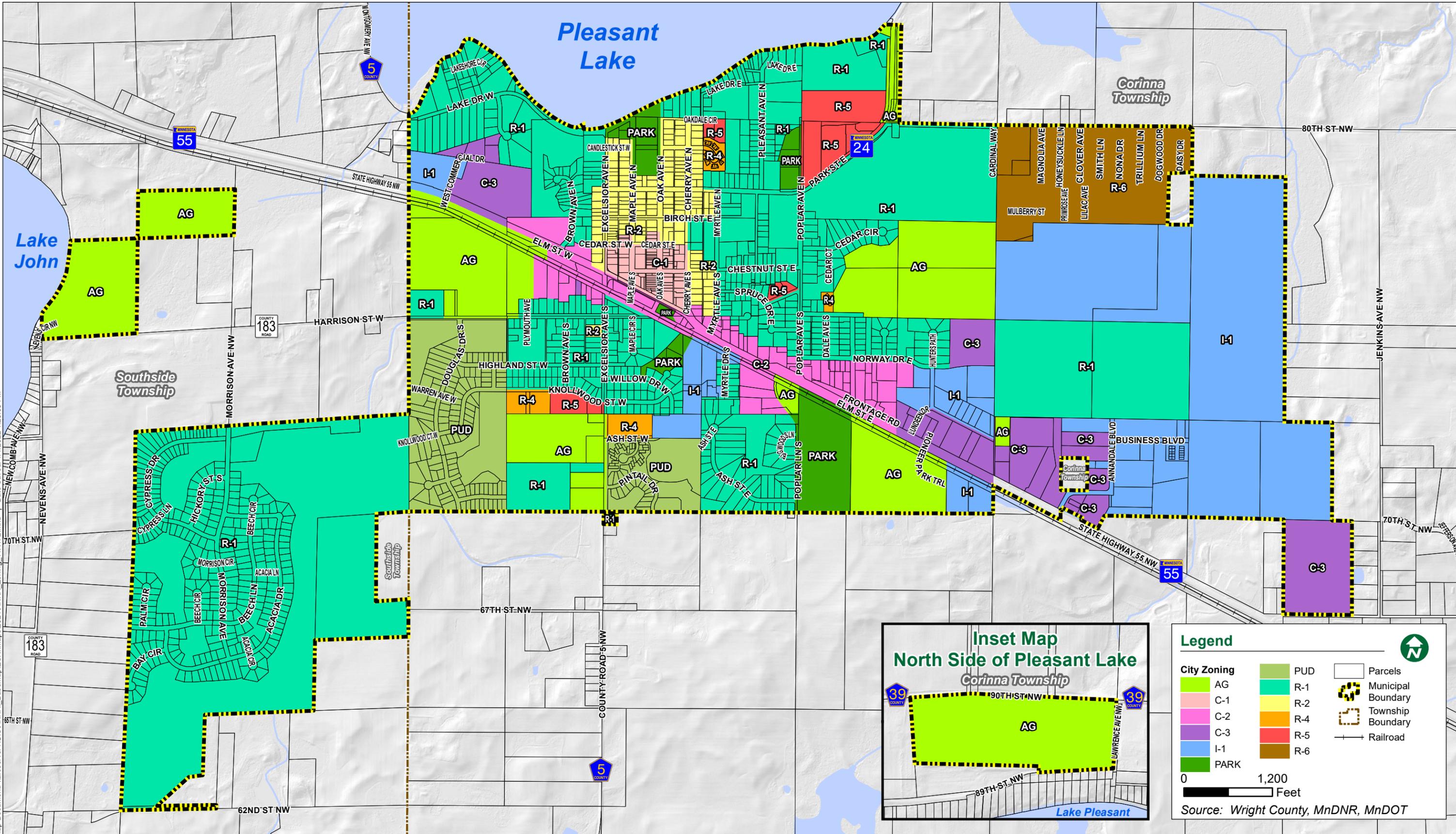
\_\_\_\_\_  
Kelly Hinnenkamp, City Administrator/Clerk

# Applicant: City of Annandale | Request for Rezoning

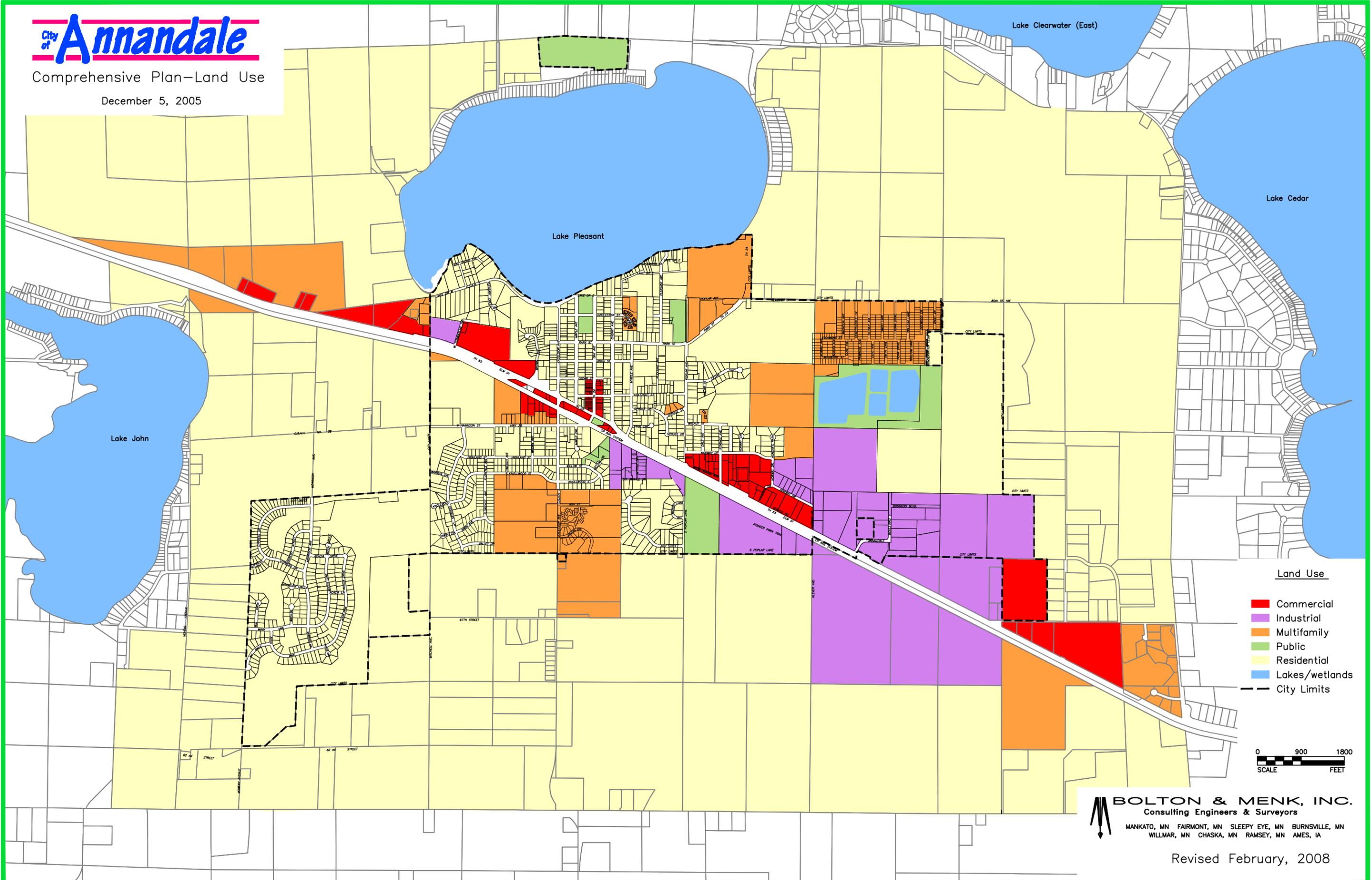
Created by: City of Annandale

PID: 102-500-291300, 102-500-291400, & 102-500-282300





Map Document: \larserver\GIS\ANNANNA\_BaseMap\ESRI\Maps\2021\ANNA\_Zoning\_11X17L.mxd | Date Saved: 1/4/2022 1:28:06 PM

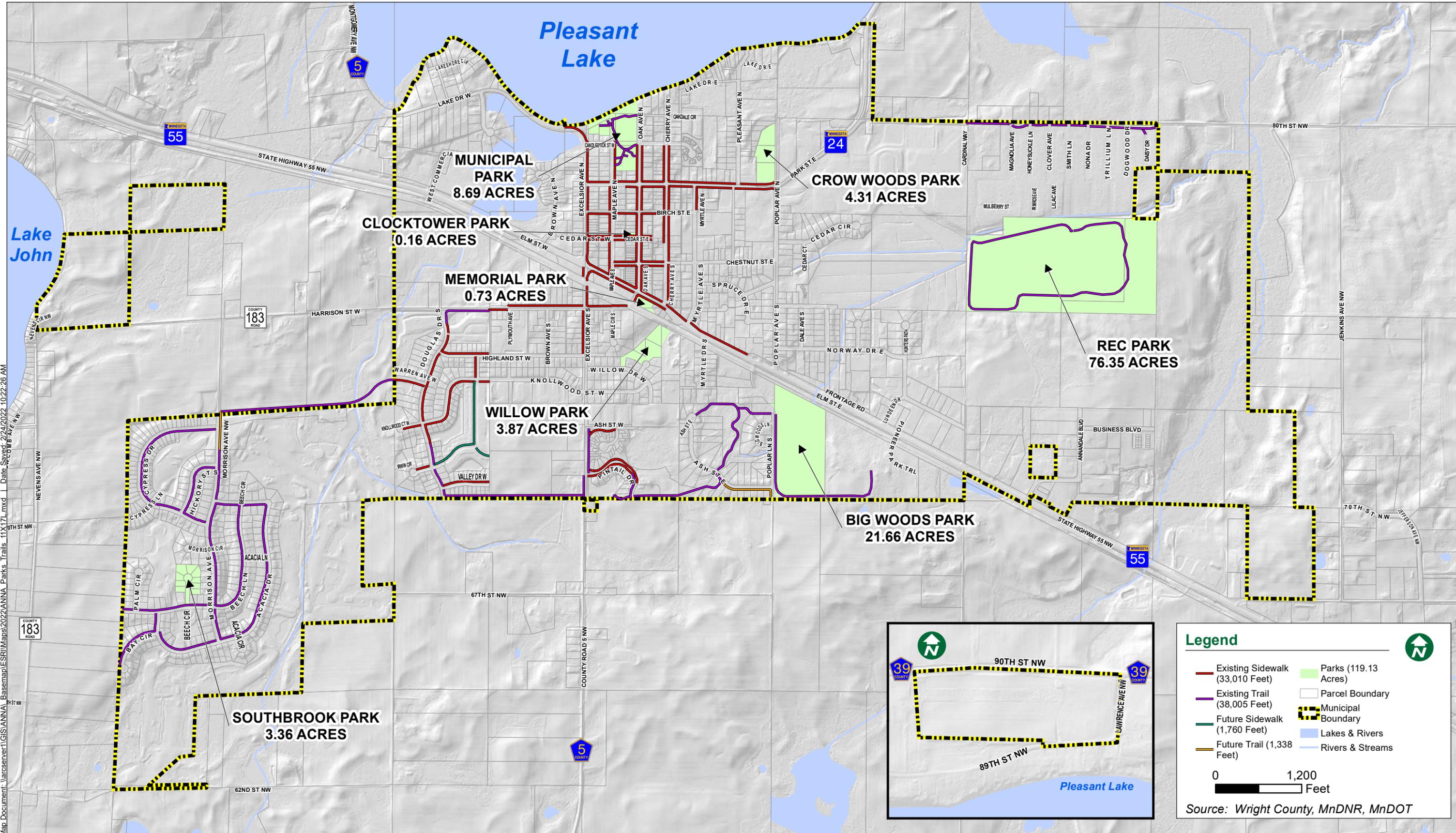


- Land Use**
- Commercial
  - Industrial
  - Multifamily
  - Public
  - Residential
  - Lakes/wetlands
  - City Limits



**BOLTON & MENK, INC.**  
Consulting Engineers & Surveyors  
MANKATO, MN FAIRMONT, MN SLEEPY EYE, MN BURNSVILLE, MN  
WILLMAR, MN CHASKA, MN RAMSEY, MN AMES, IA

Revised February, 2008



Map Document: \varcsrv\GIS\ANNA\Basemap\ESRI\Maps\2022\ANNA\_Parks\_Trails\_11X17L.mxd | Date Saved: 2/24/2022 10:22:26 AM

# CITY OF ANNANDALE

# REQUEST FOR COUNCIL ACTION

Originating Department: <b>Administration</b>	Meeting Date: <b>March 14, 2022</b>	Agenda No. <b>6J</b>
Agenda Section: <b>Consent Agenda</b>	Item: <b>Planning Commission Appointments</b>	
<p><b>BACKGROUND</b> Cliff Franzen resigned from the Planning Commission on December 31, 2021. Staff posted notice of the vacancy and received three applications to complete the term.</p> <p>The Personnel Committee and staff held interviews with all three candidates on March 3, 2022. Their recommendation was to appoint Jeff Harkman to the Commission with a term to expire on December 31, 2022. Following the completion of term, the opportunity for reappointment to a new term of three years would be available.</p> <p>Staff would retain the applications per data practice requirements and would reach out to the two other applicants if a vacancy would present itself on either the Park or Planning Commission.</p> <p><b>STAFF RECOMMENDATION:</b> Staff recommends approval of the appointment.</p> <p><b>ACTION REQUESTED:</b> Motion to appoint Jeff Harkman to the Planning Commission with a term expiration of December 31, 2022.</p> <p><b>Attachments:</b> Jeff Harkman Application City Code Excerpt, Section 31.45</p>		



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

## PLANNING AND ZONING COMMISSION

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

Date: February 15, 2022

Name: Jeff Harkman

Phone: [REDACTED]

Address: [REDACTED]

Zip: 55302

E-Mail Address: [REDACTED]

Education: Bachelor of Arts-University of Minnesota

Employment (Firm & Occupation/Profession): Semi-retired sales and marketing professional and small business owner. (See attached resume)

Civic, Professional, Public Experience: President, Pleasant Lake Improvement Association 2018-2021

Treasurer, Pleasant Lake Improvement Association 2011-2018

Board of Directors, Minnesota Cable Television Association, 1998 – 2000

Board of Directors California Cable and Telecommunications Association, 2000 – 2002

Troop Committee Chairman/Volunteer, Boy Scouts of America, 2006-2013

Why are you interested in serving on the Planning Commission?

Annandale is a wonderful community with a bright future.

Well thought out growth and managed expansion is the key for ensuring

Annandale remains a healthy community for business and residents.

Signature: 

**NOTE:** The Planning & Zoning Commission traditionally meets on the last Tuesday of the month at 6:00 p.m. in the Annandale City Hall. 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 OF ANNANDALE

# REQUEST FOR COUNCIL ACTION

Originating Department: <b>Administration</b>	Meeting Date: <b>March 14, 2022</b>	Agenda No. <b>6K</b>
Agenda Section: <b>Consent</b>	Item: <b>Hiring of Seasonal Maintenance Worker</b>	
<p><b>BACKGROUND:</b> Public Works Director Joe Haller is recommending the City consider hiring a Seasonal Maintenance Worker. The City budgets to hire Seasonal Help during the summer months. This position's primary responsibilities are:</p> <ul style="list-style-type: none"><li>• Ground Maintenance</li><li>• Water flowers and trees ( we have many new ones on Oak Ave. this coming season)</li><li>• Trash duty</li><li>• Bathroom duty</li></ul> <p>If approved by Council, staff will post for the position and bring a final recommendation to Council when a candidate is chosen.</p>		

# CITY OF ANNANDALE

# REQUEST FOR COUNCIL ACTION

Originating Department: <b>Administration</b>	Meeting Date: <b>March 14, 2022</b>	Agenda No. <b>9A</b>
Agenda Section: <b>Consent</b>	Item: <b>Goals Update</b>	
<p><b>BACKGROUND:</b> Council reviewed the Adopted 2021-2022 Goals at the February 14<sup>th</sup> Council workshop. Council members Wuollet and Grundy were directed to meet as a committee to review these goals and provide a recommendation to Council on action items.</p> <p>Wuollet and Grundy met and came up with the attached list. There were very few changes to the actual goals approved in August, but action items were created under each goal to provide clear direction on what needs to happen to accomplish these goals.</p> <p>The document also incorporates the City's mission and strategies identified in the original Goals Report from August 2021.</p> <p><b>RECOMMENDATION:</b> Will be discussed at the meeting.</p>		

Mission Statement: The City of Annandale will maintain and enhance its high quality of life through a strong community culture, diverse amenities, and excellent services.

Principals that Guide City Decisions:

- **Inspire community engagement** by supporting and encouraging volunteerism, community involvement, and active community organizations.
- **Increase operational effectiveness** by practicing fiscal responsibility and prioritizing the delivery of high-quality public services.
- **Enhance the local business environment** by fostering local support for business and encourage economic development activities that lead to a vibrant downtown and a well-balanced business community.
- **Develop and manage a strong parks and trails system** that capitalizes on the community's natural amenities.
- **Provide proactive leadership** that maintains strong relationships, a collaborative-style, and seeks improvement through technology.
- **Ensure a safe and well-kept community** for residents and businesses to call home.

2022-2023 Prioritized Goals

1. Examine staffing levels and add staff to support community groups, improve communication, and spur economic development.
  - Personnel to evaluate staffing levels at City Hall and consider reorganization of responsibilities to meet needs
  - Incorporate staffing and program reviews in monthly department meetings
  - Develop a Comprehensive Communication Plan
  - Develop a Community Events Calendar
  - Identify community organizational needs within the City
2. Develop protocol and policies to be more active with code enforcement and eliminating blight.
  - Update City ordinance to support desired use of property and enforcement
  - Develop inspection program for both public nuisance and zoning violations that utilizes resources from the Administration, Public Works and Police Departments.
  - Identify technology to aid in the management of the code enforcement.
3. Identify anchor properties in downtown and facilitate increase in occupancy within the next 3 years.
  - Develop a redevelopment plan for downtown that addresses underutilized properties.
  - Create a DT Business Strategy to increase retail activity in Downtown.

4. Develop strategies to provide emphasis on public safety and positive influences in the community.
  - Continue to support local community events
  - Promote Public Safety events including Fire Prevention, National Night Out
5. Develop planning and standards for the provision of parks and community recreation opportunities including indoor recreation and lake amenities
  - Update the City's Parks Plan
  - Evaluate the need for a Community Center Plan and consider developing a concept for the redevelopment of the Middle School Site.
  - Work with Community Education to staff the Beach house and expand rental opportunities for increased use of the lake.
6. Develop a long-range transportation plan and future land use/growth areas.
  - Develop transportation plan
  - Consider land use policies that would support the development of the transportation plan as development occurs.
  - Review zoning and subdivision ordinances to ensure they are development friendly, yet meeting the development standards for the City.
7. Focus communication presence on positively supporting community institutions (schools, for example)
  - Develop a Community Resource tool that highlights the institutions and organizations with the City that provide community services.
  - Work with the School District to develop a plan for the redevelopment of the Middle School site.
8. Managing incoming aid to meet priorities, identifying needs, and maximizing use
  - Finance Committee should review the City's debt management plan to determine where the ARP Funds will be best utilized and provide a recommendation to council.

### **Other Goals**

1. Keep the City's Advisory Boards strong, making sure the City has good candidates and seeks talent
2. Promote Annandale externally to residents/businesses focusing on schools and quality of life
3. Identifying incomplete trail segments and prioritize connections
4. Adding signage for wayfinding, highlighting history and offerings
5. Develop a splash pad amenity to bring people into town

# CITY OF ANNANDALE

# REQUEST FOR COUNCIL ACTION

Originating Department: <b>Administration</b>	Meeting Date: <b>March 14, 2022</b>	Agenda No. <b>9B</b>
Agenda Section: <b>Consent</b>	Item: <b>Resolution Approving GO Equipment Certificate Bond for the purchase of the Fire Truck</b>	
<p><b>BACKGROUND:</b> The delivery of the Fire Rescue Truck is planned for April 2022. Once the truck is delivered, the City is required to pay the contract price in full- approximately \$589,875.</p> <p>Attached is a memo from the City's Financial Advisor Shannon Sweeney regarding the GO Equipment Certificates proposed to fund the purchase of the rescue truck. As explained in Sweeney's memo, the purchase of the fire truck was planned around the retirement of debt from the construction of the Fire Hall. The proposed annual payment will not require an increase to the City's levy.</p> <p><b>RECOMMENDATION:</b> Motion to approve the Resolution Approving GO Equipment Certificate Bonds for the purchase of the Fire Truck.</p>		



March 1, 2022

City of Annandale  
 Kelly Hinnenkamp, City Administrator  
 P.O. Box K  
 Annandale, MN 55302

**RE: Fire Truck Financing**

Honorable Mayor, Council Members, and Administrator Hinnenkamp:

The purpose of this letter is to provide project financing recommendations the purchase of a new fire truck. We have recommended the use of the Minnesota Rural Water Midi-Loan Program due to the efficient issuance costs. Lake Central Bank in Annandale has agreed to serve as the program lender for this transaction.

**2022A G.O. Equipment Certificates:**

Attached you will find a final schedule based on the program interest rate agreed to by Lake Central Bank. We estimate the total costs of the fire truck acquisition/financing as follows:

Truck Purchase	\$589,875.00
MN Rural Water Program Fees	14,480.00
Capitalized Interest	11,568.75
Surplus Funds	716.25

TOTAL PROJECT COSTS: \$617,000.00

The funding sources to be utilized to finance project costs are summarized below:

**G.O. Equipment Certificates \$617,000.00**

TOTAL FUNDING SOURCES: \$617,000.00

**Payment and Revenue Requirements:**

The equipment certificate has been structured with a 9-year term with eight principal payments (see attached). Payments will average approximately \$85,000 per year. The interest rate on the certificates is 2.25%. As the City made the final levies for the 2008A CIP Bonds (City Hall Project) and the 2012A Refunding Bonds, it is anticipated that the projected levy for this fire truck obligation will be offset by those debts being retired.

**\$617,000 General Obligation Equipment Certificates – 2022A:**

If the Council chooses to pursue the finance of the project costs as proposed, David Drown Associates, Inc. recommends the project costs be financed through the issuance of \$617,000 of General Obligation Equipment Certificates through the Minnesota Rural Water Midi-Loan Program with Lake Central Bank serving as the program lender.

Key elements include:

- 9-year term with interest capitalized through the first 10 months, and 8 principal payments
- Callable 2/1/2027 or any date thereafter at par (\$200 fee for partial prepayments)

- Sale of bonds utilizing the MN Rural Water Midi-Loan Program
- We do not recommend purchasing a credit rating as it is not required under the program

Schedule and Issuance:

The proposed schedule for putting the project financing in place is as follows:

March 14, 2022	City Council adopts award resolution
April 1, 2022	Closing

If the Council determines that it is appropriate to proceed with the proposed fire truck financing, it would be appropriate to act upon the enclosed resolution awarding the sale of the equipment certificates to Lake Central Bank.

Thank you for your time and consideration of this material. Please feel free to contact me if you would like to discuss this information in additional detail.

Sincerely,



Shannon Sweeney, Associate  
David Drown Associates, Inc.

City of Annandale, Minnesota

\$617,000

General Obligation Equipment Certificate Note, Series 2022A

Minnesota Rural Water Association "MIDI-Loan"

2/3/2022

FINAL



**Uses of Funds**

Truck Cost	589,875.00
Other	-
<b>Total Project Costs</b>	<b>589,875.00</b>
MN Rural Water Loan Fees	14,840.00
Capitalized Interest	11,568.75
Surplus Funds	716.25
	<u>617,000.00</u>

**Sources of Funds**

<b>Bond Issue</b>	<b>617,000</b>
Other Funds	-
	<u>617,000</u>

**Closing Allocations**

Purchaser: Lake Central Bank, Annandale, Minnesota

Proceeds wired to		
Construction Fund	589,875.00	
Debt Service Fund	12,285.00	
		<b>602,160.00</b>
Proceeds wired to Pay Agent for Costs		
David Drown Associates, Inc. (FA)	9,990.00	
Taft Law (Bond Atty)	3,600.00	
Pay Agent (City Clerk)	-	
MN Rural Water Ass'n (Sponsor)	1,250.00	
		<b>14,840.00</b>

**Calendar**

Application Received	2/2/2022
Council Accepts Proposal	3/14/2022
Dated Date & Closing Date	4/1/2022
1st Interest Payment	2/1/2023
Proceeds spent by...	12/31/2023

**Statistics**

Purchase Price (Issue Price)	617,000.00
Net Interest Cost	75,693.75
Net Effective Rate	2.2500%
Average Coupon	2.2500%
IRS Yield	2.2486%
WAM	5.4525
Call Option	2/1/2027 @ par (\$200 fee for partials)
Tax Status	Tax Exempt, Bank Qualified
Rebate	\$5 million small issuer exemption
Continuing Disclosure	none -- audits upon request
Statutory Authority	M.S. Chapter 412, 475
EMV	Pay 21 per PRISM (22 unavailable) \$ 272,951,100
1/4% of EMV	\$ 682,378
Publication Required?	<b>NO</b>

**How to make payments**

Payments are made directly to Lake Central Bank in Annandale, Minnesota. The lender may provide you with notice of pending payments due prior to each scheduled payment. Generally, you should mail payments at least 3 days early - wired funds can be transferred on the date payment is due. Questions? Contact 320-274-4263.

City of Annandale, Minnesota

\$617,000

General Obligation Equipment Certificate Bonds, Series 2022A

2/3/2022

FINAL



PAYMENT SCHEDULE AND CASHFLOW

<i>Note Payments</i>								<i>D/S Fund Balance</i>	
Payment Date	Principal	Rate	Interest	Payment Total	Annual plus 5%	Budget Year	CITY LEVIES	Surplus (deficit)	Account Balance
4/1/2022									
2/1/2023	-	2.250%	11,569	<b>11,568.75</b>	11,569	2022	-	(11,569)	716
8/1/2023			6,941	<b>6,941.25</b>					
2/1/2024	71,000	2.250%	6,941	<b>77,941.25</b>	89,127	2023	88,410	(716)	-
8/1/2024			6,143	<b>6,142.50</b>					
2/1/2025	73,000	2.250%	6,143	<b>79,142.50</b>	89,549	2024	89,549	-	-
8/1/2025			5,321	<b>5,321.25</b>					
2/1/2026	75,000	2.250%	5,321	<b>80,321.25</b>	89,925	2025	89,925	-	-
8/1/2026			4,478	<b>4,477.50</b>					
2/1/2027	76,000	2.250%	4,478	<b>80,477.50</b>	89,203	2026	89,203	-	-
8/1/2027			3,623	<b>3,622.50</b>					
2/1/2028	78,000	2.250%	3,623	<b>81,622.50</b>	89,507	2027	89,507	-	-
8/1/2028			2,745	<b>2,745.00</b>					
2/1/2029	78,000	2.250%	2,745	<b>80,745.00</b>	87,665	2028	87,665	-	-
8/1/2029			1,868	<b>1,867.50</b>					
2/1/2030	82,000	2.250%	1,868	<b>83,867.50</b>	90,022	2029	90,022	-	-
8/1/2030			945	<b>945.00</b>					
2/1/2031	84,000	2.250%	945	<b>84,945.00</b>	90,185	2030	90,185	-	-
	<b>617,000</b>		<b>75,694</b>	<b>692,693.75</b>	<b>726,750</b>		<b>714,465</b>	<b>(12,285)</b>	

EXTRACT OF MINUTES OF A MEETING  
OF THE CITY COUNCIL OF THE  
CITY OF ANNANDALE, MINNESOTA

HELD: MARCH 14, 2022

Pursuant to due call and notice thereof, a regular or special meeting of the City Council of the City of Annandale, Wright County, Minnesota, was duly called and held at the City Hall on March 14, 2022, at 6:30 P.M., for the purpose, in part, of authorizing the issuance and awarding the sale of a \$617,000 General Obligation Equipment Certificate of Indebtedness, Series 2022A.

The following members were present: \_\_\_\_\_

and the following were absent: \_\_\_\_\_

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

RESOLUTION NO. \_\_\_\_\_

PROVIDING FOR THE ISSUANCE AND SALE OF A \$617,000 GENERAL OBLIGATION  
EQUIPMENT CERTIFICATE OF INDEBTEDNESS, SERIES 2022A, AND LEVYING A  
TAX FOR THE PAYMENT THEREOF

A. WHEREAS, the City of Annandale, Minnesota (the "City"), has heretofore determined and declared that it is necessary and expedient to issue a \$617,000 General Obligation Equipment Certificate of Indebtedness, Series 2022A (the "Certificate"), pursuant to Minnesota Statutes, Chapter 475 and Minnesota Statutes, Section 412.301, to finance the purchase of a fire rescue truck and related equipment for the City (the "Equipment"); and

B. WHEREAS, the Equipment has an expected useful life at least as long as the term of the Certificate; and

C. WHEREAS, the principal amount of the Certificate to be issued does not exceed one-quarter of one percent (0.25%) of the estimated market value of the taxable property in the City; and

D. WHEREAS, the City has retained David Drown Associates, Inc., in Minneapolis, Minnesota ("David Drown"), as its independent municipal advisor for the sale of the Certificate and was therefore authorized to sell the Certificate by private negotiation in accordance with Minnesota Statutes, Section 475.60, Subdivision 2(9); and

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

1. Acceptance of Offer. The offer of the Lake Central Bank, in Annandale, Minnesota (the "Purchaser"), to purchase the Certificate and to pay therefor the sum of \$617,000, plus interest accrued to settlement, if any, all in accordance with the terms and at the rate of interest hereinafter set forth, is hereby accepted.

2. Certificate Terms; Original Issue Date; Denominations; Maturities; Interest and Redemption. The City shall forthwith issue the Certificate, which shall be in fully registered form without interest coupons, shall be dated, mature, bear interest, and be subject to redemption and be payable as provided in the form of the Certificate.

3. Purpose. The Certificate shall provide funds to finance the Equipment. The total cost of the Equipment, which shall include all costs enumerated in Minnesota Statutes, Section 475.65, is estimated to be at least equal to the amount of the Certificate.

4. Registrar. The City Administrator, or designee, in Annandale, Minnesota, is appointed to act as registrar and transfer agent with respect to the Certificate (the "Registrar"), and shall do so unless and until a successor Registrar is duly appointed. The Registrar shall also serve as paying agent unless and until a successor paying agent is duly appointed. Principal and interest on the Certificate shall be paid to the registered owner (or record owner) of the Certificate in the manner set forth in the form of Certificate.

5. Form of Certificate. The Certificate, together with the Certificate of Registration, shall be in substantially the following form:

UNITED STATES OF AMERICA  
STATE OF MINNESOTA  
WRIGHT COUNTY  
CITY OF ANNANDALE

R-1

\$617,000

GENERAL OBLIGATION EQUIPMENT CERTIFICATE OF INDEBTEDNESS,  
SERIES 2022A

<u>Interest Rate</u>	<u>Maturity Date</u>	<u>Date of Original Issue</u>
2.25%	February 1, 2031	April 1, 2022

REGISTERED OWNER: LAKE CENTRAL BANK, ANNANDALE, MINNESOTA

PRINCIPAL AMOUNT: SIX HUNDRED AND SEVENTEEN THOUSAND DOLLARS

THE CITY OF ANNANDALE, WRIGHT COUNTY, MINNESOTA (the "Issuer" or the "City"), certifies that it is indebted and, for value received, hereby promises to pay to the registered owner specified above, or assigns duly certified on the Certificate of Registration attached to and made a part of this Certificate (the "Owner"), unless called for earlier redemption, in the manner hereinafter set forth, the \$617,000 principal amount of this Certificate in the principal installments due on February 1 of the years and in the amounts, respectively, as follows, with each such principal installment bearing interest until paid at the interest rate of 2.25% per annum:

<u>Principal Installments Due February 1</u>	<u>Amount</u>
2024	71,000
2025	73,000
2026	75,000
2027	76,000
2028	78,000
2029	78,000
2030	82,000
2031	84,000

Interest. Interest shall be payable semiannually on February 1 and August 1 of each year, commencing February 1, 2023, and shall be calculated on the basis of a 360-day year consisting of twelve thirty-day months.

Payment Instructions. Interest and principal shall be paid by check, ACH debit, wire transfer or draft mailed to the Owner at the address listed on the Certificate of Registration attached to and made a part of this Certificate. At the time of final payment of all principal of and interest

on this Certificate, the Owner shall surrender this Certificate to the City Administrator, or designee, at City Hall, in Annandale, Minnesota (the "Registrar")

Redemption. This Certificate is subject to redemption and prepayment at the option of the Issuer, on February 1, 2027, and on any day thereafter, (i) in whole, at a redemption price equal to par, plus accrued interest to such date, or (ii) in part, at a redemption price equal to par, plus, accrued interest to such date, plus a \$200 fee. Mailed notice of redemption shall be given to the Owner at least thirty days prior to prepayment or redemption.

Date of Payment Not a Business Day. If the nominal date for payment of any principal of or interest on this Certificate shall not be a business day of the Issuer or of the Owner, then the date for such payment shall be the next such business day and payment on such business day shall have the same force and effect as if made on the nominal date of payment.

Issuance; Purpose; General Obligation. This Certificate is issued as a single instrument pursuant to and in full conformity with the Constitution and laws of the State of Minnesota and pursuant to a resolution adopted by the City Council on March 14, 2022 (the "Resolution"), for the purpose of providing money to finance the purchase of a fire rescue truck and related equipment for the Issuer. This Certificate is payable out of the General Obligation Equipment Certificate of Indebtedness, Series 2022A Fund of the Issuer. This Certificate constitutes a general obligation of the Issuer and to provide moneys for the prompt and full payment of its principal, premium, if any, and interest when the same become due, the full faith and credit and taxing powers of the Issuer have been and are hereby irrevocably pledged.

Transfer. This Certificate is transferable, as provided in the Resolution, upon the Register kept by the Registrar, or designee, upon surrender of this Certificate together with a written instrument of transfer duly executed by the Owner or the Owner's attorney duly authorized in writing, and thereupon a new, fully registered Certificate in the same principal amount shall be issued to the transferee in exchange therefor (or the transfer shall be duly recorded on the Register and the Certificate of Registration hereof), upon the payment of charges and satisfaction of applicable conditions, if any, as therein prescribed; provided that such transfer may occur only with respect to the entire Certificate. The Issuer may treat and consider the person in whose name this Certificate is registered as the absolute Owner hereof for the purpose of receiving payment of or on account of the principal of and interest on this Certificate and for all other purposes whatsoever.

Treatment of Registered Owner. The Issuer and Registrar may treat the person in whose name this Certificate is registered as the holder hereof for the purpose of receiving payment as herein provided and for all other purposes, whether or not this Certificate shall be overdue, and neither the Issuer nor the Registrar shall be affected by notice to the contrary.

Fees upon Transfer or Loss. The Registrar may require payment of a sum sufficient to cover any tax or other governmental charge payable in connection with the transfer or exchange of this Certificate and any legal or unusual costs regarding transfers and lost Certificate.

Registration. This Certificate shall not be valid or become obligatory for any purpose or be entitled to any security unless the Certificate of Registration hereon shall have been executed by the Registrar.

Qualified Tax-Exempt Obligation. This Certificate has been designated by the Issuer as a "qualified tax-exempt obligation" for purposes of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

IT IS HEREBY CERTIFIED AND RECITED that all acts, conditions and things required by the Constitution and laws of the State of Minnesota to be done, to happen and to be performed, precedent to and in the issuance of this Certificate, have been done, have happened and have been performed, in regular and due form, time and manner as required by law and that this Certificate, together with all other debts of the Issuer outstanding on the date of original issue hereof and the date of its issuance and delivery to the original purchaser, does not exceed any constitutional or statutory limitation of indebtedness.

IN WITNESS WHEREOF, the City of Annandale, Wright County, Minnesota, by its City Council has caused this Certificate to be executed on its behalf by the manual of its Mayor and its City Administrator, the corporate seal of the Issuer having been intentionally omitted as permitted by law.

Date of Registration:

April 1, 2022

CITY OF ANNANDALE  
WRIGHT COUNTY  
MINNESOTA

REGISTRABLE BY AND PAYABLE AT:

OFFICE OF THE CITY  
ADMINISTRATOR  
City of Annandale, Minnesota

[Do not sign] \_\_\_\_\_  
Mayor

[Do not sign] \_\_\_\_\_  
City Administrator

CERTIFICATE OF REGISTRATION

The transfer of ownership of the principal amount of the attached Certificate may be made only by the registered owner or the registered owner's legal representative last noted below:

DATE OF REGISTRATION	REGISTERED OWNER	SIGNATURE OF REGISTRAR
April 1, 2022	Lake Central Bank 40 Chestnut St. W Annandale, MN 55302	

6. Execution. The Certificate shall be in typewritten form, shall be executed on behalf of the City by the manual signatures of its Mayor and City Administrator, the seal having been omitted as permitted by law. In the event of disability or resignation or other absence of either such officer, the Certificate may be signed by the signature of that officer who may act on behalf of such absent or disabled officer. In case either such officer whose signature shall appear on the Certificate shall cease to be such officer before the delivery of the Certificate, such signature shall nevertheless be valid and sufficient for all purposes, the same as if the officer had remained in office until delivery.

7. Delivery; Application of Proceeds. The Certificate when so prepared and executed shall be delivered by the City Administrator, or designee, to the Purchaser upon receipt of the purchase price and the Purchaser shall not be obliged to see to the proper application thereof.

8. Funds and Accounts. There is hereby created a special fund to be designated the "General Obligation Equipment Certificate of Indebtedness, Series 2022A Fund" (the "Fund") to be administered and maintained by the City Administrator, or designee, as a bookkeeping account separate and apart from all other funds maintained in the official financial records of the City. The Fund shall be maintained in the manner herein specified until the Certificate and the interest thereon have been fully paid. There shall be established and maintained in the Fund the following separate accounts:

(a) Capital Account. To the Capital Account there shall be credited the proceeds of the sale of the Certificate, less capitalized interest in the amount of \$11,568.75 credited to the Debt Service Account. From the Capital Account there shall be paid all costs and expenses of the acquisition of the Equipment including all costs incurred and to be incurred of the kind authorized in Minnesota Statutes, Section 475.65. The moneys in the Capital Account shall be used for no other purpose except as otherwise provided by law; provided that the proceeds of the Certificate may also be used to the extent necessary to pay interest on the Certificate due prior to the anticipated date of commencement of the collection of taxes herein levied.

(b) Debt Service Account. There are hereby irrevocably appropriated and pledged to, and there shall be credited to, the Debt Service Account: (i) capitalized interest in the amount of \$11,568.75 (together with interest earnings thereon and subject to such other adjustments as are appropriate to provide sufficient funds to pay interest due on the Certificate on or before February 1, 2023; (ii) any collections of all taxes heretofore, herein, or hereafter levied for the payment of the Certificate and interest thereon; (iii) all funds remaining in the Capital Account after the payment of all costs of the acquisition of the Equipment; (iv) all investment earnings on funds held in the Debt Service Account; and (v) any and all other moneys which are properly available and are appropriated by the governing body of the City to the Debt Service Account. The Debt Service Account shall be used solely to pay the principal and interest of the Certificate and any other general obligation Certificate of the City hereafter issued by the City and made payable from said account as provided by law.

No portion of the proceeds of the Certificate shall be used directly or indirectly to acquire higher yielding investments or to replace funds which were used directly or indirectly to acquire higher yielding investments, except (1) for a reasonable temporary period until such proceeds are needed for the purpose for which the Certificate was issued and (2) in addition to the above in an

amount not greater than the lesser of five percent of the proceeds of the Certificate or \$100,000. To this effect, any proceeds of the Certificate and any sums from time to time held in the Capital Account or Debt Service Account (or any other City account which will be used to pay principal or interest to become due on the Certificate payable therefrom) in excess of amounts which under then applicable federal arbitrage regulations may be invested without regard to yield shall not be invested at a yield in excess of the applicable yield restrictions imposed by said arbitrage regulations on such investments after taking into account any applicable "temporary periods" or "minor portion" made available under the federal arbitrage regulations. Money in the Fund shall not be invested in obligations or deposits issued by, guaranteed by or insured by the United States or any agency or instrumentality thereof if and to the extent that such investment would cause the Certificate to be "federally guaranteed" within the meaning of Section 149(b) of the Internal Revenue Code of 1986, as amended (the "Code").

9. Tax Levy; Coverage Test. To provide moneys for payment of the principal and interest on the Certificate there is hereby levied upon all of the taxable property in the City a direct annual ad valorem tax which shall be spread upon the tax rolls and collected with and as part of other general property taxes in the City for the years and in the amounts as follows:

<u>Year of Tax Levy</u>	<u>Year of Tax Collection</u>	<u>Amount</u>
2022	2023	\$88,410
2023	2024	89,594
2024	2025	89,925
2025	2026	89,203
2026	2027	89,507
2027	2028	87,665
2028	2029	90,022
2029	2030	90,185

The tax levies are such that if collected in full they will, together with other sums herein pledged, produce at least five percent in excess of the amount needed to meet when due the principal and interest payments on the Certificate. The tax levies shall be irrevocable so long as the Certificate is outstanding and unpaid, provided that the City reserves the right and power to reduce the levies in the manner and to the extent permitted by Minnesota Statutes, Section 475.61, Subdivision 3.

10. General Obligation Pledge. For the prompt and full payment of the principal and interest on the Certificate, as the same respectively become due, the full faith, credit and taxing powers of the City shall be and are hereby irrevocably pledged. If the balance in the Debt Service Account is ever insufficient to pay all principal and interest then due on the Certificate and any other obligations payable therefrom, the deficiency shall be promptly paid out of any other funds of the City which are available for such purpose, and such other funds may be reimbursed with or without interest from the Debt Service Account when a sufficient balance is available therein.

11. Certificate of Registration and Tax Levy. The City Administrator is hereby directed to file a certified copy of this resolution with the County Auditor of Wright County, Minnesota, together with such other information as each such County Auditor shall require, and to obtain the

County Auditor's certificate that the Certificate has been entered in the County Auditor's Register and that the tax levy required by law has been made.

12. Records and Certificates. The officers of the City are hereby authorized and directed to prepare and furnish to the Purchaser, and to the attorneys approving the legality of the issuance of the Certificate, certified copies of all proceedings and records of the City relating to the Certificate and to the financial condition and affairs of the City, and such other affidavits, certificates and information as are required to show the facts relating to the legality and marketability of the Certificate as the same appear from the books and records under their custody and control or as otherwise known to them, and all such certified copies, Certificate and affidavits, including any heretofore furnished, shall be deemed representations of the City as to the facts recited therein.

13. Compliance With Reimbursement Regulations. The provisions of this paragraph are intended to establish and provide for the City's compliance with United States Treasury Regulations Section 1.150-2 (the "Reimbursement Regulations") applicable to the "reimbursement proceeds" of the Certificate, being those portions thereof which will be used by the City to reimburse itself for any expenditure which the City paid or will have paid prior to the Closing Date (a "Reimbursement Expenditure").

The City hereby certifies and/or covenants as follows:

(a) Not later than sixty days after the date of payment of a Reimbursement Expenditure, the City (or person designated to do so on behalf of the City) has made or will have made a written declaration of the City's official intent (a "Declaration") which effectively (i) states the City's reasonable expectation to reimburse itself for the payment of the Reimbursement Expenditure out of the proceeds of a subsequent borrowing; (ii) gives a general and functional description of the property, project or program to which the Declaration relates and for which the Reimbursement Expenditure is paid, or identifies a specific fund or account of the City and the general functional purpose thereof from which the Reimbursement Expenditure was to be paid (collectively the "Project"); and (iii) states the maximum principal amount of debt expected to be issued by the City for the purpose of financing the Project; provided, however, that no such Declaration shall necessarily have been made with respect to: (i) "preliminary expenditures" for the Project, defined in the Reimbursement Regulations to include engineering or architectural, surveying and soil testing expenses and similar prefatory costs, which in the aggregate do not exceed 20% of the "issue price" of the Certificate, and (ii) a de minimis amount of Reimbursement Expenditures not in excess of the lesser of \$100,000 or five percent of the proceeds of the Certificate.

(b) Each Reimbursement Expenditure is a capital expenditure or a cost of issuance of the Certificate or any of the other types of expenditures described in Section 1.150-2(d)(3) of the Reimbursement Regulations.

(c) The "reimbursement allocation" described in the Reimbursement Regulations for each Reimbursement Expenditure shall and will be made forthwith following (but not prior to) the issuance of the Bonds, and not later than three years after the later of (i) the date of the payment of the Reimbursement Expenditure, or (ii) the date on which the Project to which the Reimbursement Expenditure relates is first placed in service.

Each such reimbursement allocation will be made in a writing that evidences the City's use of Certificate proceeds to reimburse the Reimbursement Expenditure and, if made within thirty days after the Certificate is issued, shall be treated as made on the day the Certificate is issued.

Provided, however, that the City may take action contrary to any of the foregoing covenants in this paragraph upon receipt of an opinion of its Bond Counsel for the Certificate stating in effect that such action will not impair the tax-exempt status of the Certificate.

14. Defeasance. When the Certificate has been discharged as provided in this paragraph, all pledges, covenants and other rights granted by this resolution to the registered holders of the Certificate shall cease. The City may discharge its obligations with respect to the Certificate by irrevocably depositing with the Registrar on or before that date a sum sufficient for the payment thereof in full; or if the Certificate should not be paid when due, it may nevertheless be discharged by depositing with the Registrar a sum sufficient for the payment thereof in full with interest accrued to the date of such deposit. The City may also at any time discharge its obligations with respect to the Certificate, subject to the provisions of law now or hereafter authorizing and regulating such action, by depositing irrevocably in escrow, with a suitable banking institution qualified by law as an escrow agent for this purpose, cash or securities described in Minnesota Statutes, Section 475.67, Subdivision 8, bearing interest payable at such times and at such rates and maturing on such dates as shall be required, subject to sale and/or reinvestment, to pay all amounts to become due thereon to maturity.

15. Negative Covenant as to Use of Proceeds and Equipment. The City hereby covenants not to use the proceeds of the Certificate or to use the Equipment, or to cause or permit them to be used, or to enter into any deferred payment arrangements for the cost of the Equipment, in such a manner as to cause the Certificate to be "private activity bonds" within the meaning of Sections 103 and 141 through 150 of the Code.

16. Tax-Exempt Status of the Certificate; Rebate. The City shall comply with requirements necessary under the Code to establish and maintain the exclusion from gross income under Section 103 of the Code of the interest on the Certificate, including without limitation (i) requirements relating to temporary periods for investments, (ii) limitations on amounts invested at a yield greater than the yield on the Certificate, and (iii) the rebate of excess investment earnings to the United States, if the Certificate (together with other obligations reasonably expected to be issued and outstanding at one time in this calendar year) exceeds the small issuer exception amount of \$5,000,000.

For purposes of qualifying for the exception to the federal arbitrage rebate requirements for governmental units issuing \$5,000,000 or less of bonds, the City hereby finds, determines and declares that (i) the Certificate is issued by a governmental unit with general taxing powers, (ii) the Certificate is not a private activity bond, (iii) ninety-five percent or more of the net proceeds of the Certificate is to be used for local governmental activities of the City (or of a governmental unit the jurisdiction of which is entirely within the jurisdiction of the City), and (iv) the aggregate face amount of all tax exempt bonds (other than private activity bonds) issued by the City (and all subordinate entities thereof, and all entities treated as one issuer with the City) during the calendar year in which the Certificate is issued and outstanding at one time is not reasonably expected to exceed \$5,000,000, all within the meaning of Section 148(f)(4)(D) of the Code.

17. Designation of Qualified Tax-Exempt Obligations. In order to qualify the Certificate as a "qualified tax-exempt obligation" within the meaning of Section 265(b)(3) of the Code, the City hereby makes the following factual statements and representations:

- (a) the Certificate is issued after August 7, 1986;
- (b) the Certificate is not a "private activity bond" as defined in Section 141 of the Code;
- (c) the City hereby designates the Certificate as a "qualified tax-exempt obligation" for purposes of Section 265(b)(3) of the Code;
- (d) the reasonably anticipated amount of tax-exempt obligations (other than private activity bonds, treating qualified 501(c)(3) bonds as not being private activity bonds) which will be issued by the City (and all entities treated as one issuer with the City, and all subordinate entities whose obligations are treated as issued by the City) during this calendar year 2022 will not exceed \$10,000,000;
- (e) not more than \$10,000,000 of obligations issued by the City during this calendar year 2022 have been or will be designated for purposes of Section 265(b)(3) of the Code; and
- (f) the aggregate face amount of the Certificate does not exceed \$10,000,000.

The City shall use its best efforts to comply with any federal procedural requirements which may apply in order to effectuate the designation made by this paragraph.

18. Offering Circular. The Offering Circular relating to the Certificate prepared and distributed by David Drown is hereby approved and the officers of the City are authorized in connection with the delivery of the Certificate to sign such certificates as may be necessary with respect to the completeness and accuracy of the Offering Circular.

19. Severability. If any section, paragraph or provision of this resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this resolution.

20. Headings. Headings in this resolution are included for convenience of reference only and are not a part hereof, and shall not limit or define the meaning of any provision hereof.

The motion for the adoption of the foregoing resolution was duly seconded by member \_\_\_\_\_ and, after a full discussion thereof and upon a vote being taken thereon, the following voted in favor thereof: \_\_\_\_\_

and the following voted against the same: \_\_\_\_\_

Whereupon the resolution was declared duly passed and adopted.

STATE OF MINNESOTA  
COUNTY OF WRIGHT  
CITY OF ANNANDALE

I, the undersigned, being the duly qualified and acting City Administrator of the City of Annandale, Minnesota, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council duly called and held on the date therein indicated, insofar as such minutes relate to providing for the issuance and sale of a \$617,000 General Obligation Equipment Certificate of Indebtedness, Series 2022A.

WITNESS my hand on March 14, 2022.

\_\_\_\_\_  
City Administrator

# CITY OF ANNANDALE

# REQUEST FOR COUNCIL ACTION

Originating Department: <b>Administration</b>	Meeting Date: <b>March 14, 2022</b>	Agenda No. <b>9C</b>
Agenda Section: <b>Consent</b>	Item: <b>Purchase of Mini Excavator</b>	
<p><b>BACKGROUND:</b></p> <p>Attached is a quote from Farm Rite under state bid pricing for the purchase of a mini excavator in the amount of \$76,348. The City would use this equipment to clean stormwater ponds, repair curb stops, adjust gate valves and manholes. It could also be used for small demo projects. The City currently either rents this equipment or hires a private contractor to do this work. With limited availability of equipment and contractors, it has been increasingly more difficult to get these projects done.</p> <p>Attached is a 10-year Capital Plan for this department. The Finance Committee met to review the cash flow for the Public Works Capital Fund is recommending the approval of the purchase.</p> <p><b>RECOMMENDATION:</b> Motion to approve the purchase of Mini Excavator as proposed.</p>		



**bobcat**

Toll Free 888-679-4857

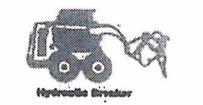
# Fax Transmission Form Farm-Rite Equipment

West Hwy. 12 Box 26  
Dassel, MN 55325  
Phone: 320-275-2737  
FAX: 320-275-3232

TO Joe Haller City of Annandale  
FAX joeh@annandale.mn.us  
DATE 1-27-2021  
763-238-6463

Joe  
Enclosed is new  
Minnesota State Bid Price  
on E60 I will follow  
up.

Thank You  
Tim



**FARM-RITE EQUIPMENT, INC.** **Bobcat**  
 US Hwy. 12 W. P.O. Box 26  
 Dassel, MN 55325  
 320.275.2737 or 888.679.4857  
 320.693.6929 (home)  
 support@farmriteequip.com (email)

**TIM COX**  
 Sales Manager  
 Sales - Service - Parts - Rental

**LOWMASTER**  
 EQUIPMENT

[www.farmriteequip.com](http://www.farmriteequip.com)



**bobcat**

Fax Transmission Form

Farm-Rite Equipment

West Hwy. 12 Box 26

Dassel, MN 55325

Phone: 320-275-2737

FAX: 320-275-3232

Toll Free 888 679-4857



Tractor

TO Joe Haller City of Annandale



Two Tractor



Tractor

FAX joeh@annandale.mn.us



Bobcat & Tractor

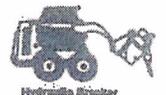
DATE 1-27-2021

763-238-6463



Angle Blade

1-new E60 Bobcat mini X 57696<sup>16</sup>



Hydraulic Striker

1-C62 Package



Front Loader

Cab Heater Air Cond, 7" Touch Screen

RADIO, Blue Tooth

Air Seat Alarm

8818<sup>28</sup>



Bobcat



Front Grapple/Utility Fork

1- P64 Package

Long Arm, Hyd Thumb

Hyd X Change, Diverter Valve

Addon Counter weight

5174<sup>08</sup>



Hydraulic Grapple & Fork



Work Armor

1-Case Drain Line Kit

500<sup>00</sup>



Landscaping Refill



Work Armor

1- 12" class 4 Tooth Bucket

818<sup>40</sup>



Work Armor



Pallet Fork

1- 24" class 4 Smooth Bucket

1096<sup>80</sup>



Work Armor



Construction Bucket

1- 30" class 4 Smooth Bucket

1236<sup>80</sup>



Work Armor

1- Ripper

858<sup>40</sup>



Rear Changer

1- Eng Heater

150<sup>00</sup>



Angle Blade

1- Freight Setup Delivery

N/c



Bobcat

Minnesota State Bid Price \$ 76348<sup>92</sup>



Industrial Broom

### Street Equipment Fund

		2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
<b>Beginning Year Fund Balance</b>		\$ 220,891	\$ 201,391	\$ 221,391	\$ 206,391	\$ 5,391	\$ 75,391	\$ 92,891	\$ 150,391	\$ 18,391	\$ 98,391
<b>Revenues and Other Fund Sources</b>											
Budget Allocation		\$ 60,000	\$ 65,000	\$ 65,000	\$ 70,000	\$ 70,000	\$ 75,000	\$ 75,000	\$ 80,000	\$ 80,000	\$ 85,000
Sale of Asset		\$ -	\$ 20,000	\$ -	\$ 4,000	\$ -	\$ -	\$ 10,000	\$ 58,000	\$ -	\$ -
Sale of Assets		\$ 10,500	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -
		\$ 70,500	\$ 85,000	\$ 65,000	\$ 74,000	\$ 70,000	\$ 105,000	\$ 85,000	\$ 138,000	\$ 80,000	\$ 85,000
<b>Expenditures and Uses</b>											
MOWER	STR 21-005	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Mini-Excavator	STR 22-003	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
LOADER	STR 23-001	\$ -	\$ -	\$ -	\$ 260,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BOBCAT	STR 23-002	\$ -	\$ 65,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BUCKET TRUCK	STR 25-001	\$ -	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MOWER	STR 25-002	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BOBCAT	STR 27-002	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 65,000	\$ -	\$ -	\$ -	\$ -
PICKUP	STR 28-001	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,500	\$ -	\$ -	\$ -
PLOW TRUCK	STR 29-001	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ -
MOWER	STR 29-002	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -
PICKUP- F550	STR 31-001	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 82,000
PICKUP WITH CRANE	SWR 27-001	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,500	\$ -	\$ -	\$ -	\$ -
		\$ 90,000	\$ 65,000	\$ 80,000	\$ 275,000	\$ -	\$ 87,500	\$ 27,500	\$ 270,000	\$ -	\$ 82,000
<b>Ending Year Fund Balance</b>		\$ 201,391	\$ 221,391	\$ 206,391	\$ 5,391	\$ 75,391	\$ 92,891	\$ 150,391	\$ 18,391	\$ 98,391	\$ 101,391