

# CITY OF ANNANDALE COUNCIL MEETING AGENDA

Meeting #1  
Regular Meeting  
City Council Chambers

January 10, 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/86915742446?pwd=MFZUMHoyZ2xSamExK0MwVTVKb3VaUT09>

**Or Telephone:** 312-626-6799

Webinar ID: 869 1574 2446

Passcode: 087330

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1. **CALL TO ORDER/ROLL CALL/ADOPT AGENDA**
2. [APPROVAL OF MINUTES](#)
3. **VISITOR'S**
4. **OPEN FORUM**
5. **CONSENT AGENDA**
  - A. [Approve Auditing Claims](#)
  - B. [Approve Departments Reports](#)
  - C. [Accept Donations](#)
  - D. [Approve Employment Anniversaries/Step Increases](#)
  - E. [Approve Catholic Charities Site Agreement](#)
  - F. [Resolution approving Annual Appointments](#)
  - G. [Resolution 2022 Fire Appointments](#)
  - H. [2022 Committee Appointments](#)
  - I. [Resolution accepting American Rescue Plan Act ARPA funds](#)
  - J. [Approve Downtown Beautification Grants](#)
  - K. [Appointment of Fire Chief](#)
  - L. [Accept Resignation of Fire Fighter Grindle](#)
  - M. [Recommended Approval of Ordinance 384, 385 and 386- Zoning Text Amendments](#)
  - N. [Resolution Approving Summary Ordinance 385](#)
  - O. [Approve Lawful Gambling Application- Conservation Club](#)
  - P. [Board of Review Date- 4-11-22](#)
  - Q. [Approval of Pay Equity Report](#)
6. **REMOVED CONSENT ITEMS**

(See Reverse Side for Additional Agenda Items)

**7. UNFINISHED BUSINESS- NONE**

**8. NEW BUSINESS**

- A. [Resolution Authorizing Advertisement of Bids- Hemlock Intersection Improvements](#)
- B. [Water Tower Reconditioning Proposal- Bolton and Menk](#)
- C. [Consider Adoption of Purchasing Policy](#)
- D. [Consideration for Chicken regulations](#)
- E. [Addressing Vacancy on Planning Commission](#)
- F. [Resolution Authorizing Purchase of Products and Services](#)

**10. MAYOR/COUNCIL REPORTS**

**11. ADJOURNMENT**

**MINUTES**  
**ANNANDALE CITY COUNCIL**  
**December 6, 2021**

**CALL TO ORDER/ROLL CALL:** The City Council of Annandale, Minnesota met for a regular meeting on December 6, 2021, at 7:00 p.m. at the City Hall Council Chambers. Mayor Jonas called the meeting to order at 7:00 p.m.

**City Council Present:** Jonas, Grundy, Honsey, Wuollet, Czycalla. City Council members absent: None. Also, present were Administrator Hinnenkamp, Chief Standafer, Rick Seagraves the Annandale Advocate and members of Boy Scout Troop 3354.

**SET AGENDA:** Staff requested the addition of item G- sale of Public Works Equipment under New Business. Motion was made by Czycalla and seconded by Honsey to adopt the agenda. The motion carried unanimously.

All motions are approved unanimously unless otherwise noted.

**MINUTES:** A motion as made by Grundy and seconded by Wuollet to approve the minutes of November 8, 2021 as presented.

**AUDITING CLAIMS:** A motion was made by Wuollet and seconded by Grundy to approve claims as presented.

**VISITORS:**

Annandale Boy Scouts, Troop 3354 introduced themselves to the Council.

**PUBLIC HEARINGS:**

**Resolution 21-48 Adopting Levy and Budget for 2022/Truth-in-Taxation Hearing-** Hinnenkamp presented the 2022 Levy and Budget. Mayor Jonas opened the public hearing at 7:15pm. After hearing not input from the public, the hearing was closed at 7:16pm. A motion was made by Czycalla and seconded by Wuollet to approve Resolution 21-48 Adopting Levy and Budget for 2022. **ROLL CALL:** Ayes: Wuollet, Grundy, Czycalla, Honsey, Jonas. Nays: None. Absent: None. Abstain: None. Resolution 21-48 adopted on a 5-aye, 0-nay, 0-absent, 0-abstain vote.

**Ordinance 384 Amending Fee Schedule-** Mayor Jonas opened the Hearing at 7:26pm. After hearing no input from the public, the hearing was closed at 7:28pm. A motion was made y Grundy and seconded by Wuollet to approve Ordinance 384 as presented.

**CITIZEN'S FORUM: NONE**

**CONSENT AGENDA:**

The Council discussed the Polar Plunge Event. Event Coordinator Rick Seagraves was present to answer any questions. Seagraves informed the Council the event was intended to raise funds to help support the angel fund and backpack buddy program at the Elementary School. He received a waiver from Young and Brown for participants to sign, he plans to get insurance, will have Fire on site in body suits for safety, will be utilizing Hick Rentals for a heated tent. Standafer informed Council the County has provided approval for the event to be held on the Lake. There were

concerns regarding where participants would park and whether they would be parking on the lake. The event is tentatively planned for February 19<sup>th</sup>.

A motion was made by Grundy and seconded by Wuollet, to approve Consent Agenda as presented with the conditions stated below for the Polar Plunge Special Event: Police, Finance, Fire, Deputy Registrar – October Reports, Employment Anniversaries/Step Increases, Fund Transfer/Closures, Polar Plunge Special Event contingent on the weather, the City being listed as an additional insured and Chief Standafer receiving and approving an event layout.

#### **OLD BUSINESS:**

#### **NEW BUSINESS:**

**Ordinance 365, Amendment to Dog License Requirements-** Hinnenkamp request consideration for amending the dog license to a one-time registration versus an annual registration. Staff feels this will save time and increase compliance. A motion was made by Czycalla and seconded by Wuollet to approve Ordinance 365 amending Dog Licensing Requirements as presented.

**Request from AFD to Purchase Portable Pump-** A motion was made by Czycalla and seconded by Honsey to approve the purchase of the Portable Pump using Lawful Gambling Funds from Fire Relief as presented.

**Commission Resignations and Appointments-** A motion was made by Grundy and seconded by Honsey to approve the resignation of Cliff Franzen and the re-appointment of Wagner, Roth and Marsh to the Park Commission.

**2022 Regular meeting Dates-** A motion was made by Wuollet and seconded by Grundy to set the second Monday at 6:30pm as the regular meeting date for 2022.

**Resolution 21-49 Designating Polling Place-** A motion was made by Czycalla and seconded by Wuollet approving Resolution 21-49 Designating City Hall as the official Polling Place for the City of Annandale. ROLL CALL: Ayes: Wuollet, Grundy, Czycalla, Honsey, Jonas. Nays: None. Absent: None. Abstain: None. Resolution 21-49 adopted on a 5-aye, 0-nay, 0-absent, 0-abstain vote.

**Resolution 21-50 Approving Tobacco License-** A motion was made by Grundy and seconded by Honsey to approve Resolution 21-50 approving Tobacco License as presented. ROLL CALL: Ayes: Wuollet, Grundy, Czycalla, Honsey, Jonas. Nays: None. Absent: None. Abstain: None. Resolution 21-50 adopted on a 5-aye, 0-nay, 0-absent, 0-abstain vote.

**Sale of Equipment-** A motion was made by Grundy and seconded by Czycalla to approve the sale of a brush mower and generators by auction as presented.

#### **MAYOR/COUNCIL REPORTS:**

Standafer- updated Council that they are preparing for the upcoming events.

Czycalla informed the Council that the Lions are planning on the same event as last year for visiting Santa on December 18<sup>th</sup>.

The Council heard from the Cub Scouts present that they are interested in helping around the community with project. They are interested in helping with removal of snow around hydrants, cleaning the beach and areas around the roads. Hinnenkamp took their contact information to provide to the City's public works director.

**ADJOURNMENT:**

Moved by Czycalla seconded by Wuollet to adjourn. The meeting was adjourned at 8:14pm

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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>January 10, 2022</b>	Agenda No. <b>5A</b>
Agenda Section: <b>Consent</b>	Item: <b>Approval of Auditing Claims</b>	
<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.		

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>ACCOUNTABLE CONTRACTOR SERVICES</b>								
5292	ACCOUNTABLE CONTRACTOR	GRANT	DT GRANT- 52 OAK	12/21/2021	2,182.00	2,182.00	12/21/2021	
Total ACCOUNTABLE CONTRACTOR SERVICES:					2,182.00	2,182.00		
<b>ALLINA HEALTH SYSTEM</b>								
100	ALLINA HEALTH SYSTEM	CI00013948	MEDICAL DIRECTION	11/30/2021	1,440.00	1,440.00	01/04/2022	
Total ALLINA HEALTH SYSTEM:					1,440.00	1,440.00		
<b>ANNANDALE ADVOCATE</b>								
180	ANNANDALE ADVOCATE	P322928	RECYLCING AD	11/30/2021	74.50	74.50	12/21/2021	
180	ANNANDALE ADVOCATE	P322928	WINTER GUIDE	11/30/2021	742.50	742.50	12/21/2021	
180	ANNANDALE ADVOCATE	P322928	WINTER GUIDE	11/30/2021	396.00	396.00	12/21/2021	
180	ANNANDALE ADVOCATE	P322928	WINTER GUIDE	11/30/2021	156.00	156.00	12/21/2021	
180	ANNANDALE ADVOCATE	P322928	LEGAL	11/30/2021	83.20	83.20	12/21/2021	
180	ANNANDALE ADVOCATE	P322928	LEGAL	11/30/2021	24.70	24.70	12/21/2021	
Total ANNANDALE ADVOCATE:					1,476.90	1,476.90		
<b>ANNANDALE PARTS SUPPLY</b>								
192	ANNANDALE PARTS SUPPLY	127272765	FILTER	12/01/2021	5.86	.00		
192	ANNANDALE PARTS SUPPLY	127272766	PARTS	12/01/2021	2.79	.00		
192	ANNANDALE PARTS SUPPLY	127273026	PD SQUAD PARTS	12/04/2021	49.86	49.86	01/04/2022	
192	ANNANDALE PARTS SUPPLY	127273044	PARTS	12/06/2021	27.44	.00		
192	ANNANDALE PARTS SUPPLY	127273198	SUPPLIES	12/08/2021	103.42	.00		
192	ANNANDALE PARTS SUPPLY	127273265	PARTS	12/09/2021	80.89	.00		
192	ANNANDALE PARTS SUPPLY	127273284	BATTERY	12/09/2021	126.35	.00		
192	ANNANDALE PARTS SUPPLY	127273331	HOSE	12/09/2021	210.59	210.59	12/21/2021	
192	ANNANDALE PARTS SUPPLY	127273711	MISC SUPPLIES	12/15/2021	7.18	.00		
192	ANNANDALE PARTS SUPPLY	127273762	VEHICLE SUPPLIES	12/15/2021	495.39	.00		
192	ANNANDALE PARTS SUPPLY	127273823	SUPPLIES	12/16/2021	39.17	.00		
192	ANNANDALE PARTS SUPPLY	127274087	PARTS	12/21/2021	21.72	.00		
192	ANNANDALE PARTS SUPPLY	127274599	SUPPLIES	12/30/2021	22.08	.00		
Total ANNANDALE PARTS SUPPLY:					1,192.74	260.45		
<b>ANNANDALE-MAPLE LAKE</b>								
230	ANNANDALE-MAPLE LAKE	121621	905 BEECH LANE - SAC FEES	12/16/2021	3,500.00	3,500.00	12/21/2021	
230	ANNANDALE-MAPLE LAKE	NOV21 WWTP	NOV FLOW	12/13/2021	46,788.00	46,788.00	12/21/2021	
Total ANNANDALE-MAPLE LAKE:					50,288.00	50,288.00		
<b>ARAMARK UNIFORM SERVICES</b>								
286	ARAMARK UNIFORM SERVICES	253000077226	PW UNIFORMS	12/02/2021	57.35	57.35	01/04/2022	
286	ARAMARK UNIFORM SERVICES	253000082507	PW UNIFORMS	12/16/2021	48.53	.00		
286	ARAMARK UNIFORM SERVICES	253000085212	SEWER UNIFORMS	12/23/2021	47.53	.00		
286	ARAMARK UNIFORM SERVICES	253000087571	WATER UNIFORMS	12/30/2021	58.05	.00		
Total ARAMARK UNIFORM SERVICES:					211.46	57.35		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
<b>BADGER METER, INC.</b>								
380	BADGER METER, INC.	80087746	BEACON HOSTING SERVICE- S	12/29/2021	45.18	.00		
380	BADGER METER, INC.	80087746	BEACON HOSTING SERVICE- W	12/29/2021	45.18	.00		
Total BADGER METER, INC.:					90.36	.00		
<b>BERGLUND, BAUMGARTNER, KIMBALL &amp; GLASER</b>								
5194	BERGLUND, BAUMGARTNER, K	DEC21 SRVCS	BBKG PROSECUTION SERVICE	01/10/2022	1,828.25	.00		
5194	BERGLUND, BAUMGARTNER, K	NOV21 SRVCS	BBKG PROSECUTION SERVICE	12/03/2021	1,828.25	1,828.25	01/04/2022	
5194	BERGLUND, BAUMGARTNER, K	OCT21 SRVCS	BBKG PROSECUTION SERVICE	11/05/2021	1,828.25	1,828.25	12/14/2021	
Total BERGLUND, BAUMGARTNER, KIMBALL & GLASER:					5,484.75	3,656.50		
<b>BOLTON &amp; MENK, INC</b>								
463	BOLTON & MENK, INC	281389	2020 IMPROVEMENTS	12/21/2021	185.00	185.00	01/04/2022	
463	BOLTON & MENK, INC	281390	GENERAL	12/21/2021	493.00	493.00	01/04/2022	
463	BOLTON & MENK, INC	281391	TRIPLETT FARMS	12/21/2021	402.50	402.50	01/04/2022	
463	BOLTON & MENK, INC	281392	CARE CENTER	12/21/2021	185.00	185.00	01/04/2022	
463	BOLTON & MENK, INC	281393	LAKE JOHN CONCEPT	12/21/2021	1,445.00	1,445.00	01/04/2022	
463	BOLTON & MENK, INC	281395	LAKE JOHN CONCEPT	12/21/2021	1,120.00	1,120.00	01/04/2022	
463	BOLTON & MENK, INC	281396	HWY 55	12/21/2021	462.50	462.50	01/04/2022	
463	BOLTON & MENK, INC	281397	WELL HEAD PROTECTION PLA	12/21/2021	2,135.00	2,135.00	01/04/2022	
463	BOLTON & MENK, INC	281398	WOODLAWN CEMETERY PLAT	12/21/2021	1,390.00	1,390.00	01/04/2022	
Total BOLTON & MENK, INC:					7,818.00	7,818.00		
<b>BOND TRUST SERVICES CORP/33847</b>								
466	BOND TRUST SERVICES CORP/	01012022	2008B -PRINCIPAL	12/15/2021	95,000.00	95,000.00	01/04/2022	
466	BOND TRUST SERVICES CORP/	01012022	2008B - INTEREST	12/15/2021	6,128.13	6,128.13	01/04/2022	
466	BOND TRUST SERVICES CORP/	01012022	2008A - PRINCIPAL	12/15/2021	80,000.00	80,000.00	01/04/2022	
466	BOND TRUST SERVICES CORP/	01012022	2008A - INTEREST CITY HALL	12/15/2021	1,600.00	1,600.00	01/04/2022	
466	BOND TRUST SERVICES CORP/	01012022	2012A - PRINCIPAL	12/15/2021	270,000.00	270,000.00	01/04/2022	
466	BOND TRUST SERVICES CORP/	01012022	2012A - INTEREST	12/15/2021	2,497.50	2,497.50	01/04/2022	
466	BOND TRUST SERVICES CORP/	01012022	AGENT FEE - 2008B	12/15/2021	475.00	475.00	01/04/2022	
Total BOND TRUST SERVICES CORP/33847:					455,700.63	455,700.63		
<b>BREMER BANK, ATTN: CHAD FAUL</b>								
5167	BREMER BANK, ATTN: CHAD FA	2022 2019A B	D/S PRINCIPAL - TIF 14 - 2019A	12/30/2021	35,000.00	35,000.00	01/04/2022	
5167	BREMER BANK, ATTN: CHAD FA	2022 2019A B	D/S INTEREST - TIF 14 - 2019A	12/30/2021	13,596.25	13,596.25	01/04/2022	
Total BREMER BANK, ATTN: CHAD FAUL:					48,596.25	48,596.25		
<b>CASEY'S BUSINESS MASTERCARD</b>								
5147	CASEY'S BUSINESS MASTERC	NOV21-BX385	PD FUEL	11/25/2021	347.17	347.17	12/14/2021	
Total CASEY'S BUSINESS MASTERCARD:					347.17	347.17		
<b>CENTER POINT ENERGY</b>								
2511	CENTER POINT ENERGY	DEC2021-240	HOCKEY RINK	12/13/2021	55.77	55.77	01/04/2022	
2511	CENTER POINT ENERGY	DEC2021-330	PAVILION	12/13/2021	94.91	94.91	01/04/2022	
2511	CENTER POINT ENERGY	DEC2021-340	FD	12/13/2021	893.35	893.35	01/04/2022	
2511	CENTER POINT ENERGY	DEC2021-350	OLD PW SHOP	12/13/2021	86.35	86.35	01/04/2022	
2511	CENTER POINT ENERGY	DEC2021-541	WTP	12/13/2021	1,033.97	1,033.97	01/04/2022	
2511	CENTER POINT ENERGY	DEC2021-551	TC	12/22/2021	93.49	93.49	01/04/2022	
2511	CENTER POINT ENERGY	DEC21-26WILL	WARMING HOUSE	12/14/2021	15.00	15.00	01/04/2022	
2511	CENTER POINT ENERGY	DEC21-26WILL	CITY HALL	12/14/2021	806.92	806.92	01/04/2022	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total CENTER POINT ENERGY:					3,079.76	3,079.76		
<b>CENTRA SOTA LAKE REGION LLC</b>								
646	CENTRA SOTA LAKE REGION L	6308402	FUEL	12/01/2021	1,161.46	.00		
646	CENTRA SOTA LAKE REGION L	TKT 6311046	FUEL	12/10/2021	886.22	886.22	12/21/2021	
646	CENTRA SOTA LAKE REGION L	TKT 6311047	FUEL	12/10/2021	448.35	448.35	01/04/2022	
Total CENTRA SOTA LAKE REGION LLC:					2,496.03	1,334.57		
<b>CENTRAL MCGOWAN INC</b>								
635	CENTRAL MCGOWAN INC	4537	HIGH PRESSURE CYL	11/30/2021	130.00	130.00	12/21/2021	
Total CENTRAL MCGOWAN INC:					130.00	130.00		
<b>CENTRASOTA COOPERATIVE</b>								
645	CENTRASOTA COOPERATIVE	6308468	FUEL	12/10/2021	886.22	.00		
645	CENTRASOTA COOPERATIVE	6308469	FUEL	12/10/2021	448.35	.00		
645	CENTRASOTA COOPERATIVE	6308545	FUEL	12/23/2021	1,981.04	.00		
Total CENTRASOTA COOPERATIVE:					3,315.61	.00		
<b>CITY OF BUFFALO</b>								
710	CITY OF BUFFALO	11/30/2021 BIL	MONTHLY NET MOTION	11/30/2021	20.00	20.00	01/04/2022	
Total CITY OF BUFFALO:					20.00	20.00		
<b>CIVIC SYSTEMS, LLC</b>								
718	CIVIC SYSTEMS, LLC	CVC21263	CIVIC 1ST HALF	12/16/2021	1,274.52	.00		
718	CIVIC SYSTEMS, LLC	CVC21263	CIVIC 1ST HALF	12/16/2021	1,372.56	.00		
718	CIVIC SYSTEMS, LLC	CVC21263	CIVIC 1ST HALF	12/16/2021	1,372.56	.00		
718	CIVIC SYSTEMS, LLC	CVC21263	CIVIC 1ST HALF	12/16/2021	882.36	.00		
Total CIVIC SYSTEMS, LLC:					4,902.00	.00		
<b>CLASSIC CLEANING COMPANY</b>								
4889	CLASSIC CLEANING COMPANY	31887	CITY HALL	12/15/2021	2,450.00	.00		
4889	CLASSIC CLEANING COMPANY	31888	FD	12/15/2021	490.00	.00		
4889	CLASSIC CLEANING COMPANY	31889	TC	12/15/2021	460.00	.00		
Total CLASSIC CLEANING COMPANY:					3,400.00	.00		
<b>COIL'S FLAGS &amp; FLAGPOLES</b>								
4371	COIL'S FLAGS & FLAGPOLES	6177	FLAGS	12/20/2021	908.95	908.95	01/04/2022	
Total COIL'S FLAGS & FLAGPOLES:					908.95	908.95		
<b>CORE &amp; MAIN LP</b>								
2635	CORE & MAIN LP	P978089	HYDRANT PARTS	11/24/2021	1,248.50	1,248.50	12/21/2021	
Total CORE & MAIN LP:					1,248.50	1,248.50		
<b>COUNTRY CHEVROLET INC</b>								
900	COUNTRY CHEVROLET INC	CVCS154239	SQUAD REPAIRS	12/08/2021	49.95	.00		
Total COUNTRY CHEVROLET INC:					49.95	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
<b>CWP ENTERPRISES INC</b>								
4769	CWP ENTERPRISES INC	8447	HYDROLIC HOSE REPAIR	12/17/2021	233.58	233.58	01/04/2022	
4769	CWP ENTERPRISES INC	8483	HYDROLIC COUPLER	12/28/2021	23.40	.00		
Total CWP ENTERPRISES INC:					256.98	233.58		
<b>DAKOTA SUPPLY GROUP</b>								
961	DAKOTA SUPPLY GROUP	S101313358.0	HYDRANT PARTS	12/03/2021	999.31	999.31	12/21/2021	
Total DAKOTA SUPPLY GROUP:					999.31	999.31		
<b>DAVID DROWN ASSOCIATES INC</b>								
4836	DAVID DROWN ASSOCIATES IN	5235	CONTINUING DISCLOSURE	12/07/2021	500.00	500.00	01/04/2022	
4836	DAVID DROWN ASSOCIATES IN	5235	CONTINUING DISCLOSURE	12/07/2021	500.00	500.00	01/04/2022	
4836	DAVID DROWN ASSOCIATES IN	5235	CONTINUING DISCLOSURE	12/07/2021	500.00	500.00	01/04/2022	
4836	DAVID DROWN ASSOCIATES IN	5235	CONTINUING DISCLOSURE	12/07/2021	250.00	250.00	01/04/2022	
4836	DAVID DROWN ASSOCIATES IN	5235	CONTINUING DISCLOSURE	12/07/2021	250.00	250.00	01/04/2022	
4836	DAVID DROWN ASSOCIATES IN	5235	CONTINUING DISCLOSURE	12/07/2021	250.00	250.00	01/04/2022	
4836	DAVID DROWN ASSOCIATES IN	5235	CONTINUING DISCLOSURE	12/07/2021	250.00	250.00	01/04/2022	
Total DAVID DROWN ASSOCIATES INC:					2,500.00	2,500.00		
<b>DELTA DENTAL</b>								
4793	DELTA DENTAL	RIS000388195	INSURANCE	01/01/2022	1,640.14	1,640.14	01/04/2022	
Total DELTA DENTAL:					1,640.14	1,640.14		
<b>DEVELOPMENT SERVICES, INC.</b>								
1025	DEVELOPMENT SERVICES, INC	13477	SMALL CITIES GRANT ADMIN	12/01/2021	3,000.00	3,000.00	12/14/2021	
Total DEVELOPMENT SERVICES, INC.:					3,000.00	3,000.00		
<b>FARM RITE EQUIPMENT INC</b>								
1336	FARM RITE EQUIPMENT INC	P64246	PARTS	12/21/2021	81.27	81.27	01/04/2022	
1336	FARM RITE EQUIPMENT INC	STMT 12-31-21	RECONCILE STATEMENT	12/31/2021	385.70	.00		
Total FARM RITE EQUIPMENT INC:					466.97	81.27		
<b>FASTENAL COMPANY</b>								
1338	FASTENAL COMPANY	MNMON13656	PLOW BOLTS	12/21/2021	44.36	.00		
Total FASTENAL COMPANY:					44.36	.00		
<b>GOODIN COMPANY</b>								
1611	GOODIN COMPANY	05245194-00	SINK	12/09/2021	161.43	161.43	01/04/2022	
Total GOODIN COMPANY:					161.43	161.43		
<b>GRAINGER INC, W W</b>								
1660	GRAINGER INC, W W	9152728458	SUPPLIES	12/15/2021	74.05	.00		
Total GRAINGER INC, W W:					74.05	.00		
<b>GRANITE WATER WORKS, INC.</b>								
1667	GRANITE WATER WORKS, INC.	130517	CURBSTOP PARTS	11/30/2021	217.05	217.05	12/21/2021	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total GRANITE WATER WORKS, INC.:					217.05	217.05		
<b>GUARDIAN FLEET SAFETY</b>								
5081	GUARDIAN FLEET SAFETY	21-0980	NEW SQUAD INSTALLS	12/14/2021	15,299.55	15,299.55	01/04/2022	
Total GUARDIAN FLEET SAFETY:					15,299.55	15,299.55		
<b>HINNENKAMP, KELLY</b>								
4728	HINNENKAMP, KELLY	mileage- 12-13-	MILEAGE	12/21/2021	64.40	64.40	12/21/2021	
Total HINNENKAMP, KELLY:					64.40	64.40		
<b>HOWARDS PLUMBING &amp; HEATING INC</b>								
1800	HOWARDS PLUMBING & HEATI	19940	SINK REPAIR FOR ATTC	12/20/2021	178.40	.00		
Total HOWARDS PLUMBING & HEATING INC:					178.40	.00		
<b>INNOVATIVE OFFICE SOLUTIONS LLC</b>								
5296	INNOVATIVE OFFICE SOLUTION	SO-3564491	ADMIN PAPER	12/31/2021	21.59	.00		
5296	INNOVATIVE OFFICE SOLUTION	SO-3570937	PW OFFICE SUPPLIES	12/20/2021	65.69	.00		
5296	INNOVATIVE OFFICE SOLUTION	SO-3578342	PD SUPPLIES	12/29/2021	50.76	.00		
Total INNOVATIVE OFFICE SOLUTIONS LLC:					138.04	.00		
<b>Int'l Union of Operating Eng, Local 49</b>								
5274	Int'l Union of Operating Eng, Local	120621	UNION DUES	12/06/2021	210.00	210.00	01/04/2022	
Total Int'l Union of Operating Eng, Local 49:					210.00	210.00		
<b>JOVANOVIK, DEGE &amp; ATHMANN PA</b>								
4716	JOVANOVIK, DEGE & ATHMAN	22406	SOUTHSIDE TOWNSHIP OAA	11/30/2021	247.00	247.00	12/21/2021	
4716	JOVANOVIK, DEGE & ATHMAN	22406	LK JOHN DEVELOPMENT	11/30/2021	133.00	133.00	12/21/2021	
4716	JOVANOVIK, DEGE & ATHMAN	22406	GENERAL	11/30/2021	418.00	418.00	12/21/2021	
4716	JOVANOVIK, DEGE & ATHMAN	22406	ORDINANCE REVIEW	11/30/2021	108.00	108.00	12/21/2021	
Total JOVANOVIK, DEGE & ATHMANN PA:					906.00	906.00		
<b>KAZ HARDWARE &amp; RENTAL</b>								
1990	KAZ HARDWARE & RENTAL	2020 REC ACC	SUPPLIES	12/15/2021	1,212.93	1,212.93	12/17/2021	
1990	KAZ HARDWARE & RENTAL	2020 REC ACC	SUPPLIES	12/15/2021	173.28	173.28	12/17/2021	
1990	KAZ HARDWARE & RENTAL	2020 REC ACC	SUPPLIES	12/15/2021	173.28	173.28	12/17/2021	
1990	KAZ HARDWARE & RENTAL	2020 REC ACC	SUPPLIES	12/15/2021	173.26	173.26	12/17/2021	
1990	KAZ HARDWARE & RENTAL	2020 REC ACC	SUPPLIES	12/15/2021	519.83	519.83	12/17/2021	
1990	KAZ HARDWARE & RENTAL	2020 REC ACC	SUPPLIES	12/15/2021	173.28	173.28	12/17/2021	
1990	KAZ HARDWARE & RENTAL	2020 REC ACC	SUPPLIES	12/15/2021	346.55	346.55	12/17/2021	
1990	KAZ HARDWARE & RENTAL	2020 REC ACC	SUPPLIES	12/15/2021	693.10	693.10	12/17/2021	
1990	KAZ HARDWARE & RENTAL	2021 REC ACC	SUPPLIES	12/15/2021	5.18	5.18	12/17/2021	
1990	KAZ HARDWARE & RENTAL	2021 REC ACC	SUPPLIES	12/15/2021	48.83	48.83	12/17/2021	
1990	KAZ HARDWARE & RENTAL	2021 REC ACC	SUPPLIES	12/15/2021	50.14	50.14	12/17/2021	
1990	KAZ HARDWARE & RENTAL	2021 REC ACC	SUPPLIES	12/15/2021	153.65	153.65	12/17/2021	
1990	KAZ HARDWARE & RENTAL	2021 REC ACC	SUPPLIES	12/15/2021	176.66	176.66	12/17/2021	
1990	KAZ HARDWARE & RENTAL	2021 REC ACC	SUPPLIES	12/15/2021	220.80	220.80	12/17/2021	
1990	KAZ HARDWARE & RENTAL	2021 REC ACC	SUPPLIES	12/15/2021	78.13	78.13	12/17/2021	
1990	KAZ HARDWARE & RENTAL	2021 REC ACC	SUPPLIES	12/15/2021	116.49	116.49	12/17/2021	
1990	KAZ HARDWARE & RENTAL	2021 REC ACC	SUPPLIES	12/15/2021	7.26	7.26	12/17/2021	
1990	KAZ HARDWARE & RENTAL	2021 REC ACC	SUPPLIES	12/15/2021	30.13	30.13	12/17/2021	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
1990	KAZ HARDWARE & RENTAL	2021 REC ACC	SUPPLIES	12/15/2021	82.92	82.92	12/17/2021	
1990	KAZ HARDWARE & RENTAL	2021 REC ACC	SUPPLIES	12/15/2021	647.08	647.08	12/17/2021	
1990	KAZ HARDWARE & RENTAL	2021 REC ACC	SUPPLIES	12/15/2021	379.01	379.01	12/17/2021	
1990	KAZ HARDWARE & RENTAL	2021 REC ACC	SUPPLIES	12/15/2021	25.91	25.91	12/17/2021	
1990	KAZ HARDWARE & RENTAL	2021 REC ACC	SUPPLIES	12/15/2021	22.83	22.83	12/17/2021	
1990	KAZ HARDWARE & RENTAL	2021 REC ACC	SUPPLIES	12/15/2021	457.27	457.27	12/17/2021	
1990	KAZ HARDWARE & RENTAL	2021 REC ACC	SUPPLIES	12/15/2021	386.27	386.27	12/17/2021	
1990	KAZ HARDWARE & RENTAL	2021 REC ACC	SUPPLIES	12/15/2021	47.45	47.45	12/17/2021	
1990	KAZ HARDWARE & RENTAL	2021 REC ACC	SUPPLIES	12/15/2021	1.62	1.62	12/17/2021	
1990	KAZ HARDWARE & RENTAL	2021 REC ACC	SUPPLIES	12/15/2021	31.15	31.15	12/17/2021	
1990	KAZ HARDWARE & RENTAL	2021 REC ACC	SUPPLIES	12/15/2021	41.72	41.72	12/17/2021	
1990	KAZ HARDWARE & RENTAL	2021 REC ACC	SUPPLIES	12/15/2021	10.05	10.05	12/17/2021	
1990	KAZ HARDWARE & RENTAL	2021 REC ACC	SUPPLIES	12/15/2021	9.60	9.60	12/17/2021	
1990	KAZ HARDWARE & RENTAL	2021 REC ACC	SUPPLIES	12/15/2021	447.12	447.12	12/17/2021	
1990	KAZ HARDWARE & RENTAL	2021 REC ACC	SUPPLIES	12/15/2021	29.02	29.02	12/17/2021	
1990	KAZ HARDWARE & RENTAL	2021 REC ACC	SUPPLIES	12/15/2021	82.02	82.02	12/17/2021	
1990	KAZ HARDWARE & RENTAL	SEPT 2021 ST	SUPPLIES	10/03/2021	34.23	34.23	12/17/2021	
1990	KAZ HARDWARE & RENTAL	SEPT 2021 ST	SUPPLIES	10/03/2021	2.96	2.96	12/17/2021	
1990	KAZ HARDWARE & RENTAL	SEPT 2021 ST	SUPPLIES	10/03/2021	8.79	8.79	12/17/2021	
1990	KAZ HARDWARE & RENTAL	SEPT 2021 ST	SUPPLIES	10/03/2021	27.89	27.89	12/17/2021	
1990	KAZ HARDWARE & RENTAL	SEPT 2021 ST	SUPPLIES	10/03/2021	53.12	53.12	12/17/2021	
1990	KAZ HARDWARE & RENTAL	SEPT 2021 ST	SUPPLIES	10/03/2021	59.96	59.96	12/17/2021	
1990	KAZ HARDWARE & RENTAL	SEPT 2021 ST	SUPPLIES	10/03/2021	90.00	90.00	12/17/2021	
1990	KAZ HARDWARE & RENTAL	SEPT 2021 ST	SUPPLIES	10/03/2021	12.49	12.49	12/17/2021	
1990	KAZ HARDWARE & RENTAL	SEPT 2021 ST	SUPPLIES	10/03/2021	2.94	2.94	12/17/2021	
1990	KAZ HARDWARE & RENTAL	SEPT 2021 ST	SUPPLIES	10/03/2021	11.98	11.98	12/17/2021	
1990	KAZ HARDWARE & RENTAL	SEPT 2021 ST	SUPPLIES	10/03/2021	47.18	47.18	12/17/2021	
1990	KAZ HARDWARE & RENTAL	SEPT 2021 ST	SUPPLIES	10/03/2021	3.80	3.80	12/17/2021	
Total KAZ HARDWARE & RENTAL:					7,409.16	7,409.16		
<b>KODRU MOONEY</b>								
5184	KODRU MOONEY	21315	VALVES	12/03/2021	2,149.00	2,149.00	12/21/2021	
Total KODRU MOONEY:					2,149.00	2,149.00		
<b>LAKE CENTRAL BANK</b>								
260	LAKE CENTRAL BANK	2022 BOND PA	GO REFUNDING BONDS 2020B-	01/04/2022	22,000.00	22,000.00	01/04/2022	
260	LAKE CENTRAL BANK	2022 BOND PA	GO REFUNDING BONDS 2020B-	01/04/2022	2,868.75	2,868.75	01/04/2022	
Total LAKE CENTRAL BANK:					24,868.75	24,868.75		
<b>LAKE REGION CO-OP OIL ASSN</b>								
2050	LAKE REGION CO-OP OIL ASSN	11302021	MOTOR FUELS	11/30/2021	66.85	66.85	12/21/2021	
Total LAKE REGION CO-OP OIL ASSN:					66.85	66.85		
<b>LEAGUE OF MINNESOTA CITIES</b>								
2100	LEAGUE OF MINNESOTA CITIE	354356	ADOBE LICENSE	10/18/2021	161.00	161.00	01/04/2022	
Total LEAGUE OF MINNESOTA CITIES:					161.00	161.00		
<b>LOBERG ELECTRIC</b>								
2175	LOBERG ELECTRIC	12012021	SCDP EXP	12/01/2021	4,985.00	4,985.00	12/14/2021	
Total LOBERG ELECTRIC:					4,985.00	4,985.00		

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<b>LU DENIA LANDSCAPING, LLC</b>								
2185	LU DENIA LANDSCAPING, LLC	1000	GRAVEL	12/20/2021	1,455.84	1,455.84	01/04/2022	
Total LU DENIA LANDSCAPING, LLC:					1,455.84	1,455.84		
<b>LUNDEEN BROS INC</b>								
2190	LUNDEEN BROS INC	27658	MAINTENANCE - SQUAD 51	12/16/2021	94.96	94.96	01/04/2022	
Total LUNDEEN BROS INC:					94.96	94.96		
<b>MACQUEEN EMERGENCY</b>								
4813	MACQUEEN EMERGENCY	P01141	SCBA EQUIPMENT	01/01/2022	149,189.86	.00		
Total MACQUEEN EMERGENCY:					149,189.86	.00		
<b>MAPLE LAKE LUMBER COMPANY</b>								
2260	MAPLE LAKE LUMBER COMPAN	213141	LUMBER	12/06/2021	31.66	31.66	12/21/2021	
2260	MAPLE LAKE LUMBER COMPAN	213277	LUMBER	12/09/2021	232.96	232.96	01/04/2022	
2260	MAPLE LAKE LUMBER COMPAN	213295	STAKES	12/09/2021	25.50	25.50	12/21/2021	
2260	MAPLE LAKE LUMBER COMPAN	213571	SHIMS	12/15/2021	5.16	.00		
Total MAPLE LAKE LUMBER COMPANY:					295.28	290.12		
<b>MARKET PLACE II</b>								
2273	MARKET PLACE II	JAN2022 STAT	ADMIN SUPPLIES	01/01/2022	17.11	.00		
Total MARKET PLACE II:					17.11	.00		
<b>MIDCONTINENT COMMUNICATIONS</b>								
5006	MIDCONTINENT COMMUNICATI	157013401123	FD	11/27/2021	162.51	162.51	12/21/2021	
5006	MIDCONTINENT COMMUNICATI	157013401123	CITY OFFICES	11/27/2021	224.49	224.49	12/21/2021	
5006	MIDCONTINENT COMMUNICATI	157013401123	APD	11/27/2021	119.49	119.49	12/21/2021	
5006	MIDCONTINENT COMMUNICATI	157013401123	DMV	11/27/2021	105.13	105.13	12/21/2021	
5006	MIDCONTINENT COMMUNICATI	157013401123	PW	11/27/2021	293.21	293.21	12/21/2021	
5006	MIDCONTINENT COMMUNICATI	157013401123	TC	11/27/2021	37.89	37.89	12/21/2021	
Total MIDCONTINENT COMMUNICATIONS:					942.72	942.72		
<b>MIDWAY IRON &amp; METAL INC.</b>								
2425	MIDWAY IRON & METAL INC.	511130	CUTTING EDGE	12/16/2021	155.31	155.31	01/04/2022	
Total MIDWAY IRON & METAL INC.:					155.31	155.31		
<b>MIDWEST MACHINERY</b>								
5116	MIDWEST MACHINERY	2543292	PARTS	12/14/2021	57.40	57.40	01/04/2022	
Total MIDWEST MACHINERY:					57.40	57.40		
<b>MINNESOTA COMPUTER SYSTEMS INC</b>								
2525	MINNESOTA COMPUTER SYST	330619	PW COPIER	12/06/2021	20.00	20.00	01/04/2022	
2525	MINNESOTA COMPUTER SYST	331062	MONTHLY PAYMENT - PD PRIN	12/06/2021	24.16	24.16	01/04/2022	
2525	MINNESOTA COMPUTER SYST	331340	ADMIN COPIER	12/08/2021	81.10	81.10	01/04/2022	
2525	MINNESOTA COMPUTER SYST	331340	DMV COPIER	12/08/2021	40.00	40.00	01/04/2022	
2525	MINNESOTA COMPUTER SYST	331340	ADMIN PRINTERS	12/08/2021	30.00	30.00	01/04/2022	
2525	MINNESOTA COMPUTER SYST	331340	DMV COPIER OVERAGE	12/08/2021	106.18	106.18	01/04/2022	
2525	MINNESOTA COMPUTER SYST	331340	ADMIN COPIER OVERAGE	12/08/2021	12.00	12.00	01/04/2022	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total MINNESOTA COMPUTER SYSTEMS INC:					313.44	313.44		
<b>MN CHAPTER IAAI</b>								
2550	MN CHAPTER IAAI	176	IAAI MEMBERSHIP FEE	12/21/2021	25.00	.00		
Total MN CHAPTER IAAI:					25.00	.00		
<b>MN DEED - BCD</b>								
2572	MN DEED - BCD	JAN2022	LOAN REPAYMENT - EA SWEEN	01/15/2022	1,607.15	1,607.15	12/21/2021	
Total MN DEED - BCD:					1,607.15	1,607.15		
<b>MN DEPT OF LABOR &amp; INDUSTRY</b>								
2585	MN DEPT OF LABOR & INDUST	DEC2021	4th Qtr Building Permit Surcharge	01/10/2022	498.50	498.50	01/10/2022	
2586	MN DEPT OF LABOR & INDUST	ABR0273759X	ANNUAL MAINTENANCE PART	11/29/2021	10.00	10.00	12/14/2021	
Total MN DEPT OF LABOR & INDUSTRY:					508.50	508.50		
<b>MN DEPT. OF REVENUE</b>								
2599	MN DEPT. OF REVENUE	NOV2021	Sales & Use - Admin	12/14/2021	208.00	208.00	12/14/2021	
2599	MN DEPT. OF REVENUE	NOV2021	Sales - WATER	12/14/2021	687.00	687.00	12/14/2021	
2599	MN DEPT. OF REVENUE	NOV2021	Sales - REFUSE/RECYCLING	12/14/2021	1,418.00	1,418.00	12/14/2021	
Total MN DEPT. OF REVENUE:					2,313.00	2,313.00		
<b>MN PEIP</b>								
5068	MN PEIP	1150563	INSURANCE	12/10/2021	17,027.68	17,027.68	12/21/2021	
Total MN PEIP:					17,027.68	17,027.68		
<b>MN RURAL WATER ASSOCIATION</b>								
2650	MN RURAL WATER ASSOCIATI	MMBRSHIP 22	2021 MEMBERSHIP	11/30/2021	300.00	300.00	12/21/2021	
Total MN RURAL WATER ASSOCIATION:					300.00	300.00		
<b>MN STATE FIRE CHIEFS ASSN</b>								
2660	MN STATE FIRE CHIEFS ASSN	3681	TRAINING IN ALEXANDRIA	01/02/2022	1,060.00	.00		
2660	MN STATE FIRE CHIEFS ASSN	3747	2022 DUES	01/10/2022	340.00	.00		
Total MN STATE FIRE CHIEFS ASSN:					1,400.00	.00		
<b>MPPOA</b>								
2698	MPPOA	122021	MPPOA LDF DUES	12/20/2021	912.00	912.00	01/05/2022	
2698	MPPOA	2022 MPPOA	MPPOA MEMBERSHIP DUES	12/20/2021	300.00	300.00	01/05/2022	
Total MPPOA:					1,212.00	1,212.00		
<b>NCPERS GROUP LIFE INS</b>								
4752	NCPERS GROUP LIFE INS	994901012022	INSURANCE	12/10/2021	16.00	16.00	12/21/2021	
Total NCPERS GROUP LIFE INS:					16.00	16.00		
<b>NEW LANE FINANCE</b>								
5185	NEW LANE FINANCE	71385-11/12/20	CITY HALL	12/14/2021	81.67	81.67	01/04/2022	
5185	NEW LANE FINANCE	71385-11/12/20	PD PHONE	12/14/2021	81.66	81.66	01/04/2022	
5185	NEW LANE FINANCE	71385-11/12/20	DMV PHONE	12/14/2021	81.67	81.67	01/04/2022	

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Total NEW LANE FINANCE:					245.00	245.00		
<b>NORTH CENTRAL INTERNATIONAL, LLC</b>								
5198	NORTH CENTRAL INTERNATIO	R220002253:0	TRUCK REPAIR	12/17/2021	201.70	201.70	01/04/2022	
5198	NORTH CENTRAL INTERNATIO	X220027572:0	PARTS	12/22/2021	16.08	16.08	01/04/2022	
Total NORTH CENTRAL INTERNATIONAL, LLC:					217.78	217.78		
<b>NORTHERN BUSINESS PRODUCTS</b>								
2819	NORTHERN BUSINESS PRODU	628678-0	OFFICE SUPPLIES - POLICE	11/08/2021	90.19	90.19	12/14/2021	
2819	NORTHERN BUSINESS PRODU	630441-2	OFFICE SUPPLIES-ADMIN	11/19/2021	45.45	45.45	12/07/2021	
2819	NORTHERN BUSINESS PRODU	636352-0	DMV SUPPLIES	12/10/2021	260.44	.00		
Total NORTHERN BUSINESS PRODUCTS:					396.08	135.64		
<b>NORTHWEST ASSOC CONSULTANT INC</b>								
2832	NORTHWEST ASSOC CONSULT	25573	GENERAL	12/09/2021	623.70	623.70	12/21/2021	
2832	NORTHWEST ASSOC CONSULT	25574	GENERAL	12/09/2021	200.00	200.00	12/21/2021	
Total NORTHWEST ASSOC CONSULTANT INC:					823.70	823.70		
<b>NOW IT CONNECTS INC</b>								
5286	NOW IT CONNECTS INC	25539	SERVICE CALL- PD	11/19/2021	1,185.00	1,185.00	12/14/2021	
5286	NOW IT CONNECTS INC	25539	REFURB COMPUTER	11/19/2021	350.00	350.00	12/14/2021	
5286	NOW IT CONNECTS INC	25539	ADMIN SERVICE CALL	11/19/2021	310.00	310.00	12/14/2021	
5286	NOW IT CONNECTS INC	25647	ADMIN- MONTHLY CONTRACT-	12/01/2021	103.79	103.79	01/04/2022	
5286	NOW IT CONNECTS INC	25647	PD MONTHLY CONTRACT- 40%	12/01/2021	276.78	276.78	01/04/2022	
5286	NOW IT CONNECTS INC	25647	FD MONTHLY CONTRACT- 20%	12/01/2021	138.40	138.40	01/04/2022	
5286	NOW IT CONNECTS INC	25647	PW MONTHLY CONTRACT- 10%	12/01/2021	69.20	69.20	01/04/2022	
5286	NOW IT CONNECTS INC	25647	DMV MONTHLY CONTRACT- 15	12/01/2021	103.79	103.79	01/04/2022	
5286	NOW IT CONNECTS INC	25857	ADMIN SERVICE CALL	12/27/2021	55.00	.00		
5286	NOW IT CONNECTS INC	26007	ADMIN- MONTHLY CONTRACT-	01/01/2022	148.19	.00		
5286	NOW IT CONNECTS INC	26007	DMV MONTHLY CONTRACT- 15	01/01/2022	148.19	.00		
5286	NOW IT CONNECTS INC	26007	FD MONTHLY CONTRACT- 20%	01/01/2022	197.59	.00		
5286	NOW IT CONNECTS INC	26007	PD MONTHLY CONTRACT- 40%	01/01/2022	395.20	.00		
5286	NOW IT CONNECTS INC	26007	PW MONTHLY CONTRACT- 10%	01/01/2022	98.79	.00		
Total NOW IT CONNECTS INC:					3,579.92	2,536.96		
<b>Potentia MN Solar Fund 1, LLC</b>								
5074	Potentia MN Solar Fund 1, LLC	OCT21 BILL P	STREET LIGHTS	11/17/2021	34.13	34.13	01/04/2022	
5074	Potentia MN Solar Fund 1, LLC	OCT21 BILL P	FIRE HALL	11/17/2021	421.51	421.51	01/04/2022	
5074	Potentia MN Solar Fund 1, LLC	OCT21 BILL P	PARK ELECTRIC	11/17/2021	204.57	204.57	01/04/2022	
5074	Potentia MN Solar Fund 1, LLC	OCT21 BILL P	WTP	11/17/2021	2,984.52	2,984.52	01/04/2022	
5074	Potentia MN Solar Fund 1, LLC	OCT21 BILL P	SEWER L/S	11/17/2021	1,014.93	1,014.93	01/04/2022	
5074	Potentia MN Solar Fund 1, LLC	OCT21 BILL P	CEMETERY ELECTRIC	11/17/2021	22.74	22.74	01/04/2022	
5074	Potentia MN Solar Fund 1, LLC	OCT21 BILL P	CITY HALL	11/17/2021	1,136.44	1,136.44	01/04/2022	
Total Potentia MN Solar Fund 1, LLC:					5,818.84	5,818.84		
<b>RUSSELL SECURITY RESOURCE INC.</b>								
3151	RUSSELL SECURITY RESOURC	A41237	KEYS- 20 CEDAR STREET	12/28/2021	115.50	115.50	01/04/2022	
Total RUSSELL SECURITY RESOURCE INC.:					115.50	115.50		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
<b>SECURE NET PROS LLC</b>								
5297	SECURE NET PROS LLC	1175	IT	01/03/2022	12.00	.00		
Total SECURE NET PROS LLC:					12.00	.00		
<b>SEWER ESCROW</b>								
4901	SEWER ESCROW	100121-DUP	SEWER ESCROW REFUND 321	12/01/2021	3,990.00	3,990.00	12/14/2021	
Total SEWER ESCROW:					3,990.00	3,990.00		
<b>SOK'S RAPID CAR WASH</b>								
4021	SOK'S RAPID CAR WASH	248-1384	PD SQUAD WASHES	12/01/2021	31.50	31.50	01/04/2022	
Total SOK'S RAPID CAR WASH:					31.50	31.50		
<b>STENGER, PETER</b>								
5099	STENGER, PETER	BOOT REIMB	BOOTS	01/05/2022	200.00	.00		
Total STENGER, PETER:					200.00	.00		
<b>TRI COUNTY LAW ENFORCE ASSOC</b>								
4235	TRI COUNTY LAW ENFORCE A	1212021	TRI COUNTY LE ASSOC ANNUA	12/01/2021	75.00	75.00	01/04/2022	
Total TRI COUNTY LAW ENFORCE ASSOC:					75.00	75.00		
<b>TY TALLMAN</b>								
5294	TY TALLMAN	12012021	SCDP EXP	12/01/2021	1,970.00	1,970.00	12/14/2021	
Total TY TALLMAN:					1,970.00	1,970.00		
<b>US BANK - CM-9705</b>								
4357	US BANK - CM-9705	1888100	2020A TEMP GO IMP - INTERES	12/20/2021	28,800.00	28,800.00	01/04/2022	
4357	US BANK - CM-9705	1888100	2019B GO REFUND - PRINCIPAL	12/20/2021	75,000.00	75,000.00	01/04/2022	
4357	US BANK - CM-9705	1888100	2019B GO REFUND - INTEREST	12/20/2021	13,175.00	13,175.00	01/04/2022	
4357	US BANK - CM-9705	6333736	PAY AGENT FEE	11/24/2021	500.00	500.00	12/14/2021	
Total US BANK - CM-9705:					117,475.00	117,475.00		
<b>UTILITY CONSULTANTS INC</b>								
4365	UTILITY CONSULTANTS INC	110802	COLIFORM- TESTING	12/02/2021	80.00	80.00	12/21/2021	
4365	UTILITY CONSULTANTS INC	111063	TESTING	12/28/2021	80.00	.00		
Total UTILITY CONSULTANTS INC:					160.00	80.00		
<b>UTILITY REFUNDS</b>								
4871	UTILITY REFUNDS	UTILREF-JOH	OVERPAY REFUND- 531 HICKO	12/08/2021	257.24	257.24	01/04/2022	
4871	UTILITY REFUNDS	UTILREF-JOR	OVERPAY REFUND- 265 MYRTL	12/14/2021	141.36	141.36	12/21/2021	
Total UTILITY REFUNDS:					398.60	398.60		
<b>VAN METER INC</b>								
4367	VAN METER INC	S011799512.00	LIGHTS	12/02/2021	319.68	319.68	12/21/2021	
4367	VAN METER INC	S011809161.00	BALLASTS	11/30/2021	348.92	348.92	12/21/2021	
Total VAN METER INC:					668.60	668.60		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
<b>VERIZON WIRELESS</b>								
4377	VERIZON WIRELESS	9894814680	PW IPAD	12/10/2021	35.01	35.01	01/04/2022	
4377	VERIZON WIRELESS	9894814680	FD IPAD	12/10/2021	35.01	35.01	01/04/2022	
4377	VERIZON WIRELESS	9894814680	CITY CELL PHONE	12/10/2021	31.25	31.25	01/04/2022	
4377	VERIZON WIRELESS	9894814680	PW CELL PHONE	12/10/2021	206.25	206.25	01/04/2022	
4377	VERIZON WIRELESS	9894814680	PD CELL PHONE	12/10/2021	87.50	87.50	01/04/2022	
4377	VERIZON WIRELESS	9894814680	AIR CARDS	12/10/2021	120.03	120.03	01/04/2022	
Total VERIZON WIRELESS:					515.05	515.05		
<b>WEST CENTRAL SANITATION INC</b>								
4481	WEST CENTRAL SANITATION IN	12323192	RECYCLING	11/30/2021	3,753.64	3,753.64	01/04/2022	
4481	WEST CENTRAL SANITATION IN	12323192	REFUSE	11/30/2021	10,583.71	10,583.71	01/04/2022	
Total WEST CENTRAL SANITATION INC:					14,337.35	14,337.35		
<b>WEX BANK</b>								
5273	WEX BANK	76615179	PD FUEL	12/07/2021	844.93	844.93	01/04/2022	
5273	WEX BANK	76615270	MOTOR FUELS	12/07/2021	289.31	289.31	01/04/2022	
Total WEX BANK:					1,134.24	1,134.24		
<b>WINDSTREAM</b>								
4495	WINDSTREAM	DEC21-LIFT	L/S PHONE	12/03/2021	255.38	255.38	12/21/2021	
4495	WINDSTREAM	DEC21-WATE	320-274-2793	12/03/2021	39.65	39.65	12/21/2021	
Total WINDSTREAM:					295.03	295.03		
<b>WORKFORCE INTEGRITY NETWORK</b>								
4955	WORKFORCE INTEGRITY NET	dpw_4960	MAINTENANCE FEE	11/30/2021	75.00	75.00	12/21/2021	
Total WORKFORCE INTEGRITY NETWORK:					75.00	75.00		
<b>WRIGHT COUNTY AUDITOR-TREAS</b>								
4511	WRIGHT COUNTY AUDITOR-TR	2022 TNT	TNT NOTICES	12/08/2021	254.79	254.79	12/21/2021	
Total WRIGHT COUNTY AUDITOR-TREAS:					254.79	254.79		
<b>WRIGHT COUNTY ECONOMIC</b>								
4516	WRIGHT COUNTY ECONOMIC	10020	WCEDP MEMBERSHIP 2022	12/16/2021	979.00	979.00	01/04/2022	
Total WRIGHT COUNTY ECONOMIC:					979.00	979.00		
<b>WRIGHT COUNTY RECORDER</b>								
4535	WRIGHT COUNTY RECORDER	12012021	SCDP EXP	12/06/2021	46.00	46.00	12/14/2021	
Total WRIGHT COUNTY RECORDER:					46.00	46.00		
<b>WRIGHT-HENNEPIN COOPERATIVE</b>								
4548	WRIGHT-HENNEPIN COOPERA	35029280986	ELECTRIC	12/06/2021	28.27	28.27	12/21/2021	
4548	WRIGHT-HENNEPIN COOPERA	35029287073	STREET LIGHTS	12/22/2021	153.15	153.15	01/04/2022	
4548	WRIGHT-HENNEPIN COOPERA	35029287073	L/S 1255 BUSINESS BLVD	12/22/2021	21.68	21.68	01/04/2022	
4548	WRIGHT-HENNEPIN COOPERA	35029287073	CITY HALL SECURITY	12/22/2021	22.95	22.95	01/04/2022	
4548	WRIGHT-HENNEPIN COOPERA	35029287073	TC SECURITY	12/22/2021	22.95	22.95	01/04/2022	
Total WRIGHT-HENNEPIN COOPERATIVE:					249.00	249.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
<b>XCEL ENERGY</b>								
4559	XCEL ENERGY	758582505	51-6024519-2	12/03/2021	3,655.47	3,655.47	12/21/2021	
4559	XCEL ENERGY	758793297	ACCOUNT 51-6024518-1	12/06/2021	503.18	503.18	12/21/2021	
4559	XCEL ENERGY	760857963	ACCOUNT- 51-4636619-8	12/21/2021	70.94	70.94	01/04/2022	
Total XCEL ENERGY:					4,229.59	4,229.59		
<b>YOUNG BROTHERS CONSTRUCTION</b>								
5293	YOUNG BROTHERS CONSTRU	1212021	SCDP EXPENSE	12/01/2021	4,200.00	4,200.00	12/14/2021	
Total YOUNG BROTHERS CONSTRUCTION:					4,200.00	4,200.00		
<b>ZIEGLER, INC.</b>								
4617	ZIEGLER, INC.	SI000108207	GENERATOR REPAIRS	12/02/2021	170.34	170.34	12/21/2021	
Total ZIEGLER, INC.:					170.34	170.34		
Grand Totals:					999,769.66	830,859.15		

Dated: \_\_\_\_\_

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

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

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

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

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

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

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>CARDMEMBER SERVICE</b>								
4743	CARDMEMBER SERVICE	DEC2021	MICROSOFT	12/16/2021	10.73	.00		
4743	CARDMEMBER SERVICE	DEC2021	USPS	12/16/2021	27.10	.00		
4743	CARDMEMBER SERVICE	DEC2021	MICROSOFT	12/16/2021	7.50	.00		
4743	CARDMEMBER SERVICE	DEC2021	MICROSOFT	12/16/2021	75.15	.00		
4743	CARDMEMBER SERVICE	DEC2021	ZOOM	12/16/2021	59.04	.00		
4743	CARDMEMBER SERVICE	DEC2021	USPS	12/16/2021	7.38	.00		
4743	CARDMEMBER SERVICE	DEC2021	WALMART- CHAMBER	12/16/2021	76.41	.00		
4743	CARDMEMBER SERVICE	DEC2021	FMCSA CLEARINGHOUSE	12/16/2021	12.50	.00		
4743	CARDMEMBER SERVICE	DEC2021	AMAZON- FRAMES	12/16/2021	35.27	.00		
4743	CARDMEMBER SERVICE	DEC2021	AMAZON- FILTER	12/16/2021	28.86	.00		
4743	CARDMEMBER SERVICE	DEC2021	AMAZON- SCANNER	12/16/2021	226.02	.00		
4743	CARDMEMBER SERVICE	DEC2021	AMAZON- SCANNERS	12/16/2021	137.49	.00		
4743	CARDMEMBER SERVICE	DEC2021	MENARDS	12/16/2021	118.11	.00		
4743	CARDMEMBER SERVICE	DEC2021	HOME DEPOT	12/16/2021	213.26	.00		
4743	CARDMEMBER SERVICE	DEC2021	1000BULBS	12/16/2021	186.60	.00		
4743	CARDMEMBER SERVICE	DEC2021	MENARDS-WWC	12/16/2021	275.89	.00		
4743	CARDMEMBER SERVICE	DEC2021	1000BULBS	12/16/2021	118.97	.00		
4743	CARDMEMBER SERVICE	DEC2021	1000BULBS	12/16/2021	186.56	.00		
4743	CARDMEMBER SERVICE	DEC2021	FELLING TRAILERS	12/16/2021	219.95	.00		
4743	CARDMEMBER SERVICE	DEC2021	FELLING TRAILERS	12/16/2021	367.90	.00		
4743	CARDMEMBER SERVICE	DEC2021	WALMART	12/16/2021	94.99	.00		
4743	CARDMEMBER SERVICE	DEC2021	FLEETFARM	12/16/2021	135.53	.00		
4743	CARDMEMBER SERVICE	DEC2021	OWPSACSTATE	12/16/2021	186.00	.00		
4743	CARDMEMBER SERVICE	DEC2021	MENARDS- SUPPLIES	12/16/2021	122.75	.00		
4743	CARDMEMBER SERVICE	DEC2021	SIRCHIE FINGERPRINT	12/16/2021	102.67	.00		
4743	CARDMEMBER SERVICE	DEC2021	USPS	12/16/2021	15.74	.00		
4743	CARDMEMBER SERVICE	DEC2021	AMAZON- CHARGER	12/16/2021	13.98	.00		
4743	CARDMEMBER SERVICE	DEC2021	MICROSOFT	12/16/2021	75.15	.00		
4743	CARDMEMBER SERVICE	DEC2021	AMAZON- INVERTOR	12/16/2021	23.98	.00		
4743	CARDMEMBER SERVICE	DEC2021	STREICHERS	12/16/2021	55.81	.00		
4743	CARDMEMBER SERVICE	DEC2021	SAFARILAND	12/16/2021	90.99	.00		
4743	CARDMEMBER SERVICE	DEC2021	AMAZON- CLEANER	12/16/2021	34.17	.00		
4743	CARDMEMBER SERVICE	DEC2021	ZOOM	12/16/2021	16.09	.00		
4743	CARDMEMBER SERVICE	DEC2021	SPYTEC	12/16/2021	24.95	.00		
Total CARDMEMBER SERVICE:					3,383.49	.00		
<b>GREATER MINNESOTA PARTNERSHIP</b>								
4840	GREATER MINNESOTA PARTNE	2022 DUES	2022 DUES	10/01/2021	500.00	.00		
Total GREATER MINNESOTA PARTNERSHIP:					500.00	.00		
<b>MIDCONTINENT COMMUNICATIONS</b>								
5006	MIDCONTINENT COMMUNICATI	157013401124	FIRE	12/27/2021	172.51	.00		
5006	MIDCONTINENT COMMUNICATI	157013401124	CITY	12/27/2021	227.82	.00		
5006	MIDCONTINENT COMMUNICATI	157013401124	APD	12/27/2021	122.82	.00		
5006	MIDCONTINENT COMMUNICATI	157013401124	DMV	12/27/2021	108.47	.00		
5006	MIDCONTINENT COMMUNICATI	157013401124	PW	12/27/2021	303.27	.00		
5006	MIDCONTINENT COMMUNICATI	157013401124	TC	12/27/2021	37.89	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total MIDCONTINENT COMMUNICATIONS:					972.78	.00		
Grand Totals:					4,856.27	.00		

Dated: \_\_\_\_\_

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

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

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

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

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

Report Criteria:

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

11/23/2021	NOV2021	1	Invoice	11/21	101-41400-...	10.73	.00	10.73	Microsoft - ADMIN
11/23/2021	NOV2021	2	Invoice	11/21	101-41400-...	5.36	.00	16.09	Walmart - ADMIN
11/23/2021	NOV2021	3	Invoice	11/21	101-41400-...	206.23	.00	222.32	Walmart - ADMIN
11/23/2021	NOV2021	4	Invoice	11/21	101-41400-...	57.29	.00	279.61	Office Depot - ADMIN
11/23/2021	NOV2021	5	Invoice	11/21	101-41400-...	7.50	.00	287.11	Microsoft - ADMIN
11/23/2021	NOV2021	6	Invoice	11/21	101-41400-...	59.04	.00	346.15	Zoom - ADMIN
11/23/2021	NOV2021	7	Invoice	11/21	602-49450-...	4,489.06	.00	4,835.21	APEX Engineering - WWC
11/23/2021	NOV2021	8	Invoice	11/21	402-31040-...	151.00	.00	4,986.21	Eagle Engraving - FD
11/23/2021	NOV2021	9	Invoice	11/21	101-42200-...	804.00	.00	5,790.21	Arrowwood Resort - FD
11/23/2021	NOV2021	10	Invoice	11/21	101-41400-...	2.68	.00	5,792.89	USPS - ADMIN
11/23/2021	NOV2021	11	Invoice	11/21	101-41400-...	122.35	.00	5,915.24	Walmart - DMV
11/23/2021	NOV2021	12	Invoice	11/21	101-43100-...	794.51	.00	6,709.75	Menards - PW
11/23/2021	NOV2021	13	Invoice	11/21	101-43100-...	529.36	.00	7,239.11	Canvas Craft - PW
11/23/2021	NOV2021	14	Invoice	11/21	602-49450-...	1,290.68	.00	8,529.79	APEX Engineering - WWC
11/23/2021	NOV2021	15	Invoice	11/21	101-42100-...	7.78	.00	8,537.57	USPS - PD
11/23/2021	NOV2021	16	Invoice	11/21	101-42100-...	12.85	.00	8,550.42	Aspen Mills - PD
11/23/2021	NOV2021	17	Invoice	11/21	101-42100-...	85.65	.00	8,636.07	Amazon - PD
11/23/2021	NOV2021	18	Invoice	11/21	101-42100-...	77.46	.00	8,713.53	Walgreens - PD
11/23/2021	NOV2021	19	Invoice	11/21	101-42100-...	25.82	.00	8,739.35	Walgreens - PD
11/23/2021	NOV2021	20	Invoice	11/21	101-42100-...	195.95	.00	8,935.30	Amazon - PD
11/23/2021	NOV2021	21	Invoice	11/21	101-42100-...	49.99	.00	8,985.29	Amazon - PD
11/23/2021	NOV2021	22	Invoice	11/21	101-42100-...	142.12	.00	9,127.41	Axon - PD
11/23/2021	NOV2021	23	Invoice	11/21	101-42100-...	16.09	.00	9,143.50	Zoom - PD
11/23/2021	NOV2021	24	Invoice	11/21	101-42100-...	24.95	.00	9,168.45	SGI - PD

# CITY OF ANNANDALE

# REQUEST FOR COUNCIL ACTION

Originating Department: <b>Administration</b>	Meeting Date: <b>January 10, 2022</b>	Agenda No. <b>5B</b>
Agenda Section: <b>Consent</b>	Item: <b>Approve Department Reports</b>	
<b>BACKGROUND</b>  The following Department Reports are presented for approval: <ul style="list-style-type: none"><li>• Police Department Report for November and Annual Report for 2021</li><li>• Financial Report for November</li><li>• Fire Report for November and Annual Report for 2021</li><li>• DMV Report for November</li></ul>		



## ANNANDALE POLICE DEPARTMENT MONTHLY REPORT Nov-21

TOTAL ACTIVITY	November 2021 Total	November 2020 Total	Current YTD Total	2020 YTD Total	Percentage Change
CRIMINAL ACTIVITY	5	6	92	80	15%
CITATIONS	39	43	743	475	56%
NON-CRIMINAL	195	142	2228	1711	30%
<b>GRAND TOTAL</b>	<b>239</b>	<b>191</b>	<b>3063</b>	<b>2266</b>	

CRIMINAL ACTIVITY	November 2021 Total	November 2020 Total	Current YTD Total	2020 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	1	0	5	5	0%
Domestic Assault	0	1	5	11	-55%
Criminal Sex Conduct	0	0	3	1	200%
Burglary	0	0	1	1	0%
Theft	2	1	19	20	-5%
Motor Vehicle Theft	0	0	3	2	50%
Arson	0	0	0	0	N/A
Crime Against Admin	0	0	3	2	50%
Forgery/Counterfeit	0	0	3	2	50%
Fraud	0	1	4	1	300%
Embezzlement	0	0	0	0	NA
Terroristic Threats	0	0	1	1	0%
Property Damage	0	0	9	1	800%
Weapons	0	0	0	0	NA
Drug Offenses	2	0	11	6	83%
Juvenile Offenses	0	1	0	1	-100%
DUI/DWI	0	0	7	10	-30%
Liquor Laws	0	0	4	0	NA
Disturbing Peace	0	2	12	14	-14%
All Others	0	0	2	2	0%
<b>Total Criminal Activity</b>	<b>5</b>	<b>6</b>	<b>92</b>	<b>80</b>	

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

<b>NON-CRIMINAL ACTIVITY</b>	<b>November 2021 Total</b>	<b>November 2020 Total</b>	<b>Current YTD Total</b>	<b>2020 YTD Total</b>	<b>Percentage Change</b>
Alarms	14	3	107	94	14%
Animal Bites	0	0	3	5	-40%
Animal Complaints	3	2	77	44	75%
Area Checks	2	2	11	13	-15%
Assist Other Agencies	23	28	253	216	17%
ATV Complaints	0	0	3	2	50%
Background Checks	7	6	54	55	-2%
CDP	1	1	27	15	80%
Check Welfare	6	3	79	63	25%
Citizen Aid	6	12	97	81	20%
Civil Disputes	10	9	99	93	6%
Confidential Narcotics	0	1	10	14	-29%
Death, Non-Criminal	1	2	5	5	0%
Disorderly	5	1	20	9	122%
Domestics	1	2	33	37	-11%
Driving/Traffic Complaints	8	6	84	49	71%
Dumping/Littering	0	0	5	5	0%
Escorts - Funeral	1	1	17	11	55%
Fight	0	0	3	1	200%
Fire Calls	3	1	25	17	47%
Firearm Discharge	1	0	1	0	NA
Fireworks	0	0	6	7	-14%
Harassment Complaint	1	1	32	16	100%
Juvenile/Mischief	7	1	57	30	90%
Lockouts - Vehicle	6	7	80	81	-1%
Lost/Found Property	8	2	63	40	58%
Medical	37	18	265	198	34%
Mental Health	3	0	47	22	114%
Missing Person	0	0	6	6	0%
MV Accidents	6	1	40	41	-2%
Noise Complaints	1	0	36	20	80%
Parking Complaints	2	2	22	25	-12%
Search Warrants	0	0	3	2	50%
School Related -SRO	0	3	28	19	47%
Suicidal person	0	0	0	0	NA
Suicide attempted	0	0	3	0	NA
Suspicious Complaints	9	10	141	131	8%
Theft	1	3	18	30	-40%
Threats	1	0	9	10	-10%
Warrants-Attempt/Arrest	1	0	20	21	-5%
WCHS/MAARC Reports	5	2	64	34	88%
All Others	15	12	275	149	85%
<b>Total Non-Criminal</b>	<b>195</b>	<b>142</b>	<b>2228</b>	<b>1711</b>	
<b>CITATIONS &amp;</b>	<b>November</b>	<b>November</b>	<b>Current</b>	<b>2020</b>	<b>Percentage</b>

<b>WARNINGS</b>	<b>2021 Total</b>	<b>2020 Total</b>	<b>YTD Total</b>	<b>YTD Total</b>	<b>Change</b>
Admin Citations	2	0	17	12	42%
State Citations	14	14	182	90	102%
Warning Citations	23	31	544	373	46%
<b>TOTAL</b>	<b>39</b>	<b>45</b>	<b>743</b>	<b>475</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**  
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET  
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

**FUND 101 - GENERAL FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<b>REVENUE</b>					
TAXES	1,332.97	641,807.40	1,126,942.00	( 485,134.60)	56.95
LICENSES & PERMITS	2,054.10	82,242.19	75,800.00	6,442.19	108.50
INTERGOVERNMENTAL REVENUES	57,955.39	366,776.90	621,253.00	( 254,476.10)	59.04
PUBLIC CHARGES FOR SERVICE	46,287.00	244,560.20	252,936.00	( 8,375.80)	96.69
FINES & FORFEITURES	563.89	14,853.81	10,700.00	4,153.81	138.82
MISCELLANEOUS REVENUE	3,338.99	125,641.83	37,000.00	88,641.83	339.57
OTHER FINANCING SOURCES	386.00	30,000.00	30,000.00	.00	100.00
<b>TOTAL FUND REVENUE</b>	<b>111,918.34</b>	<b>1,505,882.33</b>	<b>2,154,631.00</b>	<b>( 648,748.67)</b>	<b>69.89</b>
<b>EXPENDITURES</b>					
LEGISLATIVE	1,229.88	33,196.64	38,228.00	5,031.36	86.84
ELECTIONS	( 30.00)	377.50	400.00	22.50	94.38
PLANNING AND ZONING	3,697.90	35,233.10	7,234.40	( 27,998.70)	487.02
ADMINISTRATION	22,439.08	301,335.83	261,321.94	( 40,013.89)	115.31
ASSESSOR	.00	21,900.00	22,750.00	850.00	96.26
DEPARTMENT 416	.00	.00	.00	.00	.00
DEPUTY REGISTRAR	.00	.00	.00	.00	.00
CITY HALL	10,022.79	52,601.43	46,243.00	( 6,358.43)	113.75
DEPARTMENT 420	.00	.00	.00	.00	.00
POLICE	63,147.82	676,623.43	691,650.12	15,026.69	97.83
FIRE	25,191.15	153,388.31	221,111.00	67,722.69	69.37
BUILDING INSPECTOR	10,183.17	56,873.75	62,302.89	5,429.14	91.29
CIVIL DEFENSE	( 1,870.00)	.00	400.00	400.00	.00
ANIMAL CONTROL	.00	68.85	550.00	481.15	12.52
PUBLIC WORKS	52,509.38	280,512.76	192,066.37	( 88,446.39)	146.05
STREETS	12,399.58	162,746.44	247,988.21	85,241.77	65.63
DEPARTMENT 441	.00	.00	.00	.00	.00
PARKS COMMISSION	1.50	3,111.86	4,344.38	1,232.52	71.63
PARKS	32,947.15	102,777.58	116,849.47	14,071.89	87.96
LIBRARY	1,160.84	8,532.65	16,343.00	7,810.35	52.21
TIF & CAPITAL PROJECT FUNDS	.00	.00	.00	.00	.00
DEPARTMENT 492	.00	.00	.00	.00	.00
TRANSFERS OUT	.00	221,000.00	263,000.00	42,000.00	84.03
<b>TOTAL FUND EXPENDITURES</b>	<b>233,030.24</b>	<b>2,110,280.13</b>	<b>2,192,782.78</b>	<b>82,502.65</b>	<b>96.24</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>( 121,111.90)</b>	<b>( 604,397.80)</b>	<b>( 38,151.78)</b>	<b>( 566,246.02)</b>	<b>( 1,584.19)</b>

**CITY OF ANNANDALE  
COMBINED CASH INVESTMENT  
NOVEMBER 30, 2021**

COMBINED CASH ACCOUNTS

001-10101	CASH	1,277,189.75
001-10103	NORTHLAND SECURITIES	109,530.20
001-10104	ICD INVESTMENTS	1,099,082.97
001-10105	4M INVESTMENTS	39,716.39
001-10107	LAKE CENTRAL BANK CD	251,001.49
001-10108	LPL FINANCIAL INVESTMENTS	513,014.37
	TOTAL COMBINED CASH	3,289,535.17

NON-ALLOCATED CASH

001-10110	CASH - UTILITY CLEARING	16,045.29
001-20211	ACCOUNTS PAYABLE ALLOCATION	( 420.22)
	TOTAL COMBINED CASH	3,305,160.24
001-10100	CASH ALLOCATED TO OTHER FUNDS	( 3,305,160.24)
	TOTAL UNALLOCATED CASH	.00

CASH ALLOCATION RECONCILIATION

101	ALLOCATION TO GENERAL FUND	1,256,856.26
102	ALLOCATION TO DEPUTY REGISTRAR/MOTOR VEHICLE	242,224.28
222	ALLOCATION TO CHARITABLE GAMBLING FUND	11,865.62
330	ALLOCATION TO PFA BONDS-2004-WTP	16,964.63
332	ALLOCATION TO GO IMP BONDS 2008B (MAPLE)	79,669.18
333	ALLOCATION TO GO IMP BONDS 2008A (CITY HALL)	( 10,251.81)
334	ALLOCATION TO PUMPER TRUCK BOND	( 46,340.98)
335	ALLOCATION TO GO IMP BDS 2011A/PFA (2011STR)	( 421.63)
336	ALLOCATION TO GO IMPR BOND 2011B-REFUNDING	( 9,491.42)
337	ALLOCATION TO GO REFUNDING BOND 2012A	148,773.39
338	ALLOCATION TO GO IMP BOND 2015	12,079.90
339	ALLOCATION TO TIF #14 - 2019 A SERIES	42,262.27
340	ALLOCATION TO GO REFUNDING BOND 2019B	129,782.58
341	ALLOCATION TO GO TEMPORARY IMP BOND 2020A	155,723.70
342	ALLOCATION TO FUND 342	102,525.61
402	ALLOCATION TO FIREFIGHTER RELIEF DONATIONS	134,275.41
407	ALLOCATION TO ECONOMIC DEVELOPMENT FUND	( 102,002.43)
408	ALLOCATION TO FUND 408	5,357.15
409	ALLOCATION TO 1990B TIF TAXABLE FUNDS	1,457.76
411	ALLOCATION TO TIF #6 - COTTAGES OF ANNANDALE	12,081.94
423	ALLOCATION TO TIF DISTRICT # - DINGMANN	( 11,860.86)
425	ALLOCATION TO RECREATION PARK	33,844.21
460	ALLOCATION TO PARK FUND	94,399.05
461	ALLOCATION TO WATER EXPANSION FUND	202,540.51
462	ALLOCATION TO SEWER EXPANSION FUND	196,772.29
463	ALLOCATION TO STORMWATER FUND	3,281.84
464	ALLOCATION TO LIONS DONATION FUND	94,231.79
465	ALLOCATION TO TIF DISTRICT #14 - PINTAIL APT	( 7,309.41)
466	ALLOCATION TO 2020 IMP PROJECT	165,837.58
468	ALLOCATION TO TIF DISTRICT #15 - CARE CENTER	( 1,992.05)

CITY OF ANNANDALE  
COMBINED CASH INVESTMENT  
NOVEMBER 30, 2021

469 ALLOCATION TO PINTAIL DRIVE EXTENSION	192,172.81
470 ALLOCATION TO FUND 470	( 499,163.03)
493 ALLOCATION TO STREET MAINTENANCE CAPITAL	115,200.67
494 ALLOCATION TO STREET CAPITAL OUTLAY FUND	135,023.15
495 ALLOCATION TO PUBLIC WORKS/STREET EQUIP FUND	220,891.08
496 ALLOCATION TO FIRE EQUIPMENT FUND	25,221.94
497 ALLOCATION TO POLICE EQUIPMENT FUND	19,959.84
498 ALLOCATION TO BUILDING CAPITAL OUTLAY FUND	82,575.24
601 ALLOCATION TO WATER FUND	382,720.97
602 ALLOCATION TO SEWER FUND	( 125,266.16)
603 ALLOCATION TO REFUSE/RECYCLING FUND	47,237.68
604 ALLOCATION TO TRAINING CENTER OPERATIONS	( 221,934.53)
605 ALLOCATION TO STORM UTILITY FUND	( 21,326.67)
651 ALLOCATION TO CEMETERY FUND	4,255.33
703 ALLOCATION TO WASTE WATER COMMISSION	( 5,601.56)
	<hr/>
TOTAL ALLOCATIONS TO OTHER FUNDS	3,305,103.12
ALLOCATION FROM COMBINED CASH FUND - 001-10100	( 3,305,160.24)
	<hr/>
ZERO PROOF IF ALLOCATIONS BALANCE	( 57.12)
	<hr/> <hr/>

## Report Criteria:

Total By Reference Number and Date  
 Journal Code: Journal code = "CDP", "CDPT"

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
11/12/2021	48	Direct Deposit	101-21600	ACCRUED WAGES PAYABLE	30,555.01	
11/24/2021	49	Direct Deposit	101-21600	ACCRUED WAGES PAYABLE	30,250.42	
11/12/2021	4722	JOSEPH D. HALLER	101-21600	ACCRUED WAGES PAYABLE	2,659.60	
11/12/2021	4723	MITCHELL E. FLEMMING	101-21600	ACCRUED WAGES PAYABLE	307.83	
11/12/2021	4724	NANCY E. ENGFER	101-21600	ACCRUED WAGES PAYABLE	2,115.42	
11/24/2021	4740	Christopher J. Strand	101-21600	ACCRUED WAGES PAYABLE	18.47	
11/24/2021	4741	CLIFFORD FRANZEN	101-21600	ACCRUED WAGES PAYABLE	18.47	
11/24/2021	4742	COREY CZYCALLA	101-21600	ACCRUED WAGES PAYABLE	156.99	
11/24/2021	4743	Emily D. Combs	101-21600	ACCRUED WAGES PAYABLE	18.47	
11/24/2021	4744	GREGORY W. ROTH	101-21600	ACCRUED WAGES PAYABLE	18.47	
11/24/2021	4745	JOHN DRISTE	101-21600	ACCRUED WAGES PAYABLE	18.47	
11/24/2021	4746	JOSEPH D. HALLER	101-21600	ACCRUED WAGES PAYABLE	1,845.91	
11/24/2021	4747	LEE W. PETERSON	101-21600	ACCRUED WAGES PAYABLE	18.47	
11/24/2021	4748	LONNIE L. BAACK	101-21600	ACCRUED WAGES PAYABLE	27.70	
11/24/2021	4749	MATTHEW L. WUOLLET	101-21600	ACCRUED WAGES PAYABLE	156.99	
11/24/2021	4750	MATTHEW S. BARRON	101-21600	ACCRUED WAGES PAYABLE	18.47	
11/24/2021	4751	MITCHELL E. FLEMMING	101-21600	ACCRUED WAGES PAYABLE	313.43	
11/24/2021	4752	NANCY E. ENGFER	101-21600	ACCRUED WAGES PAYABLE	2,121.33	
11/24/2021	4753	RICHARD WAGNER	101-21600	ACCRUED WAGES PAYABLE	27.70	
11/24/2021	4754	SHELLY JONAS	101-21600	ACCRUED WAGES PAYABLE	212.40	
11/12/2021	92093	Total Direct Deposits	001-10101	CASH		30,555.01-
11/12/2021	92094	Total Net Checks	001-10101	CASH		5,082.85-
11/24/2021	92095	Total Net Checks	001-10101	CASH		4,991.74-
11/24/2021	92096	Total Direct Deposits	001-10101	CASH		30,250.42-
Total CDP:					70,880.02	70,880.02-

Documents: 24 Transactions: 24

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
11/12/2021	1267	125 HSA Family	101-21711	HSA EMPLOYEE CONTRIBUTION	1,621.33	
11/12/2021	1267	125 HSA Individual	101-21711	HSA EMPLOYEE CONTRIBUTION	291.00	
11/12/2021	1267	125 ER HSA Family	101-21711	HSA EMPLOYEE CONTRIBUTION	500.00	
11/12/2021	1267	125 ER HSA Individual	101-21711	HSA EMPLOYEE CONTRIBUTION	300.00	
11/12/2021	1268	457(b)	101-21705	DEFERRED COMPENSATION	702.32	
11/12/2021	1269	457(b)	101-21705	DEFERRED COMPENSATION	700.00	
11/12/2021	1270	FSA Dependant Care	101-21709	FLEX PLAN	500.00	
11/12/2021	1271	ER PERA Coordinated	101-21704	PERA PAYABLE	2,729.30	
11/12/2021	1271	ER PERA Police	101-21704	PERA PAYABLE	2,699.30	
11/12/2021	1271	PERA Police	101-21704	PERA PAYABLE	1,799.52	
11/12/2021	1271	PERA Coordinated	101-21704	PERA PAYABLE	2,365.38	
11/12/2021	1272	Child Support	101-21707	CHILD SUPPORT	64.14	
11/12/2021	1273	Federal Income Tax	101-21703	FICA PAYABLE	3,255.57	
11/12/2021	1273	OASDI	101-21703	FICA PAYABLE	2,134.64	
11/12/2021	1273	ER OASDI	101-21703	FICA PAYABLE	2,134.64	
11/12/2021	1273	Minnesota	101-21702	STATE W/H PAYABLE	1,709.00	
11/12/2021	1273	ER Medicare	101-21703	FICA PAYABLE	715.31	
11/12/2021	1273	Medicare	101-21703	FICA PAYABLE	715.31	
11/24/2021	1274	125 HSA Family	101-21711	HSA EMPLOYEE CONTRIBUTION	1,621.33	
11/24/2021	1274	125 HSA Individual	101-21711	HSA EMPLOYEE CONTRIBUTION	291.00	
11/24/2021	1275	457(b)	101-21705	DEFERRED COMPENSATION	699.04	
11/24/2021	1276	457(b)	101-21705	DEFERRED COMPENSATION	700.00	
11/24/2021	1277	FSA Dependant Care	101-21709	FLEX PLAN	500.00	
11/24/2021	1278	ER PERA Coordinated	101-21704	PERA PAYABLE	2,626.09	
11/24/2021	1278	ER PERA Police	101-21704	PERA PAYABLE	2,660.90	
11/24/2021	1278	PERA Police	101-21704	PERA PAYABLE	1,773.93	
11/24/2021	1278	PERA Coordinated	101-21704	PERA PAYABLE	2,275.94	
11/24/2021	1279	Child Support	101-21707	CHILD SUPPORT	64.14	
11/24/2021	1280	Federal Income Tax	101-21703	FICA PAYABLE	3,218.06	
11/24/2021	1280	OASDI	101-21703	FICA PAYABLE	2,105.77	
11/24/2021	1280	ER OASDI	101-21703	FICA PAYABLE	2,105.77	
11/24/2021	1280	Minnesota	101-21702	STATE W/H PAYABLE	1,663.00	
11/24/2021	1280	ER Medicare	101-21703	FICA PAYABLE	706.12	
11/24/2021	1280	Medicare	101-21703	FICA PAYABLE	706.12	
11/12/2021	96267	FURTHER	001-10101	CASH		2,712.33-
11/12/2021	96268	APSIRE	001-10101	CASH		702.32-
11/12/2021	96269	Nationwide	001-10101	CASH		700.00-
11/12/2021	96270	FLEX	001-10101	CASH		500.00-
11/12/2021	96271	PERA	001-10101	CASH		9,593.50-
11/12/2021	96272	MN Child Support Payment	001-10101	CASH		64.14-
11/12/2021	96273	Federal Income Tax	001-10101	CASH		10,664.47-
11/24/2021	96274	FURTHER	001-10101	CASH		1,912.33-
11/24/2021	96275	APSIRE	001-10101	CASH		699.04-
11/24/2021	96276	Nationwide	001-10101	CASH		700.00-
11/24/2021	96277	FLEX	001-10101	CASH		500.00-
11/24/2021	96278	PERA	001-10101	CASH		9,336.86-
11/24/2021	96279	MN Child Support Payment	001-10101	CASH		64.14-
11/24/2021	96280	Federal Income Tax	001-10101	CASH		10,504.84-
Documents: 48 Transactions: 48						
Total CDPT:					48,653.97	48,653.97-
Total 1121:					119,533.99	119,533.99-

CASH DISBURSEMENT - PAYROLL TRANSMITTAL (CDPT)

Dec 28, 2021 11:34AM

Period: 11/30/2021 (11/21)

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Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
Grand Totals:					<u>119,533.99</u>	<u>119,533.99-</u>

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Report Criteria:

Total By Reference Number and Date

Journal Code.Journal code = "CDP","CDPT"

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## Payroll Recap & Funding

### Payroll Overview

Payroll	City of Annandale11/12/2021Bi-Weekly
	City of Annandale11/24/2021Bi-Weekly
Pay Date(s)	11/12/2021-11/24/2021
# Employees	63
# Paid Employees	63
# Regular	63
# Pay Periods	2
Base Compensation Changes	3
New Hires	2

### Employee Payments

	#	EE's	\$ Amount
Checks	18	15	10,074.59
Direct Deposits Debited	61	25	60,805.43 <sup>D</sup>
<b>Total</b>			<b>70,880.02</b>
		(D) BergankDv, LTD. Debit	<b>-60,805.43</b>
		Your Remaining Bank Account Liability	<b>10,074.59</b>
Vouchers Printed	18		
Vouchers Suppressed	0		

### Taxes

	EIN	EE's	\$ Amount
FIT/EE	41-6004935	22	6,473.63 <sup>D</sup>
FICA/ER	41-6004935	31	4,240.41 <sup>D</sup>
FICA/EE	41-6004935	31	4,240.41 <sup>D</sup>
MEDI/ER	41-6004935	40	1,421.43 <sup>D</sup>
MEDI/EE	41-6004935	40	1,421.43 <sup>D</sup>
SIT:MN/EE	8020205	26	3,372.00 <sup>D</sup>
<b>Total</b>			<b>21,169.31</b>
		(D) BergankDv, LTD. Debit	<b>-21,169.31</b>
		Your Remaining Tax Liability	<b>0.00</b>

Amount does not include credits/deferrals listed in Families First Coronavirus Response Act/CARES Act section.

### Vendor Liabilities

	EE's	\$ Amount	
Client Pays	5	3,240.38	
MN Child Support	1	128.28 <sup>D</sup>	
Retirement-Client Pays	23	21,731.72	
<b>Total</b>		<b>25,100.38</b>	
		(D) BergankDv, LTD. Debit	<b>-128.28</b>
		Your Remaining Vendor Liability	<b>24,972.10</b>

### Billing

Invoice Total	<b>504.81</b>
BergankDv, LTD. Debit	<b>-504.81</b>
Amount Due	<b>0.00</b>

### Total

Total	<b>117,654.52</b>
BergankDv, LTD. Debit	<b>-82,607.83</b>
Total of Your Responsibility	<b>35,046.69</b>

### Recap

BergankDv, LTD. Deb	Bank Account #	\$ Amount
Billing	xxx0159	504.81
Dir. Dep.	xxx0159	60,805.43
Vendor Payment	xxx0159	128.28
<b>Total Debits</b>		<b>61,438.52</b>

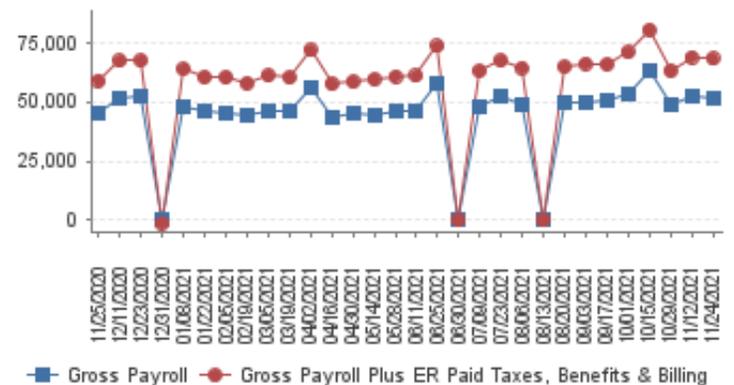
### Cash Requirements: xxx0159

	\$ Amount
Billing	504.81
Dir. Dep.	60,805.43
Vendor Payment	128.28
Empl. Checks	10,074.59
<b>Total</b>	<b>71,513.11</b>

### General Ledger Summary

	Debit/Exp.	Credit/Liab.
Earning	103,987.74	45.00
ER Deduction	27,850.11	14.88
ER Tax (Offset)	5,664.73	2.89
Direct Deposit	29.46	60,834.89
ER Deduction (Offset)	14.88	27,850.11
Deduction	9.05	17,564.30
Tax	6.49	15,513.96
ER Tax	2.89	5,664.73
Check		10,074.59
	<b>137,565.35</b>	<b>137,565.35</b>

### Rolling 12 Month Payroll View



### CURRENT ACCOUNT TOTALS

ACCOUNT	TOTAL
ICD	\$ 1,099,082.97
CETERA	\$ -
NORTHLAND	\$ 109,530.20
LAKE CENTRAL	\$ 1,277,189.75
Lake Central CD	\$ 251,001.49
LPL Financial	\$ 513,014.37
4M	\$ 39,716.39
<b>Investments Total</b>	<b>\$ 3,289,535.17</b>
<b>Civic Cash Allocation</b>	<b>\$ 3,289,535.17</b>
<b>Difference</b>	<b>\$ -</b>

### ANTICIPATED MATURITIES

ANTICIPATED AS OF	MATURITY AMOUNT
Jan-21	\$ -
Feb-21	\$ -
Mar-21	\$ -
Apr-21	\$ -
May-21	\$ -
Jun-21	\$ -
Jul-21	\$ -
Aug-21	\$ -
Sep-21	\$ -
Oct-21	\$ -
Nov-21	\$ -
Dec-21	\$ 100,000.00

### LIQUID CASH AT END OF MONTH

Column1	Column2	Column3	Column4
Liquid Cash At Month End:			
	Lake Central Cash	\$	1,277,189.75
	MM Cash	\$	1,897,475.50
	<b>TOTAL LIQUID CASH</b>	<b>\$</b>	<b>3,174,665.25</b>
As of Stmt Month End:			
	Liquid at Month End	\$	3,174,665.25
	Locked at Month End	\$	114,869.92
	<b>TOTAL</b>	<b>\$</b>	<b>3,289,535.17</b>

## Nov-21

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%			\$ 1,082.97	\$ 564.58	\$ 8,356.49
	CETERA			VARIES			\$ -	\$ -	\$ 4.23
	LAKE CENTRAL CHECKING			1.50%			\$ 1,277,189.75	\$ 263.62	\$ 3,488.62
	NORTHLAND SECURITIES			VARIES			\$ 9,530.20	\$ 1,178.22	\$ 2,357.00
	LPL Financial			VARIES			\$ 513,014.37	\$ 4.20	\$ 173.69
	Lake Central CD			4.00%			\$ 1,001.49	\$ -	\$ 1,001.49
	4M FUND			VARIES	LIQUID	N/A	\$ 36,999.74	\$ 0.30	\$ 4.18
	4M PLUS FUND			VARIES	LIQUID	N/A	\$ 2,716.65	\$ -	\$ -
							\$ 39,716.39	\$ 0.30	\$ 4.18
							<b>\$ 1,881,251.56</b>	<b>\$ 2,011.22</b>	<b>\$ 15,389.88</b>
<b>SHORT TERM INVESTMENTS</b>									
9/18/2019	LPL Financial	Cathay Bk, Los Angeles, CA	149159NS0	1.70%	18 mos	3/18/2021	Called	\$ -	\$ 843.01
12/19/2019	ICD	Customers Bank, Phoenixville, PA	23204HHT8	1.65%	18 mos	6/28/2021	Matured	\$ -	\$ 827.26
12/19/2019	ICD	Preferred Bank, Los Angeles, CA	740367JW8	1.65%	12 mos	12/31/2021	\$ 100,000.00	\$ 135.62	\$ 1,094.00
7/25/2020	ICD	Texas Capital Bank, Dallas, TX	88224PLX5	0.25%	24 mos	7/25/2022	\$ 200,000.00	\$ -	\$ 252.05
	CETERA	Bank of China, NY	06428FSE8	0.15%	6 mos	1/25/2021	Matured	\$ -	\$ 118.60
	CETERA	Beal Bank, Las Vegas	07371CCB3	0.15%	6 mos	1/27/2021	Matured	\$ -	\$ 112.19
10/28/2021	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>\$ 664,000.00</b>	<b>\$ 135.62</b>	<b>\$ 3,247.11</b>
<b>MID TERM INVESTMENTS</b>									
8/15/2017	ICD	American Express, Salt Lake City, UT	02587DW20	2.10%	4 yrs	8/16/2021	Matured	\$ -	\$ 2,316.33
7/29/2020	ICD	BMO Harris, Chicago, IL	05600XAN0	0.56%	4 yrs	7/29/2024	\$ 250,000.00	\$ 346.58	\$ 1,032.20
7/24/2020	ICD	EnerBank, Salt Lake City	29278TQK9	0.30%	3 yrs	7/24/2023	\$ 155,000.00	\$ 39.49	\$ 310.83
6/24/2021	ICD	Texas Exchange Bank, Crowley TX	88241TLK4	0.50%	3 yrs	7/9/2024	\$ 101,000.00	\$ 42.89	\$ 170.18
3/24/2021	ICD	BMW Bank of Amer, Salt Lake City, UT	05580AZD9	0.45%	3 yrs	3/26/2024	\$ 178,000.00	\$ -	\$ 403.79
							<b>\$ 684,000.00</b>	<b>\$ 428.96</b>	<b>\$ 4,233.33</b>
<b>LONG TERM INVESTMENTS</b>									
10/20/2017	NORTHLAND SECURI	Synchrony Bank Retail	87164-W-TC-2	2.35%	5 yrs	10/20/2022	\$ 100,000.00	\$ -	\$ 2,357.00
							<b>\$ 100,000.00</b>	<b>\$ -</b>	<b>\$ 2,357.00</b>

	ICD	CETERA	LCC	NS	4M	LC CD	LPL
Jan	1605.52	0.98	403.64	0	0.62	0	0
Feb	1330.56	3.25	257.47	0	0.56	0	0.68
March	175.81	0	280.7	0	0.56	0	3.85
April	514.15	0	255.24	1178.78	0.3	0	4.2
May	178.36	0	266.76	0	0.31	0	139.34
June	1002.37	0	296.39	0	0.3	0	4.2
July	769.12	0	396.21	0	0.31	1001.49	4.34
Aug	1374.36	0	381.4	0	0.31	0	4.34
Sept	621.79	0	366.84	0	0.3	0	4.2
Oct	219.87	0	320.35	1178.22	0.31	0	4.34
Nov	564.58	0	263.62	0	0.3	0	4.2
Dec							
Total	8356.49	4.23	3488.62	2357	4.18	1001.49	173.69

**Annandale Fire Department**

**Incident Type Report (Summary) (Modified)**

**Alarm Date Between {01/01/2021} And {12/31/2021}**

<b>Incident Type</b>	<b>Count</b>	<b>Percent</b>
<b>6 Good Intent Call</b>		
600 Good intent call, Other	2	0.61 %
611 Dispatched & cancelled en route	46	14.15 %
622 No Incident found on arrival at dispatch address	4	1.23 %
631 Authorized controlled burning	1	0.30 %
632 Prescribed fire	1	0.30 %
	<u>54</u>	<u>16.61 %</u>
<b>7 False Alarm &amp; False Call</b>		
731 Sprinkler activation due to malfunction	2	0.61 %
733 Smoke detector activation due to malfunction	4	1.23 %
735 Alarm system sounded due to malfunction	3	0.92 %
743 Smoke detector activation, no fire - unintentional	10	3.07 %
744 Detector activation, no fire - unintentional	1	0.30 %
745 Alarm system activation, no fire - unintentional	1	0.30 %
	<u>21</u>	<u>6.46 %</u>
<b>8 Severe Weather &amp; Natural Disaster</b>		
815 Severe weather or natural disaster standby	1	0.30 %
	<u>1</u>	<u>0.30 %</u>

**Total Incident Count: 325**

**Annandale Fire Department**

**Incident Type Report (Summary) (Modified)**

**Alarm Date Between {01/01/2021} And {12/31/2021}**

<b>Incident Type</b>	<b>Count</b>	<b>Percent</b>
<b>1 Fire</b>		
111 Building fire	3	0.92 %
131 Passenger vehicle fire	3	0.92 %
138 Off-road vehicle or heavy equipment fire	2	0.61 %
142 Brush or brush-and-grass mixture fire	1	0.30 %
143 Grass fire	4	1.23 %
	<b>13</b>	<b>4.00 %</b>
<b>3 Rescue &amp; Emergency Medical Service Incident</b>		
311 Medical assist, assist EMS crew	186	57.23 %
321 EMS call, excluding vehicle accident with injury	5	1.53 %
322 Motor vehicle accident with injuries	9	2.76 %
324 Motor Vehicle Accident with no injuries	4	1.23 %
341 Search for person on land	3	0.92 %
350 Extrication, rescue, Other	1	0.30 %
352 Extrication of victim(s) from vehicle	2	0.61 %
353 Removal of victim(s) from stalled elevator	2	0.61 %
360 Water & ice-related rescue, other	1	0.30 %
361 Swimming/recreational water areas rescue	1	0.30 %
365 Watercraft rescue	1	0.30 %
	<b>215</b>	<b>66.15 %</b>
<b>4 Hazardous Condition (No Fire)</b>		
412 Gas leak (natural gas or LPG)	3	0.92 %
424 Carbon monoxide incident	3	0.92 %
441 Heat from short circuit (wiring), defective/worn	1	0.30 %
442 Overheated motor	1	0.30 %
444 Power line down	2	0.61 %
445 Arcing, shorted electrical equipment	1	0.30 %
	<b>11</b>	<b>3.38 %</b>
<b>5 Service Call</b>		
522 Water or steam leak	1	0.30 %
551 Assist police or other governmental agency	6	1.84 %
553 Public service	1	0.30 %
561 Unauthorized burning	2	0.61 %
	<b>10</b>	<b>3.07 %</b>
<b>6 Good Intent Call</b>		

Annandale Fire Department

Incident Type Report (Summary) (Modified)

Alarm Date Between {12/01/2021} And {12/31/2021}

Incident Type	Count	Percent
<b>3 Rescue &amp; Emergency Medical Service Incident</b>		
311 Medical assist, assist EMS crew	20	68.96 %
322 Motor vehicle accident with injuries	1	3.44 %
324 Motor Vehicle Accident with no injuries	1	3.44 %
	<u>22</u>	<u>75.86 %</u>
<b>4 Hazardous Condition (No Fire)</b>		
424 Carbon monoxide incident	1	3.44 %
	<u>1</u>	<u>3.44 %</u>
<b>5 Service Call</b>		
551 Assist police or other governmental agency	1	3.44 %
	<u>1</u>	<u>3.44 %</u>
<b>6 Good Intent Call</b>		
611 Dispatched & cancelled en route	4	13.79 %
	<u>4</u>	<u>13.79 %</u>
<b>7 False Alarm &amp; False Call</b>		
745 Alarm system activation, no fire - unintentional	1	3.44 %
	<u>1</u>	<u>3.44 %</u>
<b>Total Incident Count:</b>	<b>29</b>	

## Annandale Fire Department Annual City Council Report

In 2021 the Annandale Fire Department responded to 325 calls for service. This is the first year since the ambulance was sold that we have eclipsed the 300 number. Calls have steadily increased and the demands on fire fighters continues to increase. Below is a 10-year totals for service report:

2011	166
2012	171
2013	174
2014	220
2015	214
2016	219
2017	207
2018	226
2019	295
2020	280
2021	325

Of those calls in 2021 182 occurred within the City of Annandale.

The department currently employees 24 paid on call firefighters all of which are trained to the level of Firefighter II.

In 2021 we responded to 20 public education related events.

In 2021 the department was able to accomplish the following tasks:

- Purchase of new Rescue vehicle (Delivery of March 2022)
- Updated the training room tables and chairs
- Installed a new Audio/Visual System with COVID Relief funds
- Updated our extrication equipment
- Updated our Self-Contained Breathing Apparatus (SCBA)

**2021 MOTOR VEHICLE COMMISSIONS**

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
1	*	\$ 1,004	\$ 1,105	\$ 777	*	\$ 767	\$ 928	*	\$ 486	\$ 753	\$ 909	
2	*	\$ 1,392	\$ 1,290	\$ 1,061	*	\$ 738	\$ 854	\$ 567	\$ 650	*	\$ 573	
3	*	\$ 1,657	\$ 967	*	\$ 1,192	\$ 1,144	*	\$ 562	\$ 580	*	\$ 846	
4	\$ 415	\$ 1,643	\$ 993	*	\$ 888	\$ 941	*	\$ 557	*	\$ 696	\$ 286	
5	\$ 765	\$ 874	\$ 881	\$ 1,153	\$ 657	*	*	\$ 677	*	\$ 715	\$ 564	
6	\$ 544	*	*	\$ 1,038	\$ 839	*	\$ 872	\$ 645	*	\$ 532	*	
7	\$ 336	*	*	\$ 918	\$ 1,136	\$ 815	\$ 645	*	\$ 697	\$ 522	*	
8	\$ 445	\$ 520	\$ 488	\$ 767	*	\$ 592	\$ 1,214	*	\$ 694	\$ 635	\$ 394	
9	*	\$ 796	\$ 1,073	\$ 1,027	*	\$ 677	\$ 898	\$ 627	\$ 642	*	\$ 482	
10	*	\$ 1,156	\$ 932	*	\$ 874	\$ 592	*	\$ 854	\$ 847	*	\$ 466	
11	\$ 593	\$ 1,210	\$ 329	*	\$ 816	\$ 500	*	\$ 836	*	\$ 443	*	
12	\$ 558	\$ 1,551	\$ 1,077	\$ 1,046	\$ 732	*	\$ 644	\$ 579	*	\$ 442	\$ 779	
13	\$ 1,203	*	*	\$ 954	\$ 799	*	\$ 641	\$ 665	\$ 492	\$ 713	*	
14	\$ 606	*	*	\$ 903	\$ 974	\$ 702	\$ 608	*	\$ 420	\$ 348	*	
15	\$ 895	*	\$ 738	\$ 1,019	*	\$ 545	\$ 693	*	\$ 401	\$ 442	\$ 423	
16	*	\$ 1,267	\$ 1,230	\$ 751	*	\$ 602	\$ 666	\$ 363	\$ 690	*	\$ 446	
17	*	\$ 846	\$ 562	*	\$ 888	\$ 771	*	\$ 554	\$ 702	*	\$ 655	
18	*	\$ 1,281	\$ 972	*	\$ 513	\$ 557	*	\$ 340	*	\$ 442	\$ 293	
19	\$ 953	\$ 1,334	\$ 740	\$ 1,440	\$ 616	*	\$ 442	\$ 545	*	\$ 240	\$ 502	
20	\$ 779	*	*	\$ 975	\$ 1,053	*	\$ 650	\$ 586	\$ 500	\$ 383	*	
21	\$ 1,174	*	*	\$ 732	\$ 773	\$ 646	\$ 530	*	\$ 520	\$ 574	*	
22	\$ 828	\$ 730	\$ 1,124	\$ 1,064	*	\$ 570	\$ 869	*	\$ 765	\$ 898	\$ 1,336	
23	*	\$ 938	\$ 1,051	\$ 921	*	\$ 551	\$ 950	\$ 557	\$ 395	*	\$ 763	
24	*	\$ 1,634	\$ 628	*	\$ 912	\$ 732	*	\$ 698	\$ 663	*	\$ 1,158	
25	\$ 1,149	\$ 1,276	\$ 1,341	*	\$ 729	\$ 572	*	\$ 434	*	\$ 755	*	
26	\$ 1,779	\$ 1,024	\$ 1,051	\$ 866	\$ 710	*	\$ 816	\$ 817	*	\$ 867	*	
27	\$ 1,853	*	*	\$ 932	\$ 1,037	*	\$ 517	\$ 892	\$ 1,032	\$ 738	*	
28	\$ 1,141	*	*	\$ 751	\$ 1,061	\$ 1,080	\$ 681	*	\$ 964	\$ 770	*	
29	\$ 1,246	*	\$ 1,232	\$ 936	*	\$ 788	\$ 492	*	\$ 740	\$ 798	\$ 962	
30	*	*	\$ 911	\$ 1,090	*	\$ 1,096	\$ 812	\$ 698	\$ 562	*	\$ 918	
31	*	*	\$ 741	*	*	*	*	\$ 756	*	*	*	
	\$ 17,265	\$ 22,133	\$ 21,456	\$ 21,120	\$ 17,199	\$ 15,978	\$ 15,422	\$ 13,809	\$ 13,443	\$ 12,706	\$ 12,755	\$ -
<b>MV YTD COMMISSIONS</b>			<b>\$183,285.93</b>									

**2021 DNR COMMISSIONS**

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
1	\$ 508	\$ 408	\$ 271	\$ 574	\$ 507	\$ 624	\$ 696	\$ 286	\$ 200	\$ 160	\$ 148	
2	\$ 749	\$ 307	\$ 311	\$ 522	\$ 732	\$ 432	\$ 288	\$ 293	\$ 247	\$ 90	\$ 134	
3	\$ 597	\$ 216	\$ 342	\$ 453	\$ 748	\$ 341	\$ 269	\$ 200	\$ 192	\$ 123	\$ 157	
4	\$ 461	\$ 294	\$ 450	\$ 620	\$ 761	\$ 431	\$ 426	\$ 82	\$ 137	\$ 215	\$ 118	
5	*	*	\$ 892	*	*	*	\$ 213	\$ 226	*	*	*	
	\$ 2,314	\$ 1,225	\$ 1,373	\$ 2,860	\$ 2,747	\$ 1,827	\$ 1,891	\$ 860	\$ 1,001	\$ 587	\$ 557	\$ -
<b>DNR YTD COMMISSIONS</b>			<b>17,239.00</b>									

**2021 DRIVER LICENSE COMMISSIONS**

1												
2												
3												
4												
5												
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>DL YTD COMMISSIONS</b>			<b>\$0.00</b>									
	\$ 19,578.92	\$ 23,357.32	\$ 22,828.83	\$ 23,979.06	\$ 19,946.30	\$ 17,804.50	\$ 17,313.00	\$ 14,668.50	\$ 14,443.50	\$ 13,293.00	\$ 13,312.00	\$ -
		42,936.24	65,765.07	89,744.13	109,690.43	127,494.93	144,807.93	159,476.43	173,919.93	187,212.93	200,524.93	200,524.93

As of Fall

# CITY OF ANNANDALE

# REQUEST FOR COUNCIL ACTION

Originating Department: <b>Administration</b>	Meeting Date: <b>January 10, 2022</b>	Agenda No. <b>5C</b>
Agenda Section: <b>Consent</b>	Item: <b>Accept Donations</b>	
<b>BACKGROUND</b>  The Council is required to formally accept donations made to the City. The following donations were received: <ul style="list-style-type: none"><li>• \$350 Anonymous Donation for Police Department Community Assistance</li></ul>		

# CITY OF ANNANDALE

# REQUEST FOR COUNCIL ACTION

Originating Department: <b>Administration</b>	Meeting Date: <b>January 10, 2022</b>	Agenda No. <b>5D</b>
Agenda Section: <b>Consent</b>	Item: <b>Employment Anniversaries/Step Increases</b>	
<b>BACKGROUND</b>  The following Anniversaries/Step Increases are scheduled for January 2021: <ul style="list-style-type: none"><li>• Misty Ferrell- Step Increase</li><li>• Mitch Wicker- Step Increase</li></ul>		

# CITY OF ANNANDALE

# REQUEST FOR COUNCIL ACTION

Originating Department: <b>Administration</b>	Meeting Date: <b>January 10, 2022</b>	Agenda No. <b>5E</b>
Agenda Section: <b>Consent</b>	Item: <b>Site Use Agreement- Catholic Charities</b>	
<b>BACKGROUND</b>  Site Use Agreement with Catholic Charities is attached. The City has allowed the use of this facility for the purpose of senior dining. They request the senior dining room between the hours of 10:00am and 1:30pm Monday through Friday throughout the year. The City has provided this space at no charge.		



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

2<sup>nd</sup> Request December 23, 2021  
October 1, 2021

Mark Casey  
City of Annandale  
30 Cedar Street E  
Annandale, MN 55302

Dear Mr. Casey,

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

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

Best wishes to you and your family.

Sincerely,

*Barb Willard*

Barbara Willard  
Program Manager  
Catholic Charities

CATHOLIC CHARITIES SENIOR DINING PROGRAM  
SITE USE AGREEMENT

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

This agreement made this 1<sup>st</sup> day of January, 2022 by and between City of Annandale 30 Cedar Street E. Annandale, MN 55302, hereafter referred to as the Company and the Catholic Charities Senior Dining Program, 157 Roosevelt Road, Suite 200, City of St. Cloud and the State of Minnesota, hereafter called Senior Dining, in consideration of costs, covenants and agreements herein reserved and contained, do hereby agree each with the other as follows:

I. TERM OF AGREEMENT: The term of this agreement shall be in effect beginning January 1, 2022 and continuing until either party deems it necessary to change specifications stated in the agreement. The agreement may be changed by either party upon 60 days written notice thereof to the other.

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

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

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

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

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

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

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

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

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

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

CATHOLIC CHARITIES  
SENIOR DINING PROGRAM

OWNER/OPERATOR

Barb Willard

Program Manager

Date 10/01/21

Date \_\_\_\_\_

# CITY OF ANNANDALE

# REQUEST FOR COUNCIL ACTION

Originating Department: <b>Administration</b>	Meeting Date: <b>January 10, 2022</b>	Agenda No. <b>5F</b>
Agenda Section: <b>Consent</b>	Item: <b>Resolution 22-01 approving Annual Appointments</b>	
<b>Background:</b>  Attached is Resolution approving annual appointments for 2022.  <b>Council Action Requested:</b> Motion to approve Resolution 22-01 Approving Annual Appointments		

# RESOLUTION

**22-01**

Councilmember \_\_\_\_ introduced the following resolution and moved for its adoption:

## RESOLUTION APPROVING ANNUAL APPOINTMENTS

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

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

Acting Mayor:           1<sup>st</sup> Quarter – Czycalla  
                                  2<sup>nd</sup> Quarter – Wuollet  
                                  3<sup>rd</sup> Quarter – Grundy  
                                  4<sup>th</sup> Quarter – Honsey

City Attorney:           Civil – Jovanovich, Dege & Athmann (Alt: Shaddock Young & Brown)  
                                  Prosecuting – Berglund, Baumgartner, Kimball & Glaser, LLC

City Forester:           Public Works Department

City Weed Inspector: Mayor Jonas

City Assistant Weed Inspectors: Public Works Department

City Zoning Administrator: City Administrator/Clerk

Official Depositories: Lake Central Bank; Northland Securities; League of MN Cities 4M Fund; ICD Securities, Inc., LPL Financial

Official Newspaper: Annandale Advocate

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

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

WHEREUPON, said resolution was declared duly passed and adopted this 10<sup>th</sup> day of January, 2022.

---

City Clerk

# CITY OF ANNANDALE

# REQUEST FOR COUNCIL ACTION

Originating Department: <b>Administration</b>	Meeting Date: <b>January 10, 2022</b>	Agenda No. <b>5G</b>
Agenda Section: <b>Consent</b>	Item: <b>Resolution 22-02 approving Fire Appointments</b>	
<b>Background:</b>  Attached is Resolution approving annual Fire Appointments  <b>Council Action Requested:</b> Motion to approve Resolution 22-02 Approving 2022 Fire Appointments		

**RESOLUTION  
22-02**

Councilmember \_\_\_\_\_ introduced the following resolution and moved for its adoption:

**RESOLUTION CONFIRMING/APPOINTING FIRE DEPARTMENT OFFICERS**

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

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

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

<u>Position</u>	<u>Name</u>	<u>Annual Wage</u>
Chief	Brian Haag	\$5,000
Assistant Chief	Kris Townsend	\$3,000
Administrative Assistant	Vacant	\$2,000
Captain 1	Ryan Wang	\$1,200
Captain 2	Horacio Torres	\$1,200
Captain 3	Gary Grindle	\$1,200

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

WHEREUPON, said resolution was declared duly passed and adopted this 10<sup>th</sup> day of January, 2022.

\_\_\_\_\_  
City Clerk

# CITY OF ANNANDALE

# REQUEST FOR COUNCIL ACTION

Originating Department: <b>Administration</b>	Meeting Date: <b>January 10, 2022</b>	Agenda No. <b>5H</b>
Agenda Section: <b>New Business</b>	Item: <b>2022 Committee Assignments</b>	
<p><b>Background:</b></p> <ul style="list-style-type: none"><li>• <b>Care Center</b> – Jonas (Czycalla alternate)</li><li>• <b>Cemetery</b> – Wuollet</li><li>• <b>Community Ed/Youth First</b> – Grundy (Honsey alternate)</li><li>• <b>Economic Development</b> – Jonas &amp; Honsey</li><li>• <b>Finance</b> – Jonas &amp; Czycalla</li><li>• <b>Fire Commission</b> – Czycalla &amp; Wuollet (Grundy alternate)</li><li>• <b>Multi-Use Athletic Field Complex</b> – Wuollet &amp; Honsey</li><li>• <b>Personnel</b> - Jonas &amp; Wuollet</li><li>• <b>Wastewater Commission</b> –Honsey &amp; Czycalla (Grundy alternate)</li><li>• <b>Sewer and Water Committee</b>- Grundy &amp; Czycalla</li><li>• <b>Facilities Committee</b>- Czycalla &amp; Grundy</li><li>• <b>Technology Committee</b>- Czycalla &amp; Wuollet</li></ul> <p><b>Council Action Requested:</b> Will be discussed at the meeting.</p>		

# CITY OF ANNANDALE

# REQUEST FOR COUNCIL ACTION

Originating Department: <b>Administration</b>	Meeting Date: <b>January 10, 2022</b>	Agenda No. <b>5I</b>
Agenda Section: <b>Consent</b>	Item: <b>Resolution Accepting ARPA Funds</b>	
<p><b>BACKGROUND</b></p> <p>Attached is Resolution accepting the American Rescue Plan Act (ARPA) Funds. The City has received two payments to date:</p> <ul style="list-style-type: none"><li>• \$180,079.23 (1<sup>st</sup> half payment)</li><li>• \$6,093.58 (additional allocation distributed to participating local governments)</li></ul> <p>The City does not need to have these funds under contract until 12/31/2024. Staff will work with the budget committee to provide a recommendation on how the City intends to utilize these funds.</p>		

**CITY OF ANNANDALE  
RESOLUTION 22-\_\_  
RESOLUTION ACCEPTING AMERICAN RESCUE PLAN ACT (ARPA) FUNDS**

**WHEREAS**, the City of Annandale has received \$186,079.23 on July 26, 2021, the City's share of ARPA funds due to Non-Entitlement Cities; and

**WHEREAS**, the City of Annandale has received \$6,093.58 on November 22, 2021, the City's share of unclaimed ARPA funds due to Non-Entitlement Cities; and

**WHEREAS**, the City of Annandale intends to use these funds to mitigate the effects of COVID-19, replace lost revenue, support premium pay to employees, invest in infrastructure, and/or facilitate a strong economic recovery.

**NOW, THEREFORE, BE IT RESOLVED** by that the City Council of the City of Annandale hereby does accept the funds received on July 26, 2021 and November 22, 2021.

ADOPTED BY THE MAYOR AND COUNCIL THIS 10<sup>th</sup> DAY OF JANUARY 2021.

---

Shelly Jonas, Mayor

ATTEST:

---

Kelly Hinnenkamp, City Administrator

Report Criteria:

- Actual Amounts
- All Accounts
- Summarize Payroll Detail
- Print Grand Totals
- Include Only Description Comments
- Page and Total by FUND
- All Segments Tested for Total Breaks
- [Report].Account Number = "46931010000"

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance		
AMERICAN RESCUE PLAN			01/01/2021 (00/21) Balance	469-31010-000			.00		
07/26/2021	CR	2011058	American Rescue Plan - ARPA COVID 19 - S Description: American Rescue Plan - ARPA COVID 19 - State of MN			186,079.23-			
11/22/2021	CR	2011520	Redistribution of Unrequested Funds - St Description: Redistribution of Unrequested Funds - State of MN			6,093.58-			
YTD Encumbrance		.00	YTD Actual	-192,172.81	Total	-192,172.81	YTD Budget	.00	Unearned (192,172.81)

Number of Transactions: 2 Number of Accounts: 1

Total PINTAIL DRIVE EXTENSION:

Number of Transactions: 2 Number of Accounts: 1

Grand Totals:

Debit	Credit	Proof
.00	192,172.81-	192,172.81-
.00	192,172.81-	192,172.81-

# CITY OF ANNANDALE

# REQUEST FOR COUNCIL ACTION

Originating Department: <b>Administration</b>	Meeting Date: <b>January 10, 2022</b>	Agenda No. <b>5J</b>															
Agenda Section: <b>Consent</b>	Item: <b>Downtown Beautification Grants</b>																
<b>BACKGROUND</b> The following applications are being recommended by the EDC for approval:																	
<table border="1"><thead><tr><th>Name</th><th>Address</th><th>Work to be completed</th><th>Project Amount</th><th>Amount Approved</th></tr></thead><tbody><tr><td>Johnson Building</td><td>93 Oak Ave S</td><td>Replace mansard/siding</td><td>\$ 4,768.50</td><td>\$ 2,384.25</td></tr><tr><td>Christy McKinlay</td><td>40 Oak Ave S</td><td>Facade Work</td><td>\$15,000.00</td><td>\$ 5,000.00</td></tr></tbody></table>			Name	Address	Work to be completed	Project Amount	Amount Approved	Johnson Building	93 Oak Ave S	Replace mansard/siding	\$ 4,768.50	\$ 2,384.25	Christy McKinlay	40 Oak Ave S	Facade Work	\$15,000.00	\$ 5,000.00
Name	Address	Work to be completed	Project Amount	Amount Approved													
Johnson Building	93 Oak Ave S	Replace mansard/siding	\$ 4,768.50	\$ 2,384.25													
Christy McKinlay	40 Oak Ave S	Facade Work	\$15,000.00	\$ 5,000.00													
The above amounts are based on eligible expenses. In order to receive funding, invoices need to be submitted for the work being completed. If construction costs are lower than anticipated, this will decrease the amount of the grant.																	
Approval of these two brings the total committed funds to \$80,001.93.																	

# CITY OF ANNANDALE

# REQUEST FOR COUNCIL ACTION

Originating Department: <b>Administration</b>	Meeting Date: <b>January 10, 2022</b>	Agenda No. <b>5K</b>
Agenda Section: <b>New Business</b>	Item: <b>Appointment of Fire Chief</b>	
<b>Background:</b>  Fire Chief Haag has submitted notice to the City of his intention to retire effective 4/1/22. Personnel Committee interviewed two applicants for the position of Fire Chief to replace Chief Haag. The Committee is recommended the appointment of Assistant Fire Chief Kris Townsend to the position.  <b>Council Action Requested:</b> Motion to appoint Kris Townsend to the position of Fire Chief effective 4-1-22.		

# CITY OF ANNANDALE

# REQUEST FOR COUNCIL ACTION

Originating Department: <b>Administration</b>	Meeting Date: <b>January 10, 2022</b>	Agenda No. <b>5L</b>
Agenda Section: <b>Consent</b>	Item: <b>Accept Resignation of Gary Grindle</b>	
<b>BACKGROUND</b> Attached is resignation from Fire Fighter Gary Grindle who intends to retire from the department. Gary has served on the department for 20 years and has served in the role of a Captain for part of that time.		

Jan. 3<sup>rd</sup>, 2022

From,

Gary Grindle, Captain

Annandale Fire Dept Training Officer

Subject: my retirement

To,

City of Annandale, Annandale, MN 55302

Kelly Hinnenkamp, Annandale City Administrator

This letter is to officially notify you of my intention to retire from the fire department as of March 31<sup>st</sup> 2022.

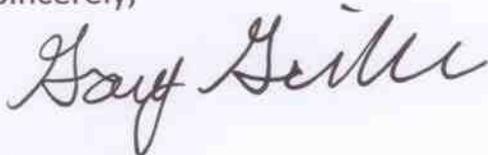
After 20 years, I feel the time has come for me to leave the department and move on to a new chapter in my life.

I am so grateful for this entire experience and all the wonderful people I have come to know throughout this journey. Many of you will continue to be lifelong friends. It has been an honor and a privilege to have served beside you for the past 20 years. Thank you for the opportunity to be a part of something greater than myself and allowing me to give back to my community. My greatest desire has always been to make a positive impact on others and I hope I accomplished that in some small way.

I look forward to turning over my training officer duties to a new captain and I will assist in every way to make that transition as smooth as possible.

Please do not hesitate to contact me with any questions or concerns.

Sincerely,

A handwritten signature in cursive script that reads "Gary Grindle". The signature is written in black ink and is positioned above the printed name.

Gary Grindle

# CITY OF ANNANDALE

# REQUEST FOR COUNCIL ACTION

Originating Department: <b>Administration</b>	Meeting Date: <b>January 10, 2022</b>	Agenda No. <b>5M/5N</b>
Agenda Section: <b>Consent Agenda</b>	Item: <b>Request for an ordinance amendment to Section 150.94 Shoreland Classification System, Chapter 151 Subdivision Ordinance, and Section 150.34 Industrial District (I-1) and Resolution Approving Summary Ordinance 385</b> <b>Applicant: City of Annandale</b>	
<p><b>BACKGROUND</b></p> <p>Attached are memos from the City Planner (NAC) on proposed Zoning Text Amendments related to the Shoreland Management Overlay District, Subdivision Ordinance, and the Industrial District.</p> <p>The Planning Commission held a Public Hearing on January 4, 2022. Public comment was received by Blaine Barkley, 15613 65<sup>th</sup> Street NW, Annandale. His comments were more clarification of the requests rather than concerns. The Planning Commission unanimously recommended approving all ordinance amendments as presented.</p> <p><b>RECOMMENDATION</b></p> <p>Staff recommends motion to approve Ordinance 384, 385, and 386 and Resolution Approving Summary Ordinance 385 as attached.</p> <p><b>Attachments:</b></p> <p>NAC Memo – Shoreland Management Overlay District Draft Ordinance 384 NAC Memo – Subdivision Ordinance Draft Ordinance 385 NAC Memo – Industrial District Draft Ordinance 386</p>		



# **NORTHWEST ASSOCIATED CONSULTANTS, INC.**

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4150 Olson Memorial Highway, Ste. 320, Golden Valley, MN 55422  
Telephone: 763.957.1100 Website: [www.nacplanning.com](http://www.nacplanning.com)

## **PLANNING MEMO**

TO: Annandale Planning Commission  
FROM: Nate Sparks  
DATE: December 30, 2021  
RE: Shoreland Ordinance Amendment

### **BACKGROUND**

The City recently annexed property on Lake John at the request of the property owners (Carol and Robert Ericksen). This is related to the recent concept plan submitted by Rachel Development and reviewed by the Commission on October 26, 2021.

Upon the annexation, the DNR notified the City that Lake John had to be specifically listed within the City's Shoreland Management Overlay District Ordinance to maintain compliance with DNR requirements. This amendment is intended to merely place Lake John in the property category (Recreational Development lakes).

The DNR also stated that there are two unnamed public waters within the Township that the City should consider adding to the list, as well, as their shoreland boundaries are very close in proximity to the City.

The City has provided the draft ordinance to the DNR for review and comment. No comments were received at the time of the drafting of this report.

### **PLANNING COMMISSION REVIEW**

The Planning Commission should review the proposed amendments and hold a public hearing.

### **RECOMMENDED ACTION**

The Planning Commission should forward the ordinance to the City Council with a recommendation of approval. This ordinance is more of a procedural matter and is required by the DNR.

**ORDINANCE NO. 384**

**AN ORDINANCE AMENDING THE SHORELAND ORDINANCE TO INCLUDE BODIES OF WATER IN THE SHORELAND CLASSIFICATION SYSTEM**

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

**Section 1.** Annandale Zoning Ordinance Section 150.94.1.A is hereby amended to add the following body of water to the Shoreland Classification System under Natural Environment Lakes:

Unnamed 86022200

Unnamed 86026800

**Section 2.** Annandale Zoning Ordinance Section 150.94.1.B is hereby amended to add the following body of water to the Shoreland Classification System under Recreational Development Lakes:

Lake John 86028800

**Section 3.** This Ordinance shall be placed into effect upon passage and publication.

Adopted this 10<sup>th</sup> day of January, 2022.

ATTEST:

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

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



# **NORTHWEST ASSOCIATED CONSULTANTS, INC.**

4150 Olson Memorial Highway, Ste. 320, Golden Valley, MN 55422  
Telephone: 763.957.1100 Website: [www.nacplanning.com](http://www.nacplanning.com)

## **PLANNING MEMO**

TO: Annandale Planning Commission  
FROM: Nate Sparks  
DATE: December 30, 2021  
RE: Subdivision Ordinance Amendments

## **BACKGROUND**

City Staff has recently reviewed the Subdivision Ordinance and found several areas where the current code is out of date, out of step with City policies, and lacking sufficient detail primarily in regards to minor subdivisions and preliminary plat requirements. Many semi-recent court cases and common practices related to how City's handled plats have evolved over time and the City's Subdivision Ordinance was not updated. For example, there used to be a degree of more discretion in regards to the review of a final plat. Now the discretionary review is entirely on the preliminary plat. Therefore, more specificity is necessary in terms of application and procedural requirements.

The proposed amendments are somewhat lengthy but are not exactly changes in policy. The attempt is to place the requirements and expectations the City has utilized with the last several subdivision applications and ensure these are properly expressed by the Code. For example, the items listed in this ordinance amendment related to the application requirements and procedures for a preliminary plat are what the City required of recent applicants. The current uses more general terminology and vernacular while this amendment places the appropriate specificity within the text of the ordinance.

The following memo will summarize the changes in a section by section case.

## **PROPOSED AMENDMENTS**

*Section 1.* The current ordinance does not define what an outlot is. In some cities, this lack of definition has resulted in property owners of outlots making the case that an outlot may be a buildable lot. This is not the intent of the City's codes and policies, therefore this specificity is provided.

*Section 2.* The City allows conveyances by metes and bounds only in certain cases. There are instances where the City allows minor subdivisions, as well, which are not required to be platted. Therefore, minor subdivisions are added to the list of permitted metes and bounds conveyances.

*Section 3.* There is a list of general requirements of subdivisions in the ordinance. This list includes a concept related to the "preservation of natural features." The proposed amendment related to this replaces the word "dedicate" with "designate" as to indicate that this is not necessarily related to the public land (park) dedication requirements.

*Section 4.* The City’s variance review criteria for subdivisions uses out of date language inconsistent with the current statutory variance review criteria in the zoning ordinance. This amendment updates the variance review criteria to common, current standards.

*Section 5.* This section takes the current preliminary plat approval process and updates it to include current city policies related to fees, escrows, review timelines, and establishes review criteria for subdivisions. The current ordinance is lacking sufficient detail in these areas and could result in challenges to process and findings.

*Section 6.* In this portion of the ordinance amendment, the City’s preliminary plat requirements are revised to bring more specific and detailed requirements into the code. These are the items City Staff has requested in past applications but the terminology in the existing code is more general. It is generally a lengthy rewording of the existing code.

*Section 7.* This section generally states that the final plat may be submitted electronically.

*Section 8.* There is a requirement in code for pedestrian ways in blocks exceeding certain lengths. This is intended to reword this to state the required manner for dedicating these pedestrian ways, which was left vague in the existing code.

*Section 9.* The procedure for minor subdivisions was left vague and confusing in the current code. This was intended to separate clauses to make its meaning more understandable.

#### **PLANNING COMMISSION REVIEW**

The Planning Commission should review the proposed amendments, hold a public hearing, and suggest any revisions.

#### **RECOMMENDED ACTION**

If the Commission finds that the amendments are acceptable, the ordinance should be forwarded to the City Council with a recommendation of approval.

## ORDINANCE NO. 385

### AN ORDINANCE AMENDING THE SUBDIVISION ORDINANCE REGARDING PRELIMINARY PLAT & MINOR SUBDIVISION REQUIREMENTS

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

**Section 1.** Annandale Subdivision Ordinance Section 151.04 is hereby amended to include the following definition as Subd. 14 with all subsequent definitions being renumbered to 15 to 27:

Subd. 14. “Outlot” means a parcel created by plat that is not intended to be a buildable lot. An outlot may be conveyed to a public entity for use as open space or other public purposes, be retained by the developer for later subdivision, or be conveyed to a homeowners association.

**Section 2.** Annandale Subdivision Ordinance Section 151.05 Subd. 5. E is hereby added to read as follows:

E. Was approved by the City Council as a minor subdivision consistent with Section 151.10 Subd. 3.

**Section 3.** Annandale Subdivision Ordinance Section 151.05. Subd. 2 is hereby amended to read as follows:

Subd. 2. Preservation of Natural Features. The City Council may designate or establish any existing natural features to preserve trees, groves, water courses, falls, beaches, historic sites, vistas, and similar irreplaceable assets which add value to all developments and the City as a whole.

**Section 4.** Annandale Subdivision Ordinance Section 151.05 Subd. 6 is hereby amended to read as follows:

Subd. 6. Variations. Whenever it is found that the land included in a subdivision or plat, presented for approval, is of such size or shape or is subject to, or is affected by such topographical location or conditions, or is to be devoted to such usage that full conformity to the provisions of this Ordinance is impossible or impractical, the City Council may authorize variations or conditional exceptions in the final plat so that substantial justice may be done and the public interest secured.

In making variations or conditional exceptions, the City Council shall find the following:

- A. That there are special circumstances or conditions affecting the property.
- B. The special circumstances are not the result of actions of the property owner.
- C. The special circumstances are not solely economic in nature.
- D. The special circumstances result in a practical difficulty in putting the property to a reasonable use.

- E. That the variation or exception is necessary for reasonable and acceptable development of the property in question.
- F. That the granting of the variation or conditional exception will not be detrimental to the public welfare or injurious to other property in the vicinity in which the particular property is situated.
- G. The variation or exception is consistent with the Comprehensive Plan.

**Section 5.** Annandale Subdivision Ordinance Section 151.06 Subd. 2 is hereby amended to read as follows:

Subd. 2. Preliminary Plat Review Process.

A. The subdivider-developer shall pay cash fee in an amount established by the Ordinance Establishing Fees and Charges adopted pursuant to this Code, as that ordinance may be amended from time to time, to be used for expenses in connection with approval or disapproval of the plat and any final plat which may later be submitted.

B. The City Clerk may require an escrow deposit for a subdivision application for technical and legal review of the proposed plat based upon the anticipated cost of review. The escrow deposit when required will be over and above the fee required in Subdivision 2. A. above. Escrow amounts indicated may not limit the City's analysis of the proposed plat or the subdivider-developer's liability to pay for each technical or legal review. All costs incurred by the City for review of the application shall be the responsibility of the subdivider-developer and/or the property owner. Failure to pay such costs may result in the City seeking a lien or assessment against the property.

D. The subdivider-developer seeking preliminary plat approval shall submit to the City a complete application signed by the property owner with all required information subject to the deadline and meeting schedule established by the City. The application shall address the informational requirements this Ordinance. The Zoning Administrator, upon receipt of the application, shall notify the applicant in writing within fifteen (15) City business days if the application is found to be incomplete.

C. If a subdivider-developer submits a Preliminary Plat to the City that this Ordinance does not apply to, the City Clerk shall within fifteen (15) days after receiving the plat certify that the City's subdivision regulations do not apply to the particular division.

D. The Zoning Administrator shall refer copies of the preliminary plat to other staff, committees, consultants, or agencies as appropriate. A preliminary plat abutting upon any existing or proposed trunk highway, County road or County State-aid highway shall be subject to review of the Minnesota Department of Transportation and/or the County Highway Department, as appropriate. Written notice and a copy of the proposed preliminary plat shall be filed with the Minnesota Department of Transportation and/or the County Highway Department for review and comment.

E. All agencies, persons or bodies receiving copies of the Preliminary Plat shall transmit a report of their reaction together with any supporting material to the City Clerk before the meeting at which the Plat is to be considered. The subdivider-developer shall pay the cost of the services. Final action on a preliminary plat shall not be taken until the requisite minimum review period has elapsed.

F. The City Clerk may require qualified technical and staff services such as economic, engineering, and legal review of the Preliminary Plat to advise on its suitability regarding general planning, conformity with plans of other private and public organizations and agencies, adequacy

of proposed water supply, sewage disposal, drainage and flood control, special assessment procedures and other features. The subdivider-developer shall be required to pay the cost of such services.

G. The Planning Commission shall hold a public hearing on the preliminary plat and the Clerk will publish notice of the hearing's time and place in the official newspaper in accordance with the requirements of Minnesota Statutes 462.358. At the public hearing, the subdivider-developer and all interested persons shall have the opportunity to be heard.

H. The Planning Commission shall take public testimony at the public hearing and evaluate the requested preliminary plat against the criteria Subsection K below and other City requirements. The Planning Commission shall make findings and offer a recommendation for either preliminary plat approval or denial. The Planning Commission may offer a recommendation of approval with conditions necessary to satisfy City regulations. If the Planning Commission fails to submit a recommendation within 60 days of the original hearing, the Council may take up review of the application without a recommendation.

I. After receiving the Planning Commission recommendation, the City Council shall consider the application and shall approve or deny the application with any changes or conditions as it deems appropriate. The City Council shall take action on the application within one hundred twenty (120) days following delivery of a complete application in accordance with the regulations of this Ordinance, unless an extension is agreed to in writing by the applicant. If it approves the preliminary plat, the City Council may impose conditions it considers necessary to protect the public health, safety and welfare. The subdivider-developer may proceed with the final plat application upon approval by the City Council.

J. If the City Council denies the Preliminary Plat, the City Council will notify the subdivider-developer of the reasons for the action and what requirements will be necessary to meet the City Council's approval. The approval of the Preliminary Plat does not constitute an acceptance of the subdivision but is merely an authorization to proceed with preparing the final plat. This approval of the Preliminary Plat shall be effective for a period of one (1) year, unless an extension is granted by the City Council. If the final plat has not been submitted for approval within this period, a Preliminary Plat must again be submitted to the City Clerk for review and approval.

K. The City shall evaluate the preliminary plat and make the following findings for any approval:

- (i) The application is consistent with the Zoning Ordinance and Subdivision Ordinance.
- (ii) The application is found not to be premature for consideration. Any proposed subdivision deemed premature shall be denied by the City Council. A subdivision may be deemed premature should any of the conditions which follow exist:
  - (1) *Lack of adequate drainage.* A condition of inadequate drainage shall be deemed to exist if surface or subsurface water retention and runoff is such that it constitutes a danger to the structural security of the proposed structures, the proposed subdivision will cause damage from erosion and siltation on downhill or downstream land, or the proposed site grading and development will cause harmful and irreparable damage from erosion and siltation on downstream land.
  - (2) *Lack of adequate roads or highways to serve the subdivision.* A proposed subdivision shall be deemed to lack adequate roads or highways to serve the subdivision when roads which serve the proposed subdivision are of such a width, grade, stability, vertical and horizontal alignment, site distance and surface condition

that an increase in traffic volume generated by the proposed subdivision would create a hazard to public safety and general welfare, or seriously aggravate an already hazardous condition.

- (3) *Lack of municipal sanitary sewer and water availability.* Except for divisions consistent with the AG District standards, a proposed subdivision shall be deemed premature if the extension of municipal sanitary sewer or water facilities is not feasible or is not proposed as part of subdivision improvements or if existing facilities are inadequate to support the subdivision.
- (4) *Inconsistency with Comprehensive Plan.* The proposed subdivision is inconsistent with the purposes, objectives and recommendations of the duly adopted Comprehensive Plan of the city, as may be amended.

(iii) In addition, the City Council may deny or require modifications to a proposed preliminary plat when the City Council finds that despite technical compliance with applicable ordinances, the plat design results in a likelihood of extraordinary public costs for future maintenance, extraordinary threat to existing natural or environmental features (including woodlands, wetlands, and other water resources), or the potential for public safety hazards that are not typical for subdivisions.

**Section 6.** Annandale Subdivision Ordinance Section 151.06 Subd. 3 shall be amended to read as follows:

Subd. 3. Preliminary Plat Information Requirements. The plat, and associated information, shall be submitted in a form that is legible, organized and understandable. The preliminary plat application shall consist of maps and accompanying documents. The subdivider-developer, owner, or applicant shall submit large scale, reduced scale (11" x 17"), and electronic copies of the following information (number of copies to be determined by the Zoning Administrator):

A. Boundary and topographic survey prepared by a licensed land surveyor identifying the following:

- (i) Scale (engineering only) one (1) inch equals not more than one hundred (100) feet.
- (ii) North point indication.
- (iii) Existing parcel boundaries to be platted with dimensions and area.
- (iv) Existing legal description.
- (v) Easements of record.
- (vi) Delineated wetland boundaries, to include the ordinary high water level (OHWL) of any lakes or Department of Natural Resources (DNR) waters. Floodplain as shown on Federal Emergency Management Agency (FEMA) FIRM map.
- (vii) Floodplain as shown on Federal Emergency Management Agency (FEMA) FIRM map.
- (viii) All encroachments.

- (ix) Existing topography, buildings, structures and improvements within the parcel to be platted and those within one hundred (100) feet outside the boundaries of the subject parcel.
- (x) Location, widths and names of all public streets or rights-of-way showing type, width and condition of the improvements, if any, which pass through and/or are within one hundred (100) feet.
- (xi) The outside boundary of the subject property is to be clearly marked with survey monuments and indicated on the drawing.

B. Resource Inventory identifying the following:

- (i) Topographic contours at two (2) foot intervals including contours covering a minimum of two hundred (200) feet of adjacent properties and sufficient to identify tributary areas of watersheds draining onto or through the site. Spot elevations at the overflow point of basins and for existing infrastructure on or adjacent to the site such as pipe, inverts, manhole castings, curbs, etc. shall also be provided.
- (ii) Soils report indicating soil type locations and identification of soil type characteristics such as hydric soils, agricultural capability, depth to bedrock, and hydraulic conductivity.
- (iii) Hydrologic characteristics, including surface watercourses, floodplains, delineated wetlands, natural swales, and drainageways. Ordinary high water level and 100 year flood elevations of adjoining water courses, lakes, wetlands, streams, etc. at the date of the survey and approximate high and low water elevations. The 500 year flood elevation shall be identified when required by the City Engineer.
- (iv) General outlines of existing buildings, land use, and natural features such as waterbodies or wooded areas, roads, driveways, and property boundaries within three hundred (300) feet of the tract. This information shall be presented on an aerial photograph at a scale of no less than one (1) inch to two hundred (200) feet with a project overlay map.
- (v) Natural Resource Inventory as may be required by Chapter 152 of the City Code.

C. Preliminary Plat identifying the following:

- (i) The proposed name of the plat which name shall not duplicate the name of any plat theretofore recorded in the county in which the plat is located.
- (ii) Date of application, name, address, phone numbers and applicable license or registration number of the owner, developer, agent, applicant, engineer, surveyor, planner, attorney or other principal involved in the development of the plat.
- (iii) Proof of ownership or legal interest in the property.

- (iv) Existing Comprehensive Plan land use and zoning designation within and abutting the proposed plat. Any zoning changes needed and reference to any zoning or similar land use actions that are pertinent to the proposed development.
- (v) Total acreage of the land to be subdivided and total upland area (land above the ordinary high water mark of existing wetlands, lakes and rivers).
- (vi) Boundary line survey and legal description.
- (vii) North arrow and graphic engineering scale of one (1) inch equals one hundred (100) feet.
- (viii) Existing covenants, liens, or encumbrances.
- (ix) Proposed lot lines, dimensions, and the gross and buildable acreage of all lots. When lots are located on a curve in a road or cul-de-sac, the lot width at the building setback line shall be shown. Proposed lot and block numbers.
- (x) Building pad, minimum building setbacks shown on each lot indicating dimensions of the setbacks. Location and width of buffer yards where the subdivision adjoins a collector or arterial street, railroad right-of-way or overhead transmission lines.
- (xi) Layout of streets, showing right-of-way widths, centerline street grades and approximate radii of all curbs, and names of streets. The name of any street heretofore used in the City or its environs shall not be used, unless the proposed street is an extension of an already named street, in which event the name shall be used.
- (xii) Access, right-of-way widths, driveways, and street classifications shall be consistent with City standards.
- (xiii) Parks, trails, or other areas intended for public use or common ownership.
- (xiv) Any additional information pursuant to this Ordinance as requested by the Zoning Administrator.
- (xv) Dates of plan preparation and revision dates.
- (xvi) All delineated wetlands and the ordinary high water level (OHWL) of DNR protected waters.

D. Preliminary Grading, Drainage and Erosion Control Plan (based upon a boundary and topographic survey) identifying the following:

- (i) Scale (engineering only) at one (1) inch equals one hundred (100) feet maximum.
- (ii) North point indication.

- (iii) Location of natural features including, but not limited to, tree lines, delineated wetlands, water courses, ponds, lakes, streams, drainage channels, ordinary high water level (OHWL) and 100 year storm elevations, bluffs, steep slopes, etc.
- (iv) Existing contours at one (1) foot intervals shown as dashed lines for the subject property.
- (v) Proposed grade elevations at one (1) foot intervals shown as solid lines.
- (vi) Proposed plan for surface water management, ponding, drainage and flood control, including the normal water level and high water level of all ponds and watercourses including those which drain beyond the boundaries of the subdivision.
- (vii) Provision for groundwater management including sub-surface drains, disposals, ponding, and flood controls.
- (viii) Location of all existing storm sewer facilities including pipes, manholes, catch basins, ponds, swales and drainage channels within one hundred (100) feet of the subject property. Existing pipe sizes, grades, rim and invert elevations and normal and high water elevations shall be included.
- (ix) If the subject property is within or adjacent to a 100 year floodplain, flood elevation and locations shall be shown.
- (x) Spot elevations at drainage break points and directional arrows indicating site, swale and lot drainage.
- (xi) Lot and block numbers, building style, building pad location and elevations at the lowest floor and garage slab for each lot.
- (xii) Locations, sizes, grades, rim and invert elevations of all proposed stormwater facilities, including ponds, proposed to serve the subject property.
- (xiii) Phasing of grading.
- (xiv) The location and purpose of all oversize, non-typical easements.
- (xv) All soil erosion and sediment control measures to be incorporated during and after construction shall be shown. All erosion and sediment control plans shall be in accordance with Minnesota Pollution Control Agency's Best Management Practices. Locations and standard detail plates for each measure shall be in accordance with City standards and included on the plan.
- (xvi) All re-vegetation measures proposed for the subject property shall be included on the plan, including seed and mulch types and application rates.

(xvii) Preliminary drainage plan, including the configuration of drainage areas and calculations for one (1) year, ten (10) year, one hundred (100) year flood elevations. The 500 year flood elevation shall be identified when required by the City Engineer.

(xviii) Layout of proposed streets showing centerline gradients, section widths, and typical cross sections.

(xix) Date of plan preparation and dates of all revisions.

(xx) Plan preparer (licensed engineer).

E. Preliminary Utility Plan (based upon a boundary and topographic survey) identifying the following:

(i) Scale (engineering only) at one (1) inch equals one hundred (100) feet maximum.

(ii) The location, dimensions, and purpose of all easements.

(iii) Location and size of existing sanitary sewers, water mains, culverts, or other underground facilities within the subject property and to a distance of one hundred (100) feet beyond the outside boundary of the proposed plat. Data such as grades, invert elevations, and location of catch basins, manholes and hydrants shall also be shown.

(iv) Location and size of proposed sanitary sewers, water mains, culverts and other stormwater facilities, or other underground facilities within the subject project and to a distance of one hundred (100) feet beyond the outside boundary of the proposed plat. Data such as grades, invert elevations, and location of catch basins, manholes and hydrants shall also be shown.

(v) Water mains shall be provided to serve the subdivision by extension of an existing municipal system.

(vi) Municipal sanitary sewer trunk facilities, laterals and service connections shall be designed and installed in accordance with the design standards approved by the City Engineer.

(vii) The location of hydrants and valves for all proposed water mains.

(viii) All other utilities shall be located and designed in accordance with the requirements of the City Engineer.

(ix) Date of plan preparation and dates of all revisions.

(x) Plan preparer (licensed engineer).

F. Determination for Requirements of Environmental Review.

- (i) The Zoning Administrator shall review the preliminary plat and shall determine if the project crosses thresholds for a mandatory Environmental Assessment Worksheet (EAW), Environmental Impact Statement (EIS), or Alternative Urban Area-Wide Review (AUAR) documents pursuant to Minnesota Rules or shall determine if the City will require elective environmental documents for the project. If such documents are required, the Zoning Administrator shall notify the developer of any applicable environmental review requirements.
- (ii) An escrow deposit in addition to the standard requirements shall be submitted by the applicant to cover City costs reviewing and administering an EAW, EIS or AUAR.
- (iii) Environmental review under this Section, or other State of Minnesota mandated process, shall terminate the review schedule for the purposes of Minnesota Statutes Section 15.99. The City's review schedule shall re-start upon resubmission of a complete application including the results of the environmental review process.

#### G. Supplementary Requirements.

- (i) Evaluation by the applicant that the subdivision would not be determined to be premature pursuant to the criteria outlined in this Ordinance.
- (ii) Phasing Plan. For phased subdivisions, preliminary plats shall include a phasing plan that includes:
  - (1) The sequence of development and approximate areas, number of lots in each phase, total area and buildable area per phase, serially numbered with a description of each phase. Information shall be provided regarding the number of dwelling units, proposed improvements, and common facilities for each.
  - (2) Any trail/sidewalks within the approved phase of the preliminary plat shall be constructed along with streets and utilities and shall be clearly marked on a site map which shall be an attachment to all sales agreements for individual lots.
  - (3) A site grading plan that is coordinated with the phasing plan to avoid premature disruption of land or long term storage of excess materials.
  - (4) A development agreement that includes a financial security to ensure completion of common facilities, trails, and landscaping shall be provided.
- (iii) Documents outlining the content of proposed conservation easements, restrictive covenants, deed restrictions, and establishment of homeowners associations for review. Where the plat is intended to include common open spaces, these documents shall address ownership and long-term maintenance of the open spaces areas.
- (iv) Information or easements showing how public utilities, drainage, and roads can be

extended to serve adjacent properties.

- (v) Landscape and screening plans showing landscape plantings for street boulevards, subdivision entrances, and buffer yards. Such plans shall specify plant locations, varieties, and sizes, and include elevations of monument signs and the location, ownership, and maintenance responsibilities of the monument signs.
- (vii) Park, trail, and sidewalk plans.
- (viii) If required by the City Engineer, a traffic study for the subdivision including traffic generation, traffic distribution of the existing capacity of existing streets, and resulting level of service (LOS) of existing streets at the subdivision build out.
- (ix) Examples of Housing Product. Illustration of building footprint, floor plans, and building elevations.
- (x) Soil tests for areas where streets are proposed and other soil information as requested by the City Engineer.
- (xi) Three (3) copies of a wetland replacement plan shall be provided (if applicable).
- (xii) A build out plan (ghost plat) illustrating a realistic future urban lot and block layout and street system. Development represented by this ghost plat shall be consistent with the future land use as depicted in the Comprehensive Plan.
- (xiii) Additional data and reports may be required when, in the opinion of the City, it is necessary to make a proper determination of site suitability for the type of development intended, or when the City or property owners outside of the area to be platted may incur costs for improvements generated by development.
- (xiv) Landscape Plan. Each lot in the plat shall be planted with 2 trees in the front yard. Deciduous trees must be a minimum of 2 ½ inch caliper as measured 3 feet from the ground and all evergreens must be a minimum of six feet in height.
- (xv) Other information deemed appropriate by City staff.

**Section 7.** Annandale Subdivision Ordinance Section 151.06 Subd. 4. B. shall be amended to read as follows:

B. The owner shall submit one (1) printed and one (1) electronic copy of the Final Plat to the City Clerk at least thirty (30) days before the City Council meeting to consider the Plat. The Final Plat shall be submitted within one (1) year of Preliminary Plat approval or the approval shall become null and void. The owner shall also submit a title opinion disclosing title to the property and any interests of other parties in the property.

**Section 8.** Annandale Subdivision Ordinance Section 151.07 Subd. 2. A. shall be amended

to read as follows:

A. **Block Length.** In general, intersecting streets, determining block lengths, shall be provided at such intervals as to serve cross-traffic adequately and to meet existing streets. Where no existing plats control, the blocks in residential subdivisions shall normally not exceed 1,300 feet in length, except where topography or other conditions justify a departure from this maximum. In blocks longer than 800 feet, pedestrian ways within outlots at least 20 feet wide, through the block may be required near the center of the block. Blocks for business or industrial use should normally not exceed 600 feet in length.

**Section 9.** Annandale Subdivision Ordinance Section 151.10 Subd. 3 shall be amended to read as follows:

Subd. 3. Minor Subdivisions. Metes and bounds division or divisions of previously platted property without replatting may be approved in the following cases without the approval of a plat:

- A. In the case of the subdivision of property in which the property to be divided is one (1) acre or less in area and situated in a locality where conditions are well defined, and where there will be no street improvements. In such cases, a waiver of platting requirements shall be reviewed by the Planning Commission and City Council concurrent with the requested division.
- B. In the case of a request to divide a lot which is to permit the adding of a parcel of land to an abutting lot or to create two lots and the newly created property line will not cause the other remaining portion of the lot to be in violation with this Ordinance or the Zoning Ordinance, the division may be approved by the City Council after submission of a survey by a Registered Land Surveyor showing the original lot and proposed division.
- C. All minor subdivisions that do not result in the creation of a new lot may have the public hearing requirement waived.

**Section 10.** This Ordinance shall be placed into effect upon passage and publication.

Adopted this 10<sup>th</sup> day of January, 2022.

ATTEST:

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Shelly Jonas, Mayor

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Kelly Hinnenkamp, City Administrator/Clerk



# **NORTHWEST ASSOCIATED CONSULTANTS, INC.**

---

4150 Olson Memorial Highway, Ste. 320, Golden Valley, MN 55422  
Telephone: 763.957.1100 Website: [www.nacplanning.com](http://www.nacplanning.com)

## **PLANNING MEMO**

TO: Annandale Planning Commission  
FROM: Nate Sparks  
DATE: December 30, 2021  
RE: Industrial District Ordinance Amendment

### **BACKGROUND**

The City's front yard setback in the I-1, Industrial District is 50 feet. While this was a common standard in the past, most cities that are attempting to encourage industrial development have a lesser setback. For example, in many area communities (Monticello, Howard Lake, Delano), a 30 foot front yard setback is more common for industrial uses. An ordinance amendment allowing for a 30 foot setback to the front lot line is proposed.

### **PLANNING COMMISSION REVIEW**

The Planning Commission should review the proposed amendment and hold a public hearing and provide any comments related to suggested changes.

### **RECOMMENDED ACTION**

If the Planning Commission finds that the proposed amendment is appropriate, it should forward the ordinance to the City Council with a recommendation of approval.

**ORDINANCE NO. 386**

**AN ORDINANCE AMENDING THE FRONT YARD SETBACK WITHIN THE I-1,  
INDUSTRIAL DISTRICT**

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

**Section 1.** Annandale Zoning Ordinance Section 150.34, Industrial District Setbacks is hereby amended to revise the following standard:

Front: 30 feet

**Section 2.** This Ordinance shall be placed into effect upon passage and publication.

Adopted this 10<sup>th</sup> day of January, 2022.

ATTEST:

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

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

**RESOLUTION 22-\_\_**  
**CITY OF ANNANDALE**  
**RESOLUTION AUTHORIZING SUMMARY PUBLICATION**  
**OF ORDINANCE 385**

RECITALS:

WHEREAS, the City Council for the City of Annandale has adopted Ordinance 385 which amends standards within the City zoning ordinance regarding preliminary plat and minor subdivision requirements: and

WHEREAS, the City of Annandale desires to publish the Ordinance by Summary Publication.

NOW, THEREFORE, IT IS HEREBY RESOLVED:

1. The City Council has reviewed the proposed Summary Publication and finds that the summary of the Ordinance clearly informs the public of the intent and effect of the Ordinance.

2. The City Council directs the City Clerk/Administrator to publish the Ordinance by Summary Publication.

Adopted this 10<sup>th</sup> day of January, 2022, by a vote of 5 in favor and 0 opposed.

CITY OF ANNANDALE

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

ATTEST:

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

**SUMMARY ORDINANCE NO. 385**

**AN ORDINANCE AMENDING SECTION 151.04, 151.05, 151.06, 151.07 AND 151.10 OF  
CITY CODE RELATING TO PRELIMINARY PLAT AND MINOR SUBDIVISION  
REQUIREMENTS**

The City Council of the City of Annandale has adopted Ordinance No. 385. The purpose and intent of this ordinance to amend the ordinance relating to preliminary plat and minor subdivision requirements.

The full text of Ordinance No. 385 is available for inspection at Annandale city hall during regular business hours.

Approved for publication by the City Council of the City of Annandale, Minnesota this 10<sup>th</sup> day of January, 2022.

# CITY OF ANNANDALE

# REQUEST FOR COUNCIL ACTION

Originating Department: <b>Administration</b>	Meeting Date: <b>January 10, 2022</b>	Agenda No. <b>50</b>
Agenda Section: <b>Consent</b>	Item: <b>Lawful Gambling Application</b>	
<b>BACKGROUND</b> Attached is Lawful Gambling Application for Conservation Club		

**LG220 Application for Exempt Permit**

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

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

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

**Application Fee (non-refundable)**

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

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

**ORGANIZATION INFORMATION**

Organization Name: Annandale Conservation Club, Inc. Previous Gambling Permit Number: x03045-21-13

Minnesota Tax ID Number, if any: \_\_\_\_\_ Federal Employer ID Number (FEIN), if any: 41-1601478

Mailing Address: PO Box 858

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

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

CEO Daytime Phone: 320-490-4065 CEO Email: mainst@lakedalelink.net  
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): mainst@lakedalelink.net

**NONPROFIT STATUS**

Type of Nonprofit Organization (check one):

Fraternal  Religious  Veterans  Other Nonprofit Organization

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

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

- A current calendar year Certificate of Good Standing**  
Don't have a copy? Obtain this certificate from:  
MN Secretary of State, Business Services Division  
60 Empire Drive, Suite 100  
St. Paul, MN 55103  
Secretary of State website, phone numbers:  
[www.sos.state.mn.us](http://www.sos.state.mn.us)  
651-296-2803, or toll free 1-877-551-6767
- IRS income tax exemption (501(c)) letter in your organization's name**  
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**  
If your organization falls under a parent organization, attach copies of both of the following:  
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and  
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

**GAMBLING PREMISES INFORMATION**

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

Physical Address (do not use P.O. box): 360 Conservation Club Road, Annandale, MN 55302

Check one:

City: Annandale Zip: 55302 County: Wright

Township: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Date(s) of activity (for raffles, indicate the date of the drawing): July 9, 2022

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

Bingo  Paddlewheels  Pull-Tabs  Tipboards  Raffle

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

# CITY OF ANNANDALE

# REQUEST FOR COUNCIL ACTION

Originating Department: <b>Administration</b>	Meeting Date: <b>January 10, 2022</b>	Agenda No. <b>5P</b>
Agenda Section: <b>Consent</b>	Item: <b>Board of Review Meeting Date</b>	
<b>BACKGROUND</b>  Wright County has scheduled the 2022 Board of Review Date for April 11, 2022 at 6:30pm. Our regular meeting will follow the BOR meeting.		



**Assessor's Office**  
10 2nd St. NW Rm 100  
Buffalo, MN 55313

Ph: (763) 682-7367  
Fax: (763) 684-4553

www.co.wright.mn.us

To: Annandale City  
From: Keith Triplett, Wright County  
Keith.Triplett@co.wright.mn.us  
Date: December 27, 2022  
Re: 2022 Local Board of Appeal and Equalization Dates

Monday  
**Day of the Week**

April 11th  
**Date**

Minnesota Law requires that the County Assessor set the date for your Local Board of Appeal and Equalization Meeting. The 2022 Annandale City Local Board of Review and Equalization Meeting has been tentatively set for April 11th at 6:30:00 PM. If this date is agreeable or must be changed, please contact Keith at 763-682-8957 or 1-800-362-3667 ext. 8957 prior to February 15, 2022.

Minnesota Statutes require that to hold a Local Board of Appeal and Equalization meeting in 2022 there must be a quorum and at least one of the voting members must have attended the approved training. If your board has any questions or needs any information, please contact Keith.

Currently some of the Cities and Townships in Wright County held their meetings with a starting time of 9:00AM, 1:00PM & 3:00PM. If your members are interested in starting the meeting earlier than your tentatively scheduled time, please contact Keith. As there must be a quorum, please notify your board members with a request that they mark their calendars. More information, including a summary of the duties and responsibilities of the Local Board of Appeal and Equalization will be provided later.

Your early completion and return of the attached tear off slip will be appreciated and we will send your official notice for posting as required by law. Please return to Keith Triplett, Wright County Assessor Office, at the above address or email address.

-----  
**CONFIRMATION**

Municipality: \_\_\_\_\_

Date/Time: \_\_\_\_\_

Location: \_\_\_\_\_

Location Address:

For selecting meeting dates in future years, the following information will be helpful.

\_\_\_\_\_  
\_\_\_\_\_



## Pleasant Lake Improvement Association

December 18<sup>th</sup>, 2021

CITY of ANNANDALE  
Attn: Kelly Hinnenkamp, City Administrator  
P.O. Box K  
Annandale, MN 55302

RE: 2021 Donation

Dear Kelly,

On behalf of the Pleasant Lake Improvement Association Board and our members, thank you very much for the City of Annandale's generous **2021** donation of **\$5,000.00** to the PLIA. Your donation will help us deal with the ongoing threats of AIS (Aquatic Invasive Species) to Pleasant Lake.

The PLIA continues to devote a great deal of time and the majority of our annual expenditures to AIS surveys, AIS monitoring and AIS treatment. It's great to receive such strong support from the City as the owner of one of the largest properties on the lake. The City and the PLIA have a shared value in keeping Pleasant Lake a vital, clean and safe resource for the City of Annandale, area residents and our members.

Again, your generous contribution is greatly appreciated. Would you also please share this letter of appreciation with Mayor Jonas and the City Council?

Sincerely,

Jim Kelso, Treasurer  
Pleasant Lake Improvement Association Board of Directors

The PLIA is recognized as a 501(c)(3) non-profit organization by the IRS. This letter will serve as your official receipt. No goods or services were received in exchange for this contribution.

# CITY OF ANNANDALE

# REQUEST FOR COUNCIL ACTION

Originating Department: <b>Administration</b>	Meeting Date: <b>January 10, 2022</b>	Agenda No. <b>5Q</b>
Agenda Section: <b>Consent</b>	Item: <b>Pay Equity Compliance</b>	
<p><b>BACKGROUND</b></p> <p>The City is required to submit Pay Equity Compliance Reports every three years. This report analyzes the City's pay structure and benefits to confirm comparable wages/benefits are provided to female employees.</p> <p>Attached is a copy of the report. The Compliance Report is the second page and this page provides the statistical analysis to determine if we are compliant.</p> <ul style="list-style-type: none"><li>• The Statistical or Alternative Test is compliant if the Underpayment ration results of 80 or above. Our result is 100.</li><li>• The Salary Range Test is compliant if the result is 0 or 80 or above. Our result is 100.</li><li>• The Exceptional Service Pay Test is compliant if the result is 0 or 80 and above. Our result is 0.</li></ul> <p>All three results on our report are compliant.</p> <p>Staff is required to submit the attached report to the State by 1/31/2022.</p>		

# Minnesota Pay Equity Management System - Annandale(22-No Submission)

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## Pay Equity Implementation Form

Information entered on this page is not submitted until you click "sign and submit." This page may be printed and shared with your governing body for approval. After you receive approval, you will need to come back to this page, complete the necessary information, then click "sign and submit."

### Part A: Jurisdiction Identification

Jurisdiction: Annandale  
30 Cedar Street East  
Annandale

Jurisdiction Type: CITY - City

Contact:	Name	Title	Phone	Email
	Kelly Hinnenkamp	City Administrator	320-274-3055	khinnenkamp@annandale.mn.us

### Part B: Official Verification

1. The job evaluation system used measured skill, effort responsibility and working conditions and the same system was used for all classes of employees.

The system used was:

State Job Match

Describe below if the job evaluation system used is: "The same as last year", "A new system", "A substantially modified system from last year", or another descriptor not listed here: (\*less than 240 characters)

2. Health Insurance benefits for male and female classes of comparable value have been evaluated and

There is no difference  and female classes are not at a disadvantage.

3. An official notice has been posted at:

City Hall, 30 Cedar Street E  
(prominent location) (\*less than 60 characters)

informing employees that the Pay equity Implementation Report has been filed and is available to employees upon request. A copy of the notice has been sent to each exclusive representative, if any, and also to the public library.

The report was approved by:

Annandale City Council  
(governing body) (\*less than 60 characters)

Shelly Jonas  
(chief elected official)(\*less than 60 characters)

Mayor  
(title) (\*less than 60 characters)

Checking this box indicates the following:

- signature of chief elected official
- approval by governing body
- all information is complete and accurate, and
- all employees over which the jurisdiction has final budgetary authority are included

### Part C: Total Payroll

is the annual payroll for the calendar year just ended December 31.

# Compliance Report

Jurisdiction: Annandale  
30 Cedar Street East  
  
P.O. Box K  
Annandale, MN 55302

Report Year: 2022  
Case: 1 - 2022 Data (Private (Jur  
Only))

Contact: Kelly Hinnenkamp

Phone: (320) 274-3055

E-Mail: khinnenkamp@annand  
ale.mn.us

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

## I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	6	9	2	17
# Employees	14	10	6	30
Avg. Max Monthly Pay per employee	4979.50	5441.63		5335.65

## II. STATISTICAL ANALYSIS TEST

### A. Underpayment Ratio = 100 \*

	Male Classes	Female Classes
a. # At or above Predicted Pay	4	6
b. # Below Predicted Pay	2	3
c. TOTAL	6	9
d. % Below Predicted Pay (b divided by c = d)	33.33	33.33

\*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

### B. T-test Results

Degrees of Freedom (DF) = 22	Value of T = -0.697
------------------------------	---------------------

a. Avg. diff. in pay from predicted pay for male jobs = 54

b. Avg. diff. in pay from predicted pay for female jobs = 265

## III. SALARY RANGE TEST = 100.00 (Result is A divided by B)

A. Avg. # of years to max salary for male jobs = 10.00

B. Avg. # of years to max salary for female jobs = 10.00

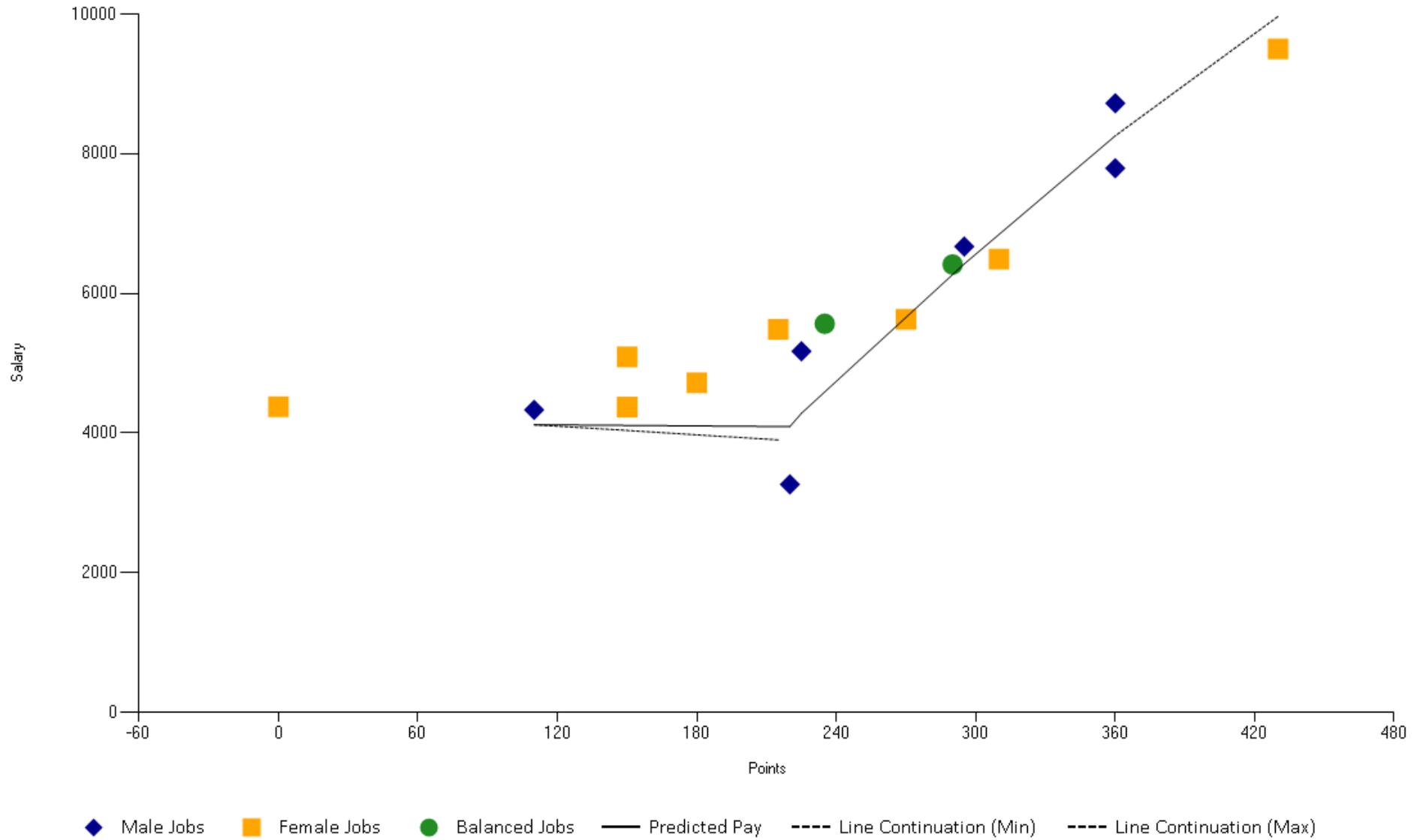
## IV. EXCEPTIONAL SERVICE PAY TEST = 0.00 (Result is B divided by A)

A. % of male classes receiving ESP = 16.67 \*

B. % of female classes receiving ESP = 22.22

\*(If 20% or less, test result will be 0.00)

## Predicted Pay Report for: Annandale Case: 2022 Data



## Predicted Pay Report for: Annandale

### Case: 2022 Data

Job Nbr	Job Title	Nbr Males	Nbr Females	Non-Binary	Total Nbr	Job Type	Job Points	Max Mo Salary	Predicted Pay	Pay Difference
17	Backgrounder	0	1	0	1	Female	0	4379.2900	4004.1864	375.1036
11	Seasonal Laborer	1	0	0	1	Male	110	4332.5000	4120.9865	211.5135
1	DMV Clerk- FT	0	1	0	1	Female	150	4372.2600	4163.4510	208.8090
14	Police Admin Assistant	0	1	0	1	Female	150	5092.6300	4163.4510	929.1790
18	DMV Clerk- PT	0	2	0	2	Female	150	4371.4200	4163.4510	207.9690
9	Finance Officer	0	1	0	1	Female	180	4722.3300	4195.3221	527.0079
2	Deputy Registrar	0	1	0	1	Female	215	5487.8700	3902.5495	1585.3205
19	PT Police Officer	5	0	0	5	Male	220	3266.6400	4093.7042	-827.0642
3	Public Works Maint	5	0	0	5	Male	225	5171.9500	4285.6828	886.2672
13	Plant Operator	2	1	0	3	Balanced	235	5565.7000	4668.8160	896.8840
10	Clerk Accountant	0	1	0	1	Female	270	5629.3100	6010.1942	-380.8842
5	FT Police Officer	2	1	0	3	Balanced	290	6414.3000	6271.0671	143.2329
15	Community Development Director	1	0	0	1	Male	295	6671.6000	6422.9982	248.6018
12	Police Detective	0	1	0	1	Female	310	6490.3300	7037.7719	-547.4419
6	Police Chief	1	0	0	1	Male	360	8723.3100	8257.9950	465.3150
7	Public Works Director	1	0	0	1	Male	360	7792.6800	8257.9950	-465.3150
8	City Administrator	0	1	0	1	Female	430	9499.4600	9966.0976	-466.6376

**Job Number Count: 17**

# CITY OF ANNANDALE

# REQUEST FOR COUNCIL ACTION

Originating Department: <b>Administration</b>	Meeting Date: <b>January 10, 2022</b>	Agenda No. <b>8A</b>
Agenda Section: <b>New Business</b>	Item: <b>Resolution Authorizing Advertisement of Bids</b>	
<b>Background:</b>  The City Council rejected bids last summer for the Hemlock Improvements with the intention of delaying the project for the summer of 2022. Attached is a resolution authorizing the advertisement of bids for the project.          <b>Council Action Requested:</b> Motion to approve Resolution authorizing Advertisement of Bids		

**RESOLUTION**  
**APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT**  
**FOR BIDS**  
**RESOLUTION NO. 2022-\_\_**

WHEREAS, pursuant to a resolution passed by the council February 1, 2021, the city engineer has prepared plans and specifications for the proposed improvement known as the Trunk Highway 24 & Hemlock Intersection Improvements, Improvement No. 0W1.123025 the proposed improvement of Park Street East (T.H. 24) from the east line of Poplar Avenue to approximately 300 feet north of Hemlock Street, at the Annandale Elementary TH 24 access, and improvements on Hemlock Street from TH 24 to Wright County Road 6 by the construction of grading, aggregate base, curb & gutter, edge drain, milling, reclaiming, bituminous pavement, sidewalk, driveways, storm sewer and has presented such plans and specifications to the council for approval;

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

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.
  
2. The city clerk shall prepare and cause to be inserted in the official paper an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for 21 days, shall specify the work to be done, shall state that bids will be received until 1:00 p.m. on March 8, 2022, at which time they will be publicly opened and read, will then be tabulated, and will be considered by the council at a regularly scheduled council meeting in March, in the council chambers of the city hall. No bids will be considered unless sealed and filed with the City of Annandale and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the City of Annandale for 5 percent of the amount of such bid.

Adopted by the council this 10th day of January, 2022.

---

Mayor

---

City Administrator

STATE OF MINNESOTA  
CITY OF ANNANDALE  
COUNTY OF WRIGHT

I, the undersigned, being the duly qualified and acting Clerk 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 complete transcript of the minutes of a meeting of the City Council of said City, duly called and held on the date therein indicated, insofar as such minutes approving plans and specifications and ordering advertisement for bids.

WITNESS my hand and the seal of said City this 10th day of January, 2022.

---

City Administrator  
(SEAL)

# CITY OF ANNANDALE

# REQUEST FOR COUNCIL ACTION

Originating Department: <b>Administration</b>	Meeting Date: <b>January 10, 2022</b>	Agenda No. <b>8B</b>
Agenda Section: <b>New Business</b>	Item: <b>Water Tower Reconditioning Proposal</b>	
<b>Background:</b>  Public Works Director Joe Haller informed Council of the need to recondition the water tower. Because the anticipated cost is expected to exceed \$175,000 the City is required to follow competitive bidding law, which requires plans and specifications to be publicly bid. Attached is a proposal from Bolton and Menk for their services to assist with the design, implementation and administration of the contract for the project.  <b>Council Action Requested:</b> Will be discussed at the meeting.		



**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

December 1, 2021

Kelly Hinnenkamp, City Administrator  
City of Annandale  
300 Cedar Street East  
Annandale, MN 55302

RE: Engineering Design, Construction Administration and Construction Observation Services for  
300,000 Gallon Elevated Water Tower Repainting/Reconditioning  
Location: 23 Excelsior Avenue South - Annandale, MN 55302

Dear Kelly,

We appreciate the opportunity to submit this scope and fee letter to the City of Annandale to provide professional engineering services for the design, construction administration, and construction observation of the City of Annandale's 300,000 Gallon Elevated Water Tower Repainting/Reconditioning project.

Bolton & Menk, Inc. (BMI) has successfully provided engineering and inspection services for numerous water storage tank rehabilitation projects of various types and sizes throughout the Upper Midwest. Our team includes coatings inspectors that are certified through NACE International, the worldwide corrosion authority that provides the most recognized inspector training program in the tank rehabilitation industry. Providing NACE certificated inspectors during the construction phase is critical to ensure that the City of Annandale receives the maximum life expectancy from its new coatings system and the tank structure. Since approximately 75 percent of coatings failures are the result of poor surface preparation and application, we have invested in specialized training for our coatings inspectors so that our inspectors are trained in all areas of protective coatings including:

- Environmental Monitoring
- Surface Preparation
- Proper Mixing
- Coatings Application
- Curing

By utilizing NACE certified inspectors, our clients are much more likely to realize the maximum life of their investment. In addition, our staff is knowledgeable and certified to manage, evaluate, and inspect any welding modifications that are performed on the steel water tower. Our team includes:

- A Principal Engineer/Project Manager (Jared Voge)
- A NACE CIP Level III Certified Coatings Inspector and Certified Welding Inspector "CWI" (James Connor) with over 25 years of welding and coatings inspection experience
- One (1) NACE CIP Level II Coatings Inspectors (BMI Staff)
- Three (3) NACE CIP Level I Coatings Inspectors (BMI Staff)

## PRELIMINARY FINDINGS

Bolton & Menk submits the following engineering services based on the preliminary findings of the site inspection/evaluation completed by Bolton & Menk in September 2021:

### A. Interior - Wet

1. Complete coating system removal and replacement
2. Caulk open laps and seams
3. Installation of new tank mixing system
4. Repair of any necessary structural repairs

### B. Interior - Dry

1. Complete coating system removal and replacement and spot repair
2. Necessary structural modifications

### C. Exterior

1. Complete removal and replacement of coating system
2. Install new pressure relief "frost free" vent (if necessary)
3. Necessary structural modifications

Note: Due to the location of the tank, a full exterior curtain containment system will be required for this project.

Our Work Plan consists of the following major tasks:

- Design Services
- Bidding Services
- Construction Services

## I. DESIGN SERVICES

- A. Review existing information from the September 2021 inspection/evaluation site visit. Review recent photos from site visit. Complete site review to gather visual condition assessment and dimensioning for improvements. Recommendations will be presented prior to preparation of final plans and specifications based on our findings. (Note: Additional site visit may be necessary for additional information.
- B. Provide cost-benefit analysis of various coatings systems. Analysis to include coatings system cost versus expected life of systems.
- C. Prepare specifications and bidding documents to complete the work described previously in this letter. The drawings and specifications will be submitted for review and approval. The paint process quality, including surface preparation, prime application and final color coating are very important for a water tank rehabilitation project. We will assist the City of Annandale with a review and recommendation of a cost-effective coatings system with a long service life.
- D. Prepare final construction cost estimate prior to bidding.

## II. BIDDING SERVICES

- A. Print and distribute bidding documents to prospective bidders which will include advertisement for bid, contractor's proposal, contract, bid bond and performance and maintenance bond.
- B. Advertise project for bids through web-based plan room.
- C. Answer questions from contractors during bidding and issue addenda as necessary.

- D. Attend the bid opening and evaluate the bids.
- E. Provide a recommendation to the City of Annandale regarding award of the construction contract.

### **III. CONSTRUCTION SERVICES**

#### **A. Construction Administration**

We will serve as the City of Annandale's professional representative at the project site. Our scope includes project management and contract administration throughout construction. We will provide the following construction administration tasks throughout the construction period:

1. Attend and conduct a pre-construction conference with the Contractor and City of Annandale Staff.
2. Review and distribute all shop drawings submitted by the Contractor.
3. Review and make recommendation for applications for payment submitted by the Contractor.
4. Administer the contract and prepare modifications as necessary.
5. Communicate with the Resident Project Representative (RPR), and the City of Annandale, as necessary.
6. Prepare and distribute contractor punch lists and close out documents.
7. Maintain office files for shop drawings, field inspection reports, applications for payment, field orders, change orders, etc.

#### **B. Construction Observation**

The construction observer will fulfill the following roles for this project:

1. Serve as the City liaison with the Contractor superintendent.
2. Provide part-time construction observation (critical point inspections) and determine if the work is proceeding in general accordance with the Contract Documents and AWWA standards.
3. Assist in helping the Contractor understand the intent of the Contract Documents and communicate with the design team whenever necessary.
4. Maintain job site files for shop drawings, correspondence, field inspection reports, field orders, change orders, etc.
5. Review the Contractor's applications for payments with the Engineer.

### **IV. SCHEDULE AND COMPENSATION**

#### **A. Project Schedule**

We will begin with the project design immediately after receiving the City of Annandale's authorization to proceed. Milestone dates for completion of the project are shown below. Project specifications will be prepared and available bidding by the end of March 2022. Construction is anticipated during the 2022 season.

#### **B. Compensation**

Compensation for tasks shall be on an hourly not-to-exceed basis, based on the actual hours worked for personnel assigned to the project, plus reimbursable expenses. We propose to perform these services for the following estimated fees.

<b>Task</b>	<b>Not-to-Exceed Fee</b>
I. Design Services (includes site visit – if necessary)	\$16,000
II. Bidding Services	\$5,000
III. Construction Services (Includes part time “critical point” construction observation - 30 hours per week-based on 8 weeks)	\$48,000
<b>Total Design, Bidding, and Construction Services</b>	<b>\$69,000</b>

We will invoice the City of Annandale based on actual hours spent at our current billing rates. Additional services, if requested by the City of Annandale, will be invoiced based on actual hours spent at our current billing rates. All services will be invoiced monthly.

### C. Additional Services

Bolton & Menk can provide additional services for this project as directed by the City of Annandale. Additional services may include:

- Coordination for removal and reinstallation of any telecommunications equipment that is mounted to the tank. Based on the lease terms and conditions with the providers, this additional service may be reimbursable to the City of Annandale from the provider so there should be no charge to the City of Annandale. Bolton & Menk can provide lease review services to verify if this expense is covered by the provider.
- We have included 240 hours of construction observation time in our scope. If requested by the City of Annandale, Bolton & Menk will provide additional construction observation at our current billing rates as directed by the City of Annandale.

## V. AGREEMENT

We have provided a signature line to authorize us to proceed with the work to complete this project. If you agree with the terms of this letter proposal, please execute this letter with a signature and return one copy to me.

We look forward to working with you on this important project.

Thank you,

**Bolton & Menk, Inc.**



**Jared Voge, PE**  
Principal Engineer

**City of Annandale, Minnesota**

\_\_\_\_\_  
(Authorized Representative)

\_\_\_\_\_  
(Date)

# CITY OF ANNANDALE

# REQUEST FOR COUNCIL ACTION

Originating Department: <b>Administration</b>	Meeting Date: <b>January 10, 2022</b>	Agenda No. <b>8C</b>
Agenda Section: <b>New Business</b>	Item: <b>Purchasing Policy</b>	
<p><b>Background:</b></p> <p>Attached is a proposed purchasing policy for the City.</p> <p>Staff was asked to consider adopting a policy providing parameters for buying goods and services locally. Because the City currently does not have a formal purchasing policy, it was determined adopting a policy that includes buy local language would be appropriate.</p> <p>Overall, the proposed policy is consistent with current practices, with current state law and with what other City's have authorized for staff. The buy local language is unique. Most cities encourage consideration of local products and services, but setting a % threshold is not widely used in local government.</p> <p>City Attorney Susan Dege reviewed the policy and commented that the City does not have the authority to legally restrict purchases that are more costly to local vendors, but that the City does have the ability to weigh in other costs like time and other cost savings at the time of purchase and later if service is needed. If the City was challenged on this, which is very unlikely, the City would have a strong basis to justify the 5% preference based on those other costs savings at the time of purchase.</p> <p><b>Council Action Requested:</b> Will be discussed at the meeting.</p>		

**CITY OF ANNANDALE  
PURCHASING POLICY  
ADOPTED \_\_\_\_\_**

**I. PURPOSE**

This purchasing policy was created to:

- Clarify and reconcile the complex requirements of state purchasing law, departmental procedures, and the Finance Department processes.
- Standardize purchasing and payment methods to expedite the purchasing process.
- Generally intended to seek to make purchases and expenditures that are considered to be best cost to the City. However, purchases shall not be made on the sole basis of low quotation. Said purchases shall be based upon factors such as life-cycle costs, quality, delivery period and availability of goods and related maintenance.
- Permit department heads and administrator to legally and efficiently make purchases, expenditures and advance projects that are consistent with the adopted annual budget and long-term financial planning tools, specifically the Capital Improvement and Equipment Plans.

The standards in this policy are minimum standards to ensure fiscal responsibility. Departments may set more restrictive procedures to meet their own budgetary accountability.

**II. QUICK REFERENCE GUIDE**

VALUE	METHOD	PAYMENT OPTIONS	APPROVALS NEEDED
Under \$500	None	Credit Card	Employee
		Check Request	Department Head
		Invoice	
\$500 - \$1499	Department Discretion	Credit Card	Employee
		Check Request	Department Head
		Invoice	
\$1,500 - \$4,999	Two Written Quotes	Credit Card	Employee
	Purchase Request Form	Check Request	Department Head
		Purchase Order	City Administrator
\$5,000 - \$24,999	Two Written Quotes	Check Request	Department Head
	Confirmation of project, equipment, service in the adopted CIP, CEP	Purchase Order	City Administrator
		Contracted Payment Terms	City Council
\$5,000 - \$174,999	Two Written Quotes	Check Request	Department Head
	RFP	Purchase Order	City Administrator
	(Items not on CIP/CEP)	Contracted Payment Terms	City Council
Greater Than \$175,000	Sealed Bids	Check Request	Department Head
		Purchase Order	City Administrator
		Contracted Payment Terms	City Council

### **III. PURCHASING POLICY EXCEPTIONS AND CLARIFICATIONS**

- If a cooperative purchasing agreement is in place, quotations are not needed.
- All purchases must be approved as part of the annual budget or within the CIP/CEP. The level of budgetary control is established at the department level. Expenditures for departments that exceed appropriations are not authorized unless additional revenue sources, unspent appropriations, or fund balances are identified and available. All Fund Transfers require approval by the City Council.
- The City Council has pre-approved payment for utility accounts and payroll transfers that occur in the normal course of business even though they may exceed the amounts listed. These are contractual accounts for services that are approved as part of the budget process. The vendors that fall under this situation include: CenterPoint Energy, Xcel Energy, AMLHL Wastewater Commission, United States Treasury, State of Minnesota, PERA, Wright County, and the City's insurance and healthcare providers. Any payments to these vendors that are outside the normal course of business will be presented to the City Council for individual approval.
- This purchasing policy does not apply to day-to-day management of the treatment facilities, specifically the purchase of treatment materials from vendors and suppliers, provided these purchases are included in the operational budget and approved by the City Administrator.
- Debt Service Payments are pre-approved as listed in the Debt Service Schedule in bond documents.
- Contractual services are subject to the limits in the Quick Reference Guide above.
- RFPs are required for contracting services in excess of \$25,000 except for contractors and consultants that are approved annually by council as official representatives of the City.
- Permitted exceptions may be afforded as available by statute for Professional Services or similar in instances where specialty expertise, product or service is needed and/or no other suitable vendor is available.

### **IV. ETHICS/RELATIONS WITH VENDORS**

The City of Annandale holds its employees to the highest ethical standards. Purchases shall be conducted so they foster public confidence in the integrity of the City's procurement system, and open and free competition among prospective suppliers. In keeping with this value, employees should avoid the following practices when making purchases on behalf of the City:

- Circumventing competitive bidding requirements – Examples include:
  - Splitting purchases so that they can be made through several small purchases
  - Using the emergency procedure process when no true emergency exists or Using a “sole source” exemption when competition is available
- Denying one or more vendors the opportunity to bid on a contract – Examples include:
  - Using unnecessarily restrictive specifications or Pre-qualifying bidders on a discriminatory basis or Removing companies from a bidders list without just cause or Requiring unnecessarily high bonding
- Giving favored vendors an unfair advantage – Examples include:
  - Providing vendors with information regarding their competition's offers in advance

- of a bid opening
- Making information available to favored vendors and not to others
- Giving unfavored vendors inaccurate or misleading information
- Accepting gifts from vendors Minnesota Statutes §471.895 prohibits government employees from receiving gifts except where they are included as part of the cost of a product, good, or service provided (such as a meal as part of a conference).

## **V. PURCHASING PROCESS**

The City of Annandale has a decentralized purchasing program where individual departments are responsible for making their own purchases.

- Determine the need for commodities or services.
- Research the cost of the purchase and determine proper purchasing alternative.
- Determine the appropriate account coding and whether there are sufficient funds available in that budget line item.
- Submit a completed Request to department director or designee for approval. If the purchase exceeds \$1,500, City Administrator approval is required. If the purchase exceeds \$5,000 and is not explicitly listed as a project, equipment or otherwise listed planned expense via the adopted annual budget and CIP, CEP the City Council approval is required.
- Department director forwards Purchase Request Form with supporting materials to the Finance Officer for approval and input into financial accounting system.
- The Finance Officer produces claims roster for approval by City Council.
- Payment is made by the Accountant.

## **VI. BUY LOCAL POLICY**

The City recognizes the importance of supporting local businesses and vendors while also being fiscally responsible to the taxpayer. As part of the purchasing process, city staff should utilize the following procedures when considering local business providers:

For comparable products and services, local vendors should be given priority when the bid or quote exceeds the acceptable low bid by no more than 5%.

Local vendors include vendors located within the Annandale School District. In the event two local vendors are proposing to provide products and/or services, staff should give priority to vendors that are located within City Limits.

In consideration of the lowest priced vendor or bid, the total costs in acquiring the product or service should be included in determining the low bid. These costs include, but are not limited to shipping and handling fees, membership fees, mileage and labor expense, and additional costs that may be incurred by reason of lack of readily available service technicians.

## **VII. PURCHASING ALTERNATIVES**

### SEALED BIDS

- A formal sealed bid procedure is required for all purchases in excess of \$175,000 except for professional services.
- A published notice of bid is required in the official City newspaper at least seven days in advance of bid opening. The published notice must state where the plans and specifications can be obtained by bidders and specifically, where the bid opening will be held. The notice may also be published on the City's official web site; however, this publication is in addition to the official newspaper publication.
- All bid openings are to be administered by originating department.
- The preparation of all specifications are to be the responsibility of the originating department.
- Required authorization for all plans and specifications is the responsibility of the originating department.
- The City Council must formally approval the bid contract.

### STATE, COUNTY, AND OTHER COOPERATIVE PURCHASING CONTRACTS

The City of Annandale participates in the State of Minnesota Cooperative Purchasing Venture (CPV). This enables participants to buy goods and services at a reduced cost under the terms of contracts already negotiated by the State of Minnesota.

- The City Administrator has access to the releases and listings of products/services that can be purchases on state contract.
- If it is determined that a product/service is on a state contract, vendors should be told that the purchase will be made using that contract. When completing the purchasing paperwork, note that the purchase is per state contract and indicate the contract number.

### QUOTES

If a purchase is estimated to exceed \$5,000 but not exceed \$174,999, the purchase is to be made by direct negotiation based upon quotations. If a purchase is made in this range, staff members are required to obtain at least two quotes. These quotes should be in writing. If the quotes are not written, the requestor who received the verbal quote must document the quote in writing. All such quotes must be forwarded to the City Administrator and Accountant with the purchasing documents.

### EMERGENCY

Emergency situations may arise where the normal purchasing process cannot be followed for the procurement of goods and services. An emergency means an unforeseen combination of circumstances that calls for immediate action to prevent a disaster from developing or occurring.

Minnesota Statute §12.29 gives the Mayor the authority to declare a local emergency for up to three days, which period may be extended by the City Council. During such an emergency, if authorized by City Council, the City is not required to use the typically mandated procedures for purchasing and contracts. During that time, the governing body may waive compliance with the prescribed purchasing guidelines, including compliance with Minnesota Statute §471.345, Uniform Municipal

Contracting Law.

Whenever possible the current purchasing policies and procedures should be followed even when an emergency is declared, but as described above if the emergency requires speedy action essential to the health, safety, and welfare of the community and if there has been an emergency declaration, the standard purchasing policies and procedures can be waived in accordance with Minnesota Statute §12.37.

### REQUEST FOR PROPOSALS (RFP)

RFPs may be used to solicit proposals for professional services. Typical information to address in RFPs includes:

- Background and scope of the project
- The project's budget to ensure that the proposals stay within that range
- Proposal requirements should include adequate information to allow for proper review and evaluation including:
  - Description of firm and qualifications, including any specialized experience related to the project
  - A list of similar projects that the firm has completed
  - Project timetables including: estimate of hours, breakdown by hours by phase, and the City's expectation of a completion date or Designation of a firm principal who will oversee the project
  - Résumés for all staff who will work on the project
  - Statement that either no subcontractors are allowed or that all subcontractors will be identified and are subject to the City's approval
  - Estimate of cost to provide the service, outline of fee schedule and payment schedule
  - Description of City's selection process
  - City's evaluation criteria, which typically may include:
    - Quality and thoroughness of the proposal
    - Similar past experience and/or experience
    - References
    - Cost estimate or the following statement must be included: "The City reserves the right to reject any and all proposals, waive all technicalities and accept any proposal deemed to be in the City's best interest." or Submittal deadline: date, time, project name, and addressee
  - Statement: "Proposers are solely responsible for delivery of their proposals to the City before the deadline. Any proposal received after the deadline will not be considered and will be returned."
  - Information about where questions should be directed

Attach a copy of the agreement proposed to be used for the project, including the City's insurance certificate. The agreement includes provisions to which the firm must agree, so it is important that they see the agreement up front. It is suggested that the RFP be submitted to the City attorney for review prior to distribution.

### ON-LINE PURCHASES

The following guidelines are recommended for purchasing products over the internet:

- Purchases should be made only from vendors that use secure servers for e-commerce.

- Standard purchasing guidelines should be followed.

## **VIII. PAYMENT**

The City of Annandale uses various processes in making payments for goods and services.

### STANDARD PURCHASE ORDERS

Purchase orders are used when required by the vendor to acknowledge the City's request for goods and services. A copy of the purchase order will be sent to the vendor when requested.

- The purchase order number used will be a combination of the department and the sequence of orders issued for the year, e.g., the second purchase order for public works in 2021 would be PW-202101.
- Return an invoice for payment to the Finance Officer when the purchase order is complete.

### CHECK REQUESTS

The Finance Department policy is for bills to be paid on the claims list. For certain exceptions, requests for checks may be used under the following guidelines:

- Requests for checks are for payments that need to be made prior to the claims list. Examples include discounts, avoiding late charges, or purchases requiring payment with an order.

### BLANKET PURCHASE ORDERS, CHARGE ACCOUNTS, AND HOUSE ACCOUNTS

The City uses charge accounts and house accounts for frequently used vendors. This process requires submission of a receipt with an account code and department approval. All new open accounts must be authorized by the requesting department director and the Finance Department.

### INVOICES

Department heads should submit invoices with an account code and department approval. If provided, packing lists should also be submitted with the invoice. Documentation must be returned to the Finance Department to be processed on the claims list.

### STATEMENTS

The Finance Department tracks all statements – reviewing for old invoices or credits. All statements are to be mailed directly to the Finance Department.

### CREDIT CARDS

The City will issue credit cards to certain individuals to allow for more efficient purchasing and to make purchases at businesses that no longer allow open accounts. The City has a separate Credit Card Policy for these transactions.

### ELECTRONIC FUNDS TRANSFER

Electronic Funds Transfer may be required in some cases to complete a business transaction and is often used for recurring items such as tax withholding, PERA remittances, and utility bills.

### EXPENSE REIMBURSEMENT

A completed and properly authorized form is required for reimbursement to employees for City-

related expenses. Mileage will be paid at the current IRS rate. All requests must contain proper account codes, department approval, and original receipts must be attached where applicable. Expenses will be reimbursed by check on the next claims roster.

## **IX. DISPOSAL OF SURPLUS PROPERTY**

The City generally disposes of surplus equipment through public sale after City Council approval for items deemed to be capital investments and listed on the City's capital asset inventory. The current auditor's threshold for these items is \$5,000. Exceptions are made based on staff discretion for "lots" and items that may have been donated or have other significance to the City. Throughout the year the City collects items to be sold at public auction and sends them to an auctioneer with a description and number of items to be sold and makes arrangements for those items to be transported. When and where possible, online auctions are encouraged to reach the largest number of people and obtain the highest possible value in resale.

The auction house will forward a tabulation of the bids received along with payment. The information is reviewed by the Department Head and then the payment is forwarded to the Finance Department. When computer equipment has reached the end of its useful life, hard drives are destroyed, and remaining pieces are recycled through a computer recycling vendor or disposed of as waste.

## **X. PURCHASING POLICY ADOPTION**

The City's Purchasing Policy shall be reviewed by the Finance Committee. Upon recommendation by the Finance Committee the policy shall be presented to the City Council for adoption by resolution. Any modifications to the policy must be adopted by resolution of the City Council.

# CITY OF ANNANDALE

# REQUEST FOR COUNCIL ACTION

Originating Department: <b>Administration</b>	Meeting Date: <b>January 10, 2022</b>	Agenda No. <b>8D</b>
Agenda Section: <b>New Business</b>	Item: <b>Consideration for Chicken Regulations</b>	
<p><b>Background:</b></p> <p>The City considered regulations in 2017 that would have allowed for the keeping of Chickens in residential districts under certain conditions. The amendment was voted down on a 3-2 vote.</p> <p>There has been some interest from members of the Community for the City to reconsider this amendment.</p> <p><b>Council Action Requested:</b> If the Council would like to reconsider this Ordinance Amendment, a motion should be made to direct the Planning Commission to consider this amendment and provide a recommendation to Council.</p>		

# CITY OF ANNANDALE

# REQUEST FOR COUNCIL ACTION

Originating Department: <b>Administration</b>	Meeting Date: <b>January 10, 2022</b>	Agenda No. <b>8E</b>
Agenda Section: <b>New Business</b>	Item: <b>Addressing Vacancy on the Planning Commission</b>	
<p><b>BACKGROUND</b></p> <p>Due to the recent resignation of Cliff Franzen, a vacancy on the Planning Commission exists. Staff have posted the opening since November 30, 2021 with no applications being received at this time. The notice was posted on the City's bulletin board, website, and Facebook account as well as promoted by word of mouth.</p> <p>Per City Code Section 31.46, in the event of a vacancy, the Mayor, with the approval of the City Council, shall appoint a person to complete the unexpired term.</p> <p>At their January 4, 2022 meeting, the Planning Commission requested an appointment be selected from the City Council.</p> <p><b>RECOMMENDATION</b></p> <p>Staff recommend selecting the Mayor or a City Council member to complete Mr. Franzen's term on the Planning Commission, set to expire on December 31, 2022. This person would be a voting member of the Commission.</p> <p><b>Attachments:</b> Annandale City Code Section 31.45-31.48</p>		

## ***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.

# CITY OF ANNANDALE

# REQUEST FOR COUNCIL ACTION

Originating Department: <b>Administration</b>	Meeting Date: <b>January 10, 2022</b>	Agenda No. <b>8F</b>
Agenda Section: <b>New Business</b>	Item: <b>Resolution Authorizing Purchase of Products and Services</b>	
<b>Background:</b>  The City Council is required to approve the attached resolution that provides authorization for the city to purchase products and services from any vendor that a Council Member has ownership interest in.          <b>Council Action Requested:</b> Motion to approve Resolution Authorizing Purchase of Products and Services		

**CITY OF ANNANDALE  
RESOLUTION 22-\_\_**

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

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

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

**WHEREUPON SAID RESOLUTION WAS DECLARED DULY PASSED AND ADOPTED THIS 10<sup>TH</sup> DAY OF JANUARY 2022.**

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City Clerk