



## CITY OF ANNANDALE COUNCIL MEETING AGENDA

Meeting #13  
Regular Meeting  
City Council Chambers

August 14, 2023  
6:30 P.M.

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

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

Online: <https://us02web.zoom.us/j/88263891213?pwd=K1gvU1NhWmVHTGtSV3hWQXg3bjFnZz09>

Or Telephone: 312-626-6799

Webinar ID: 882 6389 1213

Passcode: 349617

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1. CALL TO ORDER/ROLL CALL/ADOPT AGENDA
2. APPROVAL OF MINUTES
3. VISITOR'S
  - A. Coalition of Greater MN Cities
  - B. Improvement Club- Uplighting Project
  - C. Downtown Committee- Clock Tower Park Christmas Tree
  - D. Eagle Scout Projects
4. PUBLIC HEARING
5. OPEN FORUM- NONE
6. CONSENT AGENDA
  - A. Approve Auditing Claims
  - B. Approve Departments Reports
  - C. Approve Employment Anniversaries
  - D. Approve Pay Estimates
  - E. Amend Resolution Approving Interfund Loan
  - F. Approve Sale of Bobcat
  - G. Approve Resignation Fire Fighter Walker Suchy
  - H. Approve Resolution Authorizing Sale
  - I. Approve Extension of Final Plat Recording- Willows of Annandale
  - J. Review Concept Plan for Apartment Project- Bruggemann
7. REMOVED CONSENT ITEMS

(See Reverse Side for Additional Agenda Items)

**8. UNFINISHED BUSINESS- NONE**

**9. NEW BUSINESS**

- A. [Request from Rachel Development](#)
- B. [Ordinance Amendment Regulating Use of Cannabis Products](#)
- C. [Authorizing Plans and Specifications for Pickle Ball Courts](#)
- D. [Authorizing Engineering Report for Highland/Brown Improvement](#)
- E. [Discuss Grant Amendment to SCDP](#)
- F. [Reschedule October Meeting](#)

**10. MAYOR/COUNCIL REPORTS**

**11. ADJOURNMENT**

**MINUTES**  
**ANNANDALE CITY COUNCIL**  
**June 16, 2023**

**CALL TO ORDER/ROLL CALL:** The City Council of Annandale, Minnesota met for a special meeting on June 16, 2023 at 10:00 am at the Annandale Council Chambers. Acting Mayor Wuollet called the meeting to order at 10:00 am.

City Council Present: Czycalla, Honsey, Wuollet, Grundy. City Council members absent: Jonas Also, present were Administrator Hinnenkamp, Engineer Jared Voge, Community Development Director Jacob Thunander and Public Works Director Joe Haller.

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

**APPROVAL OF AGENDA**

A Motion was made by Grundy and seconded by Czycalla to approve the agenda as presented.

**NEW BUSINESS**

**Resolution Awarding Contract- Hemlock Improvements-** Engineer Jared Voge presented the bids for the Hemlock Improvement project. The following bids were presented:

- Landwehr Construction Inc.- \$2,872,232.36
- Meyer Contracting, Inc.- \$3,191,723.61
- J.R. Ferche, Inc.- \$3,241,611.60
- New Look Contracting, Inc.- \$3,249,499.00

A motion was made by Grundy and seconded by Honsey to approve Resolution 23-33 Awarding the Bid for the Hemlock Improvements to Landwehr Construction Inc. ROLL CALL: Ayes: Honsey, Czycalla, Wuollet, Grundy. Nays: None. Absent: Jonas. Abstain: None. Resolution 23-33 adopted on a 4-aye, 0-nay, 1-absent, 0-abstain vote.

**ADJOURNMENT:**

Motion was made by Grundy and seconded by Wuollet to adjourn the meeting. The meeting was adjourned at 10:25am.

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Shelly Jonas, Mayor

ATTEST:

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Kelly Hinnenkamp, City Administrator

**MINUTES**  
**ANNANDALE CITY COUNCIL**  
**June 26, 2023**

**CALL TO ORDER/ROLL CALL:** The City Council of Annandale, Minnesota met for a special meeting on June 26, 2023 at 12:00 pm at the Annandale Council Chambers. Mayor Jonas called the meeting to order at 12:00 pm.

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

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

**APPROVAL OF AGENDA**

A Motion was made by Grundy and seconded by Czycalla to approve the agenda as presented.

**NEW BUSINESS**

**2022 Audit-** Auditor Jeff Burkhardt presented the 2022 Audit. A motion was made by Grundy and seconded by Honsey to approve the 2022 Audit as presented.

**ADJOURNMENT:**

Motion was made by Honsey and seconded by Grundy to adjourn the meeting. The meeting was adjourned at 12:35pm.

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Shelly Jonas, Mayor

ATTEST:

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Kelly Hinnenkamp, City Administrator



**MINUTES**  
**ANNANDALE CITY COUNCIL**  
**July 10, 2023**

**CALL TO ORDER/ROLL CALL:** The City Council of Annandale, Minnesota met for a regular meeting on July 10, 2023 at 6:30 p.m. at the City Hall Council Chambers. Mayor Jonas called the meeting to order at 6:30 p.m.

City Council Present: Jonas, Wuollet, Honsey, Grundy, Czycalla. City Council members absent: None. Also, present were Administrator Hinnenkamp, Fire Chief Kris Townsend, Assistant City Engineer Nick Peterson, Shirley Mares and the Annandale Advocate.

**SET AGENDA:** The following items were added to the agenda: Appointment of Fire Fighter Loftus to Item 6E. A motion was made by Honsey and seconded by Wuollet to approve the agenda as amended. The motion carried unanimously.

All motions are approved unanimously unless otherwise noted.

**MINUTES:** A motion was made by Honsey and seconded by Czycalla to approve the minutes from June 5, 2023.

**VISITORS: NONE**

**PUBLIC HEARINGS:**

**Interim Ordinance 406 Prohibiting New Use Related to Cannabis-** Mayor Jonas opened the public hearing at 6:35 pm. After hearing no public input, the hearing was closed at 6:36pm. Council discussed the proposed ordinance that would prohibit new use related to Cannabis. Hinnenkamp explained the moratorium would provide the City time to research the new law and decide if regulations are necessary. A motion was made by Czycalla and seconded by Honsey to approve Interim Ordinance 406 Prohibiting New Use Related to Cannabis.

**OPEN FORUM: None**

**CONSENT AGENDA:**

A motion was made by Wuollet and seconded by Czycalla, to approve the Consent Agenda as presented.

- A. Approve Auditing Claims
- B. Approve Departments Reports
- C. Approve Employment Anniversaries
- D. Approve Special Events
- E. Approve Appointment of Fire Fighter
- F. Approve Resolution 23-34 Renewing Liquor Licenses
- G. Approve Dental Renewal
- H. Approve Letter of Support- Goldendale Housing
- I. Resolution 23-35 Approving Donations
- J. Approve Pay Estimate #2- Lake John Utilities

**REMOVED CONSENT ITEMS: NONE**

## **UNFINISHED BUSINESS: NONE**

## **NEW BUSINESS:**

**Resolution 23-36 Approving Financing for Hemlock Project-** A motion was made by Czycalla and seconded by Honsey to approve Resolution 23-36 as presented. ROLL CALL: Ayes: Honsey, Czycalla, Wuollet, Grundy, Jonas. Nays: None. Absent: None. Abstain: None. Resolution 23-36 adopted on a 5-aye, 0-nay, 0-absent, 0-abstain vote.

**Ordinance 407 and Resolution 23-37 Approving Comp Plan Amendment, Resolution 22-38 Approving Conditional Use Permit and Resolution 39 Approving Minor Subdivision-** After reviewing the report and recommendation from the Planning Commission, a motion was made by Grundy and seconded by Czycalla to approve Ordinance 407 and Resolutions as presented. ROLL CALL: Ayes: Honsey, Czycalla, Wuollet, Grundy, Jonas. Nays: None. Absent: None. Abstain: None. Resolution 23-37, 23-38 and 23-39 adopted on a 5-aye, 0-nay, 0-absent, 0-abstain vote.

## **MAYOR/COUNCIL REPORTS:**

Chief Townsend- Updated council on various items related to the Fire Department

## **ADJOURNMENT:**

Moved by Wuollet and seconded by Honsey to adjourn. The meeting was adjourned at 7:05 pm.

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Shelly Jonas, Mayor

ATTEST:

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Kelly Hinnenkamp, City Administrator

**MINUTES**  
**ANNANDALE CITY COUNCIL**  
**July 25, 2023**

**CALL TO ORDER/ROLL CALL:** The City Council of Annandale, Minnesota met for a special meeting on July 25, 2023 at 2:00 pm at the Annandale Council Chambers. Mayor Jonas called the meeting to order at 2:00 pm.

City Council Present: Czycalla, Honsey, Wuollet, Grundy and Jonas. City Council members absent: None Also, present were Administrator Hinnenkamp and Tom Westman.

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

**APPROVAL OF AGENDA**

A Motion was made by Wuollet and seconded by Grundy to approve the agenda as presented.

**NEW BUSINESS**

**Resolution 23-40 Approving MN DEED Redevelopment Application-** A motion was made by Wuollet and seconded by Honsey to approve Resolution 23-40 Approving MN DEED Application for 20 Oak Avenue South. ROLL CALL: Ayes: Honsey, Czycalla, Wuollet, Grundy, Jonas. Nays: None. Absent: None. Abstain: None. Resolution 23-40 adopted on a 5-aye, 0-nay, 0-absent, 0-abstain vote.

A motion was made by Honsey and seconded by Wuollet to approve the concept proposal from Tater Pup Holdings for the redevelopment of 20 Oak Avenue South.

**Resolution 23-41 Ordering Improvement-** A motion was made by Wuollet and seconded by Honsey to approve Resolution 23-41 Ordering the Hemlock Improvement. ROLL CALL: Ayes: Honsey, Czycalla, Wuollet, Grundy, Jonas. Nays: None. Absent: None. Abstain: None. Resolution 23-41 adopted on a 5-aye, 0-nay, 0-absent, 0-abstain vote.

**ADJOURNMENT:**

Motion was made by Honsey and seconded by Grundy to adjourn the meeting. The meeting was adjourned at 2:21 pm.

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Shelly Jonas, Mayor

ATTEST:

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Kelly Hinnenkamp, City Administrator

**MINUTES**  
**ANNANDALE CITY COUNCIL**  
**July 31, 2023**

**CALL TO ORDER/ROLL CALL:** The City Council of Annandale, Minnesota met for a special meeting on July 31, 2023 at 8:00 am at the Annandale Council Chambers. Mayor Jonas called the meeting to order at 8:00 am.

City Council Present: Czycalla, Honsey, Wuollet, Grundy and Jonas. City Council members absent: None Also, present were Administrator Hinnenkamp, Police Chief Standafer, Carol Peterson from Rendezvous Bar and Grill, other representatives from Rendezvous Bar and Grill and Tom Westman from the Annandale Advocate.

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

**APPROVAL OF AGENDA**

A Motion was made by Wuollet and seconded by Grundy to approve the agenda as presented.

**NEW BUSINESS**

**Rendezvous Liquor License Renewal-** Standafer presented a report to Council regarding concerns with the operations of the Rendezvous Bar and Grill that constitute a violation of City Code. Mayor Jonas allowed owner Carol Peterson and other representatives from Rendezvous Bar and Grill to ask questions and provide comments regarding the report provided by Chief Standafer. After hearing from the owner and other representatives from Rendezvous Bar and Grill, a motion as made by Honsey and seconded by Wuollet to rescind Resolution 23-34.

Hinnenkamp presented Resolution 23-42 Approving the annual Liquor License effective 8-1-23 with the Rendezvous Bar and Grill omitted from the Resolution. A motion was made by Honsey and seconded by Czycalla to approve Resolution 23-42 Approving Annual Liquor License for the City. ROLL CALL: Ayes: Honsey, Czycalla, Wuollet, Grundy, Jonas. Nays: None. Absent: None. Abstain: None. Resolution 23-42 adopted on a 5-aye, 0-nay, 0-absent, 0-abstain vote.

Hinnenkamp presented Resolution 23-43 Approving an annual Liquor License for Rendezvous Bar and Grill. A motion was made by Wuollet and seconded by Honsey to approve Resolution 23-43 Approving the annual Liquor License for Rendezvous Bar and Grill Effective on 8-11-23 and that the Chief of Police has the authority to change the effective date on or after August 6, 2023 if the Rendezvous Bar and Grill provides an acceptable plan to improve their operations that is approved by the Chief of Police and that the fee for the second violation with a 24 month period is waived. ROLL CALL: Ayes: Honsey, Czycalla, Wuollet, Grundy, Jonas. Nays: None. Absent: None. Abstain: None. Resolution 23-43 adopted on a 5-aye, 0-nay, 0-absent, 0-abstain vote.

**ADJOURNMENT:**

Motion was made by Honsey and seconded by Grundy to adjourn the meeting. The meeting was adjourned at 9:00 am.

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Shelly Jonas, Mayor

ATTEST:

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Kelly Hinnenkamp, City Administrator



## City Council Agenda

August 14, 2023

**Agenda Section:** Visitors

**Agenda No.** 3A

**Report From:** Kelly Hinnenkamp, Admin

**Agenda Item:** Coalition of Greater MN Cities

### Core Strategy:

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

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### Background

The Coalition of Greater MN Cities will provide an update to Council.

### Recommended Action

No action required

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### Attachments:

None



## City Council Agenda

August 14, 2023

**Agenda Section:** Visitors

**Report From:** Kelly Hinnenkamp, Admin

**Agenda No.** 3B

**Agenda Item:** Annandale Improvement Club  
uplighting Project

### Core Strategy:

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

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### Background

The Annandale Improvement Club will present a project to provide uplighting to areas in Clock Tower Park, Pelto Garden and the City Hall/Library property. The attached proposal included a request for the City to fund a portion of the project, but the Lion's recently agreed to cover this portion of the project.

### Recommended Action

A motion to accept the improvements of lighting at Clocktower Park, Pelto Garden and City Hall/Library property.

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### Attachments:

Proposal

## HOW DID THE PARTNERSHIP CONCEPT COME TO BE?

- AIC Brain storming session of how AIC could spend CD monies to contribute to downtown Annandale
- The Idea of Up Lighting was discussed, and a committee was put together
- Judi Gay and her daughter, Christy, took the idea and met with Eagle Lighting to map out what might work well for Annandale's downtown
- The bid from Eagle was broken down into the zones
  - City Hall area .. City
  - Pelto Garden area, AIC
  - Clock Tower Park area , ACT

Presto ... the thought appeared to form a partnership for funding the project.

Possible AIC/ACT/CITY partnership to provide up lights to focal points in the City.

From: judyscottage@aol.com (judyscottage@aol.com)

To: khinnenkamp@annandale.mn.us; myyoung@lakedalelink.net

Cc: sellcrew4@gmail.com; lleuer@gmail.com; joeh@annandale.mn.us; lindahentges@gmail.com;  
judigay.aic@gmail.com; judyscottage@aol.com

Date: Tuesday, June 27, 2023 at 03:26 PM CDT

Greetings Kelly,

Judi Gay recently met with a lighting expert along with Joe Haller to discuss up-lighting for trees located in the main focal points of Downtown Annandale. The results of this meeting including the following lighting areas and partnerships.

- Clocktower Park area, Exterior Cast Brass Up-lights (transformers and materials)
- Tree Up-lighting, Library & City Hall Trees up-lighting (transformers and materials)
- Bronze Kid Statue, Exterior Cast Brass Up-lights
- The Pelto Garden, In Hot Water, Exterior Cast Brass 4 Beam Lights (Transformers and materials)
- Additional Material, shipping and labor

The approximate cost will be \$6,000.00

In order to fund this addition to the City, the exploration team proposes the following partnerships:

- \$2,000 to be requested from an AIC partnership plus the leadership of the up-lighting project
- \$1,000 to be requested from an ACT partnership
- \$3,000 to be requested from a City of Annandale partnership.
- Tree trimming to maximize the lighting effectiveness by the City

Would you please add this proposed partnership to the July 20th ACT meeting agenda.

Kelly, Thanks so much!

The AIC Up-lighting Team copied on this email.



## Lighting Estimate

05.30.23



### Invoice for:

City of Annandale Main Street  
Annandale, MN

1st Payment: \$3,773.76

Final Payment: \$1,475.00

### Description

Qty

#### Clocktower Area

Exterior Cast Brass Up-lights (Transformers and materials)	4	\$451.76
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#### Tree Uplighting

Library & City Hall Trees (Transformers and materials)	4	\$450.00
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#### Scuba Kid Statue

Exterior Cast Brass Uplight	1	\$450.00
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#### Coffee Shop Garden

Exterior Cast Brass G4 Beam Lights (Transformers and materials)	2	\$520.00
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#### Additional Items

Walkthrough		\$175.00
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Low voltage cable and material		\$252.00
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Shipping and Taxes		INCLUDED
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Install and labor		\$2,950.00
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#### Notes:

**\$5,248.76**

-Library and City Hall trees means: Two trees at the entrance of the city-square parking lot, and two trees: one on either side of the city hall entrance doors. (JGay)

-All costs for materials, labor and installation to get the electricity to each transformer is included. (JGay)



# City Council Agenda

August 14, 2023

**Agenda Section:** Visitors

**Agenda No.** 3C

**Report From:** Kelly Hinnenkamp, Admin

**Agenda Item:** Tree at Clock Tower Park

## Core Strategy:

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

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## Background

The Downtown Committee of the Chamber and Discover Downtown have looked at options for the addition of a permanent tree or something similar at Clock Tower park. In previous years a cut tree has been installed in a slip and removed at the end of the season. Attached is summary of two options:

- 1- Install a permanent tree. A quote was received from OTS. The cost is estimated to be \$2500. This would require significant watering to keep it alive. There also may be impacts as the tree grows to the irrigation system and some members of Discover Downtown were concerned with how much the tree might block the other improvements at the park as it grows.
- 2- Install a tree light kit. This option is estimated to \$1200-1500 depending on the pole expense. The tree light kit is approximately \$250. With this option, there are options on leaving the display up year round with different colors, removing the light kit and using the pole the remainder of the year for a flag or banner, or removing the entire system completely and storing for winter use only.

The Downtown Committee and Discover Downtown both approved Option 2. The Chamber has agreed to fund up to \$1000 towards the purchase of the light kit and pole. The City is being asked to cover the remaining expense estimated to be between \$250-500.

## Recommended Action

Will be discussed at the meeting

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## Attachments:

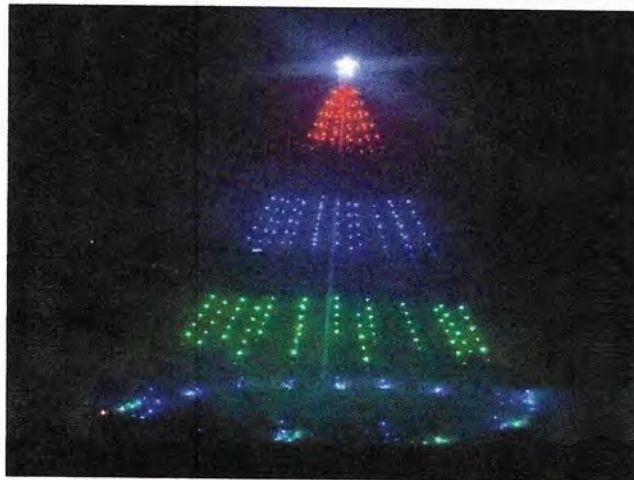
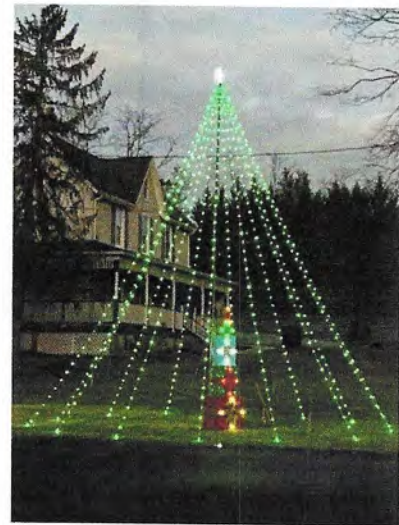
Proposal

## Real Tree

- Working with Jerry Liebhard from OTS Landscaping
- He is willing to donate time towards installation
- Quote on a 18'-20' spaded Spruce tree, at a great rate for this size, is \$2500.
- This tree would need to be planted ASAP as it will require time to get established before winter.
- It will need a lot of water. Jerry recommended a drip line and timer. There is a locked water spigot at the site.
- A 15' tree wouldn't be much less (not quoted but probably around \$2000).
- A ball and burlap tree would only be around 8' tall.
- The root spread on these trees is about the same as the width of the tree.

## Flag Pole Tree Light Kit

- Order from [ServiceFirstProducts.com](http://ServiceFirstProducts.com)
- It is on pre-order with September 1<sup>st</sup> delivery estimate
- Commercial grade
- Recommended 10' radius on a 25' pole (that can be adjusted if needed) 4.5' spacing between strands
- 8 different solid color options and 9 different pre-programmed light shows
- Uses a remote control
- Lighted star is included
- Cost is \$249.99 plus tax, plus \$9.97 shipping



## Flag Pole Christmas Tree

- Commercial Flag poles run \$1500 and up
- Due to size needed (20-25') I feel we can go with a lighter duty pole
- Would hopefully work with Flag Pole Farm out of Paynesville unless there is another company brought forth.
- Titan Telescoping Flag Pole – 15', 20' or 25' available heights
  - Has a wind rating of 95mph, highest ever recorded in MN is 121mph
  - Comes in 3 colors – Silver, Light Bronze and Black Bronze
  - Pricing –
    - 15' \$439
    - 20' \$539
    - 25' \$609
  - Includes 1 flag, a gold ball topper, hardware to fly 2 flags if desired
  - Can add a solar light (for flag etiquette) for \$159
  - Anti Theft Guarantee, provides a sleeve clamp to ensure the flag pole is secure from theft. Pole will be replaced under this guarantee if stolen with the clamp in place. Cost is \$75.00
- Cost for 25' Flag Pole with 4x6 flag, solar light and anti theft guarantee is \$858.00 plus tax. Should be able to pick up or get free shipping.





# City Council Agenda

August 14, 2023

**Agenda Section:** Visitors

**Report From:** Jacob Thunander, Community Development Director

**Agenda No.** 3D

**Agenda Item:** Accepting Eagle Scouts Projects

**Core Strategy:**

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

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## Background

The Park Commission reviewed (7/25/2023) and recommended forwarding three Eagle Scouts Projects (Cody Sneller, Bryce Sneller, and Jayden Perowitz) for Council consideration.

Project 1: Archery Course: Cody Sneller proposes to install 5 archery targets for bow hunting on the City owned property north of Pleasant Lake on the opposite side of the cemetery. Each target would be protected with a shelter around it. The target spacing would be in increments of 10 feet with a gravel shooting line in front of each target. Targets would require annual maintenance in the form of replacing the targets and storing them and the shelters in the winter. There would also be signage explaining the rules. Funding would be the responsibility of the Eagle Scout. In speaking with the City's insurance carrier, there would be no liability exclusions for an archery range. They suggested no activities or walking paths behind the backstop or areas immediately adjacent to the range. Reference to the National Field Archery Association guidelines will be required.

Proposed Location:





would be made of a wooden support system with corrugated steel roofing for shade. Sneller has also been in contact with the Annandale Baseball/Softball Association and will ensure their final approval. Maintenance would be little to none. Funding would be the responsibility of the Eagle Scout.

Proposed Locations:



Project 3: Wheelchair Gazebo/Canopy System: Jayden Perowitz is proposing a wheelchair accessible swing on the north side of the softball field at the Municipal Park. The swing would be mounted on a concrete pad. The product contains a steel framework and each wood block is independently fastened to the steel. The benches would be made of a composite lumber material and posts are made of redwood. Annual maintenance would be likely to ensure hardware is tight and also to repair any damage to wood from the elements. The applicant is also looking at an alternative design that would utilize a canopy rather than a wood pergola. Funding would be the responsibility of the Eagle Scout.

Proposed Location Options:



Recommend



Staff recommend approval of the projects with working with staff on final project location and final details.

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**Attachments:**

- Proposed Eagle Scout Projects





# Free-Standing Sloped Patio Cover

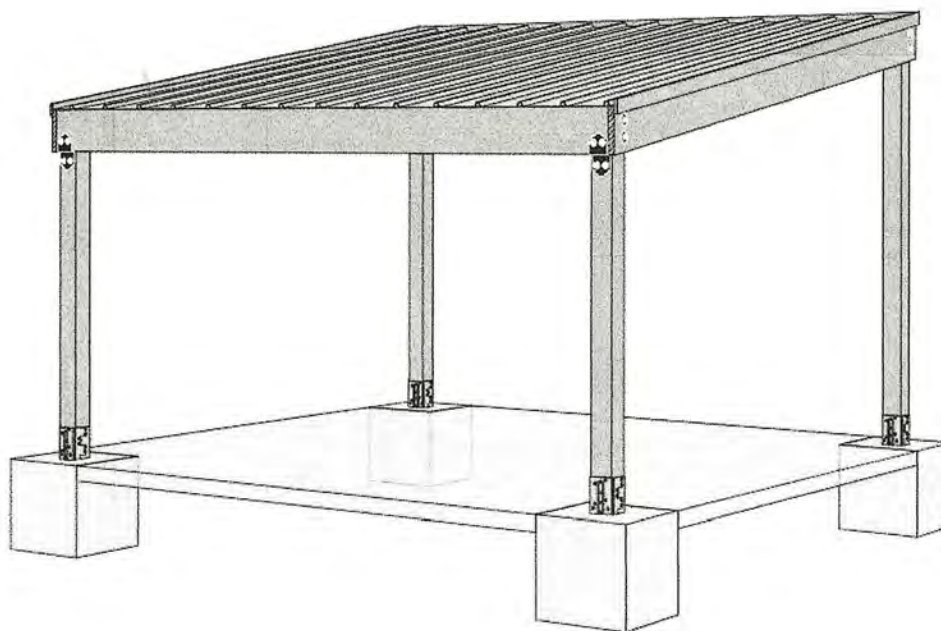
STRONG-TIE  
**DIY**

Bring style and some relief from the elements with this free-standing sloped patio cover featuring Outdoor Accents® decorative hardware and other connectors and fasteners from Simpson Strong-Tie.

The sloped metallic roof provides both a nice visual contrast from the wood while enabling water or snow to easily drain off. This design is anchored into the patio with MPBZ moment post bases, which are designed to resist rotation at the base and eliminate the need to apply knee bracing. That capability is ideal for outdoor structures where you can enjoy greater visibility through larger openings.

## Sheet List

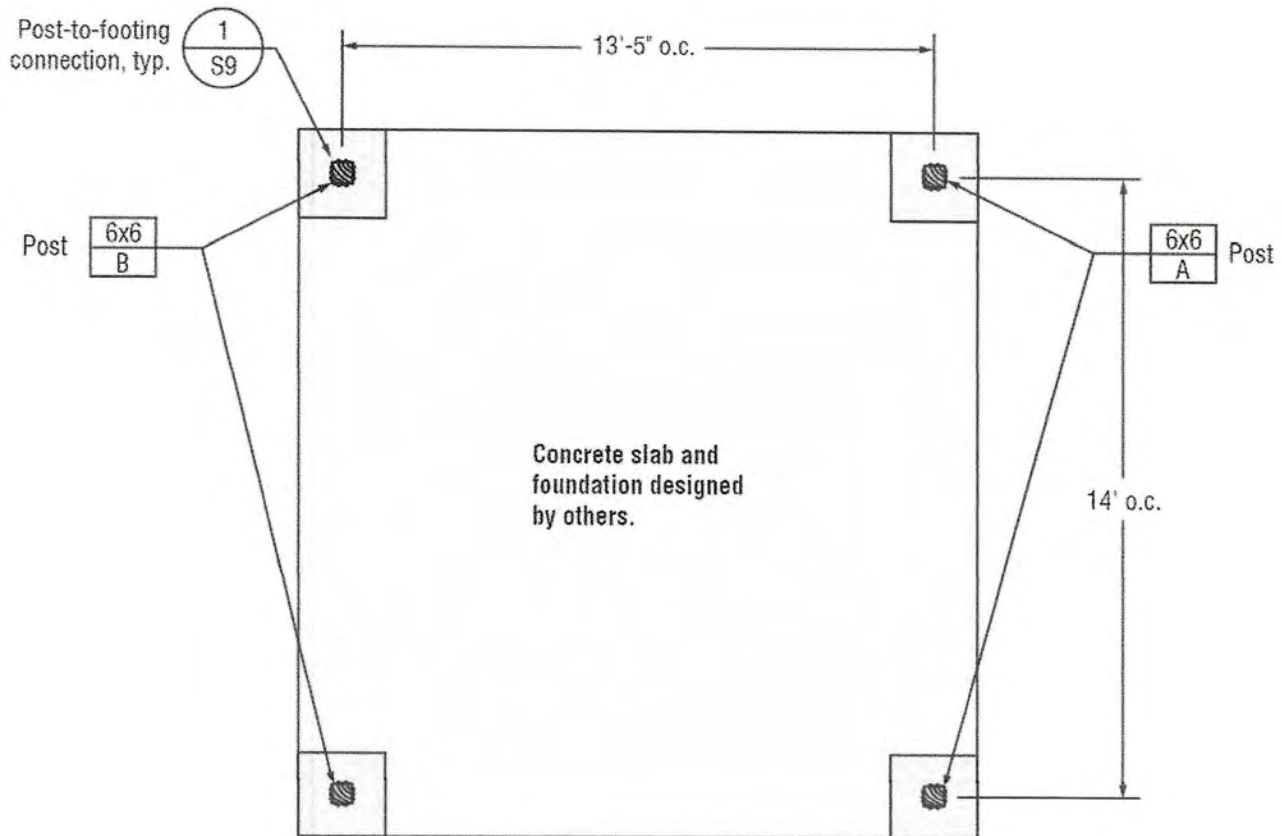
Sheet No.	Sheet Name
S1	Perspective View
S2	Foundation Plan
S3	Roof Plan
S4	Elevation 1
S5	Elevation 2
S6	APA21 Details
S7	Post-to-Beam Connection
S8	Rafter-to-Double Rim Joist Connection
S9	Post-to-Footing Connection
S9	Material Takeoff — Framing
S10	Material Takeoff — Connectors



Perspective View

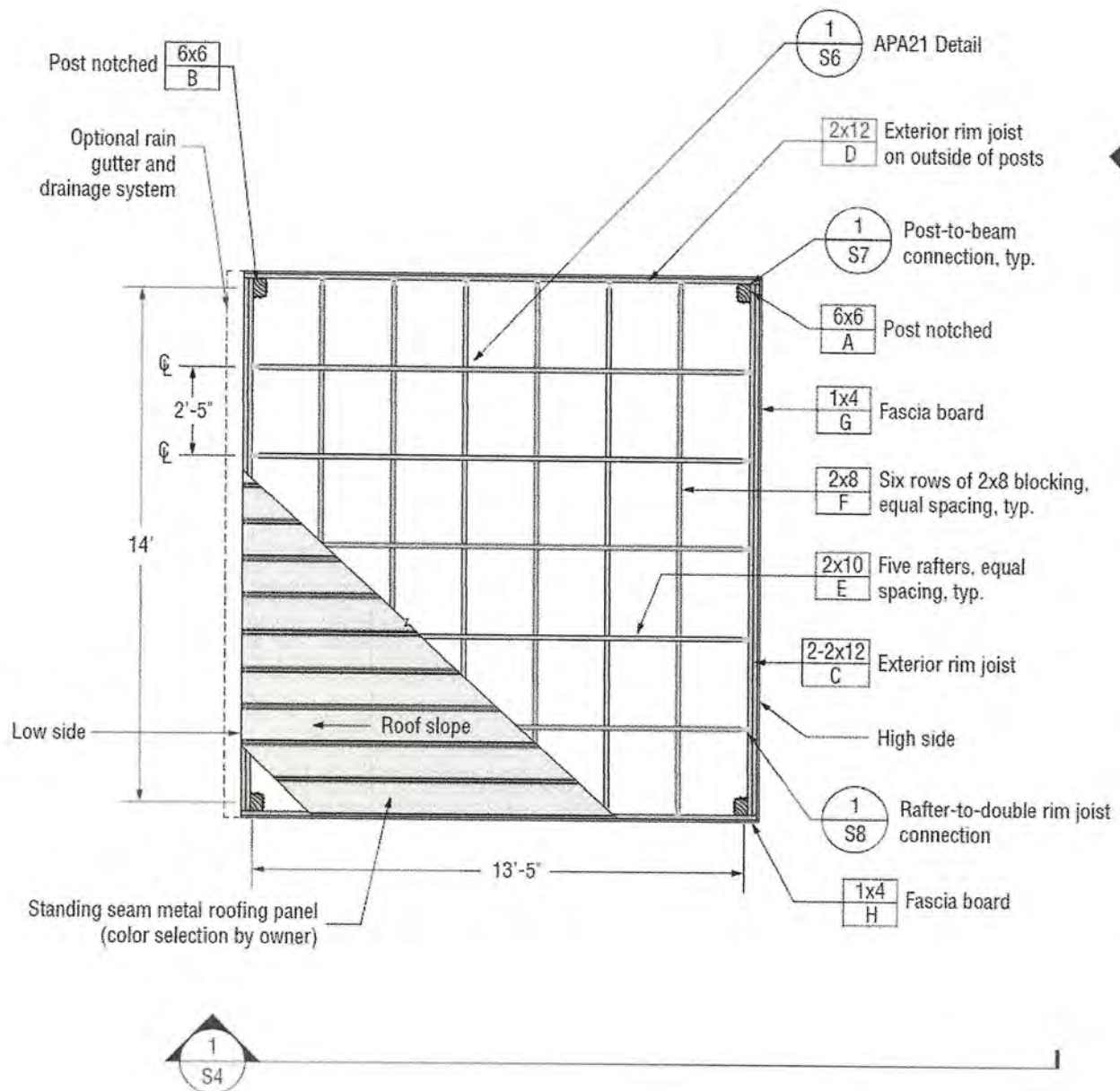
*Outdoor Accents*  
decorative hardware





Foundation Plan

# Free-Standing Sloped Patio Cover



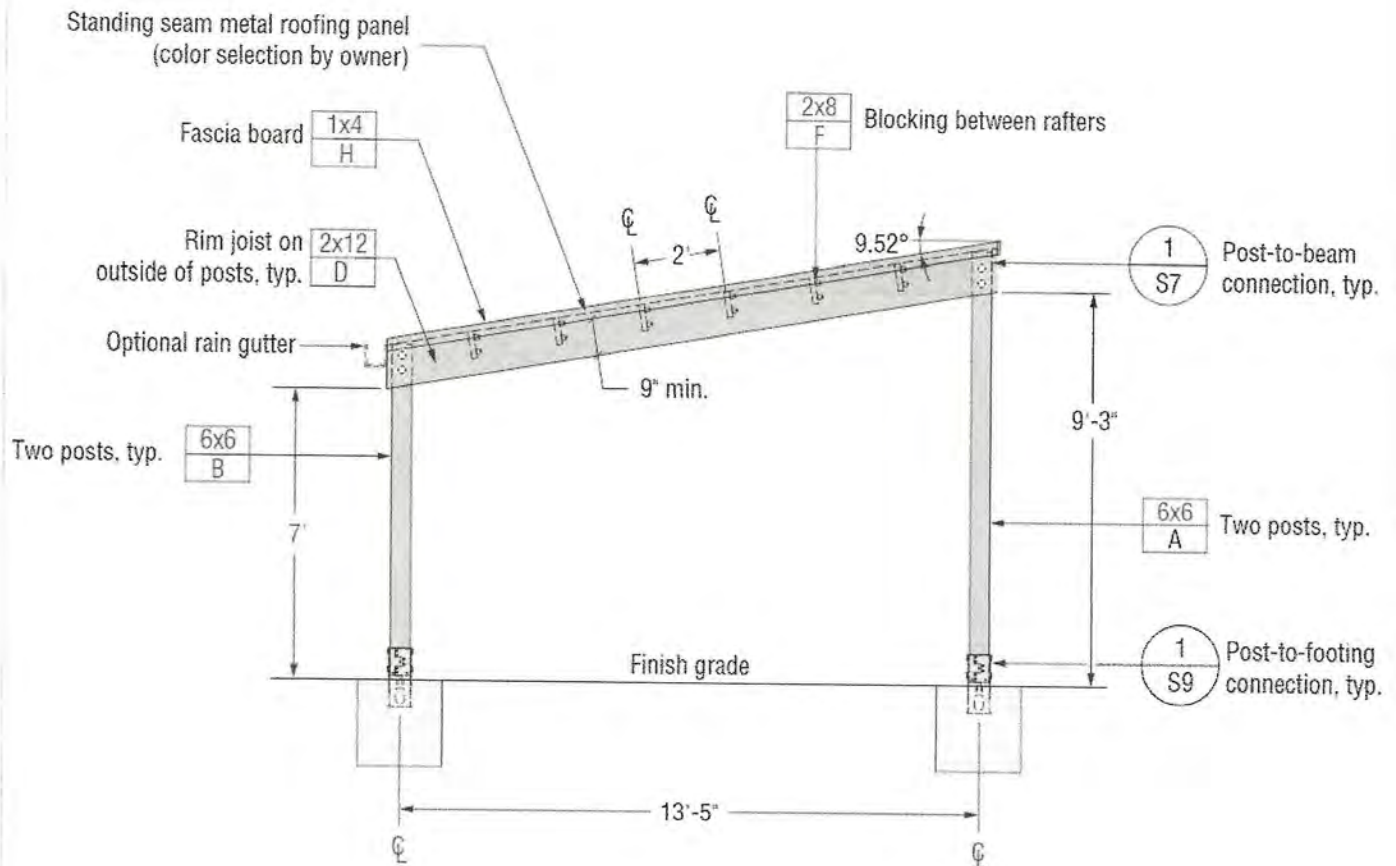
Roof Plan

## Notes:

1. Fascia board on three sides. No fascia board on low side. Leave open for drainage.

*Outdoor Accents*  
decorative hardware

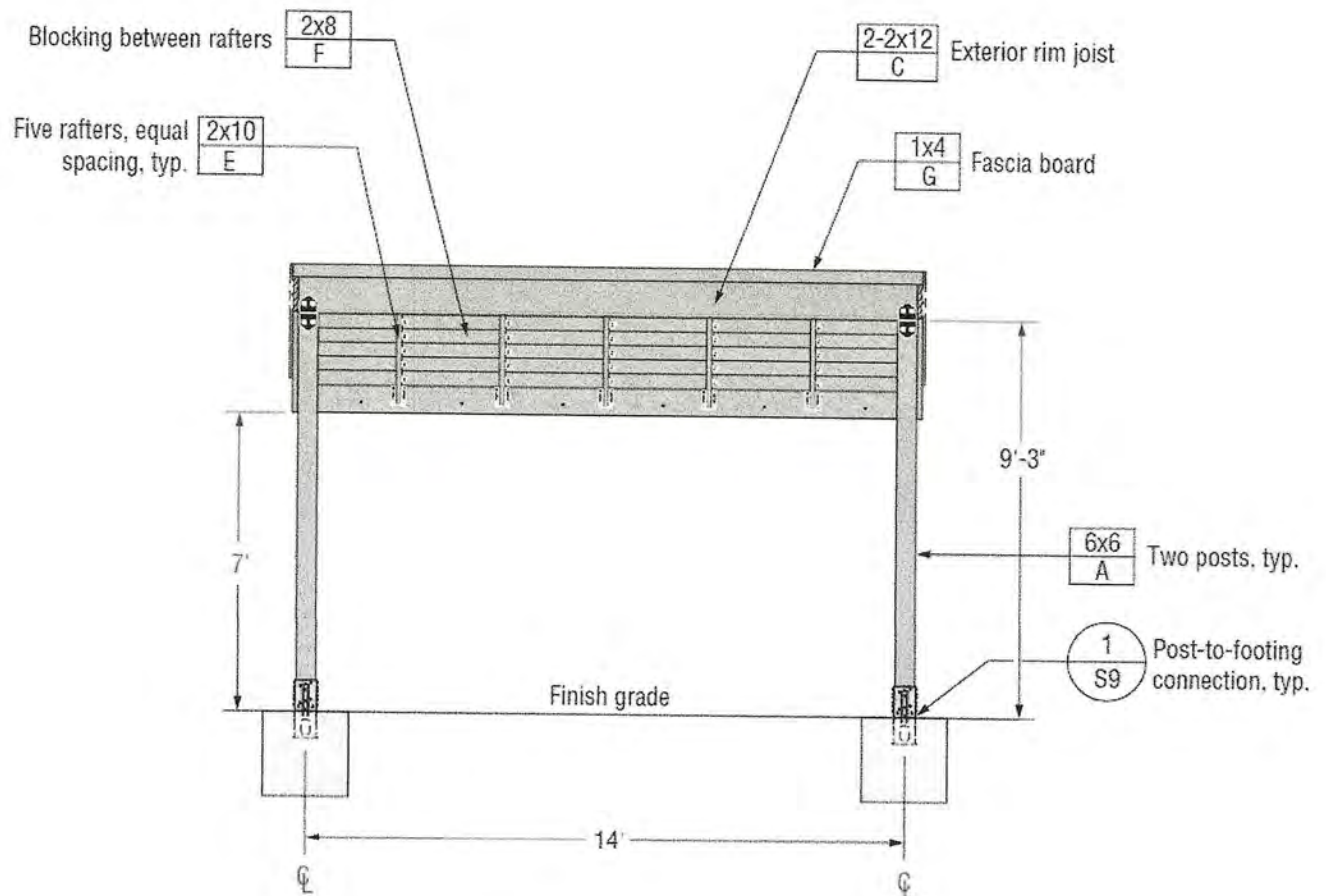
# Free-Standing Sloped Patio Cover



Elevation 1

*Outdoor Accents*  
decorative hardware

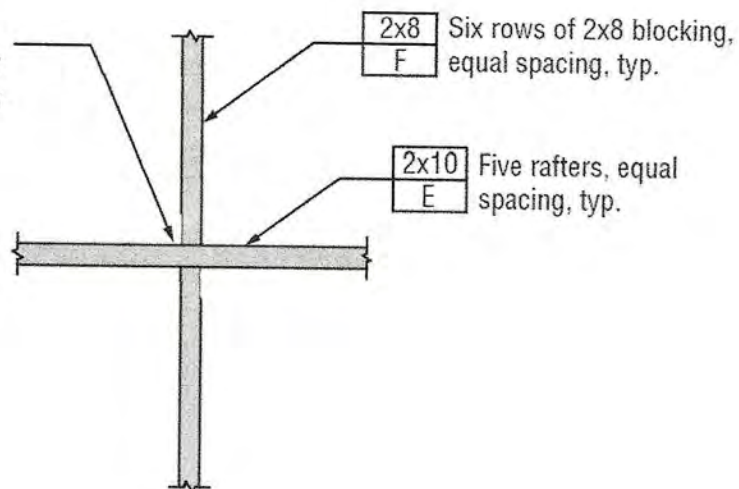
# Free-Standing Sloped Patio Cover



Elevation 2

*Outdoor Accents*  
decorative hardware

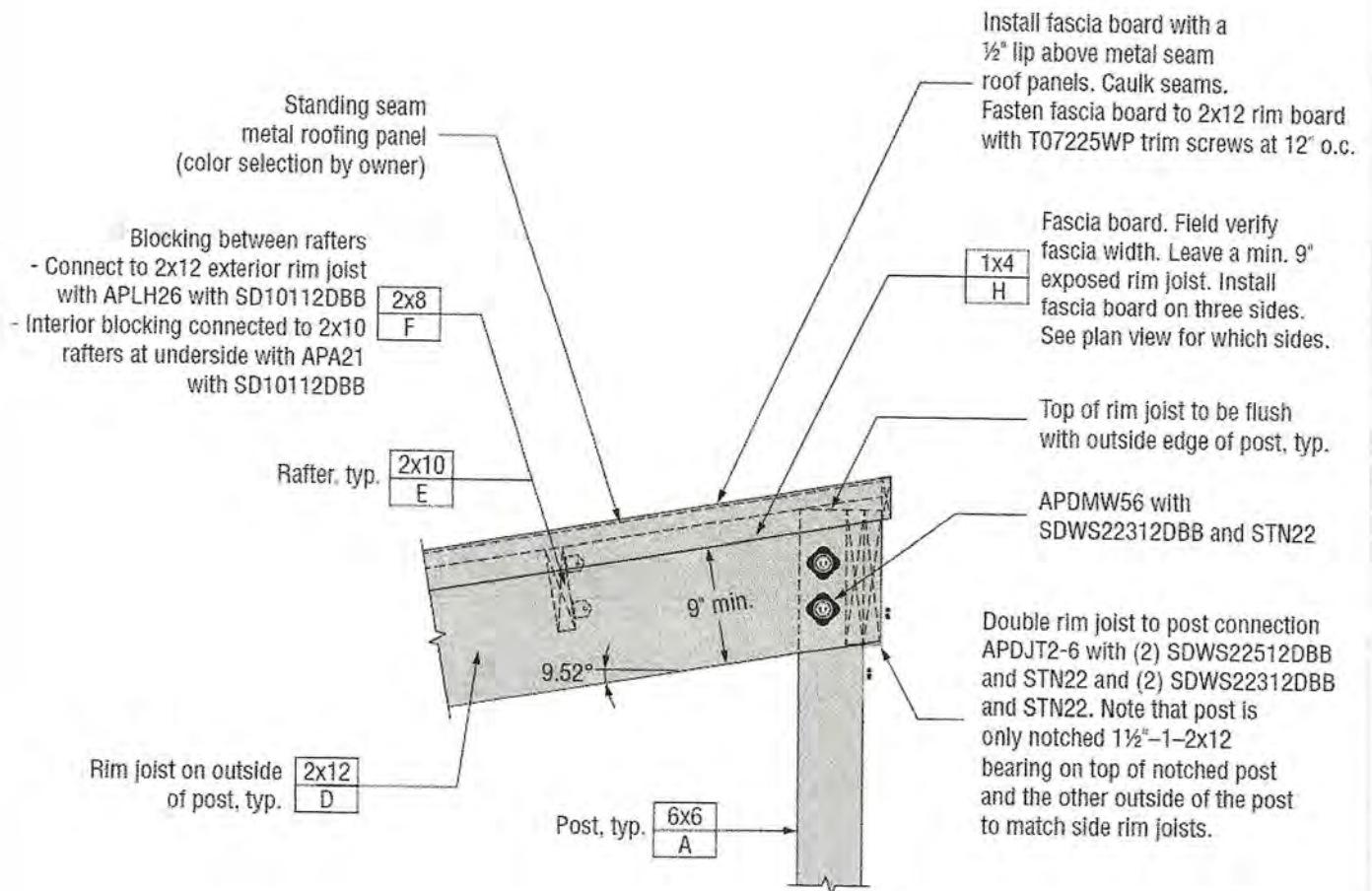
(2) APA21 with SD10112DBB  
at connection of interior  
2x8 blocking to 2x10 rafters



## APA21 Details

*Outdoor Accents*  
decorative hardware





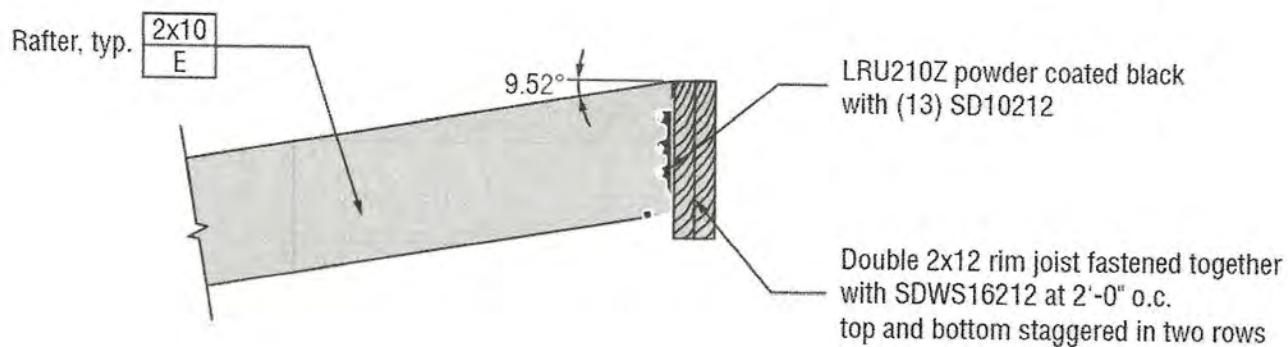
## Post-to-Beam Connection

### Notes:

1. Apply two coats stain or paint prior to assembly and touch-up paint or stain once installed.

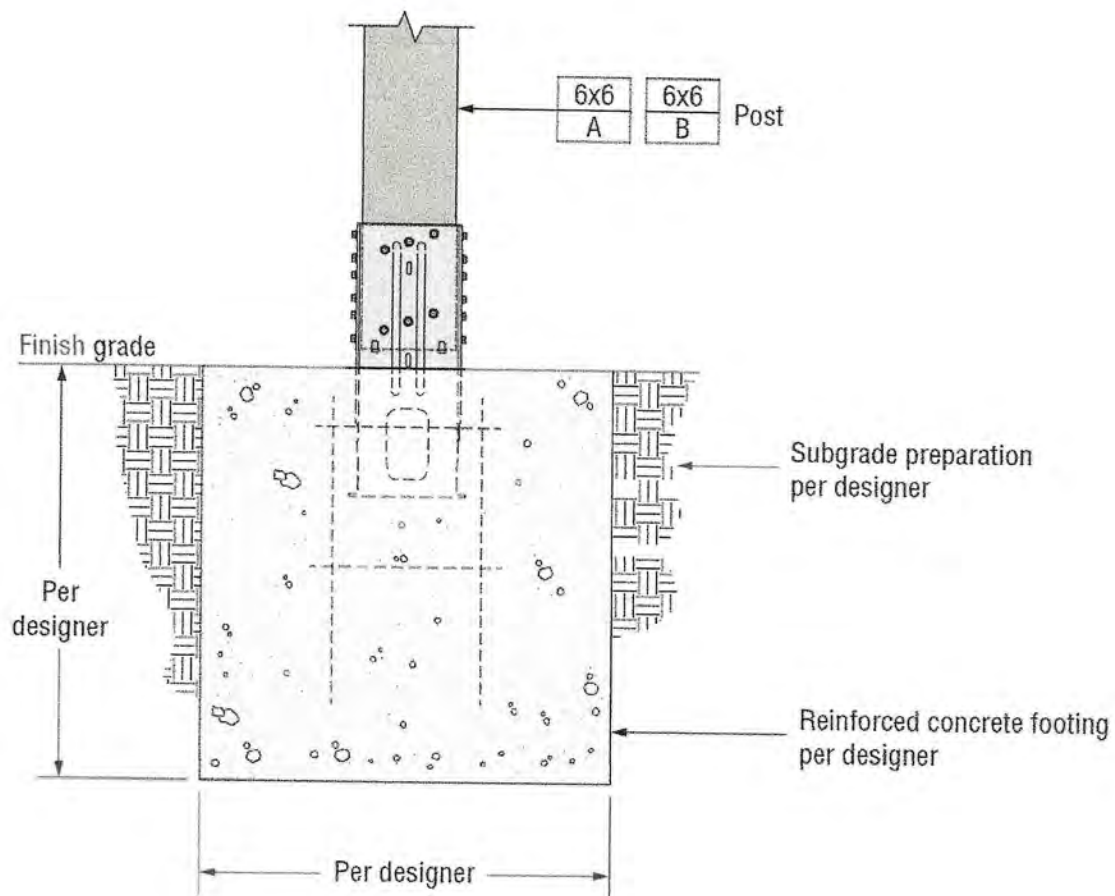
*Outdoor Accents*  
decorative hardware





Rafter-to-Double Rim Joist Connection

*Outdoor Accents*  
decorative hardware



## Post-to-Footing Connection

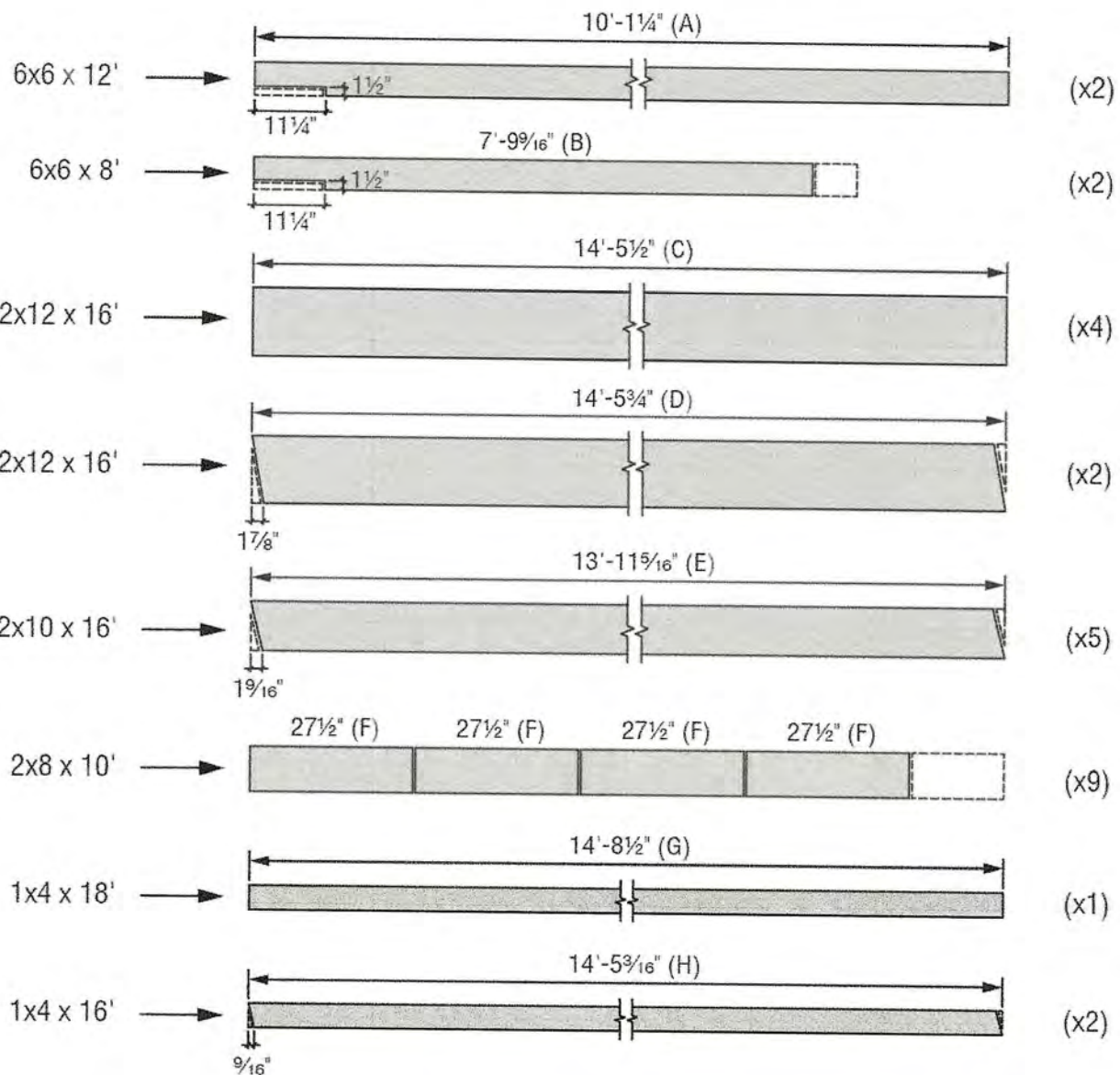
### Notes:

1. Consult designer to verify post and reinforced footing specifications.
2. See the catalog pages at [strongtie.com/MPBZ](http://strongtie.com/MPBZ) for footing reinforcement options.
3. Apply two coats stain or paint prior to assembly and touch-up paint or stain once installed.

*Outdoor Accents*  
decorative hardware

# Free-Standing Sloped Patio Cover

Framing Schedule			
Nominal Size	Quantity	Mark	Cut Length
6x6	2	A	10'-1 $\frac{1}{4}$ "
6x6	2	B	7'-9 $\frac{9}{16}$ "
2x12	4	C	14'-5 $\frac{1}{2}$ "
2x12	2	D	14'-5 $\frac{3}{4}$ "
2x10	5	E	13'-11 $\frac{5}{16}$ "
2x8	36	F	27 $\frac{1}{2}$ "
1x4	1	G	14'-8 $\frac{1}{2}$ "
1x4	2	H	14'-5 $\frac{3}{16}$ "

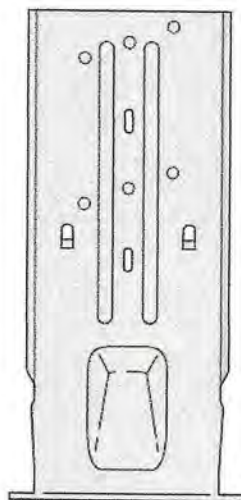


*Outdoor Accents*  
decorative hardware

Simpson Strong-Tie® Connector and Fastener Schedule

Model	Description	Quantity
APA21	Outdoor Accents® 90° Angle	120
MPB66Z*	6x6 Moment Post Base	4
LRU210Z	2x10 Face-Mount Rafter Hanger	10
APLH26	Outdoor Accents Concealed-Flange Lt. Joist Hanger	12
APDMW56	Outdoor Accents Decorative Washer	8
APDJT26	Deck Joist Tie	4
SD10112DBB	Outdoor Accents Connector Screw	240
SDWS22312DBB	3½" Outdoor Accents Structural Wood Screw	8
SDWS22512DBB	5½" Outdoor Accents Structural Wood Screw	8
STN22	Outdoor Accents Hex-Head Washer	16
SD10212	Strong-Drive® SD CONNECTOR Screw	130
SDWS16212	2½" Strong-Drive SDWS FRAMING Screw	32
T07225WP	Deck-Drive™ DWP Wood Stainless Steel Screw	48

\*Fasteners included with product.



MPB66Z (4)



LRU210Z (10)



APLH26 (12)



APA21 (120)



APDJT26 (4)

APDMW56



(8)

STN22



(16)

SDWS22512DBB



(8)

SDWS22312DBB



(8)

SD10112DBB



(240)

SD10212



(130)

SDWS16212



(32)

T07225WP



(48)

*Outdoor Accents*  
decorative hardware



Effective Date: July 10, 2019

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SIMPSON STRONG-TIE COMPANY INC.  
5956 W. LAS POSITAS BLVD.  
PLEASANTON, CA 94588  
(800) 999-5099

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#### EFFECT OF TERMINATION

Termination of this Agreement by Company shall not act as a waiver of any breach of this Agreement and shall not release you from any liability for breach of your obligations under this Agreement. Company shall not be liable to you for damages of any kind as a result of terminating this Agreement in accordance with its terms, and termination of this Agreement by Company shall be without prejudice to any other right or remedy of Company under this Agreement or applicable law.

#### INDEMNIFICATION

By accepting this Agreement you agree to defend, indemnify and hold harmless Company, its officers, employers, agents, subsidiaries and affiliates from any direct, indirect, incidental, special, consequential or exemplary damages arising out of, relating to, or resulting from your breach of this Agreement, use of the Plans or any act or omission by you.

#### ASSIGNMENT

This Agreement may not be assigned, in whole or part, whether voluntarily, by operation of law or otherwise, by you without the prior written consent of Company. Subject to the preceding sentence, the rights and liabilities of the parties hereto is binding on, and shall inure to the benefit of, the parties and their respective successors and assigns. Any attempted assignment other than in accordance with this section shall be null and void.

#### SEVERABILITY

If the plans of any provision of this Agreement to any particular facts or circumstances shall be held to be invalid or unenforceable by an arbitration panel or a court of competent jurisdiction, then: (a) the validity and enforceability of such provision as applied to any other particular facts or circumstances and the validity of other provisions of this Agreement shall not in any way be affected or impaired thereby, and (b) such provision shall be enforced to the maximum extent possible so as to effect the intent of the parties and reformed without further action by the parties to the extent necessary to make such provision valid and enforceable.

#### RELATIONSHIP OF THE PARTIES

Nothing contained in this Agreement shall be deemed or construed as creating a joint venture, partnership, agency, employment or fiduciary relationship between the parties. Neither party nor their agents have any authority of any kind to bind the other party in any respect whatsoever, and the relationship of the parties is, and at all times shall continue to be, that of independent contractors.

#### FORCE MAJEURE

Company shall not be responsible or have any liability for any delay or failure to perform to the extent due to unforeseen circumstances or causes beyond its reasonable control, including, without limitation, acts of God, earthquake, fire, flood, embargoes, labor disputes and strikes, riots, war, novelty of product manufacture or other unanticipated product development problems, and acts of civil and military authorities.

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## License Agreement and Terms

### GENERAL

This agreement shall be governed by the laws for the State of California, without regard to choice of law or conflicts of law principles. You agree that any action, suit, or proceeding arising from or related to use of the Plans shall be brought exclusively in the federal or state courts of the State of California.

For help in using the Plans, refer to the information made available on the Company's website. For technical engineering support, call (800) 999-5099.

The construction plan for this project is designed to be completed by people with basic carpentry skills in standard situations. If your situation is unique, talk with someone with detailed carpentry or construction experience before starting your project. Particular attention was paid to the steps and details in this plan, but they cannot be guaranteed to be error free. Simpson Strong-Tie shall not be responsible for any possible loss, damage or injury resulting directly or indirectly from the information contained here.

(800) 999-5099  
[strongtie.com/diy](http://strongtie.com/diy)

**SIMPSON**  
Strong-Tie



## Jacob Thunander

---

**From:** Sarah Foell [REDACTED]  
**Sent:** Monday, July 24, 2023 8:07 PM  
**To:** Jacob Thunander  
**Subject:** Re: Eagle Scout projects for the city

preview of proposed Eagle Scout Projects:

Cody Sneller- archery Range

The area by the cemetery at Pleasant Lake would be a great fit for what is planned the proposal is 5 archery targets (bows only no guns) each with a shelter around it to protect it from the environment, Each set at a different range, 10,20,30,40 and 50 yards from the shooting line. There will be a gravel shooting line and a gravel line from the shooting line to each target. There will be an arrow stop blanket made for arrows hung up behind the targets to minimize any stray arrows and prevent any concerns.

Rules will be placed at the entrance to the range. The range needs to be 160ft x 40 feet. The cost of the arrow stop and set up is \$1000, the targets are \$40 per target (would need to be replaced annually depending on use) the shelters are \$115 each and would be made by the scouts and Gravel is \$780. Total cost \$2461.

landscaping should be minimal in that area other than mowing. Maintenance would require targets to be stored in the winter, the shelters are estimated to last approximately 15 years. Set up, building of shelters, signage and arrow stop set up would all be done through the scouting community.

Fundraising would include asking for any donations from local businesses, any funding the city may have available and Cody's individual scouting account as he has been doing fundraising through scouting events for many years. considering having a donation box at the range to help pay for the annual replacement of targets, everything else can remain in place year round.

Bryce Sneller: above ground Dugouts at Big Woods Baseball Field

The field is in need of improvements, we are in contact with the Annandale Baseball/Softball association regarding this project and will ensure their final approval as well.

project plans include wooden support system with corrugated steel roofing for shade. The dimensions are 22ft x 9 feet for a total square foot of 198 for each of the 2 dugouts. wood is Pressure treated wood 6x6 beams with footings as determined by the city planner. The dugout will be open but a chain link fence could be added in the future with a tarp to block more of the elements. cost including wood supports, roofing, accessories to build it total \$2500 per dugout. the structures are expected to last at least 15 years with no required maintenance. the only cost not included is what is required for footings which would need to be discussed with city planner.

Funds would be raised through donations any available funds from the Baseball association after approval, any city funds available, donations from local businesses, personal scouting account from fundraising over the past several years in scouting and a possible Gofund me page if needed. The labor will be provided by the Scouts and their families and all materials can be purchased through Menards or Home Depot.

Both Scouts will be present with pictures and plans and to answer any questions. We truly appreciate your time and consideration.

sincerely,

Cody and Bryce Sneller Annandale Troop 3354

We look forward to seeing you at 6 pm Tuesday July 25th- is the commission meeting at City Hall?

On Tuesday, July 18, 2023 at 11:15:50 AM CDT, Jacob Thunander <jthunander@annandale.mn.us> wrote:

Hi Sarah,

California Contractors # 948892



WWW.IRONBYCHAD.COM

"for something a little nicer"

chad@IronByChad.com  
800-545-2191 toll free  
831-277-2014 cell

Chad Dietz

30005 Olivia Dr. , Greenfield, CA 93927

7/2/2014

# Wheelchair Gazebo Swing

*Fabricated in the USA by Chad Dietz*

Designed to fill a need for children and adults who are restricted to wheelchairs.

After building many gazebos for clients, Chad built a swing for his niece, Mary Clara, who has cerebral palsy. The effect on her was amazing! Just seeing the smile and the comfort on her face was enough to farther refine the design to make it as safe, comfortable and easy to operate as possible.

This current model swing provides motion therapy and face to face interaction with others while enjoying the pleasant porch swing movement the rest of the world takes for granted.

The construction is commercial quality and the simple style fits into any landscape design.

*"I can't tell you how wonderful it's been to have this wheelchair gazebo swing for my child. Not only is it fun for her, but the neighborhood children also enjoy coming over to push Mary and spend hours interacting with her. It has a calming effect on her and provides the motion therapy that we all enjoy." ~Kathy H., MN*





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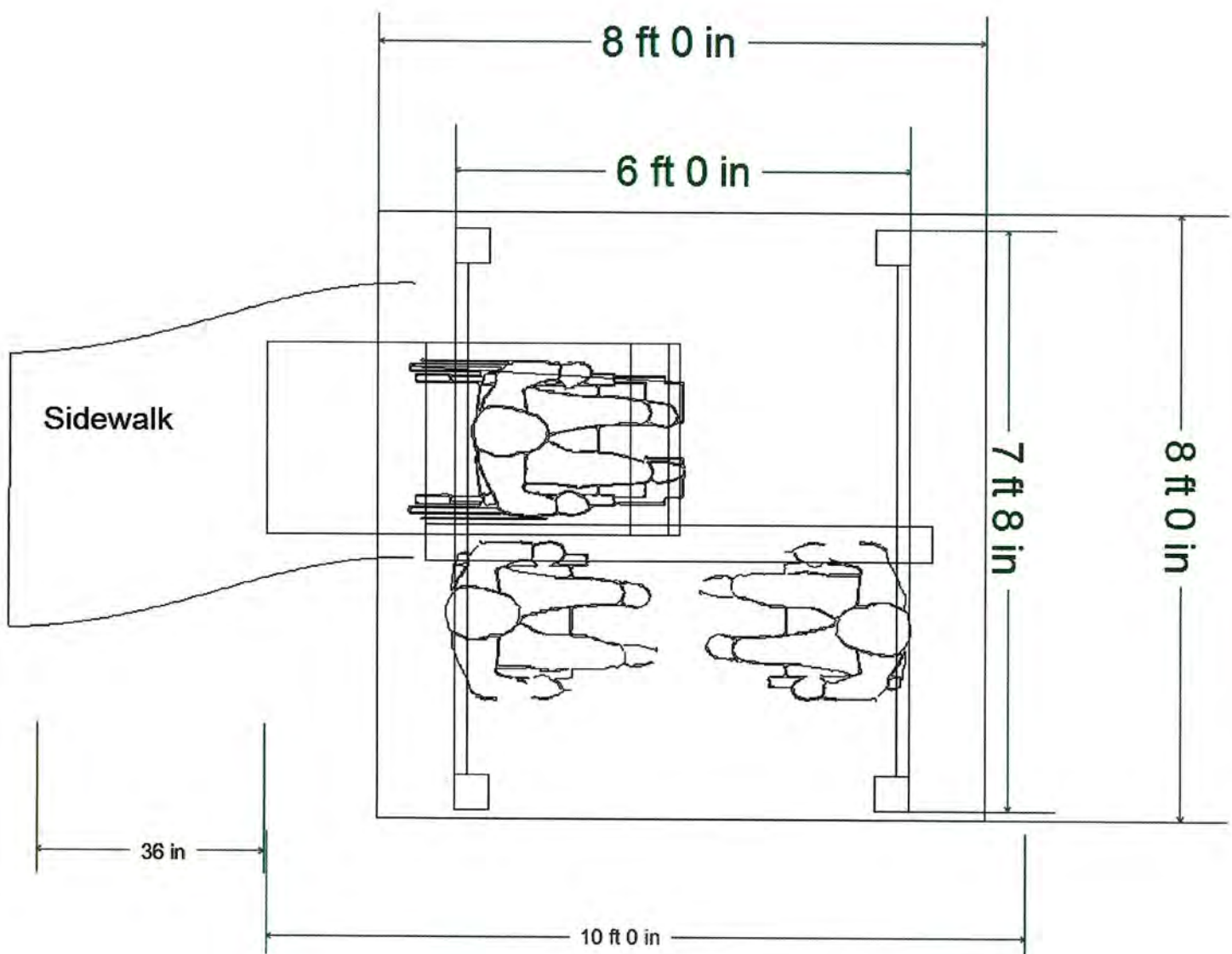
Chad Dietz

30005 Olivia Dr. , Greenfield, CA 93927

7/2/2014

Over head view of Swing layout.

Suggested slab is 8' x 8', with a sidewalk approach for wheelchair ramp.





California Contractors # 948892



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*"for something a little nicer"*

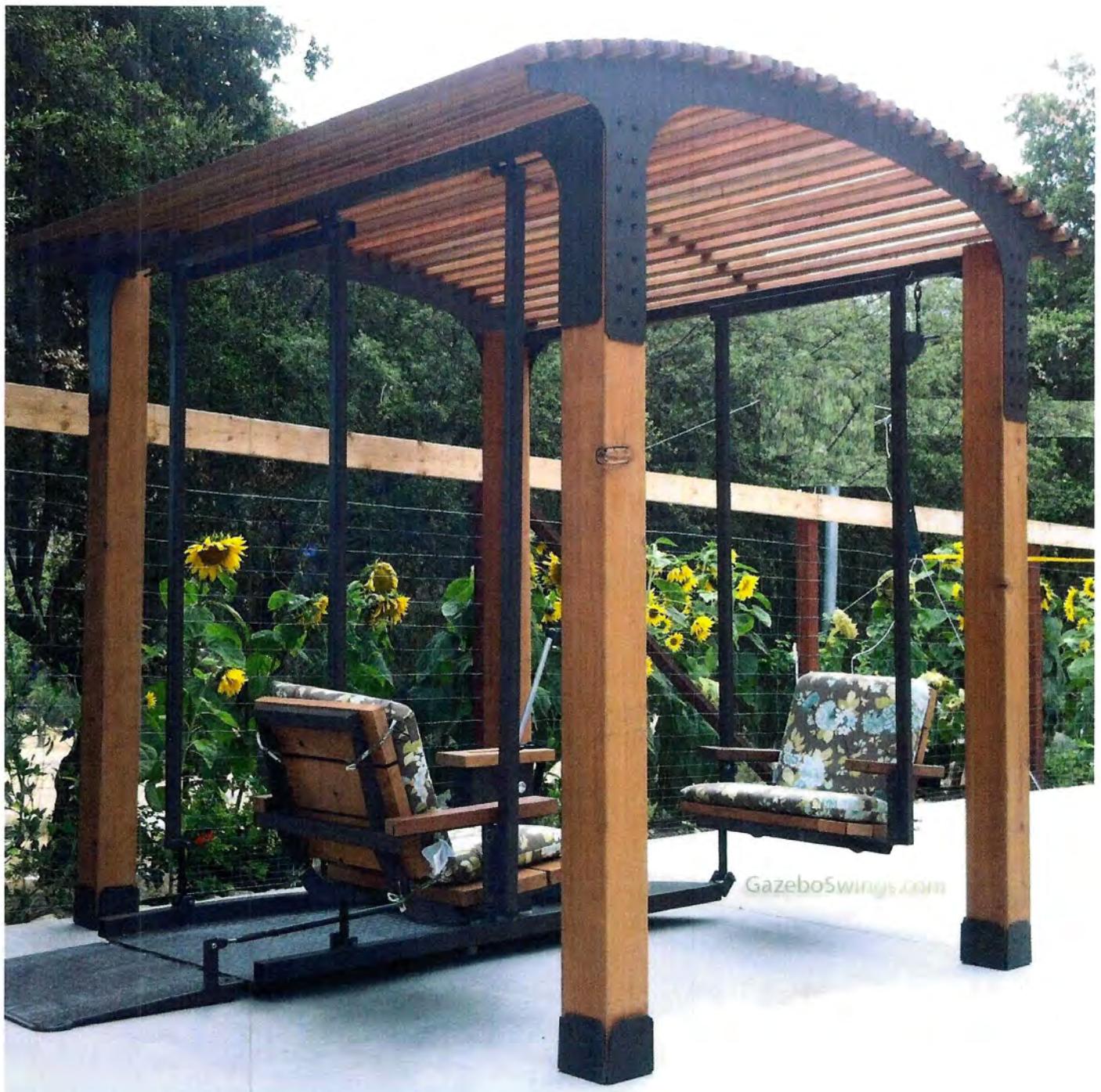
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7/2/2014

This demonstration video clearly shows the swing in operation:  
[http://youtu.be/GOA1law\\_NKE](http://youtu.be/GOA1law_NKE)



California Contractors # 948892



WWW.IRONBYCHAD.COM

*"for something a little nicer"*

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800-545-2191 toll free  
831-277-2014 cell

Chad Dietz

30005 Olivia Dr. , Greenfield, CA 93927

7/2/2014

## Description and Safety Features:

8' x 8' Redwood lattice canopy of 2"x 2"s

Posts are Redwood 6" x 6"

Benches are made from 2" x 6" Redwood.

All redwood is stained with a natural color sealer.

Each piece of wood is independently fastened to steel framework (no wood to wood connections).

Steel framework is all Powder coated for long lasting durability

Wheelchair platform is fabricated from lightweight aluminum and powder-coated to match.

Swing is equipped with parking brake:

Parking brake can not be released until safety strap is tightened.

Ramp can not be raised until safety strap is tightened.

Ramp can not be lowered until safety button is released.

Swing motion is limited and adjustable. No 'crazy' rides.

Swing platform is not 'fixed' but on flexible mounts preventing 'foot pinch'.

Swing operator keeps feet on the ground for comfort and better control.



## **Eagle Scout For the City of Annandale MN**

### **Details**

A substantial robust design built in the USA to last.  
A simple look that fits into any landscape design.  
Multiple safety features for safe operation.  
Easily assembles in one day.



### **Materials**

Lightweight aluminum platform.  
Stainless steel and bronze bushings.  
Composite lumber benches.  
All metals are Powder coated for long lasting durability.  
Posts are made from beautiful 6 x 6 solid california redwood.



### **Safety Features**

This swing is equipped with an automatic parking brake:

- Parking brake is not released until safety strap is tightly attached to wheelchair.
- Parking brake is not released until ramp is raised.
- Ramp can not be raised until safety strap is attached to wheelchair.
- Ramp can not be lowered accidentally, safety button must be released at the same time.
- Swing motion is limited and ADJUSTABLE! No 'crazy' rides.
- Swing platform is not 'fixed', but rides on flexible mounts to prevent contact injury.
- Swing operator keeps their feet safely on the ground for better comfort and complete control of swings movements.

### **Cost**

The cost of the swings in 2023 will be \$9,100 for the Redwood Pergola Model, and \$8,700 for the Canopy Model. Shipping charges will be factored at actual cost depending on our location (\$700-\$1,000). Will also be cost for the slab.

### **Company:**

IronWood Products    [www.wheelchairswings.com](http://www.wheelchairswings.com)

**Narrative explaining the request in detail:**

Designed to fill a need for children and adults who are restricted to wheelchairs. The platform will hold a wheelchair of up to 31" wide, and is long enough for every wheelchair we have encountered. The safe load for the platform is 600 pounds.

**Who is building the project:**

The Scouts from Troop 3354 in Annandale will be building the Wheelchair Swing. Adults from the Troop will need to do assemblies that need a ladder.

**Types of construction materials:**

The swing is usually mounted outdoors upon a level concrete pad. The pad will need to be 8 foot X 8 foot, with a side walk leading to it.

**Materials**

Lightweight aluminum platform.

Stainless steel and bronze bushings.

Composite lumber benches.

All metals are Powder coated for long lasting durability.

Posts are made from beautiful 6 x 6 solid california redwood.

Each piece of wood is independently fastened to steel framework (no wood to wood connections).

**Project is being funded:**

Will be seeking funding from the Annandale Loins club. If more money is needed We will do fundraising.

**Timeline for construction:**

Concrete pad could be done this fall. Construction most likely will be done in the spring. Swings are about 2 months out from order date.

**Location in the park.**

Near the basketball court facing the lake.

**Ongoing maintenance the City would need to consider:**

No maintenance. All bearings are bronze and stainless. The wood is quality redwood and they have never had any complaints.

Sealing the lumber as needed and regular inspection to be sure all hardware is tight. Wooden components will have natural imperfections such as surface cracks, knots and knot holes. These are natural and do not affect structural integrity.



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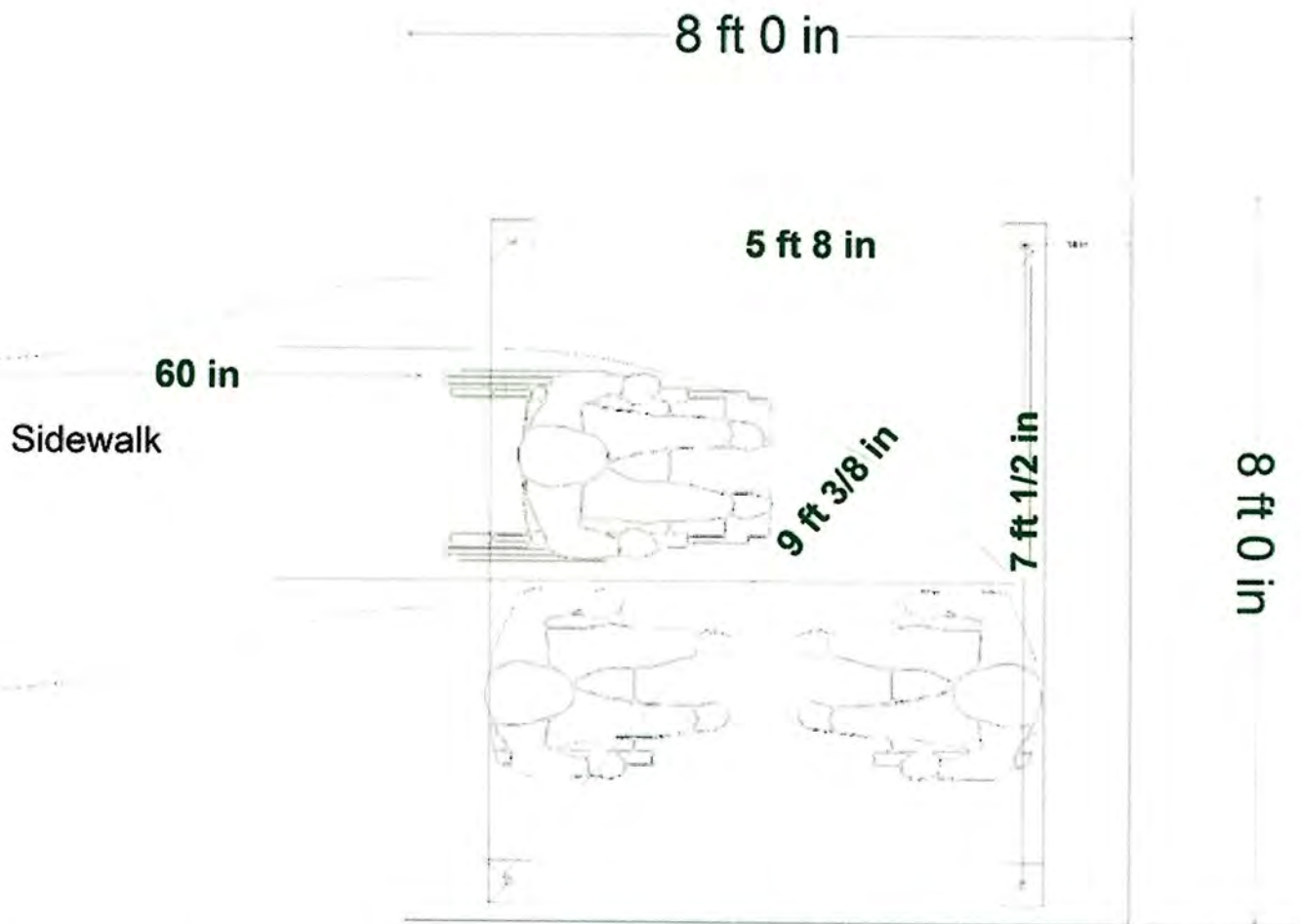
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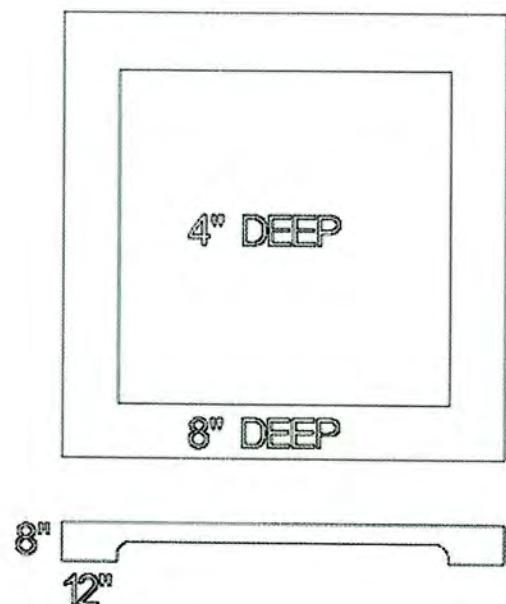
IronWood Products    [www.wheelchairswings.com](http://www.wheelchairswings.com)

**Over head view of Swing layout.**

**Suggested slab is 8' x 8', with a sidewalk approach for wheelchair ramp.**



**Slab Layout**









## City Council Agenda

August 14, 2023

**Agenda Section:** Consent

**Agenda No.** 6A

**Report From:** Kelly Hinnenkamp, Admin

**Agenda Item:** Auditing Claims

### Core Strategy:

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

---

### Background

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

### Recommended Action

Approve Auditing Claims

---

### Attachments:

Auditing Claims

## 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>A R ENGH</b>								
4648	A R ENGH	230507	HVAC MAINTENANCE	07/11/2023	500.00	500.00	07/18/2023	
4648	A R ENGH	230508	HVAC MAINTENANCE	07/11/2023	312.50	312.50	07/18/2023	
4648	A R ENGH	230510	HVAC MAINTENANCE	07/11/2023	281.25	281.25	07/18/2023	
4648	A R ENGH	230511	SPRING MAINT-TRAINING CENT	07/11/2023	312.50	312.50	07/26/2023	
Total A R ENGH:					1,406.25	1,406.25		
<b>ANNANDALE ADVOCATE</b>								
180	ANNANDALE ADVOCATE	73123-DMV	4TH AD	07/31/2023	46.80	.00		
180	ANNANDALE ADVOCATE	73123-PD	NNO	07/31/2023	74.50	.00		
Total ANNANDALE ADVOCATE:					121.30	.00		
<b>ANNANDALE AREA CHAMBER OF</b>								
190	ANNANDALE AREA CHAMBER	71223	7/12 LUNCH- JONAS, STANDAF	07/12/2023	30.00	30.00	07/13/2023	
Total ANNANDALE AREA CHAMBER OF:					30.00	30.00		
<b>ANNANDALE AUTO CARE LLC</b>								
188	ANNANDALE AUTO CARE LLC	121857	BATTERY	07/20/2023	169.95	169.95	07/26/2023	
Total ANNANDALE AUTO CARE LLC:					169.95	169.95		
<b>ANNANDALE CARE CENTER</b>								
193	ANNANDALE CARE CENTER	2023-TIF	2023 TIF PAYMENT	07/24/2023	30,149.77	30,149.77	07/26/2023	
Total ANNANDALE CARE CENTER:					30,149.77	30,149.77		
<b>ANNANDALE EMBROIDERY</b>								
200	ANNANDALE EMBROIDERY	791	APD HATS	07/09/2023	150.00	150.00	07/26/2023	
Total ANNANDALE EMBROIDERY:					150.00	150.00		
<b>ANNANDALE PARTS SUPPLY</b>								
192	ANNANDALE PARTS SUPPLY	127311022	PD SQUAD MAINTENANCE	07/01/2023	27.48	27.48	07/26/2023	
192	ANNANDALE PARTS SUPPLY	127311612	BATTERIES	07/10/2023	284.58	284.58	08/10/2023	
192	ANNANDALE PARTS SUPPLY	127311940	TOOLS SMALL EQUIPMENT	07/14/2023	278.00	278.00	08/10/2023	
192	ANNANDALE PARTS SUPPLY	127312220	MOTOR FUELS	07/18/2023	25.98	25.98	07/26/2023	
192	ANNANDALE PARTS SUPPLY	127312221	GRASS 11	07/18/2023	68.40	68.40	07/26/2023	
192	ANNANDALE PARTS SUPPLY	127312570	SUPPLIES	07/24/2023	87.03	87.03	08/10/2023	
Total ANNANDALE PARTS SUPPLY:					771.47	771.47		
<b>ANNANDALE-MAPLE LAKE</b>								
230	ANNANDALE-MAPLE LAKE	071923	SAC FEES - 270 BROWN AVE N	07/19/2023	3,500.00	3,500.00	07/26/2023	
230	ANNANDALE-MAPLE LAKE	071923	SAC FEES - 500 VALLEY DRIVE	07/19/2023	3,500.00	3,500.00	07/26/2023	
230	ANNANDALE-MAPLE LAKE	071923	SAC FEES - 510 DOUGLAS DRI	07/19/2023	3,500.00	3,500.00	07/26/2023	
230	ANNANDALE-MAPLE LAKE	071923	SAC FEES - 520 VALLEY DRIVE	07/19/2023	3,500.00	3,500.00	07/26/2023	
230	ANNANDALE-MAPLE LAKE	071923	SAC FEES - 610 IRWIN CIR	07/19/2023	3,500.00	3,500.00	07/26/2023	
230	ANNANDALE-MAPLE LAKE	071923	SAC FEES - 907 PALM CIR	07/19/2023	3,500.00	3,500.00	07/26/2023	



Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
230	ANNANDALE-MAPLE LAKE	071923	SAC FEES - 681 IRWIN CIR	07/19/2023	3,500.00	3,500.00	07/26/2023	
230	ANNANDALE-MAPLE LAKE	071923	SAC FEES - 1272 CYPRESS DRI	07/19/2023	3,500.00	3,500.00	07/26/2023	
Total ANNANDALE-MAPLE LAKE:					28,000.00	28,000.00		
<b>ARAMARK UNIFORM SERVICES</b>								
286	ARAMARK UNIFORM SERVICES	2530159604	PW UNIFORMS	07/06/2023	222.30	222.30	07/18/2023	
286	ARAMARK UNIFORM SERVICES	2530161865	SEWER UNIFORMS	07/13/2023	65.40	65.40	07/18/2023	
286	ARAMARK UNIFORM SERVICES	2530164201	PW UNIFORMS	07/20/2023	61.75	61.75	07/26/2023	
286	ARAMARK UNIFORM SERVICES	2530166818	WATER UNIFORMS	07/27/2023	54.25	.00		
Total ARAMARK UNIFORM SERVICES:					403.70	349.45		
<b>AT&amp;T MOBILITY</b>								
5317	AT&T MOBILITY	287314070103	PW CELL PHONE	07/25/2023	88.87	88.87	08/10/2023	
5317	AT&T MOBILITY	287314070103	WATER CELL PHONE	07/25/2023	86.26	86.26	08/10/2023	
5317	AT&T MOBILITY	287314070103	WW CELL PHONE	07/25/2023	86.26	86.26	08/10/2023	
5317	AT&T MOBILITY	287314070103	PD CELL PHONE	07/25/2023	133.89	133.89	08/10/2023	
5317	AT&T MOBILITY	287314070103	FD IPAD	07/25/2023	38.23	38.23	08/10/2023	
5317	AT&T MOBILITY	287314070103	CITY CELL PHONE	07/25/2023	44.63	44.63	08/10/2023	
5317	AT&T MOBILITY	287314070103	AIR CARDS	07/25/2023	152.91	152.91	08/10/2023	
Total AT&T MOBILITY:					631.05	631.05		
<b>BADGER METER, INC.</b>								
380	BADGER METER, INC.	80132775	BEACON HOSTING SERVICE- S	07/29/2023	48.48	.00		
380	BADGER METER, INC.	80132775	BEACON HOSTING SERVICE- W	07/29/2023	48.48	.00		
Total BADGER METER, INC.:					96.96	.00		
<b>BERGLUND BAUMGARTNER KIMBALL &amp; GLASER</b>								
5194	BERGLUND BAUMGARTNER KI	7523	BBKG PROSECUTION SERVICE	07/05/2023	1,939.59	1,939.59	07/13/2023	
Total BERGLUND BAUMGARTNER KIMBALL & GLASER:					1,939.59	1,939.59		
<b>BLUE CROSS BLUE SHIELD OF MN</b>								
5318	BLUE CROSS BLUE SHIELD OF	230630089780	INSURANCE	06/30/2023	74.14	74.14	07/13/2023	
5318	BLUE CROSS BLUE SHIELD OF	230801357736	INSURANCE	08/01/2023	74.14	74.14	08/10/2023	
Total BLUE CROSS BLUE SHIELD OF MN:					148.28	148.28		
<b>BOLTON &amp; MENK, INC</b>								
463	BOLTON & MENK, INC	314571	PICKLE BALL COURTS	06/22/2023	317.50	317.50	07/13/2023	
463	BOLTON & MENK, INC	314571	BUILDING PERMIT REVIEW	06/22/2023	176.50	176.50	07/13/2023	
463	BOLTON & MENK, INC	314573	BRUGGEMANN BUSINESS CON	06/22/2023	590.50	590.50	07/13/2023	
463	BOLTON & MENK, INC	314574	BRUGGEMANN MULTI FAMILY	06/22/2023	590.50	590.50	07/13/2023	
463	BOLTON & MENK, INC	314576	LAKE JOHN PRESERVE	06/22/2023	4,674.50	4,674.50	07/13/2023	
463	BOLTON & MENK, INC	314577	PINTAIL- 2	06/22/2023	3,616.50	3,616.50	07/13/2023	
463	BOLTON & MENK, INC	314578	HEMLOCK	06/22/2023	7,553.00	7,553.00	07/13/2023	
463	BOLTON & MENK, INC	314579	HWY 55	06/22/2023	11,209.00	11,209.00	07/13/2023	
463	BOLTON & MENK, INC	314580	TRIPLETT FARMS	06/22/2023	1,938.00	1,938.00	07/13/2023	
463	BOLTON & MENK, INC	314581	LAKE JOHN PROJECT- ADMIN	06/22/2023	10,628.50	10,628.50	07/13/2023	
463	BOLTON & MENK, INC	314582	WATER TOWER	06/22/2023	696.50	696.50	07/13/2023	
463	BOLTON & MENK, INC	316542	GENERAL	07/20/2023	82.50	82.50	08/10/2023	
463	BOLTON & MENK, INC	316567	BRUGGEMANN BUSINESS CON	07/20/2023	470.00	470.00	08/10/2023	
463	BOLTON & MENK, INC	316568	BRUGGEMAN MULTI FAM	07/20/2023	574.00	574.00	08/10/2023	
463	BOLTON & MENK, INC	316569	LAKE JOHN DEVELOPMENT	07/20/2023	1,430.50	1,430.50	08/10/2023	

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463	BOLTON & MENK, INC	316570	PINTAIL- 2	07/20/2023	1,187.00	1,187.00	08/10/2023	
463	BOLTON & MENK, INC	316571	HEMLOCK	07/20/2023	9,030.00	9,030.00	08/10/2023	
463	BOLTON & MENK, INC	316572	HWY 55	07/20/2023	5,040.00	5,040.00	08/10/2023	
463	BOLTON & MENK, INC	316573	TRIPLETT FARMS- 4TH ADDN	07/20/2023	2,780.00	2,780.00	08/10/2023	
463	BOLTON & MENK, INC	316574	LAKE JOHN PROJECT- ADMIN/I	07/20/2023	39,314.50	39,314.50	08/10/2023	
463	BOLTON & MENK, INC	316575	WATER TOWER	07/20/2023	502.25	502.25	08/10/2023	
Total BOLTON & MENK, INC:					102,401.75	102,401.75		
<b>BRAUN INTERTEC CORPORATION</b>								
501	BRAUN INTERTEC CORPORATI	B349082	LAKE JOHN TESTING	07/12/2023	2,743.00	2,743.00	07/18/2023	
501	BRAUN INTERTEC CORPORATI	B350773	TESTING- HEMLOCK	07/25/2023	2,840.00	.00		
Total BRAUN INTERTEC CORPORATION:					5,583.00	2,743.00		
<b>CASH</b>								
587	CASH	72823	PD	07/28/2023	150.00	150.00	07/28/2023	
Total CASH:					150.00	150.00		
<b>CENTER POINT ENERGY</b>								
2511	CENTER POINT ENERGY	JUL23-240 PL	HOCKEY RINK	07/17/2023	15.00	15.00	07/26/2023	
2511	CENTER POINT ENERGY	JUL23-30 CED	CITY HALL	07/17/2023	83.10	83.10	07/26/2023	
2511	CENTER POINT ENERGY	JUL23-330 OA	PAVILION	07/17/2023	16.11	16.11	07/26/2023	
2511	CENTER POINT ENERGY	JUL23-340 PO	FD	07/17/2023	78.93	78.93	07/26/2023	
2511	CENTER POINT ENERGY	JUL23-350 PO	OLD PW SHOP	07/17/2023	32.80	32.80	07/26/2023	
2511	CENTER POINT ENERGY	JUL23-541 AS	WTP	07/17/2023	234.12	234.12	07/26/2023	
2511	CENTER POINT ENERGY	JUL23-551 PO	TC	07/17/2023	15.00	15.00	07/26/2023	
2511	CENTER POINT ENERGY	JUL23-74 OAK	74 OAK A3	07/17/2023	10.20	10.20	07/26/2023	
2511	CENTER POINT ENERGY	JUL23-74 OAK	74 OAK HSE	07/17/2023	10.20	10.20	07/26/2023	
Total CENTER POINT ENERGY:					495.46	495.46		
<b>CENTRA SOTA COOPERATIVE</b>								
646	CENTRA SOTA COOPERATIVE	6312648	FUEL - PW	07/13/2023	506.58	506.58	07/26/2023	
646	CENTRA SOTA COOPERATIVE	6312648	FUEL - STREETS	07/13/2023	176.20	176.20	07/26/2023	
646	CENTRA SOTA COOPERATIVE	6312648	FUEL - PARKS	07/13/2023	176.20	176.20	07/26/2023	
646	CENTRA SOTA COOPERATIVE	6312648	FUEL - WATER	07/13/2023	121.14	121.14	07/26/2023	
646	CENTRA SOTA COOPERATIVE	6312648	FUEL - SEWER	07/13/2023	121.14	121.14	07/26/2023	
646	CENTRA SOTA COOPERATIVE	6312815	FUEL - PW	07/28/2023	479.44	479.44	08/10/2023	
646	CENTRA SOTA COOPERATIVE	6312815	FUEL - STREETS	07/28/2023	166.76	166.76	08/10/2023	
646	CENTRA SOTA COOPERATIVE	6312815	FUEL - PARKS	07/28/2023	166.76	166.76	08/10/2023	
646	CENTRA SOTA COOPERATIVE	6312815	FUEL - WATER	07/28/2023	114.65	114.65	08/10/2023	
646	CENTRA SOTA COOPERATIVE	6312815	FUEL - SEWER	07/28/2023	114.65	114.65	08/10/2023	
646	CENTRA SOTA COOPERATIVE	6312816	FUEL - PW	07/28/2023	586.10	586.10	08/10/2023	
646	CENTRA SOTA COOPERATIVE	6312816	FUEL - STREETS	07/28/2023	203.86	203.86	08/10/2023	
646	CENTRA SOTA COOPERATIVE	6312816	FUEL - PARKS	07/28/2023	203.86	203.86	08/10/2023	
646	CENTRA SOTA COOPERATIVE	6312816	FUEL - WATER	07/28/2023	140.15	140.15	08/10/2023	
646	CENTRA SOTA COOPERATIVE	6312816	FUEL - SEWER	07/28/2023	140.15	140.15	08/10/2023	
Total CENTRA SOTA COOPERATIVE:					3,417.64	3,417.64		
<b>CENTRAL MCGOWAN INC</b>								
635	CENTRAL MCGOWAN INC	736306	TOOLS	07/24/2023	855.47	.00		
Total CENTRAL MCGOWAN INC:					855.47	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
<b>CERTIFIED APPRAISAL SERVICES INC</b>								
5377	CERTIFIED APPRAISAL SERVIC	23MAY24M	APPRAISAL- 20 CEDAR STREE	06/02/2023	1,500.00	1,500.00	07/18/2023	
Total CERTIFIED APPRAISAL SERVICES INC:					1,500.00	1,500.00		
<b>CITY OF BUFFALO</b>								
710	CITY OF BUFFALO	06/30/2023 BIL	MONTHLY NET MOTION	06/30/2023	20.00	20.00	07/26/2023	
710	CITY OF BUFFALO	07/31/23 BILL	MONTHLY NET MOTION	07/31/2023	20.00	20.00	08/10/2023	
Total CITY OF BUFFALO:					40.00	40.00		
<b>CIVIC SYSTEMS, LLC</b>								
718	CIVIC SYSTEMS, LLC	CVC23324	2ND HALF CIVIC	06/26/2023	2,091.96	2,091.96	07/13/2023	
718	CIVIC SYSTEMS, LLC	CVC23324	2ND HALF CIVIC	06/26/2023	2,252.88	2,252.88	07/13/2023	
718	CIVIC SYSTEMS, LLC	CVC23324	2ND HALF CIVIC	06/26/2023	2,252.88	2,252.88	07/13/2023	
718	CIVIC SYSTEMS, LLC	CVC23324	2ND HALF CIVIC	06/26/2023	1,448.28	1,448.28	07/13/2023	
Total CIVIC SYSTEMS, LLC:					8,046.00	8,046.00		
<b>CLASSIC CLEANING COMPANY</b>								
4889	CLASSIC CLEANING COMPANY	35054	FD	07/18/2023	245.00	245.00	07/26/2023	
4889	CLASSIC CLEANING COMPANY	35055	CITY HALL-	07/18/2023	673.75	673.75	07/26/2023	
4889	CLASSIC CLEANING COMPANY	35055	PD-	07/18/2023	147.00	147.00	07/26/2023	
4889	CLASSIC CLEANING COMPANY	35055	LIBRARY-	07/18/2023	404.25	404.25	07/26/2023	
4889	CLASSIC CLEANING COMPANY	35056	TC	07/18/2023	230.00	230.00	07/26/2023	
Total CLASSIC CLEANING COMPANY:					1,700.00	1,700.00		
<b>COLONIAL LIFE &amp; ACCIDENT</b>								
810	COLONIAL LIFE & ACCIDENT	749242408012	INSURANCE	08/01/2023	474.70	474.70	07/26/2023	
Total COLONIAL LIFE & ACCIDENT:					474.70	474.70		
<b>CORE &amp; MAIN LP</b>								
2635	CORE & MAIN LP	T139787	PARTS	06/30/2023	590.62	590.62	07/18/2023	
2635	CORE & MAIN LP	T184192	HYDRANT PARTS	07/12/2023	2,114.40	2,114.40	08/10/2023	
Total CORE & MAIN LP:					2,705.02	2,705.02		
<b>CORINNA TOWNSHIP</b>								
887	CORINNA TOWNSHIP	JUL23-DUSTC	DUST CONTROL	07/21/2023	2,688.00	2,688.00	08/10/2023	
Total CORINNA TOWNSHIP:					2,688.00	2,688.00		
<b>CUSTOM TOWING</b>								
4839	CUSTOM TOWING	4222	TOW CHARGES PD	06/06/3023	200.00	200.00	07/13/2023	
Total CUSTOM TOWING:					200.00	200.00		
<b>CUSTOMIZED FIRE RESCUE TRAININ</b>								
4768	CUSTOMIZED FIRE RESCUE TR	2365	FIREFIGHER 1,2, HAZMAT	06/20/2023	7,400.00	7,400.00	07/18/2023	
Total CUSTOMIZED FIRE RESCUE TRAININ:					7,400.00	7,400.00		
<b>CWP ENTERPRISES INC</b>								
4769	CWP ENTERPRISES INC	11153	HYDROLIC HOSE REPAIR	07/20/2023	73.08	73.08	07/26/2023	

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Total CWP ENTERPRISES INC:					73.08	73.08		
<b>DAIRYLAND POWER COOPERATIVE</b>								
5244	DAIRYLAND POWER COOPERA	INV000001101	MONTHLY BILLS- REFUSE 20%	07/11/2023	133.49	133.49	07/13/2023	
5244	DAIRYLAND POWER COOPERA	INV000001101	MONTHLY BILLS- SEWER 40%	07/11/2023	266.99	266.99	07/13/2023	
5244	DAIRYLAND POWER COOPERA	INV000001101	MONTHLY BILLS- WATER 40%	07/11/2023	266.99	266.99	07/13/2023	
5244	DAIRYLAND POWER COOPERA	INV000001271	MONTHLY BILLS- REFUSE 20%	08/01/2023	137.53	.00		
5244	DAIRYLAND POWER COOPERA	INV000001271	MONTHLY BILLS- SEWER 40%	08/01/2023	275.08	.00		
5244	DAIRYLAND POWER COOPERA	INV000001271	MONTHLY BILLS- WATER 40%	08/01/2023	275.08	.00		
Total DAIRYLAND POWER COOPERATIVE:					1,355.16	667.47		
<b>DAVID DROWN ASSOCIATES INC</b>								
4836	DAVID DROWN ASSOCIATES IN	5648	2022 TIF REPORTING	07/20/2023	1,250.00	1,250.00	07/26/2023	
4836	DAVID DROWN ASSOCIATES IN	5648	2022 TIF REPORTING	07/20/2023	1,250.00	1,250.00	07/26/2023	
Total DAVID DROWN ASSOCIATES INC:					2,500.00	2,500.00		
<b>DELTA DENTAL</b>								
4793	DELTA DENTAL	RIS000506407	INSURANCE	08/01/2023	1,666.90	1,666.90	07/18/2023	
Total DELTA DENTAL:					1,666.90	1,666.90		
<b>EARL F. ANDERSEN INC</b>								
170	EARL F. ANDERSEN INC	133176-IN	SINAGE	07/06/2023	107.49	107.49	07/13/2023	
Total EARL F. ANDERSEN INC:					107.49	107.49		
<b>EAST SIDE GLASS</b>								
4842	EAST SIDE GLASS	182635	PD GLASS	08/02/2023	3,939.73	.00		
Total EAST SIDE GLASS:					3,939.73	.00		
<b>EMERGENCY APPARATUS MAINT INC</b>								
1275	EMERGENCY APPARATUS MAI	127748	E12 REPAIR	06/29/2023	1,456.04	1,456.04	07/13/2023	
1275	EMERGENCY APPARATUS MAI	128334	E12 REPAIR	06/29/2023	8,249.55	8,249.55	07/13/2023	
Total EMERGENCY APPARATUS MAINT INC:					9,705.59	9,705.59		
<b>EVERGREEN LAND SERVICES</b>								
5376	EVERGREEN LAND SERVICES	00-12504	RELOCATION EXPENSE	06/15/2023	5,166.25	5,166.25	07/18/2023	
5376	EVERGREEN LAND SERVICES	197186 reimb	RELOCATION EXPENSE REIMB	07/12/2023	625.00	625.00	07/13/2023	
Total EVERGREEN LAND SERVICES:					5,791.25	5,791.25		
<b>F S 3, INC.</b>								
1508	F S 3, INC.	83831	TRAFFIC CONES	06/26/2023	518.20	518.20	07/13/2023	
1508	F S 3, INC.	84147	MARKING PAINT	07/17/2023	115.44	115.44	08/10/2023	
Total F S 3, INC.:					633.64	633.64		
<b>FARM RITE EQUIPMENT INC</b>								
1336	FARM RITE EQUIPMENT INC	P76245	PARTS	07/28/2023	511.30	.00		
Total FARM RITE EQUIPMENT INC:					511.30	.00		

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<b>FASTENAL COMPANY</b>								
1338	FASTENAL COMPANY	MNMON14340	SUPPLIES	04/04/2023	34.40-	34.40-	08/10/2023	
1338	FASTENAL COMPANY	MNMON14511	SAW BLADES	07/25/2023	179.97	179.97	08/10/2023	
1338	FASTENAL COMPANY	MNMON14517	SUPPLIES	07/27/2023	111.53	111.53	08/10/2023	
Total FASTENAL COMPANY:					257.10	257.10		
<b>FIRE EQUIPMENT SPECIALTIES INC</b>								
1398	FIRE EQUIPMENT SPECIALTIES	11228	HELMET SHIELDS	07/01/2023	407.50	407.50	07/13/2023	
Total FIRE EQUIPMENT SPECIALTIES INC:					407.50	407.50		
<b>GOODIN COMPANY</b>								
1611	GOODIN COMPANY	5361247-00	MISC SUPPLIES	06/30/2023	8.95	8.95	07/18/2023	
1611	GOODIN COMPANY	5361247-01	MISC SUPPLIES	06/30/2023	10.68	10.68	07/18/2023	
Total GOODIN COMPANY:					19.63	19.63		
<b>GOPHER STATE ONE-CALL INC</b>								
1630	GOPHER STATE ONE-CALL INC	3060184	LOCATES	06/30/2023	135.65	135.65	07/18/2023	
Total GOPHER STATE ONE-CALL INC:					135.65	135.65		
<b>GRADING ESCROW</b>								
4912	GRADING ESCROW	G/E 905 PALM	G/E 905 PALM CIRCLE	08/03/2023	1,500.00	1,500.00	08/10/2023	
4912	GRADING ESCROW	G/E 907 PALM	G/E 907 PALM CIRCLE	08/03/2023	1,500.00	1,500.00	08/10/2023	
4912	GRADING ESCROW	G/E 915 PALM	G/E 915 PALM CIRCLE	08/03/2023	1,500.00	1,500.00	08/10/2023	
4912	GRADING ESCROW	G/E-280 BASS	G/E 280 BASSWOOD ST	08/03/2023	1,500.00	1,500.00	08/10/2023	
Total GRADING ESCROW:					6,000.00	6,000.00		
<b>GRAINGER INC, W W</b>								
1660	GRAINGER INC, W W	9761100040	SUPPLIES	07/06/2023	330.20	330.20	07/18/2023	
1660	GRAINGER INC, W W	9770505346	FURNACE FILTERS	07/14/2023	187.68	187.68	07/26/2023	
1660	GRAINGER INC, W W	9770505353	FURNACE FILTERS	07/14/2023	83.52	83.52	07/26/2023	
1660	GRAINGER INC, W W	9771592350	TOILET PARTS	07/17/2023	225.70	225.70	07/26/2023	
1660	GRAINGER INC, W W	9784420847	TOOLS	07/26/2023	249.00	.00		
1660	GRAINGER INC, W W	9785592784	SUPPLIES	07/27/2023	149.58	.00		
Total GRAINGER INC, W W:					1,225.68	827.10		
<b>HAWKINS, INC.</b>								
1710	HAWKINS, INC.	6525593	CHEMICALS WTP	07/15/2023	10.00	10.00	07/26/2023	
1710	HAWKINS, INC.	6528508	CHEMICALS WTP	07/18/2023	5,135.28	5,135.28	07/26/2023	
Total HAWKINS, INC.:					5,145.28	5,145.28		
<b>HINNENKAMP, KELLY</b>								
4728	HINNENKAMP, KELLY	7-25-23 REIMB	MILEAGE	07/25/2023	36.68	36.68	07/26/2023	
4728	HINNENKAMP, KELLY	8-9-23 REIMB	MEAL REIMB	08/09/2023	124.45	124.45	08/10/2023	
Total HINNENKAMP, KELLY:					161.13	161.13		
<b>INNOVATIVE OFFICE SOLUTIONS LLC</b>								
5296	INNOVATIVE OFFICE SOLUTION	IN4248352	PD OFFICE SUPPLIES	07/05/2023	22.24	22.24	07/13/2023	
5296	INNOVATIVE OFFICE SOLUTION	IN4264649	URINAL SCREENS	07/20/2023	30.77	30.77	07/26/2023	
5296	INNOVATIVE OFFICE SOLUTION	IN4264649	ADMIN OFFICE SUPPLIES	07/20/2023	268.10	268.10	07/26/2023	



Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
5296	INNOVATIVE OFFICE SOLUTION	IN4278189	NAME PLATE	08/02/2023	16.77	.00		
5296	INNOVATIVE OFFICE SOLUTION	IN4283955	LINERS	08/07/2023	33.98	.00		
5296	INNOVATIVE OFFICE SOLUTION	IN4283955	ADMIN OFFICE SUPPLIES	08/07/2023	78.78	.00		
Total INNOVATIVE OFFICE SOLUTIONS LLC:					450.64	321.11		
<b>INTERSTATE ALL BATTERY CENTERS</b>								
4817	INTERSTATE ALL BATTERY CEN	190279901530	PD BATTERIES	05/15/2023	37.69	37.69	07/13/2023	
4817	INTERSTATE ALL BATTERY CEN	191170100700	PD BATTERIES	06/29/2023	32.43	32.43	07/26/2023	
Total INTERSTATE ALL BATTERY CENTERS:					70.12	70.12		
<b>Int'l Union of Operating Eng, Local 49</b>								
5274	Int'l Union of Operating Eng, Local	JUL23 DUES	UNION DUES	08/02/2023	310.80	310.80	08/10/2023	
5274	Int'l Union of Operating Eng, Local	JUN23 DUES	UNION DUES	07/10/2023	315.60	315.60	07/13/2023	
Total Int'l Union of Operating Eng, Local 49:					626.40	626.40		
<b>J &amp; W PROCUREMENT</b>								
5379	J & W PROCUREMENT	201	PD GLASS	06/29/2023	1,600.00	1,600.00	08/10/2023	
Total J & W PROCUREMENT:					1,600.00	1,600.00		
<b>JOHNSON MATERIALS, INC</b>								
5249	JOHNSON MATERIALS, INC	11371	ROCK	07/18/2023	329.15	329.15	07/26/2023	
Total JOHNSON MATERIALS, INC:					329.15	329.15		
<b>JONAS, SHELLY</b>								
5096	JONAS, SHELLY	72723	CONFERENCE HOTEL	07/27/2023	198.13	.00		
Total JONAS, SHELLY:					198.13	.00		
<b>JOVANOVIH, DEGE &amp; ATHMANN PA</b>								
4716	JOVANOVIH, DEGE & ATHMAN	26505	CANNIBIS ORDINANCE	06/30/2023	450.00	450.00	07/26/2023	
4716	JOVANOVIH, DEGE & ATHMAN	26505	GENERAL	06/30/2023	67.50	67.50	07/26/2023	
4716	JOVANOVIH, DEGE & ATHMAN	26505	CODE ENFORCEMENT- BULLO	06/30/2023	270.00	270.00	07/26/2023	
4716	JOVANOVIH, DEGE & ATHMAN	26505	CODE ENFORCEMENT- GENER	06/30/2023	157.50	157.50	07/26/2023	
4716	JOVANOVIH, DEGE & ATHMAN	26505	PD LEGAL EXPENSE	06/30/2023	360.00	360.00	07/26/2023	
4716	JOVANOVIH, DEGE & ATHMAN	26505	DATA REQUEST	06/30/2023	90.00	90.00	07/26/2023	
4716	JOVANOVIH, DEGE & ATHMAN	26505	74 OAK AVE N	06/30/2023	22.50	22.50	07/26/2023	
Total JOVANOVIH, DEGE & ATHMANN PA:					1,417.50	1,417.50		
<b>KAZ HARDWARE &amp; RENTAL</b>								
1990	KAZ HARDWARE & RENTAL	JUN2023	PW SUPPLIES	05/31/2023	96.59	96.59	08/10/2023	
1990	KAZ HARDWARE & RENTAL	JUN2023	PW SUPPLIES	05/31/2023	5.58	5.58	08/10/2023	
1990	KAZ HARDWARE & RENTAL	JUN2023	PW SUPPLIES	05/31/2023	2.48	2.48	08/10/2023	
1990	KAZ HARDWARE & RENTAL	JUN2023	PW SUPPLIES	05/31/2023	9.99	9.99	08/10/2023	
1990	KAZ HARDWARE & RENTAL	JUN2023	PARKS SUPPLIES	05/31/2023	34.99	34.99	08/10/2023	
1990	KAZ HARDWARE & RENTAL	JUN2023	PARKS SUPPLIES	05/31/2023	49.98	49.98	08/10/2023	
1990	KAZ HARDWARE & RENTAL	JUN2023	PD SUPPLIES	05/31/2023	17.49	17.49	08/10/2023	
1990	KAZ HARDWARE & RENTAL	JUN2023	PARKS SUPPLIES	05/31/2023	1.20	1.20	08/10/2023	
1990	KAZ HARDWARE & RENTAL	JUN2023	PARKS SUPPLIES	05/31/2023	.89	.89	08/10/2023	
1990	KAZ HARDWARE & RENTAL	JUN2023	PD SUPPLIES	05/31/2023	10.49	10.49	08/10/2023	
1990	KAZ HARDWARE & RENTAL	JUN2023	PARKS SUPPLIES	05/31/2023	24.99	24.99	08/10/2023	
1990	KAZ HARDWARE & RENTAL	JUN2023	PARKS SUPPLIES	05/31/2023	9.99	9.99	08/10/2023	

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1990	KAZ HARDWARE & RENTAL	JUN2023	PW SUPPLIES	05/31/2023	2.79	2.79	08/10/2023	
1990	KAZ HARDWARE & RENTAL	JUN2023	PW SUPPLIES	05/31/2023	18.06	18.06	08/10/2023	
1990	KAZ HARDWARE & RENTAL	JUN2023	TC	05/31/2023	27.58	27.58	08/10/2023	
1990	KAZ HARDWARE & RENTAL	JUN2023	PW SUPPLIES	05/31/2023	17.98	17.98	08/10/2023	
1990	KAZ HARDWARE & RENTAL	JUN2023	PW SUPPLIES	05/31/2023	1.98	1.98	08/10/2023	
1990	KAZ HARDWARE & RENTAL	JUN2023	PD SUPPLIES	05/31/2023	2.49	2.49	08/10/2023	
1990	KAZ HARDWARE & RENTAL	JUN2023	PW SUPPLIES	05/31/2023	46.45	46.45	08/10/2023	
1990	KAZ HARDWARE & RENTAL	JUN2023	PARKS SUPPLIES	05/31/2023	42.99	42.99	08/10/2023	
1990	KAZ HARDWARE & RENTAL	JUN2023	PW SUPPLIES	05/31/2023	18.99	18.99	08/10/2023	
1990	KAZ HARDWARE & RENTAL	JUN2023	PW SUPPLIES	05/31/2023	16.66	16.66	08/10/2023	
1990	KAZ HARDWARE & RENTAL	JUN2023	PARKS SUPPLIES	05/31/2023	13.79	13.79	08/10/2023	
1990	KAZ HARDWARE & RENTAL	JUN2023	PARKS SUPPLIES	05/31/2023	19.99	19.99	08/10/2023	
1990	KAZ HARDWARE & RENTAL	JUN2023	PD SUPPLIES	05/31/2023	24.99	24.99	08/10/2023	
1990	KAZ HARDWARE & RENTAL	JUN2023	PARKS SUPPLIES	05/31/2023	5.99	5.99	08/10/2023	
1990	KAZ HARDWARE & RENTAL	JUN2023	PD SUPPLIES	05/31/2023	33.55	33.55	08/10/2023	
1990	KAZ HARDWARE & RENTAL	JUN2023	PW SUPPLIES	05/31/2023	21.07	21.07	08/10/2023	
1990	KAZ HARDWARE & RENTAL	JUN2023	PW SUPPLIES	05/31/2023	49.52	49.52	08/10/2023	
1990	KAZ HARDWARE & RENTAL	JUN2023	PARKS SUPPLIES	05/31/2023	.89	.89	08/10/2023	
1990	KAZ HARDWARE & RENTAL	JUN2023	PARKS SUPPLIES	05/31/2023	7.49	7.49	08/10/2023	
1990	KAZ HARDWARE & RENTAL	JUN2023	PW SUPPLIES	05/31/2023	17.99	17.99	08/10/2023	
Total KAZ HARDWARE & RENTAL:					655.90	655.90		
<b>KOSTREBA TUCKPOINTING &amp; ROOFIN</b>								
1999	KOSTREBA TUCKPOINTING & R	1050	SHONE ARCH REPAIR	06/27/2023	8,855.00	8,855.00	07/13/2023	
1999	KOSTREBA TUCKPOINTING & R	1051	BUILDING REPAIR	06/27/2023	400.00	400.00	07/13/2023	
Total KOSTREBA TUCKPOINTING & ROOFIN:					9,255.00	9,255.00		
<b>LAKE REGION CO-OP OIL ASSN</b>								
2050	LAKE REGION CO-OP OIL ASSN	73123-ACCT 0	GRASS SEED	07/31/2023	379.98	.00		
Total LAKE REGION CO-OP OIL ASSN:					379.98	.00		
<b>LAKE RESTORATION, INC.</b>								
2051	LAKE RESTORATION, INC.	INV039678	SWIMMERS ITCH CONTROL	07/07/2023	600.50	600.50	08/10/2023	
Total LAKE RESTORATION, INC.:					600.50	600.50		
<b>LANDSCAPE ESCROW</b>								
4913	LANDSCAPE ESCROW	L/E 280 BASS	L/E REFUND - 280 BASSWOOD	08/03/2023	2,000.00	2,000.00	08/10/2023	
4913	LANDSCAPE ESCROW	L/E 430 VALLE	L/E REFUND - 430 VALLEY DR	07/25/2023	2,000.00	2,000.00	08/10/2023	
4913	LANDSCAPE ESCROW	L/E 431 DOUG	L/E REFUND- 431 DOUGLAS DR	07/25/2023	2,000.00	2,000.00	08/10/2023	
4913	LANDSCAPE ESCROW	L/E 441 VALLE	L/E REFUND- 441 VALLEY DR W	07/25/2023	2,000.00	2,000.00	08/10/2023	
4913	LANDSCAPE ESCROW	L/E 450 VALLE	L/E REFUND - 450 VALLEY DR	07/25/2023	2,000.00	2,000.00	08/10/2023	
4913	LANDSCAPE ESCROW	L/E 501 DOUG	L/E REFUND - 501 DOUGLAS D	07/25/2023	2,000.00	2,000.00	08/10/2023	
4913	LANDSCAPE ESCROW	L/E 501 VALLE	L/E REFUND - 501 VALLEY DR	07/25/2023	2,000.00	2,000.00	08/10/2023	
4913	LANDSCAPE ESCROW	L/E 511 VALLE	L/E REFUND - 511 VALLEY DR	07/25/2023	2,000.00	2,000.00	08/10/2023	
4913	LANDSCAPE ESCROW	L/E 521 DOUG	L/E REFUND- 521 DOUGLAS DR	07/25/2023	2,000.00	2,000.00	08/10/2023	
4913	LANDSCAPE ESCROW	L/E 521 VALLE	L/E REFUND - 521 VALLEY DR	07/25/2023	2,000.00	2,000.00	08/10/2023	
4913	LANDSCAPE ESCROW	L/E 530 VALLE	L/E REFUND - 530 VALLEY DR	07/25/2023	2,000.00	2,000.00	08/10/2023	
4913	LANDSCAPE ESCROW	L/E 531 VALLE	L/E REFUND - 531 VALLEY DR	07/25/2023	2,000.00	2,000.00	08/10/2023	
4913	LANDSCAPE ESCROW	L/E 540 VALLE	L/E REFUND - 540 VALLEY DR	07/25/2023	2,000.00	2,000.00	08/10/2023	
4913	LANDSCAPE ESCROW	L/E 541 VALLE	L/E REFUND- 541 VALLEY DR W	07/25/2023	2,000.00	2,000.00	08/10/2023	
4913	LANDSCAPE ESCROW	L/E 550 VALLE	L/E REFUND - 550 VALLEY DR	07/25/2023	2,000.00	2,000.00	08/10/2023	
4913	LANDSCAPE ESCROW	L/E 551 VALLE	L/E REFUND - 551 VALLEY DR	07/25/2023	2,000.00	2,000.00	08/10/2023	
4913	LANDSCAPE ESCROW	L/E 600 DOUG	L/E REFUND- 600 DOUGLAS DR	07/25/2023	2,000.00	2,000.00	08/10/2023	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
4913	LANDSCAPE ESCROW	L/E 620 IRWIN	L/E REFUND - 620 IRWIN CIRCL	07/25/2023	2,000.00	2,000.00	08/10/2023	
4913	LANDSCAPE ESCROW	L/E 630 IRWIN	L/E REFUND - 630 IRWIN CIRCL	07/25/2023	2,000.00	2,000.00	08/10/2023	
4913	LANDSCAPE ESCROW	L/E 640 IRWIN	L/E REFUND- 640 IRWIN CIRCL	07/25/2023	2,000.00	2,000.00	08/10/2023	
4913	LANDSCAPE ESCROW	L/E 651 IRWIN	L/E REFUND- 651 IRWIN CIRCL	07/25/2023	2,000.00	2,000.00	08/10/2023	
4913	LANDSCAPE ESCROW	L/E 661 IRWIN	L/E REFUND- 661 IRWIN CIRCL	07/25/2023	2,000.00	2,000.00	08/10/2023	
4913	LANDSCAPE ESCROW	L/E 671 IRWIN	L/E REFUND - 671 IRWIN CIRCL	07/25/2023	2,000.00	2,000.00	08/10/2023	
Total LANDSCAPE ESCROW:					46,000.00	46,000.00		
<b>LOCATORS &amp; SUPPLIES INC</b>								
4959	LOCATORS & SUPPLIES INC	308953-IN	SUPPLIES	08/03/2023	229.42	.00		
Total LOCATORS & SUPPLIES INC:					229.42	.00		
<b>LUNDEEN BROS INC</b>								
2190	LUNDEEN BROS INC	38458	PD SQUAD MAINTENANCE - CH	07/17/2023	101.95	101.95	08/10/2023	
Total LUNDEEN BROS INC:					101.95	101.95		
<b>M &amp; M BUS SERVICE</b>								
2210	M & M BUS SERVICE	R28272	TIRE REPAIR	05/25/2023	59.00	59.00	07/26/2023	
2210	M & M BUS SERVICE	R28283	E11 REPAIR	06/06/2023	104.14	104.14	07/13/2023	
Total M & M BUS SERVICE:					163.14	163.14		
<b>M &amp; M EXPRESS SALES &amp; SERVICE</b>								
2211	M & M EXPRESS SALES & SER	451934	MOWER PARTS	06/15/2023	42.28	42.28	07/13/2023	
Total M & M EXPRESS SALES & SERVICE:					42.28	42.28		
<b>METERING &amp; TECHNOLOGY SOLUTIONS</b>								
5080	METERING & TECHNOLOGY SO	INV2949	WATER METERS	07/24/2023	1,183.91	1,183.91	07/26/2023	
Total METERING & TECHNOLOGY SOLUTIONS:					1,183.91	1,183.91		
<b>MIDCONTINENT COMMUNICATIONS</b>								
5006	MIDCONTINENT COMMUNICATI	157013401134	FIRE	07/27/2023	163.95	163.95	08/10/2023	
5006	MIDCONTINENT COMMUNICATI	157013401134	CITY OFFICES	07/27/2023	225.17	225.17	08/10/2023	
5006	MIDCONTINENT COMMUNICATI	157013401134	APD	07/27/2023	120.17	120.17	08/10/2023	
5006	MIDCONTINENT COMMUNICATI	157013401134	DMV	07/27/2023	105.81	105.81	08/10/2023	
5006	MIDCONTINENT COMMUNICATI	157013401134	PW	07/27/2023	294.05	294.05	08/10/2023	
5006	MIDCONTINENT COMMUNICATI	157013401134	TC	07/27/2023	38.31	38.31	08/10/2023	
Total MIDCONTINENT COMMUNICATIONS:					947.46	947.46		
<b>MID-MINNESOTA HOT MIX INC</b>								
2420	MID-MINNESOTA HOT MIX INC	2370	ASPHALT	07/24/2023	1,405.08	.00		
2420	MID-MINNESOTA HOT MIX INC	2371	ASPHALT	07/24/2023	2,142.05	.00		
Total MID-MINNESOTA HOT MIX INC:					3,547.13	.00		
<b>MIDWAY IRON &amp; METAL INC.</b>								
2425	MIDWAY IRON & METAL INC.	556418	STEEL	07/21/2023	216.08	216.08	07/26/2023	
Total MIDWAY IRON & METAL INC.:					216.08	216.08		

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<b>MINI BIFF LLC</b>								
2510	MINI BIFF LLC	A-141580	MINNI BIFFS	07/18/2023	4,774.00	4,774.00	07/18/2023	
2510	MINI BIFF LLC	A-142129	MINNI BIFFS	07/26/2023	106.08	.00		
2510	MINI BIFF LLC	A-142139	MINNI BIFFS	07/26/2023	106.08	.00		
2510	MINI BIFF LLC	A-142140	MINNI BIFFS	07/26/2023	106.08	.00		
2510	MINI BIFF LLC	A-142159	MINNI BIFFS	07/26/2023	106.08	.00		
2510	MINI BIFF LLC	A-142170	MINNI BIFFS	07/26/2023	106.08	.00		
Total MINI BIFF LLC:					5,304.40	4,774.00		
<b>MINNESOTA COMPUTER SYSTEMS INC</b>								
2525	MINNESOTA COMPUTER SYST	374838	MONTHLY PAYMENT - PD PRIN	07/05/2023	38.71	38.71	07/26/2023	
2525	MINNESOTA COMPUTER SYST	376615	PW COPIER	07/25/2023	23.72	.00		
2525	MINNESOTA COMPUTER SYST	376705	ADMIN COPIER	07/26/2023	70.00	.00		
2525	MINNESOTA COMPUTER SYST	376705	DMV COPEIR	07/26/2023	40.00	.00		
2525	MINNESOTA COMPUTER SYST	376705	ADMIN COPIER OVERAGE	07/26/2023	93.52	.00		
2525	MINNESOTA COMPUTER SYST	376705	DMV COPIER OVERAGE	07/26/2023	159.82	.00		
Total MINNESOTA COMPUTER SYSTEMS INC:					425.77	38.71		
<b>MN DEED - BCD</b>								
2572	MN DEED - BCD	AUG23	LOAN REPAYMENT - EA SWEEN	08/01/2023	1,607.15	1,607.15	07/13/2023	
Total MN DEED - BCD:					1,607.15	1,607.15		
<b>MN DEPT OF LABOR &amp; INDUSTRY</b>								
2585	MN DEPT OF LABOR & INDUST	71023	2ND QTR BUILDING PERMIT SU	07/10/2023	1,701.60	1,701.60	07/10/2023	
Total MN DEPT OF LABOR & INDUSTRY:					1,701.60	1,701.60		
<b>MN DEPT. OF REVENUE</b>								
2599	MN DEPT. OF REVENUE	JUN23	SALES & USE - ADMIN	07/17/2023	213.49	213.49	07/17/2023	
2599	MN DEPT. OF REVENUE	JUN23	SALES & USE - PD	07/17/2023	.74	.74	07/17/2023	
2599	MN DEPT. OF REVENUE	JUN23	SALES - WATER	07/17/2023	863.69	863.69	07/17/2023	
2599	MN DEPT. OF REVENUE	JUN23	SALES - SOLID	07/17/2023	1,286.33	1,286.33	07/17/2023	
2599	MN DEPT. OF REVENUE	JUN23	SALES - TRAINING CENTER	07/17/2023	73.75	73.75	07/17/2023	
Total MN DEPT. OF REVENUE:					2,438.00	2,438.00		
<b>MN DEPUTY REGISTRARS ASSO</b>								
4708	MN DEPUTY REGISTRARS ASS	2023 MDRA C	CONFERENCE REGISTRATION-	07/28/2023	50.00	50.00	08/10/2023	
Total MN DEPUTY REGISTRARS ASSO:					50.00	50.00		
<b>MN PEIP</b>								
5068	MN PEIP	1302681	INSURANCE	08/10/2025	19,554.42	19,554.42	08/10/2023	
Total MN PEIP:					19,554.42	19,554.42		
<b>MN PUBLIC FACILITIES AUTHORITY</b>								
2644	MN PUBLIC FACILITIES AUTHO	AUG23	WTP - INTEREST	07/25/2023	2,959.95	2,959.95	07/26/2023	
2644	MN PUBLIC FACILITIES AUTHO	AUG23	WTP - DEBT SERVICE	07/25/2023	210,000.00	210,000.00	07/26/2023	
2644	MN PUBLIC FACILITIES AUTHO	AUG23	WATER - 2011 STREETS - INTE	07/25/2023	5,955.36	5,955.36	07/26/2023	
2644	MN PUBLIC FACILITIES AUTHO	AUG23	WATER- 2011 STREETS - PRINC	07/25/2023	62,000.00	62,000.00	07/26/2023	
2644	MN PUBLIC FACILITIES AUTHO	AUG23	SEWER - 2015 STREETS - INTE	07/25/2023	430.00	430.00	07/26/2023	
2644	MN PUBLIC FACILITIES AUTHO	AUG23	SEWER - 2015 STREETS - PRIN	07/25/2023	6,000.00	6,000.00	07/26/2023	
2644	MN PUBLIC FACILITIES AUTHO	AUG23	WATER - 2015 STREETS - PRIN	07/25/2023	46,000.00	46,000.00	07/26/2023	

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2644	MN PUBLIC FACILITIES AUTHO	AUG23	WATER - 2015 STREETS - INTE	07/25/2023	3,268.27	3,268.27	07/26/2023	
2644	MN PUBLIC FACILITIES AUTHO	AUG23	WWTP - INTEREST	07/25/2023	46,842.00	46,842.00	07/26/2023	
2644	MN PUBLIC FACILITIES AUTHO	AUG23	WWTP - PRINCIPAL	07/25/2023	1,021,000.00	1,021,000.0	07/26/2023	
2644	MN PUBLIC FACILITIES AUTHO	AUG23	WATER - 2022 B - PRINIPAL	07/25/2023	29,413.00	29,413.00	07/26/2023	
2644	MN PUBLIC FACILITIES AUTHO	AUG23	WATER - 2022 B - INTEREST	07/25/2023	16,052.18	16,052.18	07/26/2023	
2644	MN PUBLIC FACILITIES AUTHO	AUG23	SEWER - 2022 C - PRINICPAL	07/25/2023	1,362.00	1,362.00	07/26/2023	
2644	MN PUBLIC FACILITIES AUTHO	AUG23	SEWER - 2022 C - INTEREST	07/25/2023	3,457.85	3,457.85	07/26/2023	
Total MN PUBLIC FACILITIES AUTHORITY:					1,454,740.61	1,454,740.6		
<b>MN SECRETARY OF STATE</b>								
2651	MN SECRETARY OF STATE	GIEBENHAIN	NOTARY APPLICATION - GIEBE	08/03/2023	120.00	120.00	08/10/2023	
Total MN SECRETARY OF STATE:					120.00	120.00		
<b>NCPERS GROUP LIFE INS</b>								
4752	NCPERS GROUP LIFE INS	994901082023	INSURANCE	07/01/2023	16.00	16.00	07/13/2023	
Total NCPERS GROUP LIFE INS:					16.00	16.00		
<b>NELSON ELECTRIC MOTOR REPAIR</b>								
2765	NELSON ELECTRIC MOTOR RE	2508	LIFT STATION REPAIR	07/03/2023	225.00	225.00	07/13/2023	
Total NELSON ELECTRIC MOTOR REPAIR:					225.00	225.00		
<b>NEW LANE FINANCE</b>								
5185	NEW LANE FINANCE	71385-11/07/20	CITY HALL	07/13/2023	81.67	81.67	07/18/2023	
5185	NEW LANE FINANCE	71385-11/07/20	PD PHONE	07/13/2023	81.66	81.66	07/18/2023	
5185	NEW LANE FINANCE	71385-11/07/20	DMV PHONE	07/13/2023	81.67	81.67	07/18/2023	
Total NEW LANE FINANCE:					245.00	245.00		
<b>NORTH STAR SIGNS &amp; ENGRAVING</b>								
5284	NORTH STAR SIGNS & ENGRAV	25949	SIGNAGE	07/14/2023	336.00	336.00	08/10/2023	
Total NORTH STAR SIGNS & ENGRAVING:					336.00	336.00		
<b>OMANN BROTHERS PAVING INC</b>								
4659	OMANN BROTHERS PAVING IN	17133	ASPHALT	07/18/2023	951.30	951.30	07/26/2023	
4659	OMANN BROTHERS PAVING IN	17217	ASPHALT	08/01/2023	441.27	.00		
Total OMANN BROTHERS PAVING INC:					1,392.57	951.30		
<b>QUADIENT, INC</b>								
5182	QUADIENT, INC	60335246	POSTAGE METER	07/24/2023	184.86	.00		
Total QUADIENT, INC:					184.86	.00		
<b>RACHEL CONTRACTING LLC</b>								
5358	RACHEL CONTRACTING LLC	73123	PAY ESTIMATE 3	07/31/2023	636,187.13	.00		
Total RACHEL CONTRACTING LLC:					636,187.13	.00		
<b>RUSSELL SECURITY RESOURCE INC.</b>								
3151	RUSSELL SECURITY RESOURC	A45792	PARK CAMERAS	07/14/2023	3,885.00	3,885.00	07/18/2023	
3151	RUSSELL SECURITY RESOURC	A45793	PARK CAMERAS	07/14/2023	4,045.00	4,045.00	07/18/2023	



Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total RUSSELL SECURITY RESOURCE INC.:					7,930.00	7,930.00		
<b>SAMUELSON PEST CONTROL LLC</b>								
4875	SAMUELSON PEST CONTROL L	18208	PEST CONTROL - CITY HALL	07/18/2023	425.00	425.00	07/26/2023	
4875	SAMUELSON PEST CONTROL L	18241	PEST CONTROL - CITY HALL	07/28/2023	200.00	.00		
Total SAMUELSON PEST CONTROL LLC:					625.00	425.00		
<b>SHARETECH</b>								
5331	SHARETECH	14302	ADMIN MONTHLY CONTRACT- 1	07/10/2023	173.93	173.93	07/13/2023	
5331	SHARETECH	14302	DMV MONTHLY CONTRACT- 15	07/10/2023	173.93	173.93	07/13/2023	
5331	SHARETECH	14302	FD MONTHLY CONTRACT- 20%	07/10/2023	231.90	231.90	07/13/2023	
5331	SHARETECH	14302	PD MONTHLY CONTRACT- 40%	07/10/2023	463.80	463.80	07/13/2023	
5331	SHARETECH	14302	PW MONTHLY CONTRACT- 10%	07/10/2023	115.95	115.95	07/13/2023	
Total SHARETECH:					1,159.51	1,159.51		
<b>SOK'S RAPID CAR WASH</b>								
4021	SOK'S RAPID CAR WASH	267-1384	PD SQUAD WASHES	07/06/2023	24.00	24.00	07/26/2023	
Total SOK'S RAPID CAR WASH:					24.00	24.00		
<b>SUMMIT FIRE PROTECTION</b>								
4040	SUMMIT FIRE PROTECTION	150031785	ANNUAL FIRE ALARM INSP	07/13/2023	333.00	333.00	07/18/2023	
Total SUMMIT FIRE PROTECTION:					333.00	333.00		
<b>TEAM LABORATORY CHEMICAL LLC</b>								
4895	TEAM LABORATORY CHEMICAL	INV0036865	TACK COAT	07/14/2023	689.00	689.00	07/26/2023	
Total TEAM LABORATORY CHEMICAL LLC:					689.00	689.00		
<b>TOWMASTER</b>								
4220	TOWMASTER	461269	SCREEN	06/30/2023	1,372.14	1,372.14	07/18/2023	
Total TOWMASTER:					1,372.14	1,372.14		
<b>TRUGREEN</b>								
5203	TRUGREEN	7006914670	LAWN SERVICE	06/29/2023	109.58	109.58	07/18/2023	
Total TRUGREEN:					109.58	109.58		
<b>U S BANK - CM-9705</b>								
4355	U S BANK - CM-9705	6989948	GEN OBLIG IMPROV NOTE, 202	07/11/2023	850.00	850.00	07/26/2023	
Total U S BANK - CM-9705:					850.00	850.00		
<b>USA BLUE BOOK</b>								
4356	USA BLUE BOOK	INV00055086	SUPPLIES	06/26/2023	347.02	347.02	07/18/2023	
4356	USA BLUE BOOK	INV00078396	CHEMICALS	07/20/2023	163.87	163.87	08/10/2023	
Total USA BLUE BOOK:					510.89	510.89		
<b>UTILITY REFUNDS</b>								
4871	UTILITY REFUNDS	UTILref-A&L In	OVERPAY REFUND- 110 PARK S	07/05/2023	47.98	47.98	07/13/2023	
4871	UTILITY REFUNDS	UTILref-BAUE	OVERPAY REFUND- 505 NORW	07/24/2023	126.25	126.25	07/26/2023	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
4871	UTILITY REFUNDS	UTILref-HASTI	OVERPAY REFUND- 610 WARR	07/24/2023	460.06	460.06	07/26/2023	
4871	UTILITY REFUNDS	UTILref-NOCH	OVERPAY REFUND- 900 ACACI	07/24/2023	70.95	70.95	07/26/2023	
Total UTILITY REFUNDS:					705.24	705.24		
<b>VAN METER INC</b>								
4367	VAN METER INC	S012805608.0	GENERATOR PARTS	07/05/2023	319.77	319.77	07/26/2023	
4367	VAN METER INC	S012805608.0	BREAKERS	07/14/2023	145.45	145.45	08/10/2023	
Total VAN METER INC:					465.22	465.22		
<b>WEST CENTRAL SANITATION INC</b>								
4481	WEST CENTRAL SANITATION IN	12817181	RECYCLING	06/30/2203	4,279.75	4,279.75	07/13/2023	
4481	WEST CENTRAL SANITATION IN	12817181	REFUSE	06/30/2203	11,004.30	11,004.30	07/13/2023	
4481	WEST CENTRAL SANITATION IN	12844692	RECYCLING	07/31/2023	4,279.75	4,279.75	08/10/2023	
4481	WEST CENTRAL SANITATION IN	12844692	REFUSE	07/31/2023	10,999.60	10,999.60	08/10/2023	
Total WEST CENTRAL SANITATION INC:					30,563.40	30,563.40		
<b>WEX BANK</b>								
5273	WEX BANK	90465064	MOTOR FUELS	07/08/2023	188.86	188.86	07/18/2023	
5273	WEX BANK	90465133	PD FUEL	07/08/2023	1,430.86	1,430.86	07/26/2023	
5273	WEX BANK	90465183	MOTOR FUELS	07/08/2023	118.03	118.03	07/18/2023	
Total WEX BANK:					1,737.75	1,737.75		
<b>WHITE CAP LP</b>								
5378	WHITE CAP LP	50022953238	EROSION CONTROL BLANKET	07/14/2023	337.75	337.75	08/10/2023	
Total WHITE CAP LP:					337.75	337.75		
<b>WICKER, MITCHELL</b>								
4698	WICKER, MITCHELL	71023	SAFETY SHOES	07/10/2023	200.00	200.00	07/18/2023	
Total WICKER, MITCHELL:					200.00	200.00		
<b>WINDSTREAM</b>								
4495	WINDSTREAM	AUG23-LIFT	L/S PHONE	08/03/2023	254.88	254.88	08/10/2023	
4495	WINDSTREAM	AUG23-WATE	320-274-2793	08/03/2023	39.59	39.59	08/10/2023	
4495	WINDSTREAM	JUL23-LIFT	L/S PHONE	07/06/2023	254.97	254.97	07/13/2023	
4495	WINDSTREAM	JUL23-WATER	320-274-2793	07/06/2023	40.59	40.59	07/13/2023	
Total WINDSTREAM:					590.03	590.03		
<b>WM CORPORATE SERVICES INC AS PYMT AGENT</b>								
5326	WM CORPORATE SERVICES IN	7805060-1593-	DUMPSTER- 74 OAK	07/06/2023	144.43	144.43	07/13/2023	
5326	WM CORPORATE SERVICES IN	7815929-1593-	DUMPSTER- 74 OAK	08/03/2023	174.84	174.84	08/10/2023	
Total WM CORPORATE SERVICES INC AS PYMT AGENT:					319.27	319.27		
<b>WRIGHT COUNTY HIGHWAY DEPT</b>								
4520	WRIGHT COUNTY HIGHWAY DE	2347	DEICER	07/03/2023	176.00	176.00	07/13/2023	
Total WRIGHT COUNTY HIGHWAY DEPT:					176.00	176.00		
<b>WRIGHT COUNTY RECORDER</b>								
4535	WRIGHT COUNTY RECORDER	202300000044	RECORDING FEES	06/30/2023	92.00	92.00	07/13/2023	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total WRIGHT COUNTY RECORDER:					92.00	92.00		
<b>WRIGHT-HENNEPIN COOPERATIVE</b>								
4548	WRIGHT-HENNEPIN COOPERA	35030617050	L/S 1255 BUSINESS BLVD	07/10/2023	22.40	22.40	07/18/2023	
4548	WRIGHT-HENNEPIN COOPERA	35030617050	TC SECURITY	07/10/2023	20.95	20.95	07/18/2023	
4548	WRIGHT-HENNEPIN COOPERA	35030617050	CITY HALL SECURITY	07/10/2023	20.95	20.95	07/18/2023	
4548	WRIGHT-HENNEPIN COOPERA	35030617050	STREET LIGHTS	07/10/2023	159.07	159.07	07/18/2023	
Total WRIGHT-HENNEPIN COOPERATIVE:					223.37	223.37		
<b>XCEL ENERGY</b>								
4559	XCEL ENERGY	834858033	51-6024519-2	07/03/2023	4,368.68	4,368.68	07/13/2023	
4559	XCEL ENERGY	839195305	51-6024519-2	08/03/2023	4,342.53	4,342.53	08/10/2023	
4559	XCEL ENERGY	839375621	ACCOUNT 51-6024518-1	08/04/2023	5,473.74	5,473.74	08/10/2023	
Total XCEL ENERGY:					14,184.95	14,184.95		
Grand Totals:					2,497,052.77	1,845,132.5		

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"



# City Council Agenda

August 14, 2023

**Agenda Section:** Consent

**Agenda No.** 6B

**Report From:** Kelly Hinnenkamp, Admin

**Agenda Item:** Department Reports

**Core Strategy:**

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

**Background**

The following Department Reports are presented for approval:

- Police Department Report for July
- Financial Report for July
- Fire Report for July
- DMV Report for July

**Recommended Action**

Approve Department Reports

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**Attachments:**

Reports



# ANNANDALE POLICE DEPARTMENT

## MONTHLY REPORT

### Jul-23

TOTAL ACTIVITY	July 2023 Total	July 2022 Total	Current YTD Total	2022 YTD Total	Percentage Change
CRIMINAL ACTIVITY	5	6	44	53	-17%
CITATIONS	39	32	382	291	31%
NON-CRIMINAL	200	219	1071	1305	-18%
<b>GRAND TOTAL</b>	<b>244</b>	<b>257</b>	<b>1497</b>	<b>1649</b>	

CRIMINAL ACTIVITY	July 2023 Total	July 2022 Total	Current YTD Total	2022 YTD Total	Percentage Change
Homicide	0	0	0	0	N/A
Forcible Rape	0	0	0	0	N/A
Robbery	0	0	0	0	N/A
Assault	0	1	1	4	-75%
Domestic Assault	0	1	3	8	-63%
Criminal Sex Conduct	0	0	1	4	-75%
Burglary	0	0	2	0	N/A
Theft	1	0	10	7	43%
Motor Vehicle Theft	0	0	0	0	N/A
Arson	0	0	0	0	N/A
Crime Against Admin	0	0	2	1	100%
Forgery/Counterfeit	0	0	2	3	-33%
Fraud	0	1	0	4	-100%
Embezzlement	0	0	0	0	NA
Terroristic Threats	0	0	0	0	NA
Property Damage	1	1	3	8	-63%
Weapons	0	0	1	0	NA
Drug Offenses	1	0	5	2	150%
Juvenile Offenses	0	0	0	1	-100%
DUI/DWI	1	1	7	4	75%
Liquor Laws	0	0	0	0	NA
Disturbing Peace	1	1	6	7	-14%
All Others	0	0	1	0	NA
<b>Total Criminal Activity</b>	<b>5</b>	<b>6</b>	<b>44</b>	<b>53</b>	

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



<b>NON-CRIMINAL ACTIVITY</b>	<b>July 2023 Total</b>	<b>July 2022 Total</b>	<b>Current YTD Total</b>	<b>2022 YTD Total</b>	<b>Percentage Change</b>
Alarms	5	7	55	63	-13%
Animal Bites	0	0	1	0	NA
Animal Complaints	3	9	19	39	-51%
Area Checks/Extra Patrol	2	2	9	4	125%
Assist Other Agencies	10	19	78	136	-43%
ATV/Snowmobile Complaints	1	0	2	1	100%
Background Checks	4	0	30	20	50%
CDP	2	1	9	2	350%
Check Welfare	11	10	62	57	9%
Citizen Aid / Motorist Aid	21	16	62	85	-27%
Civil Disputes	8	18	37	54	-31%
Confidential Narcotics/Drugs	1	2	5	8	-38%
Death, Non-Criminal	1	1	3	5	-40%
Disorderly	2	5	5	19	-74%
Domestics	7	4	19	19	0%
Driving/Traffic Complaints	11	8	56	47	19%
Dumping/Littering	0	0	1	1	0%
Escorts - Funeral	2	2	12	14	-14%
Fight	0	2	1	4	-75%
Fire Calls	6	2	14	19	-26%
Firearm Discharge	0	0	0	1	-100%
Fireworks	2	1	2	2	0%
Harassment Complaint	2	1	12	9	33%
Juvenile/Mischief	5	2	25	20	25%
Lockouts - Vehicle	6	4	37	35	6%
Lost/Found Property	9	7	27	24	13%
Medical	23	44	150	216	-31%
Mental Health	2	7	14	41	-66%
Missing Person	2	1	6	3	100%
MV Accidents / VOR	5	4	33	48	-31%
Noise Complaints	3	1	10	9	11%
Parking Complaints	1	2	19	18	6%
Search Warrants	0	0	0	1	-100%
School Related -SRO	0	0	5	50	-90%
Suicidal person	0	0	1	1	0%
Suicide attempted	0	0	0	3	-100%
Suspicious Complaints	15	10	72	73	-1%
Theft	4	3	14	9	56%
Threats	3	2	6	9	-33%
Warrants-Attempt/Arrest	0	1	4	18	-78%
WCHS/MAARC Reports	2	3	25	21	19%
All Others	19	18	129	97	33%
<b>Total Non-Criminal</b>	<b>200</b>	<b>219</b>	<b>1071</b>	<b>1305</b>	
<b>CITATIONS &amp;</b>	<b>July 2023</b>	<b>July 2022</b>	<b>Current</b>	<b>2022</b>	<b>Percentage</b>

WARNINGS	Total	Total	YTD Total	YTD Total	Change
Admin Citations	3	0	29	33	-12%
State Citations	9	8	86	55	56%
Warning Citations	27	24	267	203	32%
<b>TOTAL</b>	<b>39</b>	<b>32</b>	<b>382</b>	<b>291</b>	

**Citations consist of the following offenses:**

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

**CITY OF ANNANDALE  
COMBINED CASH INVESTMENT  
JUNE 30, 2023**

COMBINED CASH ACCOUNTS

001-10101	CASH	3,889,949.80
001-10103	NORTHLAND SECURITIES	114,878.04
001-10104	ICD INVESTMENTS	1,049,895.42
001-10105	4M INVESTMENTS	41,248.93
001-10107	LAKE CENTRAL BANK CD	252,669.70
001-10108	LPL FINANCIAL INVESTMENTS	1,459,832.27
TOTAL COMBINED CASH		6,808,474.16

NON-ALLOCATED CASH

TOTAL COMBINED CASH		6,808,474.16
001-10100	CASH ALLOCATED TO OTHER FUNDS	( 6,808,474.16)
TOTAL UNALLOCATED CASH		.00

CASH ALLOCATION RECONCILIATION

101	ALLOCATION TO GENERAL FUND	2,402,192.86
102	ALLOCATION TO DEPUTY REGISTRAR/MOTOR VEHICLE	261,250.59
103	ALLOCATION TO GENERAL FUND	71,318.59
222	ALLOCATION TO CHARITABLE GAMBLING FUND	11,759.07
330	ALLOCATION TO PFA BONDS-2004-WTP	13,852.34
332	ALLOCATION TO GO IMP BONDS 2008B (MAPLE)	( 32,643.97)
333	ALLOCATION TO GO IMP BONDS 2008A (CITY HALL)	( 5,402.86)
334	ALLOCATION TO PUMPER TRUCK BOND	( 17,087.65)
336	ALLOCATION TO GO IMPR BOND 2011B-REFUNDING	17,846.86
337	ALLOCATION TO GO REFUNDING BOND 2012A	50,023.90
339	ALLOCATION TO TIF #14 - 2019 A SERIES	13,367.12
340	ALLOCATION TO GO REFUNDING BOND 2019B	155,669.68
341	ALLOCATION TO GO TEMPORARY IMP BOND 2020A	285,525.07
342	ALLOCATION TO GO IMPROVEMENT BOND 2020B	130,478.90
343	ALLOCATION TO GO EQUIPMENT BOND 2022A	37,869.68
344	ALLOCATION TO 2023A REVENUE BOND	2,816,130.00
402	ALLOCATION TO FIREFIGHTER RELIEF DONATIONS	107,958.71
407	ALLOCATION TO ECONOMIC DEVELOPMENT FUND	( 95,744.20)
408	ALLOCATION TO MIF FUND	25,555.57
409	ALLOCATION TO SMALL CITIES DEV PROGRAM	31,662.76
411	ALLOCATION TO TIF #6 - COTTAGES OF ANNANDALE	( 86.01)
423	ALLOCATION TO TIF DISTRICT # - DINGMANN	( 6,873.27)
425	ALLOCATION TO RECREATION PARK	32,784.86
460	ALLOCATION TO PARK FUND	45,752.89
461	ALLOCATION TO WATER EXPANSION FUND	430,534.04
462	ALLOCATION TO SEWER EXPANSION FUND	316,159.15
463	ALLOCATION TO STORMWATER FUND	15,878.94
464	ALLOCATION TO LIONS DONATION FUND	283,661.46
465	ALLOCATION TO TIF DISTRICT #14 - PINTAIL APT	86,293.21
466	ALLOCATION TO 2020 IMP PROJECT	52,253.70
468	ALLOCATION TO TIF DISTRICT #15 - CARE CENTER	29,042.50
470	ALLOCATION TO FUND 470	( 611,697.66)

CITY OF ANNANDALE  
COMBINED CASH INVESTMENT  
JUNE 30, 2023

471	ALLOCATION TO LAKE JOHN UTILITY EXTENSION	39,804.04
472	ALLOCATION TO HWY 55 IMPROVEMENTS	( 100,469.86)
493	ALLOCATION TO STREET MAINTENANCE CAPITAL	141,394.46
494	ALLOCATION TO STREET CAPITAL OUTLAY FUND	133,810.65
495	ALLOCATION TO PUBLIC WORKS/STREET EQUIP FUND	201,926.13
496	ALLOCATION TO FIRE EQUIPMENT FUND	93,178.42
497	ALLOCATION TO POLICE EQUIPMENT FUND	2,194.20
498	ALLOCATION TO BUILDING CAPITAL OUTLAY FUND	134,878.36
601	ALLOCATION TO WATER FUND	( 1,044.66)
602	ALLOCATION TO SEWER FUND	( 579,955.82)
603	ALLOCATION TO REFUSE/RECYCLING FUND	20,993.64
604	ALLOCATION TO TRAINING CENTER OPERATIONS	( 227,532.91)
605	ALLOCATION TO STORM UTILITY FUND	28,788.28
651	ALLOCATION TO CEMETERY FUND	( 34,777.60)
		<hr/>
	TOTAL ALLOCATIONS TO OTHER FUNDS	6,808,474.16
	ALLOCATION FROM COMBINED CASH FUND - 001-10100	( 6,808,474.16)
		<hr/>
	ZERO PROOF IF ALLOCATIONS BALANCE	.00
		<hr/> <hr/>

**CITY OF ANNANDALE**  
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET  
FOR THE 6 MONTHS ENDING JUNE 30, 2023

**FUND 101 - GENERAL FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<b>REVENUE</b>					
TAXES	825,419.98	830,496.17	1,505,315.00	( 674,818.83)	55.17
LICENSES & PERMITS	17,539.79	62,453.03	77,850.00	( 15,396.97)	80.22
INTERGOVERNMENTAL REVENUES	800.00	15,930.00	659,003.00	( 643,073.00)	2.42
PUBLIC CHARGES FOR SERVICE	7,098.00	48,485.07	275,565.00	( 227,079.93)	17.59
FINES & FORFEITURES	1,699.82	6,331.03	12,200.00	( 5,868.97)	51.89
MISCELLANEOUS REVENUE	14,663.12	50,828.46	43,000.00	7,828.46	118.21
OTHER FINANCING SOURCES	.00	.00	30,000.00	( 30,000.00)	.00
<b>TOTAL FUND REVENUE</b>	<b>867,220.71</b>	<b>1,014,523.76</b>	<b>2,602,933.00</b>	<b>( 1,588,409.24)</b>	<b>38.98</b>
<b>EXPENDITURES</b>					
LEGISLATIVE	9,520.43	23,647.69	42,829.25	19,181.56	55.21
ELECTIONS	261.93	661.93	525.00	( 136.93)	126.08
PLANNING AND ZONING	4,496.43	11,247.60	6,402.25	( 4,845.35)	175.68
ADMINISTRATION	32,176.97	208,801.16	297,747.99	88,946.83	70.13
ASSESSOR	26,240.00	26,240.00	24,250.00	( 1,990.00)	108.21
DEPARTMENT 416	.00	.00	.00	.00	.00
DEPUTY REGISTRAR	.00	.00	.00	.00	.00
CITY HALL	3,982.67	33,997.47	56,610.57	22,613.10	60.05
DEPARTMENT 420	.00	.00	.00	.00	.00
POLICE	68,615.35	408,122.28	825,600.63	417,478.35	49.43
FIRE	10,295.63	108,953.12	247,114.07	138,160.95	44.09
BUILDING INSPECTOR	7,882.83	54,406.74	70,922.10	16,515.36	76.71
CIVIL DEFENSE	.00	.00	400.00	400.00	.00
ANIMAL CONTROL	.00	.00	550.00	550.00	.00
PUBLIC WORKS	23,161.11	122,730.27	213,288.14	90,557.87	57.54
STREETS	23,153.94	128,924.21	272,921.65	143,997.44	47.24
DEPARTMENT 441	.00	.00	.00	.00	.00
PARKS COMMISSION	450.45	2,449.48	3,512.23	1,062.75	69.74
PARKS	14,369.90	61,403.76	140,920.85	79,517.09	43.57
LIBRARY	945.70	7,360.00	18,448.57	11,088.57	39.89
TIF & CAPITAL PROJECT FUNDS	.00	.00	.00	.00	.00
DEPARTMENT 492	.00	.00	.00	.00	.00
TRANSFERS OUT	.00	.00	393,090.00	393,090.00	.00
<b>TOTAL FUND EXPENDITURES</b>	<b>225,553.34</b>	<b>1,198,945.71</b>	<b>2,615,133.30</b>	<b>1,416,187.59</b>	<b>45.85</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>641,667.37</b>	<b>( 184,421.95)</b>	<b>( 12,200.30)</b>	<b>( 172,221.65)</b>	<b>( 1,511.62)</b>



Jun-23

										CURRENT PERIOD PAID EARNINGS	CURRENT YEAR PAID EARNINGS	
PURCHASE DATE	BROKER	INVESTMENT	CUSIP #	INT RATE	TERM	MATURITY DATE	COST BASIS VALUE					
MONEY MARKET												
	ICD			0.40%			\$	11,094.90	\$	792.62	\$	5,952.84
	LAKE CENTRAL CHECKING			0.50%			\$	3,889,949.80	\$	2,909.92	\$	9,293.45
	NORTHLAND SECURITIES			VARIES			\$	3,688.71	\$	12.84	\$	2,651.23
	LPL Financial			VARIES			\$	11,834.35	\$	7,698.82	\$	17,096.17
	Lake Central CD			4.00%			\$	2,669.70	\$	-	\$	440.38
	4M FUND	Dividend Reinvest-average monthly rate 4.683%		VARIES	LIQUID	N/A	\$	38,268.70	\$	169.86	\$	948.53
	4M PLUS FUND	Dividend Reinvest -average montly rate 4.686%		VARIES	LIQUID	N/A	\$	2,810.37	\$	-		
				(TOTAL 4M PLUS)			\$	41,079.07	\$	169.86		
					</							

# Annandale Fire Department

## Incident Type Report (Summary) (Modified)

Alarm Date Between {07/01/2023} And {07/31/2023}

Incident Type	Count	Percent
<b>1 Fire</b>		
100 Fire, Other	1	2.43 %
111 Building fire	1	2.43 %
143 Grass fire	1	2.43 %
	<u>3</u>	<u>7.31 %</u>
<b>3 Rescue &amp; Emergency Medical Service Incident</b>		
311 Medical assist, assist EMS crew	15	36.58 %
321 EMS call, excluding vehicle accident with injury	4	9.75 %
322 Motor vehicle accident with injuries	1	2.43 %
365 Watercraft rescue	1	2.43 %
	<u>21</u>	<u>51.21 %</u>
<b>4 Hazardous Condition (No Fire)</b>		
424 Carbon monoxide incident	1	2.43 %
	<u>1</u>	<u>2.43 %</u>
<b>5 Service Call</b>		
531 Smoke or odor removal	1	2.43 %
551 Assist police or other governmental agency	2	4.87 %
	<u>3</u>	<u>7.31 %</u>
<b>6 Good Intent Call</b>		
611 Dispatched & cancelled en route	5	12.19 %
631 Authorized controlled burning	1	2.43 %
	<u>6</u>	<u>14.63 %</u>
<b>8 Severe Weather &amp; Natural Disaster</b>		
800 Severe weather or natural disaster, Other	4	9.75 %
815 Severe weather or natural disaster standby	3	7.31 %
	<u>7</u>	<u>17.07 %</u>

Total Incident Count: 41

## DMV Annual Revenue Summary

	2020		2021		2022		2023	
	Motor Vehicle		Motor Vehicle		Motor Vehicle		Motor Vehicle	
	Monthly	Cumulative	Monthly	Cumulative	Monthly	Cumulative	Monthly	Cumulative
Jan	\$ 24,253	\$ 24,253	\$ 17,265	\$ 17,265	\$ 20,614	\$ 20,614	\$ 20,110	\$ 20,110
Feb	\$ 20,464	\$ 44,717	\$ 22,133	\$ 39,398	\$ 22,571	\$ 43,185	\$ 23,144	\$ 43,254
Mar	\$ 13,553	\$ 58,270	\$ 21,456	\$ 60,854	\$ 18,214	\$ 61,399	\$ 16,825	\$ 60,079
April	\$ 5,773	\$ 64,043	\$ 21,120	\$ 81,974	\$ 16,468	\$ 77,867	\$ 15,809	\$ 75,888
May	\$ 9,976	\$ 74,019	\$ 17,199	\$ 99,173	\$ 15,647	\$ 93,514	\$ 18,889	\$ 94,777
June	\$ 14,054	\$ 88,073	\$ 15,978	\$ 115,151	\$ 14,847	\$ 108,361	\$ 15,868	\$ 110,645
July	\$ 14,428	\$ 102,501	\$ 15,422	\$ 130,573	\$ 14,857	\$ 123,218	\$ 13,500	\$ 124,145
Aug	\$ 11,275	\$ 113,776	\$ 13,809	\$ 144,382	\$ 13,258	\$ 136,476		\$ 124,145
Sept	\$ 10,996	\$ 124,772	\$ 13,443	\$ 157,825	\$ 12,300	\$ 148,776		\$ 124,145
Oct	\$ 10,021	\$ 134,793	\$ 12,706	\$ 170,531	\$ 12,475	\$ 161,251		\$ 124,145
Nov	\$ 7,328	\$ 142,121	\$ 12,755	\$ 183,286	\$ 12,715	\$ 173,966		\$ 124,145
Dec	\$ 16,619	\$ 158,740	\$ 14,420	\$ 197,706	\$ 14,827	\$ 188,793		\$ 124,145
	DNR Transactions		DNR Transactions		DNR Transactions		DNR Transactions	
	Monthly	Cumulative	Monthly	Cumulative	Monthly	Cumulative	Monthly	Cumulative
Jan	\$ 2,382	\$ 2,382	\$ 2,314	\$ 2,314	\$ 1,572	\$ 1,572	\$ 2,087	\$ 2,087
Feb	\$ 1,267	\$ 3,649	\$ 1,225	\$ 3,539	\$ 2,069	\$ 3,641	\$ 1,107	\$ 3,194
Mar	\$ 1,033	\$ 4,682	\$ 1,373	\$ 4,912	\$ 1,556	\$ 5,197	\$ 1,026	\$ 4,220
April	\$ 357	\$ 6,356	\$ 2,860	\$ 7,772	\$ 1,667	\$ 6,864	\$ 1,397	\$ 5,617
May	\$ 1,674	\$ 8,130	\$ 2,747	\$ 10,519	\$ 2,494	\$ 9,358	\$ 3,091	\$ 8,708
June	\$ 1,774	\$ 9,937	\$ 1,827	\$ 12,346	\$ 2,029	\$ 11,387	\$ 2,365	\$ 11,073
Jule	\$ 1,807	\$ 10,747	\$ 1,891	\$ 14,237	\$ 1,703	\$ 13,090	\$ 1,166	\$ 12,239
Aug	\$ 810	\$ 11,634	\$ 860	\$ 15,097	\$ 796	\$ 13,886		\$ 12,239
Sept	\$ 887	\$ 12,311	\$ 1,001	\$ 16,098	\$ 977	\$ 14,863		\$ 12,239
Oct	\$ 677	\$ 12,670	\$ 587	\$ 16,685	\$ 496	\$ 15,359		\$ 12,239
Nov	\$ 359	\$ 14,130	\$ 557	\$ 17,242	\$ 653	\$ 16,012		\$ 12,239
Dec	\$ 1,460	\$ 14,130	\$ 1,510	\$ 18,752	\$ 3,436	\$ 19,448		\$ 12,239
	DL Transactions		DL Transactions		DL Transactions		DL Transactions	
	\$	1,304						
Total	\$	174,174	\$	216,458	\$	208,241	\$	136,384



# City Council Agenda

August 14, 2023

**Agenda Section:** Consent

**Agenda No.** 6C

**Report From:** Kelly Hinnenkamp, City Administrator

**Agenda Item:** Employment Anniversary/Steps

## Core Strategy:

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

## Background

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

- Karie Giebenhain- 5 years
- Stephanie Nilson- 1 year

## Recommended Action

Motion to approve as presented

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## Attachments:

None



# City Council Agenda

August 14, 2023

**Agenda Section:** Consent

**Agenda No.** 6D

**Report From:** Kelly Hinnenkamp, City  
Administrator

**Agenda Item:** Pay Estimates

## Core Strategy:

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

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

---

## Background

Attached are Pay Estimate #3- Lake John Utilities and Pay Estimate #1- Hemlock Improvements

## Recommended Action

Motion to approve as presented

---

## Attachments:

Pay Estimates





**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

August 2, 2023

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

RE: Utilities to Lake John  
City of Annandale, Minnesota  
BMI Project No.: OW1.127863

Dear Kelly:

Please find enclosed Payment Estimate No. 3 for the above referenced project. The estimate includes all work completed through July 28, 2023. We have reviewed the estimate and recommend approval. If you agree, please sign and date three copies and return one with payment to Rachel Contracting, LLC and one to me for our files.

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

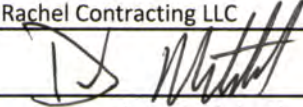

Sincerely,

**Bolton & Menk, Inc.**

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

Enclosures

**Contractor's Application for Payment**

<b>Owner:</b> <u>City of Annandale</u> <b>Engineer:</b> <u>Bolton &amp; Menk, Inc.</u> <b>Contractor:</b> <u>Rachel Contracting LLC</u> <b>Project:</b> <u>Trunk Utilities to Lake John</u> <b>Contract:</b> <u>Trunk Utilities to Lake John</u>	<b>Owner's Project No.:</b> _____ <b>Engineer's Project No.:</b> <u>OW1.127863</u> <b>Agency's Project No.:</b> _____																																				
<b>Application No.:</b> <u>3</u> <b>Application Date:</b> <u>7/31/2023</u> <b>Application Period:</b> <b>From</b> <u>6/23/2023</u> <b>to</b> <u>7/28/2023</u>																																					
<table style="width: 100%; border-collapse: collapse;"><tr><td style="width: 60%;">1. Original Contract Price</td><td style="width: 5%; text-align: right;">\$</td><td style="width: 35%; text-align: right;">2,144,546.00</td></tr><tr><td>2. Net change by Change Orders</td><td style="text-align: right;">\$</td><td style="text-align: right;">19,250.00</td></tr><tr><td>3. Current Contract Price (Line 1 + Line 2)</td><td style="text-align: right;">\$</td><td style="text-align: right;">2,163,796.00</td></tr><tr><td>4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)</td><td style="text-align: right;">\$</td><td style="text-align: right;">2,023,414.55</td></tr><tr><td>5. Retainage</td><td></td><td></td></tr><tr><td>    a. <u>5%</u> X <u>\$ 2,023,414.55</u> Work Completed</td><td style="text-align: right;">\$</td><td style="text-align: right;">101,170.73</td></tr><tr><td>    b. _____ X <u>\$ -</u> Stored Materials</td><td style="text-align: right;">\$</td><td style="text-align: right;">-</td></tr><tr><td>    c. Total Retainage (Line 5.a + Line 5.b)</td><td style="text-align: right;">\$</td><td style="text-align: right;">101,170.73</td></tr><tr><td>6. Amount eligible to date (Line 4 - Line 5.c)</td><td style="text-align: right;">\$</td><td style="text-align: right;">1,922,243.82</td></tr><tr><td>7. Less previous payments</td><td style="text-align: right;">\$</td><td style="text-align: right;">1,286,056.69</td></tr><tr><td>8. Amount due this application</td><td style="text-align: right;">\$</td><td style="text-align: right;">636,187.13</td></tr><tr><td>9. Balance to finish, including retainage (Line 3 - Line 4)</td><td style="text-align: right;">\$</td><td style="text-align: right;">140,381.45</td></tr></table>		1. Original Contract Price	\$	2,144,546.00	2. Net change by Change Orders	\$	19,250.00	3. Current Contract Price (Line 1 + Line 2)	\$	2,163,796.00	4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$	2,023,414.55	5. Retainage			a. <u>5%</u> X <u>\$ 2,023,414.55</u> Work Completed	\$	101,170.73	b. _____ X <u>\$ -</u> Stored Materials	\$	-	c. Total Retainage (Line 5.a + Line 5.b)	\$	101,170.73	6. Amount eligible to date (Line 4 - Line 5.c)	\$	1,922,243.82	7. Less previous payments	\$	1,286,056.69	8. Amount due this application	\$	636,187.13	9. Balance to finish, including retainage (Line 3 - Line 4)	\$	140,381.45
1. Original Contract Price	\$	2,144,546.00																																			
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8. Amount due this application	\$	636,187.13																																			
9. Balance to finish, including retainage (Line 3 - Line 4)	\$	140,381.45																																			
<b>Contractor's Certification</b> The undersigned Contractor certifies, to the best of its knowledge, the following: (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment; (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.																																					
<b>Contractor:</b> <u>Rachel Contracting LLC</u> <b>Signature:</b> <u></u> <b>Date:</b> <u>7/31/20</u> <b>Name:</b> <u>David Mitchell</u> <b>Title:</b> <u>Utility Team Leader</u>																																					
<b>Recommended by Engineer</b>  <b>By:</b> <u></u> <b>Name:</b> <u>Jared Voge, P.E.</u> <b>Title:</b> <u>City Engineer</u> <b>Date:</b> <u>8/2/2023</u>	<b>Approved by Owner</b>  <b>By:</b> _____ <b>Name:</b> _____ <b>Title:</b> _____ <b>Date:</b> _____																																				



# Progress Estimate - Unit Price Work

Owner:	City of Annandale	Owner's Project No.:	
Engineer:	Bolton & Menk, Inc.	Engineer's Project No.:	OW1.127863
Contractor:	Rachel Contracting LLC	Agency's Project No.:	
Project:	Trunk Utilities to Lake John		
Contract:	Trunk Utilities to Lake John		

Application No.: 3 Application Period: From 06/23/23 to 07/28/23 Application Date: 07/31/23

A	B	C	D	E	F	F1	F2	G	H	I	J	K	L
Bid Item No.	Description	Contract Information			Previous Estimate		Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)	
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work					Value of Work Completed to Date (E X G) (\$)
Original Contract													
1	MOBILIZATION	1.00	LUMP SUM	126,500.00	126,500.00	0.60	75,900.00	1.00	126,500.00		126,500.00	100%	-
2	TRAFFIC CONTROL	1.00	LUMP SUM	15,180.00	15,180.00	0.60	9,108.00	1.00	15,180.00		15,180.00	100%	-
3	REMOVE CONCRETE WALK	10.00	SQ YD	27.90	279.00	-	-	5.00	139.50		139.50	50%	139.50
4	REMOVE BITUMINOUS PAVEMENT	335.00	SQ YD	10.40	3,484.00	256.00	2,662.40	440.00	4,576.00		4,576.00	131%	(1,092.00)
5	REMOVE CULVERT	180.00	LIN FT	22.00	3,960.00	-	-	-	-		-	-	3,960.00
6	EXCAVATION - COMMON	280.00	CU YD	4.40	1,232.00	-	-	280.00	1,232.00		1,232.00	100%	-
7	COMMON EMBANKMENT	610.00	CU YD	3.05	1,860.50	-	-	610.00	1,860.50		1,860.50	100%	-
8	AGGREGATE SURFACING, CL 5	105.00	TON	24.80	2,604.00	-	-	60.00	1,488.00		1,488.00	57%	1,116.00
9	BITUMINOUS PATCH	435.00	SQ YD	92.26	40,133.10	256.00	23,618.56	420.50	38,795.33		38,795.33	97%	1,337.77
10	6" CONCRETE DRIVEWAY	110.00	SQ YD	127.37	14,010.70	-	-	-	-		-	-	14,010.70
11	EXPLORATORY EXCAVATION	10.00	HOUR	530.00	5,300.00	-	-	-	-		-	-	5,300.00
12	DRAIN TILE REPAIR (4"-12")	100.00	LIN FT	15.80	1,580.00	-	-	-	-		-	-	1,580.00
13	12" CS CULVERT	46.00	LIN FT	57.70	2,654.20	-	-	-	-		-	-	2,654.20
14	15" CS CULVERT	114.00	LIN FT	63.00	7,182.00	-	-	-	-		-	-	7,182.00
15	18" CS CULVERT	60.00	LIN FT	70.25	4,215.00	-	-	-	-		-	-	4,215.00
16	12" CS SAFETY APRON	2.00	EACH	645.00	1,290.00	-	-	-	-		-	-	1,290.00
17	15" CS SAFETY APRON	6.00	EACH	650.00	3,900.00	-	-	-	-		-	-	3,900.00
18	18" CS SAFETY APRON	2.00	EACH	910.50	1,821.00	-	-	-	-		-	-	1,821.00
19	10" SANITARY SEWER	36.00	LIN FT	68.00	2,448.00	-	-	36.00	2,448.00		2,448.00	100%	-
20	CONNECT TO EXISTING SANITARY SEWER MANHOLE	1.00	EACH	12,050.00	12,050.00	1.00	12,050.00	1.00	12,050.00		12,050.00	100%	-
21	FORCEMAIN FITTINGS	414.00	LBS	22.30	9,232.20	92.00	2,051.60	502.00	11,194.60		11,194.60	121%	(1,962.40)
22	8" SANITARY FORCEMAIN	3,054.00	LIN FT	46.75	142,774.50	34.00	1,589.50	116.00	5,423.00		5,423.00	4%	137,351.50
23	8" SANITARY FORCEMAIN, TRENCHLESS	3,313.00	LIN FT	46.75	154,882.75	6,254.00	292,374.50	6,254.00	292,374.50		292,374.50	189%	(137,491.75)
24	AIR RELEASE MANHOLE & VALVE ASSEMBLY	3.00	EACH	20,000.00	60,000.00	2.00	40,000.00	3.00	60,000.00		60,000.00	100%	-
25	SANITARY LIFT STATION	1.00	LUMP SUM	379,000.00	379,000.00	0.25	94,750.00	0.85	322,150.00		322,150.00	85%	56,850.00
26	DEWATERING	1.00	LUMP SUM	127,350.00	127,350.00	0.80	101,880.00	1.00	127,350.00		127,350.00	100%	-
27	1" CORP STOP & SADDLE	2.00	EACH	1,270.00	2,540.00	-	-	-	-		-	-	2,540.00
28	1" CURB STOP & BOX	2.00	EACH	1,300.00	2,600.00	-	-	-	-		-	-	2,600.00
29	1" PE WATER SERVICE, TRENCHLESS	106.00	LIN FT	87.70	9,296.20	-	-	-	-		-	-	9,296.20
30	6" PVC WATERMAIN	41.00	LIN FT	63.80	2,615.80	16.00	1,020.80	29.00	1,850.20		1,850.20	71%	765.60
31	8" PVC WATERMAIN	48.00	LIN FT	66.25	3,180.00	31.00	2,053.75	66.00	4,372.50		4,372.50	138%	(1,192.50)
32	8" PVC WATERMAIN, IN CASING	65.00	LIN FT	81.80	5,317.00	-	-	65.00	5,317.00		5,317.00	100%	-
33	12" PVC WATERMAIN	2,486.00	LIN FT	83.60	207,829.60	134.50	11,244.20	177.50	14,839.00		14,839.00	7%	192,990.60
34	12" PVC WATERMAIN, TRENCHLESS	3,653.00	LIN FT	122.30	446,761.90	4,267.00	521,854.10	5,961.00	729,030.30		729,030.30	163%	(282,268.40)
35	20" I.D. CASING, TRENCHLESS	65.00	LIN FT	907.00	58,955.00	65.00	58,955.00	65.00	58,955.00		58,955.00	100%	-
36	6" GATE VALVE & BOX	6.00	EACH	2,645.00	15,870.00	2.00	5,290.00	4.00	10,580.00		10,580.00	67%	5,290.00
37	8" GATE VALVE & BOX	2.00	EACH	3,550.00	7,100.00	-	-	2.00	7,100.00		7,100.00	100%	-
38	12" GATE VALVE & BOX	7.00	EACH	6,030.00	42,210.00	2.00	12,060.00	5.00	30,150.00		30,150.00	71%	12,060.00
39	CONNECT TO EXISTING WATERMAIN	3.00	EACH	1,925.00	5,775.00	-	-	3.00	5,775.00		5,775.00	100%	-
40	WATERMAIN FITTINGS	1,951.00	LBS	13.95	27,216.45	637.00	8,886.15	1,863.00	25,988.85		25,988.85	95%	1,227.60
41	HYDRANT	6.00	EACH	6,050.00	36,300.00	2.00	12,100.00	4.00	24,200.00		24,200.00	67%	12,100.00
42	STORM DRAIN INLET PROTECTION	14.00	EACH	331.00	4,634.00	-	-	-	-		-	-	4,634.00
43	SEDIMENT CONTROL LOG, TYPE WOOD FIBER	825.00	LIN FT	5.12	4,224.00	-	-	-	-		-	-	4,224.00
44	RAPID STABILIZATION, METHOD 3	6.00	M GAL	840.00	5,040.00	-	-	8.00	6,720.00		6,720.00	133%	(1,680.00)
45	SEEDING, TEMPORARY	3.00	ACRE	4,200.00	12,600.00	-	-	1.00	4,200.00		4,200.00	33%	8,400.00
46	SEEDING, GENERAL ROADSIDE	3.00	ACRE	4,200.00	12,600.00	-	-	-	-		-	-	12,600.00
47	ROLLED EROSION PREVENTION CATEGORY 25	14,530.00	SQ YD	2.12	30,803.60	-	-	-	-		-	-	30,803.60
48	SILT FENCE, MACHINE SLICED	3,950.00	LIN FT	2.91	11,494.50	3,452.00	10,045.32	3,699.00	10,764.09		10,764.09	94%	730.41
49	ELECTRICAL SERVICE ALLOWANCE	35,000.00	UNIT	1.00	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00		35,000.00	100%	-

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner:	City of Annandale										Owner's Project No.:		
Engineer:	Bolton & Menk, Inc.										Engineer's Project No.:	0W1.127863	
Contractor:	Rachel Contracting LLC										Agency's Project No.:		
Project:	Trunk Utilities to Lake John												
Contract:	Trunk Utilities to Lake John												

Application No.:	3	Application Period:	From	06/23/23	to	07/28/23	Application Date:	07/31/23				
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A	B	C	D	E	F	F1	F2	G	H	I	J	K	L
Bid Item No.	Description	Contract Information				Previous Estimate		Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)				
50	CONSTRUCTION ALLOWANCE	30,000.00	UNIT	1.00	30,000.00	-	-	6,561.18	6,561.18	-	6,561.18	22%	23,438.82
Original Contract Totals					\$ 2,144,546.00		\$ 1,334,493.88		\$ 2,004,164.55	\$ -	\$ 2,004,164.55	93%	\$ 140,381.45



Owner:	City of Annandale	Owner's Project No.:	
Engineer:	Bolton & Menk, Inc.	Engineer's Project No.:	0W1.127863
Contractor:	Rachel Contracting LLC	Agency's Project No.:	
Project:	Trunk Utilities to Lake John		
Contract:	Trunk Utilities to Lake John		

Application No.:	3	Application Period:	From	06/23/23	to	07/28/23	Application Date:	07/31/23
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A	B	C	D	E	F	F1	F2	G	H	I	J	K	L
Bid Item No.	Description	Item Quantity	Contract Information		Value of Bid Item (C X E) (\$)	Previous Estimate		Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)
			Units	Unit Price (\$)		Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)				
			Change Orders										
CO 1	ELECTRICAL SERVICE ALLOWANCE INCREASE	19,250.00	UNIT	1.00	19,250.00	1.00	19,250.00	19,250.00	19,250.00		19,250.00	100%	-
					-				-		-		-
					-				-		-		-
					-				-		-		-
					-				-		-		-
					-				-		-		-
					-				-		-		-
					-				-		-		-
Change Order Totals					\$ 19,250.00		\$ 19,250.00		\$ 19,250.00	\$ -	\$ 19,250.00	100%	\$ -
Original Contract and Change Orders													
Project Totals					\$ 2,163,796.00		\$ 1,353,743.88		\$ 2,023,414.55	\$ -	\$ 2,023,414.55	94%	\$ 140,381.45





**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

August 9, 2023

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

RE: TH 24/Hemlock Roundabout Project  
City of Annandale, Minnesota  
BMI Project No.: OW1.123025

Dear Kelly:

Please find enclosed Payment Estimate No. 1 for the above referenced project. The estimate includes all work completed through July 29, 2023. We have reviewed the estimate and recommend approval. If you agree, please sign and date three copies and return one with payment to Landwehr Construction, Inc. and one to me for our files.

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

Sincerely,

**Bolton & Menk, Inc.**

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

Enclosures

**Contractor's Application for Payment**

<b>Owner:</b> <u>City of Annandale</u>	<b>Owner's Project No.:</b> _____
<b>Engineer:</b> <u>Bolton &amp; Menk, Inc.</u>	<b>Engineer's Project No.:</b> <u>OW1.123025</u>
	<u>S.P. No. 8611-30, S.P. 086-</u>
	<u>596-004 MINN. PROJ. NO.</u>
<b>Contractor:</b> <u>Landwehr Construction Inc.</u>	<b>Agency's Project No.:</b> <u>HIP-CDS 8623 (220)</u>
<b>Project:</b> <u>T.H. 24 / Hemlock St Roundabout &amp; Hemlock St Full Depth Reclamation (FDR) Project</u>	
<b>Contract:</b> _____	
<b>Application No.:</b> <u>1</u>	<b>Application Date:</b> <u>8/2/2023</u>
<b>Application Period:</b> <b>From</b> <u>7/7/2023</u> <b>to</b> <u>7/29/2023</u>	

1. Original Contract Price	\$	2,872,232.36
2. Net change by Change Orders	\$	-
3. Current Contract Price (Line 1 + Line 2)	\$	2,872,232.36
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$	797,824.44
5. Retainage		
a. <u>5%</u> X <u>\$ 797,824.44</u> Work Completed	\$	39,891.22
b. _____ X <u>\$ -</u> Stored Materials	\$	-
c. Total Retainage (Line 5.a + Line 5.b)	\$	39,891.22
6. Amount eligible to date (Line 4 - Line 5.c)	\$	757,933.22
7. Less previous payments		
8. Amount due this application	\$	757,933.22
9. Balance to finish, including retainage (Line 3 - Line 4)	\$	2,074,407.92

**Contractor's Certification**

The undersigned Contractor certifies, to the best of its knowledge, the following:

- (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
- (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and
- (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

<b>Contractor:</b> <u>Landwehr Construction, Inc</u>	
<b>Signature:</b> <u>Derek Burgraff</u>	<b>Date:</b> <u>8-3-23</u>
<b>Name:</b> <u>Derek Burgraff</u>	<b>Title:</b> <u>PM</u>

<b>Recommended by Engineer</b>	<b>Approved by Owner</b>
<b>By:</b> <u>JV</u>	<b>By:</b> _____
<b>Name:</b> <u>Jared Voge, P.E.</u>	<b>Name:</b> _____
<b>Title:</b> <u>City Engineer</u>	<b>Title:</b> _____
<b>Date:</b> <u>8/4/2023</u>	<b>Date:</b> _____

<b>Approved by County Engineer</b>	
<b>By:</b> <u>Virgil Hawkins</u>	<b>By:</b> _____
<b>Name:</b> <u>Virgil Hawkins</u>	<b>Name:</b> _____
<b>Title:</b> <u>Wright County Highway Engineer</u>	<b>Title:</b> _____
<b>Date:</b> <u>August 9, 2023</u>	<b>Date:</b> _____

Virgil Hawkins  
cn=Virgil Hawkins, o=Wright County Highway  
Department, ou,  
email=virgil.hawkins@co.wright.mn.us, c=US  
2023.08.09 11:04:56 -0500

**Progress Estimate - Unit Price Work**
**Contractor's Application for Payment**

<b>Owner:</b>	City of Annandale	<b>Owner's Project No.:</b>	
<b>Engineer:</b>	Bolton & Menk, Inc.	<b>Engineer's Project No.:</b>	OW1.123025
<b>Contractor:</b>	Landwehr Construction Inc.	<b>Contractor's Project No.:</b>	
<b>Project:</b>	T.H. 24 / Hemlock St Roundabout & Hemlock St Full Depth Reclamation (FDR) Project	<b>Agency's Project No.:</b>	S.P. No. 8611-30, S.P. 086-596-004 MINN.
<b>Contract:</b>	T.H. 24 / Hemlock St Roundabout & Hemlock St Full Depth Reclamation (FDR) Project		PROJ. NO. HIP-CDS 8623 (220)

Application No.: 1		Application Period: From 07/07/23 to 07/29/23		Application Date: 08/02/23									
A	B	C	D	E	F	F1	F2	G	H	I	J	K	L
Bid Item No.	Description	Item Quantity	Contract Information			Previous Estimate		Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)
			Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)				
Original Contract													
1	AS BUILT	1.00	LUMP SUM	9,300.00	9,300.00		-	-	-		-		9,300.00
2	MOBILIZATION	1.00	LUMP SUM	131,000.00	131,000.00		-	0.50	65,500.00		65,500.00	50%	65,500.00
3	REMOVE PIPE APRON	3.00	EACH	450.00	1,350.00		-	3.00	1,350.00		1,350.00	100%	-
4	REMOVE SIGN	8.00	EACH	56.00	448.00		-	-	-		-		448.00
5	SALVAGE SIGN	1.00	EACH	225.00	225.00		-	-	-		-		225.00
6	SALVAGE MAIL BOX SUPPORT	3.00	EACH	115.00	345.00		-	3.00	345.00		345.00	100%	-
7	SAWING CONCRETE PAVEMENT (FULL DEPTH)	6.00	LIN FT	6.50	39.00		-	6.00	39.00		39.00	100%	-
8	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	2,299.00	LIN FT	2.25	5,172.75		-	1,906.00	4,288.50		4,288.50	83%	884.25
9	REMOVE PIPE CULVERTS	133.00	LIN FT	21.50	2,859.50		-	138.00	2,967.00		2,967.00	104%	(107.50)
10	REMOVE WATER MAIN	150.00	LIN FT	20.00	3,000.00		-	95.00	1,900.00		1,900.00	63%	1,100.00
11	REMOVE CURB AND GUTTER	125.00	LIN FT	5.25	656.25		-	137.00	719.25		719.25	110%	(63.00)
12	REMOVE RETAINING WALL	5.00	LIN FT	61.00	305.00		-	5.00	305.00		305.00	100%	-
13	REMOVE FENCE	14.00	LIN FT	10.00	140.00		-	-	-		-		140.00
14	REMOVE CONCRETE PAVEMENT	56.00	SQ YD	17.25	966.00		-	55.50	957.38		957.38	99%	8.62
15	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	411.00	SQ YD	5.60	2,301.60		-	392.00	2,195.20		2,195.20	95%	106.40
16	REMOVE BITUMINOUS PAVEMENT	9,722.00	SQ YD	2.36	22,943.92		-	9,722.00	22,943.92		22,943.92	100%	-
17	REMOVE CONCRETE WALK	70.00	SQ FT	3.00	210.00		-	80.00	240.00		240.00	114%	(30.00)
18	EXCAVATION - COMMON	8,581.00	CU YD	9.10	78,087.10		-	8,581.00	78,087.10		78,087.10	100%	-
19	SELECT GRANULAR EMBANKMENT (CV)	4,402.00	CU YD	14.55	64,049.10		-	3,521.00	51,230.55		51,230.55	80%	12,818.55
20	COMMON EMBANKMENT (CV)	1,193.00	CU YD	10.56	12,598.08		-	-	-		-		12,598.08
21	TEST ROLLING	1,860.00	ROAD STA	3.40	6,324.00		-	-	-		-		6,324.00
22	AGGREGATE SURFACING (CV) CLASS 1	225.00	CU YD	100.00	22,500.00		-	-	-		-		22,500.00
23	AGGREGATE BASE (CV) CLASS 6	1,687.00	CU YD	24.00	40,488.00		-	1,350.00	32,400.00		32,400.00	80%	8,088.00
24	FULL DEPTH RECLAMATION	31,103.00	SQ YD	2.56	79,623.68		-	-	-		-		79,623.68
25	HAUL FULL DEPTH RECLAMATION (LV)	1,850.00	CU YD	8.20	15,170.00		-	-	-		-		15,170.00
26	MILL BITUMINOUS SURFACE (2.0")	3,000.00	SQ YD	7.00	21,000.00		-	-	-		-		21,000.00
27	DRILL AND GROUT REINFORCEMENT BAR (EPOXY COATED)	20.00	EACH	28.00	560.00		-	-	-		-		560.00
28	TYPE SP 12.5 NON WEARING COURSE MIXTURE (3,B)	4,931.00	TON	88.30	435,407.30		-	-	-		-		435,407.30
29	TYPE SP 12.5 WEARING COURSE MIXTURE (3,F)	5,820.00	TON	97.25	565,995.00		-	-	-		-		565,995.00
30	REINFORCEMENT BARS (EPOXY COATED)	560.00	POUND	17.89	10,018.40		-	-	-		-		10,018.40
31	15" RC PIPE APRON	4.00	EACH	1,473.00	5,892.00		-	4.00	5,892.00		5,892.00	100%	-
32	30" RC PIPE APRON	1.00	EACH	2,255.00	2,255.00		-	1.00	2,255.00		2,255.00	100%	-
33	4" PERF PE PIPE DRAIN	2,621.00	LIN FT	11.95	31,320.95		-	2,620.00	31,309.00		31,309.00	100%	11.95
34	15" RC PIPE SEWER DESIGN 3006 CLASS III	1,208.00	LIN FT	69.00	83,352.00		-	1,208.00	83,352.00		83,352.00	100%	-
35	18" RC PIPE SEWER DESIGN 3006 CLASS III	186.00	LIN FT	70.00	13,020.00		-	186.00	13,020.00		13,020.00	100%	-
36	21" RC PIPE SEWER DESIGN 3006 CLASS III	26.00	LIN FT	86.00	2,236.00		-	26.00	2,236.00		2,236.00	100%	-
37	24" RC PIPE SEWER DESIGN 3006 CLASS III	326.00	LIN FT	90.30	29,437.80		-	326.00	29,437.80		29,437.80	100%	-
38	30" RC PIPE SEWER DESIGN 3006 CLASS III	50.00	LIN FT	148.00	7,400.00		-	59.00	8,732.00		8,732.00	118%	(1,332.00)
39	CONNECT TO EXISTING STORM SEWER	1.00	EACH	925.00	925.00		-	1.00	925.00		925.00	100%	-
40	TRENCH DRAIN	6.00	LIN FT	559.00	3,354.00		-	-	-		-		3,354.00
41	WATERMAIN OFFSET	1.00	EACH	17,000.00	17,000.00		-	-	-		-		17,000.00
42	ADJUST GATE VALVE AND BOX	1.00	EACH	280.00	280.00		-	-	-		-		280.00
43	ADJUST VALVE BOX-WATER	5.00	EACH	280.00	1,400.00		-	-	-		-		1,400.00
44	ADJUST SPRINKER SYSTEM	132.00	LIN FT	22.00	2,904.00		-	-	-		-		2,904.00
45	4" POLYSTYRENE INSULATION	122.00	SQ YD	52.75	6,435.50		-	128.00	6,752.00		6,752.00	105%	(316.50)
46	CASTING ASSEMBLY	29.00	EACH	829.00	24,041.00		-	-	-		-		24,041.00
47	ADJUST FRAME AND RING CASTING	1.00	EACH	285.00	285.00		-	-	-		-		285.00
48	CONSTRUCT DRAINAGE STRUCTURE DESIGN G	36.00	LIN FT	613.00	22,068.00		-	36.00	22,068.00		22,068.00	100%	-
49	CONSTRUCT DRAINAGE STRUCTURE DESIGN SD-48	11.00	LIN FT	699.00	7,689.00		-	10.70	7,479.30		7,479.30	97%	209.70

**Progress Estimate - Unit Price Work**
**Contractor's Application for Payment**

<b>Owner:</b>	City of Annandale	<b>Owner's Project No.:</b>	
<b>Engineer:</b>	Bolton & Menk, Inc.	<b>Engineer's Project No.:</b>	OW1.123025
<b>Contractor:</b>	Landwehr Construction Inc.	<b>Contractor's Project No.:</b>	
<b>Project:</b>	T.H. 24 / Hemlock St Roundabout & Hemlock St Full Depth Reclamation (FDR) Project	<b>Agency's Project No.:</b>	S.P. No. 8611-30, S.P. 086-596-004 MINN.
<b>Contract:</b>	T.H. 24 / Hemlock St Roundabout & Hemlock St Full Depth Reclamation (FDR) Project		PROJ. NO. HIP-CDS 8623 (220)

Application No.: 1		Application Period: From 07/07/23 to 07/29/23		Application Date: 08/02/23									
A	B	C	D	E	F	F1	F2	G	H	I	J	K	L
Bid Item No.	Description	Contract Information				Previous Estimate		Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)				
50	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	66.00	LIN FT	615.00	40,590.00		-	66.00	40,590.00		40,590.00	100%	-
51	CONSTRUCT DRAINAGE STRUCTURE DESIGN 60-4020	5.00	LIN FT	1,059.00	5,295.00		-	5.40	5,718.60		5,718.60	108%	(423.60)
52	CONSTRUCT DRAINAGE STRUCTURE DESIGN 72-4020	14.00	LIN FT	1,242.00	17,388.00		-	8.30	10,308.60		10,308.60	59%	7,079.40
53	GEOTEXTILE FILTER TYPE 4	62.00	SQ YD	7.50	465.00		-	41.60	312.00		312.00	67%	153.00
54	RANDOM RIPRAP CLASS III	17.00	CU YD	117.00	1,989.00		-	16.00	1,872.00		1,872.00	94%	117.00
55	6" CONCRETE WALK	12,209.00	SQ FT	10.65	130,025.85		-	-	-		-		130,025.85
56	7" CONCRETE WALK	2,686.00	SQ FT	12.85	34,515.10		-	-	-		-		34,515.10
57	DRILL AND GROUT REINFORCEMENT BAR (EPOXY COATED)	729.00	EACH	16.75	12,210.75		-	-	-		-		12,210.75
58	CONCRETE CURB RAMP WALK	2,771.00	SQ FT	21.25	58,883.75		-	-	-		-		58,883.75
59	4" CONCRETE WALK SPECIAL	1,985.00	SQ FT	22.90	45,456.50		-	-	-		-		45,456.50
60	6" CONCRETE WALK SPECIAL	1,841.00	SQ FT	28.50	52,468.50		-	-	-		-		52,468.50
61	CONCRETE CURB AND GUTTER DESIGN B612	389.00	LIN FT	55.89	21,741.21		-	350.00	19,561.50		19,561.50	90%	2,179.71
62	CONCRETE CURB AND GUTTER DESIGN B612 (MODIFIED)	1,463.00	LIN FT	44.72	65,425.36		-	1,317.00	58,896.24		58,896.24	90%	6,529.12
63	CONCRETE CURB AND GUTTER DESIGN B624	1,015.00	LIN FT	44.72	45,390.80		-	913.00	40,829.36		40,829.36	90%	4,561.44
64	CONCRETE CURB AND GUTTER DESIGN R424	225.00	LIN FT	89.42	20,119.50		-	202.00	18,062.84		18,062.84	90%	2,056.66
65	CONCRETE CURB AND GUTTER DESIGN S512 (MODIFIED)	1,467.00	LIN FT	45.00	66,015.00		-	1,320.00	59,400.00		59,400.00	90%	6,615.00
66	CONCRETE CURB AND GUTTER DESIGN S524	1,104.00	LIN FT	45.00	49,680.00		-	994.00	44,730.00		44,730.00	90%	4,950.00
67	CONCRETE MEDIAN	847.00	SQ YD	95.47	80,863.09		-	-	-		-		80,863.09
68	CONCRETE SILL	761.00	LIN FT	22.00	16,742.00		-	-	-		-		16,742.00
69	8" CONCRETE VALLEY GUTTER	43.00	SQ YD	167.00	7,181.00		-	-	-		-		7,181.00
70	TRUNCATED DOMES	343.00	SQ FT	68.00	23,324.00		-	-	-		-		23,324.00
71	INSTALL MAIL BOX SUPPORT	3.00	EACH	200.00	600.00		-	-	-		-		600.00
72	1.5" NON-METALLIC CONDUIT	73.00	LIN FT	6.30	459.90		-	73.00	459.90		459.90	100%	-
73	GUIDE POST TYPE SPECIAL	5.00	EACH	112.00	560.00		-	-	-		-		560.00
74	TRAFFIC CONTROL SUPERVISOR	1.00	LUMP SUM	4,000.00	4,000.00		-	-	-		-		4,000.00
75	TRAFFIC CONTROL	1.00	LUMP SUM	18,000.00	18,000.00		-	0.50	9,000.00		9,000.00	50%	9,000.00
76	PORTABLE CHANGEABLE MESSAGE SIGN	21.00	UNIT DAY	112.00	2,352.00		-	-	-		-		2,352.00
77	CONSTRUCTION SIGN-SPECIAL	350.00	SQ FT	11.20	3,920.00		-	-	-		-		3,920.00
78	INSTALL SIGN	1.00	EACH	1,118.00	1,118.00		-	-	-		-		1,118.00
79	DELINEATOR / MARKER	1.00	EACH	335.00	335.00		-	-	-		-		335.00
80	DELINEATOR / MARKER PANEL	5.00	EACH	78.25	391.25		-	-	-		-		391.25
81	SIGN	429.00	SQ FT	86.00	36,894.00		-	-	-		-		36,894.00
82	DECIDUOUS SHRUB NO 5 CONT	109.00	EACH	74.00	8,066.00		-	-	-		-		8,066.00
83	PERENNIAL NO 1 CONT	1,025.00	EACH	36.00	36,900.00		-	-	-		-		36,900.00
84	CLEAN ROOT CUTTING	100.00	LIN FT	6.00	600.00		-	-	-		-		600.00
85	PRUNE TREES	10.00	HOURL	160.00	1,600.00		-	-	-		-		1,600.00
86	STABILIZED CONSTRUCTION EXIT	1.00	LUMP SUM	5,000.00	5,000.00		-	-	-		-		5,000.00
87	STORM DRAIN INLET PROTECTION	28.00	EACH	180.00	5,040.00		-	-	-		-		5,040.00
88	CULVERT END CONTROLS	3.00	EACH	100.00	300.00		-	-	-		-		300.00
89	SILT FENCE, TYPE MS	4,613.00	LIN FT	3.10	14,300.30		-	2,954.00	9,157.40		9,157.40	64%	5,142.90
90	SEDIMENT CONTROL LOG TYPE COMPOST	20.00	LIN FT	11.35	227.00		-	-	-		-		227.00
91	SUBSOILING	1.00	ACRE	80.00	80.00		-	-	-		-		80.00
92	SOIL BED PREPARATION	1.00	ACRE	140.00	140.00		-	-	-		-		140.00
93	LOAM TOPSOIL BORROW	348.00	CU YD	60.00	20,880.00		-	-	-		-		20,880.00
94	COMPOST GRADE 2	184.00	CU YD	45.00	8,280.00		-	-	-		-		8,280.00
95	FERTILIZER TYPE 3	211.00	POUND	2.00	422.00		-	-	-		-		422.00
96	LIME	1.40	TON	225.00	315.00		-	-	-		-		315.00
97	SEEDING	1.00	ACRE	1,600.00	1,600.00		-	-	-		-		1,600.00
98	WEED SPRAYING	0.40	ACRE	80.00	32.00		-	-	-		-		32.00
99	WEED SPRAY MIXTURE	0.20	GALLON	80.00	16.00		-	-	-		-		16.00

**Progress Estimate - Unit Price Work**

**Contractor's Application for Payment**

<b>Owner:</b> City of Annandale <b>Engineer:</b> Bolton & Menk, Inc. <b>Contractor:</b> Landwehr Construction Inc. <b>Project:</b> T.H. 24 / Hemlock St Roundabout & Hemlock St Full Depth Reclamation (FDR) Project <b>Contract:</b> T.H. 24 / Hemlock St Roundabout & Hemlock St Full Depth Reclamation (FDR) Project						<b>Owner's Project No.:</b> <b>Engineer's Project No.:</b> OW1.123025 <b>Contractor's Project No.:</b> <b>Agency's Project No.:</b> S.P. No. 8611-30, S.P. 086-596-004 MINN. PROJ. NO. HIP-CDS 8623 (220)							
<b>Application No.:</b> 1		<b>Application Period:</b>		<b>From</b> 07/07/23	<b>to</b> 07/29/23	<b>Application Date:</b> 08/02/23							
A	B	C	D	E	F	F1	F2	G	H	I	J	K	L
Bid Item No.	Description	Contract Information				Previous Estimate		Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)				
100	MULCH MATERIAL TYPE 6	58.00	CU YD	78.00	4,524.00		-	-	-		-		4,524.00
101	SEED MIXTURE 25-131	155.00	POUND	10.00	1,550.00		-	-	-		-		1,550.00
102	HYDRAULIC REINFORCED FIBER MATRIX	2,333.00	POUND	3.90	9,098.70		-	-	-		-		9,098.70
103	ROLLED EROSION PREVENTION CATEGORY 25	72.00	SQ YD	13.56	976.32		-	-	-		-		976.32
104	ROLLED EROSION PREVENTION CATEGORY 80A	19.00	SQ YD	111.75	2,123.25		-	-	-		-		2,123.25
105	4" SOLID LINE MULTI-COMPONENT GROUND IN (WR)	17,590.00	LIN FT	1.25	21,987.50		-	-	-		-		21,987.50
106	6" SOLID LINE MULTI-COMPONENT GROUND IN (WR)	7,655.00	LIN FT	1.65	12,630.75		-	-	-		-		12,630.75
107	4" DOTTED LINE MULTI-COMPONENT GROUND IN (WR)	55.00	LIN FT	3.40	187.00		-	-	-		-		187.00
108	6" DOTTED LINE MULTI-COMPONENT GROUND IN (WR)	75.00	LIN FT	3.97	297.75		-	-	-		-		297.75
109	4" DOUBLE SOLID LINE MULTI-COMPONENT GROUND IN	9,415.00	LIN FT	2.50	23,537.50		-	-	-		-		23,537.50
110	24" SOLID LINE PREFORM THERMO GROUND IN	300.00	LIN FT	34.04	10,212.00		-	-	-		-		10,212.00
111	12" DOTTED LINE PREFORM THERMO GROUND IN	75.00	LIN FT	26.66	1,999.50		-	-	-		-		1,999.50
112	PAVEMENT MESSAGE PREFORM THERMOPLASTIC GROUND	150.00	SQ FT	36.31	5,446.50		-	-	-		-		5,446.50
113	CROSSWALK PREFORM THERMOPLASTIC GROUND IN	578.00	SQ FT	26.10	15,085.80		-	-	-		-		15,085.80
Original Contract Totals					\$ 2,872,232.36		\$ -		\$ 797,824.44	\$ -	\$ 797,824.44	28%	\$ 2,074,407.92





# City Council Agenda

August 14, 2023

**Agenda Section:** Consent

**Agenda No.** 6E

**Report From:** Kelly Hinnenkamp, City Administrator

**Agenda Item:** Amend Resolution Approving Interfund Loan

**Core Strategy:**

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

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

---

**Background**

At the May 8<sup>th</sup> Council meeting, Council approve Resolution 23-25 Authorizing and Interfund Loan effective 12/31/2022. It was decided with the completion of the audit, this interfund loan would be effective in 2023. Staff is recommending an amendment to the approval of Resolution 23-25 to be effective May 8, 2023.

**Recommended Action**

Motion to approve as presented

---

**Attachments:**

Resolution 23-25

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

HELD: May 8, 2023

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Annandale, Wright County, Minnesota, was duly called and held on May 8, 2023, at 6:30 p.m.

The following members of the Council were present:

and the following were absent:

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

**RESOLUTION # \_\_\_\_\_  
AUTHORIZING AN INTERFUND LOAN FROM THE  
SEWER AND WATER FUNDS TO FUND 341 2020A BOND FUND**

WHEREAS:

A The City of Annandale, Minnesota (the "City"), intends to initially fund street, sewer and water improvement project costs with proceeds attributed to the sewer and water enterprise funds of the City; and

B. The City intends to repay the sewer and water enterprise funds for said project costs and is taking action to establish an interfund loan.

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

Authorization of Interfund Loan. The City hereby authorizes internal funding in the principal amount of \$379,835 from the water fund and \$354,315 from the sewer fund. Funds will be provided from the Sewer and Water Funds to Fund 341, repaid over the term of the 20 years, and include interest at a fixed rate of 0%.

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

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA  
COUNTY OF WRIGHT  
CITY OF ANNANDALE

I, the undersigned, being the duly qualified and acting 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 and 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 relate to the establishment of an interfund loan.

WITNESS my hand this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

---

City Clerk



# City Council Agenda

August 14, 2023

**Agenda Section:** Consent

**Agenda No.** 6F

**Report From:** Joe Haller, Public  
Works Director

**Agenda Item:** Sale of Bobcat

**Core Strategy:**

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

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

---

**Background**

Public Works Director Joe Haller is proposing to include an additional Bobcat to be traded in with the purchase approved by Council in February of 2023- see the attached quote.

**Recommended Action**

Motion to approve the sale of the bobcat as proposed.

---

**Attachments:**

Updated quote including additional trade-in.



**bobcat**

Fax Transmission Form

Farm-Rite Equipment

Toll Free 888-679-4857

West Hwy. 12 Box 26

Dassel, MN 55325

Phone: 320-275-2737

FAX: 320-275-3232

TO Joe Haller City of Annandale

FAX joe.h@annandale.mn.us

DATE 8-5-2023  
763-238-6463

1-new S76 Bobcat  
as quoted

Minnesota State Bid Price

TRADE 2016 S590

#AR9R16352 w/Bucket

\$1 64845<sup>96</sup>

-30000<sup>00</sup>

34845<sup>96</sup>

Trade 2008 T190

#A3LN11421 w/Bucket

-20000<sup>00</sup>

Trade Difference

\$ 14845<sup>96</sup>

**FARM-RITE EQUIPMENT, INC.** **Bobcat.**

US Hwy. 12 W. P.O. Box 26

Dassel, MN 55325

320.275.2737 or 888.679.4857

320.693.6929 (home)

support@farmriteequip.com (email)

**TIM COX**

Sales Manager

Sales - Service - Parts - Rental

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





US Hwy. 12 W • PO Box 26  
Dassel, MN 55325  
320.275.2737 • 888.679.4857  
320.693.6929 (home)  
support@farmriteequip.com (email)  
www.farmriteequip.com

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

# x Transmission Form

## rm-Rite Equipment

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



TO City of Annandale  
FAX Joe Haller 763-238-6463  
DATE 1-23-2023

1-New S76 Bobcat 46803<sup>12</sup>

1-offset 66" 12'00 Tires SKZ 789<sup>6</sup>

1-Joystick Controls 724<sup>08</sup>

1-C67 Package  
Cab Heater Air Cond RADIO  
Sound Reduction LED Lights 6209<sup>28</sup>

7" Touch Screen Air Seat  
Blue Tooth

1-P69 Package  
2 speed, Powerquick Tech  
High Flow, 7pin Selfleveling 6420<sup>12</sup>

Ride Control Reversing Fan

1-Rear Camera 550<sup>02</sup>

1-Strobe light 650<sup>02</sup>

1-68" HD Bucket 1310<sup>40</sup>

1-68" Bolt on edge 350<sup>02</sup>

1-Freight Setup Prep 1750<sup>02</sup>

Minnesota State Bid Price 64845<sup>96</sup>

TRANP 2016 55in # ARGR 16352 w/Bucket

30040.02  
61-11011-96



# City Council Agenda

August 14, 2023

**Agenda Section:** Consent  
**Report From:** Fire Chief  
Townsend

**Agenda No.** 6G  
**Agenda Item:** Resignation of Fire Fighter

## Core Strategy:

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

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## Background

Fire Fighter Walker Suchy submitted a resignation due to relocation.

## Recommended Action

Motion to accept resignation of Walker Suchy.

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## Attachments:

None



# City Council Agenda

August 14, 2023

**Agenda Section:** Consent

**Report From:** Jacob Thunander, Community Development Director

**Agenda No.** 6H

**Agenda Item:** Resolution Authorizing Sale of Business Park Properties

**Core Strategy:**

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

---

## Background

Minnesota State Statute requires City's to adopt resolutions when authorizing the sale of city owned property. The resolution must contain the legal description.

Council approved a purchase agreement with BJB Holdings, LLC. (Brian Bruggeman) on April 10, 2023 for approximately 1 acre on the north side of Business Boulevard (PID: 102-082-002010). Site plan review approval was also received on June 5, 2023. The applicant is working on securing interest in the three available units within the proposed project before beginning construction.

In addition, Council approved a purchase agreement with Bronder Construction (Matt Bronder) on May 8, 2023 for approximately 1 acre on the south side of Business Boulevard (PID: 102-076-002021). Matt Bronder recently submitted site plan review plans, which will be tentatively reviewed by Council at the September meeting.

## Recommended Action

Adopt the attached resolutions.

---

## Attachments:

- Resolution Authorizing Sale of Property to BJB Holdings, LLC.
- Resolution Authorizing Sale of Property to Bronder Construction

**CITY OF ANNANDALE  
RESOLUTION NO. \_\_\_\_\_  
RESOLUTION AUTHORIZING  
SALE OF REAL PROPERTY**

**RECITALS:**

WHEREAS, the City of Annandale owns certain real estate within the City located in the Annandale Business Park, and legally described as follows:

That part of Lot 1, Block 2, ANNANDALE BUSINESS PARK FOURTH ADDITION, according to the recorded plat thereof, Wright County, Minnesota, described as follows:

Commencing at the southeast corner of said Lot 1; thence westerly on an assumed bearing of North 89 Degrees 19 minutes 52 seconds West, along the south line of said Lot 1, a distance of 265.07 feet to the point of beginning of the land to be described; thence continue North 89 degrees 19 minutes 52 seconds West, along said south line, a distance of 159.60 feet; thence North 00 degrees 44 minutes 47 seconds East, to the north line of said Lot 1; thence South 89 degrees 00 minutes 00 seconds East, along the north line of said Lot 1; to the intersection with a line which bears North 00 degrees 44 minutes 47 seconds East from the point of beginning; thence southerly to the point of beginning.

Subject to easements described as follows:

An easement for drainage and utility purposes over, under and across that part of Lot 1, Block 2, ANNANDALE BUSINESS PARK FOURTH ADDITION, according to the recorded plat thereof, Wright County, Minnesota, described as being a 10.00 foot wide strip of land, the east line of which is described as follows:

Commencing at the southeast corner of said Lot 1; thence westerly on an assumed bearing of North 89 degrees 19 minutes 52 seconds West, along the south line of said Lot 1, a distance of 265.07 feet to the point of beginning of the line to be described; thence North 00 degrees 44 minutes 47 seconds East to the north line of said Lot 1 and said line there terminating.

The west line of said 10.00 foot strip is to be prolonged or shortened, so as to begin on the south line of said Lot 1 and to terminate on the north line of said Lot 1.

Together with:

An easement for drainage and utility purposes over, under and across that part of Lot 1, Block 2, ANNANDALE BUSINESS PARK FOURTH ADDITION, according to the recorded plat thereof, Wright County, Minnesota, described as being a 10.00 foot wide strip of land, the west line of which is described as follows:

Commencing at the southeast corner of said Lot 1; thence westerly on an assumed bearing of North 89 degrees 19 minutes 52 seconds West, along the south line of said Lot 1, a distance of 424.67 feet to the point of beginning of the line to be described; thence North 00 degrees 44 minutes 47 seconds East, to the north line of said Lot 1 and said line there terminating.

The east line of said 10.00 foot strip is to be prolonged or shortened, so as to begin on the south line of said Lot 1 and to terminate on the north line of said Lot 1.

Together with:

An easement for drainage and utility purposes over, under and across the south 50.00 feet of Lot 1, Block 2, ANNANDALE BUSINESS PARK FOURTH ADDITION, according to the recorded plat thereof, Wright County, Minnesota.

(the "Property").

WHEREAS, the City of Annandale has received an offer from BJB Holdings, LLC, to purchase the above-described Property for a purchase price of \$50,000.00, a copy of the purchase agreement is attached hereto as Exhibit A;

WHEREAS, the City Council has determined that the offer to purchase is appropriate and reasonable and should be accepted;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Annandale, that:

1. The purchase agreement is hereby approved.
2. The Mayor and City Administrator are authorized to execute on behalf of the City the necessary documents to consummate the sale of the Property legally described above, including a deed for said Property.

Adopted this \_\_\_\_ day of August, 2023, by a vote of \_\_\_\_ in favor and \_\_\_\_ opposed.

CITY OF ANNANDALE

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

ATTEST:

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



EXHIBIT A

PURCHASE AGREEMENT

**CITY OF ANNANDALE  
RESOLUTION NO. \_\_\_\_\_  
RESOLUTION AUTHORIZING  
SALE OF REAL PROPERTY**

**RECITALS:**

WHEREAS, the City of Annandale owns certain real estate within the City located in the Annandale Business Park, and legally described as follows:

That part of Lot 2, Block 2, described commencing at Northwesterly corner of Lot 2, Block 1, ANNANDALE BUSINESS PARK 1<sup>ST</sup> ADDITION; thence North 00 degrees 40 minutes 80 seconds East 180.00 feet; thence South 89 degrees 19 minutes 39 seconds East parallel with North line of Lot 2, Block 1, ANNANDALE BUSINESS PARK 1<sup>ST</sup> ADDITION, 350 feet to point of beginning; thence continuing South 89 degrees 19 minutes 39 seconds East 308.00 feet; thence North 00 degrees 40 minutes 08 seconds East 250.04 feet; thence North 89 degrees 19 minutes 52 seconds West 308.00 feet to intersection on west line which bears north 00 degrees 40 minutes 08 seconds East from the point of beginning; thence South 00 degrees 40 minutes 08 seconds West 250.02 feet to the point of beginning except track described on Doc. #1246346 (added to 002040), Wright County, Minnesota, according to the recorded plat thereof.

subject to easements of record, (the "Property").

WHEREAS, the City of Annandale has received an offer from Bronder Construction, LLC, to purchase the above-described Property for a purchase price of \$50,000.00, a copy of the purchase agreement is attached hereto as Exhibit A;

WHEREAS, the City Council has determined that the offer to purchase is appropriate and reasonable and should be accepted;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Annandale, that:

1. The purchase agreement is hereby approved.
2. The Mayor and City Administrator are authorized to execute on behalf of the City the necessary documents to consummate the sale of the Property legally described above, including a deed for said Property.

Adopted this \_\_\_\_ day of August, 2023, by a vote of \_\_\_\_ in favor and \_\_\_\_ opposed.

CITY OF ANNANDALE

By\_\_\_\_\_

Shelly Jonas, Mayor

ATTEST:

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

EXHIBIT A

PURCHASE AGREEMENT



# City Council Agenda

August 14, 2023

**Agenda Section:** Consent

**Report From:** Jacob Thunander, Community Development Director

**Agenda No.** 6I

**Agenda Item:** Authorizing Extension of Filing Final Plat – Pintail Ponds Plat 3

**Core Strategy:**

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

---

## Background

Council approved the extension of filing Pintail Ponds Plat 3 to August 14, 2023. The applicant is still working on finalizing a few required items but intends to start construction in the spring of 2024.

Per the City's Subdivision Ordinance, the approved Final Plat is required to be filed with the Wright County Recorder within sixty days of Final Plat approval, otherwise the approval is null and void.

The applicant (The Willows of Annandale) was approved for final plat on October 17, 2022, a 60 day extension of recording the plat to February 14, 2023, and a 6 month extension to August 14, 2023.

## Recommended Action

Authorize the extension of final plat recording to October 9, 2023.

---

## Attachments:

- Gary Stang Extension Request



July 12, 2023

To: The City of Annandale

From: Gary Stang- Manager c/o The Willows of Annandale, LLC

RE: Recording of the final plat for The Willows of Annandale, LLC 28.77-acre parcel

Hello,

I am writing to request an extension to the recording of the final plat for this parcel.

Due to some studies needing to be completed that could take up to 60 more days, and the final agreements on the bypass lane, I am requesting a 60-day extension. This request would then be moving the deadline to roughly October 4, 2023. At that time, I feel we should have everything completed and be able to move forward with the developer's agreement and all that it involves.

Thank you for your consideration.

A handwritten signature in black ink, appearing to read 'Gary Stang', with a stylized, elongated flourish at the end.

Gary Stang- Manager

The Willows of Annandale, LLC



# City Council Agenda

August 14, 2023

**Agenda Section:** New Business

**Report From:** Planning

**Agenda No.** 6J

**Agenda Item:** Concept Site Plan Review for a 65-unit Apartment Building

Proposer: Pintail Preserve LLC (Brian Bruggeman)

**Core Strategy:**

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

## SITE INFORMATION & BACKGROUND

**PID:** 102-500-304303

**Legal Description:** Unplatted

**Zoning District:** I-1 (Industrial) District

**Comprehensive Plan:** Multifamily

**Surrounding Site Use:** North: R-1/I-1  
East: R-1  
South: R-1 (wetland)  
West: R-4 (Cottages of Annandale)

**Planning Case Number:** 2023-05

**Deadline for Decision:** N/A (60-day deadline)

## BACKGROUND

Pintail Preserve LLC (Brian Bruggeman) has submitted for concept plan review for a potential 65-unit apartment building on approximately 4.90 acres. Rezoning to R-5 would be required for this proposal.

### Comprehensive Plan/Zoning

The property is currently zoned I-1, Industrial. The Comprehensive Plan guides the property for a Multi-Family Residential land use.

The Zoning Ordinance states that a zoning map amendment may be adopted by the City "as a means to reflect changes in the goals and policies of the City as reflected in the Comprehensive Plan or changes in conditions in the City."

Therefore, rezoning this property to a designation consistent with the Comprehensive Plan would be an appropriate action. The zoning districts consistent with the Plan are the R-2, One and Two Family Residential, R-4 Medium Density Residential, and R-5 High Density Residential.



The R-2 District allows for duplexes with a minimum lot size of 100 feet with 12,000 square feet in area. The R-4 District allows for townhouses and apartments up to 8 units per acre. The R-5 allows for townhouses and apartments up to 15 units per acre.

The applicant is seeking a rezoning to R-5, which could be viewed as consistent with the Comprehensive Plan, provided other components of the Comprehensive Plan are met such as road connections.

The property to the west is of a R-4 type density and the properties to the north and east are of R-1 density, therefore an argument could be made that a lower density may be more compatible with this property due to the land use transitions.

### **Number of Apartment Units**

The applicant is proposing a 65-unit apartment building. In the R-5 District under “lot density” it states that a maximum density of 15 units per acre is permitted. It appears that the lot area for the apartment building is approximately 3.8 acres in size, which would exceed the density requirements by 8 units. Road dedication is explicitly excluded from the definition of lot area for the density calculations.

### **Minimum Size of Apartment Units**

Apartments shall have the following minimum floor areas: efficiency/studios: 500 sf, 1 bedrooms: 700 sf, 2 bedrooms: 800 sf, and 3 bedrooms: 880 sf.

Efficiency/studio units are to be no more than one unit or 15% of the units of any apartment building, whichever is greater.

	Studio	1 bedroom	2 bedroom	3 bedroom	Total
Unit Count	7	21	35	2	65
Percentage of Total Units	10.8%	32.3%	53.8%	3.1%	100%

The applicant will need to demonstrate that the apartments meet the code requirements for minimum sizes.

### **Site Access & Circulation**

The site would be accessed through a required road extension of Ash Street. This connection would connect the Cottages of Annandale and Purcell Farms development.

Willow Street from the north is terminating at this site. The City's Ordinance does not permit actions that result in dead end streets.

### **Parking**

The applicant is proposing tuck under garages and surface parking. The ordinance requires 2.25 stalls per unit with 1 parking stall per unit to be placed in a garage. With 65 units, this would require that there be 147 parking spaces with 65 in a garage. The applicant states there are 65 spaces in the tuck



under garages and 65 spots in the parking lot. There is then shown to be a proof of parking area. No detached garages were proposed.

It is also noted that parking stalls and garage units are intended for the parking of vehicles for residents of the apartments. The City has required all previous applicants for apartments to provide the minimum parking at the time of development.

### **Lighting**

A photometric plan meeting the City's lighting standards will need to be supplied at the time of site plan and/or preliminary plat.

### **Trash Enclosure**

The applicant is expected to meet the City's performance standards for trash enclosures. An internal trash room is provided in the underground parking area.

### **Landscaping**

The City's zoning ordinance requires 30% landscaped open space for a multi-family structure. The landscaping plan is required to provide 1 tree per unit for a multi-family structure or 65 trees per the proposed concept. The ordinance requires a minimum of 25% coniferous and 25% deciduous. Concept plans propose an excess of 65 trees, however a formal landscaping plan would be required at the time of land use review indicating the tree species and size.

A screening belt to the industrial property to the north and to the single family neighborhoods would be required with any application.

### **Building Materials**

The City's Ordinance requires that for multi-family structures "exterior building finishes shall consist of materials comparable in grade and quality to brick; natural stone; stucco; wood, provided the surfaces are finished for exterior use and wood of proven exterior durability is used, such as cedar, redwood, cypress (or residential metal or vinyl siding manufactured to resemble wood siding). No vertical or horizontal ribbed sheet metal siding is allowed in residential districts." It appears that the applicant is generally meeting the City's code for exterior finishes, however specification of materials will be required.

The City's Ordinance for roofing states "Roofs shall be constructed only of commercial grade asphalt shingles, wood shingles, architectural metal (if metal is used, concealed/hidden fasteners must be used), slate, tile or copper. For all roofing, a minimum roof slope of 4/12 and a minimum 12 inch soffit are required." Proposed roofing materials also appear to generally meet the requirements of the ordinance, but specification of materials will be required.

### **Setbacks & Performance Standards**

Setbacks in the R-5 District are required at "30 feet from exterior property line; 50 feet from any R-1 or R-2 district property, and 20 feet for building separation." The lot coverage for the apartment building will need to meet the 35% maximum requirement in the R-5 District. The maximum height is 40 feet. The concept appears to meet this requirement.



### **Signage**

A signage plan conforming to the City's sign ordinance will need to be provided.

### **Wetlands, Grading, Drainage**

The applicant will need to follow the recommendations of the City Engineer relating to grading, drainage, and wetlands.

Wetland buffers will need to be provided, consistent with code requirements, as part of the landscaping and grading plans.

### **PLANNING COMMISSION DISCUSSION**

The Planning Commission reviewed the submittal on August 1, 2023. The Commission reviewed the proposal and focused discussion on parking, density, quality of the complex, road connection of Ash Street, options for the dead end of Willow Street as it relates to fire safety review, land use and surrounding land use impacts, and demand for multi-family in the community. Overall, the Commission was supportive of the concept proposal with the noted staff comments (below).

### **CITY COUNCIL DISCUSSION**

The Planning Commission should review the concept plan, ask questions, and provide preliminary comments to the applicant. These comments will help the applicant with refining their development plans for submitting a formal zoning or land use application to the City.

It is noted that a significant amount of detail will be required if the project proceeds to zoning and land use application.

### **Attachments:**

- A. Applicant Narrative
- B. Concept Site Plan
- C. Elevations
- D. City Engineer's Letter, Dated July 21, 2023

### **Staff Comments**

1. Density must be no greater than 15 units/acre.
2. An extension of Ash Street will be required per the Comprehensive Plan goals.
3. Road design shall meet code requirements.
4. Apartment sizes shall meet code requirements.
5. Parking shall meet code requirements.
6. Landscaping shall meet code requirements.
7. A land use application showing all required documents must be submitted for development review.
8. A rezoning will need to be approved for the site to be consistent with all facets of the Comprehensive Plan.
9. All comments from the City Engineer, City Staff including Fire Chief, and the Planning Commission should be addressed.



**Administration Department**

PO Box K Phone: 320.274.3055  
30 Cedar Street E Fax: 320.274.5728  
Annandale, MN 55302 city@annandale.mn.us

**Land Use Application**

Date Filed:

July 5, 2023

**Instructions:** Please read carefully and answer all questions thoroughly. Only complete applications will be accepted after validation by the Community Development Director, and prior to acceptance of required processing fees and escrows.

**Property Information**

Property Identification Number (PID#):	102-500-304303
Legal Description:	see enclosed ALTA survey (unplatted land)
Street Address:	not currently assigned

**Property Owner Information**

Name:	Steve A Bruggeman TR & Kelly R Bruggeman TR	Phone:	320-493-5691
Address:	PO Box 298	Email:	Brian.Bruggeman@Colliers.com
City/State/Zip:	Annandale MN 55302-0298		

**Applicant Information**

Name:	Pintail Preserve LLC	Business Name:	contact: Dennis Cornelius
Address:	7177 Isaak Ave NW	Phone:	612-759-6990
City/State/Zip:	Annandale MN 55302	Email:	dcornel@amconconstruction.com

**Request**

Comprehensive Plan Amendment	_____	Plat Subdivision	_____
Concept Plan Review	<u>X</u>	Preliminary Plat	_____
Conditional Use Permit	_____	Final Plat	_____
Interim Use Permit	_____	Rezoning	_____
Minor Subdivision	_____	Site and Building Plan Review	_____
Lot Combination	_____	Variance	_____
Lot Subdivision	_____	Zoning Text Amendment	_____
Lot Line Rearrangement	_____	Other: _____	_____
Planned Unit Development	_____		

**Application Fee & Escrow**


Base Fee:	\$200.00	Escrow:	0 see previous escrow posted
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**Description of Request**

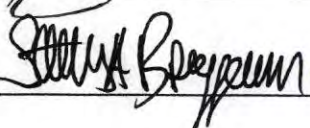

See attached Concept Plan review narrative

**ACKNOWLEDGEMENT & SIGNATURE**

The undersigned agree that all fees and expenses incurred by the City for the processing of this application, including costs for professional services, are responsibility of the applicant and property owner to be paid immediately upon receipt or the City may approve a special assessment for which the property owner specifically agrees to be assessed for 100 percent per annum and waives any and all appeals under Minnesota Statutes 429.81. All fees and expenses are due whether the application is approved or denied.

Applicant: 

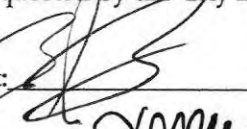
Date: 6/29/23

Property Owner:  

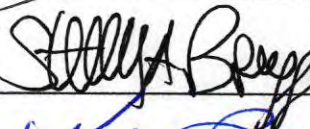
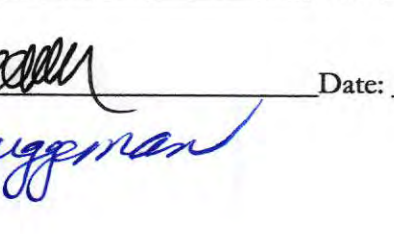
Date: 6/29/2023

I, the undersigned, hereby apply for the considerations described above and declare that the information and materials submitted in support of this application are in compliance with adopted City policy and ordinance requirements and are complete to the best of my knowledge.

I understand that this application will be processed accordance with established City review procedures. Pursuant to Minnesota 15.99, the City will notify the applicant within fifteen (15) days from the filing date of the completeness of the application. Completeness depends on whether the checklist items are fulfilled. Failure to supply all necessary information as requested by the City may be cause for denying this application.

Applicant: 

Date: 6/29/23

Property Owner:  

Date: 6/29/2023

**July 5, 2023**

**Land Use Application: Description of Request and Conclusion**

Pintail Preserve LLC is submitting a Land Use Application for a Concept Plan Review for PID parcel 102-500-304303 currently zoned Industrial District (I-1). The applicant's intent is to submit a future re-zoning request changing the zoning designation to High Density Multi-Family Residential District (R-5) consistent with the City of Annandale's December 5, 2005, Comprehensive Plan. (See exhibit #1)

**Survey (See exhibit #2)**

The ALTA Survey dated 2/2/2018 provides the detail information listed in the Concept Plan checklist.

Following clarifications/added information is provided.

- The wetland impacting this property is located at the SE corner of the site and is designated as low land on the survey. The balance of this wetland is located within the Pintail Ponds Exception which is property owned by the City of Annandale. No other wetlands exist on the site
- Impervious surface calculations: The existing site is void of any existing impervious surface. Site is currently defined as 100% pervious.
- Only trees on the site are along the north property line adjacent to the residential properties, along east property line adjacent to residential properties and along the south property line parallel to the city owned property. The balance of the site is free of any trees.
- The existing ALTA survey will be updated to reflect two parcels added after this survey was completed. (See exhibit #4) These parcels were created to address encroachments by the adjacent residential properties located along the North property line. The parcels (PID# 102-500-304204 and PID# 102-500-304205) were transferred to the ownership of the adjacent property owners to clear up the underlying encroachment. The parcels are currently zoned R1 per City of Annandale and are excluded from this rezoning application.
- ALTA survey does identify a city drainage easement along the west side of the site. Two other easements will need to be considered during the planning process.
  - Existing city water main that runs parallel to the east property line
  - Storm water line extending from the north Industrial site to the city pond.



### **Adjacent Zone Districts (see enclosed zoning map exhibit #3)**

- West property line: Cores of Annandale zoned Medium Density Multifamily Residential district (R-4)
- North Property line: Oak Knoll Residential zoned One Family Residential (R-1) & Industrial property zoned Industrial District (I-1)
- East property line: Purcell Ponds zoned One Family Residential (R-1)
- South property line: City owned land with zoning designation of PUD.

### **Existing Site impact on existing community facilities:**

The site is serviced with all required public services and street access necessary to comply with the existing and proposed re-zoning development requirement.

- Water service is stubbed to the site from an 8" water main in Ash Street West abutting the property on the west.
- Water service is stubbed to site from an 8" water main in Ash Street West abutting the property on the east along with an 8" water main that extended north and south parallel to the east property line.
- Fire hydrants are available at SE and SW corners of the site.
- Sanitary Sewer service is stubbed to the site at Ash St West at west property line.
- The site is serviced with three public street access points:
  - West property line connecting with Ash Street West
  - East property line connecting with Ash Street West
  - North property line connecting with Willow Drive.

### **Site & Building image/concept plans: (exhibit 5, 6,7)**

The applicant has included as part of the Concept application a proposed site development plan, concept floor plans and a building image.

Based on conversations with city staff regarding the city's transportation plan, the city is interested in acquiring ROW to accommodate linking Ash Street which dead ends on the east and west property lines. Linking this site with Willow Drive on the north is not included. The existing berm and wooded area at the end of Willow Drive will remain intact.

The Concept plan demonstrates a dedicated ROW to address continuation of Ash St. W. Given the configuration of the wetland along the southeast corner of the property, Ash St. W. will need to jog north into the site to minimize impact on the wetland. Providing this ROW will reduce the total developable area of this site to 3.8 Acres. If Ash St. W. ROW is dedicated to the city the applicant's land area loss will limit the site to 57 units based on the current zoning density allowance of 15 units per acre.

The applicant is requesting that the proposed dedicated ROW be included as part of the overall site area for zoning purposes to permit maintain the original allowable site density of 73 units or at a minimum permit 65 units consistent with the Concept Plan which translates to approximately 17.1 units per acre.

The Concept Plan reflects retained the ROW area as part of our density calculation to permit a 65 unit project. The parking layout shows 2 stall per unit parking ratio with additional parking shown as proof of parking reflecting the zoning required 2.25 stall per unit. This concept is based on discussions with GC Real Estate Partners (property manager) and Maxwell Partners (housing market study consultant) regarding parking demands. Both are of the opinion that 2 stalls per unit is more than adequate to address the project's parking needs and suggest showing proof of parking to demonstrate parking can be added if demand exceeds expectations. The balance of the site development is following R-5 Zoning district guidelines.

- 65 units based on a density of 17.1 units per acre. (Original site area without ROW would allow 73 units based on 15 units per acre)
- Parking ratio of 2.25 parking stalls per unit. (17 stalls shown as proof of parking)
- Parking ratio of 1:1 covered parking stalls for each unit.
- Meets coverage and landscape zoning requirements.
- Unit sizes will follow published minimum unit sizes.
- Ponding for on-site storm water management/rate release control per required standard
- All required setbacks accommodated.

Included as part of the Concept Plan review is a design image and preliminary plans for the proposed building. The apartment will be a three story structure with interior parking incorporated in the 1<sup>st</sup> level of the structure. The proposed design is consistent with the adjacent multi-family and single family finishes. The roof design will be a pitched roof incorporating accent dormers and utilizing second look or similar asphalt shingles. Exterior finish will consist of a combination of Horizontal and vertical board and batten vinyl siding and wood grained steel siding accents. Suspended balconies will be provided at selected apartment units. Intent is for the overall height to meet the city zoning height restrictions.

## **Re-Zoning**

The site is currently zone Industrial (I-1) and as noted the applicant intends to request that the site be re-zoned Multi-family (R-5) through the re-zoning process. The site is currently guided as multi-family zoning per Annandale's Comprehensive plan. We have received a no objection letter from the owner of the Colleges of Annandale west of the property for the rezoning to R-5. The impact on the balance of the adjacent neighborhood is minimal. The north side of the site provides a minimum 50' buffer from the property line and the existing mature tree line adjacent to the three residential properties to the north will remain. The balance of the north side of the site abuts an industrial property. The east side of the site is exposed to one



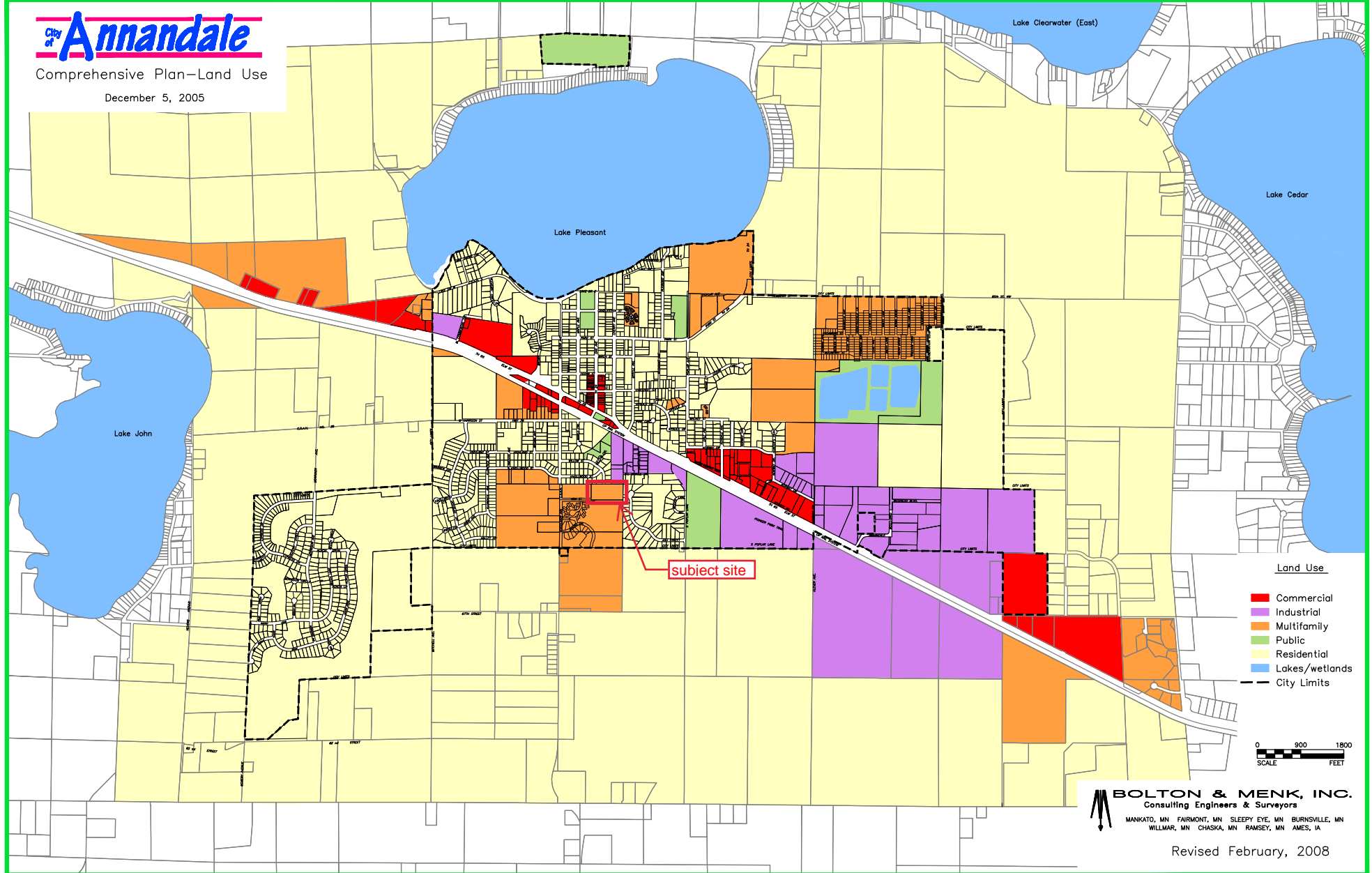
residential property and is provides an approximate 100' pond/landscape buffer to the east property line with minimal exposure to the apartment building given the distance and narrow profile of the building facing this property line. The south side of the site is adjacent to a city owned wetland/pond area and fronts on the Ash Street West extension.

The added impact of traffic in the adjacent neighborhood will be minimal given the link between this property via Ash Street to Excelsior Ave/CR5 on the west. Traffic on this segment of Ash Street primarily will impact Counties of Annandale who express support for the proposed R-5 rezoning.



Comprehensive Plan—Land Use

December 5, 2005



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

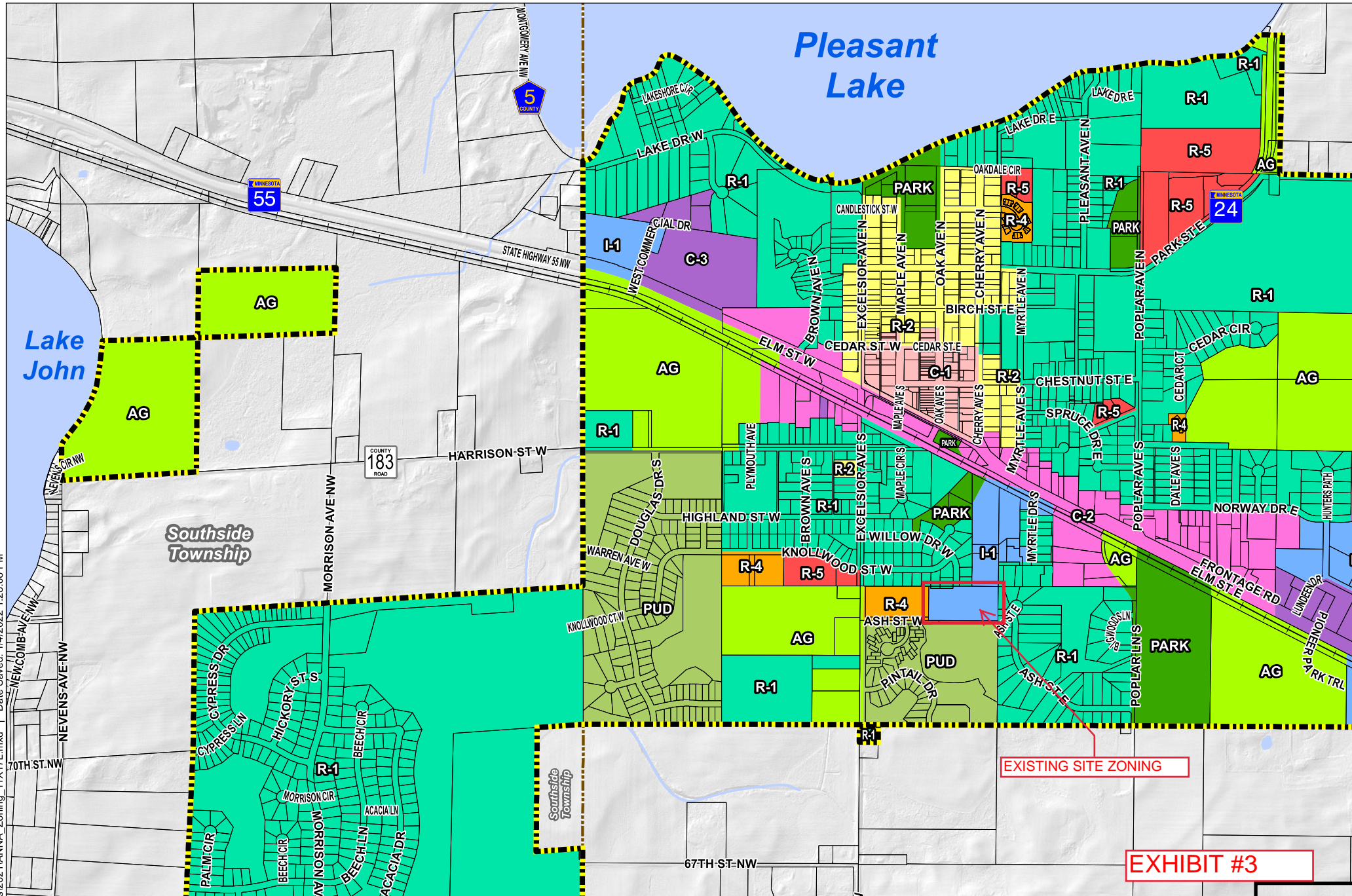
Revised February, 2008

**EXHIBIT #1**



SHEET NO.







Owner Address PO BOX 298  
ANNANDALE, MN 55302

SECT-30 TWP-121 RANGE-027 UNPLATTED LAND ANNANDALE1 TH PT OF SW1/4 OF SE1/4 COM AT NE COR TH 00D16'39"W ALG E LN 328.08FT TH S89D53'58"W 663.86 FT TO POB EX TR DES DOC 1450512 (304304) EX TR DES DOC 1450515 (304305) SW1/4 OF SE1/4 COM AT NE COR TH 00D16'39"E 328.08FT TH N89D53'58"E 663.86 FT TO POB EX TR DES DOC 1450512 (304304) EX TR DES DOC 1450515 (304305) SW1/4 OF SE1/4 COM AT NE COR TH 00D16'39"E 328.08FT TH N89D53'58"W 663.86FT TH N00D16'39"E 328.08FT TH N89D53'

(Note: Not to be used on legal documents)

EXHIBIT #4





Site Size:	Existing approx. 4.9 ac. Proposed approx. 3.8 ac. w/road taking)	Parking Analysis	
Zoning District:	I-1 (Proposed R-5)	Parking Required:	1 Garage stall / unit 65 stalls 1.25 Surface stall / unit 82 stalls Total required 147 stalls
Landscape Area:	52% (30% Required)	Parking Provided:	Garage Parking: 65 stalls (1 per unit) Surface Parking: 65 stalls (1 per unit) Proof of Parking: 17 stalls (0.25 per unit) Total: 147 stalls (2.25 per unit)
Impervious Area:	Building 32,450 s.f. Paving 31,120 s.f. Patio and walks 6140 s.f. Proof of Parking (future) 10,630 s.f. Total Impervious 80,340 s.f. (48%)		
Density:	17.1 Units/Acre		

SITE SCHEMATIC

AMCON  
DESIGNBUILD | CONSTRUCTION MANAGEMENT | GENERAL CONTRACTING

1000 ANNANDALE DRIVE, SUITE 101  
ANNANDALE, MINNESOTA 55303  
PHONE 651-379-9890 FAX 651-379-9891

CERTIFICATION  
I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATIONS, AND ALL INFORMATION CONTAINED HEREIN ARE THE WORK OF THE ENGINEER OR ARCHITECT AND THAT I AM A LICENSED PROFESSIONAL ENGINEER OR ARCHITECT IN THE STATE OF MINNESOTA.

PREPARED BY: REG 10239XXXXX  
DATE: 00.00.00  
DRAWN BY: BRS

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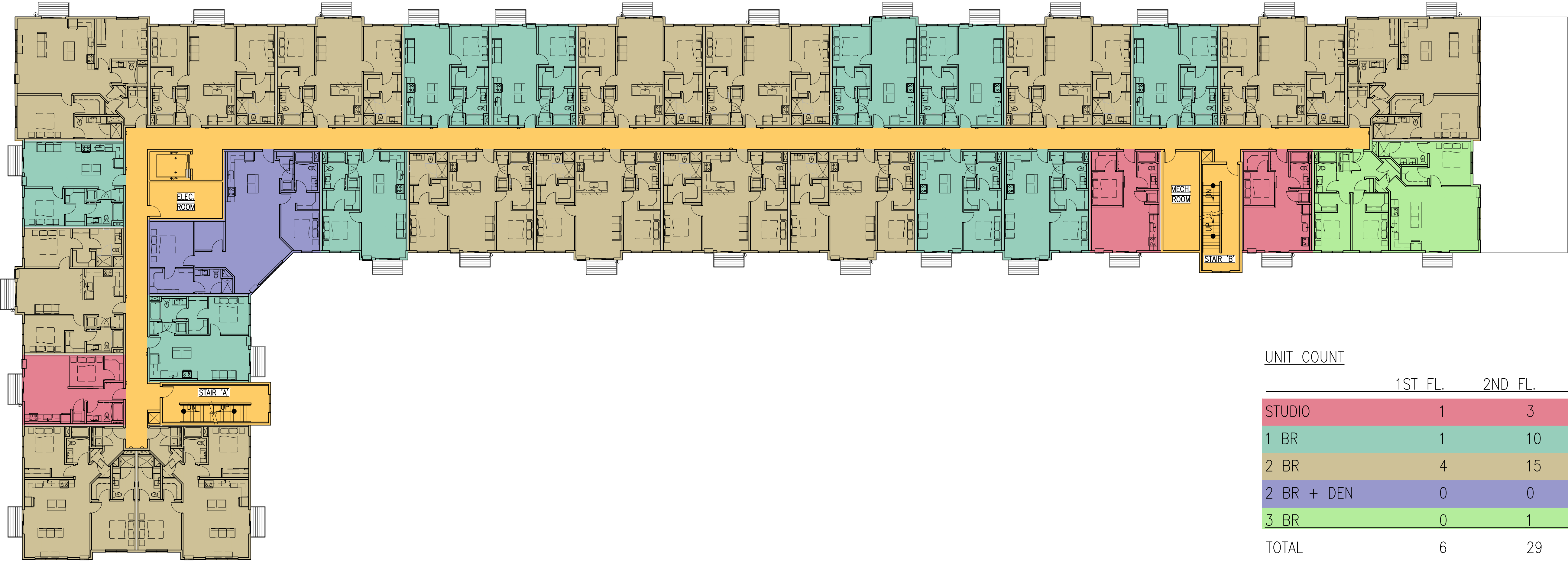
PROPOSED APARTMENT  
ANNANDALE APARTMENTS  
ANNANDALE, MN

ISSUES / REVISIONS:  
CITY SUBMITTAL 1 07.05.2023

CONCEPT SITE PLAN  
EXHIBIT  
5  
PROJECT NUMBER  
23003







UNIT COUNT

	1ST FL.	2ND FL.	3RD FL.	TOTAL	%
STUDIO	1	3	3	7	10.8%
1 BR	1	10	10	21	32.3%
2 BR	4	15	15	34	52.3%
2 BR + DEN	0	0	1	1	1.5%
3 BR	0	1	1	2	3.1%
TOTAL	6	29	30	65	100%

1 THIRD LEVEL FLOOR PLAN  
A103 1/16"=1'-0"

PROJECT NUMBER  
23003

CONCEPT FLOOR PLAN  
EXHIBIT

7B

ISSUES / REVISIONS:  
CITY SUBMITTAL 1 07.05.2023

PROPOSED APARTMENT

ANNANDALE APARTMENTS

ANNANDALE, MN

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TRANSMITTED IN ANY FORM OR  
BY ANY MEANS, ELECTRONIC OR  
MECHANICAL, INCLUDING  
PHOTOCOPYING, RECORDING,  
OR BY ANY INFORMATION  
STORAGE AND RETRIEVAL  
SYSTEM, WITHOUT  
WRITTEN PERMISSION  
FROM AMCON CONST. CO.

CERTIFICATION  
I HEREBY CERTIFY THAT THIS PLAN,  
SPECIFICATION, AND/OR INSTRUMENT  
OF SERVICE WAS PREPARED BY ME  
OR UNDER MY DIRECT SUPERVISION AND  
I AM A DULY LICENSED ARCHITECT  
UNDER THE LAWS OF THE STATE OF MINNESOTA.  
DATE: 00.00.00  
PREP/LAST NAME: REG. NO. XXXXXXXX

DATE: 00.00.00  
BY: BRS

AMCON

DESIGN/BUILD | CONSTRUCTION MANAGEMENT | GENERAL CONTRACTING

455 OLIVER ROAD, SUITE 101  
MINNETONKA, MINNESOTA 55345  
PHONE 952-379-9890 FAX 952-379-9891





# Annandale Apartments

Annandale, MN

EXHIBIT 6

July 05, 2023



**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

July 21, 2023

Jacob Thunander, Community Development Director  
City of Annandale

via e-mail: [jthunander@annandale.mn.us](mailto:jthunander@annandale.mn.us)

RE: Bruggeman Concept Plan  
City of Annandale, Minnesota  
Project No.: 0W1.130913

Dear Jacob,

We have reviewed the concept plan provided with the concept plan review application dated July 5, 2023.  
We have the following comments:

1. Ash Street right-of-way shall be platted a minimum of 60 feet in width.
2. A 10-foot trail shall be constructed along Ash Street.
3. A cul-de-sac or other turnaround acceptable to the Fire Chief and Public Works Director shall be constructed at the end of Willow Drive and shall be contained within platted right-of-way.
4. All wetlands shall be delineated.
5. All wetlands and the associated buffers shall be contained within outlots.
6. All utilities shall be contained within easements or public right of way.
7. Watermain shall be extended along Ash Street and connected to the existing watermain located at the western and eastern property boundaries.
8. The applicant shall enter into a stormwater maintenance agreement for the proposed pond.
9. The proposed stormwater pond shall be contained within an easement.
10. The applicant shall avoid existing utilities or re-route them as necessary to accommodate the proposed improvements.
11. Access as required by the Fire Chief, shall be provided around the building perimeter.
12. The applicant shall be responsible for obtaining all required permits.
13. The applicant shall submit all documents required by the Preliminary Plat application at the time of Preliminary Plat.
14. All construction shall be in accordance with City of Annandale standards.



Jacob Thunander

July 21, 2023

Page 2

We recommend that the above referenced comments and comments as provided by other city staff, Planning Commission and Council be incorporated into the Preliminary Plat.

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

Sincerely,

**Bolton & Menk, Inc.**

A handwritten signature in blue ink, appearing to read 'J. Voge', is written over the printed name.

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



# City Council Agenda

August 14, 2023

**Agenda Section:** New Business  
**Report From:** Kelly Hinnenkamp  
City Administrator

**Agenda No.** 9A  
**Agenda Item:** Resignation of Fire Fighter

## Core Strategy:

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

---

## Background

Rachel Development submitted a request for consideration of credits for fees paid due to additional work completed for future growth. The City has worked with developers in the past with crediting Trunk Area Fees for oversizing expenses required to be included in their project but are not required to provide service to their project. Rachel Development is requesting consideration for a credit toward the extension of sanitary sewer for properties to the south and for installing the sanitary sewer with extra depth for properties to the north.

The attached request provides a detailed explanation into each request. The City requires developers to install utilities in a manner that allows for orderly development. This includes the depth of the utilities and the extension of the mains to the edge of the plat. These are items the City has not previously provided credit for and this would apply to the Developer's request with the exception of the additional manhole and sewer main stubs that were required for the future connections.

## Recommended Action

Staff recommends a \$27,900 credit toward the future assessment related to the extension of the sewer and water for the additional work completed outside of the work required for the project. This amount consists of the installation of the manhole and stubs related to future connections to the lift station. Staff would not recommend providing a credit towards the extension of the mains to the edge of the plat or for the costs associated with the additional depth.

---

## Attachments:

Developer Request

Annandale City Council  
30 Cedar St E  
Annandale, MN 55302

Thank for you willingness to work with us over the past two years to get The Preserve at Lake John off the ground. We are excited to have broken ground and to be getting close to completing the site work at The Preserve at Lake John. We believe this will be one the premier neighborhoods in the City.

From a conversation last month, it sounded like staff was willing to support a request for some of the credits we have talked about over the past year. These credits, in general, would be for work we are doing that benefits other properties.

1. Extending sanitary sewer for properties to the south.
2. Installing sanitary sewer with extra depth for properties to the north.

**Extension of the sanitary sewer line to the south:**

RE 1065.20  
15° INV 1062.20 SW  
BLD=3.00'

68 LF - 15° RCP  
CL 5 @ 2.20%

CRWH-301  
RE 1063.71

15° INV 1060.71 NE  
15° INV 1060.71 SW  
BLD=3.00'

61 LF - 15° RCP  
CL 5 @ 3.73%

CRWH-302  
RE 1061.45

15° INV 1058.45 E  
15° INV 1058.45 NE  
BLD=3.00'

32 LF - 15° RCP  
CL 5 @ 0.50%

CRWH-301  
RE 1061.45

15° INV 1058.29 W  
15° INV 1058.29 SE  
3' SWAMP INV 1055.29  
BLD=6.16'

CRWH-301  
RE 1063.46

8° INV 1034.25 NE  
8° INV 1034.15 SE  
BLD=31.33'

FEH-300  
15° INV 1058.00 NW

33 LF - 15° RCP  
CL 5 @ 0.67%

CRWH-301  
RE 1061.45

15° INV 1058.29 W  
15° INV 1058.29 SE  
3' SWAMP INV 1055.29  
BLD=6.16'

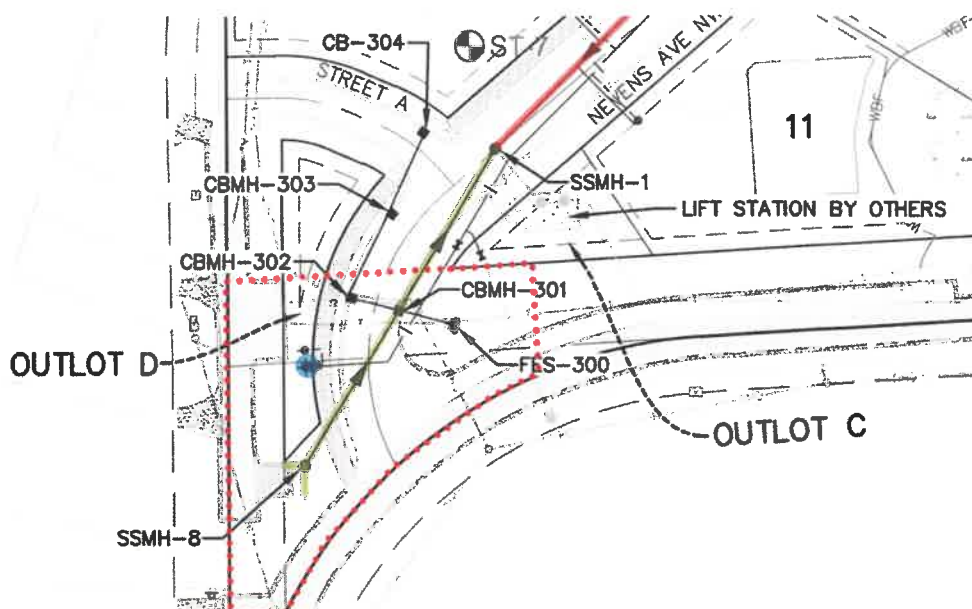
37 LF - 8° DIP  
CL 52 @ 0.40%

OUTLOT C

NEVENS AVE NW

0 10 20 30 40 FEET

However, with our Preliminary Plat approval the City's consulting engineer asked that we add to our final plans an extension of the sanitary sewer the southwest plat boundary as shown below (green).

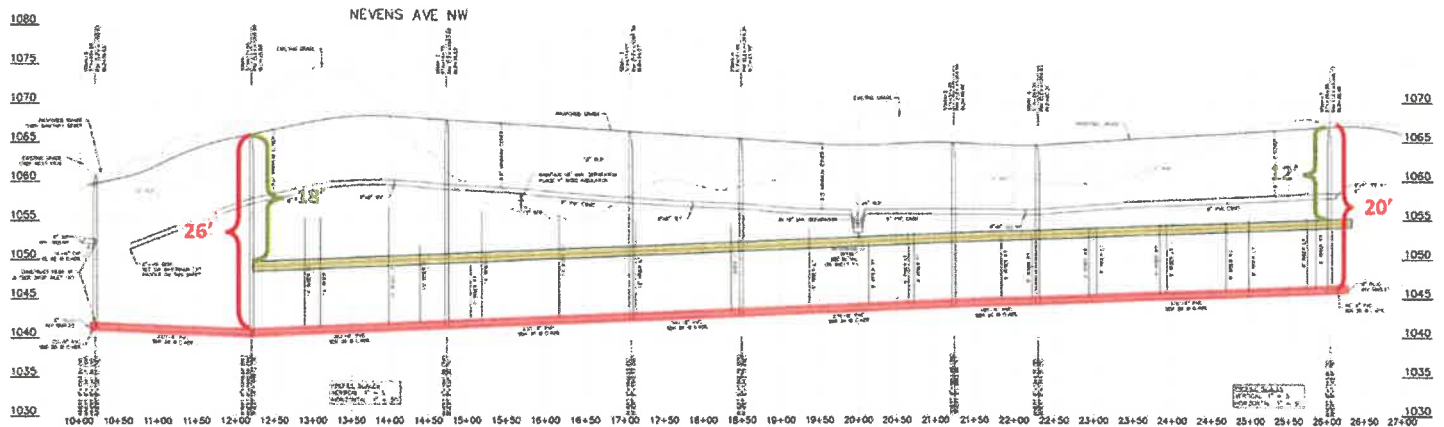


The only reason there is a southwest plat boundary south of the lift station is because we went through the effort of acquiring property (red dotted line) which was arguably already right of way for Nevens and CR 183 to make sure the revised connection to Nevens Ave went smoothly. This property did not have to be included in the plat nor annexed into the City. We did both so that the City would have control of Nevens and the access into The Preserve at Lake John. The County offered to pay \$500 for this property for Right of Way. We did not, at the time, realize that annexing this land into the City and including it in our plat would cause us to incur \$45,472 of additional costs (extension of the sewer, additional manholes, additional service stub all at extra depth). This additional property is now 100% City owned land or is City or County Right of Way.

It is not unusual to stub sewer lines to neighboring properties, however, it is less common to require a manhole in addition to the sanitary sewer stub. We and the City estimated the manhole and related work costs. Both estimates were relatively close. The City engineer's estimate for the manhole and related work was \$27,900. While we would like a credit of \$45,472 for the entire sewer line extension, we are ok with only getting a credit for the manhole which was the most significant and portion of the cost. Please note that we are not asking for credit for the adjacent waterline extension and hydrant that primarily service the Lake John Condo Association.

**Sanitary Sewer installed with extra depth for serving properties to the north.**

The other item we would like to address with the Council are the costs related to installing the sanitary sewer lines deeper than is needed to serve our development. Below is a comparison of the depth that would be needed to serve our development (green) and the depth of the actual sewer line installation which was done to provide sanitary sewer service to the properties to the north.



This extra depth increases costs in several ways, deeper full wells vs sand point wells for dewatering, extra equipment and time to dig the extra depth, stronger pipe (SDR 26 vs SDR 35), deeper manholes as well as deeper service lines to the homes. All in all, the cost difference between a typical nominal depth and what is being installed is between \$45,000 - \$75,000.

We are very appreciative of the City trunk sewer and water project that brings these services to our site and the surrounding properties. This trunk utility project will provide a mechanism for future development within the community. Often when infrastructure is being installed and is larger and deeper than is needed for the property being developed there is a system to credit the developer for the additional work being done to benefit other properties. In our case, we are having to install deeper sewer lines, manholes, and services than would otherwise be necessary on our project. Those deeper utilities are being required solely to benefit the property to our north. If we were installing a sewer line for our development alone it would only have needed to be 12' deep at the north property line. However, for the property to our north to develop we were required to install the sewer 20' deep at the north property line. This 8' feet of additional depth throughout our development increased our construction costs by \$45,000 in material and labor alone, without including the additional time and dewatering depth cost. So, without a credit for this work we are, in essence, subsidizing the development of the adjacent property. Typically, these costs would be apportioned more evenly across all benefitting properties.

Again, we have had a great working relationship with the City and appreciate what the City has done to help make this project a reality. We believe what we are asking for is fair and look forward to discussing this with you at your August City Council meeting.

Sincerely,

Paul Robinson

Rachel Development, Development Director





# City Council Agenda

August 14, 2023

**Agenda Section:** New Business  
**Report From:** Kelly Hinnenkamp  
City Administrator

**Agenda No.** 9B  
**Agenda Item:** Ordinance Regulating Cannabis Use

## Core Strategy:

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

---

## Background

Attached is a draft ordinance for Council to consider the regulation of cannabis use on City streets, sidewalks, parks and public property. Under the new law, cities were provided authority to regulate the use of cannabis and other products in public areas. City's across the state have been implementing ordinances prohibiting use in public areas to reduce the exposure to individuals within the community while they are on public property.

The proposed ordinance would prohibit smoking, drinking, eating or chewing any prohibited substance in public places anywhere in the City. This includes public streets, trails, sidewalks, parks, alleys and parking lots. The prohibited substances include any tobacco related product, electronic cigarette, cannabis product and any other substance labeled as not safe for or intended for human consumption. The ordinance provides an exception for use authorized by a special event permit.

The proposed ordinance would impact bar owners on main street who allow patrons to smoke in the front of their buildings. Downtown businesses have requested in prior years the City consider prohibiting smoking on public sidewalks due to the exposure their customers encounter. The City previously had limited authority, but we encouraged bar owners to require customers to use back entrances to minimize exposure. Although they may not have been 100% compliant with this request, they were cooperative in encouraging it. If adopted, this ordinance would legally prohibit this use.

## Recommended Action

Motion to approve Ordinance as presented.

---

## Attachments:

Draft Ordinance

## **ORDINANCE 95**

### **PROHIBITION AGAINST PUBLIC USE**

The City Council for the City of Annandale HEREBY ORDAINS:

1. That the Annandale City Code be amended by the addition of Chapter 95.

Chapter 95 shall be entitled “Prohibition Against Public Use” and shall read as follows:

#### “Section 95.01 FINDINGS OF FACT

The Annandale City Council finds the following facts to exist:

(1) Smoke from tobacco and other substances is a major contributor to indoor air pollution, and breathing secondhand smoke is a cause of disease, including lung cancer, in nonsmokers. At special risk are children, elderly people, individuals with cardiovascular disease and individuals with impaired respiratory function, including asthmatics and those with obstructive airway disease. Many of these individuals cannot go into public places with secondhand smoke due to their respiratory or allergenic handicap.

(2) Health hazards induced by breathing secondhand smoke include, but are not limited to, lung cancer, heart disease, respiratory infection and decreased respiratory function.

(3) The simple separation of smokers and nonsmokers within the same air space may reduce, but does not eliminate, the exposure of nonsmokers to environmental smoke for which there is no known safe level of exposure.

(4) The National Academies of Science, Engineering, and Medicine note that the growing acceptance, accessibility, and use of cannabis products have raised important public health concerns, while the lack of aggregated knowledge of cannabis-related health effects has led to uncertainty about the impact of its use.

(5) The Minnesota Legislature recognized the danger of cannabis use among the public at large by setting potency and serving size requirements.

(6) The Minnesota Legislature recognized the danger of cannabis use among youth by prohibiting the sale of any cannabis product to those under the age of 21, requiring that such products be packaged without appeal to children and in child-resistant packaging or containers.

(7) The City has the opportunity to be proactive and make decisions that will mitigate this threat and reduce exposure of young people to the products.

#### Section 95.02 DEFINITIONS

“Cannabis product” shall mean adult use cannabis products, cannabis flower, cannabis plant and lower-potency hemp edibles and hemp-derived consumer products, as defined in Minn. Stat. Section 342.01.

“Prohibited substances” shall mean any tobacco related product, electronic cigarette, cannabis product and any other substance labeled as not safe for or intended for human consumption.

“Smoke” shall mean the gases, particles or vapors released into the atmosphere as a result of combustion, electrical ignition or vaporization of or by any prohibited substance.

“Smoking” shall mean inhaling or exhaling smoke from any instrumentality, including but not limited to any cigar, cigarette, pipe, hookah pipe or an operating electronic cigarette, or having in possession any such instrumentality producing smoke or engaging in any act that generates smoke.

“Tobacco related products” shall mean any product containing, made or derived from tobacco that is intended for human consumption, or any component, part, or accessory of a tobacco product, including but not limited to tobacco found in cigars and cigarettes, tobacco intended to be used in pipes or cigarettes, chewing tobacco, moist or dry snuff, dissolvable tobacco products and electronic cigarettes and any other product containing, made or derived from tobacco that is intended or expected to be consumed with or without being combusted but does not include any tobacco product that has been approved by the United States food and drug administration for sale as a tobacco cessation product, tobacco dependent product or for other medical purposes and is marketed and sold only for those purposes.

#### Section 95.03 PROHIBITION

No person shall ingest by smoking, drinking, eating or chewing any prohibited substance in public places anywhere in the City. Public places include property owned, managed, or controlled by the City, including but not limited to all public streets, trails, sidewalks, parks, alleys and parking lots, except as authorized by a special event permit.

#### Section 95.04 RELATION TO MINNESOTA CLEAN INDOOR AIR ACT

This ordinance is intended to complement the Minnesota Clean Indoor Air Act, Minnesota Statute Sec. 144.411 to 144.417, as amended from time to time. Nothing in this ordinance authorizes smoking in any location where smoking is restricted by other applicable laws.

#### Section 95.05 SEVERABILITY

If any portion of this ordinance, or its application to any circumstances, is held invalid, the remaining provisions shall be considered severable, and shall be given effect to the maximum extent possible.

Section 95.06 PENALTY

Any person violating this Section is guilty of a petty misdemeanor or may be penalized under Section 10.99.

This Ordinance was approved by the majority of the City Council of Annandale on this \_\_\_\_ day of August, 2023.

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

\_\_\_\_\_  
Kelly Hinnenkamp, City Administrator

( S E A L )

This amendment was published in the *Annandale Advocate* on August \_\_\_\_, 2023.



# City Council Agenda

August 14, 2023

**Agenda Section:** New Business

**Report From:** Jacob Thunander, Community Development Director

**Agenda No.** 9C

**Agenda Item:** Consideration of Authorizing Plans and Specs for Pickleball Courts at the Recreation Center

## Core Strategy:

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

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## Background

There has been a desire by community members and the Park Commission to have pickleball courts installed at a city park. Council tabled action on May 8, 2023 to understand if we received any of the submitted grant requests and to see if any other funding opportunities arose. The City has received a donation in the amount of \$150,000 from a private donor, but has not received any other funding specific to pickleball courts, at this time. The City has received past donations from the Annandale Area Lions Organization that may help to support the construction of these courts.

The City Engineer has developed a concept showing two options for pickleball courts at the Recreation Park: a 4 court and a 6 court option. The estimated costs are approximately \$393,000 and \$511,000, respectively. Staff believe that some of the features are optional (such as lighting) and could be eliminated, which would reduce the overall cost.

## Proposed Timeline:

1. Council authorizes plans and specifications – August 14, 2023
2. Council approves plans and specifications and authorizes request for bids – September 11, 2023
3. Council approves bid – October 9, 2023
4. Construction occurs in October or spring of 2024 (weather permitting)

## Recommended Action

Approve authorizing plans and specs from Bolton and Menk for four courts of pickleball at the Recreation Park.

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## Attachments:

- Pickleball Concept and Engineer's Estimate





**ENGINEER'S ESTIMATE**

PICKLEBALL COURTS (4)

CITY OF ANNANDALE

BMI PROJECT NO. 0T6.130116



May 3, 2023

Item No.	Item	Unit	Estimated Quantity	Unit Price	Total Amount
1	EXCAVATION, CLASS 13	CY	1067	\$20.00	\$21,340.00
2	SUBDRAIN, 6", PERFORATED	LF	344	\$12.00	\$4,128.00
3	PAVEMENT, PCC, 5"	SY	210	\$60.00	\$12,600.00
4	CONNECTION TO RESTROOM, PCC, 5"	SY	158	\$60.00	\$9,480.00
5	PCC EDGE RESTRAINT, 15"	LF	360	\$25.00	\$9,000.00
6	CHAIN LINK FENCE, BLACK, 4'	LF	156	\$80.00	\$12,480.00
7	CHAIN LINK FENCE, BLACK, 6'	LF	300	\$100.00	\$30,000.00
8	CHAIN LINK FENCE, BLACK, 10'	LF	60	\$140.00	\$8,400.00
9	GATE	EA	2	\$1,200.00	\$2,400.00
10	COURT LIGHTING	LS	1	\$85,000.00	\$85,000.00
11	SAND SUBBASE (48" DEPTH)	CY	1067	\$20.00	\$21,340.00
12	ACRYLIC SURFACING	SY	800	\$10.00	\$8,000.00
13	HMA COURT (3" ASPHALT, 6" AGGREGATE BASE COURSE)	SY	800	\$40.00	\$32,000.00
14	PICKLEBALL POSTS AND NETS	EA	4	\$4,500.00	\$18,000.00
15	MOBILIZATION	LS	1	\$28,000.00	\$28,000.00
16					

**Total: \$302,168.00**

Construction Contingencies 15%: \$45,325.20

Engineering &amp; Construction Services 15%: \$45,325.20

**Opinion of Estimated Construction Cost: \$392,818.40**





**ENGINEER'S ESTIMATE**

PICKLEBALL COURTS (6)

CITY OF ANNANDALE

BMI PROJECT NO. 0T6.130116



May 3, 2023

Item No.	Item	Unit	Estimated Quantity	Unit Price	Total Amount
1	EXCAVATION, CLASS 13	CY	1600	\$20.00	\$32,000.00
2	SUBDRAIN, 6", PERFORATED	LF	416	\$12.00	\$4,992.00
3	PAVEMENT, PCC, 5"	SY	240	\$60.00	\$14,400.00
4	CONNECTION TO RESTROOM, PCC, 5"	SY	181	\$60.00	\$10,860.00
5	PCC EDGE RESTRAINT, 15"	LF	432	\$25.00	\$10,800.00
6	CHAIN LINK FENCE, BLACK, 4'	LF	372	\$80.00	\$29,760.00
7	CHAIN LINK FENCE, BLACK, 6'	LF	306	\$100.00	\$30,600.00
8	CHAIN LINK FENCE, BLACK, 10'	LF	126	\$140.00	\$17,640.00
9	GATE	EA	2	\$1,200.00	\$2,400.00
10	COURT LIGHTING	LS	1	\$85,000.00	\$85,000.00
11	SAND SUBBASE (48" DEPTH)	CY	1600	\$20.00	\$32,000.00
12	ACRYLIC SURFACING	SY	1200	\$10.00	\$12,000.00
13	HMA COURT (3" ASPHALT, 6" AGGREGATE BASE COURSE)	SY	1200	\$40.00	\$48,000.00
14	PICKLEBALL POSTS AND NETS	EA	6	\$4,500.00	\$27,000.00
15	MOBILIZATION	LS	1	\$36,000.00	\$36,000.00
16					

**Total: \$393,452.00**

Construction Contingencies 15%: \$59,017.80

Engineering &amp; Construction Services 15%: \$59,017.80

**Opinion of Estimated Construction Cost: \$511,487.60**





# City Council Agenda

August 14, 2023

**Agenda Section:** New Business  
**Report From:** Kelly Hinnenkamp  
City Administrator

**Agenda No.** 9D  
**Agenda Item:** Preliminary Engineer Report-  
Highland/Brown

## Core Strategy:

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

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## Background

Attached is a memo from the City Engineer regarding the Highland Street and Brown Avenue Improvements. This project was the next scheduled priority for local improvements after the City completed the 2015 Improvements. This project was delayed due to the Highway 24 and Highway 55 improvements. Given the current condition of the infrastructure, staff is recommending Council consider starting the process to consider an improvement for this area.

## Recommended Action

Motion to approve Resolution Authorizing the PER

---

## Attachments:

Engineer Memo with schedule  
Resolution  
CIP MAP




Real People. Real Solutions.

2040 Highway 12 East  
Willmar, MN 56201-5818

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

## MEMORANDUM

Date: August 8, 2023  
To: Honorable Mayor Jonas  
Members of the City Council, City of Annandale  
From:  Jared Voge, P.E.  
City Engineer  
Subject: Highland Street and Brown Avenue Improvements  
Annandale, Minnesota  
BMI Project No.: OW1.129664

City Staff have evaluated street conditions throughout the city and developed a Pavement Capital Improvement Plan (CIP). Please see the enclosed map. Of the streets identified within the CIP, Highland Street and Brown Avenue have been identified as priority reconstruction areas.

It has been the City's policy to assess adjacent benefitting properties for a portion of the costs associated with the improvement projects.

A Preliminary Engineering Report is required to define the improvements and estimate their associated cost and assessment impact. A Resolution Ordering the Preparation of a Preliminary Engineering Report is required to satisfy Minnesota Statutes, Chapter 429 requirements. Please find enclosed a resolution for Council consideration.

If you have any questions, please call.

JAV/kp  
Enclosures

**RESOLUTION ORDERING PREPARATION OF  
REPORT ON IMPROVEMENT  
CITY OF ANNANDALE, MINNESOTA  
RESOLUTION NO. 2023-\_\_**

WHEREAS, it is proposed to improve Highland Street between Excelsior Avenue and a point approximately 150 feet east of Florence Avenue South and Big Woods Lane on Brown Avenue between Harrison Street West and Knollwood Street by the construction of pavement, concrete curb & gutter, sanitary sewer, watermain, storm sewer, and landscaping,

And to assess the benefitted property for all or a portion of the cost of the improvement, pursuant to Minnesota Statutes, Chapter 429.

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

That the proposed improvement be referred to Bolton & Menk, Inc. for study and that Bolton & Menk, Inc. is instructed to report to the council with all convenient speed advising the council in a preliminary way as to whether the proposed improvement is feasible and as to whether it should best be made as proposed or in connection with some other improvement, and the estimated cost of the improvement as recommended.

Adopted by the council the 14th day of August, 2023.

\_\_\_\_\_  
Mayor

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

The motion for the adoption of the foregoing resolution was duly seconded by member \_\_\_\_\_, and upon vote being taken thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

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 ordering the preparation of a report for an improvement.

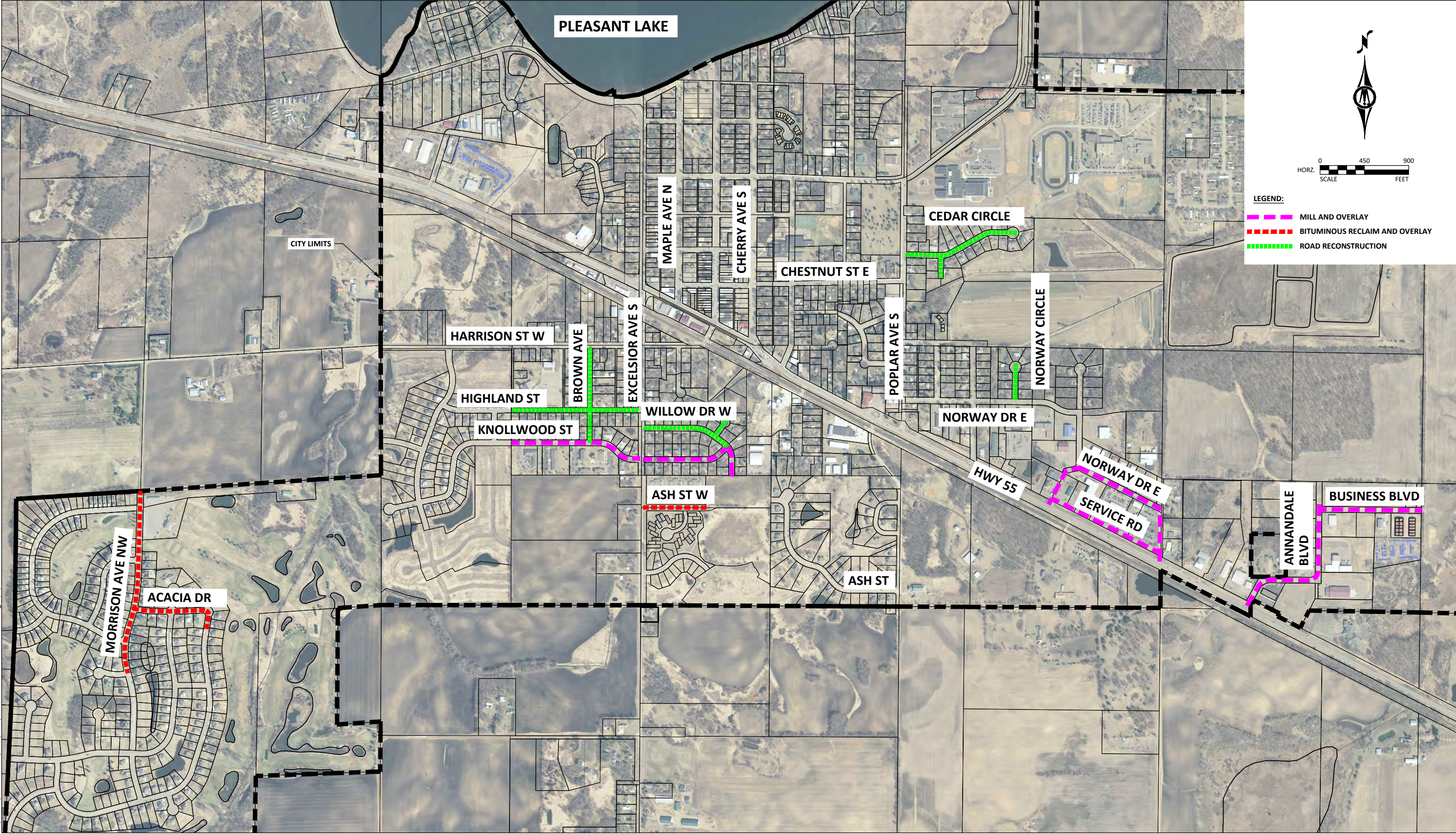
WITNESS my hand and the seal of said City this 14th day of August, 2023.

(SEAL)

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City Administrator







# Highland Street and Brown Avenue Improvements

City of Annandale

August 9, 2023

Preliminary Project Schedule	
Item	Completion Date
Resolution Authorizing Preparation of Preliminary Engineering Report	August 14, 2023
Present Preliminary Engineering Report & Call for Public Hearing	October 16, 2023
<ul style="list-style-type: none"><li>• Submit Hearing Notice to Paper</li></ul>	October 17, 2023
<ul style="list-style-type: none"><li>• Mail Hearing Notice/Open House Letters</li></ul>	October 19, 2023
<ul style="list-style-type: none"><li>• Publish Hearing Notice</li></ul>	October 25, 2023
Open House	November 2, 2023
Conduct Public Improvement Hearing & Order Plans and Specifications	November 13, 2023
Approve Plans and Specifications & Authorize Advertisement for Bid	February 12, 2024
Submit Advertisement to Paper	February 13, 2024
<ul style="list-style-type: none"><li>• Advertisement: Paper</li></ul>	February 21, 2024
<ul style="list-style-type: none"><li>• Advertisement: Quest</li></ul>	February 21, 2024
<ul style="list-style-type: none"><li>• Bid Opening</li></ul>	March 19, 2023 @ 1:00PM
Accept Bids and Award Contract	April 8, 2024
Construction Start	May 15, 2024
Call for Assessment Hearing	September 9, 2024
Submit Assessment Notice to Paper	September 10, 2024
<ul style="list-style-type: none"><li>• Publish Assessment Notice</li></ul>	September 18, 2024
<ul style="list-style-type: none"><li>• Mail Assessment Letters</li></ul>	September 18, 2024
Construction Substantially Complete	October 13, 2024
Assessment Hearing / Adopt Final Assessment Roll	October 14, 2024
Construction Complete	June 14, 2025



# City Council Agenda

August 14, 2023

**Agenda Section:** New Business  
**Report From:** Kelly Hinnenkamp  
City Administrator

**Agenda No.** 9F  
**Agenda Item:** Grant Amendment Request for  
SCDP

## Core Strategy:

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

---

## Background

The City contracts with DSI to manage the Small Cities Development Program (SCDP) funds received from DEED to assist Downtown Businesses and multi-family projects with building improvements.

DSI reached out to City staff regarding their desire to request a Grant Amendment from DEED on behalf of the City of Annandale. All funding has been committed, but the extension request will provide additional time for all the funding to be spent as we approach the September 30<sup>th</sup> deadline.

## Recommended Action

Motion to approve the Requested Grant Extension as presented

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## Attachments:

Grant Extension Request

**SMALL CITIES DEVELOPMENT PROGRAM  
STATE OF MINNESOTA**

**GRANT AMENDMENT REQUEST FORM**

**INSTRUCTIONS**

- Determine if this grant amendment request is for an extension or budget adjustment.
- Provide a narrative for this request in the appropriate column.
- For extension request, remember to attach a revised timeline.  
*(Allow 45 days for extension request to process)*
- For budget adjustments, complete the budget adjustment section.
- Request must be signed by staff or elected official who signed the local government resolution for the application, or their successor.
- Scan the request and submit to the DEED representative assigned to the project.

GRANT #

CDAP-19-0042-O-FY20

GRANTEE NAME

City of Annandale

GRANT EXTENSION

NEW END DATE REQUESTED

9/30/2024

(mm/dd/yy)

AND/OR

REQUEST FOR BUDGET ADJUSTMENT

(Explain in narrative section and complete budget adjustment table below)

**NARRATIVE SECTION**

**DESCRIBE THE REASON WHY THE AMENDMENT IS BEING REQUESTED. IF A GRANT EXTENSION IS BEING REQUESTED, ATTACH A REVISED TIMELINE CORRESPONDING WITH THE NEW EXTENSION DATE REQUESTED.**  
*(PLEASE REFER TO THE GRANT AGREEMENT CHAPTER OF SCDP A-Z GUIDE FOR ADDITIONAL INFORMATION)*

The City of Annandale requests a one-year extension to complete its mixed-use SCDP projects; the multi-family and commercial rehabilitation funding has been committed and spent. The extension would allow all funding to be spent. Currently, 2 of the mixed-use projects are completed, while the remaining 6 are awaiting the work to be started or be completed. Several contributing factors have contributed to the delays on these projects, including contractor scheduling, materials, and/or owner hardship. The extension of one year will allow the current mixed-use applicants in the program to complete the essential repairs to their rental units and preserve affordable housing stock within the community. According to the HUD LMI 2019 Census Data, the City of Annandale comprises 63.41% of LMI households. The existing rental housing stock consists of 27% of the housing, according to the 2020 census, which is less than the national average of 35%, which indicates the need for quality rental units. All the SCDP funds have been committed. However, they request a one-year extension to allow the contractors time to finish all projects.

**COMPLETE THIS SECTION ONLY IF A BUDGET ADJUSTMENT IS BEING REQUESTED**  
*(PLEASE INCLUDE ALL GRANT ACTIVITIES IN BUDGET AND NOT JUST THOSE BEING ADJUSTED)*

		Current Budget			Adjustment Requested			Adjusted Budget			Goals	
IDIS Activity Number	Activity	SCDP	Other	Total	SCDP	Other	Total	SCDP	Other	Total	Current Goal	Revised Goal
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Totals		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		

Signature of Authorized City Official

Date

Signature of SCDP Representative

Date

Signature of SCDP Manager

Date





# City Council Agenda

August 14, 2023

**Agenda Section:** New Business  
**Report From:** Kelly Hinnenkamp  
City Administrator

**Agenda No.** 9F  
**Agenda Item:** Reschedule October Meeting

## Core Strategy:

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

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## Background

It is requested the Council consider rescheduling the October meeting for October 2, 2023.

## Recommended Action

Will be discussed at the meeting.

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## Attachments:

None