CITY OF ANNANDALE
COUNCIL MEETING AGENDA

Meeting #2 **February 12, 2024**
Regular Meeting **6:30 P.M.**
City Council Chambers

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/83890948025?pwd=eGxNbEZ3YWU0NUNyU1dtSEg2aW1zdz09

Or Telephone: 302-224-1968
Webinar ID: 838 9094 8025
Passcode: 009507

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1. **CALL TO ORDER/ROLL CALL/ADOPT AGENDA**

2. **APPROVAL OF MINUTES**

3. **VISITOR'S**

4. **PUBLIC HEARING**

5. **OPEN FORUM**

6. **CONSENT AGENDA**
   A. Approve Auditing Claims
   B. Approve Departments Reports
   C. Approve Employment Anniversaries
   D. Approve Letter of Agreement- K-9 Handler
   E. Approve Midco Lease
   F. Approve Retirement of Fire Capital Don Ramstad
   G. Approve License with 10,000 Lake Recreation
   H. Approve DNR Shade Tree Grant Agreement
   I. Approve Resolution Accepting Donations
   J. Approve Re-purchase of Cemetery Plot

7. **REMOVED CONSENT ITEMS**

(See Reverse Side for Additional Agenda Items)

8. UNFINISHED BUSINESS

9. NEW BUSINESS

- **A.** Approve Purchase of Can Am and Trailers for Fire Department
- **B.** Approve Resolution Accepting Bids for Water Tower Project
- **C.** Approve Resolution Approving Plans and Specs and Authorizing Advertisement of Bids
- **D.** Approve Resolution Approving Bids and Awarding Contract for Pickleball Courts
- **E.** Consider Rental Opportunities at Municipal Park
- **F.** Review Concept for Dog Park at Crow Woods Park
- **G.** Consider Orderly Annexation Agreement
- **H.** Reschedule March Meeting
- **I.** Consider Sale of City Property- 20 Cedar Court

10. MAYOR/COUNCIL REPORTS

11. ADJOURNMENT

MINUTES
ANNANDALE CITY COUNCIL
January 16, 2024

CALL TO ORDER/ROLL CALL: The City Council of Annandale, Minnesota met for a regular meeting on January 16, 2024 at 6:30 p.m. at the City Hall Council Chambers. Mayor Jonas called the meeting to order at 6:30 p.m.

City Council Present: Jonas, Honsey, Grundy, Czycalla, Wuollet. City Council members absent None. Also, present were Administrator Hinnenkamp, Community Development Director Jacob Thunander, Assistant City Engineer Nick Peterson, Police Chief Pete Standafer, Officer Justin Goff, Fire Chief Kris Townsend, members of the public.

SET AGENDA: Staff requested the following item added under New Business Item D- Refuse Contract. 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 Czycalla and seconded by Honsey to approve the minutes of December 13, 2023 meeting as presented.

VISITORS: NONE

PUBLIC HEARINGS: NONE

OPEN FORUM: NONE

CONSENT AGENDA:
Hinnenkamp clarified the pay for the election judges and the O'Brothers THC Registration included in item O. A motion was made by Czycalla and seconded by Honsey, to approve the Consent Agenda as presented.

A. Approve Auditing Claims
B. Approve Departments Reports
C. Approve Employment Anniversaries
D. Approve Resolution 24-01 Approving Annual Appointments
E. Approve Resolution 24-02 Approving Fire Appointments
F. Approve Council Committees
G. Approve Annual Council Workshop
H. Approve Resolution 24-03 Appointing FT Officer
I. Approve Resolution 24-04 Appointing PT Officer
J. Approve Resolution 24-05 PERA
K. Approve Amendments to City Hall Rental Agreement
L. Approve Resolution 24-06 Appointing Election Judges
M. Approve Resolution 24-07 Accepting Donations
N. Approve Massage License
O. Acknowledge THC Registration

REMOVED CONSENT ITEMS: NONE

UNFINISHED BUSINESS:

NEW BUSINESS:

Consider Zoning Text Amendment- Cannabis Licensing- The Council reviewed the request and recommendation from the Planning Commission. The applicant Andy Frei provided addition information regarding why their request should be approved. A motion was made by Jonas and seconded by Honsey to deny the request for Zoning Text Amendment related to Cannabis Licensing.

Consider Proposal for K-9 Program- Council reviewed the proposal presented by Chief Standafer. A motion was made by Wuollet and seconded by Grundy to approve the K-9 Program and directed staff to work with the Finance Committee to present the funding at the March meeting.

Resolution 24-08 Authorizing Purchase of Products and Services- A motion was made by Wuollet and seconded by Honsey to approve Resolution Authorizing Purchase of Products and Services. ROLL CALL: Ayes: Honsey, Czycalla, Wuollet, Grundy. Nays: None. Absent: None. Abstain: Jonas. Resolution 23-73 adopted on a 5-aye, 0-nay, 0-absent, 1-abstain vote.

Refuse and Recycling Contract- A motion was made by Grundy and seconded by Honsey to approve the five year contract effective 1/1/24 as presented.

MAYOR/COUNCIL REPORTS:

Chief Townsend informed the Council the department has a life saving CPR event over the holidays. Overall in 2023 the department was down approximately 60 calls. Informed the Council of a recent accident on TH 24.

ADJOURNMENT:

Moved by Honsey and seconded by Wuollet to adjourn. The meeting was adjourned at X.

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Shelly Jonas, Mayor

ATTEST:

_____

Kelly Hinnenkamp, City Administrator

City Council Agenda

February 12, 2024

Agenda Section: Consent
Report From: Kelly Hinnenkamp, Admin

Agenda No. 6A
Agenda Item: Auditing Claims

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 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
A R ENGH								
4648	A R ENGH	240010	ATTC FURNACE REPAIR	01/17/2024	1,115.97	1,115.97	01/26/2024	
4648	A R ENGH	240108	BAY HEATERS	02/01/2024	926.85	.00		
	Total A R ENGH:				2,042.82	1,115.97		
ANNANDALE ADVOCATE								
180	ANNANDALE ADVOCATE	13124	MINUTES	01/31/2024	660.80	.00		
180	ANNANDALE ADVOCATE	13124	LEGALS	01/31/2024	347.20	.00		
180	ANNANDALE ADVOCATE	13124	CITY AD	01/31/2024	45.00	.00		
180	ANNANDALE ADVOCATE	13124	PD PUBLIC SALE	01/31/2024	56.00	.00		
180	ANNANDALE ADVOCATE	13124	RECYCLING AD	01/31/2024	74.50	.00		
180	ANNANDALE ADVOCATE	13124	SUMMARY BUDGET	01/31/2024	357.60	.00		
180	ANNANDALE ADVOCATE	13124	FIRE SUBSCRIPTION	01/31/2024	39.00	.00		
180	ANNANDALE ADVOCATE	13124	PHOTOS	01/31/2024	40.00	.00		
	Total ANNANDALE ADVOCATE:				1,620.10	.00		
ANNANDALE CARE CENTER								
193	ANNANDALE CARE CENTER	2023-TIF-2	2023 TIF PAYMENT	01/26/2024	30,149.77	30,149.77	01/26/2024	
	Total ANNANDALE CARE CENTER:				30,149.77	30,149.77		
ANNANDALE COMMUNITY FOOD SHELF								
199	ANNANDALE COMMUNITY FOO	2024	RENT CONTRIBUTION	01/24/2024	1,800.00	1,800.00	01/26/2024	
	Total ANNANDALE COMMUNITY FOOD SHELF:				1,800.00	1,800.00		
ANNANDALE EMBROIDERY								
200	ANNANDALE EMBROIDERY	932	APD BASEBALL HATS	02/02/2024	150.00	.00		
	Total ANNANDALE EMBROIDERY:				150.00	.00		
ANNANDALE PARTS SUPPLY								
192	ANNANDALE PARTS SUPPLY	12524	PARTS	01/25/2024	213.21-	213.21-	02/08/2024	
192	ANNANDALE PARTS SUPPLY	127296098 CR	TOOLS SMALL EQUIPMENT	02/01/2024	31.77-	31.77-	02/08/2024	
192	ANNANDALE PARTS SUPPLY	127323012	PARTS	12/26/2023	25.39	25.39	02/08/2024	
192	ANNANDALE PARTS SUPPLY	127323480	PARTS	01/03/2024	6.29	6.29	02/08/2024	
192	ANNANDALE PARTS SUPPLY	127323555	PARTS	01/04/2024	104.19	104.19	02/08/2024	
192	ANNANDALE PARTS SUPPLY	127323631	PARTS	01/05/2024	21.69-	21.69-	02/08/2024	
192	ANNANDALE PARTS SUPPLY	127323738	PARTS	01/08/2024	15.99	15.99	02/08/2024	
192	ANNANDALE PARTS SUPPLY	127323799	PARTS	01/09/2024	16.71	16.71	02/08/2024	
192	ANNANDALE PARTS SUPPLY	127323868	PARTS	01/10/2024	6.57	6.57	02/08/2024	
192	ANNANDALE PARTS SUPPLY	127323880	PD SQUAD MAINTENANCE	01/10/2024	3.99	3.99	02/08/2024	
192	ANNANDALE PARTS SUPPLY	127323990	SUPPLIES	01/12/2024	15.48	15.48	02/08/2024	
192	ANNANDALE PARTS SUPPLY	127324343	PARTS	01/18/2024	28.12	28.12	02/08/2024	
192	ANNANDALE PARTS SUPPLY	127324482	G11 REPAIR	01/19/2024	158.32	158.32	02/08/2024	
192	ANNANDALE PARTS SUPPLY	127324541	PARTS	01/22/2024	19.29	19.29	02/08/2024	
192	ANNANDALE PARTS SUPPLY	127324570	PARTS	01/22/2024	23.77	23.77	02/08/2024	
192	ANNANDALE PARTS SUPPLY	127324679	PARTS	01/24/2024	7.39	7.39	02/08/2024	
192	ANNANDALE PARTS SUPPLY	127324687	PARTS	01/24/2024	28.12-	28.12-	02/08/2024	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
192	ANNANDALE PARTS SUPPLY	127324694	PARTS	01/24/2024	10.50	10.50	02/08/2024	
	Total ANNANDALE PARTS SUPPLY:				147.21	147.21		
ANNANDALE-MAPLE LAKE								
230	ANNANDALE-MAPLE LAKE	DEC23WWTP	FLOW- DEC	01/20/2024	53,088.00	53,088.00	01/26/2024	
	Total ANNANDALE-MAPLE LAKE:				53,088.00	53,088.00		
ARAMARK UNIFORM SERVICES								
286	ARAMARK UNIFORM SERVICES	2530228514	PW UNIFORMS	01/11/2024	59.66	59.66	01/26/2024	
286	ARAMARK UNIFORM SERVICES	2530231031	SEWER UNIFORMS	01/18/2024	143.68	143.68	01/26/2024	
286	ARAMARK UNIFORM SERVICES	2530233530	WATER UNIFORMS	01/25/2024	71.24	.00		
286	ARAMARK UNIFORM SERVICES	2530236034	PW UNIFORMS	02/01/2024	60.09	.00		
	Total ARAMARK UNIFORM SERVICES:				334.67	203.34		
ARNOLD'S OF KIMBALL								
300	ARNOLD'S OF KIMBALL	P74116	PARTS	01/23/2024	400.73	.00		
300	ARNOLD'S OF KIMBALL	P74542	PARTS	02/05/2024	769.48	.00		
	Total ARNOLD'S OF KIMBALL:				1,170.21	.00		
ARROWWOOD RESORT AND								
310	ARROWWOOD RESORT AND	672446	HOTEL FOR OFFICER TRAININ	01/30/2024	1,305.98	1,305.98	01/31/2024	
	Total ARROWWOOD RESORT AND:				1,305.98	1,305.98		
AT&T MOBILITY								
5317	AT&T MOBILITY	287314070103	PW CELL PHONE	01/25/2024	89.07	89.07	02/08/2024	
5317	AT&T MOBILITY	287314070103	WATER CELL PHONE	01/25/2024	86.45	86.45	02/08/2024	
5317	AT&T MOBILITY	287314070103	WW CELL PHONE	01/25/2024	86.45	86.45	02/08/2024	
5317	AT&T MOBILITY	287314070103	PD CELL PHONE	01/25/2024	134.25	134.25	02/08/2024	
5317	AT&T MOBILITY	287314070103	FD IPAD	01/25/2024	38.23	38.23	02/08/2024	
5317	AT&T MOBILITY	287314070103	CITY CELL PHONE	01/25/2024	44.75	44.75	02/08/2024	
5317	AT&T MOBILITY	287314070103	AIR CARDS	01/25/2024	152.92	152.92	02/08/2024	
	Total AT&T MOBILITY:				632.12	632.12		
BADGER METER, INC.								
380	BADGER METER, INC.	80149020	BEACON HOSTING SERVICE- S	01/31/2024	64.88	.00		
380	BADGER METER, INC.	80149020	BEACON HOSTING SERVICE- W	01/31/2024	64.88	.00		
380	BADGER METER, INC.	80149020	TRIMBLE ANNUAL SERVICE AG	01/31/2024	900.00	.00		
	Total BADGER METER, INC.:				1,029.76	.00		
BOLTON & MENK, INC								
463	BOLTON & MENK, INC	328982	2024 IMPROVEMENTS	01/25/2024	28,517.00	.00		
463	BOLTON & MENK, INC	328983	BRUGGEMAN MULTI FAMILY	01/25/2024	208.00	.00		
463	BOLTON & MENK, INC	328984	LAKE JOHN DEVELOPMENT	01/25/2024	209.50	.00		
463	BOLTON & MENK, INC	328985	WILLOWS OF ANNANDALE	01/25/2024	624.00	.00		
463	BOLTON & MENK, INC	328986	POPLAR LANE SOUTH	01/25/2024	8,170.00	.00		
463	BOLTON & MENK, INC	328987	PICKLE BALL COURTS	01/25/2024	7,236.00	.00		
463	BOLTON & MENK, INC	328988	HEMLOCK	01/25/2024	6,355.25	.00		
463	BOLTON & MENK, INC	328989	TH 55	01/25/2024	3,478.50	.00		
463	BOLTON & MENK, INC	328990	LAKE JOHN TRUNK UTILITIES	01/25/2024	2,784.50	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
	Total BOLTON & MENK, INC:				57,582.75	.00		
BUREAU OF CRIMINAL APPREHENSION								
5002	BUREAU OF CRIMINAL APPREH	1172024	VENDOR BACKGROUND CHEC	01/17/2024	33.25	33.25	01/22/2024	
	Total BUREAU OF CRIMINAL APPREHENSION:				33.25	33.25		
CENTER POINT ENERGY								
2511	CENTER POINT ENERGY	JAN24-240 PL	HOCKEY RINK	01/12/2024	113.77	113.77	01/26/2024	
2511	CENTER POINT ENERGY	JAN24-30 CED	CITY HALL	01/12/2024	590.62	590.62	01/26/2024	
2511	CENTER POINT ENERGY	JAN24-330 OA	PAVILION	01/12/2024	86.88	86.88	01/26/2024	
2511	CENTER POINT ENERGY	JAN24-340 PO	FD	01/12/2024	837.49	837.49	01/26/2024	
2511	CENTER POINT ENERGY	JAN24-350 PO	OLD PW SHOP	01/12/2024	62.07	62.07	01/26/2024	
2511	CENTER POINT ENERGY	JAN24-541 AS	WTP	01/12/2024	812.77	812.77	01/26/2024	
2511	CENTER POINT ENERGY	JAN24-551 PO	TC	01/12/2024	108.81	108.81	01/26/2024	
	Total CENTER POINT ENERGY:				2,612.41	2,612.41		
CENTRA SOTA COOPERATIVE								
646	CENTRA SOTA COOPERATIVE	9017737	FUEL - PW	01/12/2024	611.14	611.14	01/26/2024	
646	CENTRA SOTA COOPERATIVE	9017737	FUEL - STREETS	01/12/2024	212.58	212.58	01/26/2024	
646	CENTRA SOTA COOPERATIVE	9017737	FUEL - PARKS	01/12/2024	212.58	212.58	01/26/2024	
646	CENTRA SOTA COOPERATIVE	9017737	FUEL - WATER	01/12/2024	146.15	146.15	01/26/2024	
646	CENTRA SOTA COOPERATIVE	9017737	FUEL - SEWER	01/12/2024	146.15	146.15	01/26/2024	
	Total CENTRA SOTA COOPERATIVE:				1,328.60	1,328.60		
CENTRAL MCGOWAN INC								
635	CENTRAL MCGOWAN INC	802975	PARTS	01/25/2024	36.86	.00		
	Total CENTRAL MCGOWAN INC:				36.86	.00		
CITY OF BUFFALO								
710	CITY OF BUFFALO	1/31/24 BILL D	MONTHLY NET MOTION	01/31/2024	20.00	20.00	02/08/2024	
	Total CITY OF BUFFALO:				20.00	20.00		
CJ AUTOMOTIVE SERVICE LLC								
5327	CJ AUTOMOTIVE SERVICE LLC	4478	F-450 REPAUR	01/10/2024	8,650.39	8,650.39	01/26/2024	
	Total CJ AUTOMOTIVE SERVICE LLC:				8,650.39	8,650.39		
CLASSIC CLEANING COMPANY								
4889	CLASSIC CLEANING COMPANY	35830	FD	01/18/2024	245.00	245.00	01/26/2024	
4889	CLASSIC CLEANING COMPANY	35831	CITY HALL-	01/18/2024	673.75	673.75	01/26/2024	
4889	CLASSIC CLEANING COMPANY	35831	PD-	01/18/2024	147.00	147.00	01/26/2024	
4889	CLASSIC CLEANING COMPANY	35831	LIBRARY-	01/18/2024	404.25	404.25	01/26/2024	
4889	CLASSIC CLEANING COMPANY	35832	TC	01/18/2024	230.00	230.00	01/26/2024	
	Total CLASSIC CLEANING COMPANY:				1,700.00	1,700.00		
COALITION OF GREATER MN CITIES								
5332	COALITION OF GREATER MN CI	2024 DUES	2024 DUES	02/01/2024	3,206.00	3,206.00	02/08/2024	
	Total COALITION OF GREATER MN CITIES:				3,206.00	3,206.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
COLONIAL LIFE & ACCIDENT								
810	COLONIAL LIFE & ACCIDENT	749242402015	INSURANCE	02/01/2024	516.70	516.70	01/26/2024	
	Total COLONIAL LIFE & ACCIDENT:				516.70	516.70		
COUNTRY CHEVROLET INC								
900	COUNTRY CHEVROLET INC	CVCS164521	SQUAD MAINTENANCE	01/08/2024	266.03	266.03	02/08/2024	
	Total COUNTRY CHEVROLET INC:				266.03	266.03		
DAIRYLAND POWER COOPERATIVE								
5244	DAIRYLAND POWER COOPERA	INV000002382	MONTHLY BILLS- REFUSE 20%	01/31/2024	133.99	.00		
5244	DAIRYLAND POWER COOPERA	INV000002382	MONTHLY BILLS- SEWER 40%	01/31/2024	268.00	.00		
5244	DAIRYLAND POWER COOPERA	INV000002382	MONTHLY BILLS- WATER 40%	01/31/2024	268.00	.00		
	Total DAIRYLAND POWER COOPERATIVE:				669.99	.00		
DELTA DENTAL								
4793	DELTA DENTAL	RIS000546399	INSURANCE	02/01/2024	1,808.34	1,808.34	01/26/2024	
	Total DELTA DENTAL:				1,808.34	1,808.34		
EMERGENCY APPARATUS MAINT INC								
1275	EMERGENCY APPARATUS MAI	130644	E11 ANNUAL MAINTENACE	01/18/2024	1,880.45	1,880.45	02/08/2024	
1275	EMERGENCY APPARATUS MAI	130645	E12 ANNUAL MAINTENANCE	01/18/2024	1,891.57	1,891.57	02/08/2024	
1275	EMERGENCY APPARATUS MAI	130646	T11 ANNUAL MAINTENANCE	01/18/2024	1,085.36	1,085.36	02/08/2024	
1275	EMERGENCY APPARATUS MAI	130647	T12 ANNUAL MAINTENANCE	01/18/2024	1,448.59	1,448.59	02/08/2024	
1275	EMERGENCY APPARATUS MAI	130648	G11 ANNUAL MAINTENANCE	01/18/2024	871.82	871.82	02/08/2024	
1275	EMERGENCY APPARATUS MAI	130649	R11 ANNUAL MAINTENANCE	01/18/2024	1,717.08	1,717.08	02/08/2024	
	Total EMERGENCY APPARATUS MAINT INC:				8,894.87	8,894.87		
ENVIRONMENTAL SYSTEMS RESEARCH INSTIT								
5408	ENVIRONMENTAL SYSTEMS RE	94639740	ARCGIS ANNUAL SUBSCRIPTIO	01/08/2024	866.00	866.00	01/26/2024	
	Total ENVIRONMENTAL SYSTEMS RESEARCH INSTIT:				866.00	866.00		
FARM RITE EQUIPMENT INC								
1336	FARM RITE EQUIPMENT INC	P79982	BOBCAT REPAIR	02/01/2024	385.46	385.46	02/08/2024	
	Total FARM RITE EQUIPMENT INC:				385.46	385.46		
FASTENAL COMPANY								
1338	FASTENAL COMPANY	MNMON14779	PARTS	01/15/2024	21.56	21.56	01/26/2024	
1338	FASTENAL COMPANY	MNMON14812	HARDWARE	02/01/2024	203.48	.00		
	Total FASTENAL COMPANY:				225.04	21.56		
FREI, AMANDA LYNN								
5407	FREI, AMANDA LYNN	11724	ESCROW REFUND	01/17/2024	2,000.00	2,000.00	01/17/2024	
	Total FREI, AMANDA LYNN:				2,000.00	2,000.00		
GALLS LLC								
1519	GALLS LLC	26691230	UNIFORM ALLOWANCE	01/03/2024	90.87	90.87	02/08/2024	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
	Total GALLS LLC:				90.87	90.87		
GERBER TABLES LLC								
5410	GERBER TABLES LLC	3921	PICNIC TABLES	01/31/2024	5,321.29	.00		
	Total GERBER TABLES LLC:				5,321.29	.00		
GOODIN COMPANY								
1611	GOODIN COMPANY	1139445-00	PARTS	01/16/2024	25.00	25.00	01/26/2024	
1611	GOODIN COMPANY	1139445-01	PARTS	01/18/2024	51.67	51.67	01/26/2024	
1611	GOODIN COMPANY	5399219-00	URINAL	01/19/2024	433.76	433.76	02/08/2024	
	Total GOODIN COMPANY:				510.43	510.43		
GOPHER STATE ONE-CALL INC								
1630	GOPHER STATE ONE-CALL INC	4010184	LOCATES	01/31/2024	68.90	.00		
	Total GOPHER STATE ONE-CALL INC:				68.90	.00		
GRAINGER INC, W W								
1660	GRAINGER INC, W W	9002542091	HEATER	01/30/2024	681.75	.00		
1660	GRAINGER INC, W W	9961542678	PARTS	01/12/2024	65.46	65.46	01/26/2024	
1660	GRAINGER INC, W W	9967435638	PARTS	01/18/2024	5.00	5.00	01/26/2024	
1660	GRAINGER INC, W W	9976120916	PARTS	01/25/2024	5.29	.00		
1660	GRAINGER INC, W W	9976711037	LED BULBS	01/26/2024	302.24	.00		
1660	GRAINGER INC, W W	9976891888	LIGHT BULBS	01/26/2024	328.80-	.00		
	Total GRAINGER INC, W W:				730.94	70.46		
HAWKINS, INC.								
1710	HAWKINS, INC.	6665689	CHEMICALS WTP	01/15/2024	50.00	50.00	01/26/2024	
	Total HAWKINS, INC.:				50.00	50.00		
INNOVATIVE OFFICE SOLUTIONS LLC								
5296	INNOVATIVE OFFICE SOLUTION	IN4453253	PD OFFICE SUPPLIES	02/02/2024	34.53	.00		
	Total INNOVATIVE OFFICE SOLUTIONS LLC:				34.53	.00		
INTOXIMETERS INC								
1884	INTOXIMETERS INC	747830DUP	PBT REPAIRS	11/14/2023	450.35	450.35	01/22/2024	
1884	INTOXIMETERS INC	752115	GAS - PBT CALIBRATION	01/19/2024	125.00	125.00	02/08/2024	
	Total INTOXIMETERS INC:				575.35	575.35		
LAKE REGION CO-OP OIL ASSN								
2050	LAKE REGION CO-OP OIL ASSN	13124-ACCT03	SAFETY SHOES	01/31/2024	169.99	.00		
	Total LAKE REGION CO-OP OIL ASSN:				169.99	.00		
LDF (Legal Defense Fund)								
5346	LDF (Legal Defense Fund)	2024 Dues-Eln	LDF ANNUAL DUES - SW AND C	01/29/2024	266.00	266.00	02/08/2024	
	Total LDF (Legal Defense Fund):				266.00	266.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
LUNDEEN BROS INC								
2190	LUNDEEN BROS INC	8061	PARTS	01/29/2024	30.34	.00		
	Total LUNDEEN BROS INC:				30.34	.00		
M & M BUS SERVICE								
2210	M & M BUS SERVICE	R28788	TRUCK REPAIR	01/30/2024	115.00	.00		
	Total M & M BUS SERVICE:				115.00	.00		
M & M EXPRESS SALES -SELECT REMIT								
2211	M & M EXPRESS SALES -SELE	488490	MOWER PARTS	01/31/2024	22.46	.00		
	Total M & M EXPRESS SALES -SELECT REMIT:				22.46	.00		
MAPLE LAKE LUMBER COMPANY								
2260	MAPLE LAKE LUMBER COMPAN	244981	LUMBER	01/30/2024	1,625.10	.00		
	Total MAPLE LAKE LUMBER COMPANY:				1,625.10	.00		
MARKET PLACE II								
2273	MARKET PLACE II	010124	WATER	01/01/2024	10.90	10.90	02/08/2024	
2273	MARKET PLACE II	010124	FIRE	01/01/2024	19.93	19.93	02/08/2024	
2273	MARKET PLACE II	010124	FIRE	01/01/2024	7.47	7.47	02/08/2024	
2273	MARKET PLACE II	010124	WWC SUPPLIES	01/01/2024	41.35	41.35	02/08/2024	
2273	MARKET PLACE II	010124	FIRE	01/01/2024	38.81	38.81	02/08/2024	
2273	MARKET PLACE II	2124	WWC SUPPLIES	02/01/2024	19.96	.00		
2273	MARKET PLACE II	2124	TC SUPPLIES	02/01/2024	38.53	.00		
2273	MARKET PLACE II	2124	WW SUPPLIES	02/01/2024	14.02	.00		
2273	MARKET PLACE II	2124	ADMIN	02/01/2024	43.49	.00		
	Total MARKET PLACE II:				234.46	118.46		
MARTIN MCALLISTER								
2282	MARTIN MCALLISTER	15866	NEW OFFICER PSYCH EVAL	01/31/2024	625.00	.00		
	Total MARTIN MCALLISTER:				625.00	.00		
METRO WEST INSPECTION SERVICES								
2375	METRO WEST INSPECTION SE	3994	PERMIT 22-0005- 720 CEDAR CI	01/17/2024	25.00	25.00	02/08/2024	
2375	METRO WEST INSPECTION SE	3994	PERMIT 22-0162- 290 DAISY DR	01/17/2024	50.00	50.00	02/08/2024	
2375	METRO WEST INSPECTION SE	3994	PERMIT 22-0197- 260 POPLAR L	01/17/2024	25.00	25.00	02/08/2024	
2375	METRO WEST INSPECTION SE	3994	PERMIT 23-007- 228 ASH ST	01/17/2024	25.00	25.00	02/08/2024	
2375	METRO WEST INSPECTION SE	3994	PERMIT 23-0017- 440 VALLEY D	01/17/2024	1,199.53	1,199.53	02/08/2024	
2375	METRO WEST INSPECTION SE	3994	PERMIT 23-0055- 99 OAK AVE N	01/17/2024	519.22	519.22	02/08/2024	
2375	METRO WEST INSPECTION SE	3994	PERMIT 23-0096- 551 IRWIN DR	01/17/2024	961.88	961.88	02/08/2024	
2375	METRO WEST INSPECTION SE	3994	PERMIT 23-0097- 561 IRWIN DR	01/17/2024	928.13	928.13	02/08/2024	
2375	METRO WEST INSPECTION SE	3994	PERMIT 23-0128- 47 OLIVE AVE	01/17/2024	25.00	25.00	02/08/2024	
2375	METRO WEST INSPECTION SE	3994	PERMIT 23-0178- 240 LAKE DR	01/17/2024	25.00	25.00	02/08/2024	
2375	METRO WEST INSPECTION SE	3994	PERMIT 23-0183- 146 SMITH LN	01/17/2024	100.65	100.65	02/08/2024	
	Total METRO WEST INSPECTION SERVICES:				3,884.41	3,884.41		
MIDCONTINENT COMMUNICATIONS								
5006	MIDCONTINENT COMMUNICATI	157013401138	FIRE	01/27/2024	164.99	164.99	02/08/2024	
5006	MIDCONTINENT COMMUNICATI	157013401138	CITY OFFICES	01/27/2024	227.35	227.35	02/08/2024	
5006	MIDCONTINENT COMMUNICATI	157013401138	APD	01/27/2024	122.36	122.36	02/08/2024	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
5006	MIDCONTINENT COMMUNICATI	157013401138	DMV	01/27/2024	108.00	108.00	02/08/2024	
5006	MIDCONTINENT COMMUNICATI	157013401138	PW	01/27/2024	301.89	301.89	02/08/2024	
5006	MIDCONTINENT COMMUNICATI	157013401138	TC	01/27/2024	38.79	38.79	02/08/2024	
	Total MIDCONTINENT COMMUNICATIONS:				963.38	963.38		
MIDWAY IRON & METAL INC								
2425	MIDWAY IRON & METAL INC	570317	SUPPLIES	01/23/2024	42.16	.00		
	Total MIDWAY IRON & METAL INC:				42.16	.00		
MINNESOTA COMPUTER SYSTEMS INC								
2525	MINNESOTA COMPUTER SYST	389950	ADMIN COPIER	01/23/2024	70.00	70.00	02/08/2024	
2525	MINNESOTA COMPUTER SYST	389950	DMV COPEIR	01/23/2024	40.00	40.00	02/08/2024	
2525	MINNESOTA COMPUTER SYST	389950	ADMIN COPIER OVERAGE	01/23/2024	88.42	88.42	02/08/2024	
2525	MINNESOTA COMPUTER SYST	389950	DMV COPIER OVERAGE	01/23/2024	141.96	141.96	02/08/2024	
	Total MINNESOTA COMPUTER SYSTEMS INC:				340.38	340.38		
MN DEED - BCD								
2572	MN DEED - BCD	FEB24	LOAN REPAYMENT - EA SWEEN	02/15/2024	1,607.15	1,607.15	01/26/2024	
	Total MN DEED - BCD:				1,607.15	1,607.15		
MN DNR Ecological & Water Resources								
5234	MN DNR Ecological & Water Res	2024 1975-325	DNR PERMIT	01/24/2024	2,178.03	2,178.03	01/26/2024	
	Total MN DNR Ecological & Water Resources:				2,178.03	2,178.03		
MN PUBLIC FACILITIES AUTHORITY								
2644	MN PUBLIC FACILITIES AUTHO	JAN24	WWTP - INTEREST	01/24/2024	35,508.90	35,508.90	01/26/2024	
2644	MN PUBLIC FACILITIES AUTHO	JAN24	SEWER - 2015 STREETS - INTE	01/24/2024	400.00	400.00	01/26/2024	
2644	MN PUBLIC FACILITIES AUTHO	JAN24	SEWER - 2022 C - INTEREST	01/24/2024	2,835.00	2,835.00	01/26/2024	
2644	MN PUBLIC FACILITIES AUTHO	JAN24	WATER - 2011 STREETS - INTE	01/24/2024	5,348.07	5,348.07	01/26/2024	
2644	MN PUBLIC FACILITIES AUTHO	JAN24	WATER - 2015 STREETS - INTE	01/24/2024	3,031.14	3,031.14	01/26/2024	
2644	MN PUBLIC FACILITIES AUTHO	JAN24	WATER - 2022 B - INTEREST	01/24/2024	12,956.33	12,956.33	01/26/2024	
	Total MN PUBLIC FACILITIES AUTHORITY:				60,079.44	60,079.44		
MN STATE PATROL-CMV SECTION								
4958	MN STATE PATROL-CMV SECTI	012924	DOT STICKERS	01/29/2024	24.00	24.00	02/08/2024	
	Total MN STATE PATROL-CMV SECTION:				24.00	24.00		
MOTOROLA SOLUTIONS INC								
4734	MOTOROLA SOLUTIONS INC	8281754348	PD RADIOS	11/09/2023	677.92	677.92	02/08/2024	
	Total MOTOROLA SOLUTIONS INC:				677.92	677.92		
MPPOA								
2698	MPPOA	2024 Dues-Eln	MPPOA ANNUAL DUES - SW AN	01/29/2024	70.00	70.00	02/08/2024	
	Total MPPOA:				70.00	70.00		
NELSON ELECTRIC MOTOR REPAIR								
2765	NELSON ELECTRIC MOTOR RE	2701	LIFT STATION REPAIR	01/08/2024	375.00	375.00	01/26/2024	
2765	NELSON ELECTRIC MOTOR RE	2704	LIFT STATION REPAIR	01/12/2024	360.00	360.00	01/26/2024	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
	Total NELSON ELECTRIC MOTOR REPAIR:				735.00	735.00		
NEW LANE FINANCE								
5185	NEW LANE FINANCE	71385-11/01/20	CITY HALL	01/15/2024	81.67	81.67	01/26/2024	
5185	NEW LANE FINANCE	71385-11/01/20	PD PHONE	01/15/2024	81.66	81.66	01/26/2024	
5185	NEW LANE FINANCE	71385-11/01/20	DMV PHONE	01/15/2024	81.67	81.67	01/26/2024	
	Total NEW LANE FINANCE:				245.00	245.00		
Potentia MN Solar Fund 1, LLC								
5074	Potentia MN Solar Fund 1, LLC	DEC23 BILL P	STREET LIGHTS	01/18/2024	19.60	19.60	01/26/2024	
5074	Potentia MN Solar Fund 1, LLC	DEC23 BILL P	FIRE HALL	01/18/2024	158.68	158.68	01/26/2024	
5074	Potentia MN Solar Fund 1, LLC	DEC23 BILL P	PARK ELECTRIC	01/18/2024	88.24	88.24	01/26/2024	
5074	Potentia MN Solar Fund 1, LLC	DEC23 BILL P	WTP	01/18/2024	1,306.09	1,306.09	01/26/2024	
5074	Potentia MN Solar Fund 1, LLC	DEC23 BILL P	SEWER L/S	01/18/2024	345.64	345.64	01/26/2024	
5074	Potentia MN Solar Fund 1, LLC	DEC23 BILL P	CEMETERY ELECTRIC	01/18/2024	9.80	9.80	01/26/2024	
5074	Potentia MN Solar Fund 1, LLC	DEC23 BILL P	CITY HALL	01/18/2024	515.21	515.21	01/26/2024	
	Total Potentia MN Solar Fund 1, LLC:				2,443.26	2,443.26		
QUADIENT, INC								
5182	QUADIENT, INC	60782376	POSTAGE METER	01/24/2024	184.86	.00		
	Total QUADIENT, INC:				184.86	.00		
RUSSELL SECURITY RESOURCE INC.								
3151	RUSSELL SECURITY RESOURC	A47636	SUPPLIES	02/05/2024	24.00	.00		
	Total RUSSELL SECURITY RESOURCE INC.:				24.00	.00		
SOK'S RAPID CAR WASH								
4021	SOK'S RAPID CAR WASH	274-1384	PD SQUAD WASHES	02/01/2024	45.00	.00		
	Total SOK'S RAPID CAR WASH:				45.00	.00		
SPECIALIZED TRUCK EQUIPMENT LLC								
5374	SPECIALIZED TRUCK EQUIPME	3187	SAND BLAST AND PAINT	02/01/2024	2,212.50	.00		
	Total SPECIALIZED TRUCK EQUIPMENT LLC:				2,212.50	.00		
STATE OF MN/DEPT PUBLIC SAFETY								
4092	STATE OF MN/DEPT PUBLIC SA	860150011202	HAZMAT FEE	02/05/2024	100.00	100.00	02/08/2024	
	Total STATE OF MN/DEPT PUBLIC SAFETY:				100.00	100.00		
STREICHERS								
4148	STREICHERS	I1678105	UNIFORM ALLOWANCE	01/23/2024	938.85	.00		
4148	STREICHERS	I1679583	UNIFORM ALLOWANCE	01/31/2024	394.97	.00		
4148	STREICHERS	I1679854	UNIFORM ALLOWANCE	02/01/2024	78.97	.00		
4148	STREICHERS	I679454	ELNESS CLOTH NAME TAG	01/30/2024	23.98	.00		
	Total STREICHERS:				1,436.77	.00		
TACTICAL ADVANTAGE								
5330	TACTICAL ADVANTAGE	2024-0018	GLOCK 47 STERLING	01/19/2024	505.50	.00		
5330	TACTICAL ADVANTAGE	2024-0018.B	PD GLOCK MAGAZINES	01/23/2024	21.00	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
	Total TACTICAL ADVANTAGE:				526.50	.00		
TELECOM BROADBAND SOLUTIONS LLC (TBSOA)								
5186	TELECOM BROADBAND SOLUT	4434	CITY PHONES	02/01/2024	99.55	99.55	02/08/2024	
5186	TELECOM BROADBAND SOLUT	4434	DMV PHONES	02/01/2024	99.55	99.55	02/08/2024	
5186	TELECOM BROADBAND SOLUT	4434	PD PHONES	02/01/2024	99.55	99.55	02/08/2024	
	Total TELECOM BROADBAND SOLUTIONS LLC (TBSOA):				298.65	298.65		
TRUEMAN WELTERS								
4269	TRUEMAN WELTERS	EB25955	SPRAYER	01/19/2024	4,867.46	4,867.46	01/26/2024	
	Total TRUEMAN WELTERS:				4,867.46	4,867.46		
UTILITY CONSULTANTS INC								
4365	UTILITY CONSULTANTS INC	118871	COLIFORM- TESTING	01/30/2024	95.16	.00		
	Total UTILITY CONSULTANTS INC:				95.16	.00		
UTILITY REFUNDS								
4871	UTILITY REFUNDS	UTILref- R. GR	OVERPAY REFUND-1004 BAY CI	02/07/2024	167.20	.00		
4871	UTILITY REFUNDS	UTILref-CTW G	OVERPAY REFUND-600 MORRI	02/07/2024	94.44	.00		
4871	UTILITY REFUNDS	UTILref-T.Fobb	OVERPAY REFUND-560 CEDAR	01/18/2024	129.32	129.32	01/26/2024	
	Total UTILITY REFUNDS:				390.96	129.32		
VESSCO, INC.								
4379	VESSCO, INC.	93080	CHLORINE REGULATOR	01/19/2024	924.47	924.47	01/26/2024	
	Total VESSCO, INC.:				924.47	924.47		
W S B								
5385	W S B	R-023041-000 -	GENERAL	01/30/2024	910.00	910.00	02/08/2024	
5385	W S B	R-023042-000 -	SHORES OF LAKE JOHN	01/30/2024	288.75	288.75	02/08/2024	
5385	W S B	R-023042-000 -	BRUGGEMANN APARTMENT PR	01/30/2024	41.25	41.25	02/08/2024	
	Total W S B:				1,240.00	1,240.00		
WINDSTREAM								
4495	WINDSTREAM	11824-NEVEN	L/S	01/18/2024	54.82	54.82	01/26/2024	
	Total WINDSTREAM:				54.82	54.82		
WORKFORCE INTEGRITY NETWORK								
4955	WORKFORCE INTEGRITY NET	dpw_8925	DRUG SCREENING	12/31/2023	75.00	75.00	02/08/2024	
	Total WORKFORCE INTEGRITY NETWORK:				75.00	75.00		
WRIGHT COUNTY AUDITOR-TREAS								
4511	WRIGHT COUNTY AUDITOR-TR	200012813	TNT NOTICES	01/23/2024	287.47	287.47	02/08/2024	
	Total WRIGHT COUNTY AUDITOR-TREAS:				287.47	287.47		
WUOLLET, MATT								
4555	WUOLLET, MATT	121523	EMT TRAINING / TESTING	12/15/2023	104.00	104.00	01/26/2024	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
	Total WUOLLET, MATT:				104.00	104.00		
XCEL ENERGY								
4559	XCEL ENERGY	863083865	51-0014213009-7	01/30/2024	76.84	76.84	02/08/2024	
	Total XCEL ENERGY:				76.84	76.84		
ZIEGLER, INC.								
4617	ZIEGLER, INC.	CM000190250	PARTS	01/20/2024	71.61-	71.61-	02/08/2024	
4617	ZIEGLER, INC.	IN001330720	PARTS	01/19/2024	85.24	85.24	02/08/2024	
4617	ZIEGLER, INC.	IN001331951	GENERATOR REPAIRS	01/19/2024	277.27	277.27	02/08/2024	
	Total ZIEGLER, INC.:				290.90	290.90		
	Grand Totals:				281,269.48	204,130.47		

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

February 12, 2024

Agenda Section: Consent
Report From: Kelly Hinnenkamp, Admin

Agenda No. 6B
Agenda Item: Department Reports

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

The following Department Reports are presented for approval:

- Police Department Report – January
- Financial Report – December
- Fire Report- January
- DMV Report- January

Recommended Action

Approve Department Reports

Attachments:

Reports

ANNANDALE POLICE DEPARTM
MONTHLY REPORT
Jan-24

TOTAL ACTIVITY	January 2024 Total	January 2023 Total	Current YTD Total	2023 YTD Total
CRIMINAL ACTIVITY	4	10	4	10
CITATIONS	21	33	21	33
NON-CRIMINAL	144	136	144	136
GRAND TOTAL	**169**	**179**	**169**	**179**

CRIMINAL ACTIVITY	January 2024 Total	January 2023 Total	Current YTD Total	2023 YTD Total
Homicide	0	0	0	0
Forcible Rape	0	0	0	0
Robbery	0	0	0	0
Assault	0	0	0	0
Domestic Assault	0	0	0	0
Criminal Sex Conduct	0	0	0	0
Burglary	0	0	0	0
Theft	4	5	4	5
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Crime Against Admin	0	0	0	0
Forgery/Counterfeit	0	1	0	1
Fraud	0	0	0	0
Embezzlement	0	0	0	0
Terroristic Threats	0	0	0	0
Property Damage	0	2	0	2
Weapons	0	1	0	1
Drug Offenses	0	0	0	0
Juvenile Offenses	0	0	0	0
DUI/DWI	0	1	0	1
Liquor Laws	0	0	0	0
Disturbing Peace	0	0	0	0
All Others	0	0	0	0
Total Criminal Activity	**4**	**10**	**4**	**10**

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

NON-CRIMINAL ACTIVITY	January 2024 Total	January 2023 Total	Current YTD Total	2023 YTD Total
Alarms	8	5	8	5
Animal Bites	0	0	0	0
Animal Complaints	8	2	8	2
Area Checks	0	2	0	2
Assist Other Agencies	11	22	11	22
ATV/Snowmobile Complaints	0	0	0	0
Background Checks	5	3	5	3
CDP	0	0	0	0
Check Welfare	8	5	8	5
Citizen Aid / Motorist Aid	4	8	4	8
Civil Disputes	4	4	4	4
Confidential Narcotics / Drug complaints	4	0	4	0
Death, Non-Criminal	0	1	0	1
Disorderly	1	0	1	0
Domestics	2	1	2	1
Driving/Traffic Complaints	2	4	2	4
Dumping/Littering	1	0	1	0
Escorts - Funeral	2	0	2	0
Fight	1	0	1	0
Fire Calls	1	1	1	1
Firearm Discharge	0	0	0	0
Fireworks	0	0	0	0
Harassment Complaint	2	1	2	1
Juvenile/Mischief	1	5	1	5
Lockouts - Vehicle	8	4	8	4
Lost/Found Property	2	2	2	2
Medical	25	22	25	22
Mental Health	0	1	0	1
Missing Person	0	0	0	0
MV Accidents / VOR	5	6	5	6
Noise Complaints	0	0	0	0
Parking Complaints	1	4	1	4
Search Warrants	0	0	0	0
School Related -SRO	4	1	4	1
Suicidal person	0	0	0	0
Suicide attempted	0	0	0	0
Suspicious Complaints	5	10	5	10
Theft	1	2	1	2
Threats	1	1	1	1
Warrants-Attempt/Arrest	2	1	2	1
WCHS/MAARC Reports	9	4	9	4
All Others	16	14	16	14
Total Non-Criminal	**144**	**136**	**144**	**136**
CITATIONS &	**January 2024**	**January**	**Current**	**2023**

WARNINGS	Total	2023 Total	YTD Total	YTD Total
Admin Citations	5	2	5	2
State Citations	1	7	1	7
Warning Citations	15	24	15	24
TOTAL	**21**	**33**	**21**	**33**

Citations consist of the following offenses:

Careless Driving
DAR/DAC/DAS
Equipment Violation
SBSA Violation
No Proof of Insurance
Expired Registration
Exhibition Driving

No Insurance
Traffic
Parking
Expired DL
Obstructed View
Semaphore

Seatbelt
Equipment
Winter Parki
Stop Sign
No MN DL
Speed

ENT

Percentage Change
-60%
-36%
6%

Percentage Change
N/A
N/A
N/A
N/A
N/A
N/A
N/A
-20%
N/A
N/A
NA
-100%
NA
NA
NA
-100%
-100%
NA
NA
-100%
NA
NA
NA

se

Percentage Change
60%
NA
300%
-100%
-50%
NA
67%
NA
60%
-50%
0%
NA
-100%
NA
100%
-50%
NA
NA
NA
0%
NA
NA
100%
-80%
100%
0%
14%
-100%
NA
-17%
NA
-75%
NA
300%
NA
NA
-50%
-50%
0%
100%
125%
14%

Percentage

Change
150%
-86%
-38%

ing

CITY OF ANNANDALE
COMBINED CASH INVESTMENT
DECEMBER 31, 2023

COMBINED CASH ACCOUNTS

001-10101	CASH	3,375,204.12
001-10103	NORTHLAND SECURITIES	117,294.93
001-10104	ICD INVESTMENTS	919,996.34
001-10105	4M INVESTMENTS	42,352.85
001-10107	LAKE CENTRAL BANK CD	255,121.16
001-10108	LPL FINANCIAL INVESTMENTS	1,230,756.98
	TOTAL COMBINED CASH	5,940,726.38

NON-ALLOCATED CASH

001-10110	CASH - UTILITY CLEARING	344.65
001-20211	ACCOUNTS PAYABLE ALLOCATION	(344.65)
	TOTAL COMBINED CASH	5,940,726.38
001-10100	CASH ALLOCATED TO OTHER FUNDS	(5,940,726.38)
	TOTAL UNALLOCATED CASH	.00

CASH ALLOCATION RECONCILIATION

101	ALLOCATION TO GENERAL FUND	2,203,889.58
102	ALLOCATION TO DEPUTY REGISTRAR/MOTOR VEHICLE	247,829.05
103	ALLOCATION TO GENERAL FUND	31,126.09
222	ALLOCATION TO CHARITABLE GAMBLING FUND	3,829.07
330	ALLOCATION TO PFA BONDS-2004-WTP	16,812.29
332	ALLOCATION TO GO IMP BONDS 2008B (MAPLE)	(72,127.63)
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	50,401.05
339	ALLOCATION TO TIF #14 - 2019 A SERIES	187,235.78
340	ALLOCATION TO GO REFUNDING BOND 2019B	133,816.78
341	ALLOCATION TO GO TEMPORARY IMP BOND 2020A	(335,911.30)
342	ALLOCATION TO GO IMPROVEMENT BOND 2020B	122,088.72
343	ALLOCATION TO GO EQUIPMENT BOND 2022A	4,133.43
344	ALLOCATION TO 2023A REVENUE BOND	(130,279.73)
345	ALLOCATION TO 2023B IMPROVEMENT NOTE	(23,620.66)
402	ALLOCATION TO FIREFIGHTER RELIEF DONATIONS	100,384.29
407	ALLOCATION TO ECONOMIC DEVELOPMENT FUND	(49,164.72)
408	ALLOCATION TO MIF FUND	31,984.15
409	ALLOCATION TO SMALL CITIES DEV PROGRAM	38,030.92
411	ALLOCATION TO TIF #6 - COTTAGES OF ANNANDALE	(86.01)
423	ALLOCATION TO TIF DISTRICT # - DINGMANN	(5,781.13)
425	ALLOCATION TO RECREATION PARK	32,784.86
460	ALLOCATION TO PARK FUND	2,190.97
461	ALLOCATION TO WATER EXPANSION FUND	420,919.04
462	ALLOCATION TO SEWER EXPANSION FUND	315,659.15
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	76,268.35

CITY OF ANNANDALE
COMBINED CASH INVESTMENT
DECEMBER 31, 2023

466	ALLOCATION TO 2020 IMP PROJECT	51,994.95
468	ALLOCATION TO TIF DISTRICT #15 - CARE CENTER	29,379.33
470	ALLOCATION TO FUND 470	118,842.99
471	ALLOCATION TO LAKE JOHN UTILITY EXTENSION	760,124.56
472	ALLOCATION TO HWY 55 IMPROVEMENTS	(147,954.11)
493	ALLOCATION TO STREET MAINTENANCE CAPITAL	141,394.46
494	ALLOCATION TO STREET CAPITAL OUTLAY FUND	134,410.65
495	ALLOCATION TO PUBLIC WORKS/STREET EQUIP FUND	224,998.27
496	ALLOCATION TO FIRE EQUIPMENT FUND	164,189.44
497	ALLOCATION TO POLICE EQUIPMENT FUND	22,194.20
498	ALLOCATION TO BUILDING CAPITAL OUTLAY FUND	351,793.63
601	ALLOCATION TO WATER FUND	317,574.35
602	ALLOCATION TO SEWER FUND	307,509.50
603	ALLOCATION TO REFUSE/RECYCLING FUND	21,662.15
604	ALLOCATION TO TRAINING CENTER OPERATIONS	(230,173.87)
605	ALLOCATION TO STORM UTILITY FUND	23,095.39
651	ALLOCATION TO CEMETERY FUND	(47,618.65)
	TOTAL ALLOCATIONS TO OTHER FUNDS	5,940,726.38
	ALLOCATION FROM COMBINED CASH FUND - 001-10100	(5,940,726.38)
	ZERO PROOF IF ALLOCATIONS BALANCE	.00

CITY OF ANNANDALE

SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2023

FUND 101 - GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
REVENUE					
TAXES	1,253.97	1,492,115.58	1,505,315.00	(13,199.42)	99.12
LICENSES & PERMITS	2,010.00	124,479.28	77,850.00	46,629.28	159.90
INTERGOVERNMENTAL REVENUES	428,272.63	866,754.16	659,003.00	207,751.16	131.53
PUBLIC CHARGES FOR SERVICE	65,926.30	277,277.80	275,565.00	1,712.80	100.62
FINES & FORFEITURES	602.15	13,384.13	12,200.00	1,184.13	109.71
MISCELLANEOUS REVENUE	43,956.36	180,372.48	43,000.00	137,372.48	419.47
OTHER FINANCING SOURCES	30,000.00	30,000.00	30,000.00	.00	100.00
TOTAL FUND REVENUE	572,021.41	2,984,383.43	2,602,933.00	381,450.43	114.65
EXPENDITURES					
LEGISLATIVE	6,605.82	56,508.16	42,829.25	(13,678.91)	131.94
ELECTIONS	400.00	1,061.93	525.00	(536.93)	202.27
PLANNING AND ZONING	1,905.33	27,967.86	6,402.25	(21,565.61)	436.84
ADMINISTRATION	39,570.80	373,439.49	297,747.99	(75,691.50)	125.42
ASSESSOR	.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	1,382.96	91,816.81	56,610.57	(35,206.24)	162.19
DEPARTMENT 420	.00	.00	.00	.00	.00
POLICE	78,149.05	884,229.67	825,600.63	(58,629.04)	107.10
FIRE	21,535.52	316,306.05	247,114.07	(69,191.98)	128.00
BUILDING INSPECTOR	18,033.73	107,453.70	70,922.10	(36,531.60)	151.51
CIVIL DEFENSE	.00	.00	400.00	400.00	.00
ANIMAL CONTROL	.00	.00	550.00	550.00	.00
PUBLIC WORKS	28,262.21	250,839.50	213,288.14	(37,551.36)	117.61
STREETS	73,908.42	345,774.34	272,921.65	(72,852.69)	126.69
DEPARTMENT 441	.00	.00	.00	.00	.00
PARKS COMMISSION	241.43	5,216.15	3,512.23	(1,703.92)	148.51
PARKS	7,457.91	127,363.45	140,920.85	13,557.40	90.38
LIBRARY	5,189.11	18,940.66	18,448.57	(492.09)	102.67
TIF & CAPITAL PROJECT FUNDS	.00	.00	.00	.00	.00
DEPARTMENT 492	.00	.00	.00	.00	.00
TRANSFERS OUT	378,090.00	378,090.00	393,090.00	15,000.00	96.18
TOTAL FUND EXPENDITURES	660,732.29	3,011,247.77	2,615,133.30	(396,114.47)	115.15
NET REVENUE OVER EXPENDITURES	(88,710.88)	(26,864.34)	(12,200.30)	(14,664.04)	(220.19)

Dec-23

DATE	BROKER	INVESTMENT	CUSIP #	INT RATE	TERM	MATURITY DATE	Cost Basis Value	Current Period Paid Earnings	Current Year Paid Earnings
MONEY MARKET									
	ICD			0.40%			$ 115,698.39	$ 810.89	$ 11,913.71
	LAKE CENTRAL CHECKING			0.50%			$ 3,375,204.12	$ 3,118.80	$ 24,962.49
	NORTHLAND SECURITIES			VARIES			$ 6,461.43	$ 24.67	$ 5,411.11
	LPL Financial			VARIES			$ 384,441.63	$ 23,876.69	$ 58,913.63
	Lake Central CD			4.00%			$ 5,121.16	$ -	$ 2,891.84
	4M FUND	Dividend Reinvest-average monthly rate 4		VARIES	LIQUID	N/A	$ 39,454.42	$ 174.82	$ 1,910.79
	4M PLUS FUND	Dividend Reinvest -average montly rate 4.		VARIES	LIQUID	N/A	$ 2,898.43	$ 13.06	$ 141.66
					(TOTAL 4M PLUS)		$ 42,352.85	$ 187.88	$ 2,052.45
						Money Market Total	**$ 3,929,279.58**	**$ 28,018.93**	**$ 106,145.23**
SHORT,MID & LONG TERM INVESTMENTS									
PURCHASE DATE	**BROKER**	**INVESTMENT**	**CUSIP #**	**INT RATE**	**TERM**	**MATURITY DATE**	**Cost Basis Value**		**Total**
10/20/2022	NORTHLAND SECURITIES	Bank Hapoalium, B M New York	06251A-4V-9	4.75%	18 mos	5/6/2024	$ 111,000.00		$ 111,000.00
7/20/2022	Lake Central Bank CD	Annandale, MN		3.5000%	12 mos	7/20/2024	$ 250,000.00		$ 250,000.00
7/25/2022	ICD	Ally Bank Midvale, UT	02007GWW9	3.35%	24 mos	7/28/2025	$ 200,000.00		
							$ -		
7/29/2020	ICD	BMO Harris, Chicago, IL	05600XAN0	0.55%	4 yrs	7/29/2024	$ 250,000.00		
6/24/2021	ICD	Texas Exchange Bank, Crowley TX	88241TLK4	0.50%	3 yrs	7/9/2024	$ 101,000.00		
3/24/2021	ICD	BMW Bank of Amer, Salt Lake City, UT	05580AZD9	0.45%	3 yrs	3/26/2024	$ 178,000.00		
12/27/2021	ICD	State Bank of India, New York, NY	856285B59	1.40%	5 yrs	12/30/2026	$ 101,000.00		$ 830,000.00
12/22/2022	LPL Financial	Ally Bank, MidVale, UT	02007GQA4	2.65%		4/29/2024	$ 250,000.00		
12/22/2022	LPL Financial	Barclays Bank DE, DE	06740KRG4	4.90%		11/18/2024	$ 250,000.00		
12/22/2022	LPL Financial	Capital One NA, Mclean, VA	14042RSH5	3.30%		7/1/2024	$ 100,000.00		
12/22/2022	LPL Financial	Manufacturers & Traders, Buffalo, NY	564759RK6	4.85%		6/17/2024	$ 250,000.00		
							$ -		
							$ -		$ 850,000.00
						Investments Total	**$ 2,041,000.00**		**$ 2,041,000.00**
					MM & Investments Total		**$ 5,970,279.58**		
						Interest	**$ 28,018.93**		
						Total	**$ 5,998,298.51**		

Dec-23

PURCHASE DATE	BROKER	INVESTMENT	CUSIP #	INT RATE	TERM	MATURITY DATE	COST BASIS VALUE	CURRENT PERIOD PAID EARNINGS	CURRENT YEAR PAID EARNINGS
MONEY MARKET									
Column1	Column2	Column3	Column4	Column5	Column6	Column7	Column8	Column9	Column10
	Star Bank Checking						$ 836,146.85	$ 88.45	$ 1,024.33
							$ 836,146.85	**$ 88.45**	**$ 1,024.33**
SHORT TERM INVESTMENTS									
8/17/2019	STAR BANK	Star Bank, Annandale, MN	812880121	0.75%	12 mos	8/17/2024	$ 116,606.98	$ -	$ 1,865.97
							$ 116,606.98	**$ -**	**$ 1,865.97**

Total Earnings Paid this Period $ 88.45

Total Current Investments:		
Star Bank CD	$	116,606.98
Total Checking	$	836,146.85
Total Bank Balance - Civic	$	952,753.83
Total From Investment Spreadsheet	$	952,753.83
	$	-

Annandale Fire Department

Incident Type Report (Summary) (Modified)

Alarm Date Between {01/01/2024} And {01/31/2024}

Incident Type		Count	Percent
3 Rescue & Emergency Medical Service Incident			
311	Medical assist, assist EMS crew	25	83.33 %
324	Motor Vehicle Accident with no injuries	1	3.33 %
		26	86.66 %
4 Hazardous Condition (No Fire)			
412	Gas leak (natural gas or LPG)	1	3.33 %
424	Carbon monoxide incident	1	3.33 %
		2	6.66 %
6 Good Intent Call			
611	Dispatched & cancelled en route	2	6.66 %
		2	6.66 %

Total Incident Count: 30

DMV Annual Revenue Summary

	2021 Motor Vehicle		2022 Motor Vehicle		2023 Motor Vehicle		2024 Motor Vehicle		Monthly Variance 2023 to 2024
	Monthly	Cumulative	Monthly	Cumulative	Monthly	Cumulative	Monthly	Cumulative	
Jan	$ 17,265	$ 17,265	$ 20,614	$ 20,614	$ 20,110	$ 20,110	$ 30,075	$ 30,075	$ 9,965
Feb	$ 22,133	$ 39,398	$ 22,571	$ 43,185	$ 23,144	$ 43,254		$ 30,075	
Mar	$ 21,456	$ 60,854	$ 18,214	$ 61,399	$ 16,825	$ 60,079		$ 30,075	
April	$ 21,120	$ 81,974	$ 16,468	$ 77,867	$ 15,809	$ 75,888		$ 30,075	
May	$ 17,199	$ 99,173	$ 15,647	$ 93,514	$ 18,889	$ 94,777		$ 30,075	
June	$ 15,978	$ 115,151	$ 14,847	$ 108,361	$ 15,868	$ 110,645		$ 30,075	
July	$ 15,422	$ 130,573	$ 14,857	$ 123,218	$ 13,500	$ 124,145		$ 30,075	
Aug	$ 13,809	$ 144,382	$ 13,258	$ 136,476	$ 14,586	$ 138,731		$ 30,075	
Sept	$ 13,443	$ 157,825	$ 12,300	$ 148,776	$ 12,117	$ 150,848		$ 30,075	
Oct	$ 12,706	$ 170,531	$ 12,475	$ 161,251	$ 13,818	$ 164,666		$ 30,075	
Nov	$ 12,755	$ 183,286	$ 12,715	$ 173,966	$ 11,704	$ 176,370		$ 30,075	
Dec	$ 14,420	$ 197,706	$ 14,827	$ 188,793	$ 16,348	$ 192,718		$ 30,075	

	DNR Transactions		DNR Transactions		DNR Transactions		DNR Transactions		
	Monthly	Cumulative	Monthly	Cumulative	Monthly	Cumulative	Monthly	Cumulative	
Jan	$ 2,314	$ 2,314	$ 1,572	$ 1,572	$ 2,087	$ 2,087	$ 1,746	$ 1,746	$ (341)
Feb	$ 1,225	$ 3,539	$ 2,069	$ 3,641	$ 1,107	$ 3,194		$ 1,746	
Mar	$ 1,373	$ 4,912	$ 1,556	$ 5,197	$ 1,026	$ 4,220		$ 1,746	
April	$ 2,860	$ 7,772	$ 1,667	$ 6,864	$ 1,397	$ 5,617		$ 1,746	
May	$ 2,747	$ 10,519	$ 2,494	$ 9,358	$ 3,091	$ 8,708		$ 1,746	
June	$ 1,827	$ 12,346	$ 2,029	$ 11,387	$ 2,365	$ 11,073		$ 1,746	
Jule	$ 1,891	$ 14,237	$ 1,703	$ 13,090	$ 1,166	$ 12,239		$ 1,746	
Aug	$ 860	$ 15,097	$ 796	$ 13,886	$ 1,027	$ 13,266		$ 1,746	
Sept	$ 1,001	$ 16,098	$ 977	$ 14,863	$ 711	$ 13,977		$ 1,746	
Oct	$ 587	$ 16,685	$ 496	$ 15,359	$ 536	$ 14,513		$ 1,746	
Nov	$ 557	$ 17,242	$ 653	$ 16,012	$ 1,481	$ 15,994		$ 1,746	
Dec	$ 1,510	$ 18,752	$ 3,436	$ 19,448	$ 1,261	$ 17,255		$ 1,746	

	DL Transactions	DL Transactions	DL Transactions	DL Transactions
Total	**$ 216,458**	**$ 208,241**	**$ 209,973**	**$ 31,821**

City Council Agenda

February 12, 2024

Agenda Section: Consent
Report From: Kelly Hinnenkamp, Admin

Agenda No. 6C
Agenda Item: Employment Anniversaries

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

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

- Jen Holm- 4 years
- Mitch Faust- 5 years

Recommended Action

Approve as presented

Attachments:

None

City Council Agenda

February 12, 2024

Agenda Section: Consent
Report From: Police Chief Standafer
Agenda No. 6D

Agenda Item: K-9 Program Letter of Agreement with Officer Goff

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 January 16th Council meeting, the City approved the K-9 program. Officer Justin Goff will serve as the K-9 handler and in order to meet Fair Labor Standards required of the City, staff is recommending the approval of the attached agreement. This agreement outlines the understanding of off-duty work necessary in caring for a K-9.

Recommended Action

Approve as presented

Attachments:

Agreement

City of Annandale

Police Department

02/06/2024

Letter of Intent and Notice

This letter is to serve as a letter of intent and agreement between the City of Annandale and Officer Justin Goff.

If approved by the Annandale City Council to become the K9 Handler Officer Goff understands and agrees to the following:

- That time involved in care, feeding, daily boarding, vet appointments and other related off duty time involved in the adequate care of a city owned K9 dog is his responsibility unless otherwise directed by the Chief of Police, and he will not receive additional compensation for this time.
  (Note this does not include direct expenses incurred for this care such as dogfood, vet bill, etc)
- That Officer Goff agrees to participate fully in being the K9 handler and the assigned shift time designated for that position for a minimum of 4 years (and further upon future new agreement between himself and the Chief of Police)
- That Officer Goff will make every effort to protect, safeguard the K9 dog and the public, to reduce the risk of injury and liability resulting from the K9 dog and/or persons involved with the K9 dog both for the well-being of the dog and for the best interests of the City of Annandale
- That Officer Goff will strive to follow all training provided by the City and to utilize the dog to the fullest extent possible and yet maintain the appropriate and legal discretion to avoid unnecessary complaints or allegations of misconduct which would paint the K9 program, the Annandale Police Department and the City of Annandale in a negative light or expose to unwanted liability
- The City is not responsible for personal injury or property damage sustained by Officer Goff, his family, or guests as a result of the K9 dog during off-duty care.

Finally, in addition to his normal hourly rate of payment to him for on duty work time or pre-approved training time by the Chief of Police, Officer Goff understands and agrees that he will be compensated additionally a flat stipend, as shown in Exhibit A, of 2400.00 yearly paid out monthly for annual off-duty care. This stipend will be renegotiated yearly but Officer Goff agrees to this amount for the duration of four years unless renegotiated annually and agreed upon by himself and the City of Annandale at that time.

30 Cedar St. E. • P.O. Box K • Annandale, MN 55302-0136 • Phone: 320.274.3278 • Fax: 320.274.2067

www.annandalepolice.com

City of Annandale

Police Department

Signed/Dated	Signed/Dated	Signed/Dated
Justin Goff	Pete Standafer	Kelly Hinnenkamp
Patrol Officer	Chief of Police	City Administrator

30 Cedar St. E. • P.O. Box K • Annandale, MN 55302-0136 • Phone: 320.274.3278 • Fax: 320.274.2067

www.annandalepolice.com

EXHIBIT A

Total Annual Shifts On Duty	173
Total Annual Shifts Off Duty	191
Hours Provided for Off Duty Time	0.5
Total Annual Hours Off Duty	95.5
Hourly Wage for Off Duty Work	$ 25.13
Total Stipend	$ 2,400

City Council Agenda

February 12, 2024

Agenda Section: Consent
Report From: Joe Haller, PW Director

Agenda No. 6E
Agenda Item: Midco Lease

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

Midco has requested to lease land at the old Maintenance Shop property for storage of their equipment and materials for an upcoming project. The City has worked with Midco in the past in regards to storage at this site. Because the work is located outside of city limits, staff is recommending the City enter into a lease agreement for use of City property.

The area requested is approximately 100x150 feet. The monthly rent is $500.

Recommended Action

Approve as presented

Attachments:

Draft Lease

MATERIAL STORAGE YARD LEASE AGREEMENT

THIS LEASE, made and entered into this 29th day of January 2024, by and between The City of Annandale whose address is 350 Poplar Ave North Annandale MN 55302, hereinafter called "Lessor", and Midcontinent Communications, 4020 W Cayman Street, Sioux Falls, South Dakota 57107, hereinafter called "Lessee",

WITNESSETH:

1. Leased Premises. That for and in consideration of the payments hereinafter mentioned, Lessor hereby leases to Lessee on the terms and conditions hereinafter stated, the following described property:

350 Poplar Ave North Annandale MN 55302
Sect-30 TWP-121 Range-027 Crow Woods Park
Lot-002 Block-001_

Together with an easement and right of ingress and egress over, upon, under and through Lessor's property adjacent to the leased premises for any and all purposes necessary or incidental to the exercise by Lessee of the rights herein granted, including, but not limited to, the supplying of power, utilities, and communications cables to the leased premises. Lessee shall exercise this right in a manner so as not to unduly interfere with the Lessor's use of the property.

2. Term. The term of this Lease shall be for (6) months from 5-1-24 to 10-31-24 Lessee shall have the option of renewing this Lease for two (2) one-month terms. The terms of this Lease shall remain the same during said additional terms. Lessee shall have the right to terminate this Lease upon at least thirty (30) days prior written notice.

3. Rent. Lessee shall pay as rent for the leased premises the sum of Five Hundred dollars and no cents ($500.00) per month, payable monthly in advance, commencing with the first payment on the date of the execution of this Lease, and on the 1st day of each subsequent month thereafter. Payments shall be prorated for the first and last month of the term of this Lease, as applicable.

4. Taxes and Utilities. During the term of this Lease, Lessee shall pay any increase in the real estate taxes for the leased premises that are solely attributable to the improvements it places on said premises.

5. Use. Lessee may use the leased premises to store, locate, construct, maintain, repair, replace, improve, expand, remove, conduct, and operate material storage facilities for Lessee's telecommunications business.

6. Property Ownership and Removal. The title to the property shall remain with Lessor at all times during this Lease. Lessee shall not cause any liens to be placed upon or otherwise encumber the property, whether arising out of any work performed, materials furnished, or obligations incurred while making any alterations, improvements, repairs, maintenance or otherwise. If Lessee terminates this Lease, Lessee shall remove all facilities from the property by the effective termination date. Rent payments would cease upon termination date. If Lessor

terminates Lease, Lessee will have an additional sixty (60) days to remove facilities from the property. Rent payments would continue until property has been vacated. If property is not vacated within sixty (60) days, Lessee agrees to pay Lessor ten dollars ($10.00) per day until such time as property is vacated. Lessor shall have the right to sell and transfer the property described in this Lease but said sale shall be subject to Lessee's rights hereunder.

7. Condition of the Property. At the end of this Lease, Lessee shall return the property in generally the same condition as it existed when it received possession of it, ordinary and reasonable wear and tear excepted.

8. Assignment. Any other assignment by Lessee may only be made with written consent of Lessor.

9. Indemnification. Lessee shall indemnify and hold Lessor harmless for any damages caused to person or property by the negligence of the Lessee, or its agents or employees.

10. Default. It is agreed that if Lessee should be in default in performing any of the terms or provisions of this Lease, and such default continues for a period of sixty (60) days after written notice of the same is given to Lessee by Lessor, then the Lessor may, at its option, and the Lessee does hereby authorize and fully empower the Lessor to recover possession of the leased premises by action or forcible entry and detainer, cancel and annul this Lease at once, re-enter and take possession of the leased premises.

11. Notices. All notices given by any party to the other party hereunder shall be in writing, and sent to the parties at the following addresses:

Lessor: City of Annandale MN
350 Poplar Ave N
Annandale MN 55302

Lessee: Midcontinent Communications
4020 W Cayman Street
Sioux Falls, SD 57107
Attn:

12. Quiet Enjoyment. Lessor owns the leased premises and has full right, power and authority to execute this Lease. The leased premises are free and clear of any lien or encumbrance which would interfere with Lessee's rights to or use of the leased premises. Lessor covenants that at all times during the term of this lease Lessee will have quiet enjoyment of the leased premises and will not be disturbed, as long as Lessee is not in default beyond any applicable cure periods.

13. Condemnation. If all or any part of the leased premises is condemned or transferred in lieu of condemnation, Lessee may elect to terminate this Lease as of the date of condemnation or transfer in lieu of condemnation by giving notice to the Lessor no more than forty-five (45) days following the date of such condemnation or transfer in lieu of condemnation.

If Lessee does not choose to terminate this Lease, rent shall be reduced or abated in proportion to the actual reduction or abatement of use of the leases premises.

14. Waiver of Landlord Lien. Lessor hereby waives any lien rights it may have, statutory or otherwise, relating to the leased premises, Lessee's equipment and improvements located on the property, and Lessee's use of the property.

15. Confidentiality Agreement. Lessor acknowledges that, without prior written permission, it is prohibited from interception, use, disclosure, or procurement of any oral communication(s) made my any Midcontinent employee, former employee, representative, agent, or affiliate.

16. Entire Agreement; Amendment. The parties agree that this Lease constitutes the entire agreement of the parties hereto and shall supersede all prior offers, negotiations, and agreements. This Lease may only be modified, altered, or amended by an agreement in writing signed by the parties hereto.

17. Binding Effect; Counterparts. The terms of this Lease shall be binding on the parties, their heirs, successors, and assigns. This Lease may be executed in duplicate counterparts, each of which shall be deemed an original.

18. Governing Law. This Lease shall be governed by and construed in accordance with the laws of the state in which the leased premises are located.

19. Memorandum of Lease. Upon request, the parties agree to execute and record a memorandum of this lease in the real property records of the county in which the leased premises are located.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year first above written.

LESSOR:

_____

By:

LESSEE:
MIDCONTINENT COMMUNICATIONS

_____

By:

STATE OF _____)
: SS
COUNTY OF _____)

On this _____ day of _____, in the year 2024 before me personally appeared _____, known to me (or proved to me on oath) to be the person who is described in and who executed the within instrument, and acknowledged to me that they executed the same.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

_____

Notary Public, State of _____
My Commission expires: _____

STATE OF _____)
: SS
COUNTY OF _____)

On this _____ day of _____, in the year 2024 before me personally appeared _____, known to me (or proved to me on oath) to be the person who is described in and who executed the within instrument, and acknowledged to me that they executed the same.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

_____

Notary Public, State of _____
My Commission expires: _____

EXHIBIT A

102019001030
102024001010
102083001050
102019001040
102024001020
102083001060
102083001030
102500301125
102019001050
102083001070
102024002010
146.1
101.6
0.342 acres
100.3
102019002010
102019
102024002020
102500292203
102024002030
102083001020
102019002020
POPLAR AVE N
102019002030
102019002040
PLEASANT AVE N
PARK ST E
102500301111
102083001010

City Council Agenda

February 12, 2024

Agenda Section: Consent
Report From: Fire Chief Townsend

Agenda No. 6F
Agenda Item: Retirement of Ramstad

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

Captain Don Ramstad has retired after 20 years of service to the AFD. The Council should accept Don's retirement to formalize the end of his employment as a Fire Fighter with the City.

Recommended Action

Approve as retirement as presented

Attachments:

None

City Council Agenda

February 12, 2024

Agenda Section: Consent
Report From: Kelly Hinnenkamp, City Administrator

Agenda No. 6G
Agenda Item: License for Private Board Rentals at Municipal Park

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

In 2023, the City provided a license to 10,000 Lakes Recreation to allow private board rentals at the Annandale Municipal Beach. They are requesting the use of the beach area for these rentals in 2024. Staff did not have any issues with the use in 2023. The staff is working to identify a permanent location where a concrete pad can be poured to house the kiosk. It is anticipated the concrete pad would be installed before the 2024 season.

Recommended Action

Approve as retirement as presented

Attachments:

- Email Communication from 10,000 Lakes Recreation
- Proposed Lease

LICENSE AGREEMENT

This Agreement is entered into this _____, 2023, by and between 10,000 Lakes Recreation (hereinafter referred to as "Licensee"), and City of Annandale, a Minnesota municipal corporation (hereinafter referred to as "City").

RECITALS:

a. City is the owner of real property known as the Municipal Park("Park").
b. Licensee operates a paddle board and beach rental business utilizing self-service kiosks.
c. Licensee desires to operate a Kiosk at the Park for the purpose of renting paddle boards.

NOW, THEREFORE, in consideration the above recitals, and the mutual covenants contained herein, the parties agree as follows:

1. City hereby grants to Licensee, or its agents, a License for the purpose of installing and maintaining a paddle board rental kiosk in the Park. Licensee's kiosk will encompass 50 square feet of the Park or less and shall be at a location near the beach as approved by the City's Parks Department. Licensee may be required to relocate to comparable area upon ___ days advance notice from the City.

2. Licensee shall pay to the City a fee of $_____ for this License. This fee shall be due and payable on or before May 1, 2023.

3. This License shall be in effect from May 1, 2023 through October 30, 2023, at which time it shall expire and be of no further force and effect.

4. Licensee shall maintain the kiosk and all rental equipment in a safe and aesthetically pleasing manner. Licensee shall remedy any equipment and kiosk safety and maintenance concerns or vandalism within 24 hours of notice from the City. Licensee shall provide an email or cell phone contact number for notice purposes. Said notice shall be effective immediately.

5. Licensee shall require all users to be 18 years of age or supervised by an adult. Licensee shall take any and all precautions associated with its personal property to ensure the safety of the users during the term of this Agreement. Licensee shall post hours of operation which shall be from or sunrise to 2 hours before sunset.

6. Licensee shall obtain any other licenses or permits required for its business and shall provide a copy of such licenses to the City.

7. Licensee shall indemnify, defend and hold harmless the City, its council members and employees from and against all claims including personal injury and property damage claims, including all damages, losses, and expenses, including but not limited to attorney's fees and costs, arising out of or the result caused by the negligent acts or omissions of the Licensee and its agents on the City Park. Licensee shall provide a certificate of insurance to City evidencing general liability insurance with limits of at least $500,000 per claim and $1,500,000 per occurrence, naming City as an additional insured. The City does not, by this agreement, waive any applicable statutory tort limits.

8. Licensee agrees to pay all City's expenses associated with drafting this License Agreement.

9. The City may terminate the License in the event of a breach of the terms by Licensee, provided that Licensee shall have three days from receipt of notice from the City to cure the breach. The City may terminate this License immediately if, in the City's sole discretion, the City determines that the Licensee's operations endanger the health, safety and welfare of any person. In the event of early termination, Licensee shall not be entitled to a refund or pro-ration of the License Fee.

10. Licensee shall remove all personal property and equipment from the Park within 48 hours of termination or expiration of the License.

11. Licensee shall not unduly inconvenience or restrict any member of the public using the Park during installation, monitoring or removal of the Licensee's property. Licensee shall restore any disturbed earth, grass or landscaping that are affected by the Licensee's use of the Park.

12. The City shall not be liable to Licensee for any damage caused to Licensee property, except to the extent such damage is caused by the negligent or willful act of the City or its employees.

13. The terms of this Agreement shall be binding upon the parties hereto, their heirs, successors and assigns. This Agreement may only be amended in writing signed by both parties.

14. This License shall be governed by the laws of the State of Minnesota, and any disputes hereunder shall be venued in the State District Court in Wright County, Minnesota.

15. Licensee shall be responsible for reimbursing the City for any personal property taxes which may be levied against the City as a result of the presence of Licensee's property in the Park. This provision shall survive termination of this Agreement.

This Agreement shall be effective this _____day of _____, 2023, in Annandale, Minnesota.

10,000 Lakes Recreation

By _____

Its _____

CITY OF ANNANDALE:

_____
Shelly Jonas, Mayor

_____
Kelly Hinnenkamp, City Administrator

Kelly Hinnenkamp

From: James -JT- Grundy <jamesgrundy86@gmail.com>
Sent: Thursday, February 8, 2024 8:43 AM
To: Kelly Hinnenkamp
Cc: Jacob Thunander
Subject: Re: 10,000 Lakes Recreation

Good Morning,

With spring right around the corner, 10,000 Lakes Recreation wanted to reach out to renew our license for the 2024 season. We understand that we would need to provide insurance documents as we did in 2023, and pay our license fee for the 2024 season. Is anything additional needed from us to continue our working relationship with the City of Annandale and this amenity to the community?

During the 2023 season, there were some conversations and recommendations to have a cement pad installed for our kiosk stand to be placed on. If this is still the recommendation and interest, we would like to discuss this further, and identify a timeline that works conveniently for all.

In closing, I wanted to highlight our close working relationship with the manufacturer of this product line. During the operating season, and the offseason, we have been able to have regular communications to ensure we continue offering a simple and smooth rental experience. As we noted when our business application was started with you (City Administrator Hinnenkmap) and throughout the proposal process before the City (Parks Commision & City Council). This manufacturer has designed equipment that offers a variety of rental offerings beyond paddle board rentals. One of those items features kayak rentals. We wanted to remind the City that this expanded product line up is available, and we could offer additional amenities at the beach.

We look forward to hearing back in regards to our license renewal and continuing our working relationship in the 2024 season.

10,000 Lakes Recreation LLC

On Tue, Oct 3, 2023 at 11:10 AM Kelly Hinnenkamp <KHinnenkamp@annandale.mn.us> wrote:

> JT- Let us talk with Joe and one of us will get back to you. Thanks for reaching out on this so we can make sure we're all on the same page with the plan before winter comes.
>
> **From:** James -JT- Grundy <jamesgrundy86@gmail.com>
> **Sent:** Tuesday, October 3, 2023 11:04 AM
> **To:** Kelly Hinnenkamp <KHinnenkamp@annandale.mn.us>
> **Cc:** Joe H. <JoeH@annandale.mn.us>; Jacob Thunander <JThunander@annandale.mn.us>
> **Subject:** Re: 10,000 Lakes Recreation

City Council Agenda

February 12, 2024

Agenda Section: Consent

Report From: Jacob Thunander, Community Development Director

Agenda Item: Consideration to Accept Minnesota DNR Shade Tree Grant in the Amount of $147,062.79

Agenda No. 6H

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:

Background

Staff successfully submitted a grant through the DNR Shade Tree Program.

The program aims at removing and replacing trees on public land that were lost or may be lost to forest pests, disease or storm. Specifically, ash trees that pose significant public safety concerns would be removed and replaced. The program also covers establishing a more diverse community forest better able to withstand disease and forest pest.

Annandale is surrounded by portions of Wright County that are currently under generally infested areas of Emerald Ash Borer (EAB). It is believed that EAB will continue to impact the County and State more widespread with time. Per the DNR's 2010 Community Tree Survey, it is estimated that Ash trees comprise of 14.3 percent of the community, which is the 4th highest species of tree in Annandale.

The City would need to hire a Minnesota Certified Tree Inspector to analyze each of these areas and determine the amount of ash trees and other diseased or decaying trees that should be removed and replaced. Assessments are typically done in one of two ways: a quick visual observation from the ground, or a more deliberate inspection from the ground using binoculars and a write-up of the arborist's observations. The write up would include an assigned number based on a risk scale(1-5) as well as a description of why the specimen received the grade. For example, an ash tree showing signs of EAB with an aggressive lean towards the Pavilion would be rated a 5 due to the probability of eventual failure and the proximity to a populated and valuable structure. It would be recommended to move forward with a hybrid assessment in which trees deemed healthy with low risk receive a quick visual assessment but a tree with some degree of risk or signs of failure get a write up and rating. All specimens can be identified for the inventory and mapped or tagged.

Inspector fees are estimated at $35/hour, which are not covered under the grant. It is estimated that the cost will not exceed $5,000.

The following parks would be proposed to be inspected and replaced with a diversified tree coverage: Municipal, Big Woods, Willow, Crow Woods, Memorial, Southbrook, and the Recreation Park. In addition, the following City properties would be reviewed: City Hall, Public Works, Fire Hall, and City Cemeteries (Pleasant View and Woodlawn). Removal of recommended trees and replanting of a variety of trees to meet the DNR requirements. The tree planting plan at the Recreation Park would also be completed with this grant.

The DNR grant will cover the cost of removal of trees, purchasing and planting new trees, and supplies. Preliminary estimates predict that the removal of trees is estimated at $600/tree depending on size, purchasing new trees at $200/tree, and planting the tree at $200/tree.

The following timeline is proposed:

February-March – Tree assessment and marking.

April-May 2024 - Removal of identified trees that were identified as diseased or at risk of diseased (weather permitting).

May 2024 - Replanting of trees meeting the 20-10-5 guidelines and stock list, as appropriate.

May 2024-May 2027 - Complete steps identified on maintenance plan, including regular monitoring of trees, watering, pruning, mulching, fertilizing, and replacing of any trees that did not survive.

Recommended Action

Staff recommends accepting the grant/entering into contract with the Minnesota DNR. In addition, staff is requesting authorization to work with a tree inspector to complete an assessment of trees per the above report.

Attachments:

- Grant Agreement

Exhibit A: Grant Project Deliverables

2023 Shade Tree Program Bonding Grants

City of Annandale Deliverables

Grant Sum Total: $147,062.79

Grant Parameters

- Planting trees can take place without removal.
- Removals need to be considered a necessary component of replanting.
- Removals conducted on streets and manicured parks must meet a minimum of one tree planted for each tree removed.
- Removals conducted in park woodlands must incorporate replanting at a meaningful rate.
    - Removals in woodlands need to be mitigating a public safety concern or to address degraded ecosystems.
    - Removals must meet a minimum of one tree planted for five trees removed.

Accomplishment Reports

As work is completed, thoroughly address all applicable bullet points below. Add in the date of reporting (e.g. 1/1/24) and change the font color of your update to red, to show where information has been added. Continually add to this document over the lifetime of your grant, making sure that all bullet points are addressed by the time of the grant's completion.

A written update must be submitted by each reporting deadline, to ensure project is moving forward and on track to completion. Add written reports below corresponding to each reporting date:

July 1, 2024 Update:
January 1, 2025 Update:
July 1, 2025 Update:
January 1, 2026 Update:
July 1, 2026 Update:
January 1, 2027 Update:
July 1, 2027 Update:
January 15, 2028 Final Report:

Work with DNR to fully execute and report on the impacts of the work plan by meeting the requirements as submitted in the application:

Anticipated Accomplishments: Trees Removed-150 Trees Planted-150

Project Overview and Need

The City of Annandale would like to be proactive in reducing the spread of Emerald Ash Borer (EAB) by removing trees, especially Ash trees that are infected or at high risk of infection in Annandale's seven parks and city owned properties and replace them with a healthy, variety of trees. Per the DNR's 2010 Community Tree Survey, it is estimated that Ash trees comprise of 14.3 percent of the community, which is the 4th highest species of tree in Annandale.

Annandale is a small, but growing city in Wright County (pop. 3,370). Annandale is surrounded by portions of Wright County that are currently under generally infested areas of EAB. It is believed that EAB will continue to impact the County and State more widespread with time. Without grant funding, this project would be delayed and Annandale could see the devastation of this problem occur. The City would like to be proactive and remove these trees and other diseased or decaying trees before it becomes a greater concern in our community.

The following parks would be proposed to be inspected and replaced with a diversified tree coverage: Municipal, Big Woods, Willow, Crow Woods, Memorial, Southbrook, and the Recreation Park. In addition, the following City properties would be reviewed: City Hall, Public Works, Fire Hall, and City Cemeteries (Pleasant View and Woodlawn). Removal of recommended trees and replanting of a variety of trees to meet the 20-10-5 guidelines would occur. The City would replace a minimum of 1 affected/highly at risk ash tree to 1 tree of a different species. It appears that overall most trees in the City are healthy, however, the City would also like to remove any diseased or unhealthy trees in these parks.

We would also like to plant additional trees in the Recreation Park (905 Cardinal Way). This park was the former site of the waste water treatment plant and was converted to a park. The site has

Project Timeline

April-May 2024 - Removal of identified trees that were identified as diseased or at risk of diseased (weather permitting).

May 2024 - Replanting of trees meeting the 20-10-5 guidelines and stock list, as appropriate.

May 2024-May 2027 - Complete steps identified on maintenance plan, including regular monitoring of trees, watering, pruning, mulching, fertilizing, and replacing of any trees that did not survive.

Project Budget Explanation

The City of Annandale would request an amount not to exceed $147,062.79. Significant funding will be utilized to remove trees and replant a healthy variety of new trees. The City has reached out to several contractors that could complete the work. Due to an official RFB not being created at the time of submitting the grant, final budget numbers are not available. Preliminary estimates predict that the removal of trees is estimated at $600/tree depending on size, purchasing new trees at $200/tree, and planting the tree at $200/tree.

Budget:

1,800 total Ash trees in the City of Annandale (per the DNR 2010 Community Tree Survey), estimating 110 Ash trees or diseased/decaying trees in public parks and on city owned properties. An additional 40 trees are needed to be planted at the Recreation Park.

Project Impacts on Priority Landscapes and Populations

The City of Annandale is a welcoming community that provides every resident and visitor the opportunity to utilize and enjoy our park system. The replanting of trees in our parks will promote a continued welcoming environment for all. The health benefits trees provide is innumerable and will help keep residents and visitors safe and promote a sense of wellness.

On average, households in Annandale have significantly lower incomes than the rest of Wright County and the State of Minnesota. It is noted that overall, there are 29.9% of families with children in Annandale that are living below the federal poverty level ($26,500 in 2021). In addition, the following median income figures are shown below: Median Household Income: Annandale: $48,750, Wright County $94,276, and Minnesota: $77,706 (Source: American Community Survey 5-Year Estimates, 2021).

These trees will provide families increased mental, emotional, and physical health without increasing any personal financial burden. The City recognizes the importance of maintaining and enhancing our parks for our residents and visitors. All of the City's parks are open year round from sunrise to sunset and free of cost.

Communication

The City of Annandale will utilize it's official website to inform residents of the program, timeline for the work, and the benefits it will bring to our community. We will also encourage residents to inspect their trees to maintain health of tree coverage in the community. We will share DNR resources regarding EAB and best practices for planting and maintaining new trees. This information will be shared on our social media site as well.

Residents or properties directly adjacent to the parks may be impacted by tree removal/replanting. The City would notify adjacent property owners of the work occurring.

We also seek public feedback at our Park Commission and City Council meetings for residents to provide input, suggestions, or voice concerns about this initiative.

Key Personnel

Contractors - to be bid out. The City is interested in hiring MN Certified Tree Inspectors and those that have extensive experience with tree removal and planting.

Internal staff that will be helping with this project include:

Jacob Thunander, Community Development Director - Master's in Urban Planning. Jacob has 10 years of local government experience. His primary role will be ensuring grant deliverables are achieved, coordinating the request for bids process to secure contractors to complete the work, ensuring the work is completed satisfactorily and per the approved grant requirements. He would be the project manager.

Joe Haller, Public Works Director. Joe has over 25 years experience with the City of Annandale and oversees 7 employees. Joe will direct Public Works staff on the removal, planting, and maintenance of trees.

<u>Tree Planting</u>

Grant funds will not fund the purchase of trees that are over-represented in your community. Any genera that comprise 10% or more of the community forest make-up will not be funded. Numbers derived from the Minnesota Department of Natural Resources 2010 Rapid Assessment will be used unless an updated inventory is provided. For this community it means grant funds cannot be spent on purchasing:

- *Acer* (maple): 22.2%
- *Picea* (spruce): 18.4%
- *Ulmus* (elm): 14.5%
- *Fraxiunus* (ash): 14.3%

All trees planted with grant funds are expected to be maintained based on the grantee submitted Three Year Maintenance Plan as submitted and attached to contract. Trees that do not survive will need to be replaced prior to grant close-out utilizing the warranty the city has with the nursery that stock was purchased from, or at the expense of the grantee.

Trees must be planted in accordance with the standards set in the Minnesota Department of Natural Resources Pocket Guide to Planting Trees.

Reporting and Preparing for Reimbursement

Accomplishment reports, maps, and declarations and/or certifications of completed work will need to be submitted in order to make an official request for reimbursement. You may wait until the end of your project to submit an official request for reimbursement; however, you will be required to submit the following annually on reporting deadlines as listed above under "Accomplishment Reports" to ensure that you are on track for completing grant accomplishments and securing necessary documentation.

- Partial payment form along with invoices and proof of payment for grant-funded purchases, Cash Match form along with proof of payment, and In-Kind Match form
- Accomplishment Reports will include grant contract deliverables and their impacts (required biannually, see dates above)
- Photo documentation of the project's progress at appropriate phases, and illustrations, diagrams, charts, graphs, and maps to show results
- Maps will:
    - Identify the location of ash that have been removed
    - Identify the location of ash stumps that have been ground
    - Identify the location and species of trees that have been planted
- All trees removed, and planted will be mapped and submitted as shapefiles, with the planted trees identified by species, to obtain grand fund reimbursement. If your community does not have access to shapefile-generating software, please notify your DNR Urban and Community Forestry Team Member, and they will work to assist you.

Following the submission of invoices and accomplishment reports, a compliance check will be conducted by Minnesota Department of Natural Resources staff. Staff will do a site evaluation ensuring that tree species submitted on maps are correctly identified and planted in accordance with the standards set in the Minnesota Department of Natural Resources Pocket Guide to Planting Trees.

Staff will also ensure that the project adheres to the 20-10-5 guideline which means that following planting, a community has no more than 20% of their trees within a single family, no more than 10% of their trees within a single genus, and no more than 5% of their trees within a single species. Staff will confirm that planted tree stock is ¾ - 2 inch caliper bareroot or a container class size #20 or smaller.

To Obtain Reimbursement

All documentation within the above section "Preparing for Reimbursement" will be required to obtain reimbursement. Additionally, you will be required to submit all relevant certifications and/or declarations.

Certifications and Declarations

This grant requires a declaration be recorded against real estate that is purchased or improved with state general obligation bond proceeds. When trees are planted in parks or public-owned properties, a General Obligation Bond Financed Property Declaration must be recorded on the legal description with

the County Recorder. The recorded declaration proclaims a property as “Restricted Property,” which prevents these properties from being sold, mortgaged, encumbered, or otherwise disposed of without the approval of the Commissioner of Minnesota Management and Budget for 125% of the useful life of the Restricted Property. The useful life for this grant is 30 years, meaning 125% of that is 37.5 years.

If the grant project involves more than one park or public-owned property, **one declaration can be recorded with multiple legal descriptions** (this means you only pay one filing fee). Consider recording the declaration after all trees have been planted in parks or on public-owned properties, instead of beforehand, since removing a declaration from a legal description requires a written release from the commissioners of Management and Budget and Department of Natural Resources.

For projects or portions of projects that lie within roads, highways or utility or transit corridors, easements or rights-of-way, a waiver appeal can be requested. If approved, the grantee will require a certification in which the grantee acknowledges that the property purchased and/or improved is still state bond financed property and thus subject to certain statutory requirements will suffice in lieu of a declaration.

Certifications and declarations must be submitted **before** requesting reimbursement from DNR.

Please see Attachments 1A, 1B, and 2A. For more information and templates.

Acknowledgment

The Minnesota Department of Natural Resources needs to be acknowledged in publications, audiovisuals, and electronic media developed as a result of this award.

- Including any publications or outreach materials related to this grant or agreement, a statement of affiliation with Minnesota Department of Natural Resources, e.g., “This publication made possible through a grant from the Minnesota Department of Natural Resources.” OR “This project was conducted in cooperation with the Minnesota Department of Natural Resources.”
- Logo is permitted for use and can be obtained by contacting an Urban and Community Forestry Team Member.

Attachment II -
SOURCE AND USE OF FUNDS FOR THE PROJECT

Source of Funds		**Use of Funds**	
Identify Source of Funds	**Amount**	**Identify Items**	**Amount**
State Funds		**Items Paid for with Grant Funds**	
Grant	$147,062.79	Tree Removal and Planting	$147,062.79
Other State Funds		_____	$_____
_____	$_____	Subtotal	$147,062.79
_____	$_____		
Subtotal	$_____	**Items Paid for with Non-Grant Funds**	
Matching Funds		_____	$_____
_____	$_____	_____	$_____
Subtotal	$_____	Subtotal	$_____
Other Grant Recipient Funds			
_____	$_____		
_____	$_____		
Subtotal			
Loans			
_____	$_____		
Subtotal	$_____		
Other Funds			
_____	$_____		
Subtotal	$_____		-
Prepaid Project Expenses			
_____	$_____		
_____	$_____		
Subtotal	$_____		
TOTAL FUNDS	$147,062.79	**TOTAL PREDESIGN/ DESIGN COSTS**	$_____

City Council Agenda

February 12, 2024

Agenda Section: Consent
Report From: Administration

Agenda No. 6J
Agenda Item: Consideration of Adopting Resolution Accepting Donations

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:

Background

Gifts/donations to municipalities are required to be accepted by resolution (§465.03-.04).

The City received the following donations:

Recreation Park Pickleball Courts:

- Community Member - $150,000

Recreation Park Memorial:

- Dan, Carolynn, and Jack Johnson – $500

Police Canine Program:

- Schwebel - $10,000
- Country Chevrolet - $5,000
- Anonymous - $5,000
- Brian & Dana Dingmann - $1,000
- David Burd/State Farm Insurance - $500
- Lee & Vicki Morgan - $500
- Anonymous - $200
- Bill & Nancy Smith - $100
- Sheldon Brown & Mary Barkley Brown - $100
- Sally Smith - $100

Recommended Action

Accept donations.

Attachments:

Resolution

CITY OF ANNANDALE
RESOLUTION NO. 24-XX

RESOLUTION ACCEPTING DONATIONS TO CITY

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

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

DONOR/ENTITY	DESCRIPTION/PURPOSE	CASH
Community Member	Recreation Park Pickleball Courts	$150,000
Dan, Carolynn, Jack Johnson	Recreation Park Monument	$500
Schwebel	Police Canine Program	$10,000
Country Chevrolet	Police Canine Program	$5,000
Anonymous	Police Canine Program	$5,000
Brian & Dana Dingmann	Police Canine Program	$1,000
David Burd/State Farm Insurance	Police Canine Program	$500
Lee & Vicki Morgan	Police Canine Program	$500
Anonymous	Police Canine Program	$200
Bill & Nancy Smith	Police Canine Program	$100
Sheldon Brown and Mary Barkley Brown	Police Canine Program	$100
Sally Smith	Police Canine Program	$100

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

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

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

1. The donations described above are accepted and shall be used to establish and/or operate services either alone or in cooperation with others, as allowed by law.

2. The city clerk is hereby directed to issue receipts to each donor acknowledging the city's receipt of the donor's donation.

Adopted by the City Council of Annandale this 12th day of February, 2024.

_____

Shelly Jonas, Mayor

Attested:

_____

Kelly Hinnenkamp, City Administrator/Clerk

City Council Agenda

February 12, 2024

Agenda Section: Consent
Report From: Kelly Hinnenkamp, Admin

Agenda No. 6J
Agenda Item: Repurchase of Cemetery Plot

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

Resident Tom Gay purchased a cemetery plot in Woodlawn Cemetery in August of 2023. Since purchase the plot, the family has decided to be buried at a different cemetery. Tom is requesting the City repurchase the Cemetery Plot purchased in August of 2023.

City Ordinance 54.09 provides guidelines for the repurchase of Cemetery Plots. These guidelines include:

- Re-purchase price or amount paid by the City for previously sold lot(s) will be or fifty percent (50%) of the current selling price;
- Cemetery lots may only be purchased in multiples of two contiguous lots. (C) The City may accept the return of a lot where a disinterment has occurred, however, these lots will not be re-purchased by the City.
- Selling price of the re-acquired/repurchased cemetery lots will be subject to the rate schedule approved by the City Council.
- City staff has the authority to execute the re-purchase without Council approval if all conditions are met

Given the purchase was made within the pervious 12 months, Tom is requesting to receive a full refund from the purchase. Staff has discussed with Wuollet who serves on the Cemetery Committee and all are in agreement that since the purchase was made within the previous 12 months, the City should consider refunding the full amount.

Recommended Action

Motion to approve the repurchase of the Cemetery Plot from Tom Gay for the full amount paid in August 2023.

Attachments:

None

City Council Agenda

February 12, 2024

Agenda Section: New Business
Report From: Fire Chief Townsend

Agenda No. 9A
Agenda Item: Purchase of Can Am and Trailers

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

The Annandale Fire Department is looking to purchase a new Can Am Defender ATV with money distributed to Police and Fire Departments from Governor Waltz. This new ATV will replace the FD's current 2011 Polaris Ranger ATV.

The Can Am ATV will operate as our main grass and woodland fire attack vehicle and a personnel transporter to and from emergency scenes. This vehicle will have the added benefit of transporting patients more safely than how we currently transport patients when the need arises. The new ATV would also have the benefits of an enclosed cab with heating and cooling features which we don't currently have on our existing Polaris Ranger. This would help the firefighters no matter what elements they find themselves working in. Whether they are out in the cold assisting an injured ATV/ snowmobile victim, or in the heat of summer battling a grass fire. We have also added blinkers to make the vehicle street legal.

The Can Am will also have heavier duty springs to accommodate for the extra weight of the new fire pump, water tank and EMS bed/ patient carrier. The water tank will have twenty extra gallons giving the FD the ability to carry 70 gallons of water (currently 50). Having extra water will aid in less trips back to a water source. The pump will be a high-pressure pump with high pressure flow. Currently we have a low-pressure pump which does not work the best but gets the job done. This new pump is called a Qtac UTV skid.

The Can Am would continue to play a vital role in the Annandale 4th of July parade and carnival events. This aids the FD in quick action responses to emergency scenes within the parade area. Often all that can move around within the parade area is an ATV because of its size and mobility. It would also be used other similar public events like the holiday train and the night parade. This is how our Ranger currently operates.

The Polaris Ranger was purchased by the Annandale Fire Relief. If the FD was able to purchase the Can Am we would donate the 2011 Polaris Ranger to the Annandale Police Department. I have spoke to Pete to see if that is something that he would be interested in and he did seem to like that

idea but I will let him speak about his thoughts and how this would benefit the PD. Kelly Blue Book shows the FD's Ranger is worth approximately $11,460.00. Our Ranger has 100.9 hours on it. The Ranger has been maintained well and is in very good condition. The trailer that our Ranger is on is not needed by the Police Department and will be sold by Joe on the MN Bid website.

The total dollar amount for the request is $47,807.87 which may actually be lower due to a government program that Assistant Chief Ryan Wang is looking into. This includes the Can Am Defender ATV, Qtac Fire pump/ EMS bed/ patient transporter. Part of this will be funded by the Annandale Fire Relief funds.

The Fire department will also be hoping to buy a new trailer to accommodate a heavier ATV. Funds will come from the sale of our old Argo and ATV tracks. I have written this up on a trailer proposal.

We have asked for a quote on a Can-Am Defender and Polaris Ranger from multiple parties. Moon Motors in Monticello. MTECH Inc. which is based in California. MTECH also builds the pump/ EMS bed. This bid was the most expensive for the Can Am. We contacted Davis Motors in Delano MN which was for a new Polaris Ranger. This bid is the second most expensive. The price does not include upgraded shocks or street legal kit. Ryan also attempted to contact Truemen-Welter's in Buffalo. We did not hear back from them for over a week and Ryan said they were difficult to work with. M&M in Maple lake does not sell ATV like the Can Am or Ranger.

The proposed funding breakdown for the Can Am is as follows:

Can Am Defender	**$39,062.87**	**Police/ EMS funding**
Qtac UTV fire pump/ EMS bed	**$8,745.00**	**AFR funded**
Total:	**$47,807.87**	

The Annandale Fire department is also looking to purchase two (2) aluminum trailers which are 82x16 with tandem axles. The trailers will be purchased with funds from our Argo and Ranger ATV tracks which were sold recently by Joe Haller on MN Bid. The Fire department received $11,060 for the sale of the Argo. The tracks sold for $3750.00. After MN Bid took their commission, the FD received **$13,874.00**. The cost of one trailer is $5995.00, with a total cost of $11,990.00 for two trailers.

The Fire department will use both trailers for rapid response and to aid in moving our ATV and Argo around. One trailer will carry the new Argo. The other will carry the old Polaris Ranger or the new Can Am ATV.

The second trailer will be purchased only if the Can Am ATV, Fire pump, EMS bed is purchased.

Recommended Action

Approve as retirement as presented

Attachments:

- Quotes

Moon Motorsports

3613 Chelsea Road West
Monticello MN 55362
763-295-2920

ANNANDALE FIRE DEPARTMENT

Buyer's Order

Date 01/09/2024
Order No.
Salesman Kyle

+
H 320-293-8042 W C 320-293-8042 Email

I hereby agree to purchase the following unit(s) from you under the terms and conditions specified. Delivery is to be made as soon as possible. It is agreed, however, that neither you nor the manufacturer will be liable for failure to make delivery.

Unit Information

New/U	Year	Make	Model	Serial No.	Stock No.	Price (Incl factory options)
New	2024	CAN-AM	DEFENDER MAX LIMITED	3JBUUAX44RK013959	K013959	$32,999.00

Options:

LICENSE PLATE KIT MOON ENGRAVED	$0.00	D
ZBROZ K75-CA1022-SR REAR SHOCKS	$1,298.00	D
ZBROZ K75-CA1021-SR FRONT SHOCKS	$1,298.00	D
LABOR FOR SHOCK REPLACEMENT	$200.00	D
LABOR	$779.00	D
P&P SIG KIT 22 DEFENDER MAX LIMITED GHOST LIGHT	$538.87	D

Notes:

Trade Information

Manufacturer Retail Price	$32,999.00
	$0.00
Dealer Unit Price	$32,999.00
Factory Options	$0.00
Added Accessories	$4,113.87
Freight	$1,295.00
Dealer Prep / Rigging Fee	$455.00
	$0.00
Credit Card Fee	$0.00
Wire Transfer Fee	$0.00
Reconditioing Fee	$0.00
Priority payoff processing	$0.00
Electronic Filing	$0.00
Service Contract	$0.00
Property / Liability	$0.00
Out of State Taxes and Fees	$0.00
VIP Service Club	$0.00
UCC1 Filing Fee	$0.00
Gap Waiver	$0.00
Tire&Wheel	$0.00
Theft	$0.00
Gift Card	$0.00
Cash Price	$38,862.87
Trade Allowance	$0.00
Payoff	$0.00
Net Trade	$0.00
Net Sale (Cash Price - Net Trade)	$38,862.87
Sales Tax	$0.00
Title/License/Registration Fees	$0.00
Document or Administration Fees	$200.00
Credit Life Insurance	$0.00
Accident & Disability	$0.00
Total Other Charges	$200.00
Sub Total (Net Sale + Other Charges)	$39,062.87
Cash Down Payment	$0.00
Amount to Pay/Finance	$39,062.87

Monthly Payment of $0.00 For 0 Months at 0.00% Interest

NOTICE TO BUYER: (1) Internal document. Property of Moon Motorsports. Do not sign this agreement before you read it or if it contains any blank spaces to be filled in. (2) You are entit agreement. (3) If you default in the performance of your obligations under this agreement, the vehicle may be repossessed and you may be subject to suit and liability for the unpaid indebtedness evidenced by this agreement.

TRADE-IN NOTICE: Customer respresents that all trade in units described above are free of all liens and encumbrances except as noted.

*With Approved Credit. Interest rates and monthly payment are approximate and may vary from those determined by the lendor.

Customer Signature _____

Customer Signature _____

Dealer Signature _____

Thank You for Your Business!

MTECH Inc.
1072 MARAUDER STREET
SUITE 210
CHICO, CA 95973
Phone: 530-894-5091
Fax: 530-894-5092

Quotation

Quote To: ANNANDALE FIRE DEPARTMENT MN
340 POPLAR AVE N.
Annandale, MN 55302
United States

Quote Number:	12977			**Contact:**	RYAN WANGS
Quote Date:	01/03/2024	**Expires:**	02/02/2024	**Inquiry:**	
Customer:	ANNANDALEFD			**Terms:**	Check
Salesman:	DAVID HINES			**Phone:**	+1 (612) 290-3983
Ship Via:	Flat Rate $500			**FAX:**	
FOB:	CHICO, CA				

1. This is an estimate only. Modification to line items may affect final pricing.
2. Price does not include sales tax (if applicable), crating or freight charges.
3. Commercial address with a forklift or loading dock is required to qualify for QTAC UTV skid flat rate shipping.

Item	Part Number Description	Revision	Quantity	Price
1	2300.003-02 QTAC 70EMS-L High Pressure Pump Build, Electric Hose Reel, Includes: - Welded, 70-gallon PolyTough internally baffled tank - Honda GX200 Manual start 5.5HP Engine - Waterax Versax 6 2-Stage Pump (MAX 120 PSI, 105 GPM) - Hannay electric hose reel - Black Commercial Grade Rubber Reel Hose, 3/4" X 75' - Brass Bullseye Nozzle w/ 1/4" turn shut off, 3/4" - 1-1/2" drain - 4" fill tower - 1" gated auxiliary discharge - Auxiliary draft suction (draft hose kit sold separately) - Water level sight tube - Grab rails and welded rescue litter platform - Storage box with hinged and latching door - Red with white graphics		1	$8,245.0000 /EA
2	FR500 QTAC flat rate shipping fee to a commercial address within the Contiguous U.S. Additional services such as lift gate, appointment requests, school, secure location, military base, or farm delivery will require additional fees.		1	$500.0000 /EA
			Total:	***$8,745.00***

Contact: David Hines
Email: dhines@qtacfire.com
Contact Phone Number: (888)797-5100 ext. 157

By DAVID HINES
MTECH Inc.

MTECH Inc.
1072 MARAUDER STREET
SUITE 210
CHICO, CA 95973
Phone: 530-894-5091
Fax: 530-894-5092

Quotation

Quote To: ANNANDALE FIRE DEPARTMENT MN
340 POPLAR AVE. N.
Annandale, MN 55302
United States

Quote Number:	12984			**Contact:**	RYAN WANGS
Quote Date:	01/03/2024	**Expires:**	02/02/2024	**Inquiry:**	
Customer:	ANNANDALEFD			**Terms:**	Check
Salesman:	DAVID HINES			**Phone:**	+1 (612) 290-3983
Ship Via:	LTL			**FAX:**	
FOB:	CHICO, CA				

1. This is an estimate only. Modification to line items may affect final pricing.
2. Price does not include sales tax (if applicable), crating or freight charges.
3. Commercial address with a forklift or loading dock is required to qualify for QTAC UTV skid flat rate shipping.

Item	Part Number Description	Revision	Quantity	Price
1	CANAM DEFENDER MAX LIMITED Can-Am Defender Max Limited- -HVAC, Heating and Vetilation - 705800378 -Wiper and Paower Windows- 710004462 -Flip Glass Windshield- 715002942 -Panoramic Center Mirrow - 715003638 -LED Signature Lights - 715006896 -Deluxe Sports Roof- 715003039 - Removable Storage Bin-715004344 -Front Deluxe Full Doors- 715005214 -Rear Deluxe Full Doors- 715005215		1	$37,695.0000 /EA
2	CAN-AM-DLVR DELIVERY OF CAN AM		1	$2,500.0000 /EA
3	CAN-AM-PDI CAN-AM PREDELIVERY INSPECTION, REQUIRED BY DEALER		1	$1,500.0000 /EA
4	HD SUPSPENSION -HD Suspension -30' Tires -Lift		1	$2,000.0000 /EA
			Total:	***$43,695.00***

Contact: David Hines
Email: dhines@qtacfire.com
Contact Phone Number: (888)797-5100 ext. 157

By DAVID HINES
MTECH Inc.

Davis Chevrolet of Delano
chevofdelano.com
763-972-2984

DAVIS MOTORSPORTS
HONDA YAMAHA POLARIS
DavisMotorsportsDelano.com
763-972-5045

PRICING

Polaris has a discount of $ 1,750.00 for Government operations. I have used that amount and also included a Davis Motorsports discount for Annandale Fire.

2024 Polaris Ranger XP 1000 Northstar Premium Crew Cab

	MSRP	$ 30,799.00
	FREIGHT	$ 1,195.00
	SURCHARGE	$ 500.00
MSRP TOTAL		$ 32,494.00
Annandale Fire Department Pricing	MSRP TOTAL	$ 32,494.00
	POLARIS DISCOUNT-	($ 1,750.00)
	DAVIS DISCOUNT -	($ 1,700.00)
Annandale Fire Net Price, XP 1000 Northstar Premium Crew Cab		**$ 29,044.00**

2024 Polaris Ranger XD 1500 Northstar Premium Crew Cab

	MSRP	$ 44,499.00
	FREIGHT	$ 1,995.00
	SURCHARGE	$ 500.00
MSRP TOTAL		$ 46,994.00
Annandale Fire Department Pricing	MSRP	$ 46,994.00
	POLARIS DISCOUNT	- (1,750.00)
	DAVIS DISCOUNT	-(2,300.00)
Annandale Fire Net Price XD 1500 Northstar Premium Crew Cab		**$ 42,944.00**

We currently have these or similar vehicles in stock if you would like to visit and look at them. We can arrange a time that works for you. Let me know how I can help.

Tom Stifter
General Manager

City Council Agenda

February 12, 2024

Agenda Section: New Business

Report From: Kelly Hinnenkamp, City Administrator

Agenda No. 9B

Agenda Item: Resolution Accepting Bids and Awarding Contract- Water Tower

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 is a memo from the City Engineer regarding the proposed action with the Water Tower Reconditioning Project.

Recommended Action

Will be discussed at the meeting

Attachments:

- Engineer Memo
- Resolution

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

MEMORANDUM

Date: February 7, 2024

To: Honorable Mayor Jonas
Members of the City Council, City of Annandale

From: Jared Voge, P.E.
City Engineer

Subject: Water Tower Reconditioning
Annandale, Minnesota
BMI Project No.: 0W1.126500

On February 6, 2024 nine bids were received on the above referenced project. Bids ranged from a low bid in the amount of $541,775.00 to a high bid in the amount of $1,015,750.00. The low bid was submitted by J R Stelzer Co. of Lincoln, Nebraska in the amount of $541,775.00. After reviewing the bids submitted, we recommend that Council adopt the enclosed resolution awarding a contract to J R Stelzer Co. of Lincoln, Nebraska. A bid abstract has been enclosed for your information.

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

JAV/kp

Enclosure

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Bolton & Menk is an equal opportunity employer.

ABSTRACT OF BIDS

WATER TOWER RECONDITIONING
CITY OF ANNANDALE, MN
BMI PROJECT NO. 0W1.126500

BID DATE: 2/6/2024
BID TIME: 10:00 AM

ITEM NO.	ITEM	APPROX. QUANT.	UNIT	1 J R Stelzer Co. Lincoln, NE UNIT PRICE	AMOUNT	2 O&J Coatings Inc. Hurst, TX UNIT PRICE	AMOUNT	3 Tanksco Inc. Fort Worth, TX UNIT PRICE	AMOUNT	4 BRZ Coatings Inc Searcy, AZ UNIT PRICE	AMOUNT	5 Classic Protective Coatings Inc. Menomonie, WI UNIT PRICE	AMOUNT
1	Mobilization and site maintenance.	1	LUMP SUM	$7,500.00	$7,500.00	$20,000.00	$20,000.00	$20,000.00	$20,000.00	$10,000.00	$10,000.00	$18,900.00	$18,900.00
2	Grinding (misc.)	10	HOUR	$100.00	$1,000.00	$100.00	$1,000.00	$100.00	$1,000.00	$100.00	$1,000.00	$120.00	$1,200.00
3	Welding (misc.)	10	LIN FT	$150.00	$1,500.00	$200.00	$2,000.00	$175.00	$1,750.00	$100.00	$1,000.00	$75.00	$750.00
4	Pit filler (misc.)	1	HOUR	$200.00	$200.00	$500.00	$500.00	$500.00	$500.00	$500.00	$500.00	$700.00	$700.00
5	Caulking (misc.)	500	LIN FT	$8.00	$4,000.00	$10.00	$5,000.00	$12.00	$6,000.00	$2.00	$1,000.00	$3.00	$1,500.00
6	Interior Wet - Complete sandblasting and reconditioning of all tower surfaces - Containment	1	LUMP SUM	$80,275.00	$80,275.00	$120,000.00	$120,000.00	$125,000.00	$125,000.00	$132,000.00	$132,000.00	$135,500.00	$135,500.00
7	Interior Dry - Complete sandblasting and reconditioning of all tower surfaces - Containment	1	LUMP SUM	$58,650.00	$58,650.00	$80,000.00	$80,000.00	$75,500.00	$75,500.00	$75,000.00	$75,000.00	$83,600.00	$83,600.00
8	Exterior - Complete sandblasting and reconditioning of all tower surfaces (full exterior curtain containment).	1	LUMP SUM	$223,500.00	$223,500.00	$200,000.00	$200,000.00	$184,000.00	$184,000.00	$250,000.00	$250,000.00	$294,750.00	$294,750.00
9	Provide and install new drain “mud” valve and piping.	1	LUMP SUM	$5,800.00	$5,800.00	$6,000.00	$6,000.00	$4,500.00	$4,500.00	$5,000.00	$5,000.00	$6,800.00	$6,800.00
10	Provide and install new tank mixer & SCADA panel	1	LUMP SUM	$19,000.00	$19,000.00	$20,000.00	$20,000.00	$33,200.00	$33,200.00	$35,000.00	$35,000.00	$24,400.00	$24,400.00
11	Tower “new” lettering/logos.	2	LUMP SUM	$4,000.00	$8,000.00	$5,000.00	$10,000.00	$10,500.00	$21,000.00	$6,000.00	$12,000.00	$4,500.00	$9,000.00
12	Provide and install new LED aviation obstruction light & post.	1	LUMP SUM	$22,000.00	$22,000.00	$10,000.00	$10,000.00	$12,500.00	$12,500.00	$2,000.00	$2,000.00	$6,500.00	$6,500.00
13	Repair damaged grout/mortar under cone baseplate ring (caulk seam and paint grout/mortar).	1	LUMP SUM	$3,000.00	$3,000.00	$2,000.00	$2,000.00	$1,500.00	$1,500.00	$2,000.00	$2,000.00	$1,200.00	$1,200.00
14	Modify upper landing with new drain to overflow pipe.	1	LUMP SUM	$7,000.00	$7,000.00	$5,000.00	$5,000.00	$2,500.00	$2,500.00	$3,500.00	$3,500.00	$6,400.00	$6,400.00
15	Remove/Provide and install all new inlet/outlet fittings, valves, gauge.	1	LUMP SUM	$6,500.00	$6,500.00	$5,000.00	$5,000.00	$2,500.00	$2,500.00	$1,500.00	$1,500.00	$1,500.00	$1,500.00
16	Provide and install new recirculation pump, in-line temp sensor, flow indicator, all new inlet/outlet pipe valves, and all piping to interior wet	1	LUMP SUM	$8,000.00	$8,000.00	$10,000.00	$10,000.00	$30,000.00	$30,000.00	$20,000.00	$20,000.00	$7,600.00	$7,600.00
17	Provide and install new pressure manway gasket.	2	LUMP SUM	$150.00	$300.00	$500.00	$1,000.00	$500.00	$1,000.00	$250.00	$500.00	$400.00	$800.00
18	Provide and install new overflow pipe screen.	1	LUMP SUM	$300.00	$300.00	$500.00	$500.00	$650.00	$650.00	$500.00	$500.00	$300.00	$300.00
19	Carefully remove inlet/outlet pipe insulation and reinstall insulation/jacket. Install existing metal jacket (provide with new banding) on inlet/outlet pipe.	1	LUMP SUM	$12,000.00	$12,000.00	$5,000.00	$5,000.00	$12,500.00	$12,500.00	$10,000.00	$10,000.00	$5,200.00	$5,200.00
20	Provide new safety climbs and personal protection (safety climb) equipment.	1	LUMP SUM	$6,000.00	$6,000.00	$6,000.00	$6,000.00	$15,000.00	$15,000.00	$10,000.00	$10,000.00	$8,100.00	$8,100.00
21	Provide and install new tower access door	1	LUMP SUM	$5,800.00	$5,800.00	$5,000.00	$5,000.00	$7,500.00	$7,500.00	$2,000.00	$2,000.00	$7,100.00	$7,100.00
22	Remove all abandoned Cathodic Protection equipment and plug hole at tank bottom	1	LUMP SUM	$3,000.00	$3,000.00	$2,000.00	$2,000.00	$1,800.00	$1,800.00	$2,000.00	$2,000.00	$1,000.00	$1,000.00
23	Provide and install new pressure relief roof vent	1	LUMP SUM	$9,000.00	$9,000.00	$10,000.00	$10,000.00	$7,500.00	$7,500.00	$10,000.00	$10,000.00	$6,500.00	$6,500.00
24	Provide and install new shelter in tower cone base	1	LUMP SUM	$16,750.00	$16,750.00	$10,000.00	$10,000.00	$9,500.00	$9,500.00	$22,000.00	$22,000.00	$28,650.00	$28,650.00
25	Provide and install new 24" pressure access manway	1	LUMP SUM	$6,700.00	$6,700.00	$5,000.00	$5,000.00	$8,500.00	$8,500.00	$10,000.00	$10,000.00	$9,250.00	$9,250.00
26	Disinfection.	1	LUMP SUM	$2,000.00	$2,000.00	$3,000.00	$3,000.00	$3,000.00	$3,000.00	$1,000.00	$1,000.00	$800.00	$800.00
27	Site restoration.	1	LUMP SUM	$4,000.00	$4,000.00	$5,000.00	$5,000.00	$10,000.00	$10,000.00	$3,000.00	$3,000.00	$950.00	$950.00
28	Construction allowance.	1	LUMP SUM	$20,000.00	$20,000.00	$20,000.00	$20,000.00	$20,000.00	$20,000.00	$20,000.00	$20,000.00	$20,000.00	$20,000.00
			BASE BID TOTAL BID:		**$541,775.00**		**$569,000.00**		**$618,400.00**		**$642,500.00**		**$688,950.00**

ABSTRACT OF BIDS

WATER TOWER RECONDITIONING
CITY OF ANNANDALE, MN
BMI PROJECT NO. 0W1.126500

BID DATE: 2/6/2024
BID TIME: 10:00 AM

ITEM NO.	ITEM	APPROX. QUANT.	UNIT	6 Slack Painting LLC Brandon, MN UNIT PRICE	AMOUNT	7 Viking Industrial Painting Omaha, NE UNIT PRICE	AMOUNT	8 Maguire Iron, Inc. Sioux Falls, SD UNIT PRICE	AMOUNT	9 TMI Coatings, Inc. St. Paul, MN UNIT PRICE	AMOUNT
1	Mobilization and site maintenance.	1	LUMP SUM	$25,000.00	$25,000.00	$20,900.00	$20,900.00	$5,000.00	$5,000.00	$45,000.00	$45,000.00
2	Grinding (misc.)	10	HOUR	$150.00	$1,500.00	$180.00	$1,800.00	$500.00	$5,000.00	$350.00	$3,500.00
3	Welding (misc.)	10	LIN FT	$120.00	$1,200.00	$100.00	$1,000.00	$120.00	$1,200.00	$300.00	$3,000.00
4	Pit filler (misc.)	1	HOUR	$150.00	$150.00	$400.00	$400.00	$2,500.00	$2,500.00	$750.00	$750.00
5	Caulking (misc.)	500	LIN FT	$15.00	$7,500.00	$13.60	$6,800.00	$10.00	$5,000.00	$12.00	$6,000.00
6	Interior Wet - Complete sandblasting and reconditioning of all tower surfaces - Containment	1	LUMP SUM	$139,750.00	$139,750.00	$110,600.00	$110,600.00	$188,000.00	$188,000.00	$182,000.00	$182,000.00
7	Interior Dry - Complete sandblasting and reconditioning of all tower surfaces - Containment	1	LUMP SUM	$73,200.00	$73,200.00	$53,400.00	$53,400.00	$75,000.00	$75,000.00	$121,000.00	$121,000.00
8	Exterior - Complete sandblasting and reconditioning of all tower surfaces (full exterior curtain containment).	1	LUMP SUM	$280,000.00	$280,000.00	$281,200.00	$281,200.00	$290,000.00	$290,000.00	$435,000.00	$435,000.00
9	Provide and install new drain “mud” valve and piping.	1	LUMP SUM	$5,000.00	$5,000.00	$6,500.00	$6,500.00	$8,000.00	$8,000.00	$6,000.00	$6,000.00
10	Provide and install new tank mixer & SCADA panel	1	LUMP SUM	$28,000.00	$28,000.00	$20,500.00	$20,500.00	$25,000.00	$25,000.00	$35,000.00	$35,000.00
11	Tower “new” lettering/logos.	2	LUMP SUM	$7,500.00	$15,000.00	$9,000.00	$18,000.00	$10,000.00	$20,000.00	$13,500.00	$27,000.00
12	Provide and install new LED aviation obstruction light & post.	1	LUMP SUM	$2,500.00	$2,500.00	$66,400.00	$66,400.00	$12,500.00	$12,500.00	$13,000.00	$13,000.00
13	Repair damaged grout/mortar under cone baseplate ring (caulk seam and paint grout/mortar).	1	LUMP SUM	$3,000.00	$3,000.00	$4,700.00	$4,700.00	$4,500.00	$4,500.00	$4,000.00	$4,000.00
14	Modify upper landing with new drain to overflow pipe.	1	LUMP SUM	$8,000.00	$8,000.00	$11,500.00	$11,500.00	$9,500.00	$9,500.00	$11,000.00	$11,000.00
15	Remove/Provide and install all new inlet/outlet fittings, valves, gauge.	1	LUMP SUM	$1,800.00	$1,800.00	$2,500.00	$2,500.00	$9,500.00	$9,500.00	$2,000.00	$2,000.00
16	Provide and install new recirculation pump, in-line temp sensor, flow indicator, all new inlet/outlet pipe valves, and all piping to interior wet	1	LUMP SUM	$18,000.00	$18,000.00	$23,000.00	$23,000.00	$15,000.00	$15,000.00	$19,000.00	$19,000.00
17	Provide and install new pressure manway gasket.	2	LUMP SUM	$500.00	$1,000.00	$250.00	$500.00	$250.00	$500.00	$500.00	$1,000.00
18	Provide and install new overflow pipe screen.	1	LUMP SUM	$500.00	$500.00	$500.00	$500.00	$500.00	$500.00	$1,500.00	$1,500.00
19	Carefully remove inlet/outlet pipe insulation and reinstall insulation/jacket. Install existing metal jacket (provide with new banding) on inlet/outlet pipe.	1	LUMP SUM	$7,500.00	$7,500.00	$14,500.00	$14,500.00	$15,000.00	$15,000.00	$12,000.00	$12,000.00
20	Provide new safety climbs and personal protection (safety climb) equipment.	1	LUMP SUM	$7,500.00	$7,500.00	$17,000.00	$17,000.00	$7,000.00	$7,000.00	$9,000.00	$9,000.00
21	Provide and install new tower access door	1	LUMP SUM	$5,000.00	$5,000.00	$7,700.00	$7,700.00	$3,000.00	$3,000.00	$5,000.00	$5,000.00
22	Remove all abandoned Cathodic Protection equipment and plug hole at tank bottom	1	LUMP SUM	$2,000.00	$2,000.00	$3,400.00	$3,400.00	$2,500.00	$2,500.00	$4,000.00	$4,000.00
23	Provide and install new pressure relief roof vent	1	LUMP SUM	$10,000.00	$10,000.00	$10,500.00	$10,500.00	$9,500.00	$9,500.00	$12,000.00	$12,000.00
24	Provide and install new shelter in tower cone base	1	LUMP SUM	$28,000.00	$28,000.00	$19,800.00	$19,800.00	$15,000.00	$15,000.00	$26,000.00	$26,000.00
25	Provide and install new 24" pressure access manway	1	LUMP SUM	$5,000.00	$5,000.00	$11,500.00	$11,500.00	$9,500.00	$9,500.00	$7,000.00	$7,000.00
26	Disinfection.	1	LUMP SUM	$3,000.00	$3,000.00	$2,300.00	$2,300.00	$2,500.00	$2,500.00	$3,000.00	$3,000.00
27	Site restoration.	1	LUMP SUM	$3,000.00	$3,000.00	$4,200.00	$4,200.00	$25,000.00	$25,000.00	$2,000.00	$2,000.00
28	Construction allowance.	1	LUMP SUM	$20,000.00	$20,000.00	$20,000.00	$20,000.00	$20,000.00	$20,000.00	$20,000.00	$20,000.00
			BASE BID TOTAL BID:		**$702,100.00**		**$741,100.00**		**$785,700.00**		**$1,015,750.00**

RESOLUTION

24-___

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

RESOLUTION ACCEPTING TRUNK UTILITIES TO LAKE JOHN BID AND AWARDING CONTRACT

WHEREAS, pursuant to an advertisement for bids for the Water Tower Reconditioning project, Improvement No. 0W1.126500, bids were received, opened and tabulated according to law, and the following bids were received complying with the advertisement:

Company	Bid
J R Stelzer Co.	$541,775.00
O&J Coatings, Inc.	$569,000.00
Tanksco, Inc.	$618,400.00
BRZ Coatings, Inc.	$642.500.00
Classic Protective Coatings, Inc.	$688,950.00
Slack Painting, LLC.	$702,100.00
Viking Industrial Painting	$741,100.00
Maguire Iron, Inc.	$785,700.00
TMI Coatings, Inc	$1,015,750.00

AND WHEREAS, it appears that J R Stelzer Co. of Lincoln, Nebraska is the lowest responsible bidder;

NOW, THEREFORE, BE IT RESOLVED that the City Council of Annandale, Wright County, Minnesota resolves as follows:

1. The Mayor and City Clerk are hereby authorized and directed to enter into a contract, upon approval of MN Public Facilities Authority financing, with J R Stelzer Co. in the name of the City of Annandale for such construction, according to the plans and specifications therefore approved by the City Council and on file in the office of the City Clerk, for a total contract amount of $541,775.00.

2. The City Clerk is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next lowest bidder shall be retained until a contract has been signed.

The foregoing resolution was duly seconded by Councilmember _____, upon a vote being taken thereon, the following members voted in favor thereof: _____, the following members voted against: _____; the following members abstained: _____; the following members were absent: _____.

WHEREUPON, said resolution was declared duly passed and adopted this 12th day of February 2024.

_____

Mayor

_____
City Administrator

STATE OF MINNESOTA
CITY OF ANNANDALE
COUNTY OF WRIGHT

I, the undersigned, being the duly qualified and acting Clerk of the City of Annandale, Minnesota, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true complete transcript of the minutes of a meeting of the City Council of said City, duly called and held on the date therein indicated, insofar as such minutes approving plans and specifications and ordering advertisement for bids.

WITNESS my hand and the seal of said City this 12th day of February 2024.

_____
City Administrator
(SEAL)

City Council Agenda

February 12, 2024

Agenda Section: New Business

Report From: Kelly Hinnenkamp, City Administrator

Agenda No. 9C

Agenda Item: Resolution Approving Plans and Specs and Authorizing Advertisement of Bids

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 is a memo from the City Engineer Regarding the proposed action with the 2024 Improvement Project.

Recommended Action

Will be discussed at the meeting

Attachments:

- Engineer Memo
- Resolution

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MEMORANDUM

Date: February 7, 2024

To: Honorable Mayor Jonas
Members of the City Council, City of Annandale

From: Jared Voge, P.E.
City Engineer

Subject: 2024 Improvements Project
Annandale, Minnesota
BMI Project No.: 0W1.131926

At the December 11, 2023 City Council meeting, council adopted a Resolution Ordering Improvement and Preparation of Plans. The improvement plans have been completed. Please find enclosed a Resolution Approving Plans and Specifications and Ordering Advertisement for Bids for council consideration.

The anticipated project schedule is as follows:

Council Approve Plans & Specifications	February 12, 2024
Advertise for Bids	February 28, 2024, March 6, 2024
Open Bids	March 27, 2024
Council Award Contract	April 8, 2024
Begin Construction	Spring 2024
Construction Substantially Complete	October 2024
Final Project Completion	Spring 2025

We recommend that council adopt the enclosed Resolution Approving Plans and Specifications and Ordering Advertisement for Bids.

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

JAV/np

Enclosures

Bolton & Menk is an equal opportunity employer.

RESOLUTION
APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS
RESOLUTION NO. 2024-__

WHEREAS, pursuant to a resolution passed by the council December 11, 2023 the city engineer has prepared plans and specifications for the proposed improvement known as the 2024 Improvements project, Improvement No. 0W1.131926 the proposed improvement of Highland Street from approximately 200 feet east of Florence Avenue to Excelsior Avenue, Brown Avenue from Harrison Street to Knollwood Street, Willow Drive, and Willow Circle by the construction of watermain, sewer and water services, concrete curb and gutter, storm sewer, pavement and lining of the sewer main and has presented such plans and specifications to the council for approval;

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

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.

2. The city clerk shall prepare and cause to be inserted in the official paper an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for 21 days, shall specify the work to be done, shall state that bids will be received until 11:00 a.m. on March 27, 2024, at which time they will be publicly opened and read, will then be tabulated, and will be considered by the council at the April 8, 2024 council meeting, in the council chambers of the city hall. No bids will be considered unless submitted electronically as required by the Advertisement for Bids and accompanied with a bid bond for 5 percent of such bid.

Adopted by the council this 12th day of February, 2024.

_____
Mayor

_____
City Administrator

STATE OF MINNESOTA
CITY OF ANNANDALE
COUNTY OF WRIGHT

I, the undersigned, being the duly qualified and acting Clerk of the City of Annandale, Minnesota, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true complete transcript of the minutes of a meeting of the City Council of said City, duly called and held on the date therein indicated, insofar as such minutes approving plans and specifications and ordering advertisement for bids.

WITNESS my hand and the seal of said City this 12th day of February, 2024.

_____
City Administrator
(SEAL)

City Council Agenda

February 12, 2024

Agenda Section: New Business

Agenda No. 9D

Report From: Jacob Thunander, Community Development Director

Agenda Item: Consideration to Adopt Resolution Accepting Bid and Awarding Contract for the Construction of Pickleball Courts at the Recreation Park

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:

Background

Council authorized the advertisement for bids for the construction of pickleball courts at the Annandale Recreation Park. A total of 14 bids were received on February 7, 2024. The bids ranged from $193,542.68 to $438,671.74. The lowest bid was Mid Minnesota Hot Mix, Annandale.

Please see the enclosed Engineer Comment Letter and Resolution for more information.

In addition, the City has received a donation from a community member in the amount of $150,000 to fund a majority of the cost of the project.

Recommended Action

Staff recommends adopting the attached resolution accepting bid and awarding contract to Mid Minnesota Hot Mix in the amount of $193,542.68.

Attachments:

- Resolution 24-XX – Resolution Accepting Annandale Rec Park Pickleball Courts Bid and Awarding Contract
- City Engineer Memo Dated February 7, 2024
- Pickleball Design

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Willmar, MN 56201-5818

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Bolton-Menk.com

MEMORANDUM

Date: February 7, 2024

To: Honorable Mayor Jonas
Members of the City Council, City of Annandale

From: Jared Voge, P.E.
City Engineer

Subject: Annandale Rec Park Pickleball Curts
Annandale, Minnesota
BMI Project No.: 0W1.131925

On February 7, 2024 14 bids were received on the above referenced project. Bids ranged from a low bid in the amount of $193,542.68 to a high bid in the amount of $438,671.74. The low bid was submitted by Mid Minnesota Hot Mix of Annandale, Minnesota in the amount of $193,542.68. After reviewing the bids submitted, we recommend that Council adopt the enclosed resolution awarding a contract to Mid Minnesota Hot Mix of Annandale, Minnesota. A bid abstract has been enclosed for your information.

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

JAV/np

Enclosure

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Bolton & Menk is an equal opportunity employer.

ABSTRACT OF BIDS

RECREATIONAL PARK PICKLEBALL COURTS
CITY OF ANNANDALE, MN
BMI PROJECT NO. 0W1.131925

Bid Date: 2/7/2024
Bid Time: 10:00 AM

ITEM NO.	ITEM	NOTES	APPROX. QUANT.	UNIT	1 Mid Minnesota Hot Mix, Inc. Annandale, MN UNIT PRICE	AMOUNT	2 Vada Contracting, LLC Cokato, MN UNIT PRICE	AMOUNT	3 Ashwill Companies Cokato, MN UNIT PRICE	AMOUNT	4 ODESA II Sauk Rapids, MN UNIT PRICE	AMOUNT
BASE BID												
1	MOBILIZATION		1	LUMP SUM	$7,500.00	$7,500.00	$9,100.00	$9,100.00	$2,100.00	$2,100.00	$15,000.00	$15,000.00
2	REMOVE CURB AND GUTTER		20	LIN FT	$8.80	$176.00	$21.50	$430.00	$30.00	$600.00	$15.00	$300.00
3	REMOVE BITUMINOUS PAVEMENT		10	SQ YD	$36.85	$368.50	$36.00	$360.00	$40.00	$400.00	$4.00	$40.00
4	SALVAGE SIGN		1	EACH	$1,000.00	$1,000.00	$450.00	$450.00	$250.00	$250.00	$250.00	$250.00
5	COMMON EXCAVATION (P)		170	CU YD	$15.95	$2,711.50	$11.20	$1,904.00	$24.00	$4,080.00	$5.00	$850.00
6	EXCAVATE, HAUL AND PLACE SELECT GRANULAR BORROW	1	1300	CU YD	$7.87	$10,231.00	$6.35	$8,255.00	$11.40	$14,820.00	$12.00	$15,600.00
7	EXCAVATE, LOAD AND HAUL SUITABLE MATERIAL	2	525	CU YD	$7.48	$3,927.00	$8.00	$4,200.00	$19.00	$9,975.00	$7.00	$3,675.00
8	EXCAVATE, LOAD AND HAUL UNSUITABLE MATERIAL	2	970	CU YD	$4.07	$3,947.90	$9.10	$8,827.00	$19.00	$18,430.00	$7.00	$6,790.00
9	BITUMINOUS PATCH		10	SQ YD	$50.00	$500.00	$50.00	$500.00	$130.00	$1,300.00	$100.00	$1,000.00
10	6" PERF PE PIPE DRAIN		455	LIN FT	$11.66	$5,305.30	$14.50	$6,597.50	$12.00	$5,460.00	$33.00	$15,015.00
11	6" PVC CLEANOUT		3	EACH	$393.00	$1,179.00	$805.00	$2,415.00	$200.00	$600.00	$250.00	$750.00
12	CASTING ASSEMBLY SPECIAL		3	EACH	$203.50	$610.50	$785.00	$2,355.00	$200.00	$600.00	$350.00	$1,050.00
13	CONNECT TO EXISTING STORM STRUCTURE		1	EACH	$165.00	$165.00	$600.00	$600.00	$500.00	$500.00	$900.00	$900.00
14	5" CONCRETE WALK		3855	SQ FT	$8.20	$31,611.00	$8.50	$32,767.50	$7.30	$28,141.50	$11.00	$42,405.00
15	CONCRETE CURB & GUTTER DESIGN B612		20	LIN FT	$44.00	$880.00	$35.00	$700.00	$26.25	$525.00	$60.00	$1,200.00
16	TRUNCATED DOMES		40	SQ FT	$82.50	$3,300.00	$50.00	$2,000.00	$78.75	$3,150.00	$40.00	$1,600.00
17	STABILIZED CONSTRUCTION EXIT		1	EACH	$3,000.00	$3,000.00	$1,000.00	$1,000.00	$850.00	$850.00	$750.00	$750.00
18	SILT FENCE TYPE MACHINE SLICED		590	LIN FT	$2.31	$1,362.90	$3.30	$1,947.00	$2.75	$1,622.50	$4.00	$2,360.00
19	STORM DRAIN INLET PROTECTION		4	EACH	$165.00	$660.00	$170.00	$680.00	$150.00	$600.00	$150.00	$600.00
20	TURF ESTABLISHMENT	3	1	ACRE	$8,000.00	$8,000.00	$12,000.00	$12,000.00	$9,345.00	$9,345.00	$10,000.00	$10,000.00
21	SALVAGE AND RESPREAD EXISTING TOPSOIL		1	LUMP SUM	$3,125.00	$3,125.00	$3,650.00	$3,650.00	$4,560.00	$4,560.00	$4,000.00	$4,000.00
22	TRAFFIC CONTROL		1	LUMP SUM	$1,500.00	$1,500.00	$1,500.00	$1,500.00	$500.00	$500.00	$500.00	$500.00
23	INSTALL SIGN PANEL (HANDICAP PARKING)		1	EACH	$1,000.00	$1,000.00	$700.00	$700.00	$750.00	$750.00	$250.00	$250.00
24	INSTALL SALVAGED SIGN		1	EACH	$1,000.00	$1,000.00	$1,850.00	$1,850.00	$2,000.00	$2,000.00	$1,450.00	$1,450.00
25	PAVEMENT MESSAGE PAINT (HANDICAP SYMBOL)		1	EACH	$1,500.00	$1,500.00	$100.00	$100.00	$250.00	$250.00	$1,450.00	$1,450.00
26	PAVEMENT MESSAGE PAINT (NO PARKING)		1	EACH	$1,500.00	$1,500.00	$100.45	$100.45	$250.00	$250.00	$300.00	$300.00
27	CROSSWALK MARKING - EPOXY		96	SQ FT	$16.00	$1,536.00	$5.00	$480.00	$18.23	$1,750.08	$15.00	$1,440.00
28	PICKLEBALL PAVEMENT SECTION		877	SQ YD	$50.68	$44,446.36	$51.00	$44,727.00	$45.53	$39,929.81	$45.00	$39,465.00
29	CONCRETE MAINTENANCE STRIP		382	LIN FT	$14.30	$5,462.60	$25.00	$9,550.00	$34.90	$13,331.80	$15.00	$5,730.00
30	ACRYLIC SURFACING PICKLEBALL COURT		877	SQ YD	$18.56	$16,277.12	$14.85	$13,023.45	$24.27	$21,284.79	$18.00	$15,786.00
31	6' CHAIN LINK FENCE		382	LIN FT	$55.00	$21,010.00	$74.55	$28,478.10	$55.74	$21,292.68	$72.00	$27,504.00
32	6'X5' SINGLE SWING GATE		2	EACH	$2,250.00	$4,500.00	$1,125.00	$2,250.00	$683.00	$1,366.00	$1,500.00	$3,000.00
33	NET POSTS AND ANCHORS		1	LUMP SUM	$4,250.00	$4,250.00	$11,250.00	$11,250.00	$8,845.20	$8,845.20	$8,000.00	$8,000.00
				TOTAL AMOUNT BID:		**$193,542.68**		**$214,747.00**		**$219,459.36**		**$229,010.00**

NOTES:

(1) OWNER SUPPLIED MATERIAL

(2) DISPOSAL SITE IDENTIFIED ON TITLE SHEET

(3) INCLUDES SEED, FERTILIZER, AND BONDED FIBER MATRIX

ABSTRACT OF BIDS

RECREATIONAL PARK PICKLEBALL COURTS
CITY OF ANNANDALE, MN
BMI PROJECT NO. 0W1.131925

Bid Date: 2/7/2024
Bid Time: 10:00 AM

ITEM NO.	ITEM	NOTES	APPROX. QUANT.	UNIT	5 Omann Brothers Paving Inc. Albertville, MN UNIT PRICE	AMOUNT	6 Sunram Construction, Inc. Corcoran, MN UNIT PRICE	AMOUNT	7 New Look Contracting, Inc. Rogers, MN UNIT PRICE	AMOUNT	8 Parkstone Contracting, LLC Cottage Grove, MN UNIT PRICE	AMOUNT
BASE BID												
1	MOBILIZATION		1	LUMP SUM	$10,450.00	$10,450.00	$12,850.55	$12,850.55	$20,000.00	$20,000.00	$25,000.00	$25,000.00
2	REMOVE CURB AND GUTTER		20	LIN FT	$25.00	$500.00	$12.00	$240.00	$25.00	$500.00	$25.00	$500.00
3	REMOVE BITUMINOUS PAVEMENT		10	SQ YD	$10.00	$100.00	$24.00	$240.00	$30.00	$300.00	$50.00	$500.00
4	SALVAGE SIGN		1	EACH	$100.00	$100.00	$475.00	$475.00	$85.00	$85.00	$500.00	$500.00
5	COMMON EXCAVATION (P)		170	CU YD	$20.00	$3,400.00	$28.25	$4,802.50	$15.00	$2,550.00	$15.00	$2,550.00
6	EXCAVATE, HAUL AND PLACE SELECT GRANULAR BORROW	1	1300	CU YD	$12.00	$15,600.00	$14.25	$18,525.00	$11.00	$14,300.00	$15.00	$19,500.00
7	EXCAVATE, LOAD AND HAUL SUITABLE MATERIAL	2	525	CU YD	$15.00	$7,875.00	$12.50	$6,562.50	$11.00	$5,775.00	$15.00	$7,875.00
8	EXCAVATE, LOAD AND HAUL UNSUITABLE MATERIAL	2	970	CU YD	$20.00	$19,400.00	$12.50	$12,125.00	$13.00	$12,610.00	$15.00	$14,550.00
9	BITUMINOUS PATCH		10	SQ YD	$65.00	$650.00	$53.00	$530.00	$80.00	$800.00	$55.00	$550.00
10	6" PERF PE PIPE DRAIN		455	LIN FT	$16.50	$7,507.50	$33.00	$15,015.00	$21.00	$9,555.00	$25.00	$11,375.00
11	6" PVC CLEANOUT		3	EACH	$500.00	$1,500.00	$750.00	$2,250.00	$375.00	$1,125.00	$700.00	$2,100.00
12	CASTING ASSEMBLY SPECIAL		3	EACH	$500.00	$1,500.00	$550.00	$1,650.00	$750.00	$2,250.00	$400.00	$1,200.00
13	CONNECT TO EXISTING STORM STRUCTURE		1	EACH	$1,000.00	$1,000.00	$850.00	$850.00	$2,450.00	$2,450.00	$2,000.00	$2,000.00
14	5" CONCRETE WALK		3855	SQ FT	$7.80	$30,069.00	$8.15	$31,418.25	$8.50	$32,767.50	$9.00	$34,695.00
15	CONCRETE CURB & GUTTER DESIGN B612		20	LIN FT	$45.00	$900.00	$65.45	$1,309.00	$50.00	$1,000.00	$80.00	$1,600.00
16	TRUNCATED DOMES		40	SQ FT	$85.00	$3,400.00	$78.75	$3,150.00	$85.00	$3,400.00	$50.00	$2,000.00
17	STABILIZED CONSTRUCTION EXIT		1	EACH	$1,100.00	$1,100.00	$800.00	$800.00	$1.00	$1.00	$2,500.00	$2,500.00
18	SILT FENCE TYPE MACHINE SLICED		590	LIN FT	$2.50	$1,475.00	$4.25	$2,507.50	$5.00	$2,950.00	$5.00	$2,950.00
19	STORM DRAIN INLET PROTECTION		4	EACH	$110.00	$440.00	$150.00	$600.00	$175.00	$700.00	$225.00	$900.00
20	TURF ESTABLISHMENT	3	1	ACRE	$6,360.00	$6,360.00	$8,250.00	$8,250.00	$9,500.00	$9,500.00	$6,000.00	$6,000.00
21	SALVAGE AND RESPREAD EXISTING TOPSOIL		1	LUMP SUM	$9,300.00	$9,300.00	$3,125.00	$3,125.00	$2,500.00	$2,500.00	$12,500.00	$12,500.00
22	TRAFFIC CONTROL		1	LUMP SUM	$500.00	$500.00	$1,200.00	$1,200.00	$1,250.00	$1,250.00	$1,500.00	$1,500.00
23	INSTALL SIGN PANEL (HANDICAP PARKING)		1	EACH	$550.00	$550.00	$300.00	$300.00	$750.00	$750.00	$300.00	$300.00
24	INSTALL SALVAGED SIGN		1	EACH	$750.00	$750.00	$150.00	$150.00	$375.00	$375.00	$500.00	$500.00
25	PAVEMENT MESSAGE PAINT (HANDICAP SYMBOL)		1	EACH	$200.00	$200.00	$350.00	$350.00	$375.00	$375.00	$300.00	$300.00
26	PAVEMENT MESSAGE PAINT (NO PARKING)		1	EACH	$200.00	$200.00	$350.00	$350.00	$250.00	$250.00	$300.00	$300.00
27	CROSSWALK MARKING - EPOXY		96	SQ FT	$16.10	$1,545.60	$17.00	$1,632.00	$35.00	$3,360.00	$30.00	$2,880.00
28	PICKLEBALL PAVEMENT SECTION		877	SQ YD	$54.73	$47,998.21	$51.35	$45,033.95	$48.00	$42,096.00	$50.00	$43,850.00
29	CONCRETE MAINTENANCE STRIP		382	LIN FT	$13.80	$5,271.60	$21.85	$8,346.70	$25.00	$9,550.00	$30.00	$11,460.00
30	ACRYLIC SURFACING PICKLEBALL COURT		877	SQ YD	$14.00	$12,278.00	$17.65	$15,479.05	$15.00	$13,155.00	$18.00	$15,786.00
31	6' CHAIN LINK FENCE		382	LIN FT	$70.24	$26,831.68	$50.00	$19,100.00	$75.00	$28,650.00	$60.00	$22,920.00
32	6'X5' SINGLE SWING GATE		2	EACH	$21.20	$42.40	$1,725.00	$3,450.00	$1,200.00	$2,400.00	$1,500.00	$3,000.00
33	NET POSTS AND ANCHORS		1	LUMP SUM	$10,600.00	$10,600.00	$12,500.00	$12,500.00	$11,500.00	$11,500.00	$11,000.00	$11,000.00
				TOTAL AMOUNT BID:		**$229,393.99**		**$235,167.00**		**$238,829.50**		**$265,141.00**

NOTES:

(1) OWNER SUPPLIED MATERIAL

(2) DISPOSAL SITE IDENTIFIED ON TITLE SHEET

(3) INCLUDES SEED, FERTILIZER, AND BONDED FIBER MATRIX

ABSTRACT OF BIDS

RECREATIONAL PARK PICKLEBALL COURTS
CITY OF ANNANDALE, MN
BMI PROJECT NO. 0W1.131925

Bid Date: 2/7/2024
Bid Time: 10:00 AM

ITEM NO.	ITEM	NOTES	APPROX. QUANT.	UNIT	9 Landwehr Construction St. Cloud, MN UNIT PRICE	AMOUNT	10 Duininck, Inc. Prinsburg, MN UNIT PRICE	AMOUNT	11 Urban Companies St. Paul, MN UNIT PRICE	AMOUNT	12 Shoreline Landscaping & Contracting Chisago City, MN UNIT PRICE	AMOUNT
BASE BID												
1	MOBILIZATION		1	LUMP SUM	$30,675.05	$30,675.05	$15,200.10	$15,200.10	$20,000.00	$20,000.00	$21,430.00	$21,430.00
2	REMOVE CURB AND GUTTER		20	LIN FT	$19.00	$380.00	$22.30	$446.00	$15.00	$300.00	$40.00	$800.00
3	REMOVE BITUMINOUS PAVEMENT		10	SQ YD	$57.00	$570.00	$40.60	$406.00	$100.00	$1,000.00	$90.00	$900.00
4	SALVAGE SIGN		1	EACH	$900.00	$900.00	$120.00	$120.00	$250.00	$250.00	$300.00	$300.00
5	COMMON EXCAVATION (P)		170	CU YD	$43.00	$7,310.00	$14.00	$2,380.00	$25.00	$4,250.00	$18.00	$3,060.00
6	EXCAVATE, HAUL AND PLACE SELECT GRANULAR BORROW	1	1300	CU YD	$13.85	$18,005.00	$51.60	$67,080.00	$25.00	$32,500.00	$25.00	$32,500.00
7	EXCAVATE, LOAD AND HAUL SUITABLE MATERIAL	2	525	CU YD	$21.70	$11,392.50	$10.80	$5,670.00	$25.00	$13,125.00	$18.00	$9,450.00
8	EXCAVATE, LOAD AND HAUL UNSUITABLE MATERIAL	2	970	CU YD	$21.70	$21,049.00	$14.00	$13,580.00	$25.00	$24,250.00	$18.00	$17,460.00
9	BITUMINOUS PATCH		10	SQ YD	$160.00	$1,600.00	$180.00	$1,800.00	$65.00	$650.00	$185.00	$1,850.00
10	6" PERF PE PIPE DRAIN		455	LIN FT	$20.81	$9,468.55	$22.20	$10,101.00	$35.00	$15,925.00	$8.00	$3,640.00
11	6" PVC CLEANOUT		3	EACH	$420.00	$1,260.00	$285.00	$855.00	$750.00	$2,250.00	$600.00	$1,800.00
12	CASTING ASSEMBLY SPECIAL		3	EACH	$620.00	$1,860.00	$530.00	$1,590.00	$1,000.00	$3,000.00	$875.00	$2,625.00
13	CONNECT TO EXISTING STORM STRUCTURE		1	EACH	$1,300.00	$1,300.00	$950.00	$950.00	$3,000.00	$3,000.00	$1,000.00	$1,000.00
14	5" CONCRETE WALK		3855	SQ FT	$9.05	$34,887.75	$9.30	$35,851.50	$11.00	$42,405.00	$11.24	$43,330.20
15	CONCRETE CURB & GUTTER DESIGN B612		20	LIN FT	$45.45	$909.00	$58.80	$1,176.00	$100.00	$2,000.00	$110.00	$2,200.00
16	TRUNCATED DOMES		40	SQ FT	$85.00	$3,400.00	$99.50	$3,980.00	$100.00	$4,000.00	$90.00	$3,600.00
17	STABILIZED CONSTRUCTION EXIT		1	EACH	$200.00	$200.00	$1,700.00	$1,700.00	$3,000.00	$3,000.00	$1,500.00	$1,500.00
18	SILT FENCE TYPE MACHINE SLICED		590	LIN FT	$4.60	$2,714.00	$5.30	$3,127.00	$5.00	$2,950.00	$5.00	$2,950.00
19	STORM DRAIN INLET PROTECTION		4	EACH	$190.00	$760.00	$200.00	$800.00	$400.00	$1,600.00	$250.00	$1,000.00
20	TURF ESTABLISHMENT	3	1	ACRE	$9,101.00	$9,101.00	$10,380.00	$10,380.00	$20,000.00	$20,000.00	$15,560.00	$15,560.00
21	SALVAGE AND RESPREAD EXISTING TOPSOIL		1	LUMP SUM	$10,000.00	$10,000.00	$5,100.00	$5,100.00	$2,500.00	$2,500.00	$10,210.00	$10,210.00
22	TRAFFIC CONTROL		1	LUMP SUM	$350.00	$350.00	$1,350.00	$1,350.00	$1,500.00	$1,500.00	$5,000.00	$5,000.00
23	INSTALL SIGN PANEL (HANDICAP PARKING)		1	EACH	$580.00	$580.00	$795.00	$795.00	$1,000.00	$1,000.00	$400.00	$400.00
24	INSTALL SALVAGED SIGN		1	EACH	$1,300.00	$1,300.00	$330.00	$330.00	$250.00	$250.00	$300.00	$300.00
25	PAVEMENT MESSAGE PAINT (HANDICAP SYMBOL)		1	EACH	$682.00	$682.00	$465.00	$465.00	$500.00	$500.00	$800.00	$800.00
26	PAVEMENT MESSAGE PAINT (NO PARKING)		1	EACH	$682.00	$682.00	$465.00	$465.00	$500.00	$500.00	$800.00	$800.00
27	CROSSWALK MARKING - EPOXY		96	SQ FT	$16.70	$1,603.20	$19.20	$1,843.20	$35.00	$3,360.00	$30.00	$2,880.00
28	PICKLEBALL PAVEMENT SECTION		877	SQ YD	$42.50	$37,272.50	$41.70	$36,570.90	$42.00	$36,834.00	$58.32	$51,146.64
29	CONCRETE MAINTENANCE STRIP		382	LIN FT	$24.00	$9,168.00	$19.30	$7,372.60	$30.00	$11,460.00	$42.85	$16,368.70
30	ACRYLIC SURFACING PICKLEBALL COURT		877	SQ YD	$15.30	$13,418.10	$17.50	$15,347.50	$18.50	$16,224.50	$25.00	$21,925.00
31	6' CHAIN LINK FENCE		382	LIN FT	$76.80	$29,337.60	$63.10	$24,104.20	$70.00	$26,740.00	$68.13	$26,025.66
32	6'X5' SINGLE SWING GATE		2	EACH	$1,160.00	$2,320.00	$2,150.00	$4,300.00	$1,000.00	$2,000.00	$1,500.00	$3,000.00
33	NET POSTS AND ANCHORS		1	LUMP SUM	$11,590.00	$11,590.00	$13,300.00	$13,300.00	$13,500.00	$13,500.00	$13,834.00	$13,834.00
				TOTAL AMOUNT BID:		**$276,045.25**		**$288,536.00**		**$312,823.50**		**$319,645.20**

NOTES:

(1) OWNER SUPPLIED MATERIAL

(2) DISPOSAL SITE IDENTIFIED ON TITLE SHEET

(3) INCLUDES SEED, FERTILIZER, AND BONDED FIBER MATRIX

ABSTRACT OF BIDS

RECREATIONAL PARK PICKLEBALL COURTS
CITY OF ANNANDALE, MN
BMI PROJECT NO. 0W1.131925

Bid Date: 2/7/2024
Bid Time: 10:00 AM

ITEM NO.	ITEM	NOTES	APPROX. QUANT.	UNIT	13 Goodsmanson Construction Minneapolis, MN UNIT PRICE	AMOUNT	14 Clark Companies Elk River, MN UNIT PRICE	AMOUNT
BASE BID								
1	MOBILIZATION		1	LUMP SUM	$18,000.00	$18,000.00	$1.00	$1.00
2	REMOVE CURB AND GUTTER		20	LIN FT	$100.00	$2,000.00	$25.00	$500.00
3	REMOVE BITUMINOUS PAVEMENT		10	SQ YD	$100.00	$1,000.00	$39.00	$390.00
4	SALVAGE SIGN		1	EACH	$250.00	$250.00	$1.00	$1.00
5	COMMON EXCAVATION (P)		170	CU YD	$50.00	$8,500.00	$25.00	$4,250.00
6	EXCAVATE, HAUL AND PLACE SELECT GRANULAR BORROW	1	1300	CU YD	$32.00	$41,600.00	$50.00	$65,000.00
7	EXCAVATE, LOAD AND HAUL SUITABLE MATERIAL	2	525	CU YD	$20.00	$10,500.00	$40.00	$21,000.00
8	EXCAVATE, LOAD AND HAUL UNSUITABLE MATERIAL	2	970	CU YD	$50.00	$48,500.00	$40.00	$38,800.00
9	BITUMINOUS PATCH		10	SQ YD	$140.00	$1,400.00	$200.00	$2,000.00
10	6" PERF PE PIPE DRAIN		455	LIN FT	$36.00	$16,380.00	$37.50	$17,062.50
11	6" PVC CLEANOUT		3	EACH	$250.00	$750.00	$150.00	$450.00
12	CASTING ASSEMBLY SPECIAL		3	EACH	$500.00	$1,500.00	$4,999.00	$14,997.00
13	CONNECT TO EXISTING STORM STRUCTURE		1	EACH	$1,500.00	$1,500.00	$499.00	$499.00
14	5" CONCRETE WALK		3855	SQ FT	$10.50	$40,477.50	$9.00	$34,695.00
15	CONCRETE CURB & GUTTER DESIGN B612		20	LIN FT	$100.00	$2,000.00	$100.00	$2,000.00
16	TRUNCATED DOMES		40	SQ FT	$50.00	$2,000.00	$10.00	$400.00
17	STABILIZED CONSTRUCTION EXIT		1	EACH	$1,000.00	$1,000.00	$3,999.00	$3,999.00
18	SILT FENCE TYPE MACHINE SLICED		590	LIN FT	$5.00	$2,950.00	$5.00	$2,950.00
19	STORM DRAIN INLET PROTECTION		4	EACH	$250.00	$1,000.00	$249.00	$996.00
20	TURF ESTABLISHMENT	3	1	ACRE	$40,000.00	$40,000.00	$11,600.00	$11,600.00
21	SALVAGE AND RESPREAD EXISTING TOPSOIL		1	LUMP SUM	$5,000.00	$5,000.00	$9,999.00	$9,999.00
22	TRAFFIC CONTROL		1	LUMP SUM	$500.00	$500.00	$100.00	$100.00
23	INSTALL SIGN PANEL (HANDICAP PARKING)		1	EACH	$500.00	$500.00	$399.00	$399.00
24	INSTALL SALVAGED SIGN		1	EACH	$500.00	$500.00	$599.00	$599.00
25	PAVEMENT MESSAGE PAINT (HANDICAP SYMBOL)		1	EACH	$250.00	$250.00	$499.00	$499.00
26	PAVEMENT MESSAGE PAINT (NO PARKING)		1	EACH	$250.00	$250.00	$499.00	$499.00
27	CROSSWALK MARKING - EPOXY		96	SQ FT	$20.00	$1,920.00	$5.00	$480.00
28	PICKLEBALL PAVEMENT SECTION		877	SQ YD	$70.00	$61,390.00	$108.00	$94,716.00
29	CONCRETE MAINTENANCE STRIP		382	LIN FT	$90.00	$34,380.00	$18.32	$6,998.24
30	ACRYLIC SURFACING PICKLEBALL COURT		877	SQ YD	$17.00	$14,909.00	$90.00	$78,930.00
31	6' CHAIN LINK FENCE		382	LIN FT	$73.00	$27,886.00	$52.00	$19,864.00
32	6'X5' SINGLE SWING GATE		2	EACH	$1,000.00	$2,000.00	$749.00	$1,498.00
33	NET POSTS AND ANCHORS		1	LUMP SUM	$9,000.00	$9,000.00	$2,500.00	$2,500.00
				TOTAL AMOUNT BID:		**$399,792.50**		**$438,671.74**

NOTES:

(1) OWNER SUPPLIED MATERIAL

(2) DISPOSAL SITE IDENTIFIED ON TITLE SHEET

(3) INCLUDES SEED, FERTILIZER, AND BONDED FIBER MATRIX

RESOLUTION

24-___

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

RESOLUTION ACCEPTING ANNANDALE REC PARK PICKLEBALL COURTS BID AND AWARDING CONTRACT

WHEREAS, pursuant to an advertisement for bids for the Annandale Rec Park Pickleball Courts project, Improvement No. 0W1.131925, bids were received, opened and tabulated according to law, and the following bids were received complying with the advertisement:

Company	Bid
Mid Minnesota Hot Mix	$193,542.68
Vada Contracting, LLC	$214,747.00
Ashwill Companies	$219,459.36
ODESA II	$229,010.00
Omann Brothers Paving, Inc.	$229,393.99
Sunram Construction, Inc.	$235,167.00
New Look Contracting, Inc.	$238,829.50
Parkstone Contracting, LLC	$265,141.00
Landwehr Construction, Inc.	$276,045.25
Duininck, Inc.	$288,536.00
Urban Companies	$312,823.50
Shoreline Landscaping & Contracting	$319,645.20
Goodsmanson Construction	$399,792.50
Clark Companies	$438,671.74

AND WHEREAS, it appears that Mid Minnesota Hot Mix of Annandale, Minnesota is the lowest responsible bidder;

NOW, THEREFORE, BE IT RESOLVED that the City Council of Annandale, Wright County, Minnesota resolves as follows:

1. The Mayor and City Clerk are hereby authorized and directed to enter into a contract with Mid Minnesota Hot Mix in the name of the City of Annandale for such construction, according to the plans and specifications therefore approved by the City Council and on file in the office of the City Clerk, for a total contract amount of $193,542.68.

2. The City Clerk is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next lowest bidder shall be retained until a contract has been signed.

The foregoing resolution was duly seconded by Councilmember _____, upon a vote being taken thereon, the following members voted in favor thereof: _____, the following members voted against: _____; the following members abstained: _____; the following members were absent: _____.

WHEREUPON, said resolution was declared duly passed and adopted this 12th day of February, 2024.

_____
Mayor

_____
City Administrator

STATE OF MINNESOTA
CITY OF ANNANDALE
COUNTY OF WRIGHT

I, the undersigned, being the duly qualified and acting Clerk of the City of Annandale, Minnesota, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true complete transcript of the minutes of a meeting of the City Council of said City, duly called and held on the date therein indicated, insofar as such minutes approving plans and specifications and ordering advertisement for bids.

WITNESS my hand and the seal of said City this 12th day of February, 2024.

_____
City Administrator
(SEAL)

Pickleball Courts

Annandale, MN

6 Court Layout

May 2023

BOLTON & MENK

H:\ANNA\0W1129664\2_Preliminary\B_Layouts\Pickleball Courts.dwg 5/3/2023 9:29:17 AM

City Council Agenda

February 12, 2024

Agenda Section: New Business

Agenda No. 9E

Report From: Jacob Thunander, Community Development Director

Agenda Item: Consideration of Rental Kayak Kiosk at the Municipal Park

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:

Background

The Park Commission reviewed a request to purchase a rental kayak kiosk for use at Pleasant Lake. Currently, a rental paddleboard kiosk is available at the beach provided by 10,000 Lakes Recreation.

The Commission recommends moving forward with additional rental opportunities but requested Council gauge local business interest in providing a proposal.

The Park Commission annually adopts goals, and this meets one of those areas by increasing rental opportunities for greater use of Pleasant Lake and the Municipal Park.

Recommended Action

Staff are supportive of expanded rental opportunities for the park and defer to Council on a specific vendor.

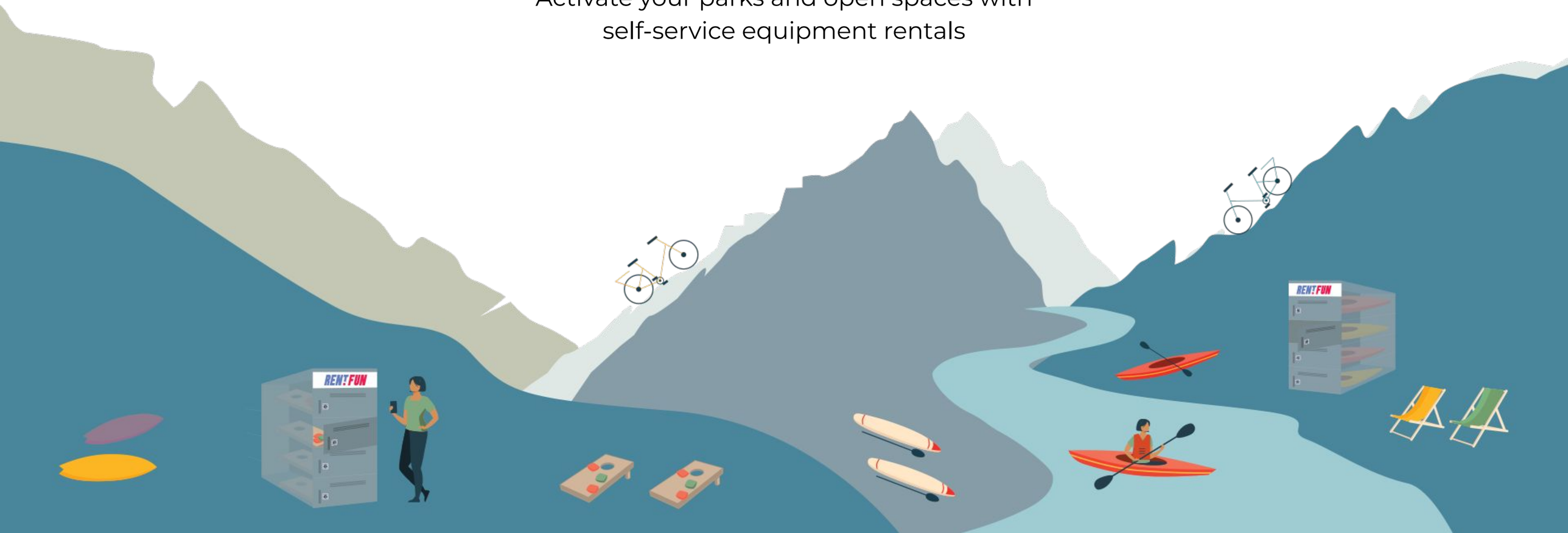
Attachments:

RentFun Proposal

RENT!FUN

UNLOCK ADVENTURE

Activate your parks and open spaces with
self-service equipment rentals



Everything you need for a self-service kayak rental program, with **no staff required**

FULL-SERVICE MAINTENANCE

Rent.Fun's hires local Field Service Technicians who provide ongoing maintenance to the locker and all rental equipment.

LOCAL MARKETING

We'll build a custom website for your program and run targeted advertisements online so your whole community knows about it.

EQUIPMENT REPLACEMENT

As equipment gets damaged or goes missing, we repair and replace so your station is always ready to go.

RISK MANAGEMENT

All users must sign a digital waiver in app prior to rentals. Rent.fun will add your city as an additionally insured on our $5M insurance policy.

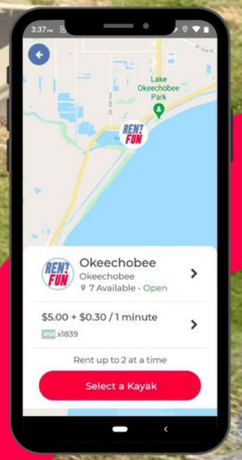
DELIVERY AND INSTALLATION

Rent.Fun handles delivery and installation. Our Smart Lockers can be installed on any surface and do not require access to electricity or wi-fi.

CUSTOMER SUPPORT

The public calls us, not you. Our team is on call 7 days per week to assist users with billing or technical issues.

- Rent and unlock kayaks
- Process payments
- Sign waivers
- Watch safety tutorials



TRUSTED BY

100+ GOVERNMENT AGENCIES

"People are loving the kayak rentals and the self-service approach is really reducing the burden on our staff."

— Celeste Lewis, Olmsted County, MN

One-time Activation Fee, **No Annual Service Fees**

4 - UNIT

$19,000

Activation Fee (one time fee)

PROGRAM DETAILS

City Rev Share: 50%

Term: 5 years

Renewal: No Cost

SERVICES

Software Set Up

Standard Marketing Package

Monthly Utilization Reporting

7-day customer support

Installation

Branded Signage

EQUIPMENT

Paddles

Adult Lifevests

Single Kayaks

Youth Lifevest (13 yo+)

Paddleboards

8 - UNIT

$29,000

Activation Fee (one time fee)

PROGRAM DETAILS

City Rev Share: 50%

Term: 5 years

Renewal: No Cost

SERVICES

Software Set Up

Standard Marketing Package

Monthly Utilization Reporting

7-day customer support

Installation

Branded Signage

EQUIPMENT

Paddles

Adult Lifevests

Single Kayaks

Youth Life Vest (13 yo+)

Paddleboards

12 - UNIT

$39,000

Activation Fee (one time fee)

PROGRAM DETAILS

City Rev Share: 50%

Term: 5 years

Renewal: No Cost

SERVICES

Software Set Up

Custom Website

Monthly Utilization Reporting

7-day customer support

Installation

Branded Signage

EQUIPMENT

Paddles

Adult Lifevests

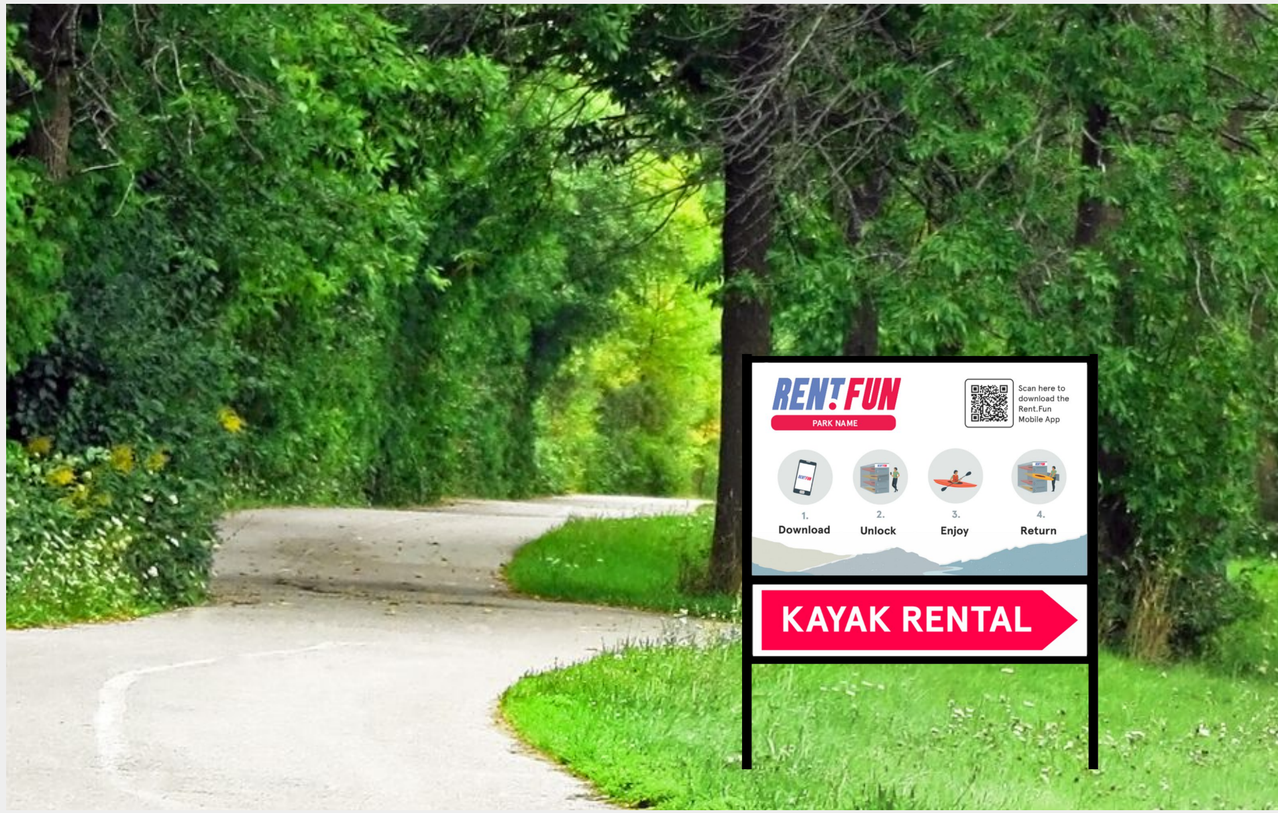
Single Kayaks

Youth Lifevest (13 yo+)

Paddleboards

Premium Marketing Package

500 Physical Promo Code Cards
($12,500 in free rentals)



3 Custom Signs With Wayfinding

$3,500 One Time Fee

RENT!FUN

MEDIUM-SIZED CITY 50-250K IN POPULATION	CITY	POP.	AVERAGE RENTALS / VISITORS PER YEAR	AVERAGE CHARGE PER RENTAL	TOTAL REVENUE PER YEAR	CITY REVENUE PER YEAR (50% REVENUE SHARE)	COST RECOVERY % AFTER 5 YEARS
	OLATHE, KS	143,000	670	$25.42	$17,031.40	$8,515.70	236%
	LENEXA, KS	58,000	630	$25.94	$16,342.20	$8,171.10	227%
	MCKINNEY, TX	203,000	1038	$10.41	$10,805.58	$5,402.79	150%

SMALL CITY 25K-50k IN POPULATION	CITY	POP.	AVERAGE RENTALS / VISITORS PER YEAR	AVERAGE CHARGE PER RENTAL	TOTAL REVENUE PER YEAR	CITY REVENUE PER YEAR (50% REVENUE SHARE)	COST RECOVERY % AFTER 5 YEARS
	JEFFERSON CITY, MO	43,000	270	$31.92	$8,618.40	$4,309.20	120%
	PONCA CITY, OK	24,000	350	$22.78	$7,973	$3,987	111%
	ELK RIVER, MN	27,000	326	$23.14	$7,543.64	$3,771.82	105%

TOWN <25K POPULATION	CITY	POP.	AVERAGE RENTALS / VISITORS PER YEAR	AVERAGE CHARGE PER RENTAL	TOTAL REVENUE PER YEAR	CITY REVENUE PER YEAR (50% REVENUE SHARE)	COST RECOVERY % AFTER 5 YEARS
	CHARLESTON, IL	17,350	690	$20.73	$14,304	$7,152	199%
	SMITHFIELD, VA	7800	490	$28.71	$14,068	$7,034	195%
	MAYNARD, MA	10700	360	$28.07	$10,105	$5,053	101%

Cities of all sizes can achieve 100%+ cost recovery with our revenue share program

FAQS

THE RENTAL PROCESS

How do people pay for the rentals?
All users must create an account in the rent.fun mobile app and add their credit or debit card information prior to starting a rental.

Are there any age restrictions?
Yes, users must be 13 and up to rent our equipment.

Do you have to make a reservation in advance?
No. All rentals are on demand and no reservations are required. Users can look in the app to see how many kayaks are available in real time.

How do you know if equipment is returned?
Users must use the rent.fun mobile app to take a photo of the equipment in the locker prior to ending their rental.

How much does it cost to rent?
We customize the rental pricing based on each location and our partner's goals. Most rent.fun programs charge "market rates"($20 - 25 per rental).

LOCATION REQUIREMENTS

Is a concrete pad required?
No. We can install on any surface - including grass, sand, gravel, etc.

Are utilities are required?
No. Rent.Fun units are solar-powered and do not require access to water or electricity.

Is wi-fi required?
No. Rent.Fun rental stations operate on cellular technology. You need to have at least one bar of cell service at the location.

Who performs the installation?
Rent.Fun technicians install all equipment. No support is need from our partners / hosts.

What happens in the event of a flood?
Our cage can take on up to 3 feet of water. If we expect higher water levels, we move the cage off site and put it back after the flood.

EQUIPMENT MANAGEMENT

Does the city have any maintenance obligations?
No.

Who maintains the equipment?
For every rent.fun program, we recruit, hire, and train a part-time Field Service Technician local to your community (within 30 minutes drive of the install).

How often is the equipment inspected?
Typically 2 to 4 times per month, through a combination of Preventative Maintenance Checks and Reactive Repairs.

If something is damaged or goes missing, what is the turnaround time to replace?
The most common issue is missing or damaged lifevests and paddles. Rent.Fun are provided with safety stock of these items to ensure prompt replacement within 2-4 business days.

Can the city access the equipment or the locker in the case of an emergency?
Yes, we provide admin access to unlock units remotely.

LIABILITY & RISK MANAGEMENT

Do users sign waivers?
Yes, all users must sign a waiver in the rent.fun mobile app prior to taking a rental. The waiver expressly releases the city / land owner from liability. Waivers may be customized to further meet the needs fo our city / land owner partners.

What happens if the city gets sued.?
Our standard agreement with cities include indemnification provisions, which state that rent.fun will cover the city's legal expenses. in the event of claim.

Does the city need to have insurance to cover this?
No. Rent.Fun owns and manages all equipment. We have a $5m general liability insurance policy. We add all our our government agency partners as an additionally insured on this policy.

Have there ever been any safety incidents?
No. Rent.Fun has 100 locations nationwide. We have never been subject to a claim, nor have any of our partners.

City Council Agenda

February 12, 2024

Agenda Section: New Business

Agenda No. 9F

Report From: Jacob Thunander, Community Development Director

Agenda Item: Discussion Regarding Possible Dog Park at Crow Woods Park

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:

Background

The Park Commission annually reviews each of the city's parks for improvements. The Commission explored the idea of having a fenced dog park at Crow Woods Park (located north of the Fire Station). The approximate area for a dog park could be approximately 34,000 square feet. Currently, Crow Woods Park has one basketball half court and a few benches but is widely underutilized. It is recommended to remove the court as it is in poor condition.

The cost of a dog park is estimated at $15,000-$20,000 with little additional site work needed. The main costs would include fencing (plus installation), signage with rules, benches, water spigot, dog waste stations/receptacles. The City could consider a donation program to fund equipment or additional amenities. No trees would need to be removed. The cost could be higher if additional amenities are wanted. It is typically recommended that dog parks have two areas, one for small dogs, and one for regular to large sized dogs. A double gated entrance is recommended so that there is a space where owners can remove leashes.

Recommended Action

Deferred to Council for action.

Attachments:

N/A

City Council Agenda

February 12, 2024

Agenda Section: New Business

Agenda No. 9G

Report From: Kelly Hinnenkamp, City Administrator

Agenda Item: Orderly Annexation Agreement

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:

Background

The City received a petition for the annexation of land currently located in Southside Township. The property proposed to be annexed include the following parcels: 217-000-243300 and 217-000-252200

The City reviewed a concept plan from Ryan Excelsior Properties at the November 13, 2023 Meeting. The developer intends to submit for Preliminary Plat following the completion of the annexation.

The City and Township previously executed an Orderly Annexation Agreement for the Preserve of Lake John located directly south of the proposed development. Staff has met with the Township and they are proposing a similar agreement with a few modifications to address improvements and maintenance of shared roads. The Township is requesting the improvement of Nevens all the way to 80th Street. The Township is willing to cost share in a rural section improvement for the portions of the shared road. Once improved the City would agree to maintain the shared road. The length of shared road outside of the plat of the proposed project is approximately 350 feet.

The proposed agreement will be provided at the meeting.

Recommended Action

Will be discussed at the Meeting.

Attachments:

Shores of Lake John Narrative and Concept

SHORES OF LAKE JOHN

Annandale, Minnesota

Proposed by:

Ryan Excelsior Properties, LLC – 10/10/2023 (Concept Submittal)

REQUEST

Ryan Excelsior Properties, LLC. is requesting approval to develop 44 Single Family homes on a 29.96 ± acre site. The property is proposed to be zoned R-1 Single Family Residential. The project is being proposed as a conforming development with no variances.

SITE INFORMATION

Address	7932 Nevens Avenue NW
Site Area	29.96 ± acre
Current Guiding (Southside Township)	Transition Area
Lake John DNR Classification	Recreational Development
Area in Shoreland Overlay (1,000')	92% (27.49 Ac)

SITE CONDITIONS

The property generally lies east of Lake John, just north of The Preserve at Lake John development. Currently the site is a combination of farmland, one existing residence trees and wetlands as shown on the Concept Plan. As the site currently sits within Southside Township in in the transition area, we will be seeking annexation into the City of Annandale.

The site is proposed to be graded to take advantage of the natural topography and to tie into adjacent land areas. The project proposes construction of two ponds which will treat quality of stormwater. The ponds will be designed to meet City and Watershed requirements.

The site has been inventoried for significant trees in accordance with the City's ordinance.

SITE ACCESS

The site will be accessed via Nevens Avenue NW. The proposal is to move Nevens Drive to the east as shown on the Concept Plan. Nevens Drive will continue northerly from the adjacent development to the south and tie back into Nevens Avenue as shown. The

majority of the non-riparian lots will access via cul-de-sac streets labeled Street “A”, “B”, and “C”. This will provide for less drives onto Nevens Avenue NW and a safer environment for vehicle movements onto Nevens Avenue NW.

UTILITIES

We are proposing to extend mainline watermain and sanitary sewer from The Preserve at Lake John development and also extend into the new cul-de-sac streets to the east. As mentioned above, the stormwater will be collected via storm sewer system and discharged to ponds within the project.

WETLANDS

There are four wetlands within the site totaling 1.3 acres. The current Concept Plan proposes no disturbance of these wetlands.

TRAILS

As shown on the Concept Plan, the project intends to construct a 10’ bituminous trail along the east side of the newly extended Nevens Avenue NW which will tie into the trail proposed in the adjacent development to the south. The intent of constructing this trail on the east side of the street is to allow the majority of the neighborhood on the non-riparian lots, to access the trail without crossing Nevens Avenue NW in multiple spots along the road and creating a safer pedestrian environment.

DENSITY

The proposed density of this development is 1.47 units/acre gross. All lots are conforming to the R-1 zoning requirements for riparian and non-riparian lots. This includes required areas, frontage, and setbacks

DEVELOPER
Ryan Excelsior Properties, LLC.
19655 Waterford Place
Excelsior, MN 55331
952-221-3700

ENGINEER
Ryan Engineering, Inc.
19655 Waterford Place
Excelsior, MN 55331
952-221-3700

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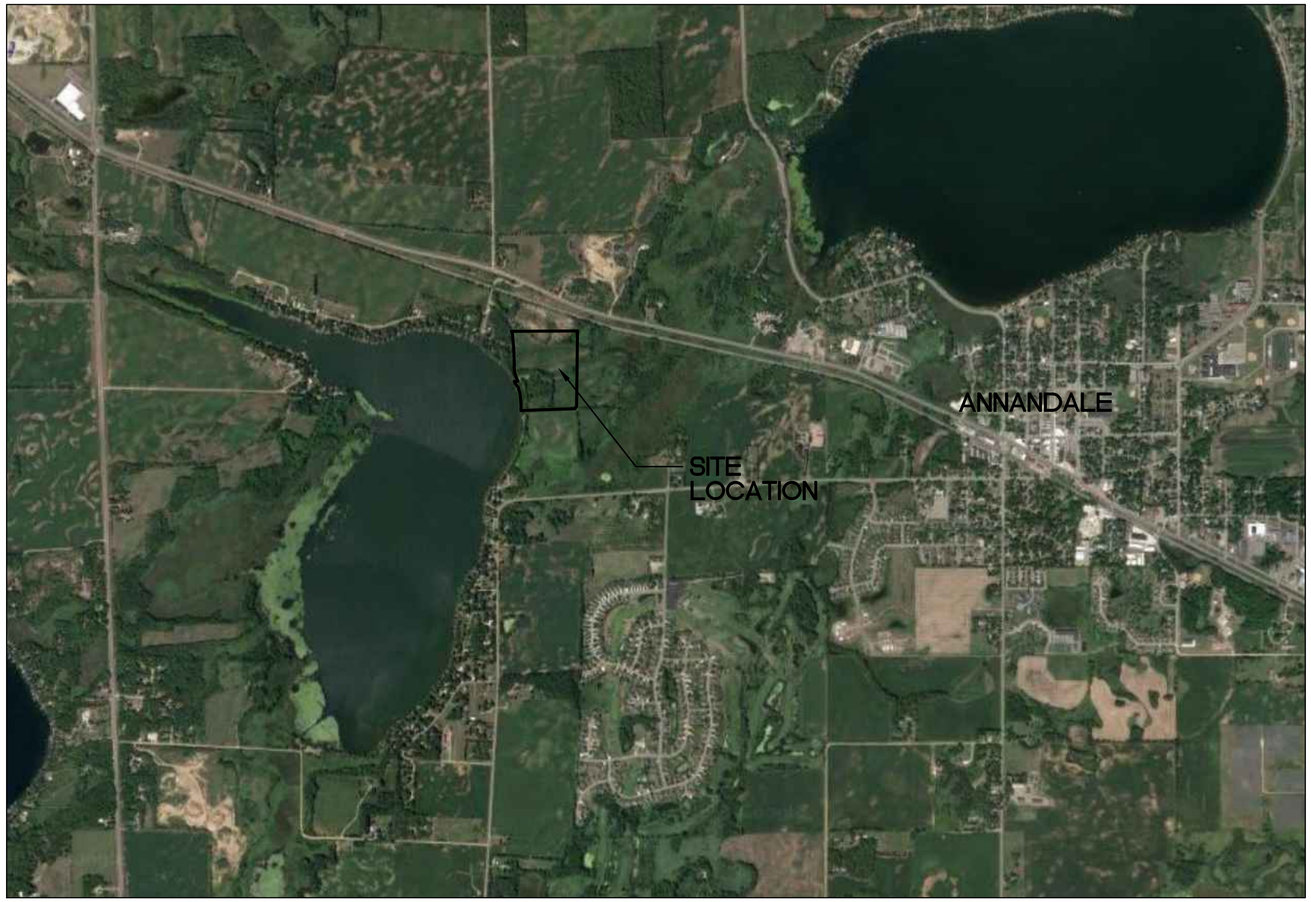
CONCEPT PLANS

For

SHORES OF LAKE JOHN

Annandale, Minnesota



SITE LOCATION MAP

DEVELOPER:

Ryan Excelsior PROPERTIES

19655 Waterford Place
Excelsior, MN 55331
(952) 221-3700

ENGINEER:

Ryan Engineering
LAND DEVELOPMENT SERVICES

(952) 221-3700
www.ryanengineers.com

SHORES OF LAKE JOHN
CONCEPT SUBMITTAL 10/03/23

INDEX

SHEET NO.	DESCRIPTION
	COVER SHEET
P-1	CONCEPT SITE PLAN / EXISTING CONDITIONS

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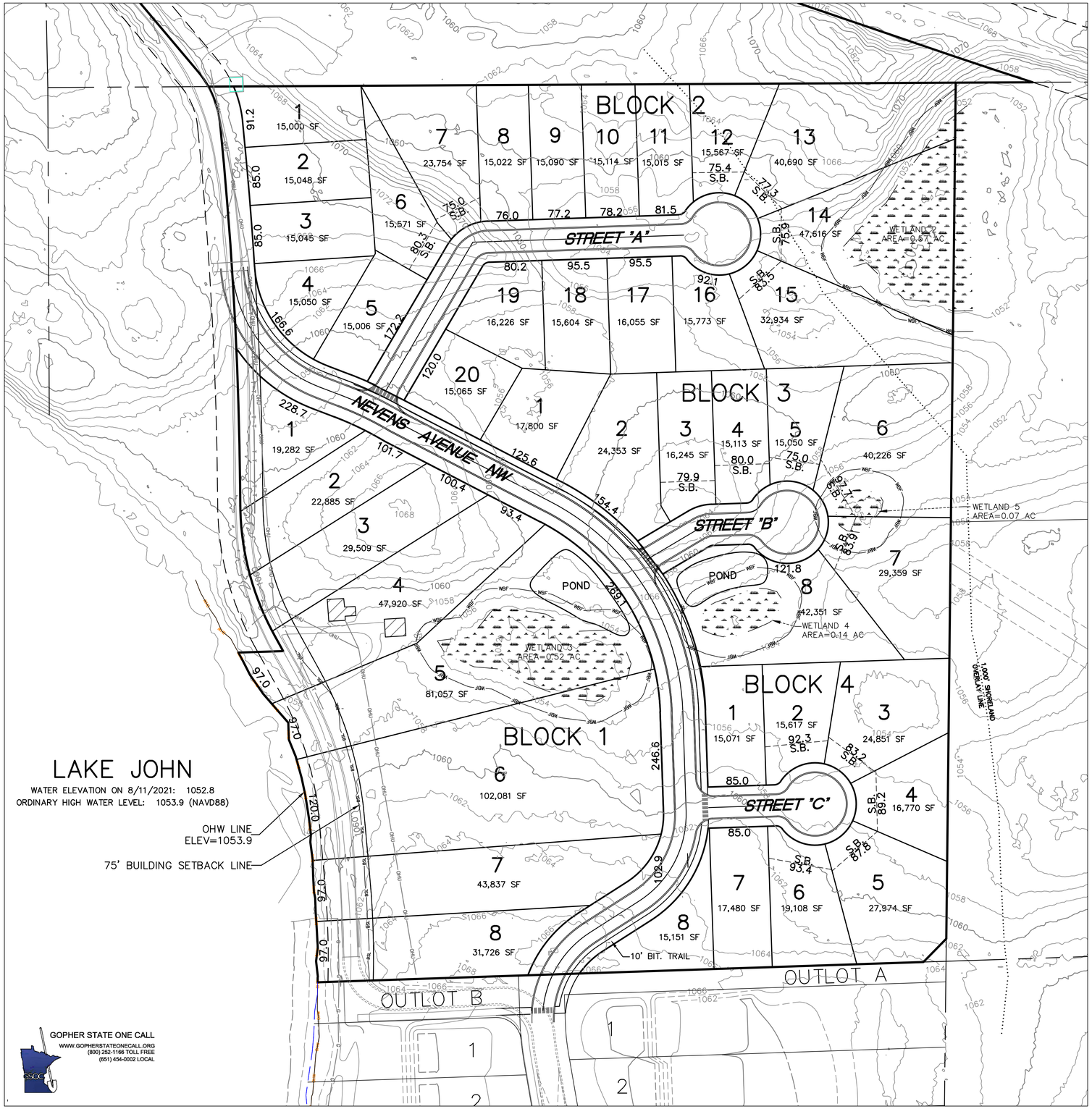

DEVELOPMENT DATA

ZONING:

EXISTING ZONING:	*UNZONED*
COMP PLAN LAND USE	*RESIDENTIAL*
PROPOSED ZONING:	*R-1 ONE FAMILY RESIDENTIAL*

R-1 ZONING REQUIREMENTS

R-1 ZONING SETBACKS	*RIPARIAN*	*NON-RIPARIAN*
FRONT	*30'*	*30' (20' REAR)*
SIDE (IINTERIOR)	*10'*	*10'*
SIDE (STREET)	*20'*	*20'*
SHORELAND SETBACK (OHWL)	*75'*	*75'*
MINIMUM LOT AREA	*20,000 SF*	*15,000 SF*
MINIMUM IMPERVIOUS	*25%*	*25%*
MIN. LOT WIDTH AT SETBACK,	*75'*	*75'*
SHORELAND SETBACK	*75'*	

LOT AREA DATA

SINGLE FAMILY DEVELOPMENT AREA *121,710 ± S.F.* = *2.79 ± AC*

	LOT	AREA S.F.	LOT	AREA S.F.	
BLOCK 1	1	19,282 ±	5*	81,057 ±	
	2	22,885 ±	6*	102,081 ±	378,297 SF
	3	29,509 ±	7*	43,837 ±	
	4*	47,920 ±	8*	31,726 ±	

	LOT	AREA S.F.	LOT	AREA S.F.	
BLOCK 2	1	15,000 ±	11	15,015 ±	
	2	15,048 ±	12	15,567 ±	
	3	15,045 ±	13	40,690 ±	
	4	15,050 ±	14	47,616 ±	390,245
	5	15,006 ±	15	32,934 ±	
	6	15,571 ±	16	15,773 ±	
	7	23,754 ±	17	16,055 ±	
	8	15,022 ±	18	15,604 ±	
	9	15,090 ±	19	16,226 ±	
	10	15,114 ±	20	15,065 ±	

	LOT	AREA S.F.	LOT	AREA S.F.	
BLOCK 3	1	17,800 ±	5	15,050 ±	
	2	24,353 ±	6	40,226 ±	200,497
	3	16,245 ±	7	29,359 ±	
	4	15,113 ±	8	42,351 ±	

	LOT	AREA S.F.	LOT	AREA S.F.	
BLOCK 4	1	15,071 ±	5	27,974 ±	152,022
	2	15,617 ±	6	19,108 ±	
	3	24,851 ±	7	17,480 ±	
	4	16,770 ±	8	15,151 ±	

Total BLOCK 1, 2, 3, 4	*1,121,061 ±*
NEVENS AVE. ROW	*101,492 ±*
STREET "A" ROW	*44,305 ±*
STREET "B" ROW	*20,617 ±*
STREET "C" ROW	*17,185 ±*
AVERAGE LOT SIZE	*26,078 ±*
PROPOSED DENSITY:	*44 DU / 29.96± ACRES*
	1.47 DU/ACRE – GROSS

*NOTE: * SIGNIFIES RIPARIAN LOT*

LEGAL DESCRIPTION

SEE NARRATIVE ATTACHMENT

0' 80' 160' 240'

Ryan Engineering
LAND DEVELOPMENT SERVICES
19655 Waterford Pl
Excelsior, MN 55331
(952) 221-3700
www.ryanengineers.com

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly registered Engineer under the laws of the State of Minnesota.

Signature	MN 22071
Registration No.	09-25-2023
Date	

SHORES OF LAKE JOHN

Annandale, MN

for

Ryan Excelsior PROPERTIES

Project No.	.
Digital Drawing Name	ShoresoftLakeJohn.dwg
Drawn By	PMR
Checked By	PMR
Date	10/03/2023
Revisions	.
	.

Issued For:	Date:
Schematic Design	.
Design Development	.
Preliminary Review	.
Final Review	.
Bidding	
Construction	

Concept Site Plan

Page

P-1

City Council Agenda

February 12, 2024

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

Agenda No. 9G
Agenda Item: Reschedule March Meeting

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

The City Council will need to discuss rescheduling the March meeting. Staff is proposing to reschedule to March 18, 2024 at 6:30pm.

Recommended Action

Will be discussed at the meeting

Attachments:

None

City Council Agenda

February 12, 2024

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

Agenda No. 9H
Agenda Item: Consider Sale of City Property

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

The City currently leases the property at 20 Cedar Court to In Hot Water. Through renegotiating the lease of this property, the owners have expressed interest in purchasing the property. Staff would recommend closing the regular meeting to discuss the terms of the sale.

Recommended Action

Will be discussed at the meeting

Attachments:

None