

# CITY OF ANNANDALE

## COUNCIL MEETING AGENDA

Meeting #10  
Regular Meeting  
City Council Chambers

June 13, 2022  
6:30 P.M.

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

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

Online: <https://us02web.zoom.us/j/85780633862?pwd=Tms0MnpOOTJqOTlIa0RDcEZnaHdsdz09>

Or Telephone: 312-626-6799

Webinar ID: 857 8063 3862

Passcode: 666423

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

### 2. [APPROVAL OF MINUTES](#)

### 3. VISITOR'S

- A. John Volden- 4<sup>th</sup> of July
- B. Sarah Wiles- Little Learners Daycare

### 4. PUBLIC HEARING

### 5. OPEN FORUM

### 6. CONSENT AGENDA

- A. [Approve Auditing Claims](#)
- B. [Approve Departments Reports](#)
- C. [Employment Anniversaries](#)
- D. [Resolution Denying Appeal](#)
- E. [Resolution Approving Fee Amendments](#)
- F. [Approve Special Events](#)
- G. [Proclamation- Police Week](#)
- H. [Proclamation- Public Works Week](#)
- I. [Approve Message Therapy License](#)
- J. [Resolution Approving Variance- Ergen](#)
- K. [Resolution Appointing Election Judges](#)
- L. [Appointment of Fire Fighters](#)
- M. [Approve Triplett Farms Request](#)
- N. [Amended Lease with Wright County](#)

### 7. REMOVED CONSENT ITEMS

**8. UNFINISHED BUSINESS**

**9. NEW BUSINESS**

- A. [2021 Audit Report](#)
- B. [Resolution Approving Rezoning and Preliminary Plat- Lake John](#)
- C. [Feasibility Study for Sewer and Water Improvements](#)
- D. [Vacation Accrual Policy](#)
- E. [Request to purchase PD Vehicle](#)

**10. MAYOR/COUNCIL REPORTS**

**11. ADJOURNMENT**

**MINUTES**  
**ANNANDALE CITY COUNCIL**  
**May 9, 2022**

**CALL TO ORDER/ROLL CALL:** The City Council of Annandale, Minnesota met for a regular meeting on May 9, 2022 at 6:30 p.m. at the City Hall Council Chambers. Mayor Jonas called the meeting to order at 6:30 p.m.

City Council Present: Jonas, Honsey, Wuollet, Czycalla, Grundy. City Council members absent: None. Also, present were Administrator Hinnenkamp, Nate Sparks, Jared Voge, Joe Haller, Chief Standafer, Jay Roos via Zoom, Chrystal and Dan Fisher, Tina Dietrich, members of the public and the Annandale Advocate.

**SET AGENDA:** Staff requested the following additions: Item G under New Business, Appointment of Reserve Officer, and Item H under New Business, Discuss Purchase of Property at 74 Oak Ave N. A motion was made by Czycalla and seconded by Honsey to adopt the agenda. The motion carried unanimously.

All motions are approved unanimously unless otherwise noted.

**RECOGNITIONS-**

Chief Standafer presented a plaque to Mitch Flemming in recognition of his retirement with the City.

Mayor Jonas and Assistant Fire Chief Kris Townsend presented a plaque to Gary Grindle in recognition of retirement from the Annandale Fire Department.

**MINUTES:** A motion was made by Grundy and seconded by Wuollet, to approve the minutes of the April 11, 2022 meeting and April 11, 2022 Board of Review Minutes.

**VISITORS:**

**Annandale Farmer's Market-** An update was provided to Council in writing on the 2022 Farmer's Market.

**Tina Deitrich, Candidate for County Commissioner-** Deitrich introduced herself to Council and discussed her candidacy for Wright County Commissioner.

**PUBLIC HEARINGS:**

**Well Head Protection Plan-** Mayor Jonas opened the public hearing at 6:43pm. After hearing no input from the public, Mayor Jonas closed the public hearing at 6:44pm. A motion was made by Czycalla and seconded by Wuollet to approve Resolution 22-22 Approving Wellhead Protection Plan Part 2. ROLL CALL: Ayes: Jonas, Honsey, Wuollet, Grundy, Czycalla. Nays: None. Absent: None. Abstain: None. Resolution 22-22 adopted on a 5-aye, 0-nay, 0-absent, 0-abstain vote.

## **OPEN FORUM: NONE**

## **CONSENT AGENDA:**

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

- A. Approve Auditing Claims
- B. Approve Departments Reports
- C. Employment Anniversaries
- D. Resolution 22-23 Declaring Intent to Include Property in TIF District
- E. Resolution 22-24 Approving Zoning Ordinance Amendment- Roof Amendment
- F. MN Lawful Gambling Application- South Haven Sportsmen Club (Boy Scouts 4<sup>th</sup> Bingo)
- G. Resolution 22-25 Approving Revised Cemetery Plat
- H. Special Events

## **REMOVED CONSENT ITEMS: NONE**

## **UNFINISHED BUSINESS: NONE**

## **NEW BUSINESS:**

**Zoning Appeal- Fischer-** Applicant Chrystal and Dan Fisher presented their appeal of the determination made by City staff that their proposed non-profit use is not permitted in the Downtown District. Hinnenkamp shared the determination decision that was made and it was included in the packet. Jonas asked for more clarification on why the applicant felt they weren't institutional use. Fisher asked the Council what definition they are using to determine its institutional. Hinnenkamp provided an explanation of the C-1 districts and how the determination was made that the proposed use was institutional. Chrystal questioned why staff determined the use would be allowed in the I-1, but not in the C-1. Consulting Planner Nate Sparks provided an explanation as to how staff evaluates permitted uses.

Chrystal expressed frustration that the City did not disclose to her that the City was interested in purchasing the property until after they spent time looking at the property. Hinnenkamp explained that the Council did not decide to consider this purchase until April 26<sup>th</sup> and that she contact Fisher on the same day. Chrystal explained other centers are considered social services. Czycalla asked the applicants what they planned to do with the building to make is useable. Dan explained they planned to gut the inside, put up new walls, new HVAC, new electrical, new plumbing.

They told the Council they felt their business would be beneficial to Downtown and a great location for her families that are using her facility. Grundy asked if they were just providing parenting classes if they would be allowed. Hinnenkamp said that wasn't discussed and that staff would need to review that information. Hinnenkamp reviewed how this center could fit with other districts. Staff would recommend an amendment in the C-2 or C-3 which they felt was consistent with what they



saw in other communities. Grundy stated that if they move forward with another project to have a clear business plan. A motion was made by Czcycalla and seconded by Honsey to deny the appeal.

**Resolution Approving CUP and Variance- Jonas-** A motion was made by Czcycalla and seconded by Grundy to approve Resolution 22-26 Approving the CUP and Variance as presented to allow the construction of a garage at 320 Lake Drive East. ROLL CALL: Ayes: Honsey, Wuollet, Grundy, Czcycalla. Nays: None. Absent: None. Abstain: Jonas. Resolution 22-26 adopted on a 4-aye, 0-nay, 0-absent, 1-abstain vote.

**Concept Plan- Gary Stang-** The Council reviewed the Concept Plan presented by Gary Stang. There was no comments provided in addition to the staff comments presented with the application.

**Triplett Farms 4th Addition-** Developer Jay Roos presented the Final Plat. A motion was made by Czcycalla and seconded by Wuollet to approve Resolution 22-27. ROLL CALL: Ayes: Jonas, Honsey, Wuollet, Grundy, Czcycalla. Nays: None. Absent: None. Abstain: None. Resolution 22-27 adopted on a 5-aye, 0-nay, 0-absent, 0-abstain vote.

A motion was made by Wuollet and seconded by Honsey to approve Ordinance 393 Renaming the Irwin Avenue to Irwin Drive West.

Ross requested the Council allow them to provide a Performance Bond in lieu of a Letter of Credit. Jared Voge stated that was allowed and suggested staff and the City Attorney could consider this as part of the agreement if desired by the Council. A motion was made by Honsey and seconded by Wuollet to allow a Performance Bond with staff and the City Attorney reviewing and approving.

**Joint Resolution 22-28 Approving an OAA with Corinna Township-** Hinnenkamp presented the agreement and described the three properties. A motion was made by Wuollet and seconded by Czcycalla to approve Resolution 22-28 Approving an OAA with Corinna Township. ROLL CALL: Ayes: Jonas, Honsey, Wuollet, Grundy, Czcycalla. Nays: None. Absent: None. Abstain: None. Resolution 22-28 adopted on a 5-aye, 0-nay, 0-absent, 0-abstain vote.

**Request Sale of Squad Vehicle- Police Department-** Chief Standafer presented the proposed Vehicle sales. A motion was made by Grundy and seconded by Honsey to approve the sale of the following vehicles:

GMC Truck acquired to Forfeiture- \$39,000 to Country Chevrolet  
2008 Cargo Van- \$11,400 to Lundeen Ford  
Chevy Malibu- \$5530 to Lundeen Ford

**Appointment of Reserve Officer-** A motion was made by Grundy and seconded by Wuollet to approve the appointment of Jesse Row and Donald Strand to the position of Reserve Officer.

**Purchase of Property- 74 Oak Ave N-** The City Council closed their regular meeting per statute 13D.05 to discuss the purchase of 74 Oak Ave North. Mayor Jonas closed the meeting at 8:15 pm.

The meeting was reopened at 8:30pm. A motion was made by Czycalla and seconded by Grundy to direct the City Administrator and Mayor to execute the Purchase Agreement as presented.

**MAYOR/COUNCIL REPORTS:**

Chief Standafer talked about the work the City has been doing with the school to improve safety at the crosswalk at Poplar Avenue and Parks Street.

**ADJOURNMENT:**

Moved by Wuollet seconded by Honsey to adjourn. The meeting was adjourned at 8:45 pm.

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Shelly Jonas, Mayor

ATTEST:

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Kelly Hinnenkamp, City Administrator

# CITY OF ANNANDALE

## REQUEST FOR COUNCIL ACTION

Originating Department: <b>Administration</b>	Meeting Date: <b>June 13, 2022</b>	Agenda No. <b>6A</b>
Agenda Section: <b>Consent</b>	Item: <b>Auditing Claims</b>	
<p><b>BACKGROUND:</b> Attached is a copy of the Auditing Claims presented for approval for all claims paid or to be paid since the prior Council meeting.</p>		

## Report Criteria:

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

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
<b>ALLINA HEALTH SYSTEM</b>								
100	ALLINA HEALTH SYSTEM	CI00020761	MEDICAL DIRECTION	04/30/2022	530.21	530.21	05/23/2022	
Total ALLINA HEALTH SYSTEM:					530.21	530.21		
<b>AMERICAN SOLUTIONS FOR BUSINESS</b>								
110	AMERICAN SOLUTIONS FOR B	INV05998096	A/P CHECKS	05/03/2022	302.87	302.87	05/23/2022	
Total AMERICAN SOLUTIONS FOR BUSINESS:					302.87	302.87		
<b>ANNANDALE ADVOCATE</b>								
180	ANNANDALE ADVOCATE	172868	ENVELOPES	05/16/2022	564.22	564.22	05/23/2022	
180	ANNANDALE ADVOCATE	P324347	LEGALS	04/30/2022	286.00	286.00	06/07/2022	
180	ANNANDALE ADVOCATE	P324347	MINUTES	04/30/2022	717.75	717.75	06/07/2022	
180	ANNANDALE ADVOCATE	P324347	AD- SCHOOL EVENT	04/30/2022	62.00	62.00	06/07/2022	
180	ANNANDALE ADVOCATE	P324347	LEGAL- PZ	04/30/2022	235.12	235.12	06/07/2022	
180	ANNANDALE ADVOCATE	P324347	AD- DMV SUMMER GUIDE	04/30/2022	270.00	270.00	06/07/2022	
180	ANNANDALE ADVOCATE	P324347	AD- CITY SUMMER GUIDE	04/30/2022	1,702.50	1,702.50	06/07/2022	
180	ANNANDALE ADVOCATE	P324347	DRINKING WATER REPORT	04/30/2022	592.28	592.28	06/07/2022	
180	ANNANDALE ADVOCATE	P324347	RECYLCING AD	04/30/2022	178.00	178.00	06/07/2022	
180	ANNANDALE ADVOCATE	P324347	LEGAL	04/30/2022	33.00	33.00	06/07/2022	
180	ANNANDALE ADVOCATE	P324606	RECYLCING AD	05/31/2022	178.00	.00		
180	ANNANDALE ADVOCATE	P324606	MINUTES	05/31/2022	236.50	.00		
180	ANNANDALE ADVOCATE	P324606	LEGAL- PZ	05/31/2022	159.50	.00		
180	ANNANDALE ADVOCATE	P324606	LEGAL	05/31/2022	107.00	.00		
180	ANNANDALE ADVOCATE	P324606	AD- SCHOOL EVENT	05/31/2022	48.00	.00		
Total ANNANDALE ADVOCATE:					5,369.87	4,640.87		
<b>ANNANDALE AREA CHAMBER OF</b>								
190	ANNANDALE AREA CHAMBER	2022-2023 DU	2022-2023 DUES	05/11/2022	190.00	190.00	05/12/2022	
Total ANNANDALE AREA CHAMBER OF:					190.00	190.00		
<b>ANNANDALE PARTS SUPPLY</b>								
192	ANNANDALE PARTS SUPPLY	127282859	STATION TOOLS	05/11/2022	418.33	418.33	05/31/2022	
192	ANNANDALE PARTS SUPPLY	127282910	SQUAD MAINTENANCE ITEMS	05/12/2022	67.54	67.54	05/31/2022	
Total ANNANDALE PARTS SUPPLY:					485.87	485.87		
<b>ANNANDALE-MAPLE LAKE</b>								
230	ANNANDALE-MAPLE LAKE	052322	905 PALM CIR- SAC FEES	05/23/2022	3,500.00	.00		
230	ANNANDALE-MAPLE LAKE	APR22WWTP	APR FLOW	05/13/2022	48,356.00	48,356.00	05/23/2022	
Total ANNANDALE-MAPLE LAKE:					51,856.00	48,356.00		
<b>ARAMARK UNIFORM SERVICES</b>								
286	ARAMARK UNIFORM SERVICES	253000136016	WATER UNIFORMS	05/05/2022	50.35	50.35	05/23/2022	
286	ARAMARK UNIFORM SERVICES	253000138357	SEWER UNIFORMS	05/12/2022	124.41	124.41	05/23/2022	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total ARAMARK UNIFORM SERVICES:					174.76	174.76		
<b>AT&amp;T MOBILITY</b>								
5317	AT&T MOBILITY	06032022	PW CELL PHONE	05/25/2022	152.24	152.24	06/07/2022	
5317	AT&T MOBILITY	06032022	WATER CELL PHONE	05/25/2022	147.76	147.76	06/07/2022	
5317	AT&T MOBILITY	06032022	WW CELL PHONE	05/25/2022	147.75	147.75	06/07/2022	
5317	AT&T MOBILITY	06032022	PD CELL PHONE	05/25/2022	152.17	152.17	06/07/2022	
5317	AT&T MOBILITY	06032022	FD IPAD	05/25/2022	65.25	65.25	06/07/2022	
5317	AT&T MOBILITY	06032022	CITY CELL PHONE	05/25/2022	76.09	76.09	06/07/2022	
5317	AT&T MOBILITY	06032022	AIR CARDS	05/25/2022	268.39	268.39	06/07/2022	
Total AT&T MOBILITY:					1,009.65	1,009.65		
<b>BADGER METER, INC.</b>								
380	BADGER METER, INC.	80098471	BEACON HOSTING SERVICE- S	05/30/2022	45.39	.00		
380	BADGER METER, INC.	80098471	BEACON HOSTING SERVICE- W	05/30/2022	45.39	.00		
Total BADGER METER, INC.:					90.78	.00		
<b>BLUE CROSS BLUE SHIELD OF MN</b>								
5318	BLUE CROSS BLUE SHIELD OF	220601280200	INSURANCE	06/01/2022	80.55	80.55	06/09/2022	
Total BLUE CROSS BLUE SHIELD OF MN:					80.55	80.55		
<b>BOLTON &amp; MENK, INC</b>								
463	BOLTON & MENK, INC	288200	BUSINESS PARK LEGALS	04/28/2022	350.00	350.00	06/07/2022	
463	BOLTON & MENK, INC	288200	BUILDING PERMITS	04/28/2022	230.00	230.00	06/07/2022	
463	BOLTON & MENK, INC	288200	GENERAL	04/28/2022	425.00	425.00	06/07/2022	
463	BOLTON & MENK, INC	288200	STANG CONCEPT PLAN REVIE	04/28/2022	450.00	450.00	06/07/2022	
463	BOLTON & MENK, INC	288201	REP ONIEL MEETING- LAKE JO	04/28/2022	1,327.50	1,327.50	05/23/2022	
463	BOLTON & MENK, INC	288202	LK JOHN FEASIBILITY	04/28/2022	677.50	677.50	05/23/2022	
463	BOLTON & MENK, INC	288203	REC PARK PLAYGROUND CON	04/28/2022	4,061.00	4,061.00	05/23/2022	
463	BOLTON & MENK, INC	288204	HEMLOCK	04/28/2022	8,122.50	8,122.50	05/23/2022	
463	BOLTON & MENK, INC	288205	HWY 55	04/28/2022	5,715.00	5,715.00	05/23/2022	
463	BOLTON & MENK, INC	288206	WATER TOWER RECONDITIONI	04/28/2022	1,747.50	1,747.50	05/23/2022	
463	BOLTON & MENK, INC	288207	WELL HEAD PROTECTION PLA	04/28/2022	3,340.20	3,340.20	05/23/2022	
463	BOLTON & MENK, INC	288208	CEMETERY PLAT	04/28/2022	2,726.07	2,726.07	05/23/2022	
463	BOLTON & MENK, INC	289632	LAKE JOHN	05/20/2022	1,662.00	.00		
463	BOLTON & MENK, INC	289633	STANG CONCEPT PLAN REVIE	05/20/2022	100.00	.00		
463	BOLTON & MENK, INC	289634	HEMLOCK	05/20/2022	1,602.50	.00		
463	BOLTON & MENK, INC	289635	HWY 55	05/20/2022	11,478.00	.00		
463	BOLTON & MENK, INC	289636	TRIPLETT FARMS	05/20/2022	3,338.00	.00		
463	BOLTON & MENK, INC	289637	WATER TOWER RECONDITIONI	05/20/2022	1,630.00	.00		
463	BOLTON & MENK, INC	289638	CEMETERY PLAT	05/20/2022	392.50	.00		
Total BOLTON & MENK, INC:					49,375.27	29,172.27		
<b>BROCK WHITE CO LLC</b>								
525	BROCK WHITE CO LLC	15415185-00	FABRIC/SOIL STABILIZATION	05/03/2022	145.98	145.98	05/25/2022	
Total BROCK WHITE CO LLC:					145.98	145.98		
<b>BURKHARDT &amp; BURKHARDT, LTD.</b>								
555	BURKHARDT & BURKHARDT, LT	5-20-22	2021 AUDIT	05/20/2022	204.50	204.50	05/31/2022	
555	BURKHARDT & BURKHARDT, LT	5-20-22	2021 AUDIT	05/20/2022	204.50	204.50	05/31/2022	
555	BURKHARDT & BURKHARDT, LT	5-20-22	2021 AUDIT	05/20/2022	204.50	204.50	05/31/2022	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
555	BURKHARDT & BURKHARDT, LT	5-20-22	2021 AUDIT	05/20/2022	1,431.50	1,431.50	05/31/2022	
555	BURKHARDT & BURKHARDT, LT	5-20-22	2021 AUDIT	05/20/2022	4,090.00	4,090.00	05/31/2022	
555	BURKHARDT & BURKHARDT, LT	5-20-22	2021 AUDIT	05/20/2022	3,476.50	3,476.50	05/31/2022	
555	BURKHARDT & BURKHARDT, LT	5-20-22	2021 AUDIT	05/20/2022	613.50	613.50	05/31/2022	
555	BURKHARDT & BURKHARDT, LT	5-20-22	2021 AUDIT	05/20/2022	818.00	818.00	05/31/2022	
555	BURKHARDT & BURKHARDT, LT	5-20-22	2021 AUDIT	05/20/2022	204.50	204.50	05/31/2022	
555	BURKHARDT & BURKHARDT, LT	5-20-22	2021 AUDIT	05/20/2022	1,227.00	1,227.00	05/31/2022	
555	BURKHARDT & BURKHARDT, LT	5-20-22	2021 AUDIT	05/20/2022	409.00	409.00	05/31/2022	
555	BURKHARDT & BURKHARDT, LT	5-20-22	2021 AUDIT	05/20/2022	1,022.50	1,022.50	05/31/2022	
555	BURKHARDT & BURKHARDT, LT	5-20-22	2021 AUDIT	05/20/2022	3,476.50	3,476.50	05/31/2022	
555	BURKHARDT & BURKHARDT, LT	5-20-22	2021 AUDIT	05/20/2022	1,227.00	1,227.00	05/31/2022	
555	BURKHARDT & BURKHARDT, LT	5-20-22	2021 AUDIT	05/20/2022	204.50	204.50	05/31/2022	
555	BURKHARDT & BURKHARDT, LT	5-20-22	2021 AUDIT	05/20/2022	1,227.00	1,227.00	05/31/2022	
555	BURKHARDT & BURKHARDT, LT	5-20-22	2021 AUDIT	05/20/2022	409.00	409.00	05/31/2022	
Total BURKHARDT & BURKHARDT, LTD.:					20,450.00	20,450.00		

**CARDMEMBER SERVICE**

4743	CARDMEMBER SERVICE	MAY 2022	WPSG INC. 610-85780	05/18/2022	805.29	805.29	06/07/2022	
4743	CARDMEMBER SERVICE	MAY 2022	ZOOM.US 888-799-9666 WWW.Z	05/18/2022	16.09	16.09	06/07/2022	
4743	CARDMEMBER SERVICE	MAY 2022	KVMGALORE 718729149	05/18/2022	93.76-	93.76-	06/07/2022	
4743	CARDMEMBER SERVICE	MAY 2022	DASH MEDICAL GLOVES 800-52	05/18/2022	155.90	155.90	06/07/2022	
4743	CARDMEMBER SERVICE	MAY 2022	USPS PO 2603000302 ANNAND	05/18/2022	8.36	8.36	06/07/2022	
4743	CARDMEMBER SERVICE	MAY 2022	POST BOARD LICENSING 651-6	05/18/2022	180.00	180.00	06/07/2022	
4743	CARDMEMBER SERVICE	MAY 2022	FLEET FARM 3700 MONTICELL	05/18/2022	112.73-	112.73-	06/07/2022	
4743	CARDMEMBER SERVICE	MAY 2022	USPS PO 2603000302 ANNAND	05/18/2022	1.34	1.34	06/07/2022	
4743	CARDMEMBER SERVICE	MAY 2022	MICROSOFT*MICROSOFT 36 42	05/18/2022	10.73	10.73	06/07/2022	
4743	CARDMEMBER SERVICE	MAY 2022	AMAZON.COM*1Q0ZU2CM1 AM	05/18/2022	33.67	33.67	06/07/2022	
4743	CARDMEMBER SERVICE	MAY 2022	DROPBOX 1CHFLRZV864S 141-	05/18/2022	119.88	119.88	06/07/2022	
4743	CARDMEMBER SERVICE	MAY 2022	AMZN MKTP US*132GM6KQ2 A	05/18/2022	23.83	23.83	06/07/2022	
4743	CARDMEMBER SERVICE	MAY 2022	ZOOM.US 888-799-9666 WWW.Z	05/18/2022	59.04	59.04	06/07/2022	
4743	CARDMEMBER SERVICE	MAY 2022	MICROSOFT*MICROSOFT 36 42	05/18/2022	7.50	7.50	06/07/2022	
4743	CARDMEMBER SERVICE	MAY 2022	BATTERIES PLUS - #0033 ELK R	05/18/2022	28.04-	28.04-	06/07/2022	
4743	CARDMEMBER SERVICE	MAY 2022	MN POLLUTION CONTROL A 65	05/18/2022	45.00	45.00	06/07/2022	
4743	CARDMEMBER SERVICE	MAY 2022	MN POLLUTION CONTROL S 65	05/18/2022	.97	.97	06/07/2022	
4743	CARDMEMBER SERVICE	MAY 2022	MENARDS BUFFALO MN BUFFA	05/18/2022	28.93	28.93	06/07/2022	
4743	CARDMEMBER SERVICE	MAY 2022	MENARDS BUFFALO MN BUFFA	05/18/2022	184.31	184.31	06/07/2022	
4743	CARDMEMBER SERVICE	MAY 2022	YRC FREIGHT * INVOICES 800-	05/18/2022	271.88	271.88	06/07/2022	
4743	CARDMEMBER SERVICE	MAY 2022	ENVIRONMENTAL RESOURCE	05/18/2022	113.90	113.90	06/07/2022	
4743	CARDMEMBER SERVICE	MAY 2022	THE HOME DEPOT #2840 MONT	05/18/2022	12.86	12.86	06/07/2022	
4743	CARDMEMBER SERVICE	MAY 2022	DHS EQUIPMENT 866-611-9	05/18/2022	113.00	113.00	06/07/2022	
4743	CARDMEMBER SERVICE	MAY 2022	REDS AUTO ELECTRIC SAINT C	05/18/2022	74.31	74.31	06/07/2022	
4743	CARDMEMBER SERVICE	MAY 2022	ST CLOUD PARKING SYSTE SAI	05/18/2022	10.00	10.00	06/07/2022	
4743	CARDMEMBER SERVICE	MAY 2022	AMZN MKTP US*136KU1VB1 AM	05/18/2022	29.50	29.50	06/07/2022	
4743	CARDMEMBER SERVICE	MAY 2022	SPYTEC GPS INC. 877-212-7	05/18/2022	24.95	24.95	06/07/2022	
4743	CARDMEMBER SERVICE	MAY 2022	SP SLIP 2000 SLIP2000.	05/18/2022	87.40	87.40	06/07/2022	
Total CARDMEMBER SERVICE:					2,184.11	2,184.11		

**CARLSONS WHOLESALE GREENHOUSES LLC**

5188	CARLSONS WHOLESALE GREE	1819	SUMMER ORDER	05/24/2022	2,212.39	2,212.39	05/25/2022	
Total CARLSONS WHOLESALE GREENHOUSES LLC:					2,212.39	2,212.39		

**CASEY'S BUSINESS MASTERCARD**

5147	CASEY'S BUSINESS MASTERC	MAY2022- BX3	PD FUEL	05/25/2022	67.50	.00		
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Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total CASEY'S BUSINESS MASTERCARD:					67.50	.00		
<b>CENTER POINT ENERGY</b>								
2511	CENTER POINT ENERGY	MAY2022-240	HOCKEY RINK	05/12/2022	78.18	78.18	05/23/2022	
2511	CENTER POINT ENERGY	MAY2022-330	PAVILION	05/12/2022	95.14	95.14	05/23/2022	
2511	CENTER POINT ENERGY	MAY2022-340	FD	05/12/2022	640.87	640.87	05/23/2022	
2511	CENTER POINT ENERGY	MAY2022-350	OLD PW SHOP	05/12/2022	42.28	42.28	05/23/2022	
2511	CENTER POINT ENERGY	MAY2022-541	WTP	05/12/2022	779.10	779.10	05/23/2022	
2511	CENTER POINT ENERGY	MAY2022-551	TC	05/12/2022	92.09	92.09	05/23/2022	
2511	CENTER POINT ENERGY	MAY22-26WILL	CITY HALL	05/13/2022	447.07	447.07	05/23/2022	
Total CENTER POINT ENERGY:					2,174.73	2,174.73		
<b>CENTRA SOTA COOPERATIVE</b>								
646	CENTRA SOTA COOPERATIVE	6309450	FUEL	05/11/2022	1,358.02	1,358.02	05/23/2022	
646	CENTRA SOTA COOPERATIVE	6309451	FUEL	05/11/2022	909.72	909.72	05/23/2022	
Total CENTRA SOTA COOPERATIVE:					2,267.74	2,267.74		
<b>CENTRAL LAND TITLE</b>								
614	CENTRAL LAND TITLE	51022Refund o	REFUND	05/10/2022	10.00	10.00	05/23/2022	
Total CENTRAL LAND TITLE :					10.00	10.00		
<b>COLONIAL LIFE &amp; ACCIDENT</b>								
810	COLONIAL LIFE & ACCIDENT	749242406011	INSURANCE	06/01/2022	387.72	387.72	06/03/2022	
Total COLONIAL LIFE & ACCIDENT:					387.72	387.72		
<b>DAIRYLAND POWER COOPERATIVE</b>								
5244	DAIRYLAND POWER COOPERA	IB00023059	MONTHLY BILLS- REFUSE 20%	05/06/2022	129.02	129.02	05/23/2022	
5244	DAIRYLAND POWER COOPERA	IB00023059	MONTHLY BILLS- SEWER 40%	05/06/2022	258.00	258.00	05/23/2022	
5244	DAIRYLAND POWER COOPERA	IB00023059	MONTHLY BILLS- WATER 40%	05/06/2022	258.00	258.00	05/23/2022	
Total DAIRYLAND POWER COOPERATIVE:					645.02	645.02		
<b>DELTA DENTAL</b>								
4793	DELTA DENTAL	CNS00009687	INSURANCE	06/01/2022	1,640.14	1,640.14	05/31/2022	
Total DELTA DENTAL:					1,640.14	1,640.14		
<b>DIMAGGIO-BOOM, SUZANNE</b>								
5231	DIMAGGIO-BOOM, SUZANNE	2nd Qtr	2ND QTR CELL REIMB	06/01/2022	90.00	.00		
Total DIMAGGIO-BOOM, SUZANNE:					90.00	.00		
<b>EARL F. ANDERSEN INC</b>								
170	EARL F. ANDERSEN INC	129594-IN	SIGNS	05/18/2022	1,183.45	1,183.45	05/31/2022	
Total EARL F. ANDERSEN INC:					1,183.45	1,183.45		
<b>ENGFER, NANCY</b>								
1315	ENGFER, NANCY	2nd Qtr	2ND QTR CELL REIMB	06/01/2022	90.00	.00		
Total ENGFER, NANCY:					90.00	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
<b>FAUST, MITCHELL L</b>								
5136	FAUST, MITCHELL L	2nd Qtr	2ND QTR CELL REIMB	06/01/2022	90.00	.00		
Total FAUST, MITCHELL L:					90.00	.00		
<b>FIRE EQUIPMENT SPECIALTIES INC</b>								
1398	FIRE EQUIPMENT SPECIALTIES	11001	HELMET	05/12/2022	668.95	668.95	05/23/2022	
1398	FIRE EQUIPMENT SPECIALTIES	11008	ADAPTER	05/23/2022	51.95	.00		
Total FIRE EQUIPMENT SPECIALTIES INC:					720.90	668.95		
<b>FRENCH LAKE AUTO PARTS</b>								
1490	FRENCH LAKE AUTO PARTS	323229	ALL CITY CLEAN UP TIRE DISP	05/09/2022	203.00	203.00	05/25/2022	
Total FRENCH LAKE AUTO PARTS:					203.00	203.00		
<b>GOFF, JUSTIN</b>								
5230	GOFF, JUSTIN	2nd Qtr	2ND QTR CELL REIMB	06/01/2022	90.00	.00		
Total GOFF, JUSTIN:					90.00	.00		
<b>GOPHER STATE ONE-CALL INC</b>								
1630	GOPHER STATE ONE-CALL INC	2040179	LOCATES	04/30/2022	43.20	43.20	05/23/2022	
Total GOPHER STATE ONE-CALL INC:					43.20	43.20		
<b>GRAINGER INC, W W</b>								
1660	GRAINGER INC, W W	9310275145	SOAP	05/12/2022	106.74	106.74	05/23/2022	
1660	GRAINGER INC, W W	9311069992	SOAP	05/13/2022	106.74	106.74	05/23/2022	
1660	GRAINGER INC, W W	9311234430	SUPPLIES	05/13/2022	21.60	21.60	05/23/2022	
Total GRAINGER INC, W W:					235.08	235.08		
<b>GUARDIAN FLEET SAFETY</b>								
5081	GUARDIAN FLEET SAFETY	22-0306	SQUAD LIGHT REPAIR - 52	05/11/2022	199.98	199.98	05/31/2022	
Total GUARDIAN FLEET SAFETY:					199.98	199.98		
<b>HACH COMPANY</b>								
1690	HACH COMPANY	13033261	CHEMICALS	05/12/2022	255.14	255.14	05/31/2022	
1690	HACH COMPANY	13035836	CHEMICALS	05/13/2022	103.11	103.11	05/25/2022	
1690	HACH COMPANY	13038605	CHEMICALS	05/16/2022	117.27	117.27	05/25/2022	
Total HACH COMPANY:					475.52	475.52		
<b>HALLER, JOE</b>								
1695	HALLER, JOE	51322	EMPOYEE APPRECIATION	05/13/2022	134.65	134.65	05/23/2022	
Total HALLER, JOE:					134.65	134.65		
<b>HAWKINS, INC.</b>								
1710	HAWKINS, INC.	6185571	CHLORINE	05/15/2022	50.00	50.00	05/23/2022	
Total HAWKINS, INC.:					50.00	50.00		
<b>HINNENKAMP, KELLY</b>								
4728	HINNENKAMP, KELLY	2nd Qtr	2ND QTR CELL REIMB	06/01/2022	150.00	.00		



Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
4728	HINNENKAMP, KELLY	5232022	MILEAGE	05/23/2022	32.76	32.76	05/31/2022	
Total HINNENKAMP, KELLY:					182.76	32.76		
<b>INNOVATIVE OFFICE SOLUTIONS LLC</b>								
5296	INNOVATIVE OFFICE SOLUTION	IN3800623	ADMIN PAPER	05/23/2022	469.90	.00		
5296	INNOVATIVE OFFICE SOLUTION	IN3800623	ADMIN OFFICE SUPPLIES	05/23/2022	4.20	.00		
5296	INNOVATIVE OFFICE SOLUTION	IN3800623	C-FOLD TOWELS	05/23/2022	61.00	.00		
5296	INNOVATIVE OFFICE SOLUTION	IN3800623	CLEANER	05/23/2022	8.28	.00		
Total INNOVATIVE OFFICE SOLUTIONS LLC:					543.38	.00		
<b>INTERSTATE ALL BATTERY CENTERS</b>								
4817	INTERSTATE ALL BATTERY CEN	24174	PD BATTERIES	06/03/2022	37.78	.00		
Total INTERSTATE ALL BATTERY CENTERS:					37.78	.00		
<b>Int'l Union of Operating Eng, Local 49</b>								
5274	Int'l Union of Operating Eng, Local	APR2022 DUE	UNION DUES	05/12/2022	310.80	310.80	05/12/2022	
5274	Int'l Union of Operating Eng, Local	MAY2022 DUE	UNION DUES	06/01/2022	315.60	315.60	06/09/2022	
Total Int'l Union of Operating Eng, Local 49:					626.40	626.40		
<b>ISD 876</b>								
5051	ISD 876	2021 REC PAR	2021 REC PARK EXPENSE	05/24/2022	13,139.39	.00		
Total ISD 876:					13,139.39	.00		
<b>JOHNSON MATERIALS, INC</b>								
5249	JOHNSON MATERIALS, INC	9206	ROCK	05/03/2022	224.26	224.26	05/23/2022	
Total JOHNSON MATERIALS, INC:					224.26	224.26		
<b>JOVANOVIH, DEGE &amp; ATHMANN PA</b>								
4716	JOVANOVIH, DEGE & ATHMAN	23403	SLRF	04/30/2022	112.50	112.50	06/07/2022	
4716	JOVANOVIH, DEGE & ATHMAN	23403	SHORT TERM RENTAL	04/30/2022	90.00	90.00	06/07/2022	
4716	JOVANOVIH, DEGE & ATHMAN	23403	GENERAL	04/30/2022	495.00	495.00	06/07/2022	
4716	JOVANOVIH, DEGE & ATHMAN	23403	ANNEXATION	04/30/2022	832.50	832.50	06/07/2022	
4716	JOVANOVIH, DEGE & ATHMAN	23403	TRIPLETT FARMS- 4TH ADDN	04/30/2022	427.50	427.50	06/07/2022	
4716	JOVANOVIH, DEGE & ATHMAN	23403	LARSEN PA	04/30/2022	562.50	562.50	06/07/2022	
4716	JOVANOVIH, DEGE & ATHMAN	23403	GENERAL- ZONING	04/30/2022	90.00	90.00	06/07/2022	
Total JOVANOVIH, DEGE & ATHMANN PA:					2,610.00	2,610.00		
<b>KNIFE RIVER CORPORATION</b>								
2009	KNIFE RIVER CORPORATION	929639	CONCRETE	05/06/2022	1,011.00	1,011.00	05/23/2022	
Total KNIFE RIVER CORPORATION:					1,011.00	1,011.00		
<b>LAKE REGION CO-OP OIL ASSN</b>								
2050	LAKE REGION CO-OP OIL ASSN	43022-ACCT03	MOTOR FUELS	04/30/2022	80.05	80.05	05/23/2022	
2050	LAKE REGION CO-OP OIL ASSN	43022-ACCT03	CHEMICALS	04/30/2022	96.79	96.79	05/23/2022	
Total LAKE REGION CO-OP OIL ASSN:					176.84	176.84		
<b>LAKE RESTORATION, INC.</b>								
2051	LAKE RESTORATION, INC.	INV020048	SWIM ITCH CONTROL	05/12/2022	231.00	231.00	05/25/2022	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total LAKE RESTORATION, INC.:					231.00	231.00		
<b>LANDSCAPE ESCROW</b>								
4913	LANDSCAPE ESCROW	L/E 1010 Acaci	L/E REFUND - 1010 ACACIA DR	05/27/2022	2,000.00	2,000.00	05/31/2022	
Total LANDSCAPE ESCROW:					2,000.00	2,000.00		
<b>LASER ETCH TECH LLC</b>								
2076	LASER ETCH TECH LLC	5276	GRINDLE SERVICE AWARD	04/28/2022	125.00	125.00	05/23/2022	
Total LASER ETCH TECH LLC:					125.00	125.00		
<b>LINCOLN MARKETING INC</b>								
4954	LINCOLN MARKETING INC	05-2022MN	DMV ADVERTISING STEARNS C	05/18/2022	500.00	500.00	05/23/2022	
Total LINCOLN MARKETING INC:					500.00	500.00		
<b>LUNDEEN BROS INC</b>								
2190	LUNDEEN BROS INC	30372	GRASS 11 REPAIR	05/09/2022	370.84	370.84	05/31/2022	
Total LUNDEEN BROS INC:					370.84	370.84		
<b>M &amp; M EXPRESS SALES &amp; SERVICE</b>								
2211	M & M EXPRESS SALES & SER	372164	PARTS	05/10/2022	90.07	90.07	05/31/2022	
2211	M & M EXPRESS SALES & SER	376319	TRIMMER STRING	05/20/2022	32.98	.00		
Total M & M EXPRESS SALES & SERVICE:					123.05	90.07		
<b>MAPLE LAKE LUMBER COMPANY</b>								
2260	MAPLE LAKE LUMBER COMPAN	217942	STAKES	05/04/2022	114.00	114.00	05/31/2022	
2260	MAPLE LAKE LUMBER COMPAN	217982	REBAR	05/05/2022	412.20	412.20	05/31/2022	
2260	MAPLE LAKE LUMBER COMPAN	218248	LUMBER	05/12/2022	428.64	428.64	05/31/2022	
Total MAPLE LAKE LUMBER COMPANY:					954.84	954.84		
<b>MAPLE LAKE MESSENGER</b>								
2261	MAPLE LAKE MESSENGER	5312022	DMV AD	05/31/2022	320.00	.00		
Total MAPLE LAKE MESSENGER:					320.00	.00		
<b>MARKET PLACE II</b>								
2273	MARKET PLACE II	6/1/22 STMT	WATER	06/01/2022	55.86	.00		
2273	MARKET PLACE II	6/1/22 STMT	WATER	06/01/2022	23.94	.00		
2273	MARKET PLACE II	6/1/22 STMT	WW WATER	06/01/2022	24.73	.00		
2273	MARKET PLACE II	6/1/22 STMT	CHILI COOKOFF	06/01/2022	193.49	.00		
Total MARKET PLACE II:					298.02	.00		
<b>MARK'S STUMP CHIPPING &amp; BOBCAT LLC</b>								
2274	MARK'S STUMP CHIPPING & B	2207	STUMP GRINDING	05/08/2022	650.00	650.00	05/31/2022	
Total MARK'S STUMP CHIPPING & BOBCAT LLC:					650.00	650.00		
<b>MED COMPASS</b>								
2349	MED COMPASS	41352	SCBA USER MANUAL EXAM	05/09/2022	2,110.00	2,110.00	05/31/2022	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total MED COMPASS:					2,110.00	2,110.00		
<b>METERING &amp; TECHNOLOGY SOLUTIONS</b>								
5080	METERING & TECHNOLOGY SO	22964	WATER METER	05/12/2022	553.57	553.57	05/23/2022	
Total METERING & TECHNOLOGY SOLUTIONS:					553.57	553.57		
<b>METRO WEST INSPECTION SERVICES</b>								
2375	METRO WEST INSPECTION SE	3283	HOURLY HOURLY- TIF INSPECT	06/02/2022	130.00	.00		
2375	METRO WEST INSPECTION SE	3283	HOURLY HOURLY- TIF INSPECT	06/02/2022	130.00	.00		
2375	METRO WEST INSPECTION SE	3283	PERMIT #21-48- 19 OAK AVE N	06/02/2022	345.68	.00		
2375	METRO WEST INSPECTION SE	3283	21-68 21-- OAK AVE	06/02/2022	389.44	.00		
2375	METRO WEST INSPECTION SE	3283	21-71 21-- KNOLLWOOD ST	06/02/2022	50.00	.00		
2375	METRO WEST INSPECTION SE	3283	21-72 21-- ACACIA DR	06/02/2022	25.00	.00		
2375	METRO WEST INSPECTION SE	3283	PERMIT #21-75- 63 OAK AVE S	06/02/2022	170.78	.00		
2375	METRO WEST INSPECTION SE	3283	PERMIT #21-08- 905 BEECH LN	06/02/2022	1,075.75	.00		
2375	METRO WEST INSPECTION SE	3283	PERMIT #22-27- 500 ELM ST E	06/02/2022	85.50	.00		
2375	METRO WEST INSPECTION SE	3283	22-0037 22-37- ACACIA DR	06/02/2022	25.00	.00		
Total METRO WEST INSPECTION SERVICES:					2,427.15	.00		
<b>MIDCONTINENT COMMUNICATIONS</b>								
5006	MIDCONTINENT COMMUNICATI	157013401126	FIRE	05/27/2022	162.86	.00		
5006	MIDCONTINENT COMMUNICATI	157013401126	CITY OFFICES	05/27/2022	223.12	.00		
5006	MIDCONTINENT COMMUNICATI	157013401126	APD	05/27/2022	118.12	.00		
5006	MIDCONTINENT COMMUNICATI	157013401126	DMV	05/27/2022	103.76	.00		
5006	MIDCONTINENT COMMUNICATI	157013401126	PW	05/27/2022	292.95	.00		
5006	MIDCONTINENT COMMUNICATI	157013401126	TC	05/27/2022	37.86	.00		
Total MIDCONTINENT COMMUNICATIONS:					938.67	.00		
<b>MID-MINNESOTA LANDSCAPE SUPPLY</b>								
5213	MID-MINNESOTA LANDSCAPE S	1867	IMPROVMT CLUB SUMMER OR	05/17/2022	1,056.20	1,056.20	06/07/2022	
Total MID-MINNESOTA LANDSCAPE SUPPLY:					1,056.20	1,056.20		
<b>MINI BIFF LLC</b>								
2510	MINI BIFF LLC	A-131180	MINNI BIFFS	05/11/2022	95.88	95.88	05/31/2022	
2510	MINI BIFF LLC	A-131186	MINNI BIFFS	05/11/2022	95.88	95.88	05/31/2022	
2510	MINI BIFF LLC	A-131200	MINNI BIFFS	05/11/2022	95.88	95.88	05/31/2022	
2510	MINI BIFF LLC	A-131217	MINNI BIFFS	05/11/2022	95.88	95.88	05/31/2022	
Total MINI BIFF LLC:					383.52	383.52		
<b>MINNESOTA COMPUTER SYSTEMS INC</b>								
2525	MINNESOTA COMPUTER SYST	344260	PW COPIER	05/05/2022	20.00	20.00	05/23/2022	
2525	MINNESOTA COMPUTER SYST	344345	MONTHLY PAYMENT - PD PRIN	05/06/2022	24.85	24.85	05/23/2022	
2525	MINNESOTA COMPUTER SYST	345332	ADMIN COPIER OVERAGE	05/20/2022	120.73	.00		
2525	MINNESOTA COMPUTER SYST	345332	ADMIN COPIER	05/20/2022	25.00	.00		
2525	MINNESOTA COMPUTER SYST	345332	DMV COPIER OVERAGE	05/20/2022	118.60	.00		
2525	MINNESOTA COMPUTER SYST	345332	ADMIN COPIER	05/20/2022	30.00	.00		
2525	MINNESOTA COMPUTER SYST	345332	DMV COPIER	05/20/2022	40.00	.00		
2525	MINNESOTA COMPUTER SYST	345478	ADMIN COPIER	05/25/2022	207.00	.00		
Total MINNESOTA COMPUTER SYSTEMS INC:					586.18	44.85		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
<b>MN DEED - BCD</b>								
2572	MN DEED - BCD	JUN22	LOAN REPAYMENT - EA SWEEN	06/15/2022	1,607.15	1,607.15	05/31/2022	
Total MN DEED - BCD:					1,607.15	1,607.15		
<b>MN DEPARTMENT OF HEALTH</b>								
2576	MN DEPARTMENT OF HEALTH	2022 2ND QUA	2ND QTR CONNECTION FEE	05/25/2022	2,714.00	.00		
Total MN DEPARTMENT OF HEALTH:					2,714.00	.00		
<b>MN DEPT. OF REVENUE</b>								
2599	MN DEPT. OF REVENUE	APR2022	Sales & Use - Admin	05/19/2022	52.00	52.00	05/19/2022	
2599	MN DEPT. OF REVENUE	APR2022	Sales & Use - PD	05/19/2022	1.00	1.00	05/19/2022	
2599	MN DEPT. OF REVENUE	APR2022	Sales - WATER	05/19/2022	576.00	576.00	05/19/2022	
2599	MN DEPT. OF REVENUE	APR2022	Sales - TRAINING CENTER	05/19/2022	41.00	41.00	05/19/2022	
2599	MN DEPT. OF REVENUE	APR2022	Sales - REFUSE/RECYCLING	05/19/2022	1,179.00	1,179.00	05/19/2022	
2599	MN DEPT. OF REVENUE	APR2022	Late Filing Fee - Sales & Use Tax	05/19/2022	92.34-	92.34-	05/19/2022	
Total MN DEPT. OF REVENUE:					1,756.66	1,756.66		
<b>MN PEIP</b>								
5068	MN PEIP	1190778	INSURANCE	05/10/2022	17,033.36	17,033.36	05/23/2022	
Total MN PEIP:					17,033.36	17,033.36		
<b>MN STATE TREASURER</b>								
2675	MN STATE TREASURER	51122-Forfeit P	FORFEIT EXPENSE	05/11/2022	3,876.24	.00		
Total MN STATE TREASURER:					3,876.24	.00		
<b>NCPERS GROUP LIFE INS</b>								
4752	NCPERS GROUP LIFE INS	994901062022	INSURANCE	05/05/2022	32.00	32.00	05/23/2022	
Total NCPERS GROUP LIFE INS:					32.00	32.00		
<b>NEW LANE FINANCE</b>								
5185	NEW LANE FINANCE	71385-11/05/20	CITY HALL	05/13/2022	81.67	81.67	05/23/2022	
5185	NEW LANE FINANCE	71385-11/05/20	PD PHONE	05/13/2022	81.66	81.66	05/23/2022	
5185	NEW LANE FINANCE	71385-11/05/20	DMV PHONE	05/13/2022	81.67	81.67	05/23/2022	
Total NEW LANE FINANCE:					245.00	245.00		
<b>NICKA, KIRBY</b>								
5178	NICKA, KIRBY	2nd Qtr	2ND QTR CELL REIMB	06/01/2022	90.00	.00		
Total NICKA, KIRBY:					90.00	.00		
<b>NORTHLAND TITLE</b>								
4668	NORTHLAND TITLE	Earnest-PA Lar	EARNEST MONEY- LARSENT 74	05/11/2022	10,000.00	10,000.00	05/11/2022	
Total NORTHLAND TITLE:					10,000.00	10,000.00		
<b>NORTHWEST ASSOC CONSULTANT INC</b>								
2832	NORTHWEST ASSOC CONSULT	25806	TRIPLETT FARMS	05/06/2022	830.50	830.50	05/23/2022	
2832	NORTHWEST ASSOC CONSULT	25807	STANG CONCEPT	05/06/2022	193.50	193.50	06/07/2022	
2832	NORTHWEST ASSOC CONSULT	25807	GENERAL	05/06/2022	645.00	645.00	06/07/2022	
2832	NORTHWEST ASSOC CONSULT	25807	FISCHER REQUEST	05/06/2022	645.00	645.00	06/07/2022	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
2832	NORTHWEST ASSOC CONSULT	25807	JONAS VARIANCE	05/06/2022	103.20	103.20	06/07/2022	
2832	NORTHWEST ASSOC CONSULT	25807	CEMETERY PLAT	05/06/2022	64.50	64.50	06/07/2022	
2832	NORTHWEST ASSOC CONSULT	25807	AHLGREN	05/06/2022	38.70	38.70	06/07/2022	
2832	NORTHWEST ASSOC CONSULT	25807	LAKE JOHN PROJECT	05/06/2022	103.20	103.20	06/07/2022	
2832	NORTHWEST ASSOC CONSULT	25807	ORDINANCE AMENDMENTS	05/06/2022	223.80	223.80	06/07/2022	
2832	NORTHWEST ASSOC CONSULT	25808	MEETING	05/06/2022	200.00	200.00	05/23/2022	
Total NORTHWEST ASSOC CONSULTANT INC:					3,047.40	3,047.40		
<b>NOW IT CONNECTS INC</b>								
5286	NOW IT CONNECTS INC	27528	ADMIN- MONTHLY CONTRACT-	05/01/2022	140.35	140.35	05/23/2022	
5286	NOW IT CONNECTS INC	27528	FD MONTHLY CONTRACT- 20%	05/01/2022	187.30	187.30	05/23/2022	
5286	NOW IT CONNECTS INC	27528	PD MONTHLY CONTRACT- 40%	05/01/2022	374.36	374.36	05/23/2022	
5286	NOW IT CONNECTS INC	27528	PW MONTHLY CONTRACT- 10%	05/01/2022	93.60	93.60	05/23/2022	
5286	NOW IT CONNECTS INC	27528	DMV MONTHLY CONTRACT- 15	05/01/2022	140.35	140.35	05/23/2022	
5286	NOW IT CONNECTS INC	27599	ADMIN SERVICE CALL	05/16/2022	532.00	532.00	05/23/2022	
5286	NOW IT CONNECTS INC	27599	PD SERVICE CALL	05/16/2022	660.00	660.00	05/23/2022	
5286	NOW IT CONNECTS INC	27655	ADMIN SERVICE CALL	05/17/2022	55.00	.00		
5286	NOW IT CONNECTS INC	27807	ADMIN- MONTHLY CONTRACT-	06/01/2022	148.19	.00		
5286	NOW IT CONNECTS INC	27807	DMV MONTHLY CONTRACT- 15	06/01/2022	148.20	.00		
5286	NOW IT CONNECTS INC	27807	FD MONTHLY CONTRACT- 20%	06/01/2022	197.59	.00		
5286	NOW IT CONNECTS INC	27807	PD MONTHLY CONTRACT- 40%	06/01/2022	395.18	.00		
5286	NOW IT CONNECTS INC	27807	PW MONTHLY CONTRACT- 10%	06/01/2022	98.79	.00		
Total NOW IT CONNECTS INC:					3,170.91	2,127.96		
<b>OFFICE OF ADMINISTRATIVE HEARINGS</b>								
2836	OFFICE OF ADMINISTRATIVE H	5202022	FILING FEES	05/20/2022	313.76	313.76	05/23/2022	
Total OFFICE OF ADMINISTRATIVE HEARINGS:					313.76	313.76		
<b>Potentia MN Solar Fund 1, LLC</b>								
5074	Potentia MN Solar Fund 1, LLC	MAR22 BILL P	STREET LIGHTS	04/21/2022	38.03	38.03	05/25/2022	
5074	Potentia MN Solar Fund 1, LLC	MAR22 BILL P	FIRE HALL	04/21/2022	458.65	458.65	05/25/2022	
5074	Potentia MN Solar Fund 1, LLC	MAR22 BILL P	PARK ELECTRIC	04/21/2022	228.04	228.04	05/25/2022	
5074	Potentia MN Solar Fund 1, LLC	MAR22 BILL P	WTP	04/21/2022	3,212.51	3,212.51	05/25/2022	
5074	Potentia MN Solar Fund 1, LLC	MAR22 BILL P	SEWER L/S	04/21/2022	1,117.96	1,117.96	05/25/2022	
5074	Potentia MN Solar Fund 1, LLC	MAR22 BILL P	CEMETERY ELECTRIC	04/21/2022	25.33	25.33	05/25/2022	
5074	Potentia MN Solar Fund 1, LLC	MAR22 BILL P	CITY HALL	04/21/2022	1,266.85	1,266.85	05/25/2022	
Total Potentia MN Solar Fund 1, LLC:					6,347.37	6,347.37		
<b>RAINVILLE CARLSON INC</b>								
3059	RAINVILLE CARLSON INC	1533396	FABRICATE DOOR	05/09/2022	1,500.00	1,500.00	05/23/2022	
Total RAINVILLE CARLSON INC:					1,500.00	1,500.00		
<b>ROYAL TIRE INC</b>								
3145	ROYAL TIRE INC	131-274014	TIRES	05/04/2022	681.17	681.17	05/31/2022	
Total ROYAL TIRE INC:					681.17	681.17		
<b>S.W. INC. (DISTRIB./RECYCLE)</b>								
3157	S.W. INC. (DISTRIB./RECYCLE)	10574	APPLIANCE RECYCLE	05/09/2022	945.00	945.00	05/23/2022	
Total S.W. INC. (DISTRIB./RECYCLE):					945.00	945.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
<b>SECURE NET PROS LLC</b>								
5297	SECURE NET PROS LLC	1248	IT	06/01/2022	12.00	.00		
Total SECURE NET PROS LLC:					12.00	.00		
<b>SEWER ESCROW</b>								
4901	SEWER ESCROW	SEWER ESCR	SEWER ESCROW REFUND 155	06/07/2022	4,125.00	.00		
4901	SEWER ESCROW	SEWER ESCR	SEWER ESCROW REFUND 155	05/31/2022	4,125.00	.00		
Total SEWER ESCROW:					8,250.00	.00		
<b>SOK'S RAPID CAR WASH</b>								
4021	SOK'S RAPID CAR WASH	253-1384	PD SQUAD WASHES	05/02/2022	12.00	12.00	05/23/2022	
4021	SOK'S RAPID CAR WASH	254-1384	PD SQUAD WASHES	06/01/2022	102.00	.00		
Total SOK'S RAPID CAR WASH:					114.00	12.00		
<b>STANDAFER, PETER</b>								
4062	STANDAFER, PETER	2nd Qtr	2ND QTR CELL REIMB	06/01/2022	150.00	.00		
Total STANDAFER, PETER:					150.00	.00		
<b>STENGER, PETER</b>								
5099	STENGER, PETER	2nd Qtr	2ND QTR CELL REIMB	06/01/2022	90.00	.00		
Total STENGER, PETER:					90.00	.00		
<b>STREICHERS</b>								
4148	STREICHERS	I1566167	PD TRAINING AMMUNITION	05/03/2022	722.07	722.07	05/23/2022	
4148	STREICHERS	I1566711	UNIFORM ALLOWANCE - DIMA	05/04/2022	90.98	90.98	05/23/2022	
4148	STREICHERS	I1568643	UNIFORM ALLOWANCE - DIMA	05/16/2022	104.99	104.99	05/31/2022	
4148	STREICHERS	I1570054	PD TRAINING AMMUNITION	05/24/2022	1,476.72	.00		
Total STREICHERS:					2,394.76	918.04		
<b>SUMMIT FIRE PROTECTION</b>								
4040	SUMMIT FIRE PROTECTION	150014815	ANNUAL FIRE ALARM INSP	04/30/2022	280.00	280.00	05/23/2022	
4040	SUMMIT FIRE PROTECTION	150015921	ANNUAL FIRE ALARM INSP	05/31/2022	316.50	.00		
Total SUMMIT FIRE PROTECTION:					596.50	280.00		
<b>SURPLUS SERVICES</b>								
4747	SURPLUS SERVICES	13792	BATTERY CHARGERS	05/11/2022	92.00	92.00	05/31/2022	
Total SURPLUS SERVICES:					92.00	92.00		
<b>TRUEMAN WELTERS</b>								
4269	TRUEMAN WELTERS	EB23815	TRACTOR RENTAL	05/09/2022	2,429.00	2,429.00	05/23/2022	
Total TRUEMAN WELTERS:					2,429.00	2,429.00		
<b>US BANK - CM-9705</b>								
4357	US BANK - CM-9705	6465408	PAY AGENT FEE	03/25/2022	500.00	500.00	05/23/2022	
Total US BANK - CM-9705:					500.00	500.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
<b>UTILITY REFUNDS</b>								
4871	UTILITY REFUNDS	UTILREF-LIND	OVERPAY REFUND- 207 ASH ST	05/19/2022	110.33	110.33	05/23/2022	
Total UTILITY REFUNDS:					110.33	110.33		
<b>WAGNER, RICHARD</b>								
4445	WAGNER, RICHARD	52322	COMMISSION PAY	05/23/2022	30.00	30.00	05/31/2022	
4445	WAGNER, RICHARD	52322	FICA	05/23/2022	1.86-	1.86-	05/31/2022	
4445	WAGNER, RICHARD	52322	MEDICARE	05/23/2022	.44-	.44-	05/31/2022	
Total WAGNER, RICHARD:					27.70	27.70		
<b>WEST CENTRAL SANITATION INC</b>								
4481	WEST CENTRAL SANITATION IN	12447901	RECYCLE	04/30/2022	3,816.50	3,816.50	05/23/2022	
4481	WEST CENTRAL SANITATION IN	12447901	REFUSE	04/30/2022	10,763.56	10,763.56	05/23/2022	
4481	WEST CENTRAL SANITATION IN	12469442	TAG ACCT	05/31/2022	250.00	.00		
Total WEST CENTRAL SANITATION INC:					14,830.06	14,580.06		
<b>WICKER, MITCHELL</b>								
4698	WICKER, MITCHELL	5162022	WATER LICENSE	05/16/2022	23.00	23.00	05/31/2022	
Total WICKER, MITCHELL:					23.00	23.00		
<b>WINDSTREAM</b>								
4495	WINDSTREAM	MAY22-LIFT	L/S PHONE	05/04/2022	249.19	249.19	05/23/2022	
4495	WINDSTREAM	MAY22-WATE	320-274-2793	05/04/2022	38.90	38.90	05/23/2022	
Total WINDSTREAM:					288.09	288.09		
<b>WRIGHT COUNTY ATTORNEYS OFFICE</b>								
4512	WRIGHT COUNTY ATTORNEYS	CASE#170033	DISPERSAL OF FORFEITED PR	05/11/2012	7,752.49	7,752.49	06/07/2022	
Total WRIGHT COUNTY ATTORNEYS OFFICE:					7,752.49	7,752.49		
<b>WRIGHT COUNTY RECORDER</b>								
4535	WRIGHT COUNTY RECORDER	202200000030	RECORDING FEES	04/30/2022	240.00	240.00	05/23/2022	
4535	WRIGHT COUNTY RECORDER	202200000037	DEED RECORDING FEES	05/31/2022	98.65	.00		
Total WRIGHT COUNTY RECORDER:					338.65	240.00		
<b>WRIGHT-HENNEPIN COOPERATIVE</b>								
4548	WRIGHT-HENNEPIN COOPERA	35029623917	TC SECURITY	05/10/2022	19.95	19.95	05/23/2022	
4548	WRIGHT-HENNEPIN COOPERA	35029623917	CITY HALL SECURITY	05/10/2022	19.95	19.95	05/23/2022	
4548	WRIGHT-HENNEPIN COOPERA	35029623917	STREET LIGHTS	05/10/2022	153.15	153.15	05/23/2022	
4548	WRIGHT-HENNEPIN COOPERA	35029623917	L/S 1255 BUSINESS BLVD	05/10/2022	21.73	21.73	05/23/2022	
Total WRIGHT-HENNEPIN COOPERATIVE:					214.78	214.78		
<b>XCEL ENERGY</b>								
4559	XCEL ENERGY	778033210	ACCT 51-6076585-1	05/02/2022	35.77	35.77	05/23/2022	
4559	XCEL ENERGY	778227061	51-6024519-2	05/03/2022	4,193.42	4,193.42	05/23/2022	
4559	XCEL ENERGY	778424473	ACCOUNT 51-6024518-1	05/04/2022	922.62	922.62	05/23/2022	
4559	XCEL ENERGY	780383382	51-4192659-4	05/18/2022	165.51	165.51	05/31/2022	
4559	XCEL ENERGY	780916340	ACCOUNT- 51-4636619-8	05/23/2022	73.86	.00		
4559	XCEL ENERGY	782036453	ACCT 51-6076585-1	06/01/2022	88.13	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total XCEL ENERGY:					5,479.31	5,317.32		
Grand Totals:					274,489.48	212,427.50		

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

Mayor: \_\_\_\_\_  
Shelly JonasCity Council: \_\_\_\_\_  
Tina Honsey\_\_\_\_\_  
JT Grundy\_\_\_\_\_  
Corey Czycalla\_\_\_\_\_  
Matthew Wuollet

## Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

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



# CITY OF ANNANDALE

## REQUEST FOR COUNCIL ACTION

Originating Department: <b>Administration</b>	Meeting Date: <b>May 9, 2022</b>	Agenda No. <b>6B</b>
Agenda Section: <b>Consent</b>	Item: <b>Department Reports</b>	
<p><b>BACKGROUND:</b> Attached are the monthly department reports for the following departments:</p> <ul style="list-style-type: none"><li>• Police- April</li><li>• Finance- March</li><li>• Fire- May</li><li>• DMV- May</li></ul>		



# ANNANDALE POLICE DEPARTMENT

## MONTHLY REPORT

### May-22

TOTAL ACTIVITY	May 2022 Total	May 2021 Total	Current YTD Total	2021 YTD Total	Percentage Change
CRIMINAL ACTIVITY	6	4	40	23	74%
CITATIONS	35	44	224	271	-17%
NON-CRIMINAL	222	224	909	979	-7%
<b>GRAND TOTAL</b>	<b>263</b>	<b>272</b>	<b>1173</b>	<b>1273</b>	

CRIMINAL ACTIVITY	May 2022 Total	May 2021 Total	Current YTD Total	2021 YTD Total	Percentage Change
Homicide	0	0	0	0	N/A
Forcible Rape	0	0	0	0	N/A
Robbery	0	0	0	0	N/A
Assault	1	0	3	1	200%
Domestic Assault	3	1	6	2	200%
Criminal Sex Conduct	0	0	4	0	N/A
Burglary	0	0	0	1	-100%
Theft	0	0	5	2	150%
Motor Vehicle Theft	0	0	0	0	N/A
Arson	0	0	0	0	N/A
Crime Against Admin	0	0	1	1	0%
Forgery/Counterfeit	0	0	2	3	-33%
Fraud	0	0	3	2	50%
Embezzlement	0	0	0	0	NA
Terroristic Threats	0	0	0	0	NA
Property Damage	2	0	6	0	NA
Weapons	0	0	0	0	NA
Drug Offenses	0	1	2	4	-50%
Juvenile Offenses	0	0	1	0	NA
DUI/DWI	0	1	3	3	0%
Liquor Laws	0	0	0	0	NA
Disturbing Peace	0	1	4	4	0%
All Others	0	0	0	0	NA
<b>Total Criminal Activity</b>	<b>6</b>	<b>4</b>	<b>40</b>	<b>23</b>	

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

<b>NON-CRIMINAL ACTIVITY</b>	<b>May 2022 Total</b>	<b>May 2021 Total</b>	<b>Current YTD Total</b>	<b>2021 YTD Total</b>	<b>Percentage Change</b>
Alarms	7	16	50	44	14%
Animal Bites	0	1	0	1	-100%
Animal Complaints	5	12	20	37	-46%
Area Checks	2	3	2	5	-60%
Assist Other Agencies	24	23	91	117	-22%
ATV/Snowmobile Complaints	0	0	1	3	-67%
Background Checks	2	7	20	26	-23%
CDP	0	4	1	14	-93%
Check Welfare	6	5	39	35	11%
Citizen Aid / Motorist Aid	17	7	56	28	100%
Civil Disputes	9	10	32	43	-26%
Confidential Narcotics	0	3	4	8	-50%
Death, Non-Criminal	0	0	3	3	0%
Disorderly	4	1	12	5	140%
Domestics	4	6	14	21	-33%
Driving/Traffic Complaints	11	7	31	31	0%
Dumping/Littering	0	0	0	4	-100%
Escorts - Funeral	1	0	11	7	57%
Fight	1	1	2	1	100%
Fire Calls	3	4	9	13	-31%
Firearm Discharge	0	0	1	0	NA
Fireworks	0	0	1	2	-50%
Harassment Complaint	0	3	7	18	-61%
Juvenile/Mischief	5	12	15	26	-42%
Lockouts - Vehicle	9	9	25	32	-22%
Lost/Found Property	4	5	16	22	-27%
Medical	31	25	151	111	36%
Mental Health	9	0	31	9	244%
Missing Person	1	0	2	4	-50%
MV Accidents	11	9	35	17	106%
Noise Complaints	5	1	7	11	-36%
Parking Complaints	2	0	11	10	10%
Search Warrants	0	1	0	1	-100%
School Related -SRO	12	4	46	21	119%
Suicidal person	0	0	1	0	NA
Suicide attempted	0	0	2	1	100%
Suspicious Complaints	14	15	53	64	-17%
Theft	2	3	6	9	-33%
Threats	2	0	5	4	25%
Warrants-Attempt/Arrest	2	1	15	10	50%
WCHS/MAARC Reports	2	5	17	36	-53%
All Others	15	21	64	125	-49%
<b>Total Non-Criminal</b>	<b>222</b>	<b>224</b>	<b>909</b>	<b>979</b>	
<b>CITATIONS &amp;</b>	<b>May 2022</b>	<b>May 2021</b>	<b>Current</b>	<b>2021</b>	<b>Percentage</b>

WARNINGS	Total	Total	YTD Total	YTD Total	Change
Admin Citations	0	0	33	8	313%
State Citations	10	6	36	71	-49%
Warning Citations	25	38	155	192	-19%
<b>TOTAL</b>	<b>35</b>	<b>44</b>	<b>224</b>	<b>271</b>	

**Citations consist of the following offenses:**

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

**CITY OF ANNANDALE  
COMBINED CASH INVESTMENT  
MARCH 31, 2022**

COMBINED CASH ACCOUNTS

001-10101	CASH	1,480,866.02
001-10103	NORTHLAND SECURITIES	111,167.21
001-10104	ICD INVESTMENTS	1,092,345.66
001-10105	4M INVESTMENTS	39,719.11
001-10107	LAKE CENTRAL BANK CD	251,001.49
001-10108	LPL FINANCIAL INVESTMENTS	513,031.31
		<hr/>
	TOTAL COMBINED CASH	3,488,130.80

NON-ALLOCATED CASH

001-10110	CASH - UTILITY CLEARING	( 555.82)
		<hr/>
	TOTAL COMBINED CASH	3,487,574.98
001-10100	CASH ALLOCATED TO OTHER FUNDS	( 3,487,574.98)
		<hr/>
	TOTAL UNALLOCATED CASH	.00
		<hr/> <hr/>

CASH ALLOCATION RECONCILIATION

101	ALLOCATION TO GENERAL FUND	1,622,426.73
102	ALLOCATION TO DEPUTY REGISTRAR/MOTOR VEHICLE	296,502.03
103	ALLOCATION TO GENERAL FUND	35,870.01
222	ALLOCATION TO CHARITABLE GAMBLING FUND	11,865.62
330	ALLOCATION TO PFA BONDS-2004-WTP	11,115.20
332	ALLOCATION TO GO IMP BONDS 2008B (MAPLE)	( 18,097.83)
333	ALLOCATION TO GO IMP BONDS 2008A (CITY HALL)	( 45,451.81)
334	ALLOCATION TO PUMPER TRUCK BOND	( 17,242.48)
335	ALLOCATION TO GO IMP BDS 2011A/PFA (2011STR)	( 421.63)
336	ALLOCATION TO GO IMPR BOND 2011B-REFUNDING	18,008.58
337	ALLOCATION TO GO REFUNDING BOND 2012A	( 63,626.91)
339	ALLOCATION TO TIF #14 - 2019 A SERIES	12,608.66
340	ALLOCATION TO GO REFUNDING BOND 2019B	109,646.43
341	ALLOCATION TO GO TEMPORARY IMP BOND 2020A	132,115.15
342	ALLOCATION TO GO IMPROVEMENT BOND 2020B	107,550.04
402	ALLOCATION TO FIREFIGHTER RELIEF DONATIONS	177,019.72
407	ALLOCATION TO ECONOMIC DEVELOPMENT FUND	( 124,989.55)
408	ALLOCATION TO MIF FUND	8,035.72
409	ALLOCATION TO SMALL CITIES DEV PROGRAM	13,820.04
411	ALLOCATION TO TIF #6 - COTTAGES OF ANNANDALE	12,684.42
423	ALLOCATION TO TIF DISTRICT # - DINGMANN	( 10,802.45)
425	ALLOCATION TO RECREATION PARK	33,081.93
460	ALLOCATION TO PARK FUND	87,469.51
461	ALLOCATION TO WATER EXPANSION FUND	299,300.51
462	ALLOCATION TO SEWER EXPANSION FUND	199,942.29
463	ALLOCATION TO STORMWATER FUND	3,106.84
464	ALLOCATION TO LIONS DONATION FUND	286,231.79
465	ALLOCATION TO TIF DISTRICT #14 - PINTAIL APT	27,781.07
466	ALLOCATION TO 2020 IMP PROJECT	162,337.58
468	ALLOCATION TO TIF DISTRICT #15 - CARE CENTER	( 1,992.05)
469	ALLOCATION TO AMERICAN RESCUE PLAN	192,172.81

CITY OF ANNANDALE  
COMBINED CASH INVESTMENT  
MARCH 31, 2022

470	ALLOCATION TO FUND 470	(	502,474.93)
493	ALLOCATION TO STREET MAINTENANCE CAPITAL		144,903.17
494	ALLOCATION TO STREET CAPITAL OUTLAY FUND		135,023.15
495	ALLOCATION TO PUBLIC WORKS/STREET EQUIP FUND		226,736.14
496	ALLOCATION TO FIRE EQUIPMENT FUND	(	123,950.69)
497	ALLOCATION TO POLICE EQUIPMENT FUND		7,598.29
498	ALLOCATION TO BUILDING CAPITAL OUTLAY FUND		82,575.24
601	ALLOCATION TO WATER FUND		304,726.44
602	ALLOCATION TO SEWER FUND	(	128,327.15)
603	ALLOCATION TO REFUSE/RECYCLING FUND		27,578.78
604	ALLOCATION TO TRAINING CENTER OPERATIONS	(	231,834.12)
605	ALLOCATION TO STORM UTILITY FUND	(	5,884.90)
651	ALLOCATION TO CEMETERY FUND	(	12,681.71)
703	ALLOCATION TO WASTE WATER COMMISSION	(	6,994.65)
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	TOTAL ALLOCATIONS TO OTHER FUNDS		3,495,061.03
	ALLOCATION FROM COMBINED CASH FUND - 001-10100	(	3,487,574.98)
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	ZERO PROOF IF ALLOCATIONS BALANCE		7,486.05
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**CITY OF ANNANDALE**  
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET  
FOR THE 3 MONTHS ENDING MARCH 31, 2022

**FUND 101 - GENERAL FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<b>REVENUE</b>					
TAXES	1,337.32	3,922.89	1,545,097.00	( 1,541,174.11)	.25
LICENSES & PERMITS	1,492.15	3,787.75	80,300.00	( 76,512.25)	4.72
INTERGOVERNMENTAL REVENUES	1,000.00	3,427.19	642,257.00	( 638,829.81)	.53
PUBLIC CHARGES FOR SERVICE	44,769.25	107,352.55	252,936.00	( 145,583.45)	42.44
FINES & FORFEITURES	1,054.84	3,506.98	12,200.00	( 8,693.02)	28.75
MISCELLANEOUS REVENUE	6,349.63	21,652.27	43,000.00	( 21,347.73)	50.35
OTHER FINANCING SOURCES	.00	.00	30,000.00	( 30,000.00)	.00
<b>TOTAL FUND REVENUE</b>	<b>56,003.19</b>	<b>143,649.63</b>	<b>2,605,790.00</b>	<b>( 2,462,140.37)</b>	<b>5.51</b>
<b>EXPENDITURES</b>					
LEGISLATIVE	778.65	2,539.90	39,109.00	36,569.10	6.49
ELECTIONS	.00	.00	3,775.00	3,775.00	.00
PLANNING AND ZONING	4,454.80	3,410.60	7,239.00	3,828.40	47.11
ADMINISTRATION	13,913.25	27,637.08	279,583.11	251,946.03	9.89
ASSESSOR	.00	.00	22,750.00	22,750.00	.00
DEPARTMENT 416	.00	.00	.00	.00	.00
DEPUTY REGISTRAR	.00	.00	.00	.00	.00
CITY HALL	6,828.97	4,142.88	48,580.56	44,437.68	8.53
DEPARTMENT 420	.00	.00	.00	.00	.00
POLICE	7,146.43	15,689.35	757,097.75	741,408.40	2.07
FIRE	5,954.52	36,756.15	228,140.90	191,384.75	16.11
BUILDING INSPECTOR	16,864.17	26,407.03	69,369.66	42,962.63	38.07
CIVIL DEFENSE	.00	.00	400.00	400.00	.00
ANIMAL CONTROL	.00	61.15	550.00	488.85	11.12
PUBLIC WORKS	8,181.88	24,670.06	202,846.99	178,176.93	12.16
STREETS	875.49	8,092.21	258,395.82	250,303.61	3.13
DEPARTMENT 441	.00	.00	.00	.00	.00
PARKS COMMISSION	30.00	.00	4,348.98	4,348.98	.00
PARKS	1,592.88	2,136.06	143,233.62	141,097.56	1.49
LIBRARY	808.50	552.77	16,869.61	16,316.84	3.28
TIF & CAPITAL PROJECT FUNDS	.00	.00	.00	.00	.00
DEPARTMENT 492	.00	.00	.00	.00	.00
TRANSFERS OUT	.00	.00	523,500.00	523,500.00	.00
<b>TOTAL FUND EXPENDITURES</b>	<b>67,429.54</b>	<b>152,095.24</b>	<b>2,605,790.00</b>	<b>2,453,694.76</b>	<b>5.84</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>( 11,426.35)</b>	<b>( 8,445.61)</b>	<b>.00</b>	<b>( 8,445.61)</b>	<b>.00</b>

## Payroll Recap &amp; Funding

## Payroll Overview

Payroll	City of Annandale	03/04/2022	Bi-Weekly
	City of Annandale	03/18/2022	Bi-Weekly
Pay Date(s)		03/04/2022-03/18/2022	
# Employees		63	
# Paid Employees		63	
# Pay Statements		64	
# Regular	62		
# Void	1		
# Payroll Adjustment	1		
# Pay Periods		2	
EE's Paid More Than Once		1	
Base Compensation Changes		1	
Terminations		1	

## Employee Payments

	#	EE's	\$ Amount
Checks	19	16	10,682.23
Void Checks	1	1	-18.47
Direct Deposits Debited	59	24	59,728.84 <sup>D</sup>
<b>Total</b>			<b>70,411.07</b>
<b>Total Void</b>			<b>-18.47</b>
(D) BerganKDV, LTD. Debit			<b>-59,728.84</b>
Your Remaining Bank Account Liability			<b>10,663.76</b>
Vouchers Printed	19		
Vouchers Suppressed	0		

## Taxes

	EIN	EE's	\$ Amount
FIT/EE	41-6004935	20	6,443.98 <sup>D</sup>
FICA/ER	41-6004935	34	4,321.62 <sup>D</sup>
FICA/EE	41-6004935	34	4,321.62 <sup>D</sup>
MEDI/ER	41-6004935	41	1,419.99 <sup>D</sup>
MEDI/EE	41-6004935	41	1,419.99 <sup>D</sup>
SIT:MN/EE	8020205	23	3,384.00 <sup>D</sup>
<b>Total</b>			<b>21,311.20</b>
<b>Total Void</b>			<b>-3.06</b>
(D) BerganKDV, LTD. Debit			<b>-21,311.20</b>
Your Remaining Tax Liability			<b>0.00</b>

## Vendor Liabilities

	EE's	\$ Amount
Client Pays	19	20,733.62
MN Child Support	1	128.28 <sup>D</sup>
Retirement-Client Pays	22	21,922.37
<b>Total</b>		<b>42,784.27</b>
(D) BerganKDV, LTD. Debit		<b>-128.28</b>
Your Remaining Vendor Liability		<b>42,655.99</b>

## Billing

Invoice Total	<b>508.32</b>
BerganKDV, LTD. Debit	<b>-508.32</b>
Amount Due	<b>0.00</b>

## Total

Total	<b>134,996.39</b>
BerganKDV, LTD. Debit	<b>-81,676.64</b>
Total of Your Responsibility	<b>53,319.75</b>

## Recap

BerganKDV, LTD. Deb	Bank Account #	\$ Amount
Billing	xxx0159	508.32
Dir. Dep.	xxx0159	59,728.84
Vendor Payment	xxx0159	128.28
<b>Total Debits</b>		<b>60,365.44</b>

Cash Requirements: xxx0159	\$ Amount
Billing	508.32
Dir. Dep.	59,728.84
Vendor Payment	128.28
Empl. Checks	10,682.23
Empl. Checks (Void)	-18.47
<b>Total</b>	<b>71,029.20</b>

## General Ledger Summary

	Debit/Exp.	Credit/Liab.
Earning	104,402.68	20.00
ER Deduction	27,405.28	
ER Tax (Offset)	5,743.14	1.53
Deduction	2,500.00	20,920.49
Check	18.47	10,682.23
ER Tax	1.53	5,743.14
Tax	1.53	15,571.12
ER Deduction (Offset)		27,405.28
Direct Deposit		59,728.84
	<b>140,072.63</b>	<b>140,072.63</b>

## Rolling 12 Month Payroll View





Mar-22

PURCHASE DATE	BROKER	INVESTMENT	CUSIP #	INT RATE	TERM	MATURITY DATE	COST BASIS VALUE	CURRENT PERIOD PAID EARNINGS	CURRENT YEAR PAID EARNINGS
<b>MONEY MARKET</b>									
	ICD			0.40%			\$ 1,533.98	\$ 471.62	\$ 1,235.01
	LAKE CENTRAL CHECKING			1.50%			\$ 1,412,973.16	\$ 281.08	\$ 853.22
	NORTHLAND SECURITIES			VARIES			\$ 9,530.21	\$ -	\$ -
	LPL Financial			VARIES			\$ 513,026.98	\$ 4.33	\$ 12.60
	Lake Central CD			4.00%			\$ 1,001.49	\$ -	\$ 1,001.49
	4M FUND			VARIES	LIQUID	N/A	\$ 37,000.64	\$ 1.68	\$ 2.41
	4M PLUS FUND			VARIES	LIQUID	N/A	\$ 2,716.65	\$ 0.14	\$ -
							\$ 39,717.29	\$ 1.82	\$ 2.41
							<b>\$ 2,017,500.40</b>	<b>\$ 760.67</b>	<b>\$ 3,107.14</b>
<b>SHORT TERM INVESTMENTS</b>									
7/25/2020	ICD	Texas Capital Bank, Dallas, TX	88224PLX5	0.25%	24 mos	7/25/2022	\$ 200,000.00	\$ -	\$ 252.05
10/28/2021	ICD	Synchrony Bank, Draper, UT	87164WF29	0.50%	24 mos	11/3/2023	\$ 114,000.00	\$ -	\$ -
	Lake Central Bank				12 mos		\$ 250,000.00	\$ -	\$ -
							<b>\$ 564,000.00</b>	<b>\$ -</b>	<b>\$ 252.05</b>
<b>MID TERM INVESTMENTS</b>									
7/29/2020	ICD	BMO Harris, Chicago, IL	05600XAN0	0.56%	4 yrs	7/29/2024	\$ 250,000.00	\$ -	\$ 346.58
7/24/2020	ICD	EnerBank, Salt Lake City	29278TQK9	0.30%	3 yrs	7/24/2023	\$ 155,000.00	\$ 35.67	\$ 114.65
6/24/2021	ICD	Texas Exchange Bank, Crowley TX	88241TLK4	0.50%	3 yrs	7/9/2024	\$ 101,000.00	\$ 38.74	\$ 124.52
3/24/2021	ICD	BMW Bank of Amer, Salt Lake City, UT	05580AZD9	0.45%	3 yrs	3/26/2024	\$ 178,000.00	\$ 397.21	\$ 397.21
							<b>\$ 684,000.00</b>	<b>\$ 471.62</b>	<b>\$ 982.96</b>
<b>LONG TERM INVESTMENTS</b>									
12/27/2021	ICD	State Bank of India, New York, NY	856285B59	1.40%	5 yrs	12/30/2026	\$ 101,000.00	\$ -	\$ -
10/20/2017	NORTHLAND SECURI	Synchrony Bank Retail	87164-W-TC-2	2.35%	5 yrs	10/20/2022	\$ 100,000.00	\$ -	\$ -
							<b>\$ 100,000.00</b>	<b>\$ -</b>	<b>\$ -</b>

### CURRENT ACCOUNT TOTALS

ACCOUNT	TOTAL
ICD	\$ 1,100,533.98
NORTHLAND	\$ 109,530.21
LAKE CENTRAL	\$ 1,412,973.16
Lake Central CD	\$ 251,001.49
LPL Financial	\$ 513,026.98
4M	\$ 39,717.29
<b>Investments Total</b>	<b>\$ 3,426,783.11</b>
<b>Civic Cash Allocation</b>	<b>\$ 3,471,278.02</b>
<b>Difference</b>	<b>\$ (44,494.91)</b>

### ANTICIPATED MATURITIES

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

### LIQUID CASH AT END OF MONTH

Column1	Column2	Column3	Column4
Liquid Cash At Month End:			
	Lake Central Cash	\$	1,412,973.16
	MM Cash	\$	2,017,500.40
	<b>TOTAL LIQUID CASH</b>	<b>\$</b>	<b>3,430,473.56</b>
As of Stmt Month End:			
	Liquid at Month End	\$	3,430,473.56
	Locked at Month End	\$	(3,690.45)
	<b>TOTAL</b>	<b>\$</b>	<b>3,426,783.11</b>

AnnandaleFire Department

Incident Type Report (Summary) (Modified)

Alarm Date Between {04/01/2022} And  
{04/30/2022}

Incident Type	Count	Percent
<b>1 Fire</b>		
143 Grass fire	1	5.00 %
	<u>1</u>	<u>5.00 %</u>
<b>3 Rescue &amp; Emergency Medical Service Incident</b>		
311 Medical assist, assist EMS crew	10	50.00 %
	<u>10</u>	<u>50.00 %</u>
<b>4 Hazardous Condition (No Fire)</b>		
412 Gas leak (natural gas or LPG)	2	10.00 %
	<u>2</u>	<u>10.00 %</u>
<b>5 Service Call</b>		
553 Public service	1	5.00 %
	<u>1</u>	<u>5.00 %</u>
<b>6 Good Intent Call</b>		
611 Dispatched & cancelled en route	5	25.00 %
	<u>5</u>	<u>25.00 %</u>
<b>7 False Alarm &amp; False Call</b>		
743 Smoke detector activation, no fire - unintentional	1	5.00 %
	<u>1</u>	<u>5.00 %</u>

Total Incident Count: 20

## DMV Annual Revenue Summary

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

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

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

<b>Total Annual Rev</b>	<b><u>\$ 181,726</u></b>	<b><u>\$ 174,174</u></b>	<b><u>\$ 216,458</u></b>	<b><u>\$ 102,872</u></b>
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# CITY OF ANNANDALE

## REQUEST FOR COUNCIL ACTION

Originating Department: <b>Administration</b>	Meeting Date: <b>June 13, 2022</b>	Agenda No. <b>6C</b>
Agenda Section: <b>Consent</b>	Item: <b>Employment Anniversaries</b>	
<p><b>BACKGROUND:</b> The following is a list of recent Employment Anniversaries for City staff:</p> <p>Nancy Engfer- 21 years FT, 9 years PT Kelly Hinnenkamp- 10 years Pete Standafer- 8 years Caleb Crow- 1 year FT Stephanie Stamey- 1 year FT</p>		

# CITY OF ANNANDALE

## REQUEST FOR COUNCIL ACTION

Originating Department: <b>Administration</b>	Meeting Date: <b>June 13, 2022</b>	Agenda No. <b>6D</b>
Agenda Section: <b>Consent</b>	Item: <b>Resolution Denying Appeal</b>	
<p><b>BACKGROUND:</b></p> <p>At the May 9th Council meeting, the council heard an appeal by Chrystal Fischer regarding a zoning determination made by staff that her proposed use was not permitted within the C-1 District. After hearing her appeal, the Council voted to deny the appeal. Attached is a resolution denying the appeal. Council should review the resolution and ensure the findings are consistent with the decision made on May 9th.</p>		

CITY OF ANNANDALE  
RESOLUTION 2022-XX

DENYING AN APPEAL FROM CRYSTAL FISHER REGARDING A ZONING  
DETERMINATION FOR 74 OAK AVENUE

WHEREAS, Crystal Fisher (“the Applicant”) has made an application for an appeal from an administrative determination from the City of Annandale (“the City”) City Staff; and

WHEREAS, the Applicant sought to establish what was described as a “safe exchange zone” which was also described as a “supervised parenting center” as a principal use of property at 20 Oak Avenue South; and

WHEREAS, 20 Oak Avenue South is zoned C-1, Central Business District and lies within the Canopy Overlay District; and

WHEREAS, the site is guided for a Commercial land use and designated as part of the Central Canopy District in the City’s Comprehensive Plan and is also designated as being part of the Downtown Commercial Core in the Downtown Plan; and

WHEREAS, on April 29, 2022, City Staff notified the Applicant in writing that the proposed use of property is not permitted within the C-1 Zoning District; and

WHEREAS, the Applicant submitted an appeal to the Board of Zoning Appeals and requested a hearing on the matter; and

WHEREAS, on May 9, 2022 the City Council, acting as the Board of Zoning Appeals, held a hearing on the matter and heard testimony from the Applicant and City Staff; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Annandale, acting as the Board of Zoning Appeals, hereby affirms the determination of City Staff that the principal use of property of a “safe exchange zone” and/or “supervised parenting center” is not permitted within the C-1, Central Business District based on the following findings of fact:

1. The use, as described by the Applicant, is not clearly stated to be a permitted, conditional, or accessory use within the C-1, Central Business District.
2. Uses not listed as permitted, conditional, or accessory uses within a zoning district are not allowed within said district.
3. The proposed use is not substantially nor definitionally similar to a permitted, conditional, or accessory use within the C-1 District.
4. The proposed use is not consistent with the purpose statement of the C-1 Zoning District.

5. The proposed use is not consistent with the principal commercial nature intended for the C-1 Zoning District.
6. The use is not consistent with the principal commercial nature of the City's land use designations of Commercial, Central Canopy District, and Downtown Commercial Core of which the C-1 and Canopy Overlay Zoning Districts are intended to implement.
7. The use is consistent with the purposes of this Chapter and the purposes of the zoning district in which the applicant intends to locate the proposed use.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ANNANDALE THIS 13<sup>th</sup> DAY OF JUNE, 2022.

APPROVED

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Shelly Jonas  
Mayor of Annandale

Attest:

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Kelly Hinnenkamp  
City Administrator-Clerk



# CITY OF ANNANDALE

## REQUEST FOR COMMISSION ACTION

Originating Department: <b>Administration</b>	Meeting Date: <b>June 13, 2022</b>	Agenda No. <b>6E</b>
Agenda Section: <b>Consent Agenda</b>	Item: <b>Consideration of Approving Resolution Amending Fee Schedule</b>	
<p><b>BACKGROUND</b></p> <p>Staff are proposing the following amendments to the fee schedule:</p> <p>General License and Permits:</p> <ul style="list-style-type: none"><li>• <b>Limited Keeping of Chickens License: \$50, \$10 annual renewal</b></li></ul> <p>Zoning Fees:</p> <ul style="list-style-type: none"><li>• Rezoning (<b>Text or Map</b>) Amendment: \$200, Plus Escrow</li><li>• <b>Comprehensive Plan Amendment: \$200, Plus Escrow</b></li><li>• <b>Concept Plan Review: \$200, Plus Escrow</b></li><li>• <b>Planned Unit Development: \$200, Plus Escrow</b></li><li>• Variances/<b>Appeal</b>: \$200, Plus Escrow</li></ul> <p>Administrative Penalties</p> <ul style="list-style-type: none"><li>• <b>Administrative Fine/Code Violation: \$100</b></li></ul> <p><b>RECOMMENDATION</b></p> <p>Cities are allowed the opportunity to amend their fee schedule without a public hearing if the City does not expect to receive more than \$5,000 in revenue for the year. Staff recommends approving the resolution.</p> <p><b>Attachment:</b></p> <p>A. Resolution</p>		

CITY OF ANNANDALE  
RESOLUTION 22-\_\_  
RESOLUTION AMENDING FEE SCHEDULE

**WHEREAS**, the City Council approved amending Annandale City Code regarding the keeping of chickens; and

**WHEREAS**, the City Council desires to charge a fee for the permitting of Chickens; and

**WHEREAS**, staff recommended updating additional fees of the City's fee schedule related to zoning fees and administrative penalties.

**NOW THEREFORE BE IT RESOLVED** that the City's Fee Schedule is hereby amended to reflect the following changes:

General License and Permits:

- Limited Keeping of Chickens License: \$50, \$10 annual renewal

Zoning Fees:

- Rezoning (Text or Map) Amendment: \$200, Plus Escrow
- Comprehensive Plan Amendment: \$200, Plus Escrow
- Concept Plan Review: \$200, Plus Escrow
- Planned Unit Development: \$200, Plus Escrow
- Variances/Appeal: \$200, Plus Escrow

Administrative Penalties

- Administrative Fine/Code Violation: \$100

Adopted by the Annandale City Council this 13<sup>th</sup> day of June 2022.

CITY OF ANNANDALE

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

Attest:

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

# CITY OF ANNANDALE

## REQUEST FOR COUNCIL ACTION

Originating Department: <b>Administration</b>	Meeting Date: <b>June 13, 2022</b>	Agenda No. <b>6F</b>
Agenda Section: <b>Consent</b>	Item: <b>Special Events</b>	
<p><b>BACKGROUND:</b></p> <p>Attached are two special events for use of the City's park for fitness classes- Yoga in the Park and Pound Fitness Class. Both classes are open to the public. In prior years, the City has allowed Yoga in the Park to use the pavilion at no cost if there are no other rentals.</p> <p>Approval would approve both events and allow for usage of the park pavilion at no cost if there are other rentals.</p>		

**From:** [Jen Holm](#)  
**To:** [khinnenkamp@annandale.mn.us](mailto:khinnenkamp@annandale.mn.us)  
**Subject:** For JUNE COUNCIL MTG - Yoga in City Park  
**Date:** Monday, May 16, 2022 9:34:08 AM

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Hi Kelly,

In follow-up to our conversation, Mary Barkley-Brown called this morning inquiring about their group using the city park for yoga on Monday evenings, and if rain, the upper level of the pavilion.

You confirmed that they could go ahead now and use the park/pavilion, but will need annual approval, so will add to June council agenda.

If needed, Mary's number at Corinna township: 274-8049

Kind regards,

Jen

**Jennifer Holm** | Finance Officer

City of Annandale

Phone 320.274.3055 | Fax 320.274.5728

30 Cedar St E | Annandale | MN | 55302

[www.annandale.mn.us](http://www.annandale.mn.us)





# ANNANDALE POLICE DEPARTMENT

## Special Event Application

Name: Kathy Nelson Home Phone: 612-670-2240  
Address: 10503 Kimball Ave. N.W. Fax Number: —  
City, State, Zip: Annandale MN 55302 Email Address: Kathy fff@aol.com  
Event Name: Pound-Fitness Class Event Date: Mondays - 5:30-6:15 pm  
Set up time: — Event time (start end): May-Oct. Estimated # of participants: 5-12  
Event Description: Pound is a cardio/fitness class using  
drumsticks "ripstix's" it uses pilates movements  
with "rock star" music - Pounding together in community rhythm →

Serving alcohol and/or food? Yes/no ☒ Business/liquor License holder: —

Contact person: — Phone number: —

Starting location (if applicable): —

Ending location (if applicable): —

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

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

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

Signed: K Nelson Date: 5-31-2022

### OFFICE USE ONLY - ANNANDALE POLICE DEPARTMENT

Number of cars required: 0 Number of officers required: 0 x \$40/hour = \$ —

APD comments: N/A

APD approval signature: P. Standley Date: 6-2-22

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

For all ages + stages  
of Fitness development  
aged 10-80+

class held @ City Park on end of Oak Ave N  
will be held prior to yoga in the park

# CITY OF ANNANDALE

## REQUEST FOR COUNCIL ACTION

Originating Department: <b>Administration</b>	Meeting Date: <b>June 13, 2022</b>	Agenda No. <b>6G</b>
Agenda Section: <b>Consent</b>	Item: <b>Proclamation- Police Week</b>	
<b>BACKGROUND:</b>  Attached is a proclamation for Police Week.		

# **Proclamation**

## **Designating May 15-21, 2022 as National Police Week**

**WHEREAS**, the President and Congress have proclaimed May 15 as National Peace Officers Memorial Day and the calendar week in which May 15 falls, as National Police Week; and

**WHEREAS**, the members of the law enforcement agency of the City of Annandale play an important role in safeguarding the rights and freedoms of the citizens of our community; and

**WHEREAS**, it is important that all citizens know and understand the problems, duties and responsibilities of their police department, and that members of our department recognize their duty to serve the people by safeguarding life and property, protecting them against violence or disorder, and protecting against deception and intimidation; and

**WHEREAS**, the Annandale Police Department has grown to be a progressive and professional law enforcement agency which unceasingly provides a vital public service;

**NOW THEREFORE**, I, Shelly Jonas, Mayor of Annandale, do recognize the week of May 15-21, 2022, as National Police Week and further extend appreciation to our law enforcement officers and reserves for the vital services they perform and their exemplary dedication to the Annandale community.

**IN WITNESS WHEREOF**, I have hereunto set my hand this 20th day of May, 2022

---

Shelly Jonas, Mayor

ATTEST:

---

Kelly Hinnenkamp, City Administrator



# CITY OF ANNANDALE

## REQUEST FOR COUNCIL ACTION

Originating Department: <b>Administration</b>	Meeting Date: <b>June 13, 2022</b>	Agenda No. <b>6H</b>
Agenda Section: <b>Consent</b>	Item: <b>Proclamation- Public Works Wee</b>	
<b>BACKGROUND:</b>  Attached is a proclamation for Public Works Week.		

**National Public Works Week Proclamation**

**May 15–21, 2022**

**WHEREAS**, public works professionals focus on infrastructure, facilities, emergency management, and services that are of vital importance to sustainable and resilient communities and the public health, high quality of life, and well-being of the people of Annandale and,

**WHEREAS**, these infrastructures, facilities, and services could not be provided without the dedicated efforts of public works professionals, who are federally mandated first responders, and the engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

**WHEREAS**, it is in the public interest for the citizens, civic leaders, and children in Annandale to gain knowledge and maintain ongoing interest and understanding of the importance of public works first responders and public works programs in their respective communities; and,

**RESOLVED**, I, Shelly Jonas do hereby designate the week May 15–21, 2022, as Annandale Public Works Week; to recognize the substantial contributions they make to protecting our health, safety, and quality of life.

**IN WITNESS WHEREOF**, I have hereunto set my hand this 18th day of May, 2022

---

Shelly Jonas, Mayor

ATTEST:

---

Kelly Hinnenkamp, City Administrator

# CITY OF ANNANDALE

## REQUEST FOR COMMISSION ACTION

Originating Department: <b>Administration</b>	Meeting Date: <b>June 13, 2022</b>	Agenda No. <b>6I</b>
Agenda Section: <b>Consent Agenda</b>	Item: <b>Consideration of Approving Massage Therapy License</b>	
<p><b>BACKGROUND</b></p> <p>City Code Chapter 120 and the Fee Schedule requires massage therapists to be annually licensed. Council approved five applications in February 2022. Staff have received one additional application from Melissa Anderson-Scherber, Kneading Knots Massage Therapy (93 Oak Avenue).</p> <p>Per the requirements of the ordinance, a background investigation was completed by Annandale Police Department and the applicant was cleared.</p> <p><b>RECOMMENDATION</b></p> <p>Staff recommends approving the massage therapy license for Melissa Anderson-Scherber.</p> <p>If approved, a license certificate will be mailed to the applicant to display at the business location.</p> <p><b>Attachments:</b> Chapter 120: Massage Services Application</p>		

# CITY OF ANNANDALE

## REQUEST FOR COUNCIL ACTION

Originating Department: <b>Administration</b>	Meeting Date: <b>June 13, 2022</b>	Agenda No. <b>6J</b>
Agenda Section: <b>Consent Agenda</b>	Item: <b>Consideration of a Request for Variance to the Rear Yard Setback and Garage Requirements for the Construction of a New Home in the R-1 (One Family Residential District).</b> <b>Applicant: Scott Ergen</b>	

**SITE INFORMATION & BACKGROUND**

**PID:** 102-045-002020

**Address:** 1270 Cypress Drive

**Legal Description:** Lot 2, Block 2, Southbrook Golf and Country Club 2<sup>nd</sup> Addition

**Zoning District:** One Family Residential District (R-1)/Planned Unit Development

**Comprehensive Plan:** Residential

**Surrounding Site Use:** R-1/Single Family Residential

**Planning Case Number:** 2022-13

**Deadline for Decision:** July 11, 2022 (60-day deadline)  
September 9, 2022 (120-day deadline)

**Project Description:**  
Scott Ergen is seeking variance requests to the rear yard setback and garage requirements for property located at 1270 Cypress Drive.

The lot was platted in 1996 and is approximately 8,605 square feet in size. Currently, the lot is undeveloped. The applicant is seeking to construct an approximately 1,508 square foot patio home with attached garage. The attached garage is 32' x 22'5" in area (717 square feet).

**ANALYSIS**

**Rear Yard Setback –**  
The proposed new house sits 30 feet from the front (Cypress Drive), 26.5 feet from the corner side (Cypress Lane), 6 feet to 13.9 feet on the interior side, and 6.1 feet from the rear yard. The Zoning Ordinance requires setbacks of 30 feet from the front, 20 feet from the side corner, and 20 feet from the rear. Due to the property being approved under a Planned Unit Development, a 3-foot interior side yard setback exists.

The proposed structure would generally appear within a front building line of other structures in the area.

**Garage Requirements –**  
The City's performance standards also require that newly installed one family residences in the R-1 Single Family Residential District have a minimum depth of 24 feet. The proposed garage demonstrates a 22.5 feet width, requiring a variance.

### **Variance Review**

Applicants should balance the requirements of the ordinance with their design choices and attempt to minimize the amount of variances to be as reasonable, as possible. It would be possible to construct a house that was compliant on this lot, but it would have to be significantly reduced in size. City Council should consider the small lot size (8,605 square feet) and unique shape of the lot when determining the appropriateness of the requests.

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

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

The City Council will need to make findings that the request is in conformance with the above criteria in order to recommend approval of the request.

### **PLANNING COMMISSION REVIEW AND RECOMMENDATION –**

Planning Commission reviewed the request for variances and held a Public Hearing on June 7, 2022. Scott Ergen, the applicant, explained the project in detail and the reason for the requested variances. No further comments from the public were received. Planning Commission unanimously recommended approval of the variance requests as presented.

### **STAFF RECOMMENDED ACTION**

Adopt the Resolution approving the variance requests.

### **ALTERNATIVE ACTIONS**

#### **Variance:**

1. Motion to approve Resolution for variances to the rear yard setback and garage requirements in the R-1 District with conditions as identified in Exhibit Z.
2. Motion to recommend denial of variance requests including a statement as to why the denial is recommended.

3. Motion to table action including a statement as to why the request is tabled with direction to staff and/or the applicant.

**Attachments:**

- A. Draft Resolution
- B. Aerial Image
- C. Applicant Narrative
- D. Certificate of Survey
- E. Elevations and Floorplans
- Z. Conditions of Approval

**EXHIBIT Z**

**Variance to the Front Yard Setback and Garage Requirements in the  
One Family Residential District**

**Applicant: Scott Ergen**

**Lot 2, Block 2, Southbrook Golf and Country Club Second Addition**

**PID: 102-045-002020**

1. Variance approval shall be contingent on the City Engineer's approval of the Certificate of Survey and associated grading within the property.
2. All other comments from City Staff shall be addressed.

**CITY OF ANNANDALE  
RESOLUTION 22-XX**

**RESOLUTION APPROVING VARIANCE TO THE REAR YARD SETBACK AND  
GARAGE REQUIREMENTS IN THE ONE FAMILY RESIDENTIAL DISTRICT  
LOT 2, BLOCK 2, SOUTHBROOK GOLF AND COUNTRY CLUB SECOND  
ADDITION  
PID: 102-045-002020**

WHEREAS, the City of Annandale has received a land use application request from Scott Ergen to construct a new house at 1270 Cypress Drive; and

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

WHEREAS, the proposed structure would encroach approximately 13.9 feet into the 20 foot rear yard setback in the One Family Residential District (R-1), requiring a variance;

WHEREAS, the proposed structure has a 22.5 foot width garage in the One Family Residential District (R-1), requiring a variance;

WHEREAS, the Planning Commission held a duly-noticed public hearing on the application on June 7, 2022; and

WHEREAS, the City Council reviewed the request on June 13, 2022; and

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

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

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

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

1. Variance approval shall be contingent on the City Engineer's approval of the

Certificate of Survey and associated grading within the property.

2. All other comments from City Staff shall be addressed.

WHEREUPON, said resolution was declared duly passed and adopted this 13th day of June 2022.

---

Shelly Jonas, Mayor

ATTEST:

---

Kelly Hinnenkamp, City Administrator/Clerk



## **CITY OF ANNANDALE NOTICE OF PUBLIC HEARING**

Notice is hereby given that the Annandale Planning Commission will hold a public hearing on June 7, 2022 at 5:30 p.m. or as soon thereafter, at the Annandale City Council Chambers, 30 Cedar Street East, to consider the following:

Consideration of a Request for Variance to the Rear Yard Setback and Garage Requirements for the Construction of a New Home in the R-1 (One Family Residential District).

Applicant:	Scott Ergen
Property Owner:	BSE Properties
Property Location:	1270 Cypress Drive
	Legal: Lot 2, Block 2 Southbrook Golf & Country
	Club Second Addition
	PID: 102-045-002020

Pertinent information about this request is available for viewing at City Hall.

Oral testimony will be accepted on the above subjects, and all persons desiring to be heard on referenced subjects will be heard at this meeting. Written comments may be taken at the Annandale City Hall, 30 Cedar Street East, PO Box K, Annandale, MN 55302 until the date of the hearing. Questions may be directed to the City of Annandale at 320-274-3055.

**Posted:** May 18, 2022

**Published:** May 18, 2022 in the *Annandale Advocate*

Applicant: Scott Ergen | Request for Variances

Created by: City of Annandale

Legal: Lot 2, Block 2 Southbrook Golf & Country Club 2nd Add | PID: 102-045-002020 | 1270 Cypress Dr



## Description of Request

We are Looking for a rear yard variance for 11.9 feet instead of the purposed 70 feet.

The way this house falls on the lot the "backyard" would be more considered the larger portion towards the east property line. All other setbacks are met except the rear because of the odd shape of the lot







## ELEVATION RENDERINGS

NO SCALE



**edmonson ink**  
drafting & design  
PO Box 331 Annandale, MN 55302  
eidprints@gmail.com 320-223-1519  
www.eidprints.com

Builder:  
BSE Properties

DATE:

5/02/2022

REVISION

5/10/2022

RENDERINGS

SHEET:  
A-1





## ELEVATION RENDERINGS

NO SCALE



**edmonson ink**  
drafting & design  
PO Box 331 Annandale, MN 55302  
eidprints@gmail.com 320-223-1519  
www.eidprints.com

Builder:  
BSE Properties

DATE:

5/02/2022

REVISION

5/10/2022

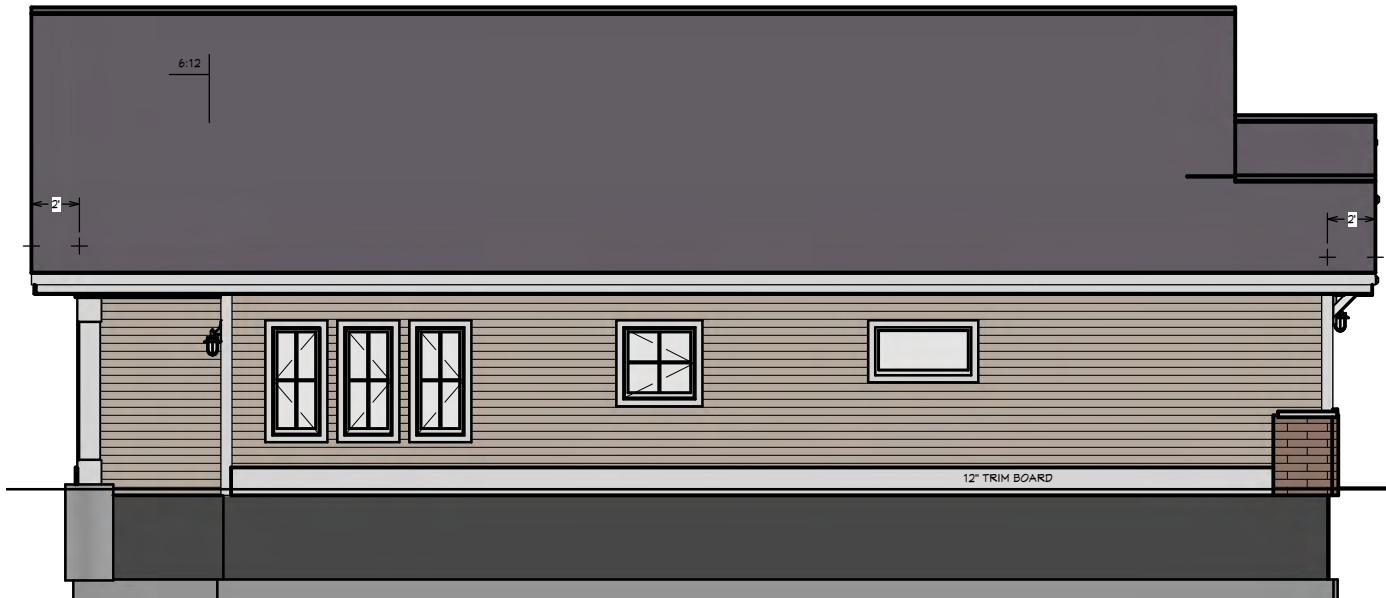
ELEVATIONS

SHEET:  
A-2



## FRONT ELEVATION

1/8"=1'-0"



## LEFT ELEVATION

1/8"=1'-0"

**edmonson ink**  
drafting & design  
PO Box 331 Annandale, MN 55302  
eidprints@mail.com 320-223-1519  
www.eidprints.com

Builder:  
BSE Properties

DATE:

5/02/2022

REVISION

5/10/2022

ELEVATIONS

SHEET:  
A-3

RIGHT ELEVATION

1/8"=1'-0"



BACK ELEVATION

1/8"=1'-0"



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drafting & design  
PO Box 331 Annandale, MN 55302  
eiddprints@gmail.com 320-223-1519  
www.eiddprints.com

Builder:  
BSE Properties

DATE:

5/02/2022

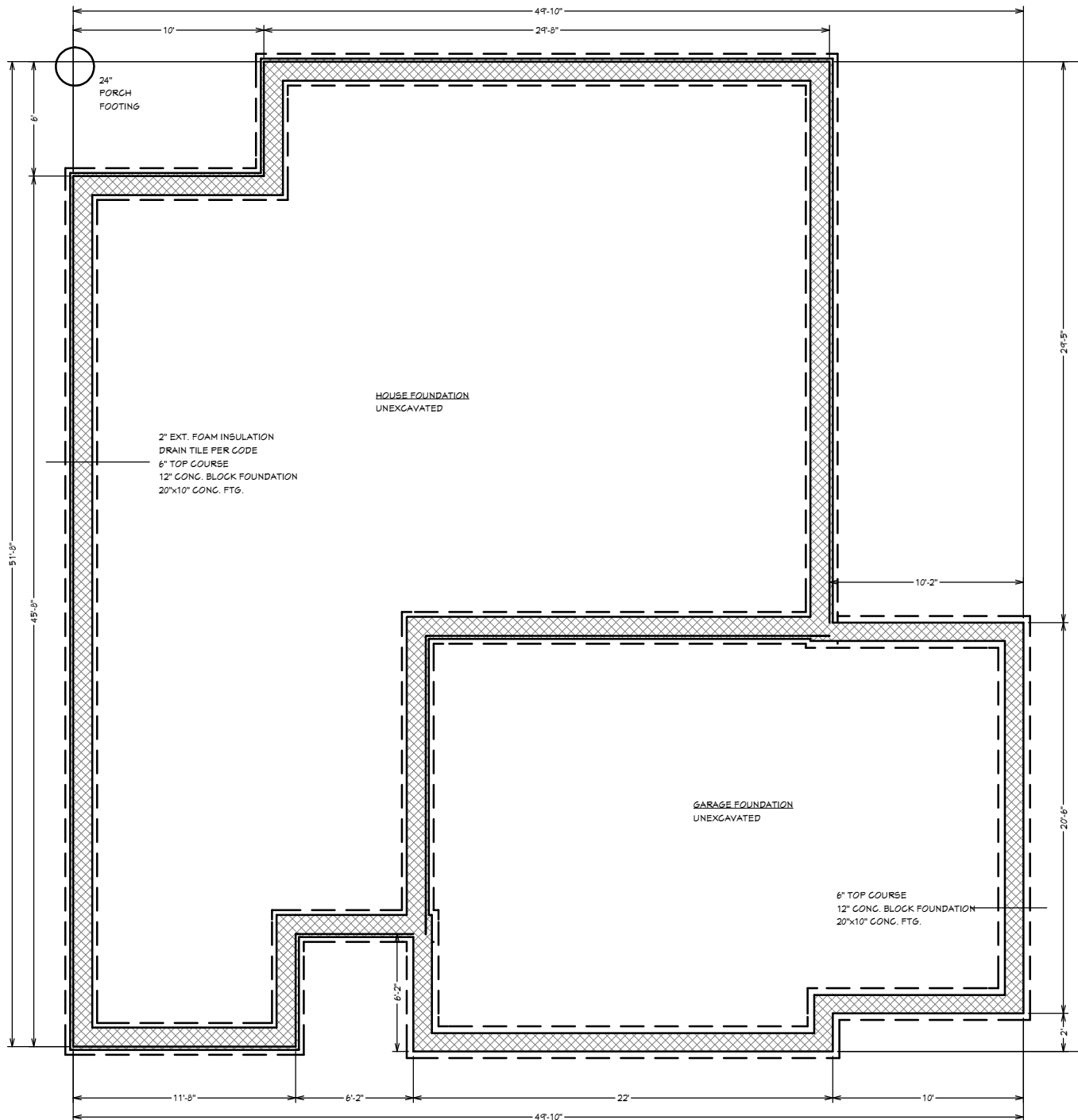
REVISION

5/10/2022

ELEVATIONS

SHEET:  
A-4





## FOUNDATION LAYOUT

1/8"=1'-0"

**edmonson ink**  
drafting & design  
PO Box 331 Annandale, MN 55302  
eidprints@gmail.com 320-223-1519  
www.eidprints.com

Builder:  
BSE Properties

DATE:

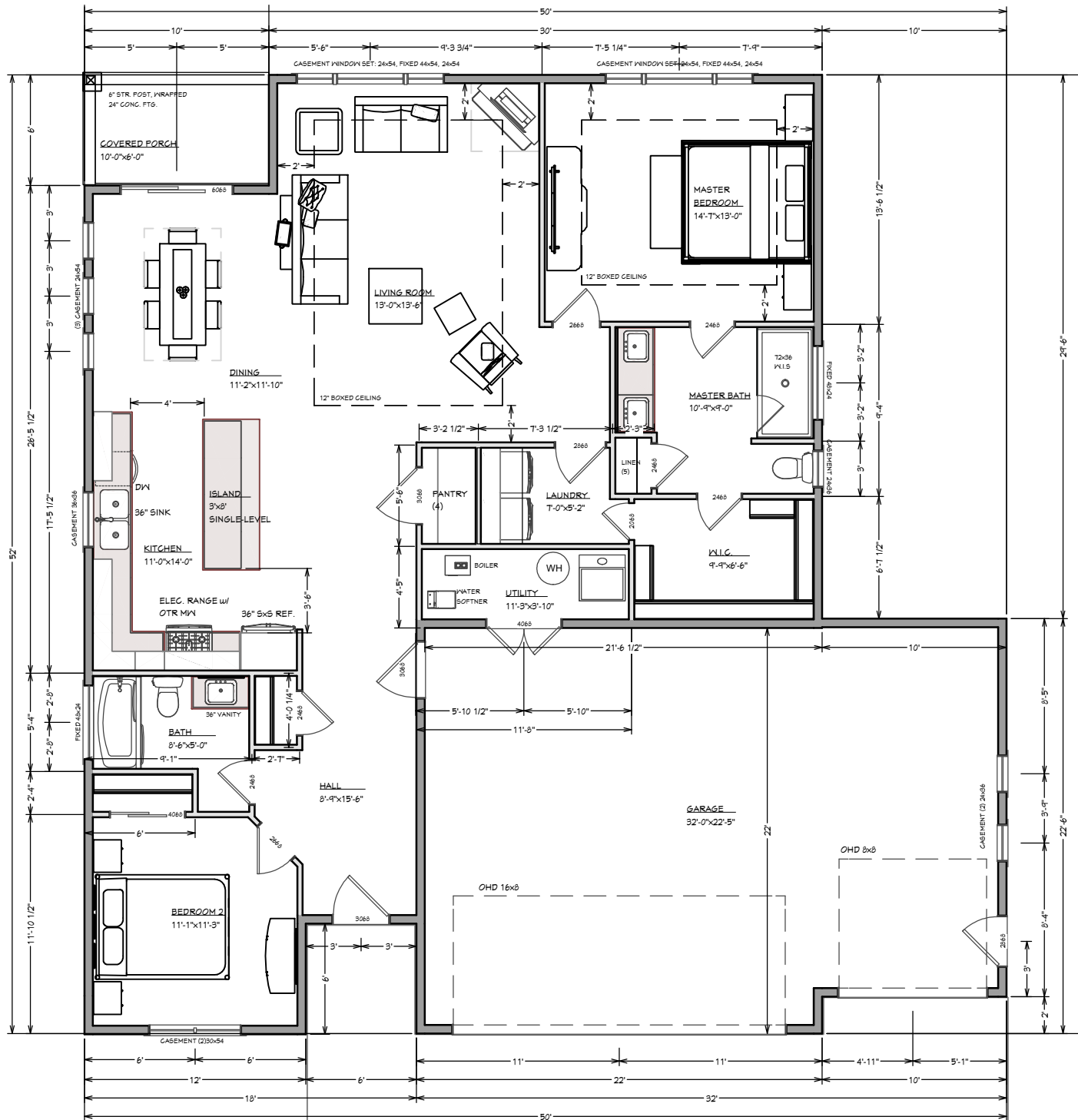
5/02/2022

REVISION

5/10/2022

LAYOUT

SHEET:  
A-5



## MAIN FLOOR LAYOUT

1/8"=1'-0"  
1,508 SQ. FT.

**edmonson ink**  
drafting & design  
PO Box 331 Annandale, MN 55302  
eidprints@mail.com 320-223-1519  
www.eidprints.com

Builder:  
BSE Properties

DATE:

5/02/2022

REVISION

5/10/2022

FLOOR  
LAYOUT

SHEET:  
A-6



**MAIN FLOOR RENDERING**  
NO SCALE

**edmonson ink**  
drafting & design  
PO Box 331 Annandale, MN 55302  
eidprints@gmail.com 320-223-1519  
www.eidprints.com

Builder:  
BSE Properties

DATE:  
5/02/2022

REVISION  
5/10/2022

RENDERING

SHEET:  
A-7



BOXED-UP VAULT CROSS SECTION

3/16"=1'-0"

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drafting & design  
PO Box 331 Annandale, MN 55302  
eidddprints@gmail.com 320-223-1519  
www.eidddprints.com

Builder:  
BSE Properties

DATE:  
5/02/2022

REVISION  
5/10/2022

CROSS  
SECTION

SHEET:  
A-8



## MINUTES

The Planning & Zoning Commission of Annandale, Minnesota met for a regular meeting on July 27, 1999, at 7:00 p.m. in the City Hall Council Chambers.

**Roll Call:** Present: Commissioners Karg, Michaelis, Fiedler, Pederson and Chair Strand;  
Absent: None; Others Present: Zoning Administrator Degiovanni.

**Agenda:** A motion was made by Michaelis and seconded by Pederson to adopt the agenda with the addition of Knollwood Square Apartments site plan review under New Business. The motion carried unanimously.

**Minutes:** A motion was made by Karg and seconded by Michaelis to approve the minutes of June 22, 1999, as presented. The motion carried unanimously.

**Oath of Office:** The Oath of Office was administered to Commissioner Fiedler.

**Triplett Variance:** Chair Strand opened the public hearing at 7:07 p.m. regarding the request of Glenn and Janet Triplett for variances to the 10 foot side yard setback, the 30 foot front yard setback, and the 25% lot coverage maximum at their property at 230 Spruce Drive East. The Triplett's answered questions and clarified that their request for the side yard variance was now for a 5 foot setback, rather than the previously stated 3 feet, 4 inches. There being no one from the public wishing to comment on the request, Chair Strand closed the public hearing at 7:10 p.m. A motion was made by Karg and seconded by Fiedler to recommend Council approval of variances to the east side yard setback to 5 feet, the front yard setback to 28.5 feet and the 25% lot coverage to place the deck on their property as shown on their site plan, based upon findings that the deck is an improvement to an existing stoop already within the setback and will not adversely affect the character of the neighborhood and that the 25% lot coverage maximum is only slightly exceeded by this improvement which is a reasonable use of the property. The motion carried unanimously.

**Samuelson Variance:** Chair Strand opened the public hearing at 7:14 p.m. Marvin and Grace Samuelson explained their request to construct a garage on their property at 925 Hemlock Street East. The garage will require variances as to maximum accessory building size and requirements as to building materials and quality not matching the principal building. There being no one from the public wishing to comment on the request, Chair Strand closed the public hearing at 7:17 p.m. A motion was made by Karg and seconded by Fiedler to recommend Council approval of the variances to allow the construction of the garage in the size and quality shown based upon findings that the property is unique in the fact that it is extraordinarily large parcel within the City limits and that the proposed construction will not adversely affect the character of the neighborhood due to tree screening. The motion carried unanimously.

**Southbrook Third Addition - Plat:** Chair Strand opened the public hearing at 7:20 p.m. Clint Olson and Rick Berens were present to review their preliminary plat proposal and to explain some changes which have already been proposed but not yet made to the plat regarding utility easement locations. The Commission discussed the Engineer's review comments and agreed that platting the unannexed portion of property should not be required at this time since it may delay filing of the final plat. The property owner intends to come in with another phase of the platting next Spring, at which time they can add the 9 hole golf course currently in the annexation process. There being no one from the public wishing to comment on the request, Chair Strand closed the public hearing at 7:46 p.m. A motion was made by Pederson and seconded by Karg to recommend Council approval of the preliminary and final plat of Southbrook Golf and Country Club Third Addition with the property owner's proposed easement revisions, subject to final review by the Engineer and confirmation that platting the numerous outlots will not unduly burden the property owner with real estate taxes; and to clarify the previous Planned Unit Development approval of this entire development allowed for 3 foot side yard setbacks on the patio home development, currently being extended down Cypress Drive with this Third Addition, with the balance of setbacks being those in a standard R-2 zoning district. The motion carried unanimously.

**Knollwood Square Apartment Site Plan:** The Commission reviewed the site plan and City Engineer's review comments. A motion was made by Karg and seconded by Pederson to recommend approval of the site plan as presented, subject to the City Engineer's recommendations and subject to review by the Fire Department and Building Inspector. The motion carried unanimously.

**Adjournment:** A motion was made by Karg and seconded by Pederson to adjourn the meeting at 8:06 p.m. The motion carried unanimously.

Respectfully Submitted:

Mary Degiovanni,  
Zoning Administrator

# CITY OF ANNANDALE

## REQUEST FOR COUNCIL ACTION

Originating Department: <b>Administration</b>	Meeting Date: <b>June 13, 2022</b>	Agenda No. <b>6K</b>
Agenda Section: <b>Consent</b>	Item: <b>Resolution Appointing Election Judges</b>	
<b>BACKGROUND:</b>  Attached is a Resolution Appointing Election Judges for the 2022 Election year. The City is required to provide this list to Wright County by July 15 <sup>th</sup> .		

**RESOLUTION**

**22-\_\_**

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

**RESOLUTION APPOINTING  
ELECTION JUDGES**

**WHEREAS**, the City Council is desirous of appointing election judges for the 2022 Primary and General Election; and

**WHEREAS**, the City Council is designating the following individuals to serve in the capacity of election judge:

**NAMES**

Sharon Peterson  
Lonnie Baack  
Misty Ferrell  
Tara Smith  
Joann Quandt  
Margaret Strand  
Nikki Seaberg  
Jen Holm  
Ardis Nelson  
Terri Midkiff  
Tammy Thompson  
Mark Nelson  
Mary Malachek  
Tiffany Grube  
Josh Wabaunsee  
Rebecca Gunnarson  
Judith Gay  
Kristine Holthusen  
Matt Steidl  
Kelly Hinnenkamp, backup Head Judge  
Jacob Thunander, Head Judge

**WHEREAS**, the City Council approves the salaries of regular judges at \$13.00 per hour and the salaries of head judges at \$15.00 per hour.

**NOW THEREFORE, BE IT RESOLVED** that the City Council of Annandale, Wright County, Minnesota, does hereby formally appoint the above persons as election judges and does hereby establish the wage rates as set forth above. The City Clerk is authorized to provide substitutions as necessary.

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 13<sup>TH</sup> day of June, 2022

---

City Clerk



# CITY OF ANNANDALE

## REQUEST FOR COUNCIL ACTION

Originating Department: <b>Administration</b>	Meeting Date: <b>June 13, 2022</b>	Agenda No. <b>6L</b>
Agenda Section: <b>Consent</b>	Item: <b>Appointment of Fire Fighters</b>	
<b>BACKGROUND:</b>  The Annandale Fire Department Hiring Committee recommends approval to extend offers of Probationary employment to Jes Naber and Matthew Witherbee		

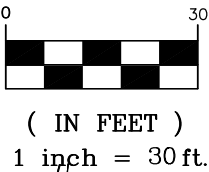
# CITY OF ANNANDALE

## REQUEST FOR COUNCIL ACTION

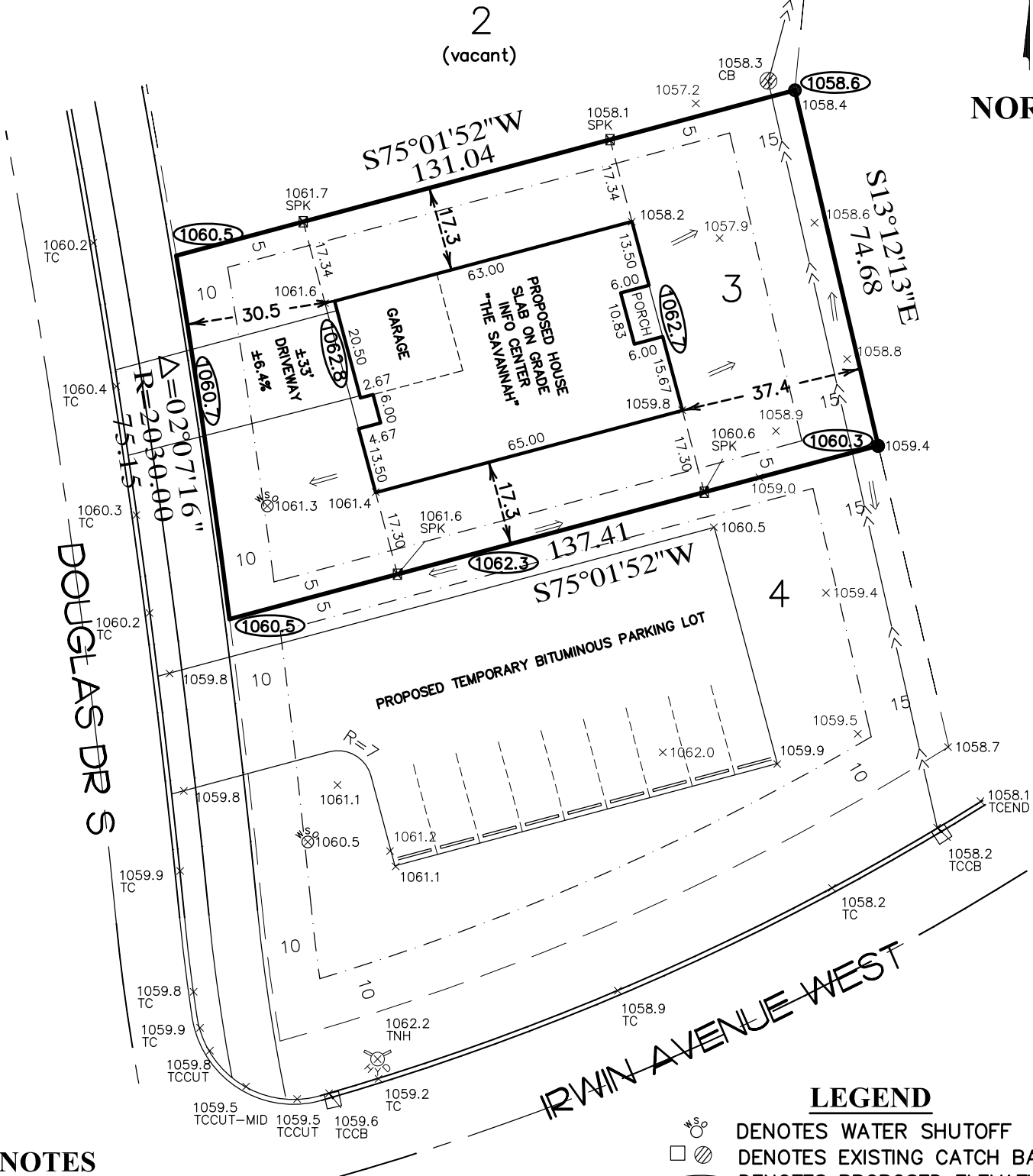
Originating Department: <b>Administration</b>	Meeting Date: <b>June 13, 2022</b>	Agenda No. <b>6M</b>
Agenda Section: <b>Consent Agenda</b>	Item: <b>Consideration to Allow an Informational/Sales Center in Triplett Farms</b> <b>Requester: LGI Homes – Minnesota, LLC</b>	
<p><b>BACKGROUND:</b></p> <p>LGI Homes – Minnesota, LLC has submitted a request to allow for an informational sales center at 431 Douglas Drive South. In addition, they have requested an associated parking lot with nine stalls on a separate parcel: 441 Douglas Drive South. The parking stalls would face Irwin Drive West.</p> <p>The sales center would be utilized until Triplett Farms 3<sup>rd</sup> and 4<sup>th</sup> Addition are completely built out. The center would then be converted and sold as a single-family house. The sale of property/homes outside of these two developments is prohibited.</p> <p><b>RECOMMENDED ACTION</b></p> <p>Staff recommends allowing the use of the sales center at 431 Douglas Drive South. However, City Code prohibits the use of a parking lot as a principal use of a lot in the R-1 Zoning District. If the applicant were seeking additional parking space, staff recommend an increased driveway width on the property. An escrow agreement would be required with this alternative indicating that the removal of the additional driveway width would need to occur within 2 years or the completion of the development, whichever is first. The escrow amount would be determined by the City Engineer.</p> <p>If the Council elects to allow a parking lot on the adjacent property, the applicant would be required to apply for a Code Amendment (requiring public hearing) to allow such use for model homes.</p> <p><b>Attachments:</b></p> <ul style="list-style-type: none"><li>A. Survey</li><li>B. LGI Letter and Image Examples, dated: May 19, 2022</li></ul>		

BUILDING PERMIT SURVEY

FOR: LGI HOMES  
ADDRESS: 431 DOUGLAS DRIVE SOUTH, ANNANDALE, MN



NORTH



NOTES

- FINAL GRADES SHALL NOT EXCEED 3:1 SLOPES.
- HOUSE PLACMENT AND ELEVATIONS SET BY CONTRACTOR.
- BEARING'S SHOWN ARE ON ASSUMED DATUM.
- CONTRACTOR TO VERIFY HOUSE DIMENSIONS, AND SEWER AND BASEMENT DEPTHS.
- FINISHED GRADE 10 FEET FROM PROPOSED BUILDING SHALL BE 0.5 FEET LOWER THAN THE FINISHED GRADE AT THE BUILDING.
- FINISHED GRADE ELEVATIONS ARE TO FINISHED SURFACE WITH TURF ESTABLISHMENT.
- DRIVEWAYS ARE SHOWN FOR GRAPHIC PURPOSES ONLY. FINAL DRIVEWAY DESIGN AND LOCATION TO BE DETERMINED BY CONTRACTOR

**LEGEND**

- DENOTES WATER SHUTOFF
- DENOTES EXISTING CATCH BASIN
- DENOTES PROPOSED ELEVATION
- DENOTES EXISTING ELEVATION
- DENOTES DIRECTION OF DRAINAGE
- DENOTES METAL OFFSET SPIKE
- DENOTES STORM SEWER
- DENOTES EASEMENT PER PLAT

PROPOSED ELEVATIONS	ASBUILT EL.
GARAGE FLOOR = 1062.8	
TOP OF FOUNDATION = 1063.2	

LEGAL DESCRIPTION

Lot 3, Block 1, TRIPLETT FARMS THIRD ADDITION, Wright County, Minnesota.

I hereby certify that this plan, survey or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

JOB#22116

JOSHUA P. SCHNEIDER

Revised: 5-23-22 (note)  
Date: 5-10-22 Reg. No. 44655

**ACRE LAND SURVEYING**  
Blaine, MN 55449  
763-238-6278 js.acrelandsurvey@gmail.com





1450 Lake Robbins Drive, Suite 430  
The Woodlands, TX 77380  
Tel: 281.362.8998  
Fax: 281.210.2601  
lgihomes.com

May 19<sup>th</sup>, 2022

Annandale City Council  
30 Cedar St. E  
Annandale, MN 55302

RE: LGI Homes – Office Complex Parking Lot

Annandale City Council Board Members:

Please allow this letter to serve as a request for the Annandale City Council to reconsider our proposal to develop and construct an asphalt parking lot for our business operations of our office complex. This parking lot is to be constructed on lot number 4, of Block 1 in Section 3 of the Triplett Farms plat in Annandale, at the address of: 441 Douglas Dr. S.

We believe that this parking lot is in the best interest of the City of Annandale, the existing and future residents of Triplett Farms and the Customers and Employees of LGI Homes. We have found with our history with our Minnesota operations that a parking lot helps significantly with reducing street parking and vehicle traffic in and around of our offices. Due to our unique and highly successful marketing approach, we tend to have more customer traffic into our offices than our typical Home Building competitors. This leads to more cars, more vehicle traffic on local streets.

As you can imagine, this also provides a level of safety for our customers, existing Homeowners and Employees as they reduce potential contact with other vehicles. Further, we have been successful working with other municipalities to construct these parking lots. Past municipalities include Big Lake, Montrose, Lonsdale, and most recently Elk River and North Branch.

Should any further drawings, specifications, pictures, etc. be required please do not hesitate to reach out to our Regional Construction Manager, Kelly Tody at [Kelly.Tody@lgihomes.com](mailto:Kelly.Tody@lgihomes.com)

If you have any additional questions or would like to discuss further, feel free to contact me at the information provided below.

Sincerely,

Ryan Stokes  
LGI Homes  
Division President - Northwest  
[rstokes@lgihomes.com](mailto:rstokes@lgihomes.com)  
(206) 445-5326



**LGI**  
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(877) 968-1780

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HOMES





# CITY OF ANNANDALE

## REQUEST FOR COUNCIL ACTION

Originating Department: <b>Administration</b>	Meeting Date: <b>June 13, 2022</b>	Agenda No. <b>6N</b>
Agenda Section: <b>Consent</b>	Item: <b>Election Equipment Lease with Wright County</b>	
<p><b>BACKGROUND:</b></p> <p>The City has entered into an agreement with Wright County to lease election equipment through the County. This allowed all the cities to update their equipment at no additional cost. The City pays a maintenance fee each year, currently \$400, but proposed to go to \$200 with the amended lease.</p> <p>Since 2020 elections, the County has updated the Auto Marks to Omni Ballots. This requires an amendment to the City lease to include this equipment and update the annual fee to \$200.</p>		

## **WRIGHT COUNTY/CITY OF ANNANDALE ELECTION EQUIPMENT LEASE AGREEMENT**

THIS AGREEMENT, made by and between the COUNTY OF WRIGHT and the CITY OF ANNANDALE both political subdivisions of the State of Minnesota, hereinafter referred to as the "County" and the "Municipality" respectively. For purposes of this Agreement, the address of the County is 3650 Braddock Ave NE, Buffalo, Minnesota 55313 and the address of the Municipality is PO Box K, Annandale MN, 55302.

### **WITNESSETH**

WHEREAS, the Wright County Board of Commissioners in Resolution Number 18-23 authorized the purchase of election equipment (hereinafter "Election Equipment") for a countywide digital scan voting system, election hardware and services; and

WHEREAS, the Wright County Board of Commissioners in Resolution Number 18-23 authorized the purchase of Assisted Voting Technology equipment (hereinafter "AVT Equipment") for a countywide optical scan voting system, election hardware and services; and

WHEREAS, the County pursuant to Minn. Stat. § 471.85 may transfer property to the Municipality for its use; and

WHEREAS, the County desires to lease Election Equipment to City of Annandale for use in all elections.

NOW THEREFORE, in consideration of the mutual undertakings and agreements hereinafter set forth, the County and the Municipality agree as follows:

### **Section 1**

#### **SCOPE OF AGREEMENT**

- 1.1 During the term of this Agreement and subject to the terms herein, the County hereby leases to the Municipality at the cost identified below and subject to the terms and conditions of this Agreement, and the Municipality hereby agrees to lease from the County Election Equipment identified as: 1 DS200 Digital Scan Ballot Tabulator(s), and 1 DS200 Plastic Ballot Box(es) for polling places contained within the Municipality.
- 1.2 During the term of this Agreement and subject to the terms herein, County hereby provides to Municipality and grants Municipality a limited, revocable, non-exclusive, royalty-free license to use 4 KNOWiNK Poll Pad Hardware and Software units, and a sufficient number of routers, exclusively for official election use. Unless County otherwise agrees in writing, said license is restricted to access and



use of the Election Equipment by Municipality's employees, contracted personnel and duly authorized election officials performing election duties and responsibilities on behalf of Municipality.

- 1.3 Starting with the 2022 State Primary Election, the County hereby leases to the Municipality at the cost identified below and subject to the terms and conditions of this Agreement, and the Municipality hereby agrees to lease from the County Election Equipment identified as: 1 OmniBallot assistive voting technology units, for polling places contained within the Municipality.
- 1.4 Subject to the terms and conditions of this Agreement, the parties may agree by written addendum executed by all the parties to increase or decrease the County Election Equipment included within the scope of this agreement. Wright County hereby delegates authority to execute such an addendum to the County Finance Director. The Municipality hereby delegates authority to execute such an addendum to its City Administrator/Clerk.

## Section 2

### OWNERSHIP

- 2.1 The Municipality acknowledges that the County owns the Election Equipment and that the Municipality is authorized to use said Election Equipment for official election related purposes. Use of the Election Equipment for any other purpose is strictly prohibited absent express written consent of the County Finance Director.
- 2.2 The Municipality acknowledges and agrees that the Election Equipment may contain proprietary and trade secret information that is owned by Election Systems and Software (ES&S), KNOWiNK, LLC or Democracy Live and is protected under federal copyright law or other laws, rules, regulations and decisions. The Municipality shall protect and maintain the proprietary and trade secret status of the Election Equipment.

## Section 3

### HANDLING OF EQUIPMENT AND INDEMNIFICATION

- 3.1 The Municipality shall be responsible for the Election Equipment while it is in the Municipality's custody. The Municipality, either through insurance or a self-insurance program, shall be responsible for all costs, fees, damages and expenses including but not limited to personal injury, storage, damage, repair and/or replacement of the Election Equipment while it's in the Municipality's custody and this contract is in effect, consistent with the Municipality's defense and indemnity obligations contained in Section 7.6 herein.

- 3.2 The Municipality shall be responsible for the transporting of the Election Equipment from and to the County. Upon termination of this Agreement, the Municipality shall forthwith deliver the Election Equipment to the County or its designee, complete and in good order and working condition. The Municipality shall be responsible for all costs, including but not limited to shipping, related to the repair or replacement of lost, stolen, destroyed or damaged Election Equipment.
- 3.3 Municipality shall secure, safeguard and control the Election Equipment, including but not limited to system authentication and passwords, in the same manner that Municipality secures, safeguards and controls its own critical or confidential equipment, systems, software, data, passwords or other information. While the Election Equipment is in Municipality's possession, custody and/or control, Municipality shall exercise best efforts to (i) use and handle the Election Equipment in a manner that avoids damage or harm to the Election Equipment; (ii) use and handle the Election Equipment in accordance with County direction and any third-party specification; and (iii) safeguard and secure the Election Equipment from theft, loss or other damage.

#### Section 4

##### TERM, TERMINATION

- 4.1 The Municipality and the County agree that this Agreement is in effect commencing upon signature by the County. The Municipality and County agree that this Agreement will terminate when the Municipality and County mutually agree that the equipment will no longer be used for the Municipality's elections, unless terminated sooner by either party with cause upon seven (7) calendar days' written notice to the other.

#### Section 5

##### MAINTENANCE

- 5.1 **Maintenance Agreement (DS200 & OmniBallot)** The County has entered into a Maintenance Agreement with election equipment vendors for the maintenance of the DS200 Ballot Tabulators and OmniBallot assistive voting technology. Starting in 2022, the Municipality agrees that it will reimburse the County two hundred dollars (\$200.00) for maintenance and license fees associated with each DS200 and OmniBallot leased to the Municipality. The Municipality agrees to reimburse the County within 60 days of invoice. The Municipality and the County agree to renegotiate this reimbursement fee in the event the maintenance and license fees increase by more than 10%.

- 5.2 The Municipality agrees not to make any repairs, changes, modifications or alterations to the Election Equipment that are not authorized by Wright County and said vendors.
- 5.3 After reasonable notice, the County shall have the right to enter into and upon the premises where the Election Equipment is located for the purposes of inspecting the same or observing its use, except that on an election day the County is not required to provide any reasonable notice. On an annual basis, during the term of this Agreement, the Municipality shall comply with the County's request for verification of Election Equipment inventory.
- 5.4 The Municipality agrees to provide notice to county election staff of any defects or malfunctions with the Election Equipment within twenty-four (24) hours. The county agrees to track via a log all such equipment malfunctions.

## Section 6

### PROGRAMMING AND ACCUMULATION

- 6.1 **Programming.** The County will be responsible for programming the DS200 Ballot Tabulators, the KNOWiNK Poll Pad electronic rosters and the OmniBallot assistive voting technology at no charge to jurisdictions for all state elections.

## Section 7

### OTHER TERMS AND CONDITIONS

- 7.1 **No Waiver.** No delay or omission by either party hereto to exercise any right or power occurring upon any noncompliance or default by the other party with respect to any of the terms of this Agreement shall impair any such right or power or be construed to be a waiver thereof unless the same is consented to in writing. A waiver by either of the parties hereto of any of the covenants, conditions, or agreements to be observed by the other shall not be construed to be a waiver of any succeeding breach thereof or of any covenant, condition, or agreement herein contained. All remedies provided for in this Agreement shall be cumulative and in addition to, and not in lieu of, any other remedies available to either party at law, in equity, or otherwise.
- 7.2 **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota.
- 7.3 **Entire Agreement.** It is understood and agreed that the entire Agreement between the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof. All items referred to in this Agreement are incorporated or attached and

are deemed to be part of this Agreement. Any alterations, variations, modifications, or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing as an amendment to this Agreement signed by the parties hereto.

- 7.4 **No Assignment.** Neither party shall assign, sublet or transfer this Agreement, either in whole or in part, without the prior written consent of the other party, and any attempt to do so shall be void and of no force and effect.

7.5 **DISCLAIMER, LIABILITY AND LIMITATION OF LIABILITY**

COUNTY, BY AND THROUGH ITS DULY AUTHORIZED VENDOR, IS PROVIDING THE ELECTION EQUIPMENT ON AN AS-IS BASIS WITH NO SUPPORT WHATSOEVER. OTHER THAN AS STATED IN THIS AGREEMENT, THERE IS NO WARRANTY OF MERCHANTABILITY, NO WARRANTY OF FITNESS FOR PARTICULAR USE, NO WARRANTY OF NON-INFRINGEMENT, NO WARRANTY REGARDING THE USE OF THE INFORMATION OR THE RESULTS THEREOF AND NO OTHER WARRANTY OF ANY KIND, EXPRESS OR IMPLIED.

THE MUNICIPALITY ACKNOWLEDGES AND AGREES THAT COUNTY DOES NOT OWN OR CONTROL THE DATA SOURCE/SYSTEM NECESSARY FOR OPERATION OF THE ELECTION EQUIPMENT. WITHOUT LIMITING THE FOREGOING, COUNTY DOES NOT WARRANT THE PERFORMANCE OF THE ELECTION EQUIPMENT OR RELATED COMMUNICATIONS OR CONNECTIONS TO ANY DATA SOURCE/SYSTEM, THAT THE DATA SOURCE/SYSTEM WILL BE UNINTERRUPTED OR ERROR FREE, THAT THE DATA IS ACCURATE, COMPLETE AND CURRENT OR THAT DATA DEFECTS WILL BE CORRECTED, OR THAT THE DATA SOURCE/SYSTEM IS FREE OF HARMFUL CODE.

IN NO EVENT SHALL COUNTY BE LIABLE FOR ACTUAL, DIRECT, INDIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL DAMAGES OR LOSS OF PROFIT, LOSS OF BUSINESS OR ANY OTHER FINANCIAL LOSS OR ANY OTHER DAMAGES EVEN IF COUNTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGE. COUNTY'S SOLE LIABILITY AND THE MUNICIPALITY'S SOLE AND EXCLUSIVE REMEDY FOR ANY DAMAGES RELATED TO THIS AGREEMENT, INCLUDING BUT NOT LIMITED TO LIABILITY FOR ELECTION EQUIPMENT NONPERFORMANCE, ERRORS OR OMISSIONS, SHALL BE LIMITED TO RESTORING OR CORRECTING THE ELECTION EQUIPMENT TO THE EXTENT AND DEGREE COUNTY IS CAPABLE OF PERFORMING THE SAME AND AS IS REASONABLY POSSIBLE UNDER THE PERTINENT CIRCUMSTANCES.

- 7.6 The County and the Municipality agree each will be responsible for their own acts and omissions under this Agreement and the results thereof and shall to the extent

authorized by law defend, indemnify and hold harmless the other party for such acts. Each party shall not be responsible for the acts, errors or omissions of the other party under the Agreement and the results thereof. The parties' respective liabilities shall be governed by the provisions of the Municipal Tort Claims Act, Minnesota Statutes Chapter 466, and other applicable law. This paragraph shall not be construed to bar legal remedies one party may have for the other party's failure to fulfill its obligations under this Agreement. Nothing in this Agreement constitutes a waiver by the Municipality or County of any statutory or common law defenses, immunities, or limits on liability. The statutory limits of liability for the parties may not be added together or stacked to increase the maximum amount of liability for either or both parties.

- 7.7 **Notice.** Any notice or demand shall be in writing and shall be sent registered or certified mail to the other party addressed as follows:

To the Municipality: City of Annandale  
PO Box K  
Annandale, MN, 55302

To the County: Lindsey Meyer  
Wright County Finance Director  
3650 Braddock Ave NE  
Buffalo, MN 55313

- 7.8 **Audit Provision.** Both parties agree that either party, the State Auditor, the Minnesota Secretary of State, or any of their duly authorized representatives at any time during normal business hours, and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the other party and involve transactions relating to this Agreement. Such materials shall be maintained and such access and rights shall be in force and effect during the period of the contract and for six (6) years after its termination or cancellation.
- 7.9 **Data Practices.** The parties, their officers, agents, owners, partners, employees, volunteers and subcontractors shall abide by the provisions of the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13 (MGDPA) and all other applicable state and federal laws, rules, regulations and orders relating to data privacy or confidentiality, which may include the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- 7.9 **Whereas Clauses.** The matters set forth in the "Whereas" clauses on page one of this Agreement are incorporated into and made a part hereof by this reference.

- 7.10 **Survival of Provisions.** It is expressly understood and agreed that the obligations and warranties of the Municipality and County hereof shall survive the completion of performance and termination or cancellation of this Agreement.
- 7.11 **Authority.** The person or persons executing this Lease Agreement on behalf of the Municipality and County represent that they are duly authorized to execute this Lease Agreement on behalf of the Municipality and the County and represent and warrant that this Lease Agreement is a legal, valid and binding obligation and is enforceable in accordance with its terms.

**THE REMAINDER OF THIS PAGE IS BLANK.**

**APPROVAL**

COUNTY OF WRIGHT  
STATE OF MINNESOTA

By: \_\_\_\_\_  
County Finance Director

Date: \_\_\_\_\_

CONTRACTOR  
CONTRACTOR warrants that the person who  
executed this Agreement is authorized to do so  
on behalf of CONTRACTOR as required by  
applicable articles, bylaws, resolutions or  
ordinances\*.

City of Annandale

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Title: \_\_\_\_\_

Date: \_\_\_\_\_

# CITY OF ANNANDALE

## REQUEST FOR COUNCIL ACTION

Originating Department: <b>Administration</b>	Meeting Date: <b>June 13, 2022</b>	Agenda No. <b>9A</b>
Agenda Section: <b>New Business</b>	Item: <b>2021 Audit Report</b>	
<p><b>BACKGROUND:</b> You can view a copy of the 2021 Audit Report <a href="#">HERE</a>. Auditor Jeff Burkhardt will present the report at the meeting.</p> <p><b>RECOMMENDED ACTION:</b> A motion to approve the 2021 Audit</p>		



# CITY OF ANNANDALE

## REQUEST FOR COUNCIL ACTION

Originating Department: <b>Administration</b>	Meeting Date: <b>June 13, 2022</b>	Agenda No. <b>9B</b>
Agenda Section: <b>Regular Agenda</b>	Item: <b>Consideration of a Request for Rezoning from AG (Agricultural District) to R-1 (One Family Residential District) and Preliminary Plat for a 23 lot subdivision. Applicant: Rachel Development</b>	
<p><b>SITE INFORMATION &amp; BACKGROUND</b></p> <p><b>PID:</b> 217-000-252300  <b>Address:</b> 7592 Nevens Avenue NW  <b>Legal Description:</b> Unplatted  <b>Zoning District:</b> Agricultural District (Ag)  <b>Comprehensive Plan:</b> Residential  <b>Surrounding Site Use:</b> North: Agricultural/Residential/Southside Township  East: Agricultural/Southside Township  South: Agricultural/Residential/Southside Township  West: Lake John</p> <p><b>Planning Case Number:</b> 2022-11</p> <p><b>Deadline for Decision:</b> June 25, 2022 (60-day deadline)  August 24, 2022 (120-day deadline)</p> <p><b>Project Description:</b>  Rachel Development has made an application for a preliminary plat and rezoning intended to allow for the development of a 32 acre property into 23 single family lots at 7592 Nevens Avenue NW.</p> <p>The property is currently zoned Ag, Agricultural and is being requested to be rezoned to R1, One Family. The property also lies within the Shoreland Management Overlay District.</p> <p>The project would result in the relocation of Nevens Avenue NE to the east. Currently, Nevens is partially on the lakeshore. The applicant would be restoring the lakeshore and moving the street to be off the lake.</p> <p><b>ANALYSIS</b></p> <p><b>COMPREHENSIVE PLAN AND ZONING</b></p> <p><b>Comprehensive Plan</b>  The property is guided for a Residential land use in the Comprehensive Plan. This is intended to be a designation for single family residential development.</p> <p><b>Zoning</b>  As stated, the applicant is requesting a rezoning from Agricultural to R-1, One Family Residential.</p>		

This would be consistent with the Comprehensive Plan. The Agricultural Zoning District is intended for unsewered development. This proposal would be to bring sewer and water to the property.

### ***Lot Standards***

The R-1 District requires lots to be 75 feet wide and 10,000 square feet in area. The required setbacks are required at 30 feet to the front, 20 feet to the rear, 10 feet to the side, and 20 feet to a corner lot line.

Shoreland District standards require lots of 75 feet in width and 20,000 square feet in area for riparian lots. Non-riparian lots require the same width and 15,000 square feet in area. Impervious surfaces are capped at 25% per lot. The setback to the ordinary high water mark is 75 feet.

The lots within the plan appear to be generally designed to meet these standards. The parcels meet the City's definition of lot area and width in all cases.

### ***Architectural Standards***

The City has minimum standards for houses that the applicant will need to meet within the development. The lots will have sufficient area for the houses to meet these standards. City Staff recommends that the applicant consider the use of covenants for any privately enforced architectural standards.

### ***Natural Resources***

The City has an ordinance related to the preservation of natural resources. A natural resources plan has been provided.

The applicant is depicting adequate buffers to wetlands. Wetland impacts will need to be reviewed and approved by the requisite authorities.

Trees are also a component of the natural resources plan. The applicant has done a tree inventory for the site. There are approximately 10,206 inches of significant trees on the site. The development proposes to remove about 4,555 inches of trees. This is a tree removal percentage of 45%. Up to 70% removal is permitted.

The applicant has provided a plan for restoration of the shoreland area, which is currently adjacent to a roadway. The restoration is a combination of grass plantings and trees. This coupled with the extension of sewer to the property is anticipated to assist in lake water quality.

### ***Landscaping***

The applicant has provided a landscaping plan that depicts plantings that exceed the minimum requirements of the City.

The applicant is proposing a "low-maintenance grass" in the area of the existing roadway to be

removed. The “restored” shoreline should have areas that have a natural appearance on each lot and are not simply grass to the lakeshore. More detail on the proposed shoreline restoration should be provided.

## **SUBDIVISION ORDINANCE STANDARDS**

### ***Streets & Access***

The property intends utilize the existing general access area for Nevens Avenue NE and Harrison Street. Harrison is a County Road (183) and the applicant has been working with the County on the location of the intersection of relocated Nevens Avenue.

Relocated Nevens Avenue is intended to be a minor collector road. The City Engineer has recommended a 66 foot wide right-of-way to accommodate the road and the trail.

South of this property there are homes that use the existing Nevens Avenue for access. The proposal would create a road connection to this portion of Nevens while not directly continuing it beyond these properties.

The Subdivision Ordinance states that “where no existing plats control, the blocks in residential subdivisions shall normally not exceed 1,300 feet in length, except where topography or other conditions justify a departure from this maximum.” The proposed block length in the concept appears to slightly exceed 1,300 feet.

On the northern edge of the concept, the applicant depicts an outlot for a future street extension. This is in line with the section of street that would connect the existing and relocated Nevens Avenue.

### ***Vacating ROWs***

The plan is predicated on the vacation of the existing Nevens Avenue and its subsequent relocation. When a right-of-way is adjacent to a public waters, the DNR reviews the vacation due to it being considered public access. Much of the right-of-way appears to be separated from the ordinary high water mark by a strip of land. The applicant has proposed a public trail along Nevens Avenue and dedicating a small amount of land on the lake near where the relocated Nevens Avenue would reconnect with the existing Nevens on the north end of the property. A public hearing (February 14, 2022) was held on this vacation and the DNR has stated that this arrangement is generally acceptable. City Council tabled action on the request until consideration of preliminary plat.

The applicant has mentioned vacating additional right-of-way. This would require an application and hearing at the time of final plat.

### ***Sidewalks & Trails***

The applicant is providing a trail along Nevens Avenue in lieu of a sidewalk. This trail satisfies the comments from the DNR related to the vacation of old Nevens Avenue.

***Lot Configuration***

The lot configuration and layout appears to generally meet the City's Subdivision Ordinance. Corner lots for residential use are required to have sufficient width to permit appropriate building set back from both streets, which appears to be met on all corner lots.

***Utilities & Grading***

Utilities would need to be extended to the property. Utility plans would need to be developed to provide a connection to the City's systems. The City Engineer has provided comments related to utilities and grading.

***Public Land Dedication***

Park dedication will be required at the time of final plat. The Park Commission held their meeting on May 24, 2022 and recommended cash-in-lieu (10% fair market value) of parkland dedication. They did not recommend crediting for the construction of trail.

The City is receiving an outlot on Lake John, as part of the arrangement for the vacation of the right-of-way of Nevens Avenue. Any equipment/amenities placed on this lot could be considered for crediting against park dedication requirements.

***Environmental Review***

The development proposal does not have the number of lots required for a mandatory environmental worksheet or other such review.

**DNR COMMENTS**

The DNR has provided some general preliminary comments that are attached. For the preliminary plat, they are requesting more clarity on the shared access lot and the use of the public access area. They also wanted to make sure there is an adequate Wetland Conservation Act review.

**PLANNING COMMISSION REVIEW AND RECOMMENDATION –**

Planning Commission reviewed the land use requests and held a Public Hearing on June 7, 2022. Paul Robinson/Rachel Development, the applicant, provided a presentation to the Commission and detailed the project request.

Public testimony was received from the following individuals:

- Jean Sutherland – 7177 Newcomb Avenue NW, Annandale
- Aleta Isaacson – 7203 Newcomb Avenue NW, Annandale
- Alan Isaacson – 7203 Newcomb Avenue NW, Annandale
- Elaine Fleskes – 7295 Newcomb Avenue NW, Annandale
- Robert Fleskes – 7295 Newcomb Avenue NW, Annandale
- Blaine Barkley – 15613 65<sup>th</sup> Street NW, Annandale
- Joleen Systma – 7515 Nevens Circle NW, Annandale
- Steven Benzschawel – 7810 Norris Avenue NW, Annandale

In summary, the following comments, concerns, and questions were discussed by the public:

shoreland restoration, utility extensions, lift station and associated noise, traffic volume/speed/safety and emergency response, environmental review requirements, future use of outlots, preservation/relocation of log cabin structure/materials, fencing near trail end point, roadway width on north portion of proposed site, wetlands, water quality and enforcement, and tree preservation.

Staff received one public comment letter from Elaine Fleskes, 7295 Newcomb Avenue Northwest. The questions focused on future use of lots and outlots, environmental review requirements, and utility extensions.

Planning Commission unanimously recommended approval of the rezoning and preliminary plat requests as presented.

### **CITY STAFF REVIEW**

The proposed subdivision will bring public utilities to the area and remove the impervious surfaces that are currently within the shore impact zone. Furthermore, the plan, as depicted, generally meets the City's Shoreland and R-1 District standards. It also generally meets the Subdivision Ordinance standards and is consistent with the Comprehensive Plan. More detail on the appearance of the shoreline area should be provided. The applicant has stated that it will limit runoff to the lake, which is the goal. The applicant has made revisions to the plan since the concept plan review to make it consistent with City requirements.

### **STAFF RECOMMENDED ACTION**

Adopt the Ordinance and Resolution approving the rezoning to R-1 and preliminary plat for Lake John Development.

### **ALTERNATIVE ACTIONS**

#### Rezoning and Preliminary Plat:

1. Motion to approve Ordinance 394 Approving Rezoning to R-1 and Resolution for Approving Preliminary Plat for Lake John Development with conditions as identified in Exhibit Z.
2. Motion to deny requests including findings of fact for the decision.
3. Motion to table action including a statement as to why the request is tabled with direction to staff and/or the applicant.

#### **Attachments:**

- A. Draft Ordinance 394
- B. Draft Resolution
- C. Aerial Image
- D. Applicant Narrative
- E. [Preliminary Plat Exhibits](#)
  - Existing Conditions
  - Site Plan
  - Natural Resource Plan
  - Proposed Drainage Map
  - Preliminary Plat

- Erosion Control Plan
- Utility Plan
- Construction Details
- Tree Preservation Plan
- Wetland Impact

F. City Engineer's Letter, Dated May 25, 2022

G. DNR Comment Letter, Dated February 4, 2022 and Response Email

H. Wright County (Highway Department) Comment Letter, Dated October 6, 2021 and Response Email (Highway Department and Planning/Zoning)

G. [Developer Powerpoint](#)

### **EXHIBIT Z**

#### **Rezoning to One Family Residential District (R-1) and Preliminary Plat for Lake John Development**

**Applicant: Rachel Development**

**PID: 217-000-252300**

1. All comments from the City Engineer shall be addressed including the right-of-way width.
2. Park dedication shall be cash-in-lieu (10% fair market value).
3. The applicant shall provide more detail on the appearance of the shoreline.
4. The applicant shall provide more detail on the architectural standards proposed for the development.
5. The outlots for future right-of-way and public space shall be dedicated to the City.
6. If the applicant plans to vacate additional right-of-way, an application and hearing at the time of final plat will be required.
7. All comments from the DNR, Wright County, and City Staff shall be addressed.

**ORDINANCE NO. 394**

**AMENDING ZONING MAP FROM AG, AGRICULTURAL TO R-1, ONE FAMILY  
FOR 7592 NEVENS AVENUE NW**

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

**Section 1.** The City of Annandale received a request to change the zoning classification of the following legally described property:

Government Lot 2, Section 25, Township 121, Range 28, Wright County, Minnesota.

And

That part of the north 148.00 feet of the Southwest Quarter of Section 25, Township 121, Range 28, Wright County, Minnesota, lying northwesterly of the centerline of County Road No. 183, as traveled. Said centerline being more particularly described as beginning at a point on the north line of said Southwest Quarter distant 283.02 feet east of the west quarter corner of said Section 25; thence southwesterly along an arc concave to the southeast having a radius of 300.00 feet to a point on the west line of said Southwest Quarter distant 283.02 feet south of said west quarter corner, and said centerline there terminating.

**Section 2.** The City of Annandale hereby amends the zoning map for the above described property from AG, Agricultural to R-1, One Family Residential.

**Section 3.** The City of Annandale Zoning Administrator is hereby directed to make the appropriate changes to the official zoning map of the City of Annandale to reflect the change in zoning classifications as set forth above.

**Section 4.** A copy of this Ordinance and the updated map shall be kept on file at the Annandale City Hall.

**Section 5.** This Ordinance shall be effective upon its passage, publication, and recording of the final plat associated with the preliminary plat of the Lake John Development.

Adopted by the Annandale City Council this 13<sup>th</sup> day of June 2022.

---

Shelly Jonas, Mayor

Attest:

---

Kelly Hinnenkamp, City Administrator-Clerk



**CITY OF ANNANDALE  
RESOLUTION 2022-XX**

**RESOLUTION APPROVING A PRELIMINARY PLAT FOR  
LAKE JOHN DEVELOPMENT**

WHEREAS, Rachel Development (“the Applicant”) has made an application for a preliminary plat to allow for the subdivision of property within the City of Annandale (“the City”) at 7592 Nevens Avenue; and

WHEREAS, the subject site (“the Property”) is legally described as:

Government Lot 2, Section 25, Township 121, Range 28, Wright County, Minnesota.

and

That part of the north 148.00 feet of the Southwest Quarter of Section 25, Township 121, Range 28, Wright County, Minnesota, lying northwesterly of the centerline of County Road No. 183, as traveled. Said centerline being more particularly described as beginning at a point on the north line of said Southwest Quarter distant 283.02 feet east of the west quarter corner of said Section 25; thence southwesterly along an arc concave to the southeast having a radius of 300.00 feet to a point on the west line of said Southwest Quarter distant 283.02 feet south of said west quarter corner, and said centerline there terminating.

WHEREAS, the Applicant has made an application for a preliminary plat for the Property to develop the Property into 23 single family lots; and

WHEREAS, the Planning Commission held a duly noticed public hearing on June 7, 2022 and recommended approval of the request; and

WHEREAS, the City Council reviewed the proposed development plan and the Planning Commission recommendation on June 13, 2022; and

WHEREAS, the City Council makes the following findings of fact in regards to the preliminary plat based on the requirements of the Subdivision Ordinance:

- a. The subdivision is appropriate for the physical conditions on the site including the topography, storm water, natural resources, and soils.
- b. The proposed subdivision is not likely to be injurious to public health.
- c. The proposed subdivision and its improvements will not conflict with public or private streets, easements, or rights-of-way.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Annandale hereby approves the preliminary plat with the following conditions:

1. Ordinance No. 394 rezoning the Property from AG, Agricultural to R-1, One Family Residential shall be placed into effect.
2. All comments from the City Engineer shall be addressed including the right-of-way width.
3. Park dedication shall be cash-in-lieu (10% fair market value).
4. The applicant shall provide detail on the architectural standards proposed for the development subject to review and approval of the City Planner.
5. The outlots for future right-of-way and public space shall be dedicated to the City.
6. All comments from the DNR, Wright County, and City Staff shall be addressed.
7. All construction shall generally adhere to the latest plans accepted by the City of Annandale for this review subject to modification herein.
8. The Applicant shall record the plat within 60 days of this approval.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ANNANDALE THIS 13<sup>th</sup> DAY OF JUNE, 2022.

APPROVED

---

Shelly Jonas  
Mayor of Annandale

Attest:

---

Kelly Hinnenkamp  
City Administrator/Clerk

Attached:  
Preliminary Plat Plan Set

April 25, 2022

To: City of Annandale

From: Paul Robinson, Rachel Development, Inc.

RE: The Preserve at Lake John – Preliminary Plat Narrative

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Dear City Council Members, Planning Commissioners, and City Staff,

Rachel Development is excited to present our Preliminary Plat concept for the property on Lake John. After thoughtful planning and consideration, we feel like we have produced a plan that will create a valuable neighborhood for the City of Annandale. During the concept review and meetings with the lake association, lake residents and others we received a lot of feedback about the development and concerns people had. We believe that several of the changes we have made, and the additional information provided with the Preliminary Plat should help allay many of the concerns raised. This narrative includes the basic facts about the site, an explanation of our proposed plans and how we intend to address several of the more critical issues associated with the development of the property.

## 1. Lake John Property Facts

- |                                |                                     |
|--------------------------------|-------------------------------------|
| • Address:                     | 7592 Nevens Ave NW                  |
| • Current Guiding              | Transition Area(TA)                 |
| • Current Zoning               | Agriculture                         |
| • Area in Shoreland Overlay    | 100%                                |
| • Lake John DNR Classification | Recreational Development Lake       |
| • Lakeshore at OHWL            | 1,100 ft.                           |
| • Gross Acres:                 | 32.89 ac                            |
| • Wetland                      | 6.59 ac +/-                         |
| • <u>Existing - CR 183 ROW</u> | <u>1.02 ac</u>                      |
| • Net Acres                    | 25.08 ac                            |
| • Wetland Buffer               | 2.45 ac (not subtracted from gross) |

## 2. Annexation

A few months ago, with the review of our concept plan, Rachel Development in conjunction with the property owners processed an annexation of this property into the City of Annandale. This annexation has been completed and the property is now in the City of Annandale. With the extension of Nevens to CR 183 it is possible there may be a need for additional annexation depending on how the property we are acquiring for this extension is processed. We will be looking to the City, County, and Township for guidance on how best to handle the property that is part of the Nevens/CR 183 extension/intersection.

### 3. Proposal in General

In general, we are proposing a single-family residential development with 23 lots. All lots exceed the standards in the R-1 and shoreland overlay zoning district of the City of Annandale. 12 homesites will have lakeshore access and 11 homesites will be located across from the lake.

Lake Lots	12
<u>Off Lake Lots</u>	<u>11</u>
Total Lots	23

- Gross Density – 1.43 acres per unit
- Net Density – 1.09 acres per unit

### 4. Zoning

Since this property was recently added to the City, the zoning has not yet been updated to match the intent of the Comprehensive Plan. Our development proposal includes a request to rezone the property from Agriculture to R-1. Since the R-1 Standards are less restrictive than the Shoreland Standards we will be following the Shoreland Overlay standards shown in section 5 below.

### 5. Shoreland Overlay Criteria

The portion of the property we are developing is 100% within the shoreland overlay for Lake John. For homes with City sanitary sewer on recreational development lakes, like Lake John, the following rules apply. All the lots we are proposing exceed these requirements.

R-1 ZONING SETBACKS (RIPARIAN)	
FRONT	30'
SIDE (INTERIOR)	10'
SIDE (STREET)	20'
OHWL/SHORELAND SETBACK	75'
MINIMUM LOT AREA	20,000 S.F.
MAXIMUM IMPERVIOUS SURFACE	25%
MINIMUM LOT WIDTH AT FRONT SETBACK, OHWL/SHORELAND SETBACK, & OHWL	75'

R-1 ZONING SETBACKS (NON-RIPARIAN)	
FRONT	30'
SIDE (INTERIOR)	10'
SIDE (STREET)	20'
REAR	20'
MINIMUM LOT AREA	12,000 S.F.
MAXIMUM IMPERVIOUS SURFACE	25%
MINIMUM LOT WIDTH AT SETBACK	75'

### 6. Homesite Detail

As shown in Section 5, the minimum lot size for lots on the lake (riparian lots) is 20,000 sq. ft. and off the lake (non-riparian lots) is 15,000 sq. ft. In our concept plan, the lake lots are generally ½ acre or greater in size and range from 20,543 sf to 45,841 sf averaging 28,750 sf. All

but two of the off-lake lots are an acre or greater they range from just over ½ acre to over 3 acres. Below are tables with the lot size and lot width information for the riparian and non-riparian lots.

#### LAKE LOTS – Lot Size and Width Information

Lot	Block	Lot Type	Sq. Ft.	Ac	Street	Lot Width	
						Lake	OHWL
1	1	Lake Lot	25,862	0.59	85	85	85
2	1	Lake Lot	24,357	0.56	75	75	75
3	1	Lake Lot	25,878	0.59	75	76	76
4	1	Lake Lot	45,851	1.05	155	100	85
5	1	Lake Lot	41,340	0.95	157	101	89
6	1	Lake Lot	28,744	0.66	124	99	95
7	1	Lake Lot	23,941	0.55	116	101	95
8	1	Lake Lot	20,543	0.47	99	97	95
9	1	Lake Lot	21,167	0.49	101	90	86
10	1	Lake Lot	22,303	0.51	88	85	85
11	1	Lake Lot	25,210	0.58	94	88	85
12	1	Lake Lot	39,800	0.91	167	200	81
Average			28,750	0.66	111	100	86

#### OFF-LAKE LOTS – Lot Size and Width Information

Lot	Block	Lot Type	Sq. Ft.	Ac	Street	Lot Width	
						Lake	OHWL
1	3	Lake Access	52,867	1.21	95	-	-
2	3	Lake Access	46,162	1.06	85	-	-
3	3	Lake Access	44,850	1.03	85	-	-
4	3	Lake Access	43,573	1.00	85	-	-
5	3	Lake Access	43,332	0.99	85	-	-
6	3	Lake Access	45,403	1.04	85	-	-
7	3	Lake Access	59,922	1.38	80	-	-
8	3	Lake Access	140,382	3.22	310	-	-
9	3	Lake Access	102,645	2.36	235	-	-
10	3	Lake Access	95,423	2.19	90	-	-
11	3	Lake Access	28,247	0.65	166	-	-
Average			67,456	1.55	124	-	-

## **7. Nevens Avenue NW**

One of the more significant features in our concept plan review was the realignment of Nevens Avenue away from the lakeshore. A vacation hearing was held on 2/14/2022. As a part of that hearing the DNR commented on the lakeshore and offered comments and recommendations. This included:

- Recognition that the only public access on the lake was the “Huikko Landing” on the south side of the lake.
- There is not legal public access to the lake from the property.
- They asked the City to consider adding a trail along realigned Nevens
  - included in Lake John Preliminary Plat Submittal
- They asked the City to consider a location for some public access to the lake for pedestrians or motorized uses.
  - Outlot B in Lake John Preliminary Plat Submittal provides access, if the City wants to allow it.

Since the concept review by the city, Rachel Development has entered into a contract to purchase the triangle of land owned by the Hart’s south of the Erickson property to facilitate the new Nevens connection to CR 183. We understand that the final approval of the Nevens Road vacation will be completed in conjunction with our application and may now need to include a portion of this area.

## **8. Natural Resource Protection**

We have completed a Natural Resource Protection Assessment. The nature resources protection code overlaps in part with various regulations regulating wetlands as well as the shoreland overlay. The three main areas we are addressing relate to the trees, wetlands and shoreland, which are described briefly below.

### **a. Wetlands**

Lake John Development has a total of 6.59 acres of wetlands. These wetlands were professionally delineated. This delineation was approved by the City along with other reviewing agencies. To accommodate the relocating of Nevens we are impacting 0.21 acres of wetland, which is about 3% of the total wetland area on the site. An application seeking approval for the impact will be submitted to the City prior to any public review of our Plat application. We expect that we will be purchasing wetlands credits to off-set this impact. If Nevens would have remained in the same location, upgrading Nevens to a City roadway would have had an equal or greater impact to the wetlands located along the lake.

In addition to protecting 97% of the existing wetlands we are establishing 30’ native buffers around all wetlands, resulting in 2.4 acres of new wetland buffers.

**b. Trees**

All the trees and mature woodlands have been identified on the property. The Natural Resource Protection Code allows for removal of 30% of the mature woodland areas without mitigation. We are exceeding that removal and therefore planting trees and shrubs for mitigation. In total we are planting 123 trees and shrubs within the development in addition to the 2 trees per lot landscaping requirement to mitigate the development impacts to the existing woodlands.

**c. Shoreland Buffer**

The shoreland buffer is designated in the Natural Resource Protection Ordinance (NRPO) as the area between the Ordinary High Water Mark and 75' back from the lake. Around 30% of this buffer area is currently covered with impervious surface from Existing Nevens. This is being removed and restored with vegetation that will foster infiltration and limit runoff to the lake.

**9. Sanitary Sewer and Water**

Sanitary sewer and water services will need to be extended to the Lake John property. The City completed a feasibility study to determine the best location and the necessary depth of the connection needed to serve Lake John Development. It is our understanding that with our application, the City will be formalizing these plans and ordering plans and specifications to be created. The timing for this work could impact the timing of the development work and/or create the need to be creative about how to stage development work with the extension of sewer and water.

**10. Storm Water**

A majority of the stormwater within Lake John Development will be collected and treated within two storm water basins. Our system has generally been designed to not allow any new impervious areas drain to the lake. Unlike most of the existing residences on the lake, at the Lake John Development, a majority of rain events in the future will be captured and treated within our storm water system and very little of this treated water will make it to the lake.

**11. Lot Comparison - Existing Lake John Lake Lots vs. Rachel's Lake John Development Lots**

	Existing Lake John	Rachel Development
Lakeshore – Avg	86'	86'
Lot Size – Avg	15,740 sf	28,750 sf
Lake Setback	56'	75'

- No lots on Lake John have City Sewer and Water
- 98% of the existing lots on Lake John would not meet today's Shoreland Standards

We are providing the above table to assure the public that by meeting the current shoreland rules we are not being allowed to develop lots that are in some way substandard. Quite the opposite. Our lots exceed the width, size, and set-back when compared to a majority of lots currently on the lake, all of which do not have City sewer and water.

#### **12. Homes and Architectural Review**

We intend to have Declarations and an architectural review process to protect the value and integrity of the development much like our single-family development at Sugar Lake. This would include regulating items such as home size, architectural features, roofing and exterior materials and colors, site grading, garage doors, decks, accessory structures, driveways, fences, etc.

#### **13. Other Items**

- During the site work, the existing homes and structures will be removed, and home pads will be prepared for homes on most lots.

In closing we look forward to your review and answering any questions you may have about our proposal.

Thank You

A handwritten signature in blue ink, appearing to read 'Paul Robinson', with a long horizontal stroke extending to the right.

Paul Robinson  
Development Director  
Rachel Development, Inc  
[probinson@rachelddevelopment.com](mailto:probinson@rachelddevelopment.com)  
612.791.7080





**BOLTON  
& MENK**

Real People. Real Solutions.

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Bolton-Menk.com

May 25, 2022

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

RE: Lake John Development  
Annandale, Minnesota  
Project No.: OW1.125591

Dear Jacob,

We have reviewed the information submitted by James R. Hill, Inc. for the above referenced project including:

- Lake John Development – Preliminary Plat Exhibits 04-25-2022.pdf
- LAKE JOHN DEVELOPMENT – SWMP 04-22-2022.pdf
- Lake John Development – Wetland Impact Exhibit 04-22-2022.pdf
- Lake John Project-Landscape Review Set 4-25-2022
- TREE PRES LIST LAKE JOHN 04-22-2022.pdf

We have the following comments:

1. The applicant shall enter into a Development Agreement with the City of Annandale for the proposed improvements.
2. The applicant shall be responsible for their portion of the costs associated with the city-lead improvement to extend city utilities to the development.
3. All wetlands and Stormwater Best Management Practices (BMPs) and accesses to them shall be contained within easements.
4. The ownership of Outlots A and B shall be clearly defined.
5. Nevens Avenue NW right-of-way width shall be 66-feet.
6. All proposed roadways shall be 32-feet in width from face of curb to face of curb and constructed with a minimum of 4-inches bituminous and 12-inches class 5.
7. The proposed bituminous trail shall be 10-feet in width and shall consist of 3-inches bituminous on 8-inches class 5.
8. The applicant shall submit a wetland mitigation plan for the review and approval of the City of Annandale and Technical Evaluation Panel (TEP).
9. All MnDNR comments shall be addressed.
10. All wetlands and Lake John shall be protected with a minimum of two redundant erosion control measures, e.g. two rows of silt fence, silt fence and bio-roll, etc.
11. All wetland buffer boundaries shall be delineated with signage.

12. The applicant shall be responsible for obtaining a Wright County access permit.
13. The applicant shall obtain all necessary permits for the project including but not limited to NPDES Construction Stormwater Permit, MDH Watermain, MPCA Sanitary Sewer Extension, City Right-of-Way, MN DNR Dewatering, etc. All executed permits shall be submitted to the city for its files prior to construction.
14. Outlot C shall be dedicated to the City of Annandale. Final Outlot C dimensions shall be verified as part of the city lift station final design documents.
15. The proposed roadway alignment near the northern plat boundary does not meet 30 mph design standards. As a result, the construction signage plans shall include advisory speed signs along with chevrons as recommended by the MUTCD. Signage plans shall be submitted for the review of the City of Annandale.
16. Retaining walls within city right-of-way will not be permitted.
17. The applicant shall provide justification regarding the proposed invert elevation of SSMH-3. The invert elevation shall be set such that all properties between the northern plat boundary and the railroad tracks lying east of Nevens Avenue, exclusive of wetlands, are served by gravity sanitary sewer. The northern extents of the Future Sanitary Sewer Exhibit provided, near FUT. SSMH-4, indicates that the cover on the sanitary sewer will be approximately 4-feet. Additional depth can be provided by adjusting the SSMH-3 invert elevation.
18. The applicant shall submit plan and profile drawings for the proposed streets and utilities.
19. Plans and details, signed by an engineer registered in the State of Minnesota, for the proposed boardwalks shall be included in the construction plans.
20. Information regarding pond bottom, normal water, and high water elevations shall be included on all grading and utility plan sheets.
21. Information regarding all wetland high water elevations shall be included on the grading and utility plan sheets.
22. Additional information regarding the intent of the stormwater feature extending north of Pond 2P shall be provided to the City of Annandale.
23. All catch basin castings shall be Neenah R-3250-1 or approved equal.
24. All mortar used on concrete structures and adjusting rings shall be approved for underground utility use with 8 to 9% air entrainment.
25. All pipe connections to storm sewer structures shall be watertight.
26. All rip-rap shall be granite.
27. CBMH 402 shall be constructed with a minimum 3-foot sump.
28. Watermain shall be insulated at all storm sewer crossings.
29. All watermain shall be installed with a minimum of 8 – feet of cover to the top of the pipe.
30. All water services shall be insulated with a minimum of 2-inches insulation, 4-feet in width from the watermain to the curb stop.
31. An additional gate valve shall be installed near station 20+25.

32. All hydrants shall be Mueller Super Centurion with Aqua-Grip or approved equal.
33. All valves shall be Aqua-Grip or approved equal.
34. All watermain fittings shall be fusion bonded epoxy.
35. Cor-Blue tee bolts or approved equal shall be used on all watermain fittings.
36. A minimum of 2 large zinc anode caps shall be installed on each side of all watermain fittings.
37. The contractor shall be responsible for obtaining two consecutive passing bacteriological tests from the proposed watermain. Testing results shall be provided to the city. Test water shall not be disposed of into the city's sanitary sewer system.
38. The applicant shall review the proposed driveway slope of Lot 5 Block 1.
39. Sanitary sewer shall be extended to the southwest plat boundary or coordinated with the City of Annandale utility extension project.
40. Note 3 on sheet 5.0 shall be modified to prohibit the discharge of construction test water into the city sanitary sewer system.
41. All sanitary sewer manhole joints installed within 2-feet of the water table shall be wrapped with external manhole joint seals.
42. HydroCAD:
  - a. Pond 2P is simulated to start at elevation 1053.0 with no outflow until the weir wall is crested at elevation 1054.0. An infiltration bench/ aquatic bench is shown in the Pond 2P detail on Sheet 6.0 of the plans. The design infiltration rate and a simulation shall be provided to explain how the pond water level is expected to drawdown within 48 hours.
  - b. Pond 3P is simulated to start at elevation 1055.0 with no outflow until the 15" RCP invert is crested at elevation 1056.0. Pond 3P detail on Sheet 6.0 of the plans shows a NWL of 1055.0. The model shall be revised to start at the pipe invert elevation and a simulation and explanation regarding how the pond water level is expected to drawdown shall be provided.
  - c. The HydroCAD model of Pond 3P includes a 71-foot length of 15" RCP between 3P and 2P. The utility plan sheet 5.2 indicates that the pipe length between ponds 3P and 2P is 564 feet. Additional pipe length shall be provided in the model between the two ponds or an explanation as to why it's not necessary shall be provided.
  - d. The HydroCAD model of existing Pond 3P (wetland C) starts at elevation 1054.0 with no outflow until the broad-crested weir is overtopped at elevation 1057.3. The model shall be revised to start at the weir elevation and a simulation or explanation shall be provided to simulate how the wetland water level is expected to drawdown.
  - e. The HydroCAD model of existing Pond 4P (Depression 1) starts at elevation 1060.0 with no outflow until the broad-crested weir is overtopped at elevation 1061.7. The model shall be revised to start at the weir elevation and a simulation and explanation shall be provided to explain and simulate how the depression water level is expected to drawdown.

- f. The HydroCAD model of existing Pond 5P (Depression 2) starts at elevation 1063.0 with no outflow until the broad-crested weir is overtopped at elevation 1064.5. The model shall be revised to start at the weir elevation. A simulation shall be provided to explain how the depression water level is expected to drawdown.
- 43. Rate Control
  - a. The stormwater narrative report includes a table of existing and proposed peak discharge rates computed by HydroCAD. The table shall be revised after the models are revised as outlined above.
- 44. Pond 2P: Sheet 4.1 identifies an Infiltration Bench in Pond 2P.
  - a. The infiltration bench is shown on Sheet 6.0 to include a 6" topsoil layer. If infiltration is proposed, the clay content of the infiltration media shall be limited. For example, a 5% maximum clay content is included in several filtration media mixes listed in the MPCA Stormwater Manual.
  - b. A soil boring is needed to show that the soils, depth to groundwater, etc. are appropriate for infiltration. Boring ST-4 extends to elevation 1054.4—which is 1.4 feet above the elevation of the proposed infiltration bench. Borings should extend deep enough to demonstrate 3' of separation from groundwater, bedrock, etc. as per Section 16.17 of the NPDES Construction Stormwater Permit.
- 45. Pond Liners: Sheet 6.0 indicates that Ponds 2P and 3P are being lined with a 1' layer of clay/topsoil. Clarification shall be provided regarding the acceptable liner material.
- 46. Pond Outflow Rates: The stormwater narrative explains that the proposed permanent pool volumes of Pond 2P and 3P exceed the runoff volume from a 2.5" rainfall. The applicant shall demonstrate that the outflow rate from the wet sediment ponds is less than 5.66 cfs/acre as per section 18.5 of the NPDES Construction stormwater permit.
- 47. Pond 3P: Sheet 5.2 shows the Pond 3P outlet structure as a 15" RCP with apron(FES 109). The NPDES Construction Stormwater permit requires wet sediment ponds to prevent discharge of floating debris. An outlet skimmer structure shall be used for all pond outlets.
- 48. Sheet 5.2 indicates that CB-403 and CBMH-402 are routed without treatment to Wetland C. These storm drains shall be routed to Pond 3P or an explanation of how this runoff will be treated shall be provided.
- 49. Lake John Water Levels:
  - a. The plan sheets include the Ordinary High Water Level 1053.5 and Highest Recorded Water Level 1054.38 feet. The elevation data from the Minnesota DNR is in the NGVD1929 datum. The elevations shall be converted to NAVD1988 datum. The water level labels on the plans shall be updated accordingly.

50. Freeboard:

- a. HydroCAD simulates a HWL of 1064.0 for Pond 5P. Pond 5P HWL of 1064.0 shall be shown on the grading plan sheets 4.0 and 4.2. A description of whether or not Pond 5P will overflow onto Block 2 Lot 1 shall be provided.
- b. Subcatchment 1S includes 11.53 acres simulated to flow "Direct to Wetland A." The HWL for Wetland A shall be determined and the NWL and HWL shall be noted on Grading Plan Sheets 4.0 and 4.1

51. Rational Storm Sewer Design: On-site storm sewer should be sized to at least a 3-year Atlas 14 rational method design. Design calculations shall be submitted for the storm sewer system and a drainage area map showing each catchment with manholes and catch basins labeled. Individual pipe segment velocities with calculations shall be provided for review.

- a. Pipe sizes and slopes should be selected to provide a minimum open channel velocity of 3 feet per second.
- b. Maximum storm sewer velocities should be kept at 10 feet per second or less.
- c. Storm catch basin IDs, pipe sizes, grades, elevations, and drainage areas consistent with the rational design tables shall be shown on the plans.
- d. Pipe outlets to wet ponds should be placed at the NWL.

52. SWPPP: Sheets 3.1 and 3.2 include most of the requirements for a SWPPP. The following identify additional items that are needed as per the MPCA SWPPP checklist:

- a. Impervious Areas: Sheet 3.1 incorrectly lists the proposed impervious area as 4.7 acres. 4.7 acres is the net increase in impervious and 6.2 acres is the proposed impervious area. The table on Sheet 3.1 shall be corrected.
- b. Owner, contractor and operators information shall be added to Sheet 3.1 when the information becomes available.
- c. Sheet 3.1 lists the City of Medina as responsible for long term maintenance. The City of Annandale shall be listed.
- d. Sheet 3.1 indicates that permanent stormwater ponds will be used as temporary sediment control basins. Care will be needed at Pond 2P so that the future use of the infiltration bench is not damaged during construction or operation as a temporary sediment pond. Outlets for temporary basins should be designed to remove floating debris, withdraw from the surface, and allow complete drawdown.

53. Water Quality Treatment Volume, TSS, TP:

- a. Information shall be submitted demonstrating compliance with a no net increase in Volume, TSS and TP. P8, MIDS, or other models or calculation methods used to compute the runoff volume and pollutant loads for the existing and proposed

development conditions shall be submitted to demonstrate compliance with the requirement for no net increases in volume, TSS and TP.

54. The applicant shall submit a street lighting plan for the review of the city.
55. Streetlight spacing shall not exceed 350-feet.
56. Submittals shall be provided for the streetlights proposed within the development.
57. The applicant shall provide a phasing plan and or schedule for the proposed development.
58. The applicant shall provide a signage plan for review.
59. Revised plans shall be signed and shall be labeled "Final Construction Plans".
60. A pre-construction meeting shall be scheduled with the City of Annandale and conducted at Annandale City Hall prior to construction at the site.

We recommend approval of the reviewed documents contingent on the above referenced comments and those comments provided by other city staff, commissions, and council.

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

Sincerely,

**Bolton & Menk, Inc.**



**Jared Voge, P.E.**

Principal Engineer

Office of the Regional Director  
DNR Central Region Headquarters  
1200 Warner Road  
St. Paul, MN 55106

February 4, 2022

City of Annandale  
Attn: Jacob Thunander  
PO Box K  
Annandale, MN 55302

Re: Notice of Petition To Vacate a Portion of Nevens Avenue NW

Dear Mr. Thunander:

Thank you for your letter regarding the scheduled hearing on the petition to vacate a portion of Nevens Avenue Northwest, located in the City of Annandale, MN, Wright County. Your letter was forwarded to me for review and to provide comment, as required by M.S. 412.851.

M.S. 412.851 indicates that *"No vacation shall be made unless it appears in the interest of the public to do so."* In response *"The commissioner must evaluate:*

- (1) the proposed vacation and the public benefits to do so;*
- (2) the present and potential use of the land for access to public waters; and*
- (3) how the vacation would impact conservation of natural resources."*

The proposed road vacation and petition was referenced and described in the public notice as that part of the right of way of Nevens Avenue NW beginning at the northern boundary of 7592 Nevens Avenue NW and extending south to the Southern boundary of 7592 Nevens Avenue NW. The described area lies within Government Lot 2, Section 25, Township 121N, Range 28W, Wright County and extends approximately ¼ mile.

Since the portion of road being considered for vacation terminates at, abuts upon, or is adjacent to a public water (Lake John), the Commissioner of the Department of Natural Resources was notified of said proposal and hearing. In general, the DNR has opposed vacations of public streets or corridors that provide or have the potential to provide access to waters. These public corridors often afford recreational opportunities such as shore fishing, canoeing, and observation areas. Nevertheless, each proposed vacation is reviewed on its own merits.

The Department of Natural Resources has reviewed the proposed action and petition request and found the following during its review:

- The Lake John "Huikko Landing" Public Water Access is located on the south end of Lake John and is the only DNR administered public water access on the lake. Its parking lot provides 20 vehicle/trailer parking spots.
- The current right of way of the subject property is described as 66 feet wide. Based on the appearance and maps of this subject area, it does not currently provide a legal, publicly recognized or maintained access to the lake, although some use appears to occur on an infrequent basis. Since lake levels can fluctuate, there may be times where access would be

possible during high water levels. The shoreline and road shoulder between Lake John and the subject property (Nevens Ave. NW) is mostly wooded.

- As a recommendation, if any future outlots or public road ROW is planned for this property between a newly aligned Nevens Ave. NW and Lake John, please consider allowing public access to the lake, whether for pedestrian or motorized use. In addition, if any future walkways or trails are developed along this alignment, please also consider those being available for public benefit.

Based on the information provided, the DNR is not opposed to the said described proposal to vacate a portion of Nevens Avenue NW.

The DNR appreciates the opportunity to comment on the proposed vacation in Wright County. The DNR does not plan on attending the public hearing. We would appreciate if you would send us the results of the hearing.

If you have any questions or concerns, please contact Tim Edgeton, Area Supervisor, Division of Parks and Trails, at [tim.edgeton@state.mn.us](mailto:tim.edgeton@state.mn.us) or by phone at 320-223-7861. Thank you.

Sincerely,

A handwritten signature in blue ink, appearing to read "Grant L. Wilson".

Grant Wilson, Central Region Director

cc: Nancy Stewart, DNR Program Coordinator  
Tim Edgeton, Division of Parks and Trails



## Jacob Thunander

---

**From:** Vickery, Martha L (DNR) <martha.vickery@state.mn.us>  
**Sent:** Wednesday, June 1, 2022 9:53 AM  
**To:** jthunander@annandale.mn.us  
**Cc:** Damon, Susan (DNR); Bedell, James (DNR)  
**Subject:** FW: DNR Notice: Lake John Subdivision

Hello Mr. Thunander:

DNR would not usually comment on a zoning matter, and Area Hydrologist James Bedell said he had a chance to comment on the plan early on to check for things like shoreland ordinance requirements. We have no further comment on this zoning change.

### Martha Vickery

Central Region Operations Coordinator | Lands and Minerals Division

### Minnesota Department of Natural Resources

1200 Warner Road

St. Paul, MN 55106

Phone: 651-259-5792

Fax: 651-772-7977

Email: [martha.vickery@state.mn.us](mailto:martha.vickery@state.mn.us)

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



---

**From:** Vickery, Martha L (DNR) <[martha.vickery@state.mn.us](mailto:martha.vickery@state.mn.us)>  
**Sent:** Wednesday, June 1, 2022 9:24 AM  
**To:** Bedell, James (DNR) <[james.bedell@state.mn.us](mailto:james.bedell@state.mn.us)>  
**Cc:** Damon, Susan (DNR) <[susan.damon@state.mn.us](mailto:susan.damon@state.mn.us)>  
**Subject:** FW: DNR Notice: Lake John Subdivision

Thank you for the clarification.

### Martha Vickery

Central Region Operations Coordinator | Lands and Minerals Division

### Minnesota Department of Natural Resources

1200 Warner Road

St. Paul, MN 55106

Phone: 651-259-5792

Fax: 651-772-7977

Email: [martha.vickery@state.mn.us](mailto:martha.vickery@state.mn.us)

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



---

**From:** Bedell, James (DNR) <[james.bedell@state.mn.us](mailto:james.bedell@state.mn.us)>  
**Sent:** Wednesday, June 1, 2022 8:20 AM  
**To:** Vickery, Martha L (DNR) <[martha.vickery@state.mn.us](mailto:martha.vickery@state.mn.us)>  
**Subject:** RE: DNR Notice: Lake John Subdivision

Martha,  
For this plat I would not provide any comments as all the dimensions and are meeting shoreland ordinance standards. I have been in close communication with the city about this development and they have taken my early comments and worked with the developer to address any non-conformities.

**James Bedell**  
Area Hydrologist | EWR

**Minnesota Department of Natural Resources**  
1035 S Benton Dr.  
Sauk Rapids, MN 56379  
Phone: 320-223-7850  
[james.bedell@state.mn.us](mailto:james.bedell@state.mn.us)  
[mndnr.gov](http://mndnr.gov)



---

**From:** Vickery, Martha L (DNR) <[martha.vickery@state.mn.us](mailto:martha.vickery@state.mn.us)>  
**Sent:** Tuesday, May 31, 2022 4:50 PM  
**To:** Bedell, James (DNR) <[james.bedell@state.mn.us](mailto:james.bedell@state.mn.us)>  
**Subject:** FW: DNR Notice: Lake John Subdivision

James:

Is this anything you would typically comment on?

**Martha Vickery**  
Central Region Operations Coordinator | Lands and Minerals Division

**Minnesota Department of Natural Resources**  
1200 Warner Road  
St. Paul, MN 55106  
Phone: 651-259-5792  
Fax: 651-772-7977  
Email: [martha.vickery@state.mn.us](mailto:martha.vickery@state.mn.us)  
[mndnr.gov](http://mndnr.gov)



---

**From:** Damon, Susan (DNR) <[susan.damon@state.mn.us](mailto:susan.damon@state.mn.us)>

**Sent:** Tuesday, May 31, 2022 4:02 PM

**To:** Vickery, Martha L (DNR) <[martha.vickery@state.mn.us](mailto:martha.vickery@state.mn.us)>; Zoch, Jean M (DNR) <[jean.zoch@state.mn.us](mailto:jean.zoch@state.mn.us)>; Bedell, James (DNR) <[james.bedell@state.mn.us](mailto:james.bedell@state.mn.us)>

**Subject:** FW: DNR Notice: Lake John Subdivision

Hi Martha and Jean,

I had forwarded previous correspondence about this to you earlier and I assume that you sent the Notice on to James. I received the follow-up e-mail below today. Do you know whether DNR is planning to submit a comment letter?

Thanks.

Susan

---

**From:** Jacob Thunander <[jthunander@annandale.mn.us](mailto:jthunander@annandale.mn.us)>

**Sent:** Tuesday, May 31, 2022 11:30 AM

**To:** MN\_Commissioner (DNR) <[commissioner.dnr@state.mn.us](mailto:commissioner.dnr@state.mn.us)>; Damon, Susan (DNR) <[susan.damon@state.mn.us](mailto:susan.damon@state.mn.us)>; Bedell, James (DNR) <[james.bedell@state.mn.us](mailto:james.bedell@state.mn.us)>

**Subject:** RE: DNR Notice: Lake John Subdivision

Hello James and Susan,

I wanted to check in as we have not have received comments regarding this preliminary plat application for Lake John Development.

Could you please let me know if you are planning to submit a comment letter?

Thank you,

**Jacob Thunander** | Community Development Director

City of Annandale

Phone 320.274.3055 | Fax 320.274.5728

30 Cedar St E | Annandale | MN | 55302

[www.annandale.mn.us](http://www.annandale.mn.us)



---

**From:** MN\_Commissioner (DNR) <[commissioner.dnr@state.mn.us](mailto:commissioner.dnr@state.mn.us)>

**Sent:** Thursday, April 28, 2022 1:31 PM

**To:** Jacob Thunander <[jthunander@annandale.mn.us](mailto:jthunander@annandale.mn.us)>

**Cc:** Damon, Susan (DNR) <[susan.damon@state.mn.us](mailto:susan.damon@state.mn.us)>

**Subject:** RE: DNR Notice: Lake John Subdivision

Received, thank you Jacob! Please feel free to copy Susan Damon on future communications --

[susan.damon@state.mn.us](mailto:susan.damon@state.mn.us)

---

**From:** Jacob Thunander <[jthunander@annandale.mn.us](mailto:jthunander@annandale.mn.us)>

**Sent:** Tuesday, April 26, 2022 3:05 PM

**To:** Bedell, James (DNR) <[james.bedell@state.mn.us](mailto:james.bedell@state.mn.us)>

**Cc:** MN\_Commissioner (DNR) <[commissioner.dnr@state.mn.us](mailto:commissioner.dnr@state.mn.us)>; 'Nate Sparks' <[nsparks@nacplanning.com](mailto:nsparks@nacplanning.com)>; 'Kelly Hinnenkamp' <[khinnenkamp@annandale.mn.us](mailto:khinnenkamp@annandale.mn.us)>

**Subject:** DNR Notice: Lake John Subdivision

**This message may be from an external email source.**

Do not select links or open attachments unless verified. Report all suspicious emails to Minnesota IT Services Security Operations Center.

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Good afternoon James,

The City of Annandale received a preliminary plat application for property located along Lake John in Annandale.

We are providing the required 30 day review per State Statute – May 26, 2022.

The Planning Commission tentatively has scheduled review of the preliminary plat for June 7, 2022.

Could you please confirm receipt of the plans?

Nate Sparks, our City Planner will also reach out to further discuss this project in the future or if you have any questions in the meantime, feel free to reach out to me as well.

Thank you,

**Jacob Thunander** | Community Development Director  
City of Annandale

Phone 320.274.3055 | Fax 320.274.5728

30 Cedar St E | Annandale | MN | 55302

[www.annandale.mn.us](http://www.annandale.mn.us)





**Wright County**  
**Highway Department**  
3600 Braddock Ave NE  
Buffalo, MN 55313

Ph: (763)682-7383  
Fax: (763)682-7313

VIRGIL HAWKINS, P.E.  
Highway Engineer

CHAD HAUSMANN, P.E.  
Assistant Highway Engr.

STEVE MEYER  
Maintenance  
Superintendent

JEREMY CARLSON, P.L.S.  
Right-of-Way Agent

SARA BUERMANN, P.E.  
Traffic Engineer

October 6, 2021

Carmen Merrill  
Southside Township Clerk  
1208 Lakeview Parkway  
Buffalo, MN 55313

RE: Preliminary Plat Review – Lake John  
Plat No. 21.14

Dear Ms. Merrill,

Wright County has reviewed the conceptual site plan for the proposed Lake John development on County Road (CR) 183. Wright County may have additional comments prior to signing the plat and as the project progresses to the permitting and construction phase.

- 1) The County will allow Option 2 shown in the intersection exhibit dated 9-20-21. Option 1 does not meet accesses spacing guidelines and would not be allowed.
- 2) An Access Permit will be required for the change of use of Nevens Ave NW. A right turn will be required on CR 183, and final design and construction plans will be reviewed as a part of the permitting process.
- 3) Fifty (50) feet of right of way shall be dedicated as part of the project.
- 4) Any proposed work within the CR 183 right of way will require a Right of Way permit.
- 5) No increase to the peak runoff to the CR 183 right of way should result from this development project.

Please contact us at 763-682-7383 if you have any questions or need further clarification.

Sincerely,

Sara Buermann, PE  
Traffic Engineer

Cc: Virgil Hawkins, Wright Co Highway Engineer  
Chad Hausmann, Wright Co Assistant Engineer  
Steve Jobe, County Surveyor  
Eric Stennes, Assistant County Surveyor  
Paul Robinson, Rachel Development, Inc.





OPTION #1

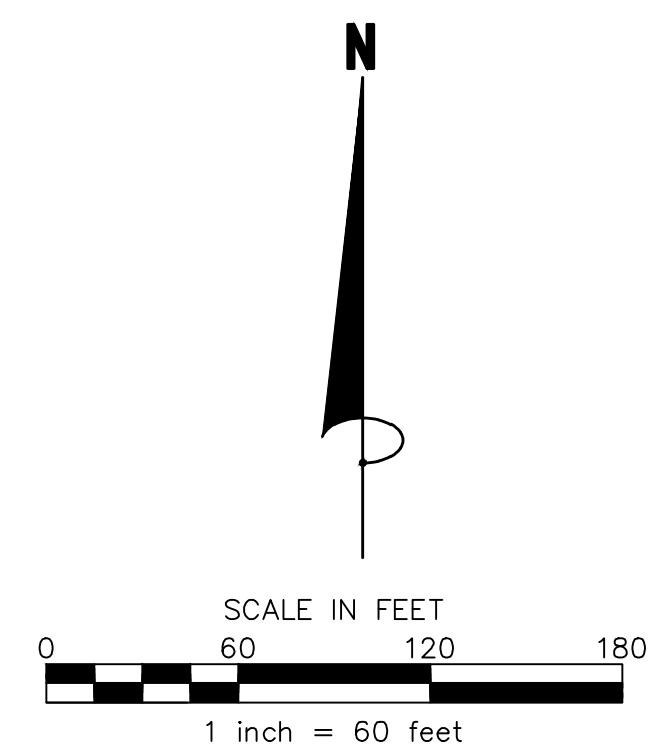


OPTION #2

LEGEND



REMOVE ROADWAY



**LAKE JOHN SITE**  
ANNADALE, MINNESOTA  
**INTERSECTION EXHIBITS**  
FOR  
**RACHEL DEVELOPMENT**  
4180 NAPIER COURT, ST. MICHAEL, MN 55376

**James R. Hill, Inc.**  
PLANNERS / ENGINEERS / SURVEYORS  
2999 W. CTV. RD. 42, SUITE 100, BURNSVILLE, MN 55306  
PHONE: (952)890-8044 FAX: (952)890-6244

DRAWN BY
JSO
DATE
09/20/2021
REVISIONS

CAD FILE  
23912INT

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PROJECT NO.  
23912

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SHEET 1 OF 1



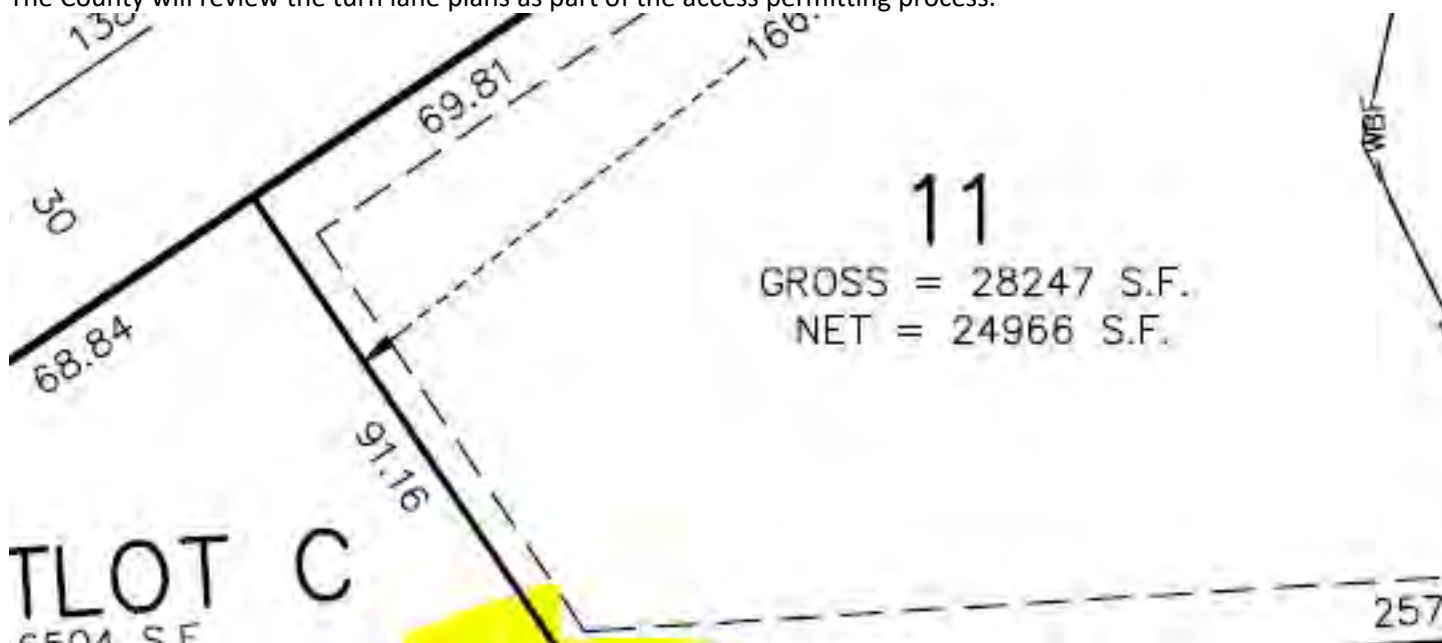
## Jacob Thunander

---

**From:** Sara C. Buermann <Sara.Buermann@co.wright.mn.us>  
**Sent:** Wednesday, June 1, 2022 7:24 AM  
**To:** Jacob Thunander  
**Cc:** Chad D. Hausmann  
**Subject:** RE: County Notice: Lake John Subdivision  
**Attachments:** Lake John Plat Review Ltr 21.14.pdf

Thanks Jacob, I just have the following comment on the updated plat, per the original letter, the county will require 50 ft of r/w.

The County will review the turn lane plans as part of the access permitting process.



**Sara Buermann, P.E.** • Traffic Engineer • (763) 682-7391

---

**From:** Jacob Thunander <jthunander@annandale.mn.us>  
**Sent:** Tuesday, May 31, 2022 2:14 PM  
**To:** Sara C. Buermann <Sara.Buermann@co.wright.mn.us>  
**Subject:** RE: County Notice: Lake John Subdivision

Sorry. Please see attached.

**Jacob Thunander** | Community Development Director  
City of Annandale  
Phone 320.274.3055 | Fax 320.274.5728  
30 Cedar St E | Annandale | MN | 55302  
[www.annandale.mn.us](http://www.annandale.mn.us)



---

**From:** Sara C. Buermann <[Sara.Buermann@co.wright.mn.us](mailto:Sara.Buermann@co.wright.mn.us)>  
**Sent:** Tuesday, May 31, 2022 1:10 PM  
**To:** Jacob Thunander <[jthunander@annandale.mn.us](mailto:jthunander@annandale.mn.us)>  
**Subject:** RE: County Notice: Lake John Subdivision

None of the files are the preliminary plat, but the letter would still apply, we would want to see the 50 ft of r/w and a right turn lane. The design of the right turn lane can be done in conjunction with the access permit.



**Sara Buermann, P.E.** • Traffic Engineer • (763) 682-7391

---

**From:** Jacob Thunander <[jthunander@annandale.mn.us](mailto:jthunander@annandale.mn.us)>  
**Sent:** Tuesday, May 31, 2022 12:59 PM  
**To:** Sara C. Buermann <[Sara.Buermann@co.wright.mn.us](mailto:Sara.Buermann@co.wright.mn.us)>  
**Subject:** RE: County Notice: Lake John Subdivision

Hi Sara,

It's quite a large file, so I placed it in a OneDrive File that you can access here:

<https://1drv.ms/u/s!AgmtvLWlrMYLcT24jkdzDCpXzt4?e=5kWAkO>

Thank you,

**Jacob Thunander** | Community Development Director  
City of Annandale  
**Phone 320.274.3055 | Fax 320.274.5728**  
30 Cedar St E | Annandale | MN | 55302  
[www.annandale.mn.us](http://www.annandale.mn.us)



---

**From:** Sara C. Buermann <[Sara.Buermann@co.wright.mn.us](mailto:Sara.Buermann@co.wright.mn.us)>  
**Sent:** Tuesday, May 31, 2022 12:32 PM  
**To:** Jacob Thunander <[jthunander@annandale.mn.us](mailto:jthunander@annandale.mn.us)>  
**Subject:** RE: County Notice: Lake John Subdivision

Hi Jacob,

Can I have a copy of the latest and greatest for a last look over, but pretty sure the original letter still applies and we have not additional comments.





**Sara Buermann, P.E.** • Traffic Engineer • (763) 682-7391

---

**From:** Jacob Thunander <[jthunander@annandale.mn.us](mailto:jthunander@annandale.mn.us)>  
**Sent:** Tuesday, May 31, 2022 11:32 AM  
**To:** Sara C. Buermann <[Sara.Buermann@co.wright.mn.us](mailto:Sara.Buermann@co.wright.mn.us)>  
**Subject:** RE: County Notice: Lake John Subdivision

Sara,

We have the Lake John preliminary plat moving forward to Planning Commission on June 7. I just wanted to double check, was your office planning to resubmit a comment response?

**Jacob Thunander** | Community Development Director  
City of Annandale  
Phone 320.274.3055 | Fax 320.274.5728  
30 Cedar St E | Annandale | MN | 55302  
[www.annandale.mn.us](http://www.annandale.mn.us)



---

**From:** Sara C. Buermann <[Sara.Buermann@co.wright.mn.us](mailto:Sara.Buermann@co.wright.mn.us)>  
**Sent:** Wednesday, April 27, 2022 4:16 PM  
**To:** Jacob Thunander <[jthunander@annandale.mn.us](mailto:jthunander@annandale.mn.us)>  
**Subject:** RE: County Notice: Lake John Subdivision

The same comments still apply, so they don't need to do a new application.



**Sara Buermann, P.E.** • Traffic Engineer • (763) 682-7391

---

**From:** Jacob Thunander <[jthunander@annandale.mn.us](mailto:jthunander@annandale.mn.us)>  
**Sent:** Wednesday, April 27, 2022 3:57 PM  
**To:** Sara C. Buermann <[Sara.Buermann@co.wright.mn.us](mailto:Sara.Buermann@co.wright.mn.us)>  
**Subject:** RE: County Notice: Lake John Subdivision

Hi Sara,

Just to clarify, I believe the comment letter was a concept that your office reviewed. You do not need a preliminary plat review because they did the concept review?

**Jacob Thunander** | Community Development Director  
City of Annandale  
Phone 320.274.3055 | Fax 320.274.5728  
30 Cedar St E | Annandale | MN | 55302



---

**From:** Sara C. Buermann <[Sara.Buermann@co.wright.mn.us](mailto:Sara.Buermann@co.wright.mn.us)>

**Sent:** Wednesday, April 27, 2022 3:55 PM

**To:** Jacob Thunander <[jthunander@annandale.mn.us](mailto:jthunander@annandale.mn.us)>; Barry Rhineberger <[Barry.Rhineberger@co.wright.mn.us](mailto:Barry.Rhineberger@co.wright.mn.us)>

**Cc:** 'Jared Voge' <[Jared.Voge@bolton-menk.com](mailto:Jared.Voge@bolton-menk.com)>; 'Nate Sparks' <[nsparks@nacplanning.com](mailto:nsparks@nacplanning.com)>; 'Kelly Hinnenkamp' <[khinnenkamp@annandale.mn.us](mailto:khinnenkamp@annandale.mn.us)>

**Subject:** RE: County Notice: Lake John Subdivision

Disregard that last message, they already did preliminary plat review.



**Sara Buermann, P.E.** • Traffic Engineer • (763) 682-7391

---

**From:** Jacob Thunander <[jthunander@annandale.mn.us](mailto:jthunander@annandale.mn.us)>

**Sent:** Tuesday, April 26, 2022 3:16 PM

**To:** Barry Rhineberger <[Barry.Rhineberger@co.wright.mn.us](mailto:Barry.Rhineberger@co.wright.mn.us)>; Stacy Marquardt <[Stacy.Marquardt@co.wright.mn.us](mailto:Stacy.Marquardt@co.wright.mn.us)>; Virgil Hawkins <[Virgil.Hawkins@co.wright.mn.us](mailto:Virgil.Hawkins@co.wright.mn.us)>; Chad D. Hausmann <[Chad.Hausmann@co.wright.mn.us](mailto:Chad.Hausmann@co.wright.mn.us)>; Sara C. Buermann <[Sara.Buermann@co.wright.mn.us](mailto:Sara.Buermann@co.wright.mn.us)>

**Cc:** 'Jared Voge' <[Jared.Voge@bolton-menk.com](mailto:Jared.Voge@bolton-menk.com)>; 'Nate Sparks' <[nsparks@nacplanning.com](mailto:nsparks@nacplanning.com)>; 'Kelly Hinnenkamp' <[khinnenkamp@annandale.mn.us](mailto:khinnenkamp@annandale.mn.us)>

**Subject:** County Notice: Lake John Subdivision

Good afternoon,

The City of Annandale received a preliminary plat application for property located along Lake John in Annandale.

We are providing the required 30 day review (May 26, 2022) per State Statute.

The Planning Commission tentatively has scheduled review of the preliminary plat for June 7, 2022.

Could you please confirm receipt of the plans or if I need to send these plans to others at Wright County?

Feel free to reach out to me with any questions.

Thank you,

**Jacob Thunander** | Community Development Director

City of Annandale

Phone 320.274.3055 | Fax 320.274.5728

30 Cedar St E | Annandale | MN | 55302

[www.annandale.mn.us](http://www.annandale.mn.us)



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## Jacob Thunander

---

**From:** Barry Rhineberger <Barry.Rhineberger@co.wright.mn.us>  
**Sent:** Tuesday, May 31, 2022 11:33 AM  
**To:** Jacob Thunander  
**Subject:** RE: County Notice: Lake John Subdivision

Jacob,

Wright County Planning and Zoning does not have any comments at this time.



### **Barry J. Rhineberger** • Planning and Zoning Administrator

WRIGHT COUNTY, MINNESOTA: PLANNING & ZONING

direct: (763)682-8947 • cell: (763)464-8045

[www.co.wright.mn.us](http://www.co.wright.mn.us)

**WE HAVE MOVED!!**

**Our new address is:**

**Wright County Planning and Zoning  
3650 Braddock Ave NE, Suite 1600  
Buffalo, MN 55313**

---

**From:** Jacob Thunander <jthunander@annandale.mn.us>  
**Sent:** Tuesday, May 31, 2022 11:31 AM  
**To:** Barry Rhineberger <Barry.Rhineberger@co.wright.mn.us>  
**Subject:** RE: County Notice: Lake John Subdivision

Hello Barry,

Will Wright County Planning and Zoning be submitting any comment letter regarding this proposed plat?

Thank you,

**Jacob Thunander** | Community Development Director  
City of Annandale  
**Phone 320.274.3055 | Fax 320.274.5728**  
30 Cedar St E | Annandale | MN | 55302  
[www.annandale.mn.us](http://www.annandale.mn.us)



---

**From:** Barry Rhineberger <[Barry.Rhineberger@co.wright.mn.us](mailto:Barry.Rhineberger@co.wright.mn.us)>  
**Sent:** Tuesday, April 26, 2022 4:22 PM

**To:** Jacob Thunander <[jthunander@annandale.mn.us](mailto:jthunander@annandale.mn.us)>

**Subject:** RE: County Notice: Lake John Subdivision

Jacob,

The Wright County Planning and Zoning Office has received the information you provided. Please remove Stacy Marquardt from your email list, as she no longer works at Wright County. Currently, I am the only person that should be receiving these.



**Barry J. Rhineberger** • Planning and Zoning Administrator

WRIGHT COUNTY, MINNESOTA: PLANNING & ZONING

direct: (763)682-8947 • cell: (763)464-8045

[www.co.wright.mn.us](http://www.co.wright.mn.us)

**WE HAVE MOVED!!**

**Our new address is:**

**Wright County Planning and Zoning  
3650 Braddock Ave NE, Suite 1600  
Buffalo, MN 55313**

---

**From:** Jacob Thunander <[jthunander@annandale.mn.us](mailto:jthunander@annandale.mn.us)>

**Sent:** Tuesday, April 26, 2022 3:16 PM

**To:** Barry Rhineberger <[Barry.Rhineberger@co.wright.mn.us](mailto:Barry.Rhineberger@co.wright.mn.us)>; Stacy Marquardt <[Stacy.Marquardt@co.wright.mn.us](mailto:Stacy.Marquardt@co.wright.mn.us)>; Virgil Hawkins <[Virgil.Hawkins@co.wright.mn.us](mailto:Virgil.Hawkins@co.wright.mn.us)>; Chad D. Hausmann <[Chad.Hausmann@co.wright.mn.us](mailto:Chad.Hausmann@co.wright.mn.us)>; Sara C. Buermann <[Sara.Buermann@co.wright.mn.us](mailto:Sara.Buermann@co.wright.mn.us)>

**Cc:** 'Jared Voge' <[Jared.Voge@bolton-menk.com](mailto:Jared.Voge@bolton-menk.com)>; 'Nate Sparks' <[nsparks@nacplanning.com](mailto:nsparks@nacplanning.com)>; 'Kelly Hinnenkamp' <[khinnenkamp@annandale.mn.us](mailto:khinnenkamp@annandale.mn.us)>

**Subject:** County Notice: Lake John Subdivision

Good afternoon,

The City of Annandale received a preliminary plat application for property located along Lake John in Annandale.

We are providing the required 30 day review (May 26, 2022) per State Statute.

The Planning Commission tentatively has scheduled review of the preliminary plat for June 7, 2022.

Could you please confirm receipt of the plans or if I need to send these plans to others at Wright County?

Feel free to reach out to me with any questions.

Thank you,

**Jacob Thunander** | Community Development Director

City of Annandale

Phone 320.274.3055 | Fax 320.274.5728

30 Cedar St E | Annandale | MN | 55302

[www.annandale.mn.us](http://www.annandale.mn.us)



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Public Comment Received from:  
Elaine Fleskes  
7295 Newcomb Ave NW  
Annandale, MN 55302

1. Will that little strip of land where the walking trail ends by lake lot #1 ever be used for boat launching or docks?
2. Will the road, Newcomb Ave. NW ever be continued straight north by lake lot #1 and back lot #1?
3. Will lake lots be required to have a native plant buffer zone between lawns & lakeshore?
4. If a lot does not ever sell, will it become a park or multi dock & boat launch system?
5. To appease all Lake John residents, will you have an EAW done?
6. Will the wetlands in the development be filled in or maintained?
7. Which side of the road are you bringing sewer and water down? In the ditch???
8. Is that triangle going to stay as is? Owned by Harts?
9. Is there going to be fenced in storm drains?
10. **23 lots are way too suspicious in not requiring an EAW done (instead of 25 which requires one done.) According to the developer, this is Phase One because he bought 51 acres. Phases cannot be done to avoid doing an EAW however.**

# CITY OF ANNANDALE

## REQUEST FOR COUNCIL ACTION

Originating Department: <b>Administration</b>	Meeting Date: <b>June 13, 2022</b>	Agenda No. <b>9C</b>
Agenda Section: <b>New Business</b>	Item: <b>Feasibility Study for extension of water and sewer to Lake John</b>	
<p><b>BACKGROUND:</b> Attached is the Engineer's memo and Resolutions for the extension of water and sewer to the Lake John Development. Click <a href="#">HERE</a> to go to the Feasibility Study.</p> <p><b>RECOMMENDED ACTION:</b> Will be discussed at the meeting.</p>		





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:** June 10, 2022  
**To:** Honorable Mayor Jonas  
Members of the City Council, City of Annandale  
**From:** Jared Voge, P.E.  
City Engineer  
**Subject:** Lake John Development  
Annandale, Minnesota  
BMI Project No.: 0W1.126149

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At the November 8, 2021 City Council meeting, council passed a motion authorizing the preparation of a Feasibility Report for the extension of trunk utilities to the Lake John Development. In order to preserve the city's ability to levy assessments associated with the improvements, a Resolution Ordering Preparation of Report On Improvement has been enclosed for council adoption.

The Lake John Feasibility Report has been prepared for the extension of utilities to the Lake John Development. A copy of the report has been enclosed for your review. The report will be presented at the June 13, 2022 City Council meeting. Should council desire to move forward with the improvements, a Resolution Ordering Improvement And Preparation of Plans has been enclosed for council adoption.

If you have any questions, please call.

JAV/kp  
Enclosures

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

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Annandale, Wright County, Minnesota, was duly held at Annandale City Hall in said City on the 13th day of June 2022, at 6:30 p.m.

The following members were present:

and the following were absent:

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

**RESOLUTION  
ORDERING IMPROVEMENT AND PREPARATION OF PLANS  
RESOLUTION NO. 2022-\_\_**

WHEREAS, the City of Annandale has received a preliminary plat for the Lake John Development and intends to extend trunk utilities to the development, the proposed improvement known as the Lake John Trunk Utility Extension along County Road 183 from a point approximately 850 feet east of Douglas Drive to the west line of Nevens Avenue NW by the construction of watermain, water services, sanitary sewer force main, and a lift station;

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

1. Such improvement is necessary.
2. Such improvement is hereby ordered as proposed in the council resolution adopted this the 13th day of June, 2022.
3. Bolton & Menk, Inc. is hereby designated as the engineer for this improvement. The engineer shall prepare plans and specifications for the making of such improvement.
4. The city council declares its official intent to reimburse itself for the costs of the improvement from the proceeds of tax exempt bonds.

Adopted by the council this 13th day of June, 2022.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Administrator  
STATE OF MINNESOTA  
CITY OF ANNANDALE  
COUNTY OF WRIGHT

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

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

I, the undersigned, being the duly qualified and acting Clerk of the City of Annandale, Minnesota, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council of said City, duly called and held on the date therein indicated, insofar as such minutes related to ordering improvements and preparation of plans of proposed Lake John Trunk Utility Extension of said City.

WITNESS my hand and the seal of said City this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

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

(SEAL)

**RESOLUTION ORDERING PREPARATION OF  
REPORT ON IMPROVEMENT  
CITY OF ANNANDALE, MINNESOTA  
RESOLUTION NO. 2022-\_\_**

WHEREAS, it is proposed to extend city sanitary sewer and water utilities to the Lake John Development from approximately 850 feet east of Douglas Drive to Nevens Avenue NW by the construction of watermain, water services, sanitary sewer forcemain, and a lift station

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

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

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

Adopted by the council the 13th day of June, 2022.

\_\_\_\_\_  
Mayor

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

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

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STATE OF MINNESOTA  
CITY OF ANNANDALE  
COUNTY OF WRIGHT

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WITNESS my hand and the seal of said City this 13th day of June, 2022.

(SEAL)

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City Administrator

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CITY OF ANNANDALE, MINNESOTA  
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Adopted by the council the 13th day of June, 2022.

\_\_\_\_\_  
Mayor

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

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CITY OF ANNANDALE  
COUNTY OF WRIGHT

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WITNESS my hand and the seal of said City this 13th day of June, 2022.

---

City Administrator

(SEAL)

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Adopted by the council this 13th day of June, 2022.

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Mayor

\_\_\_\_\_  
City Administrator  
STATE OF MINNESOTA  
CITY OF ANNANDALE  
COUNTY OF WRIGHT



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WITNESS my hand and the seal of said City this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

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

(SEAL)

# CITY OF ANNANDALE

## REQUEST FOR COUNCIL ACTION

Originating Department: <b>Administration</b>	Meeting Date: <b>June 13, 2022</b>	Agenda No. <b>9D</b>
Agenda Section: <b>New Business</b>	Item: <b>Vacation Policy</b>	

**BACKGROUND:**

The Personnel Committee is recommending Council consider an amendment to the City's vacation accrual policy. Based on review of vacation accrual policies from neighboring communities, the city's accrual rate is below market.

Annandale's current accrual policy for vacation is as follows:

**CURRENT:**

<u>Length of Service</u>	<u>Paid Vacation</u>	<u>Monthly Accrual Rate</u>
First year of service	5 days	.42 days per month
2 <sup>nd</sup> thru 4 <sup>th</sup> years	10 days/year	.84 days per month
5 <sup>th</sup> thru 14 <sup>th</sup> years	15 days/year	1.25 days per month

Based on the neighboring communities, all cities provide at least 4 weeks of vacation by the employee's 15th year of service. Personnel is proposing the following amendment to be consistent with neighboring communities and encourage longevity within our staff.

**PROPOSED:**

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

Staff would recommend making this amendment effective 7/1/22.

In addition to providing the additional accrual, the committee is recommending the City remove the ability to use 3 sick days per year as personal days. This benefit was provided to staff when Council reduced the vacation accrual from 4 weeks to 3 weeks in the early 2000's. Because this is an annual benefit that followed the calendar year, Staff would recommend this amendment become effective 1/1/23.

**RECOMMENDED ACTION:** Motion to approve amendments to the City's Personnel Policy as presented.

# CITY OF ANNANDALE

## REQUEST FOR COUNCIL ACTION

Originating Department: <b>Administration</b>	Meeting Date: <b>June 13, 2022</b>	Agenda No. <b>9E</b>
Agenda Section: <b>New Business</b>	Item: <b>Request to Purchase PD Vehicle</b>	
<p><b>BACKGROUND:</b></p> <p>The Police Department is proposing the purchase of a new squad.</p> <p>The current Capital Plan had the scheduled replacement of the SRO squad in 2022 with a used vehicle and replacement of the Tahoe squad in 2023 with a new vehicle. With the current state of vehicle inventory, staff is struggling to find a good value for the replacement of the SRO squad and it is anticipated the replacement of the Tahoe of 2023 will be equally as difficult. The city will be able to order a new squad in 2023, but the issue will be the timing of when the squad becomes available.</p> <p>Chief Standafer became aware of new 2022 Ford Explorers that are currently unclaimed. These explorers are brand new and available under the state contract pricing. The total cost of the Explorer is \$35,100.38. The Chief is proposing the City purchase this Explorer this year to replace the Tahoe and instead of selling the Tahoe, keep it in our fleet for use by the SRO. This proposed maneuvering of funds from 2023 to 2022 and choosing to not sell the Tahoe fits within the department's capital plan- see attached.</p> <p>The Chief reviewed a quote for the equipment for the new squad and the total amount of the equipment is \$20,287. The total expense would be \$55,387.</p> <p>The City budgeted \$55,000 for the squad replacement in 2023 and \$15,000 for the purchase of used squad in 2022. After you remove the sale of the Tahoe the overall cost impact is even with what the City budgeted for replacement of both squad vehicles.</p> <p><b>RECOMMENDED ACTION:</b> Motion to approve the purchase of the PD Vehicle and equipment as presented.</p>		