



CITY OF SPRING PARK
CITY COUNCIL AGENDA
NOVEMBER 15, 2021 – 6:00 PM
SPRING PARK CITY HALL

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ADOPT MEETING AGENDA
4. ADOPT CONSENT AGENDA*
 - a. Approve Regular City Council Meeting Minutes from October 18, 2021
 - b. Approve Work Session Meeting Minutes from October 18, 2021
 - c. Approve Summary Publication for Ordinance 21-01 – Schedule of Fees and Charges
5. PUBLIC FORUM**
6. PRESENTATIONS & GUEST SPEAKERS
7. PUBLIC HEARINGS
8. PETITIONS, REQUESTS, & APPLICATIONS
9. ORDINANCES & RESOLUTIONS
10. REPORTS OF OFFICERS AND COMMITTEES
 - a. Mayor & Council
 - b. City Staff
 - c. Contract Staff
11. NEW BUSINESS & COMMUNICATIONS
12. CLAIMS FOR PAYMENT
 - a. November 1 & 15, 2021 Claims
13. UPCOMING MEETINGS & TRAINING
 - a. November 15 – Sunset Drive Virtual Open House Meeting – 7:00 PM
 - b. November 24 – LMCD Work Session Followed by Regular Meeting – 6:00 PM
 - c. December 1 – Fire Commission Meeting – 11:00 AM
 - d. December 6 – City Council Regular Meeting & Truth in Taxation – 7:00 PM
14. MISCELLANEOUS (INFORMATION ONLY)
15. ADJOURNMENT

* The Consent Agenda lists those items of business which are considered to be routine, recommended for approval, and/or which need no discussion. The several separate items listed on the Consent Agenda are acted upon by one motion. There will be no separate discussion of these items unless a Council Member makes a request, in which event the item will be removed from the Consent Agenda and placed elsewhere on the regular agenda for Council discussion and action.

** Under Public Forum individuals may address the City Council about any item not contained on the regular agenda. Each speaker should keep their statements to three minutes to allow sufficient time for others. The Council will take no official action on items discussed at the forum, with the exception of referral to staff for future report.



CITY OF SPRING PARK
CITY COUNCIL MINUTES
OCTOBER 18, 2021 – 7:00 PM
SPRING PARK CITY HALL

1. CALL TO ORDER

The meeting was called to order at 7:00 PM. The following Council Members were present: Jerome P. Rockvam, Jeff Hoffman, Mark Chase, Pamela Horton, and Gary Hughes. Mayor Rockvam chaired the meeting.

Others present: City Administrator Tolsma, City Attorney Mary Tietjen, Rick Gorra, Mike Mason

2. PLEDGE OF ALLEGIANCE

Mayor Rockvam led the audience in the Pledge of Allegiance.

3. ADOPT MEETING AGENDA

Council Member Hughes motioned, being seconded by Council Member Chase to approve the agenda as presented. On vote being taken, the motion was unanimously approved.

4. ADOPT CONSENT AGENDA

Council Member Horton motioned, being seconded by Council Member Hughes to:

- a. Approve Regular City Council Meeting Minutes from October 4th, 2021

On vote being taken, the motion was unanimously approved.

5. PUBLIC FORUM - none

6. PRESENTATIONS & GUEST SPEAKERS - none

7. PUBLIC HEARINGS – none

8. PETITIONS, REQUESTS, & APPLICATIONS - none

9. ORDINANCES & RESOLUTIONS - none

10. REPORTS OF OFFICERS AND COMMITTEES

a. Mayor & Council –

Council Member Hoffman stated he would like city staff to come up with ideas to help build in added efficiencies and process improvements within the day-to-day activities of the city office. Hoffman stated he would like staff to have a blank slate to create a list of improvements in areas such as rolls and responsibilities, internal processes, hours of operation, vendor services, and technology upgrades. City Administrator Tolsma stated he will put together a list and present options at the next work session or soon thereafter.

Council Member Chase had an announcement regarding a new fiber optic communications company coming into the Lake Minnetonka area called Metronet. He stated this company is going to start exploring the installation of fiber optic cable for some of the LMCC member cities that could expand into Spring Park.

Council Member Horton clarified start time for Planning Commission Meeting on November 10th is at 6:00PM, not 7:00PM.

b. City Staff –

- i. Water Tower Antenna Lease Amendment – Amendment to extend T-Mobile contract at a new initial term of 5 years commencing January 1, 2021 and automatically renewing for up to 3 additional 5-year terms thereafter.

Council Member Rockvam motioned, being seconded by Council Member Horton, to approve as presented. On vote being taken, the motion was unanimously approved.

- ii. Beautification Contract Renewal – Amendment to extend Norling's Lake Minnetonka Landscapes contract for one (1) year at the end of the initial term of December 31, 2021. The lease will automatically renew in one (1) year increments thereafter unless four (4) months written notice of termination is provided. An annual increase of 1.5% will occur with each annual renewal period.

Council Member Horton motioned, being seconded by Council Member Hoffman to approve as presented. On vote being taken, the motion was unanimously approved.

c. Contract Staff – none

11. NEW BUSINESS & COMMUNICATIONS – none

12. CLAIMS FOR PAYMENT

a. October 18, 2021 - Claims

Council Member Horton motioned, being seconded by Council Member Hughes to approve the claims for payments. On vote being taken, the motion was unanimously approved.

13. UPCOMING MEETINGS & TRAINING

- a. November 1 – City Council Regular Meeting – 7:00PM
- b. November 10 – Planning Commission Meeting – 7:00 PM
- c. November TBD – Sunset Drive Virtual Open House Meeting
- d. November 15 – City Council Work Session Meeting – 6:00 PM
- e. November 15 – City Council Regular Meeting – 7:00 PM

14. MISCELLANEOUS (INFORMATION ONLY)

Mike Mason commented on an upcoming retirement within City staff, Mayor Rockvam and City Administrator Tolsma confirmed a replacement is being worked on.

15. ADJOURNMENT

There being no further discussion, Council Member Hoffman motioned, being seconded by Council Member Horton to adjourn the meeting at 7:19 p.m. On vote being taken, the motion was unanimously approved.

Jamie Hoffman, City Clerk

Dan Tolsma, City Administrator



CITY OF SPRING PARK
WORK SESSION MINUTES
OCTOBER 18, 2021 – 6:00 PM
SPRING PARK CITY HALL

CALL TO ORDER

Present: Jerome P. Rockvam, Mark Chase, Jeff Hoffman, Pamela Horton, and Gary Hughes

Mayor Rockvam chaired the meeting.

Others present: City Administrator Tolsma, City Attorney Tietjen, City Engineer Mike Nielson, Mike Mason, Rick Gorra

6:00 – Black Lake Road Feasibility Report Discussion

City Engineer Neilson provided a draft feasibility report for the Black Lake Road project to replace sanitary sewer, manholes, water main, and services to property line. Discussion was had on cost of the project, assessment structure to residents, and the construction options for the project – trenchless & pipe bursting or open cutting. Neilson suggested the open cutting option as it makes the most sense for this project and will save an estimated \$150-\$200K. Rockvam inquired about how the project will be paid for. Tolsma stated the council has discretion on structure but typically a bond would be obtained, and it would be paid back utilizing general fund dollars, resident special assessments, and utility revenue. An in-depth discussion was had on timing of the project and notification to residents. Tolsma suggested finishing up West Arm West in Spring, starting Black Lake Road in Summer/Fall, and Sunset Road (in conjunction with Hennepin County) in Spring 2023. It was agreed by all to send out a notification letter to Black Lake Road residents regarding an informational meeting that will take place on November 4th and advise that the city will begin marking the area to identify property lines and rights-of-way.

6:28 – Sunset Drive Reconstruction Update

Tolsma stated he had a kickoff meeting with Hennepin County on the Sunset Drive reconstruction. The purpose was to introduce the team and review the timeline of the project. The plan is to complete the preliminary design & public engagement Fall 2021/Winter 2022, final design Spring/Summer 2022, obtain project bids Fall 2022/Winter 2023 with construction starting Spring 2023. Hennepin County would like to conduct a virtual meeting with the residents to provide awareness which is tentatively scheduled for mid-November. The county would like to have participation from city staff and council in that meeting. Tolsma stated he will be involved along with Neilson and that the county also has a PR firm that is involved for resident awareness & communication. Hoffman stated he would like to be part of the project team at least for the early development and design phase so that the city can provide input and requests on design preferences. Discussion was had. Tolsma will update the Council on next steps and date of the virtual meeting in November.

6:40 – Sunset Drive Lake Access Discussion

Tolsma presented an overlay with colored lines differentiating the property lines as shown on the Wenck, Gronberg and homeowner surveys. Wenck's survey shows the city's property lines which are highlighted in green. The blue line is the Gronberg survey that was done in the 90's. The pink line shows the property line which was completed by the homeowner's surveyor. Tolsma stated the homeowner would like the city to agree to accept the property lines as it shows on the Gronberg survey. Discussion was had. The decision was to remain with the Wenck survey and move forward with the bollards and improvements to the property. Tolsma stated we will send the homeowner a letter and state that we are moving forward with the Wenck and Associates survey, include an encroachment agreement along with the timeline and if they want to make a claim they have a certain time to do that but the city is moving forward with the improvements. All Council Members were in agreement.

6:56 – Adjourn

There being no further discussion, Council Member Hoffman motioned to adjourn the meeting being seconded by Council Member Horton.

**CITY OF SPRING PARK
SPRING PARK, MINNESOTA**

**SUMMARY PUBLICATION
ORDINANCE NO. 21-01**

**AN ORDINANCE AMENDING AND RESTATING APPENDIX A OF THE CITY
CODE – SCHEDULE OF FEES AND CHARGES**

This summary of the ordinance is published pursuant to Minnesota Statute 331A.01, Subd. 10.

On October 4, 2021 the Spring Park City Council adopted Ordinance No. 21-01 amending and restating Appendix A of the Spring Park City Code regarding schedule of fees and charges.

This ordinance makes the following fee changes to the City Code: excavation permit base fee \$100.00, excavation permit escrow fee \$5,000.00, excavation obstruction permit fee \$100.00. This ordinance adjusts the following fees for variance requests, interim use permits, and conditional use permits to \$500.00 base fee plus \$1,500.00 escrow fee & interim use permit inspection fee (short-term rental) \$150.00.

Copies of the ordinance are available for public inspection in the City Clerk's office during normal business hours or upon request by calling Spring Park City Hall at 952-471-9051.

ADOPTED by the City Council of the City of Spring Park this 4th day of October, 2021.

Jamie Hoffman, City Clerk

Check #	Employee/Council Name	Check Amount	Check Date
5832	Farniok, Sharon L.	\$1,757.01	10/29/2021
5833	Hoffman, Jamie K.	\$1,883.40	10/29/2021
5834	Tolsma, Daniel J.	\$3,071.67	10/29/2021
	Sub Total	\$6,712.08	
5827	Chase, Mark	\$277.05	10/29/2021
5828	Hoffman, Jeff	\$277.05	10/29/2021
5829	Horton, Pam	\$277.05	10/29/2021
5830	Hughes, Gary	\$277.05	10/29/2021
5831	Rockvam, Jerry	\$369.40	10/29/2021
	Sub Total	\$1,477.60	
Electronic Misc. Disbursements			
EFT#30736	PERA Employer Payroll Payment for 10/31/21	\$1,272.63	11/1/2021
EFT#30735	FICA Employee/Employer Payroll Withholding Taxes for 10/31/21	\$2,358.30	11/1/2021
EFT#30737	Oct.21' Employee State Payroll Withholding Taxes	\$804.97	11/1/2021
EFT#30734	Oct.21' PSN monthly fee for (Payment Services Network)	\$139.95	10/4/2021
EFT#30733	Sept.21' Wells Fargo Client Analysis Bank Statement	\$186.71	10/12/2021
EFT#30741	Nov.21' Optum Bank - HSA Deposit for Jamie Hoffman	\$200.00	11/3/2021
EFT#30738	Nov.21' Health Insurance Premium for Employees	\$6,937.57	11/1/2021
EFT#30740	Nov.21' Sun Life Insurance Premium for Employees	\$83.42	11/1/2021
EFT#30739	Nov.21' Sun LTD Insurance Premium for Employees	\$1.50	11/1/2021
EFT#30742	Oct.21' Sales & Use Taxes collected from 3rd Qtr.2021 Business Utility Payments	\$769.00	11/8/2021
	Sub Total	\$12,754.05	
	Claims: Ck#032543-032567	\$46,262.87	10/22/2021
	Claims: Ck#032568 (Gillespie Center)	\$202.50	11/4/2021
	Claims: Ck#32569-32595	\$82,414.99	11/10/2021
	TOTALS	\$149,824.09	

CITY OF SPRING PARK

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*Check Summary Register©

November 2021

Name	Check Date	Check Amt	
10100 Wells Fargo Bank NA			
32568 THE GILLESPIE CENTER	11/4/2021	\$202.50	Room Rental for Public Hearing for Black Lake
32569 BANYON DATA SYSTEMS, INC.	11/10/2021	\$2,709.00	2021 Annual Support Fee for UB/ Fund Account
32570 CENTERPOINT ENERGY	11/10/2021	\$242.21	Gas Usage for City Hall - 9/22/21-10/20/21
32571 ECM PUBLISHERS, INC.	11/10/2021	\$222.00	Publish Ad for Finance Clerk Position
32572 FIVE TECHNOLOGY, INC.	11/10/2021	\$280.00	Nov.21' Monthly IT Managed Utility Service
32573 GOPHER STATE ONE-CALL	11/10/2021	\$16.20	Oct. 21' Locates - 12 ea.
32574 MARK HODGES	11/10/2021	\$120.00	Work Session Recordings - 09/20/21 and 10/1
32575 GREGORY E. KELLER, P.A.	11/10/2021	\$1,000.00	Nov.21' Prosecution Services
32576 KENNEDY & GRAVEN, CHARTER	11/10/2021	\$223.60	Sept.21' Legal Services for General Municipal
32577 LOFFLER COMPANIES, INC.	11/10/2021	\$117.83	Sept.21' Copier Usage Agreement for 9/22/21-
32578 MEDIACOM, LLC	11/10/2021	\$335.90	Internet Services - 11/11/21-12/10/21
32579 METRO COUNCIL ENVIRON SER	11/10/2021	\$18,073.09	Nov.21' Wastewater Treatment Monthly Fee
32580 MINNETONKA COMMUNITY EDU	11/10/2021	\$250.00	Refund Escrow Fee for Special Event Applicati
32581 MINUTEMAN PRESS	11/10/2021	\$220.68	Purchased 1,000 window envelopes
32582 MNSPECT, LLC	11/10/2021	\$1,722.04	Oct.21' Plan Check Fees
32583 MUNICODE	11/10/2021	\$1,193.32	Copies (2) of Supplement No.11 to the Code of
32584 NORLINGS LAKE MTKA LANDSC	11/10/2021	\$4,166.65	Oct.21' Landscape Services - Job#M073
32585 CITY OF ORONO	11/10/2021	\$21,374.54	Oct.21' Public Works Services
32586 QUALITY FLOW SYSTEMS, INC.	11/10/2021	\$12,780.50	Field Labor-General Repair & Panel Heater for
32587 REPUBLIC SERVICES, INC	11/10/2021	\$1,173.42	Sept.21' Residential Recycling Services - 10/1/
32588 RITEWAY BUSINESS FORMS&P	11/10/2021	\$894.71	Printing/Assemble Charges for Fall 2021 Newsl
32589 SAMBATEK, INC.	11/10/2021	\$12,887.84	Engi.Fees - 2020 West Arm Road West (SUIP)
32590 SKINGEVITY MED SPA	11/10/2021	\$322.00	Refund Portion of 2021 Escrow Fee for Busine
32591 SPECIALIZED ENVIROMENTAL T	11/10/2021	\$138.50	Oct.21' Spring Park Resident Yard Waste Disp
32592 LORD FLETCHERS RESTAURAN	11/10/2021	\$1,500.00	Refund 2021 Escrow Fee for Special Event Co
32593 UNICLEAN CLEANROOM SERVIC	11/10/2021	\$95.03	Oct. 21' Cleaning Services for Rugs
32594 VELOCITY TELEPHONE	11/10/2021	\$251.59	Nov.21' Phone & Long Distance Service - 9/21/
32595 XCEL ENERGY	11/10/2021	\$104.34	Electric Usage for Middle Street Lights - 9/23/2
Total Checks		\$82,617.49	

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November 2021

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 Wells Fargo Bank NA					
32568	11/04/21	THE GILLESPIE CENTER			
E 201-43100-529		Black Lake Rd Feasibility	\$202.50	114-21	Room Rental for Public Hearing for Black Lake Road Improvement Project
		Total	\$202.50		
32569	11/10/21	BANYON DATA SYSTEMS, INC.			
E 101-41500-207		Computer Support/Supplie	\$903.00	00162216	2021 Annual Support Fee for UB/ Fund Accounting/Vault Storage/Payroll/PSN Module Support
E 601-49400-207		Computer Support/Supplie	\$903.00	00162216	2021 Annual Support Fee for UB/ Fund Accounting/Vault Storage/Payroll/PSN Module Support
E 602-49450-207		Computer Support/Supplie	\$903.00	00162216	2021 Annual Support Fee for UB/ Fund Accounting/Vault Storage/Payroll/PSN Module Support
		Total	\$2,709.00		
32570	11/10/21	CENTERPOINT ENERGY			
E 101-41900-381		Utilities/Electric/Gas	\$15.00	102821A	Gas Usage for City Hall - 9/22/21-10/20/21
E 601-49400-381		Utilities/Electric/Gas	\$142.68	102821B	Gas Usage for WTP - 9/22/21-10/20/21
E 602-49450-381		Utilities/Electric/Gas	\$84.53	102821C	Gas Usage for Lift#1-6 - 9/22/21-10/20/21
		Total	\$242.21		
32571	11/10/21	ECM PUBLISHERS, INC.			
E 101-41500-350		Print/Binding	\$222.00	861883	Publish Ad for Finance Clerk Position
		Total	\$222.00		
32572	11/10/21	FIVE TECHNOLOGY, INC.			
E 101-41500-330		IT Technology Support	\$93.33	11121-15	Nov.21' Monthly IT Managed Utility Service
E 601-49400-330		IT Technology Support	\$93.33	11121-15	Nov.21' Monthly IT Managed Utility Service
E 602-49450-330		IT Technology Support	\$93.34	11121-15	Nov.21' Monthly IT Managed Utility Service
		Total	\$280.00		
32573	11/10/21	GOPHER STATE ONE-CALL			
E 601-49400-310		Contracted Services	\$8.10	1100748	Oct. 21' Locates - 12 ea.
E 602-49450-310		Contracted Services	\$8.10	1100748	Oct. 21' Locates - 12 ea.
		Total	\$16.20		
32574	11/10/21	MARK HODGES			
E 101-41100-109		Recording Service	\$120.00	2021021	Work Session Recordings - 09/20/21 and 10/18/21
		Total	\$120.00		
32575	11/10/21	GREGORY E. KELLER, P.A.			
E 101-42000-304		Legal Fees	\$1,000.00	110121	Nov.21' Prosecution Services
		Total	\$1,000.00		
32576	11/10/21	KENNEDY & GRAVEN, CHARTERED			
E 101-41600-304		Legal Fees	\$46.50	163776A	Sept.21' Legal Services for General Matters (Research ARPA Funds) - .30 hrs.
E 101-41600-304		Legal Fees	\$134.60	163776B	Sept.21' Legal Services for General Municipal Matters (Review Agendas for Meetings/Mileage) - .10 hrs.

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-41600-304		Legal Fees	\$42.50	163776C	Sept.21' Legal Services for (4000 Sunset Drive Lot Line Matter) - .25 hrs.
		Total	\$223.60		
32577	11/10/21	LOFFLER COMPANIES, INC.			
E 101-41500-413		Office Equipment/Rental	\$39.27	3857057	Sept.21' Copier Usage Agreement for 9/22/21-10/21/21
E 601-49400-413		Office Equipment/Rental	\$39.28	3857057	Sept.21' Copier Usage Agreement for 9/22/21-10/21/21
E 602-49450-413		Office Equipment/Rental	\$39.28	3857057	Sept.21' Copier Usage Agreement for 9/22/21-10/21/21
		Total	\$117.83		
32578	11/10/21	MEDIACOM, LLC			
E 101-42000-324		Internet Service	\$111.96	110121	Internet Services - 11/11/21-12/10/21
E 601-49400-324		Internet Service	\$111.97	110121	Internet Services - 11/11/21-12/10/21
E 602-49450-324		Internet Service	\$111.97	110121	Internet Services - 11/11/21-12/10/21
		Total	\$335.90		
32579	11/10/21	METRO COUNCIL ENVIRON SERVICES			
E 602-49450-327		MCES Sewer Service Chg	\$18,073.09	0001130613	Nov.21' Wastewater Treatment Monthly Fee
		Total	\$18,073.09		
32580	11/10/21	MINNETONKA COMMUNITY EDUCATION			
G 101-21700		Escrow Account	\$250.00	101021	Refund Escrow Fee for Special Event Application #21-02 Tour de Tonka Run 8/7/21
		Total	\$250.00		
32581	11/10/21	MINUTEMAN PRESS			
E 101-41500-350		Print/Binding	\$220.68	21739	Purchased 1,000 window envelopes
		Total	\$220.68		
32582	11/10/21	MNSPECT, LLC			
E 101-42400-305		Plan Check Fees	\$478.78	8806A	Oct.21' Plan Check Fees
E 101-42400-310		Contracted Services	\$1,243.26	8806B	Sept.21' Residential & Commercial Inspections/Permit Fees/General Fees
		Total	\$1,722.04		
32583	11/10/21	MUNICODE			
E 101-41500-119		Ordinance Codification	\$1,193.32	00365551	Copies (2) of Supplement No.11 to the Code of Ordinances
		Total	\$1,193.32		
32584	11/10/21	NORLINGS LAKE MTKA LANDSCAPE			
E 101-41940-432		Landscaping/Gardens/Mai	\$4,166.65	39240	Oct.21' Landscape Services - Job#M073
		Total	\$4,166.65		
32585	11/10/21	CITY OF ORONO			
E 601-49400-330		IT Technology Support	\$2,484.69	20141874	GIS Upgrade Expenses
E 602-49450-330		IT Technology Support	\$2,484.68	20141874	GIS Upgrade Expenses
E 101-41510-310		Contracted Services	\$3,979.17	20141877	Oct.21' Public Works Services
E 601-49400-103		People Service/Orono	\$5,968.75	20141877	Oct.21' Public Works Services
E 602-49450-103		People Service/Orono	\$5,968.75	20141877	Oct.21' Public Works Services

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November 2021

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-41940-431		Flags/Banners/Maint/Labo	\$38.50	20141878A	Replacement Flag Brackets - 12 ea. (12) SP Logos, (10) Green Reflective Signs, (1) White "stay back 100" for Street Sweeper
E 101-42000-310		Contracted Services	\$450.00	20141878B	
Total			\$21,374.54		
32586	11/10/21	QUALITY FLOW SYSTEMS, INC.			
E 602-49450-491		LS Repair/Maint	\$5,470.25	41803A	Purchased & Installed Mission Mydro Series Unit for Spring Park Lift Stations Purchased & Installed Mission Mydro Series Unit for Spring Park Lift Stations Field Labor-General Repair & Panel Heater for Lift Stations
E 602-49450-330		IT Technology Support	\$5,470.25	41803A	
E 602-49450-491		LS Repair/Maint	\$1,840.00	41833	
Total			\$12,780.50		
32587	11/10/21	REPUBLIC SERVICES, INC			
E 101-42900-310		Contracted Services	\$1,173.42	0894-005526	Sept.21' Residential Recycling Services - 10/1/21-10/31/21
Total			\$1,173.42		
32588	11/10/21	RITWAY BUSINESS FORMS&PRINTIN			
E 101-41500-350		Print/Binding	\$298.24	21-32765	Printing/Assemble Charges for Fall 2021 Newsletters (1,194) Printing/Assemble Charges for Fall 2021 Newsletters (1,194) Printing/Assemble Charges for Fall 2021 Newsletters (1,194)
E 601-49400-350		Print/Binding	\$298.24	21-32765	
E 602-49450-350		Print/Binding	\$298.23	21-32765	
Total			\$894.71		
32589	11/10/21	SAMBATEK, INC.			
E 203-43200-515		Sunset Drive Improvemen	\$115.88	20647A	Engi.Fees - 2021-2023 Sunset Drive Reconstruction of CSAH 51 Kickoff (.75 hrs.) 9/19/21-10/16/21 Engi.Fees - General Services (3 hrs.) -9/19/21-10/16/21 Engi.Fees - 2020 West Arm Road West (SUIP) Improv.Project (2.5 hrs.) 9/19/21 - 10/16/21 Engi.Fees - Black Lake Road - Design Services (13 hrs.) 9/19/21-10/16/21 Engi.Fees - 2021 WARW Road Pavement Project (Design Services & Const.Admin.) 9/19/21-10/16/21
E 101-41100-105		Salaries	\$482.54	20647B	
E 201-43200-526		West Arm Road West 202	\$361.50	20648	
E 201-43100-529		Black Lake Rd Feasibility	\$2,008.50	20649	
E 201-43100-528		Road Pavement Project 2	\$9,919.42	20655	
Total			\$12,887.84		
32590	11/10/21	SKINGEVITY MED SPA			
G 101-21700		Escrow Account	\$322.00	111021	Refund Portion of 2021 Escrow Fee for Business License No.21-01SPA
Total			\$322.00		
32591	11/10/21	SPECIALIZED ENVIROMENTAL TECHN			
E 101-42800-310		Contracted Services	\$138.50	103121	Oct.21' Spring Park Resident Yard Waste Disposal at Mulch Store
Total			\$138.50		
32592	11/10/21	LORD FLETCHERS RESTAURANT			
G 101-21700		Escrow Account	\$1,500.00	111021	Refund 2021 Escrow Fee for Special Event Concert Permit No.21-01 (Live Music on the Warf)

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November 2021

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$1,500.00		
32593	11/10/21	UNICLEAN CLEANROOM SERVICES			
E 101-41500-310		Contracted Services	\$95.03	192118	Oct. 21' Cleaning Services for Rugs
Total			\$95.03		
32594	11/10/21	VELOCITY TELEPHONE			
E 101-42000-321		Telephone and Mtce Agre	\$83.87	13762048-n	Nov.21' Phone & Long Distance Service - 9/21/21-10/21/21
E 601-49400-321		Telephone and Mtce Agre	\$83.86	13762048-n	Nov.21' Phone & Long Distance Service - 9/21/21-10/21/21
E 602-49450-321		Telephone and Mtce Agre	\$83.86	13762048-n	Nov.21' Phone & Long Distance Service - 9/21/21-10/21/21
Total			\$251.59		
32595	11/10/21	XCEL ENERGY			
E 101-43100-381		Utilities/Electric/Gas	\$13.24	0930541201	Electric Usage for Unit X-Mas Lights - 9/23-21-10/24/21
E 101-43100-381		Utilities/Electric/Gas	\$91.10	0930644865	Electric Usage for Middle Street Lights - 9/23/21-10/24/21
Total			\$104.34		
10100 Wells Fargo Bank NA			\$82,617.49		

Fund Summary

10100 Wells Fargo Bank NA	
101 GENERAL FUND	\$18,946.46
201 PUBLIC IMPROV REVOLVING FUND	\$12,491.92
203 CAPITAL SPEC REV FUND	\$115.88
601 WATER FUND	\$10,133.90
602 SEWER FUND	\$40,929.33
	\$82,617.49

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Name	Check Date	Check Amt	
10100 Wells Fargo Bank NA			
Paid Chk# 032543 BIFFS, INC.	10/22/2021	\$16.50	Oct.21' Portable Restroom Serv
Paid Chk# 032544 CITY OF BLOOMINGTON	10/22/2021	\$21.00	Sept.21' Ref#2100276 Water Tes
Paid Chk# 032545 CENTERPOINT ENERGY	10/22/2021	\$264.49	Gas Usage for Lift#1-6 - 8/21/
Paid Chk# 032546 THE GILLESPIE CENTER	10/22/2021	\$5,500.00	2nd Half of 2021 Community Ser
Paid Chk# 032547 GOOD TO BE HOME CLEANING	10/22/2021	\$250.00	Sept. 21' City Hall Cleaning S
Paid Chk# 032548 GOPHER STATE ONE-CALL	10/22/2021	\$37.80	Sept. 21' Locates - 28 ea.
Paid Chk# 032549 JAMIE K. HOFFMAN	10/22/2021	\$199.82	Expense Rprt Reimb. - for 60.4
Paid Chk# 032550 ICMA	10/22/2021	\$806.67	Annual ICMA Membership for Dan
Paid Chk# 032551 INNOVATIVE OFFICE SOLUTION	10/22/2021	\$160.10	Misc. Office & Grocery Supplie
Paid Chk# 032552 MEDIACOM, LLC	10/22/2021	\$335.90	Internet Services - 10/11/21-1
Paid Chk# 032553 MNSPECT, LLC	10/22/2021	\$2,148.32	Sept.21' Residential & Commerc
Paid Chk# 032554 MUNICODE	10/22/2021	\$500.00	Annual Online Code Hosting 10/
Paid Chk# 032555 NAVARRE TRUE VALUE HARDW	10/22/2021	\$119.40	Keys for Orono Public Works
Paid Chk# 032556 NORLINGS LAKE MTKA LANDSC	10/22/2021	\$4,166.65	Sept.21' Landscape Services -
Paid Chk# 032557 NORTHWEST ASSOC. CONSULT	10/22/2021	\$160.20	Sept.21' Planning Services - G
Paid Chk# 032558 OPTUM BANK	10/22/2021	\$26.25	2nd Qtr.2021 HSA employee mont
Paid Chk# 032559 CITY OF ORONO	10/22/2021	\$15,916.67	Sept.21' Public Works Services
Paid Chk# 032560 REPUBLIC SERVICES, INC	10/22/2021	\$1,173.42	Sept.21' Residential Recycling
Paid Chk# 032561 RITEWAY BUSINESS FORMS&P	10/22/2021	\$382.61	Purchased 2,200 Laser Utility
Paid Chk# 032562 SAMBATEK, INC.	10/22/2021	\$3,515.46	Engl.Fees - General Services -
Paid Chk# 032563 SPECIALIZED ENVIROMENTAL T	10/22/2021	\$100.25	Sept.21' Spring Park Resident
Paid Chk# 032564 CITY OF SPRING PARK	10/22/2021	\$3,392.44	3rd Qtr.21' Water Irrigation U
Paid Chk# 032565 US BANK	10/22/2021	\$1,606.02	Sept.21' GoToMyPC Zoom Fee
Paid Chk# 032566 VELOCITY TELEPHONE	10/22/2021	\$251.61	Oct.21' Phone & Long Distance
Paid Chk# 032567 XCEL ENERGY	10/22/2021	\$5,211.29	Electric Usage for Lift#2 - 8/
	Total Checks	\$46,262.87	

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		Check Amt	Invoice	Comment	
10100 Wells Fargo Bank NA					
Paid Chk#	032543	10/22/2021	BIFFS, INC.		
E 101-45200-384	Refuse/Garbage Disposal	\$16.50	W833616	Oct.21' Portable Restroom Service at Thor Thompson Park 9/08/21-9/10/21	
Total BIFFS, INC.		\$16.50			
Paid Chk#	032544	10/22/2021	BLOOMINGTON CITY OF		
E 601-49400-306	Testing Fees	\$21.00	19924	Sept.21' Ref#2100276 Water Testing Fees	
Total BLOOMINGTON CITY OF		\$21.00			
Paid Chk#	032545	10/22/2021	CENTERPOINT ENERGY		
E 101-41900-381	Utilities/Electric/Gas	\$15.00	092921A	Gas Usage for City Hall - 8/21/21-9/21/21	
E 601-49400-381	Utilities/Electric/Gas	\$143.16	092921B		Gas Usage for WTP - 8/21/21-9/21/21
E 602-49450-381	Utilities/Electric/Gas	\$106.33	092921C		Gas Usage for Lift#1-6 - 8/21/21-9/21/21
Total CENTERPOINT ENERGY		\$264.49			
Paid Chk#	032546	10/22/2021	GILLESPIE CENTER		
E 101-45180-310	Contracted Services	\$5,500.00	093021	2nd Half of 2021 Community Services & Recreational Facilities Support Payment	
Total GILLESPIE CENTER		\$5,500.00			
Paid Chk#	032547	10/22/2021	GOOD TO BE HOME CLEANING SERVI		
E 101-41900-310	Contracted Services	\$250.00	1124	Sept. 21' City Hall Cleaning Service 9/4/21 & 9/19/21	
Total GOOD TO BE HOME CLEANING SERVI		\$250.00			
Paid Chk#	032548	10/22/2021	GOPHER STATE ONE-CALL		
E 601-49400-310	Contracted Services	\$18.90	1090748	Sept. 21' Locates - 28 ea.	
E 602-49450-310	Contracted Services	\$18.90	1090748		Sept. 21' Locates - 28 ea.
Total GOPHER STATE ONE-CALL		\$37.80			
Paid Chk#	032549	10/22/2021	HOFFMAN, JAMIE K.		
E 101-41500-433	Membership/Dues/Edu	\$166.00	101221	Expense Rprt Reimb. - Holiday Inn Logging for LMC Clerk's Academy	
E 101-41500-433	Membership/Dues/Edu	\$33.82	101221		Expense Rprt Reimb. - for 60.4 Mileage
Total HOFFMAN, JAMIE K.		\$199.82			
Paid Chk#	032550	10/22/2021	ICMA		
E 101-41500-433	Membership/Dues/Edu	\$806.67	101821	Annual ICMA Membership for Dan Tolsma 1/1/21 thru 12/31/21	
Total ICMA		\$806.67			
Paid Chk#	032551	10/22/2021	INNOVATIVE OFFICE SOLUTIONS		
E 101-41500-200	Office Supplies	\$53.37	IN3497277	Misc. Office & Grocery Supplies	
E 601-49400-200	Office Supplies	\$53.37	IN3497277		Misc. Office & Grocery Supplies
E 602-49450-200	Office Supplies	\$53.36	IN3497277		Misc. Office & Grocery Supplies
Total INNOVATIVE OFFICE SOLUTIONS		\$160.10			
Paid Chk#	032552	10/22/2021	MEDIACOM, LLC		
101-42000-324	Internet Service	\$111.97	100121	Internet Services - 10/11/21-11/10/21	

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E 601-49400-324	Internet Service	\$111.97	100121	Internet Services - 10/11/21-11/10/21
E 602-49450-324	Internet Service	\$111.96	100121	Internet Services - 10/11/21-11/10/21
Total MEDIACOM, LLC		\$335.90		
Paid Chk# 032553 10/22/2021 MNSPECT, LLC				
E 101-42400-305	Plan Check Fees	\$688.24	8779A	Sept.21' Plan Check Fees
E 101-42400-310	Contracted Services	\$1,460.08	8779B	Sept.21' Residential & Commercial Inspections/Permit Fees
Total MNSPECT, LLC		\$2,148.32		
Paid Chk# 032554 10/22/2021 MUNICIPAL CODE CORPORATION				
E 101-41500-119	Ordinance Codification	\$500.00	00364114	Annual Online Code Hosting 10/1/21-9/30/22
Total MUNICIPAL CODE CORPORATION		\$500.00		
Paid Chk# 032555 10/22/2021 NAVARRE TRUE VALUE HARDWARE				
E 101-41900-437	Other Miscellaneous	\$119.40	333189	Keys for Orono Public Works
Total NAVARRE TRUE VALUE HARDWARE		\$119.40		
Paid Chk# 032556 10/22/2021 NORLINGS LAKE MTKA LANDSCP INC				
E 101-41940-432	Landscaping/Gardens/Maint	\$4,166.65	39132	Sept.21' Landscape Services - Job#M016
Total NORLINGS LAKE MTKA LANDSCP INC		\$4,166.65		
Paid Chk# 032557 10/22/2021 NORTHWEST ASSOC CONSULT (NAC)				
E 101-41910-310	Contracted Services	\$160.20	25520	Sept.21' Planning Services - General (.90 hrs.)
Total NORTHWEST ASSOC CONSULT (NAC)		\$160.20		
Paid Chk# 032558 10/22/2021 OPTUM BANK				
E 101-41500-437	Other Miscellaneous	\$26.25	9510098012	2nd Qtr.2021 HSA employee monthly service fee
Total OPTUM BANK		\$26.25		
Paid Chk# 032559 10/22/2021 ORONO CITY OF				
E 101-41510-310	Contracted Services	\$3,979.17	20141872	Sept.21' Public Works Services
E 601-49400-103	People Service/Orono	\$5,968.75	20141872	Sept.21' Public Works Services
E 602-49450-103	People Service/Orono	\$5,968.75	20141872	Sept.21' Public Works Services
Total ORONO CITY OF		\$15,916.67		
Paid Chk# 032560 10/22/2021 REPUBLIC SERVICES, INC.				
E 101-42900-310	Contracted Services	\$1,173.42	0894-0055065	Sept.21' Residential Recycling Services - 9/1/21-9/30/21
Total REPUBLIC SERVICES, INC.		\$1,173.42		
Paid Chk# 032561 10/22/2021 RITEWAY BUSINESS FORMS&PRINTIN				
E 101-41500-350	Print/Binding	\$382.61	21-32532	Purchased 2,200 Laser Utility Billing Statements
Total RITEWAY BUSINESS FORMS&PRINTIN		\$382.61		
Paid Chk# 032562 10/22/2021 SAMBATEK, INC.				
E 201-43100-529	Black Lake Rd Feasibility Stdy	\$2,666.25	20399	Engi. Fees - Black Lake Road Project Mgmt. & Design Services (18.5 hrs) 8/15/21-9/18/21
E 101-41910-303	Engineering Fees	\$540.21	20434A	Engi.Fees - General Services - (3.5 hrs.) 8/15/21-9/18/21
E 201-43100-529	Black Lake Rd Feasibility Stdy	\$309.00	20434B	Engi.Fees - Black Lake Rd. Site visit w/Gunnar (2 hrs.) 8/15/21-9/18/21

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Total SAMBATEK, INC.		\$3,515.46		
Paid Chk# 032563	10/22/2021 SPECIALIZED ENVIRO.TECHNO.INC.			
E 101-42800-310	Contracted Services	\$100.25	093021	Sept.21' Spring Park Resident Yard Waste Disposal at Mulch Store
Total SPECIALIZED ENVIRO.TECHNO.INC.		\$100.25		
Paid Chk# 032564	10/22/2021 SPRING PARK, CITY OF			
E 101-45200-381	Utilities/Electric/Gas	\$34.85	100821A	3rd Qtr.21' Water Irrigation Usage for Wilkes Park Community Garden - 7/1/21-9/30/21
E 101-41900-381	Utilities/Electric/Gas	\$69.53	100821B	3rd Qtr.21' Water/Sewer Usage for City Hall - 7/1/21-9/30/21
E 601-49400-381	Utilities/Electric/Gas	\$362.70	100821C	3rd Qtr.21' Water Irrigation Usage for WTP - 7/1/21-9/30/21
E 101-41900-381	Utilities/Electric/Gas	\$1,355.67	100821D	3rd Qtr.21' City Hall Water Irrigation - 7/1/21-9/30/21
E 602-49450-381	Utilities/Electric/Gas	\$214.02	100821E	3rd Qtr.21. Lift#5 Water Irrigation Meter
E 101-45200-381	Utilities/Electric/Gas	\$677.84	100821F	3rd Qtr.21' Thor Thompson Park Water Irrigation - 7/1/21-9/30/21
E 602-49450-381	Utilities/Electric/Gas	\$677.83	100821G	3rd Qtr.21' Lift#2 Water Irrigation Usage - 7/1/21-9/30/21
Total SPRING PARK, CITY OF		\$3,392.44		
Paid Chk# 032565	10/22/2021 US BANK			
E 101-41500-299	Admin Expenses	\$83.00	092121	Sept.21' GoToMyPC Zoom Fee
E 101-41500-433	Membership/Dues/Edu	\$249.00	348644	2021 Clerks Academy Training Fee for Jamie Hoffman
E 601-49400-400	Repairs/Maint General	\$1,274.02	423956	Purchased (2) Filters from Fluitek for WTP
Total US BANK		\$1,606.02		
Paid Chk# 032566	10/22/2021 VELOCITY TELEPHONE			
E 101-42000-321	Telephone and Mtce Agreement	\$83.87	13752007-n	Oct.21' Phone & Long Distance Service - 9/21/21-10/21/21
E 601-49400-321	Telephone and Mtce Agreement	\$83.87	13752007-n	Oct.21' Phone & Long Distance Service - 9/21/21-10/21/21
E 602-49450-321	Telephone and Mtce Agreement	\$83.87	13752007-n	Oct.21' Phone & Long Distance Service - 9/21/21-10/21/21
Total VELOCITY TELEPHONE		\$251.61		
Paid Chk# 032567	10/22/2021 XCEL ENERGY			
E 602-49450-381	Utilities/Electric/Gas	\$98.12	0926842641	Electric Usage for Lift#1 - 8/23/21-9/22/21
E 602-49450-381	Utilities/Electric/Gas	\$21.36	0926842739	Electric Usage for Lift#4 - 8/24/21-9/23/21
E 602-49450-381	Utilities/Electric/Gas	\$583.59	0926843574	Electric Usage for Lift#6 - 8/23/21-9/22/21
E 602-49450-381	Utilities/Electric/Gas	\$68.10	0926843714	Electric Usage for Lift#5 - 8/24/21-9/23/21
E 101-43100-381	Utilities/Electric/Gas	\$66.94	0926844027	Electric Usage for Traffic Signal at 4300 Shoreline Drive - 8/24/21-9/23/21
E 101-43100-381	Utilities/Electric/Gas	\$111.64	0926844132	Electric Usage for City Hall - 8/26/21-9/27/21
E 101-43100-381	Utilities/Electric/Gas	\$45.52	0926845004	Electric Usage for West Street Lights at 4636 Shoreline Dr. - 8/24/21-9/23/21
E 101-43100-381	Utilities/Electric/Gas	\$166.80	0926845201	Electric Usage for Traffic Signal & East Street Lights - 8/24/21-9/23/21
E 602-49450-381	Utilities/Electric/Gas	\$98.13	0926845371	Electric Usage for Lift#3 - 8/24/21-9/23/21
E 601-49400-381	Utilities/Electric/Gas	\$3,029.11	0926846298	Electric Usage for WTP - 8/24/21-9/23/21

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E 101-43100-381	Utilities/Electric/Gas	\$204.06 0926847538 Electric Usage for Central & North Street Lights at 4100 Sunset - 8/24/21-9/23/21
E 602-49450-381	Utilities/Electric/Gas	\$185.16 0926847726 Electric Usage for Lift#2 - 8/23/21-9/22/21
E 101-43100-381	Utilities/Electric/Gas	\$532.76 926844116 Electric Usage for Co-Owned Street Lights - 8/26/21-9/26/21

Total XCEL ENERGY \$5,211.29

10100 Wells Fargo Bank NA \$46,262.87

Fund Summary

10100 Wells Fargo Bank NA

101 GENERAL FUND	\$23,931.29
201 PUBLIC IMPROV REVOLVING FUND	\$2,975.25
601 WATER FUND	\$11,066.85
602 SEWER FUND	\$8,289.48
	<u>\$46,262.87</u>