



CITY OF ANNANDALE COUNCIL MEETING AGENDA

Meeting #3
Regular Meeting
City Council Chambers

March 18, 2024
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/82534490701?pwd=cTlpeFlTdMFnZXIYNlplb0gxZHRmZz09>

Or Telephone: 312-626-6799

Webinar ID: 825 3449 0701

Passcode: 910395

1. CALL TO ORDER/ROLL CALL/ADOPT AGENDA
2. SWEARING IN OF OFFICERS
3. APPROVAL OF MINUTES
4. VISITOR'S
 - A. Rivers of Hope
 - B. Thayer Restaurant
5. PUBLIC HEARING
6. OPEN FORUM
7. CONSENT AGENDA
 - A. [Approve Auditing Claims](#)
 - B. [Approve Departments Reports](#)
 - C. [Approve Special Events](#)
 - D. [Approve Resolution Accepting Donations](#)
 - E. [Approve Proclamation- Skip Dolan Day](#)
 - F. [Approve Bids for City Hall Parking Lot Improvements](#)
 - G. [Approve Vacancy in PT Admin Assistant](#)
 - H. [Approve Certification of Deferred Assessments](#)
 - I. [Approve Request ABBSB- Concession Project](#)
 - J. [Approve Sale of FD Trailer](#)
 - K. [Approve SCDP Funds- Lu's Café](#)
 - L. [Approve 2023 Fund Transfers](#)

(See Reverse Side for Additional Agenda Items)

- M. [Approve RFP for Columbarium](#)
- N. [Approve License with 10,000 Lakes Recreation](#)
- O. [Approve Resolution Denying Zoning Text Amendment](#)
- P. [Approve Extension of Purchase Agreement- LEI](#)
- Q. [Approve Zoning Text Amendment](#)
- R. [Approve Prelim Plat/PUD- Bruggeman](#)
- S. [Approve Recommendation of Comments for Triplett Farms Concept](#)

8. REMOVED CONSENT ITEMS

9. UNFINISHED BUSINESS

10. NEW BUSINESS

- A. [Approve Contract for Deed and Lease Extension for 20 Cedar Street E](#)
- B. [Review 2024 Goals Update](#)
- C. [Discuss Renaming of Nevens Ave to Lake John Road](#)
- D. [Consider Proposal for Redevelopment of 74 Oak Avenue](#)
- E. [Special Event- Spill Grain Brewhouse](#)

11. MAYOR/COUNCIL REPORTS

12. ADJOURNMENT

MINUTES
ANNANDALE CITY COUNCIL
February 12, 2024

CALL TO ORDER/ROLL CALL: The City Council of Annandale, Minnesota met for a regular meeting on February 12, 2024 at 6:30 p.m. at the City Hall Council Chambers. Mayor Jonas called the meeting to order at 6:30 p.m.

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

SET AGENDA: Item J was added under New Business, Renaming of Nevens Avenue. A motion was made by Honsey and seconded by Grundy to approve the agenda as amended. The motion carried unanimously.

All motions are approved unanimously unless otherwise noted.

MINUTES: It was noted the for item 9C was on a 4-0-1 vote. A motion was made by Czycalla and seconded by Honsey to approve the minutes of January 16 meeting as amended.

VISITORS: NONE

PUBLIC HEARINGS: NONE

OPEN FORUM: NONE

CONSENT AGENDA:

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

- A. Approve Auditing Claims
- B. Approve Departments Reports
- C. Approve Employment Anniversaries
- D. Approve Letter of Agreement- K-9 Handler
- E. Approve Midco Lease
- F. Approve Retirement of Fire Capital Don Ramstad
- G. Approve License with 10,000 Lake Recreation
- H. Approve DNR Shade Tree Grant Agreement
- I. Approve Resolution 24-09 Accepting Donations
- J. Approve Re-purchase of Cemetery Plot

REMOVED CONSENT ITEMS: NONE

UNFINISHED BUSINESS:

NEW BUSINESS:

Approve Purchase of Can Am and Trailers for Fire Department- A motion was made by Grundy and seconded by Wuollet to approve the purchase of the Can Am from Moon Motor Sports as presented and transfer the current Fire Department ATV to the Police Department.

Approve Resolution 24-10 Accepting Bids for Water Tower Project- A motion was made by Czycalla and seconded by Honsey to Approve the Resolution 24-10 as presented. ROLL CALL: Ayes: Honsey, Czycalla, Wuollet, Grundy, Jonas. Nays: None. Absent: None. Abstain: None. Resolution 24-10 adopted on a 5-aye, 0-nay, 0-absent, 0-abstain vote.

Approve Resolution 24-11 Approving Plans and Specs and Authorizing Advertisement of Bids- A motion was made by Wuollet and seconded by Grundy o approve Resolution 24-11 as presented. ROLL CALL: Ayes: Honsey, Czycalla, Wuollet, Grundy, Jonas. Nays: None. Absent: None. Abstain: None. Resolution 24-11 adopted on a 5-aye, 0-nay, 0-absent, 0-abstain vote.

Approve Resolution 24-12 Approving Bids and Awarding Contract for Pickleball Courts- A motion was made by Wuollet and seconded by Honsey to approve Resolution 24-12 as presented. ROLL CALL: Ayes: Honsey, Czycalla, Wuollet, Grundy, Jonas. Nays: None. Absent: None. Abstain: None. Resolution 24-11 adopted on a 5-aye, 0-nay, 0-absent, 0-abstain vote.

Consider Rental Opportunities at Municipal Park- The Council reviewed the proposals regarding adding rental Kayak's at the Municipal Park. A motion was made by Honsey and seconded by Czycalla to direct staff to work with 10,000 Lake Recreation to add Kayak Rental to the Municipal Park. The motion was approved on a 4-0-1 vote with Grundy Abstaining.

Review Concept for Dog Park at Crow Woods Park- Council reviewed the concept. A motion was made b Grundy and seconded by Wuollet in support of the Concept and directed staff to look at further local engagement as the project moves forward.

Resolution 24-13 Orderly Annexation Agreement- Shores of Annandale- A motion was made by Czycalla and seconded by Grundy to approve Resolution 24-13 as presented. A motion was made by Wuollet and seconded by Grundy o approve Resolution 24-13 as presented. ROLL CALL: Ayes: Honsey, Czycalla, Wuollet, Grundy, Jonas. Nays: None. Absent: None. Abstain: None. Resolution 24-11 adopted on a 5-aye, 0-nay, 0-absent, 0-abstain vote.

Reschedule March Meeting- A motion was made by Grundy and seconded by Czycalla to reschedule the March meeting to March 18, 2024.

Consider Sale of City Property- 20 Cedar Court- The Council closed the meeting per MN Statute 13D.04 to discuss the sale of property at 20 Cedar Street E. The meeting was reopened at 8:25pm. The Council took no action.

MAYOR/COUNCIL REPORTS:

None

ADJOURNMENT:

Moved by Honsey and seconded by Czycalla to adjourn. The meeting was adjourned at 8:25.

Shelly Jonas, Mayor

ATTEST:

Kelly Hinnenkamp, City Administrator



City Council Agenda

March 18, 2024

Agenda Section: Consent

Agenda No. 7A

Report From: Kelly Hinnenkamp, Admin

Agenda Item: Auditing Claims

Core Strategy:

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

Background

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

Recommended Action

Approve Auditing Claims

Attachments:

Auditing Claims

Report Criteria:

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

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
A CUT ABOVE SERVICES INC								
5395	A CUT ABOVE SERVICES INC	22024	TREE REMOVAL	02/20/2024	950.00	950.00	03/08/2024	
Total A CUT ABOVE SERVICES INC:					950.00	950.00		
A M MAUS & SON, INC.								
111	A M MAUS & SON, INC.	443718	SQUAD MAINTENANCE	02/13/2024	81.65	81.65	03/08/2024	
111	A M MAUS & SON, INC.	443775	SQUAD MAINTENANCE	02/15/2024	44.69	44.69	03/08/2024	
Total A M MAUS & SON, INC.:					126.34	126.34		
ACTIVE911 INC								
5348	ACTIVE911 INC	550416	ACTIVE 911	02/11/2024	379.86	379.86	02/21/2024	
Total ACTIVE911 INC:					379.86	379.86		
ALEX AIR APPARATUS 2 INC								
65	ALEX AIR APPARATUS 2 INC	7893	FD AIRCOMP MAINT.	02/19/2024	934.98	934.98	03/12/2024	
Total ALEX AIR APPARATUS 2 INC:					934.98	934.98		
ANNANDALE AREA CHAMBER OF								
190	ANNANDALE AREA CHAMBER	2024 EXPO	CITY EXPO BOOTH	02/22/2024	135.00	135.00	03/08/2024	
190	ANNANDALE AREA CHAMBER	2024 EXPO	FD - EXPO BOOTH	02/22/2024	135.00	135.00	03/08/2024	
190	ANNANDALE AREA CHAMBER	2024 EXPO	PD - EXPO BOOTH	02/22/2024	135.00	135.00	03/08/2024	
Total ANNANDALE AREA CHAMBER OF:					405.00	405.00		
ANNANDALE MONUMENT CO								
235	ANNANDALE MONUMENT CO	732	TREE MARKER- REC PARK	02/21/2024	433.00	433.00	02/26/2024	
Total ANNANDALE MONUMENT CO:					433.00	433.00		
ANNANDALE PAINTBALL								
238	ANNANDALE PAINTBALL	202400148	POLICE EQUIPMENT - FILL ADA	02/21/2024	40.00	40.00	03/08/2024	
Total ANNANDALE PAINTBALL:					40.00	40.00		
ANNANDALE PARTS SUPPLY								
192	ANNANDALE PARTS SUPPLY	127324937	SUPPLIES	01/29/2024	45.02	45.02	03/14/2024	
192	ANNANDALE PARTS SUPPLY	127324949	PARTS	01/29/2024	15.80	15.80	03/14/2024	
192	ANNANDALE PARTS SUPPLY	127325042	PARTS	01/30/2024	41.26	41.26	03/14/2024	
192	ANNANDALE PARTS SUPPLY	127325063	PARTS	01/31/2024	14.29	14.29	03/14/2024	
192	ANNANDALE PARTS SUPPLY	127325096	PARTS	01/31/2024	44.55	44.55	03/14/2024	
192	ANNANDALE PARTS SUPPLY	127325118	PARTS	02/01/2024	18.48	18.48	03/14/2024	
192	ANNANDALE PARTS SUPPLY	127325130	PARTS	02/01/2024	24.20	24.20	03/14/2024	
192	ANNANDALE PARTS SUPPLY	127325156	SUPPLIES	02/01/2024	57.18	57.18	03/14/2024	
192	ANNANDALE PARTS SUPPLY	127325283	PARTS	02/05/2024	66.52	66.52	03/14/2024	
192	ANNANDALE PARTS SUPPLY	127325523	SUPPLIES	02/08/2024	51.96	51.96	03/08/2024	
192	ANNANDALE PARTS SUPPLY	127325553	PARTS	02/09/2024	27.35	27.35	03/14/2024	
192	ANNANDALE PARTS SUPPLY	127325555	PARTS	02/09/2024	19.91	19.91	03/14/2024	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
192	ANNANDALE PARTS SUPPLY	127325569	PARTS	02/09/2024	20.39	20.39	03/14/2024	
192	ANNANDALE PARTS SUPPLY	127325570	PARTS	02/09/2024	76.20	76.20	03/14/2024	
192	ANNANDALE PARTS SUPPLY	127325573	PARTS	02/09/2024	26.79	26.79	03/14/2024	
192	ANNANDALE PARTS SUPPLY	127325603	PARTS	02/09/2024	26.79-	26.79-	03/14/2024	
192	ANNANDALE PARTS SUPPLY	127325787	PARTS	02/14/2024	8.99	8.99	03/14/2024	
192	ANNANDALE PARTS SUPPLY	127325794	PARTS	02/14/2024	14.99	14.99	03/14/2024	
192	ANNANDALE PARTS SUPPLY	127326082	PARTS	02/20/2024	18.88	18.88	03/14/2024	
192	ANNANDALE PARTS SUPPLY	127326140	PARTS	02/21/2024	45.84	45.84	03/14/2024	
192	ANNANDALE PARTS SUPPLY	127326198	PARTS	02/22/2024	50.78	50.78	03/14/2024	
Total ANNANDALE PARTS SUPPLY:					662.59	662.59		
ANNANDALE-MAPLE LAKE								
230	ANNANDALE-MAPLE LAKE	JAN24WWTP	FLOW- JAN	02/20/2024	53,746.00	53,746.00	03/08/2024	
Total ANNANDALE-MAPLE LAKE:					53,746.00	53,746.00		
ARAMARK UNIFORM SERVICES								
286	ARAMARK UNIFORM SERVICES	224211200	PW UNIFORMS	02/22/2024	71.24	71.24	03/08/2024	
286	ARAMARK UNIFORM SERVICES	2530238549	SEWER UNIFORMS	02/08/2024	60.09	60.09	03/08/2024	
286	ARAMARK UNIFORM SERVICES	2530241082	PW UNIFORMS	02/15/2024	60.09	60.09	03/08/2024	
286	ARAMARK UNIFORM SERVICES	2530246036	SEWER UNIFORMS	02/29/2024	72.88	72.88	03/08/2024	
286	ARAMARK UNIFORM SERVICES	2530248570	WATER UNIFORMS	03/07/2024	73.90	73.90	03/14/2024	
Total ARAMARK UNIFORM SERVICES:					338.20	338.20		
AT&T MOBILITY								
5317	AT&T MOBILITY	287314070103	PW CELL PHONE	02/25/2024	89.07	89.07	03/08/2024	
5317	AT&T MOBILITY	287314070103	WATER CELL PHONE	02/25/2024	86.45	86.45	03/08/2024	
5317	AT&T MOBILITY	287314070103	WW CELL PHONE	02/25/2024	86.45	86.45	03/08/2024	
5317	AT&T MOBILITY	287314070103	PD CELL PHONE	02/25/2024	137.23	137.23	03/08/2024	
5317	AT&T MOBILITY	287314070103	FD IPAD	02/25/2024	38.23	38.23	03/08/2024	
5317	AT&T MOBILITY	287314070103	CITY CELL PHONE	02/25/2024	44.75	44.75	03/08/2024	
5317	AT&T MOBILITY	287314070103	AIR CARDS	02/25/2024	159.44	159.44	03/08/2024	
Total AT&T MOBILITY:					641.62	641.62		
BADGER METER, INC.								
380	BADGER METER, INC.	80151723	BEACON HOSTING SERVICE- S	02/28/2024	64.76	64.76	03/08/2024	
380	BADGER METER, INC.	80151723	BEACON HOSTING SERVICE- W	02/28/2024	64.76	64.76	03/08/2024	
Total BADGER METER, INC.:					129.52	129.52		
BERGLUND BAUMGARTNER KIMBALL & GLASER								
5194	BERGLUND BAUMGARTNER KI	20824	BBKG PROSECUTION SERVICE	02/08/2024	1,939.59	1,939.59	02/27/2024	
Total BERGLUND BAUMGARTNER KIMBALL & GLASER:					1,939.59	1,939.59		
BLUE CROSS BLUE SHIELD OF MN								
5318	BLUE CROSS BLUE SHIELD OF	240201170642	INSURANCE	02/01/2024	98.39	98.39	02/15/2024	
5318	BLUE CROSS BLUE SHIELD OF	240301469006	INSURANCE	03/01/2024	98.39	98.39	03/14/2024	
Total BLUE CROSS BLUE SHIELD OF MN:					196.78	196.78		
BLUE EARTH LABS LLC								
5173	BLUE EARTH LABS LLC	23-4721	CHEMICALS	02/08/2024	2,880.06	2,880.06	02/21/2024	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total BLUE EARTH LABS LLC:					2,880.06	2,880.06		
BOLTON & MENK, INC								
463	BOLTON & MENK, INC	331067	2024 IMPROVEMENTS	02/29/2024	74,195.50	74,195.50	03/08/2024	
463	BOLTON & MENK, INC	331068	BRUGGEMAN MULTI FAMILY	02/29/2024	3,203.50	3,203.50	03/08/2024	
463	BOLTON & MENK, INC	331069	GIS	02/29/2024	980.00	980.00	03/08/2024	
463	BOLTON & MENK, INC	331069	GIS	02/29/2024	987.00	987.00	03/08/2024	
463	BOLTON & MENK, INC	331069	GIS	02/29/2024	5,743.50	5,743.50	03/08/2024	
463	BOLTON & MENK, INC	331070	EASEMENT CR 5	02/29/2024	108.00	108.00	03/08/2024	
463	BOLTON & MENK, INC	331073	POPLAR LANE SOUTH	02/29/2024	18,530.50	18,530.50	03/08/2024	
463	BOLTON & MENK, INC	331074	PICKLE BALL COURTS	02/29/2024	6,435.50	6,435.50	03/08/2024	
463	BOLTON & MENK, INC	331076	HEMLOCK	02/29/2024	3,723.50	3,723.50	03/08/2024	
463	BOLTON & MENK, INC	331077	TH 55	02/29/2024	10,968.50	10,968.50	03/08/2024	
463	BOLTON & MENK, INC	331078	TRIPLETT FARMS 4TH ADDN	02/29/2024	676.00	676.00	03/08/2024	
463	BOLTON & MENK, INC	331079	LAKE JOHN TRUNK UTILITIES	02/29/2024	2,825.00	2,825.00	03/08/2024	
463	BOLTON & MENK, INC	331080	WATER TOWER RECONDUCTIO	02/29/2024	6,196.50	6,196.50	03/08/2024	
463	BOLTON & MENK, INC	331081	CANNABIS	02/29/2024	357.50	357.50	03/08/2024	
Total BOLTON & MENK, INC:					134,930.50	134,930.50		
BRAUN INTERTEC CORPORATION								
501	BRAUN INTERTEC CORPORATI	B373272	TESTING- PICKLEBALL COURT	01/16/2024	847.50	847.50	03/08/2024	
501	BRAUN INTERTEC CORPORATI	B377591	TESTING- HEMLOCK	02/28/2024	6,792.50	6,792.50	03/08/2024	
Total BRAUN INTERTEC CORPORATION:					7,640.00	7,640.00		
CENTER POINT ENERGY								
2511	CENTER POINT ENERGY	FEB24-240 PL	HOCKEY RINK	02/14/2024	159.37	159.37	03/08/2024	
2511	CENTER POINT ENERGY	FEB24-30 CED	CITY HALL	02/14/2024	790.48	790.48	03/08/2024	
2511	CENTER POINT ENERGY	FEB24-330 OA	PAVILION	02/14/2024	127.61	127.61	03/08/2024	
2511	CENTER POINT ENERGY	FEB24-340 PO	FD	02/14/2024	1,154.22	1,154.22	03/08/2024	
2511	CENTER POINT ENERGY	FEB24-350 PO	OLD PW SHOP	02/14/2024	157.27	157.27	03/08/2024	
2511	CENTER POINT ENERGY	FEB24-541 AS	WTP	02/14/2024	1,328.94	1,328.94	03/08/2024	
2511	CENTER POINT ENERGY	FEB24-551 PO	TC	02/14/2024	206.09	206.09	03/08/2024	
Total CENTER POINT ENERGY:					3,923.98	3,923.98		
CENTRA SOTA COOPERATIVE								
646	CENTRA SOTA COOPERATIVE	6117607	FUEL - PW	02/13/2024	447.57	447.57	03/08/2024	
646	CENTRA SOTA COOPERATIVE	6117607	FUEL - STREETS	02/13/2024	155.67	155.67	03/08/2024	
646	CENTRA SOTA COOPERATIVE	6117607	FUEL - PARKS	02/13/2024	155.67	155.67	03/08/2024	
646	CENTRA SOTA COOPERATIVE	6117607	FUEL - WATER	02/13/2024	107.02	107.02	03/08/2024	
646	CENTRA SOTA COOPERATIVE	6117607	FUEL - SEWER	02/13/2024	107.02	107.02	03/08/2024	
646	CENTRA SOTA COOPERATIVE	6117687	FUEL - PW	02/26/2024	437.69	437.69	03/08/2024	
646	CENTRA SOTA COOPERATIVE	6117687	FUEL - STREETS	02/26/2024	152.24	152.24	03/08/2024	
646	CENTRA SOTA COOPERATIVE	6117687	FUEL - PARKS	02/26/2024	152.24	152.24	03/08/2024	
646	CENTRA SOTA COOPERATIVE	6117687	FUEL - WATER	02/26/2024	104.67	104.67	03/08/2024	
646	CENTRA SOTA COOPERATIVE	6117687	FUEL - SEWER	02/26/2024	104.67	104.67	03/08/2024	
646	CENTRA SOTA COOPERATIVE	6314404	FUEL - PW	01/03/2024	384.67	384.67	03/08/2024	
646	CENTRA SOTA COOPERATIVE	6314404	FUEL - STREETS	01/03/2024	133.80	133.80	03/08/2024	
646	CENTRA SOTA COOPERATIVE	6314404	FUEL - PARKS	01/03/2024	133.80	133.80	03/08/2024	
646	CENTRA SOTA COOPERATIVE	6314404	FUEL - WATER	01/03/2024	91.99	91.99	03/08/2024	
646	CENTRA SOTA COOPERATIVE	6314404	FUEL - SEWER	01/03/2024	91.99	91.99	03/08/2024	
646	CENTRA SOTA COOPERATIVE	6314701	FUEL - PW	02/02/2024	380.19	380.19	03/08/2024	
646	CENTRA SOTA COOPERATIVE	6314701	FUEL - STREETS	02/02/2024	132.24	132.24	03/08/2024	
646	CENTRA SOTA COOPERATIVE	6314701	FUEL - PARKS	02/02/2024	132.24	132.24	03/08/2024	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
646	CENTRA SOTA COOPERATIVE	6314701	FUEL - WATER	02/02/2024	90.91	90.91	03/08/2024	
646	CENTRA SOTA COOPERATIVE	6314701	FUEL - SEWER	02/02/2024	90.91	90.91	03/08/2024	
Total CENTRA SOTA COOPERATIVE:					3,587.20	3,587.20		
CITY OF BUFFALO								
710	CITY OF BUFFALO	2/29/24 BILL D	MONTHLY NET MOTION	02/29/2024	20.00	20.00	03/14/2024	
Total CITY OF BUFFALO:					20.00	20.00		
CLASSIC CLEANING COMPANY								
4889	CLASSIC CLEANING COMPANY	35962	TC	02/18/2024	230.00	230.00	03/08/2024	
4889	CLASSIC CLEANING COMPANY	35963	CITY HALL-	02/18/2024	673.75	673.75	03/08/2024	
4889	CLASSIC CLEANING COMPANY	35963	PD-	02/18/2024	147.00	147.00	03/08/2024	
4889	CLASSIC CLEANING COMPANY	35963	LIBRARY-	02/18/2024	404.25	404.25	03/08/2024	
4889	CLASSIC CLEANING COMPANY	35964	FD	02/18/2024	245.00	245.00	03/08/2024	
Total CLASSIC CLEANING COMPANY:					1,700.00	1,700.00		
COLONIAL LIFE & ACCIDENT								
810	COLONIAL LIFE & ACCIDENT	749242403017	INSURANCE	03/01/2024	516.70	516.70	02/23/2024	
Total COLONIAL LIFE & ACCIDENT:					516.70	516.70		
CUSTOMIZED FIRE RESCUE TRAININ								
4768	CUSTOMIZED FIRE RESCUE TR	2576	AESBESTOR REMOVAL- 20 OA	02/08/2024	1,000.00	1,000.00	02/27/2024	
4768	CUSTOMIZED FIRE RESCUE TR	2577	74 OAK AVENUE	02/08/2024	1,000.00	1,000.00	02/27/2024	
Total CUSTOMIZED FIRE RESCUE TRAININ:					2,000.00	2,000.00		
DELTA DENTAL								
4793	DELTA DENTAL	CNS00014728	INSURANCE	03/01/2024	1,947.42	1,947.42	02/23/2024	
Total DELTA DENTAL:					1,947.42	1,947.42		
DEPUTY REGISTRAR #142								
1010	DEPUTY REGISTRAR #142	24 PD 2014 TR	REGISTRATION FEES - TRAILE	03/11/2024	29.00	29.00	03/12/2024	
Total DEPUTY REGISTRAR #142:					29.00	29.00		
DIMAGGIO-BOOM, SUZANNE								
5231	DIMAGGIO-BOOM, SUZANNE	1st QTR REIM	1ST QTR REIMB	03/01/2024	90.00	90.00	03/08/2024	
Total DIMAGGIO-BOOM, SUZANNE:					90.00	90.00		
ELAN FINANCIAL SERVICES								
4743	ELAN FINANCIAL SERVICES	FEB 2024	AMZN MKTP US*R87RM7S90 A	02/16/2024	14.98	14.98	03/08/2024	
4743	ELAN FINANCIAL SERVICES	FEB 2024	MENARDS BUFFALO MN BUF	02/16/2024	96.62	96.62	03/08/2024	
4743	ELAN FINANCIAL SERVICES	FEB 2024	NTE 541- 703-49450-331	02/16/2024	104.50	104.50	03/08/2024	
4743	ELAN FINANCIAL SERVICES	FEB 2024	PSN*MINNESOTA RWA MN 866	02/16/2024	275.00	275.00	03/08/2024	
4743	ELAN FINANCIAL SERVICES	FEB 2024	MENARDS BUFFALO MN BUF	02/16/2024	56.60	56.60	03/08/2024	
4743	ELAN FINANCIAL SERVICES	FEB 2024	MENARDS BUFFALO MN BUF	02/16/2024	683.45	683.45	03/08/2024	
4743	ELAN FINANCIAL SERVICES	FEB 2024	GIH*GLOBALINDUSTRIALEQ 80	02/16/2024	1,185.99	1,185.99	03/08/2024	
4743	ELAN FINANCIAL SERVICES	FEB 2024	GIH*GLOBALINDUSTRIALEQ 80	02/16/2024	170.85-	170.85-	03/08/2024	
4743	ELAN FINANCIAL SERVICES	FEB 2024	MENARDS BUFFALO MN BUF	02/16/2024	40.78	40.78	03/08/2024	
4743	ELAN FINANCIAL SERVICES	FEB 2024	PSN*MINNESOTA RWA MN 866	02/16/2024	150.00	150.00	03/08/2024	
4743	ELAN FINANCIAL SERVICES	FEB 2024	EVENT* EHLERS 2024 MIN WW	02/16/2024	350.00	350.00	03/08/2024	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
4743	ELAN FINANCIAL SERVICES	FEB 2024	ZOOM.US 888-799-9666 WWW.	02/16/2024	60.12	60.12	03/08/2024	
4743	ELAN FINANCIAL SERVICES	FEB 2024	MICROSOFT*MICROSOFT 36 42	02/16/2024	7.50	7.50	03/08/2024	
4743	ELAN FINANCIAL SERVICES	FEB 2024	ZSK*IT PETTY BROS MEAT ANN	02/16/2024	48.32	48.32	03/08/2024	
4743	ELAN FINANCIAL SERVICES	FEB 2024	TLF*A 2 ZINNIA 651-214853	02/16/2024	86.32	86.32	03/08/2024	
4743	ELAN FINANCIAL SERVICES	FEB 2024	AMZN MKTP US*RT3NI6UW1 A	02/16/2024	72.00	72.00	03/08/2024	
4743	ELAN FINANCIAL SERVICES	FEB 2024	POST BOARD SERVICE FEE 65	02/16/2024	1.94	1.94	03/08/2024	
4743	ELAN FINANCIAL SERVICES	FEB 2024	STATE OF MN POST BOARD 65	02/16/2024	90.00	90.00	03/08/2024	
4743	ELAN FINANCIAL SERVICES	FEB 2024	AMZN MKTP US*R81JJ6BD2 AM	02/16/2024	25.88	25.88	03/08/2024	
4743	ELAN FINANCIAL SERVICES	FEB 2024	USPS PO 2603000302 ANNAN	02/16/2024	9.25	9.25	03/08/2024	
4743	ELAN FINANCIAL SERVICES	FEB 2024	PAYPAL *HITECINTERV 40293	02/16/2024	109.98	109.98	03/08/2024	
4743	ELAN FINANCIAL SERVICES	FEB 2024	BLACKHAWK 913-75234	02/16/2024	35.38	35.38	03/08/2024	
4743	ELAN FINANCIAL SERVICES	FEB 2024	N-EAR HTTPSNEAR.C	02/16/2024	24.99	24.99	03/08/2024	
4743	ELAN FINANCIAL SERVICES	FEB 2024	GALLS 859-266-7227	02/16/2024	28.56	28.56	03/08/2024	
4743	ELAN FINANCIAL SERVICES	FEB 2024	SMARTSIGN CLOVER.C	02/16/2024	257.43	257.43	03/08/2024	
4743	ELAN FINANCIAL SERVICES	FEB 2024	USPS PO 2603000302 ANNAN	02/16/2024	9.25	9.25	03/08/2024	
4743	ELAN FINANCIAL SERVICES	FEB 2024	MENARDS BUFFALO MN BUF	02/16/2024	91.26	91.26	03/08/2024	
4743	ELAN FINANCIAL SERVICES	FEB 2024	IAPE 402-935-7733 C	02/16/2024	395.00	395.00	03/08/2024	
4743	ELAN FINANCIAL SERVICES	FEB 2024	IAPE 818-846-2926 C	02/16/2024	395.00	395.00	03/08/2024	
4743	ELAN FINANCIAL SERVICES	FEB 2024	SCHEELS ST CLOUD WAITE	02/16/2024	10.80	10.80	03/08/2024	
4743	ELAN FINANCIAL SERVICES	JAN 2024	MN POLLUTION CONTROL A 65	01/17/2024	100.00	100.00	02/14/2024	
4743	ELAN FINANCIAL SERVICES	JAN 2024	MN POLLUTION CONTROL S 65	01/17/2024	2.15	2.15	02/14/2024	
4743	ELAN FINANCIAL SERVICES	JAN 2024	FRENCH LAKE AUTO PARTS AN	01/17/2024	80.00	80.00	02/14/2024	
4743	ELAN FINANCIAL SERVICES	JAN 2024	MN POLLUTION CONTROL A 65	01/17/2024	100.00	100.00	02/14/2024	
4743	ELAN FINANCIAL SERVICES	JAN 2024	MN POLLUTION CONTROL S 65	01/17/2024	2.15	2.15	02/14/2024	
4743	ELAN FINANCIAL SERVICES	JAN 2024	AMZN MKTP US*ZG62L02A3 AM	01/17/2024	12.54	12.54	02/14/2024	
4743	ELAN FINANCIAL SERVICES	JAN 2024	FLEET FARM FUEL 3715 MONT	01/17/2024	86.88	86.88	02/14/2024	
4743	ELAN FINANCIAL SERVICES	JAN 2024	MENARDS BUFFALO MN BUF	01/17/2024	76.97	76.97	02/14/2024	
4743	ELAN FINANCIAL SERVICES	JAN 2024	AMZN MKTP US*JG9HW2V13 A	01/17/2024	36.98	36.98	02/14/2024	
4743	ELAN FINANCIAL SERVICES	JAN 2024	THE HOME DEPOT 2840 MON	01/17/2024	91.24	91.24	02/14/2024	
4743	ELAN FINANCIAL SERVICES	JAN 2024	LEAGUE OF MINNESOTA CI 651	01/17/2024	350.00	350.00	02/14/2024	
4743	ELAN FINANCIAL SERVICES	JAN 2024	DEPT OF AGRICULTURE 651-	01/17/2024	61.35	61.35	02/14/2024	
4743	ELAN FINANCIAL SERVICES	JAN 2024	ZOOM.US 888-799-9666 WWW.	01/17/2024	60.12	60.12	02/14/2024	
4743	ELAN FINANCIAL SERVICES	JAN 2024	MICROSOFT*MICROSOFT 36 42	01/17/2024	7.50	7.50	02/14/2024	
4743	ELAN FINANCIAL SERVICES	JAN 2024	USPS PO 2603000302 ANNAN	01/17/2024	28.75	28.75	02/14/2024	
4743	ELAN FINANCIAL SERVICES	JAN 2024	AMZN MKTP US*TK5VT1MN0 A	01/17/2024	45.70	45.70	02/14/2024	
4743	ELAN FINANCIAL SERVICES	JAN 2024	USPS PO 2603000302 ANNAN	01/17/2024	28.75	28.75	02/14/2024	
4743	ELAN FINANCIAL SERVICES	JAN 2024	AMZN MKTP US*RT2CE5940 AM	01/17/2024	482.52	482.52	02/14/2024	
4743	ELAN FINANCIAL SERVICES	JAN 2024	AMZN MKTP US*RT4NE4W00 A	01/17/2024	32.63	32.63	02/14/2024	
4743	ELAN FINANCIAL SERVICES	JAN 2024	AMAZON.COM*RT7TK06R1 AM	01/17/2024	80.74	80.74	02/14/2024	
4743	ELAN FINANCIAL SERVICES	JAN 2024	PEAVEY CORP. 913-495-6	01/17/2024	94.81	94.81	02/14/2024	
4743	ELAN FINANCIAL SERVICES	JAN 2024	TARGET 00008615 BUFFAL	01/17/2024	42.94-	42.94-	02/14/2024	
4743	ELAN FINANCIAL SERVICES	JAN 2024	GALLS 859-266-7227	01/17/2024	181.96	181.96	02/14/2024	
4743	ELAN FINANCIAL SERVICES	JAN 2024	MINNESOTA CHIEFS OF PO 651	01/17/2024	268.00	268.00	02/14/2024	
4743	ELAN FINANCIAL SERVICES	JAN 2024	USPS PO 2603000302 ANNAN	01/17/2024	13.40	13.40	02/14/2024	
4743	ELAN FINANCIAL SERVICES	JAN 2024	AMZN MKTP US*RT0YV75U0 A	01/17/2024	43.98	43.98	02/14/2024	
4743	ELAN FINANCIAL SERVICES	JAN 2024	IAPE 402-935-7733 C	01/17/2024	65.00	65.00	02/14/2024	
4743	ELAN FINANCIAL SERVICES	JAN 2024	AMZN MKTP US*RT8Z20742 AM	01/17/2024	12.19	12.19	02/14/2024	
4743	ELAN FINANCIAL SERVICES	JAN 2024	AMZN MKTP US*R88BZ3GH0 A	01/17/2024	24.49	24.49	02/14/2024	
4743	ELAN FINANCIAL SERVICES	JAN 2024	AMZN MKTP US*VG6PM11D3 A	01/17/2024	379.50	379.50	02/14/2024	
4743	ELAN FINANCIAL SERVICES	JAN 2024	AMZN MKTP US*WO3S66WU3 A	01/17/2024	370.12	370.12	02/14/2024	
4743	ELAN FINANCIAL SERVICES	JAN 2024	DOMINO'S 7344 320-270-6	01/17/2024	69.54	69.54	02/14/2024	
Total ELAN FINANCIAL SERVICES:					7,793.07	7,793.07		

ENGFER, NANCY

1315	ENGFER, NANCY	1st QTR REIM	1ST QTR REIMB	03/01/2024	90.00	90.00	03/08/2024	
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Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total ENGFER, NANCY:					90.00	90.00		
ESS BROTHERS & SONS, INC.								
1326	ESS BROTHERS & SONS, INC.	EE1130	MANHOLE COVER	02/06/2024	168.30	168.30	02/27/2024	
Total ESS BROTHERS & SONS, INC.:					168.30	168.30		
FARM RITE EQUIPMENT INC								
1336	FARM RITE EQUIPMENT INC	P80546	PARTS	03/11/2024	60.96	60.96	03/14/2024	
Total FARM RITE EQUIPMENT INC:					60.96	60.96		
FASTENAL COMPANY								
1338	FASTENAL COMPANY	MNMON14702	PARTS	11/20/2023	26.14	26.14	02/23/2024	
1338	FASTENAL COMPANY	MNMON14749	SUPPLIES	12/20/2023	173.33	173.33	03/14/2024	
1338	FASTENAL COMPANY	MNMON14822	PARTS	02/07/2024	87.62	87.62	02/23/2024	
1338	FASTENAL COMPANY	MNMON14838	TOOLS	02/16/2024	29.92	29.92	03/08/2024	
1338	FASTENAL COMPANY	MNMON14839	SUPPLIES	02/16/2024	68.56	68.56	03/08/2024	
1338	FASTENAL COMPANY	MNMON14840	SUPPLIES	02/19/2024	190.53	190.53	03/08/2024	
1338	FASTENAL COMPANY	MNMON14851	4 GAS METER	02/27/2024	1,002.70	1,002.70	03/12/2024	
1338	FASTENAL COMPANY	MNMON14851	SUPPLIES	02/27/2024	66.37	66.37	03/08/2024	
Total FASTENAL COMPANY:					1,592.89	1,592.89		
FINKEN WATER SOLUTIONS								
1370	FINKEN WATER SOLUTIONS	192TN	WATER	01/02/2024	80.45	80.45	02/23/2024	
1370	FINKEN WATER SOLUTIONS	4503TN	WATER	01/26/2024	51.45	51.45	02/23/2024	
Total FINKEN WATER SOLUTIONS:					131.90	131.90		
FOAM FABRICATORS OF MN INC								
1476	FOAM FABRICATORS OF MN IN	403704300	ATTC - TARGET BACKERS	02/16/2024	468.70	468.70	03/08/2024	
Total FOAM FABRICATORS OF MN INC:					468.70	468.70		
GALLS LLC								
1519	GALLS LLC	27039927	UNIFORM ALLOWANCE	02/08/2024	94.96	94.96	03/08/2024	
Total GALLS LLC:					94.96	94.96		
GAY, TOM								
5413	GAY, TOM	21624-CEMET	REFUND OF CEMETERY PLOT	02/16/2024	500.00	500.00	02/21/2024	
Total GAY, TOM:					500.00	500.00		
GOFF, JUSTIN								
5230	GOFF, JUSTIN	1st QTR REIM	1ST QTR REIMB	03/01/2024	90.00	90.00	03/08/2024	
Total GOFF, JUSTIN:					90.00	90.00		
GOODIN COMPANY								
1611	GOODIN COMPANY	5399219-00-2	PARTS	01/19/2024	10.00	10.00	03/08/2024	
Total GOODIN COMPANY:					10.00	10.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
GOPHER STATE ONE-CALL INC								
1630	GOPHER STATE ONE-CALL INC	4020184	LOCATES	02/29/2024	16.20	16.20	03/08/2024	
Total GOPHER STATE ONE-CALL INC:					16.20	16.20		
GRAINGER INC, W W								
1660	GRAINGER INC, W W	9010104587	HEATER	02/06/2024	681.75	681.75	03/08/2024	
1660	GRAINGER INC, W W	9027363648	SUPPLIES	02/21/2024	47.55	47.55	03/08/2024	
1660	GRAINGER INC, W W	9028810688	PARTS	02/21/2024	64.77	64.77	03/08/2024	
1660	GRAINGER INC, W W	9032274905	SUPPLIES	02/26/2024	326.57	326.57	03/08/2024	
1660	GRAINGER INC, W W	9033118192	SUPPLIES	02/26/2024	28.06	28.06	03/08/2024	
Total GRAINGER INC, W W:					1,148.70	1,148.70		
HAGERTY, RYAN								
5319	HAGERTY, RYAN	1st QTR REIM	1ST QTR REIMB	03/01/2024	90.00	90.00	03/08/2024	
5319	HAGERTY, RYAN	21424	TRAINING	02/14/2024	32.00	32.00	03/08/2024	
Total HAGERTY, RYAN:					122.00	122.00		
HALLER, JOE								
1695	HALLER, JOE	11624	POSTAGE	01/16/2024	5.40	5.40	02/27/2024	
Total HALLER, JOE:					5.40	5.40		
HAWKINS, INC.								
1710	HAWKINS, INC.	6681245	CHEMICALS WTP	02/01/2024	4,258.64	4,258.64	02/23/2024	
1710	HAWKINS, INC.	6689831	CHEMICALS WTP	02/15/2024	30.00	30.00	03/08/2024	
Total HAWKINS, INC.:					4,288.64	4,288.64		
HIGHWAY 55 TRAILER SALES								
5412	HIGHWAY 55 TRAILER SALES	21524-1	TRAILER PURCHASE	02/15/2024	6,143.50	6,143.50	02/21/2024	
5412	HIGHWAY 55 TRAILER SALES	21524-2	TRAILER PURCHASE	02/15/2024	6,143.50	6,143.50	02/21/2024	
Total HIGHWAY 55 TRAILER SALES:					12,287.00	12,287.00		
HINNENKAMP, KELLY								
4728	HINNENKAMP, KELLY	1st QTR REIM	1ST QTR REIMB	03/01/2024	150.00	150.00	03/08/2024	
Total HINNENKAMP, KELLY:					150.00	150.00		
IMAGETREND INC								
5351	IMAGETREND INC	PS-INV106616	IMAGE TREND RENEWAL	02/28/2024	3,360.00	3,360.00	03/08/2024	
Total IMAGETREND INC:					3,360.00	3,360.00		
INNOVATIVE OFFICE SOLUTIONS LLC								
5296	INNOVATIVE OFFICE SOLUTION	IN4471615	PD OFFICE SUPPLIES	02/26/2024	53.67	53.67	03/08/2024	
5296	INNOVATIVE OFFICE SOLUTION	IN4471627	ADMIN OFFICE SUPPLIES	02/26/2024	243.82	243.82	03/08/2024	
5296	INNOVATIVE OFFICE SOLUTION	IN4471627	LINERS	02/26/2024	110.17	110.17	03/08/2024	
5296	INNOVATIVE OFFICE SOLUTION	IN4471627	TOILET PAPER	02/26/2024	77.24	77.24	03/08/2024	
5296	INNOVATIVE OFFICE SOLUTION	IN4471627	TOWEL- TWO FOLD	02/26/2024	194.75	194.75	03/08/2024	
5296	INNOVATIVE OFFICE SOLUTION	IN4483978	PD OFFICE SUPPLIES	03/11/2024	32.42	32.42	03/14/2024	
Total INNOVATIVE OFFICE SOLUTIONS LLC:					712.07	712.07		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Int'l Union of Operating Eng, Local 49								
5274	Int'l Union of Operating Eng, Local	FEB24	UNION DUES	03/04/2024	310.80	310.80	03/12/2024	
5274	Int'l Union of Operating Eng, Local	JAN24	UNION DUES	02/05/2024	320.40	320.40	02/15/2024	
Total Int'l Union of Operating Eng, Local 49:					631.20	631.20		
JOVANOVIK, DEGE & ATHMANN PA								
4716	JOVANOVIK, DEGE & ATHMAN	27861	CANNIBIS ORDINANCE	01/31/2024	112.50	112.50	02/27/2024	
4716	JOVANOVIK, DEGE & ATHMAN	27861	UNION	01/31/2024	1,285.50	1,285.50	02/27/2024	
4716	JOVANOVIK, DEGE & ATHMAN	27861	K9 PROGRAM	01/31/2024	135.00	135.00	02/27/2024	
4716	JOVANOVIK, DEGE & ATHMAN	27861	GENERAL	01/31/2024	447.00	447.00	02/27/2024	
Total JOVANOVIK, DEGE & ATHMANN PA:					1,980.00	1,980.00		
KAZ HARDWARE & RENTAL								
1990	KAZ HARDWARE & RENTAL	20124-CIT001	FD SUPPLIES	02/01/2024	98.45	98.45	02/15/2024	
1990	KAZ HARDWARE & RENTAL	20124-CIT001	FD SUPPLIES	02/01/2024	171.98	171.98	02/15/2024	
1990	KAZ HARDWARE & RENTAL	20124-CIT001	PW SUPPLIES	02/01/2024	28.28	28.28	02/15/2024	
1990	KAZ HARDWARE & RENTAL	20124-CIT001	PW SUPPLIES	02/01/2024	16.98	16.98	02/15/2024	
1990	KAZ HARDWARE & RENTAL	20124-CIT001	PW SUPPLIES	02/01/2024	1.35	1.35	02/15/2024	
1990	KAZ HARDWARE & RENTAL	20124-CIT001	PW SUPPLIES	02/01/2024	38.98	38.98	02/15/2024	
1990	KAZ HARDWARE & RENTAL	20124-CIT001	PW SUPPLIES	02/01/2024	16.40	16.40	02/15/2024	
1990	KAZ HARDWARE & RENTAL	20124-CIT001	PW SUPPLIES	02/01/2024	3.23	3.23	02/15/2024	
1990	KAZ HARDWARE & RENTAL	20124-CIT001	PW SUPPLIES	02/01/2024	.40	.40	02/15/2024	
1990	KAZ HARDWARE & RENTAL	20124-CIT001	PW SUPPLIES	02/01/2024	11.92	11.92	02/15/2024	
1990	KAZ HARDWARE & RENTAL	20124-CIT001	PW SUPPLIES	02/01/2024	9.99	9.99	02/15/2024	
1990	KAZ HARDWARE & RENTAL	20124-CIT001	TC SUPPLIES	02/01/2024	10.98	10.98	02/15/2024	
1990	KAZ HARDWARE & RENTAL	20124-CIT001	PW SUPPLIES	02/01/2024	5.29	5.29	02/15/2024	
1990	KAZ HARDWARE & RENTAL	20124-CIT001	PW SUPPLIES	02/01/2024	6.99	6.99	02/15/2024	
1990	KAZ HARDWARE & RENTAL	20124-CIT001	PW SUPPLIES	02/01/2024	7.16	7.16	02/15/2024	
1990	KAZ HARDWARE & RENTAL	20124-CIT001	TC SUPPLIES	02/01/2024	2.95	2.95	02/15/2024	
1990	KAZ HARDWARE & RENTAL	20124-CIT001	PW SUPPLIES	02/01/2024	14.77	14.77	02/15/2024	
1990	KAZ HARDWARE & RENTAL	20124-CIT001	FD SUPPLIES	02/01/2024	65.98	65.98	02/15/2024	
1990	KAZ HARDWARE & RENTAL	20124-CIT001	PD SUPPLIES	02/01/2024	3.49	3.49	02/15/2024	
1990	KAZ HARDWARE & RENTAL	20124-CIT001	PW SUPPLIES	02/01/2024	12.18	12.18	02/15/2024	
Total KAZ HARDWARE & RENTAL:					527.75	527.75		
KIESLER'S POLICE SUPPLY INC								
4861	KIESLER'S POLICE SUPPLY INC	IN232487	AMMUNITION - BEAN BAG ROU	02/14/2024	223.30	223.30	03/08/2024	
Total KIESLER'S POLICE SUPPLY INC:					223.30	223.30		
LAKE REGION CO-OP OIL ASSN								
2050	LAKE REGION CO-OP OIL ASSN	22924-ACCT03	SAFETY SHOES	02/29/2024	179.99	179.99	03/14/2024	
2050	LAKE REGION CO-OP OIL ASSN	32524-ACCT03	MOTOR FUELS	02/29/2024	160.19	160.19	03/12/2024	
Total LAKE REGION CO-OP OIL ASSN:					340.18	340.18		
LUNDEEN BROS INC								
2190	LUNDEEN BROS INC	37410	TRUCK REPAIR	02/08/2024	1,772.60	1,772.60	02/27/2024	
2190	LUNDEEN BROS INC	41917	SQUAD MAINTENANCE	02/20/2024	621.37	621.37	03/08/2024	
Total LUNDEEN BROS INC:					2,393.97	2,393.97		
M & M BUS SERVICE								
2210	M & M BUS SERVICE	R28918	TRUCK REPAIR	02/27/2024	151.56	151.56	03/08/2024	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total M & M BUS SERVICE:					151.56	151.56		
M & M EXPRESS SALES -SELECT REMIT								
2211	M & M EXPRESS SALES -SELE	491285	MOWER PARTS	03/07/2024	166.39	166.39	03/14/2024	
2211	M & M EXPRESS SALES -SELE	491359	CHOP SAW	03/08/2024	1,319.99	1,319.99	03/14/2024	
Total M & M EXPRESS SALES -SELECT REMIT:					1,486.38	1,486.38		
MACQUEEN EMERGENCY								
4813	MACQUEEN EMERGENCY	P24062	SCBA YEARLY TESTING	01/05/2024	1,381.00	1,381.00	02/21/2024	
Total MACQUEEN EMERGENCY:					1,381.00	1,381.00		
MAPLE LAKE LUMBER COMPANY								
2260	MAPLE LAKE LUMBER COMPAN	245553	LUMBER	02/13/2024	148.55	148.55	03/08/2024	
2260	MAPLE LAKE LUMBER COMPAN	246093	LUMBER	02/27/2024	81.88-	81.88-	03/08/2024	
2260	MAPLE LAKE LUMBER COMPAN	246124	LUMBER	02/28/2024	116.85	116.85	03/08/2024	
2260	MAPLE LAKE LUMBER COMPAN	246125	LUMBER	02/28/2024	19.20-	19.20-	03/08/2024	
Total MAPLE LAKE LUMBER COMPANY:					164.32	164.32		
METERING & TECHNOLOGY SOLUTIONS								
5080	METERING & TECHNOLOGY SO	INV4409	PARTS	02/12/2024	24.26	24.26	03/08/2024	
Total METERING & TECHNOLOGY SOLUTIONS:					24.26	24.26		
METRO WEST INSPECTION SERVICES								
2375	METRO WEST INSPECTION SE	4037	PERMIT 23-0131 - 651 ACACIA D	02/16/2024	1,635.72	1,635.72	03/08/2024	
2375	METRO WEST INSPECTION SE	4037	PERMIT 23-0149 - 985 ACACIA D	02/16/2024	261.53	261.53	03/08/2024	
2375	METRO WEST INSPECTION SE	4037	PERMIT 23-0218 - 103 PRIMROS	02/16/2024	25.00	25.00	03/08/2024	
2375	METRO WEST INSPECTION SE	4037	PERMIT 24-0004 - 500 PARK ST	02/16/2024	104.38	104.38	03/08/2024	
2375	METRO WEST INSPECTION SE	4037	PERMIT 24-0007 - 125 CHERRY	02/16/2024	56.10	56.10	03/08/2024	
Total METRO WEST INSPECTION SERVICES:					2,082.73	2,082.73		
MINNCOR INDUSTRIES								
4925	MINNCOR INDUSTRIES	117981	MV TITLE SERVICE	02/08/2024	70.00	70.00	02/27/2024	
Total MINNCOR INDUSTRIES:					70.00	70.00		
MINNESOTA COMPUTER SYSTEMS INC								
2525	MINNESOTA COMPUTER SYST	390851	PW COPIER	02/06/2024	20.07	20.07	02/27/2024	
2525	MINNESOTA COMPUTER SYST	392132	MONTHLY PAYMENT - PD PRIN	02/20/2024	52.86	52.86	03/08/2024	
2525	MINNESOTA COMPUTER SYST	392151	ADMIN COPIER	02/20/2024	70.00	70.00	03/08/2024	
2525	MINNESOTA COMPUTER SYST	392151	DMV COPEIR	02/20/2024	40.00	40.00	03/08/2024	
2525	MINNESOTA COMPUTER SYST	392151	ADMIN COPIER OVERAGE	02/20/2024	130.20	130.20	03/08/2024	
2525	MINNESOTA COMPUTER SYST	392151	DMV COPIER OVERAGE	02/20/2024	185.50	185.50	03/08/2024	
2525	MINNESOTA COMPUTER SYST	392846	MONTHLY PAYMENT - PD PRIN	03/04/2024	20.00	20.00	03/14/2024	
Total MINNESOTA COMPUTER SYSTEMS INC:					518.63	518.63		
MINNESOTA UI								
4771	MINNESOTA UI	16854252	UNEMPLOYMENT BENEFIT	02/26/2024	209.60	209.60	02/26/2024	
Total MINNESOTA UI:					209.60	209.60		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
MN DEED - BCD								
2572	MN DEED - BCD	MAR24	LOAN REPAYMENT - EA SWEEN	03/01/2024	1,607.15	1,607.15	03/08/2024	
Total MN DEED - BCD:					1,607.15	1,607.15		
MN DEPARTMENT OF HEALTH								
2576	MN DEPARTMENT OF HEALTH	2024 1ST QUA	1ST QTR. WATER CONNECTION	02/16/2024	2,986.00	2,986.00	02/23/2024	
Total MN DEPARTMENT OF HEALTH:					2,986.00	2,986.00		
MN DEPT OF LABOR & INDUSTRY								
2586	MN DEPT OF LABOR & INDUST	ABR0324108X	ANNUAL MAINTENANCE PART	01/27/2024	30.00	30.00	02/23/2024	
2586	MN DEPT OF LABOR & INDUST	ABR0324194X	ANNUAL MAINTENANCE PART	01/27/2024	10.00	10.00	02/23/2024	
Total MN DEPT OF LABOR & INDUSTRY:					40.00	40.00		
MN PEIP								
5068	MN PEIP	1359459	INSURANCE	02/10/2024	19,501.92	19,501.92	02/23/2024	
Total MN PEIP:					19,501.92	19,501.92		
MOON MOTORSPORTS								
5411	MOON MOTORSPORTS	21324	CAN AM	02/13/2024	39,062.87	39,062.87	02/15/2024	
Total MOON MOTORSPORTS:					39,062.87	39,062.87		
MTECH INC								
5414	MTECH INC	780- PO24-315	QTAC SKID	02/14/2024	8,825.00	8,825.00	02/21/2024	
Total MTECH INC:					8,825.00	8,825.00		
NCPERS GROUP LIFE INS								
4752	NCPERS GROUP LIFE INS	994901032024	INSURANCE	02/01/2024	32.00	32.00	02/23/2024	
4752	NCPERS GROUP LIFE INS	994901042024	INSURANCE	03/01/2024	16.00	16.00	03/08/2024	
Total NCPERS GROUP LIFE INS:					48.00	48.00		
NEW LANE FINANCE								
5185	NEW LANE FINANCE	66654	CITY HALL	02/14/2024	81.67	81.67	02/23/2024	
5185	NEW LANE FINANCE	66654	PD PHONE	02/14/2024	81.66	81.66	02/23/2024	
5185	NEW LANE FINANCE	66654	DMV PHONE	02/14/2024	81.67	81.67	02/23/2024	
Total NEW LANE FINANCE:					245.00	245.00		
NICKA, KIRBY								
5178	NICKA, KIRBY	1st QTR REIM	1ST QTR REIMB	03/01/2024	90.00	90.00	03/08/2024	
Total NICKA, KIRBY:					90.00	90.00		
OFFICE OF ADMINISTRATIVE HEARINGS								
2836	OFFICE OF ADMINISTRATIVE H	22724	SHORES OF LAKE JOHN PROJ	02/27/2024	149.96	149.96	02/27/2024	
Total OFFICE OF ADMINISTRATIVE HEARINGS:					149.96	149.96		
PERFORMANCE KENNELS INC								
5416	PERFORMANCE KENNELS INC	3291	KYRO AND DETECTOR COURS	02/08/2024	15,500.00	15,500.00	03/08/2024	
5416	PERFORMANCE KENNELS INC	3293	KYRO EXPENSES - COLLAR	02/09/2024	690.00	690.00	03/08/2024	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total PERFORMANCE KENNELS INC:					16,190.00	16,190.00		
POMPS TIRE SERVICE INC								
2946	POMPS TIRE SERVICE INC	2330007314	TIRES	02/29/2024	988.32	988.32	03/08/2024	
2946	POMPS TIRE SERVICE INC	2390011246	TIRES	02/12/2024	260.79	260.79	03/08/2024	
Total POMPS TIRE SERVICE INC:					1,249.11	1,249.11		
Potentia MN Solar Fund 1, LLC								
5074	Potentia MN Solar Fund 1, LLC	JAN24 BILL PE	STREET LIGHTS	02/20/2024	19.60	19.60	03/08/2024	
5074	Potentia MN Solar Fund 1, LLC	JAN24 BILL PE	FIRE HALL	02/20/2024	161.16	161.16	03/08/2024	
5074	Potentia MN Solar Fund 1, LLC	JAN24 BILL PE	PARK ELECTRIC	02/20/2024	88.25	88.25	03/08/2024	
5074	Potentia MN Solar Fund 1, LLC	JAN24 BILL PE	WTP	02/20/2024	1,240.09	1,240.09	03/08/2024	
5074	Potentia MN Solar Fund 1, LLC	JAN24 BILL PE	SEWER L/S	02/20/2024	348.07	348.07	03/08/2024	
5074	Potentia MN Solar Fund 1, LLC	JAN24 BILL PE	CEMETERY ELECTRIC	02/20/2024	9.80	9.80	03/08/2024	
5074	Potentia MN Solar Fund 1, LLC	JAN24 BILL PE	CITY HALL	02/20/2024	515.29	515.29	03/08/2024	
Total Potentia MN Solar Fund 1, LLC:					2,382.26	2,382.26		
ROYAL PRINT GROUP, INC.								
2340	ROYAL PRINT GROUP, INC.	18636	BUSINESS CARD- MITCH FAUS	02/07/2024	72.00	72.00	02/27/2024	
Total ROYAL PRINT GROUP, INC.:					72.00	72.00		
SAMUELSON PEST CONTROL LLC								
4875	SAMUELSON PEST CONTROL L	18824 - 2	PEST CONTROL - CITY HALL	02/16/2024	275.00	275.00	03/08/2024	
Total SAMUELSON PEST CONTROL LLC:					275.00	275.00		
SHARETECH								
5331	SHARETECH	17468	PD MONTHLY CONTRACT- 40%	02/07/2024	516.46	516.46	02/27/2024	
5331	SHARETECH	17468	DMV MONTHLY CONTRACT- 15	02/07/2024	193.68	193.68	02/27/2024	
5331	SHARETECH	17468	FD MONTHLY CONTRACT- 20%	02/07/2024	258.23	258.23	02/27/2024	
5331	SHARETECH	17468	ADMIN MONTHLY CONTRACT- 1	02/07/2024	193.68	193.68	02/27/2024	
5331	SHARETECH	17468	PW MONTHLY CONTRACT- 10%	02/07/2024	129.11	129.11	02/27/2024	
5331	SHARETECH	17468	ADMIN SERVICE CALL	02/07/2024	110.00	110.00	02/27/2024	
Total SHARETECH:					1,401.16	1,401.16		
SNOWPLOWS PLUS								
4022	SNOWPLOWS PLUS	1-1-4000006	PARTS	02/23/2024	8.56	8.56	03/08/2024	
Total SNOWPLOWS PLUS:					8.56	8.56		
SOK'S RAPID CAR WASH								
4021	SOK'S RAPID CAR WASH	275-1384	PD SQUAD WASHES	03/02/2024	17.00	17.00	03/14/2024	
Total SOK'S RAPID CAR WASH:					17.00	17.00		
STANDAFER, PETER								
4062	STANDAFER, PETER	1st QTR REIM	1ST QTR REIMB	03/01/2024	150.00	150.00	03/08/2024	
Total STANDAFER, PETER:					150.00	150.00		
STELLIS HEALTH								
5394	STELLIS HEALTH	88006104	NEW FF PHYSICAL	02/04/2024	341.00	341.00	02/27/2024	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
5394	STELLIS HEALTH	88006104	NEW PD PHYSICAL	02/04/2024	682.00	682.00	02/27/2024	
5394	STELLIS HEALTH	88006105	NEW FF PHYSICAL	02/04/2024	297.00	297.00	02/27/2024	
Total STELLIS HEALTH:					1,320.00	1,320.00		
STREICHERS								
4148	STREICHERS	CM297938	UNIFORM ALLOWANCE	11/30/2023	53.99-	53.99-	03/14/2024	
4148	STREICHERS	CM298727	UNIFORM ALLOWANCE	02/20/2024	157.99-	157.99-	03/08/2024	
4148	STREICHERS	I1678319	UNIFORM ALLOWANCE	01/24/2024	14.99	14.99	03/14/2024	
4148	STREICHERS	I1678320	UNIFORM ALLOWANCE	01/24/2024	14.99	14.99	03/14/2024	
4148	STREICHERS	I1680638	PD LESS LETHAL	02/06/2024	645.00	645.00	02/27/2024	
4148	STREICHERS	I1682049	PD TRAINING AMMUNITION	02/14/2024	1,168.00	1,168.00	02/27/2024	
4148	STREICHERS	I1682878	PD TRAINING AMMUNITION	02/19/2024	589.34	589.34	03/08/2024	
4148	STREICHERS	I1683070	UNIFORM ALLOWANCE	02/19/2024	347.98	347.98	03/08/2024	
4148	STREICHERS	I1684095	UNIFORM ALLOWANCE	02/23/2024	157.99	157.99	03/08/2024	
4148	STREICHERS	I1685798	UNIFORM ALLOWANCE	03/04/2024	310.00	310.00	03/14/2024	
Total STREICHERS:					3,036.31	3,036.31		
SWEEPER SERVICES								
4163	SWEEPER SERVICES	24003	PARTS	02/12/2024	250.00	250.00	03/08/2024	
Total SWEEPER SERVICES:					250.00	250.00		
TELECOM BROADBAND SOLUTIONS LLC (TBSOA)								
5186	TELECOM BROADBAND SOLUT	4516	DMV PHONES	03/01/2024	99.55	99.55	03/08/2024	
5186	TELECOM BROADBAND SOLUT	4516	CITY PHONES	03/01/2024	99.55	99.55	03/08/2024	
5186	TELECOM BROADBAND SOLUT	4516	PD PHONES	03/01/2024	99.55	99.55	03/08/2024	
Total TELECOM BROADBAND SOLUTIONS LLC (TBSOA):					298.65	298.65		
TITAN MACHINERY								
4751	TITAN MACHINERY	19280429 GP	PARTS	02/28/2024	91.16	91.16	03/14/2024	
Total TITAN MACHINERY:					91.16	91.16		
TOWNSEND, KRIS								
4224	TOWNSEND, KRIS	1st QTR REIM	1ST QTR REIMB	03/01/2024	150.00	150.00	03/08/2024	
Total TOWNSEND, KRIS:					150.00	150.00		
TRITECH SOFTWARE SYSTEMS								
5170	TRITECH SOFTWARE SYSTEM	402942	ZUERCHER ANNUAL MAINTENA	02/05/2024	2,868.98	2,868.98	02/27/2024	
Total TRITECH SOFTWARE SYSTEMS:					2,868.98	2,868.98		
TRUEMAN WELTERS								
4269	TRUEMAN WELTERS	IE41199	PARTS	03/11/2024	64.34	64.34	03/14/2024	
Total TRUEMAN WELTERS:					64.34	64.34		
UNITED STATES POSTAL SERVICE								
4337	UNITED STATES POSTAL SERVI	2024 PO BOX	BOX RENT	03/01/2024	120.00	120.00	03/08/2024	
Total UNITED STATES POSTAL SERVICE:					120.00	120.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
UTILITY CONSULTANTS INC								
4365	UTILITY CONSULTANTS INC	119201	COLIFORM- TESTING	02/27/2024	142.74	142.74	03/14/2024	
Total UTILITY CONSULTANTS INC:					142.74	142.74		
VAN METER INC								
4367	VAN METER INC	S013145622.0	FUSES	02/15/2024	112.69	112.69	03/08/2024	
Total VAN METER INC:					112.69	112.69		
Volunteer Firefighter Ben Assoc of MN								
4968	Volunteer Firefighter Ben Assoc of	2024 RENEWA	FIRE FIGHTER BENEFIT	02/15/2024	250.00	250.00	02/27/2024	
Total Volunteer Firefighter Ben Assoc of MN:					250.00	250.00		
W S B								
5385	W S B	R-023041-000 -	GENERAL	02/29/2024	595.00	595.00	03/08/2024	
5385	W S B	R-023042-000 -	BRUGGEMANN APARTMENT PR	02/29/2024	825.00	825.00	03/08/2024	
Total W S B:					1,420.00	1,420.00		
WEST CENTRAL SANITATION INC								
4481	WEST CENTRAL SANITATION IN	13013686	RECYCLING	01/31/2024	5,764.00	5,764.00	02/23/2024	
4481	WEST CENTRAL SANITATION IN	13013686	REFUSE	01/31/2024	12,751.00	12,751.00	02/23/2024	
4481	WEST CENTRAL SANITATION IN	13044010	RECYCLING	02/29/2024	5,819.00	5,819.00	03/08/2024	
4481	WEST CENTRAL SANITATION IN	13044010	REFUSE	02/29/2024	12,753.00	12,753.00	03/08/2024	
Total WEST CENTRAL SANITATION INC:					37,087.00	37,087.00		
WEX BANK								
5273	WEX BANK	95082520	MOTOR FUELS	02/07/2024	359.44	359.44	02/27/2024	
5273	WEX BANK	95082620	PD FUEL	02/07/2024	882.97	882.97	03/12/2024	
5273	WEX BANK	95717742	PD FUEL	03/08/2024	1,014.02	1,014.02	03/14/2024	
Total WEX BANK:					2,256.43	2,256.43		
WINDSTREAM								
4495	WINDSTREAM	21924-NEVEN	L/S	02/19/2024	53.79	53.79	03/08/2024	
4495	WINDSTREAM	FEB24 LIFT	L/S PHONE	02/05/2024	261.16	261.16	02/23/2024	
4495	WINDSTREAM	FEB24-WATER	320-274-2793	02/05/2024	40.36	40.36	02/23/2024	
Total WINDSTREAM:					355.31	355.31		
WITHERBEE PLUMBING & HEATING LLC								
5415	WITHERBEE PLUMBING & HEAT	88	WATER SOFTNER MAINTENAN	02/07/2024	100.00	100.00	02/27/2024	
Total WITHERBEE PLUMBING & HEATING LLC:					100.00	100.00		
WORKFORCE INTEGRITY NETWORK								
4955	WORKFORCE INTEGRITY NET	DPW_9296	ANNUAL FEE DRUG SCREENIN	02/16/2024	1,500.00	1,500.00	03/08/2024	
Total WORKFORCE INTEGRITY NETWORK:					1,500.00	1,500.00		
WRIGHT COUNTY AUDITOR-TREAS								
4511	WRIGHT COUNTY AUDITOR-TR	A24	CERTIFICATE OF TAXES	03/05/2024	150.00	150.00	03/08/2024	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total WRIGHT COUNTY AUDITOR-TREAS:					150.00	150.00		
WRIGHT COUNTY HIGHWAY DEPT								
4520	WRIGHT COUNTY HIGHWAY DE	2024 DUES	HWY 55 COALITION DUES 2024	02/16/2024	250.00	250.00	02/27/2024	
Total WRIGHT COUNTY HIGHWAY DEPT:					250.00	250.00		
WRIGHT-HENNEPIN COOPERATIVE								
4548	WRIGHT-HENNEPIN COOPERA	35031114115	L/S 1255 BUSINESS BLVD	02/09/2024	22.16	22.16	02/23/2024	
4548	WRIGHT-HENNEPIN COOPERA	35031114115	TC SECURITY	02/09/2024	20.95	20.95	02/23/2024	
4548	WRIGHT-HENNEPIN COOPERA	35031114115	CITY HALL SECURITY	02/09/2024	20.95	20.95	02/23/2024	
4548	WRIGHT-HENNEPIN COOPERA	35031114115	STREET LIGHTS	02/09/2024	159.74	159.74	02/23/2024	
Total WRIGHT-HENNEPIN COOPERATIVE:					223.80	223.80		
XCEL ENERGY								
4559	XCEL ENERGY	867435126	51-6024519-2	03/04/2024	4,085.74	4,085.74	03/08/2024	
4559	XCEL ENERGY	867625130	ACCOUNT 51-6024518-1	03/05/2024	2,742.78	2,742.78	03/08/2024	
Total XCEL ENERGY:					6,828.52	6,828.52		
Grand Totals:					418,640.93	418,640.93		

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 Council Agenda

March 18, 2024

Agenda Section: Consent

Agenda No. 7B

Report From: Kelly Hinnenkamp, Admin

Agenda Item: Department Reports

Core Strategy:

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

Background

The following Department Reports are presented for approval:

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

Recommended Action

Approve Department Reports

Attachments:

Reports



ANNANDALE POLICE DEPARTMENT

MONTHLY REPORT

Feb-24

TOTAL ACTIVITY	February 2024 Total	February 2023 Total	Current YTD Total	2023 YTD Total	Percentage Change
CRIMINAL ACTIVITY	7	5	11	15	-27%
CITATIONS	47	45	68	78	-13%
NON-CRIMINAL	170	128	314	264	19%
GRAND TOTAL	224	178	393	357	

CRIMINAL ACTIVITY	February 2024 Total	February 2023 Total	Current YTD Total	2023 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	1	0	N/A
Domestic Assault	0	1	0	1	-100%
Criminal Sex Conduct	0	0	0	0	N/A
Burglary	0	0	0	0	N/A
Theft	1	1	5	6	-17%
Motor Vehicle Theft	0	0	0	0	N/A
Arson	0	0	0	0	N/A
Crime Against Admin	1	1	1	1	0%
Forgery/Counterfeit	1	0	1	1	0%
Fraud	0	0	0	0	NA
Embezzlement	0	0	0	0	NA
Terroristic Threats	0	0	0	0	NA
Property Damage	0	0	0	2	-100%
Weapons	1	0	1	1	0%
Drug Offenses	1	0	1	0	NA
Juvenile Offenses	0	0	0	0	NA
DUI/DWI	1	0	1	1	0%
Liquor Laws	0	0	0	0	NA
Disturbing Peace	0	2	0	2	-100%
All Others	0	0	0	0	NA
Total Criminal Activity	7	5	11	15	

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

NON-CRIMINAL ACTIVITY	February 2024 Total	February 2023 Total	Current YTD Total	2023 YTD Total	Percentage Change
Alarms	4	10	12	15	-20%
Animal Bites	6	0	6	0	NA
Animal Complaints	0	0	8	2	300%
Area Checks	0	0	0	2	-100%
Assist Other Agencies	6	11	17	33	-48%
ATV/Snowmobile Complaints	0	0	0	0	NA
Background Checks	3	4	8	7	14%
CDP	0	0	0	0	NA
Check Welfare	5	6	13	11	18%
Citizen Aid / Motorist Aid	13	5	17	13	31%
Civil Disputes	4	3	8	7	14%
Confidential Narcotics/Drug complaints	1	0	5	0	NA
Death, Non-Criminal	0	0	0	1	-100%
Disorderly	2	1	3	1	200%
Domestics	1	1	3	2	50%
Driving/Traffic Complaints	4	12	6	16	-63%
Dumping/Littering	0	1	1	1	0%
Escorts - Funeral	4	1	6	1	500%
Fight	1	0	2	0	NA
Fire Calls	5	0	6	1	500%
Firearm Discharge	0	0	0	0	NA
Fireworks	0	0	0	0	NA
Harassment Complaint	1	1	3	2	50%
Juvenile/Mischief	4	0	5	5	0%
Lockouts - Vehicle	5	6	13	10	30%
Lost/Found Property	0	2	2	4	-50%
Medical	41	26	66	48	38%
Mental Health	1	3	1	4	-75%
Missing Person	0	0	0	0	NA
MV Accidents / VOR	9	4	14	10	40%
Noise Complaints	3	0	3	0	NA
Parking Complaints	1	5	2	9	-78%
Search Warrants	0	0	0	0	NA
School Related -SRO	6	4	10	5	100%
Suicidal person	0	0	0	0	NA
Suicide attempted	0	0	0	0	NA
Suspicious Complaints	14	6	19	16	19%
Theft	1	0	2	2	0%
Threats	1	0	2	1	100%
Warrants-Attempt/Arrest	2	0	4	1	300%
WCHS/MAARC Reports	8	5	17	9	89%
All Others	14	11	30	25	20%
Total Non-Criminal	170	128	314	264	
CITATIONS &	February 2024	February	Current	2023	Percentage

WARNINGS	Total	2023 Total	YTD Total	YTD Total	Change
Admin Citations	1	7	6	9	-33%
State Citations	9	6	10	13	-23%
Verbal Warnings	37	32	52	56	-7%
TOTAL	47	45	68	78	

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
JANUARY 31, 2024**

COMBINED CASH ACCOUNTS

001-10101	CASH	3,146,518.90
001-10103	NORTHLAND SECURITIES	117,363.98
001-10104	ICD INVESTMENTS	928,025.08
001-10105	4M INVESTMENTS	42,540.79
001-10107	LAKE CENTRAL BANK CD	257,371.82
001-10108	LPL FINANCIAL INVESTMENTS	1,232,345.94
TOTAL COMBINED CASH		5,724,166.51

NON-ALLOCATED CASH

TOTAL COMBINED CASH		5,724,166.51
001-10100	CASH ALLOCATED TO OTHER FUNDS	(5,724,166.51)
TOTAL UNALLOCATED CASH		.00

CASH ALLOCATION RECONCILIATION

101	ALLOCATION TO GENERAL FUND	2,024,819.65
102	ALLOCATION TO DEPUTY REGISTRAR/MOTOR VEHICLE	256,376.84
103	ALLOCATION TO GENERAL FUND	32,273.59
222	ALLOCATION TO CHARITABLE GAMBLING FUND	3,829.07
330	ALLOCATION TO PFA BONDS-2004-WTP	16,812.29
332	ALLOCATION TO GO IMP BONDS 2008B (MAPLE)	(72,124.32)
333	ALLOCATION TO GO IMP BONDS 2008A (CITY HALL)	(5,402.86)
334	ALLOCATION TO PUMPER TRUCK BOND	(17,087.65)
336	ALLOCATION TO GO IMPR BOND 2011B-REFUNDING	17,846.86
337	ALLOCATION TO GO REFUNDING BOND 2012A	50,401.05
339	ALLOCATION TO TIF #14 - 2019 A SERIES	139,917.03
340	ALLOCATION TO GO REFUNDING BOND 2019B	134,210.34
341	ALLOCATION TO GO TEMPORARY IMP BOND 2020A	(335,911.30)
342	ALLOCATION TO GO IMPROVEMENT BOND 2020B	122,088.72
343	ALLOCATION TO GO EQUIPMENT BOND 2022A	4,133.43
344	ALLOCATION TO 2023A REVENUE BOND	(104,251.38)
345	ALLOCATION TO 2023B IMPROVEMENT NOTE	(23,620.66)
402	ALLOCATION TO FIREFIGHTER RELIEF DONATIONS	98,223.59
407	ALLOCATION TO ECONOMIC DEVELOPMENT FUND	(49,777.55)
408	ALLOCATION TO MIF FUND	31,448.43
409	ALLOCATION TO SMALL CITIES DEV PROGRAM	38,315.10
411	ALLOCATION TO TIF #6 - COTTAGES OF ANNANDALE	(86.01)
423	ALLOCATION TO TIF DISTRICT # - DINGMANN	(5,776.51)
425	ALLOCATION TO RECREATION PARK	32,784.86
460	ALLOCATION TO PARK FUND	2,190.97
461	ALLOCATION TO WATER EXPANSION FUND	420,919.04
462	ALLOCATION TO SEWER EXPANSION FUND	312,159.15
463	ALLOCATION TO STORMWATER FUND	15,878.94
464	ALLOCATION TO LIONS DONATION FUND	313,661.46
465	ALLOCATION TO TIF DISTRICT #14 - PINTAIL APT	76,268.35
466	ALLOCATION TO 2020 IMP PROJECT	51,994.95
468	ALLOCATION TO TIF DISTRICT #15 - CARE CENTER	(770.44)

CITY OF ANNANDALE
COMBINED CASH INVESTMENT
JANUARY 31, 2024

470	ALLOCATION TO FUND 470	118,842.99
471	ALLOCATION TO LAKE JOHN UTILITY EXTENSION	760,124.56
472	ALLOCATION TO HWY 55 IMPROVEMENTS	(147,954.11)
493	ALLOCATION TO STREET MAINTENANCE CAPITAL	141,394.46
494	ALLOCATION TO STREET CAPITAL OUTLAY FUND	134,410.65
495	ALLOCATION TO PUBLIC WORKS/STREET EQUIP FUND	224,998.27
496	ALLOCATION TO FIRE EQUIPMENT FUND	164,198.09
497	ALLOCATION TO POLICE EQUIPMENT FUND	22,194.20
498	ALLOCATION TO BUILDING CAPITAL OUTLAY FUND	318,979.52
601	ALLOCATION TO WATER FUND	315,178.14
602	ALLOCATION TO SEWER FUND	324,131.05
603	ALLOCATION TO REFUSE/RECYCLING FUND	19,709.78
604	ALLOCATION TO TRAINING CENTER OPERATIONS	(231,753.86)
605	ALLOCATION TO STORM UTILITY FUND	27,110.66
651	ALLOCATION TO CEMETERY FUND	(49,142.92)
		<hr/>
	TOTAL ALLOCATIONS TO OTHER FUNDS	5,724,166.51
	ALLOCATION FROM COMBINED CASH FUND - 001-10100	(5,724,166.51)
		<hr/>
	ZERO PROOF IF ALLOCATIONS BALANCE	.00
		<hr/> <hr/>

CITY OF ANNANDALE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2024

FUND 101 - GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
REVENUE					
TAXES	5,391.04	5,391.04	1,564,759.00	(1,559,367.96)	.34
LICENSES & PERMITS	949.45	949.45	77,850.00	(76,900.55)	1.22
INTERGOVERNMENTAL REVENUES	2,223.12	2,223.12	777,727.00	(775,503.88)	.29
PUBLIC CHARGES FOR SERVICE	877.75	877.75	323,565.00	(322,687.25)	.27
FINES & FORFEITURES	1,179.88	1,179.88	12,200.00	(11,020.12)	9.67
MISCELLANEOUS REVENUE	15,715.03	15,715.03	63,000.00	(47,284.97)	24.94
OTHER FINANCING SOURCES	.00	.00	30,000.00	(30,000.00)	.00
TOTAL FUND REVENUE	26,336.27	26,336.27	2,849,101.00	(2,822,764.73)	.92
EXPENDITURES					
LEGISLATIVE	1,984.31	1,984.31	58,904.15	56,919.84	3.37
ELECTIONS	.00	.00	5,200.00	5,200.00	.00
PLANNING AND ZONING	209.93	209.93	10,784.25	10,574.32	1.95
ADMINISTRATION	23,758.77	23,758.77	335,544.93	311,786.16	7.08
ASSESSOR	.00	.00	24,250.00	24,250.00	.00
DEPARTMENT 416	.00	.00	.00	.00	.00
DEPUTY REGISTRAR	.00	.00	.00	.00	.00
CITY HALL	1,112.40	1,112.40	67,915.09	66,802.69	1.64
DEPARTMENT 420	.00	.00	.00	.00	.00
POLICE	63,676.19	63,676.19	964,265.14	900,588.95	6.60
FIRE	8,184.95	8,184.95	267,799.97	259,615.02	3.06
BUILDING INSPECTOR	3,471.85	3,471.85	75,311.62	71,839.77	4.61
CIVIL DEFENSE	.00	.00	400.00	400.00	.00
ANIMAL CONTROL	.00	.00	550.00	550.00	.00
PUBLIC WORKS	36,308.18	36,308.18	242,068.36	205,760.18	15.00
STREETS	11,540.63	11,540.63	280,250.60	268,709.97	4.12
DEPARTMENT 441	.00	.00	.00	.00	.00
PARKS COMMISSION	209.93	209.93	3,674.23	3,464.30	5.71
PARKS	3,844.64	3,844.64	148,783.36	144,938.72	2.58
LIBRARY	958.48	958.48	19,379.62	18,421.14	4.95
TIF & CAPITAL PROJECT FUNDS	.00	.00	.00	.00	.00
DEPARTMENT 492	.00	.00	.00	.00	.00
TRANSFERS OUT	.00	.00	356,220.00	356,220.00	.00
TOTAL FUND EXPENDITURES	155,260.26	155,260.26	2,861,301.32	2,706,041.06	5.43
NET REVENUE OVER EXPENDITURES	(128,923.99)	(128,923.99)	(12,200.32)	(116,723.67)	(1,056.73)

Jan-24

DATE	BROKER	INVESTMENT	CUSIP #	INT RATE	TERM	MATURITY DATE	Cost Basis Value	Current Period Paid Earnings	Current Year Paid Earnings
MONEY MARKET									
	ICD			0.40%			\$ 119,520.37	\$ 3,821.98	\$ 3,821.98
	LAKE CENTRAL CHECKING			0.50%			\$ 3,146,518.90	\$ 2,864.68	\$ 2,864.68
	NORTHLAND SECURITIES			VARIES			\$ 6,486.08	\$ 24.65	\$ 24.65
	LPL Financial			VARIES			\$ 502.04	\$ 70.41	\$ 70.41
	Lake Central CD			4.00%			\$ 7,371.82	\$ -	\$ -
	4M FUND	Dividend Reinvest-average monthly rate 4.683%		VARIES	LIQUID	N/A	\$ 39,629.33	\$ 174.91	\$ 174.91
	4M PLUS FUND	Dividend Reinvest -average montly rate 4.686%		VARIES	LIQUID	N/A	\$ 2,911.46	\$ 13.03	\$ 13.03
					(TOTAL 4M PLUS)		\$ 42,540.79	\$ 187.94	\$ 187.94
						Money Market Total	\$ 3,322,940.00	\$ 6,969.66	\$ 6,969.66
SHORT,MID & LONG TERM INVESTMENTS									
PURCHASE DATE	BROKER	INVESTMENT	CUSIP #	INT RATE	TERM	MATURITY DATE	Cost Basis Value	Total	
10/20/2022	NORTHLAND SECURITIES	Bank Hapoalium, B M New York	06251A-4V-9	4.75%	18 mos	5/6/2024	\$ 111,000.00	\$	111,000.00
7/20/2022	Lake Central Bank CD	Annandale, MN		3.5000%	12 mos	7/20/2024	\$ 250,000.00	\$	250,000.00
7/25/2022	ICD	Ally Bank Midvale, UT	02007GWW9	3.35%	24 mos	7/28/2025	\$ 200,000.00		
7/29/2020	ICD	BMO Harris, Chicago, IL	05600XAN0	0.55%	4 yrs	7/29/2024	\$ 250,000.00		
6/24/2021	ICD	Texas Exchange Bank, Crowley TX	88241TLK4	0.50%	3 yrs	7/9/2024	\$ 101,000.00		
3/24/2021	ICD	BMW Bank of Amer, Salt Lake City, UT	05580AZD9	0.45%	3 yrs	3/26/2024	\$ 178,000.00		
12/27/2021	ICD	State Bank of India, New York, NY	856285B59	1.40%	5 yrs	12/30/2026	\$ 101,000.00	\$	830,000.00
12/22/2022	LPL Financial	Ally Bank, MidVale, UT	02007GQA4	2.65%		4/29/2024	\$ 250,000.00		
12/22/2022	LPL Financial	Barclays Bank DE, DE	06740KRG4	4.90%		11/18/2024	\$ 250,000.00		
12/22/2022	LPL Financial	Capital One NA, Mclean, VA	14042RSH5	3.30%		7/1/2024	\$ 100,000.00		
12/22/2022	LPL Financial	Manufacturers & Traders, Buffalo, NY	564759RK6	4.85%		6/17/2024	\$ 250,000.00		
1/10/2024	LPL Financial	Flagstar Bank NA, Hicksville, NY	33847GBV3	4.70%	12 mos	1/9/2025	\$ 139,000.00		
1/9/2024	LPL Financial	Wells Fargo Bank NA, Sioux Falls, SD	949764KQ6	4.70%	12 mos	1/8/2025	\$ 245,000.00	\$	1,234,000.00
						Investments Total	\$ 2,425,000.00	\$	2,425,000.00
						MM & Investments Total	\$ 5,747,940.00		
						Interest	\$ 6,969.66		
						Total	\$ 5,754,909.66		

Annandale-Maple Lake-Howard Lake Wastewater Commission
Statement of Investments
Jan-24

PURCHASE DATE	BROKER	INVESTMENT	CUSIP #	INT RATE	TERM	MATURITY DATE	COST BASIS VALUE	CURRENT PERIOD PAID EARNINGS	CURRENT YEAR PAID EARNINGS
MONEY MARKET							\$ 909,613.39	\$ 113.50	\$ 113.50
							\$ 909,613.39	\$ 113.50	\$ 113.50
Star Bank checking		Star Bank, Annandale, MN							
SHORT TERM INVESTMENTS									
8/17/2023	Star Bank	Star Bank, Annandale, MN	812880121	3.75%	12 mos	8/17/2024	\$ 116,606.98	\$ -	\$ -
							\$ 116,606.98	\$ -	\$ -
							\$ 1,026,220.37		
Total Earnings Paid This Period		\$	113.50						
1/31/2024									
Total Current Investments:									
Star Bank CD		\$ 116,606.98	703-10400						
Total Checking		\$ 909,613.39	703-10101						
Total Investment Spreadsheet		\$ 1,026,220.37							
Total From Cash Allocation - Civic		\$ 1,026,220.37							
Difference		\$ -							

AnnandaleFire Department

Incident Type Report (Summary) (Modified)

Alarm Date Between {02/01/2024} And {02/29/2024}

Incident Type		Count	Percent
1 Fire			
131	Passenger vehicle fire	1	2.56 %
		<u>1</u>	<u>2.56 %</u>
2 Overpressure Rupture, Explosion, Overheat(no fire)			
251	Excessive heat, scorch burns with no ignition	1	2.56 %
		<u>1</u>	<u>2.56 %</u>
3 Rescue & Emergency Medical Service Incident			
311	Medical assist, assist EMS crew	29	74.35 %
323	Motor vehicle/pedestrian accident (MV Ped)	1	2.56 %
		<u>30</u>	<u>76.92 %</u>
6 Good Intent Call			
611	Dispatched & cancelled en route	3	7.69 %
632	Prescribed fire	1	2.56 %
		<u>4</u>	<u>10.25 %</u>
7 False Alarm & False Call			
743	Smoke detector activation, no fire - unintentional	3	7.69 %
		<u>3</u>	<u>7.69 %</u>

Total Incident Count: 39

DMV Annual Revenue Summary

	2021		2022		2023		2024		Monthly
	Motor Vehicle		Motor Vehicle		Motor Vehicle		Motor Vehicle		Variance
	Monthly	Cumulative	Monthly	Cumulative	Monthly	Cumulative	Monthly	Cumulative	2023 to 2024
Jan	\$ 17,265	\$ 17,265	\$ 20,614	\$ 20,614	\$ 20,110	\$ 20,110	\$ 30,075	\$ 30,075	\$ 9,965
Feb	\$ 22,133	\$ 39,398	\$ 22,571	\$ 43,185	\$ 23,144	\$ 43,254	\$ 31,070	\$ 61,145	\$ 7,926
Mar	\$ 21,456	\$ 60,854	\$ 18,214	\$ 61,399	\$ 16,825	\$ 60,079		\$ 61,145	\$ (16,825)
April	\$ 21,120	\$ 81,974	\$ 16,468	\$ 77,867	\$ 15,809	\$ 75,888		\$ 61,145	\$ (15,809)
May	\$ 17,199	\$ 99,173	\$ 15,647	\$ 93,514	\$ 18,889	\$ 94,777		\$ 61,145	\$ (18,889)
June	\$ 15,978	\$ 115,151	\$ 14,847	\$ 108,361	\$ 15,868	\$ 110,645		\$ 61,145	\$ (15,868)
July	\$ 15,422	\$ 130,573	\$ 14,857	\$ 123,218	\$ 13,500	\$ 124,145		\$ 61,145	\$ (13,500)
Aug	\$ 13,809	\$ 144,382	\$ 13,258	\$ 136,476	\$ 14,586	\$ 138,731		\$ 61,145	\$ (14,586)
Sept	\$ 13,443	\$ 157,825	\$ 12,300	\$ 148,776	\$ 12,117	\$ 150,848		\$ 61,145	\$ (12,117)
Oct	\$ 12,706	\$ 170,531	\$ 12,475	\$ 161,251	\$ 13,818	\$ 164,666		\$ 61,145	\$ (13,818)
Nov	\$ 12,755	\$ 183,286	\$ 12,715	\$ 173,966	\$ 11,704	\$ 176,370		\$ 61,145	\$ (11,704)
Dec	\$ 14,420	\$ 197,706	\$ 14,827	\$ 188,793	\$ 16,348	\$ 192,718		\$ 61,145	\$ (16,348)
	DNR Transactions		DNR Transactions		DNR Transactions		DNR Transactions		
	Monthly	Cumulative	Monthly	Cumulative	Monthly	Cumulative	Monthly	Cumulative	
Jan	\$ 2,314	\$ 2,314	\$ 1,572	\$ 1,572	\$ 2,087	\$ 2,087	\$ 1,746	\$ 1,746	\$ (341)
Feb	\$ 1,225	\$ 3,539	\$ 2,069	\$ 3,641	\$ 1,107	\$ 3,194	\$ 1,432	\$ 3,178	\$ 325
Mar	\$ 1,373	\$ 4,912	\$ 1,556	\$ 5,197	\$ 1,026	\$ 4,220		\$ 3,178	\$ (1,026)
April	\$ 2,860	\$ 7,772	\$ 1,667	\$ 6,864	\$ 1,397	\$ 5,617		\$ 3,178	\$ (1,397)
May	\$ 2,747	\$ 10,519	\$ 2,494	\$ 9,358	\$ 3,091	\$ 8,708		\$ 3,178	\$ (3,091)
June	\$ 1,827	\$ 12,346	\$ 2,029	\$ 11,387	\$ 2,365	\$ 11,073		\$ 3,178	\$ (2,365)
July	\$ 1,891	\$ 14,237	\$ 1,703	\$ 13,090	\$ 1,166	\$ 12,239		\$ 3,178	\$ (1,166)
Aug	\$ 860	\$ 15,097	\$ 796	\$ 13,886	\$ 1,027	\$ 13,266		\$ 3,178	\$ (1,027)
Sept	\$ 1,001	\$ 16,098	\$ 977	\$ 14,863	\$ 711	\$ 13,977		\$ 3,178	\$ (711)
Oct	\$ 587	\$ 16,685	\$ 496	\$ 15,359	\$ 536	\$ 14,513		\$ 3,178	\$ (536)
Nov	\$ 557	\$ 17,242	\$ 653	\$ 16,012	\$ 1,481	\$ 15,994		\$ 3,178	\$ (1,481)
Dec	\$ 1,510	\$ 18,752	\$ 3,436	\$ 19,448	\$ 1,261	\$ 17,255		\$ 3,178	\$ (1,261)
	DL Transactions		DL Transactions		DL Transactions		DL Transactions		
Total	\$ 216,458		\$ 208,241		\$ 209,973		\$ 64,323		



City Council Agenda

March 18, 2024

Agenda Section: Consent

Agenda No. 7C

Report From: Kelly Hinnenkamp, Admin

Agenda Item: Special Events

Core Strategy:

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

Background

The following events were requested:

- GRRL- Joah's Ark Petting Zoon
- GRRL- Now Make Art
- Lion's- Easter Egg Hunt

Recommended Action

Approve as presented

Attachments:

Events



ANNANDALE POLICE DEPARTMENT

Special Event Application

Name: CARLA ASFELD Home Phone: 320.274.8448
Address: 30 CEDAR ST E Fax Number: _____
City, State, Zip: ANNANDALE, MN 55353 Email Address: carlaa@grrl.lib.mn.us
Event Name: Joah's Ark Petting Zoo Event Date: Tuesday, June 4, 2024
Set up time: 8:00 ~~8:00~~ a.m. Event time (start end): 9:00 am - 12:00 pm ~~10:00 a.m. to 1:00 p.m.~~ Estimated # of participants: 125

Event Description: To kick off the library summer reading program "Read Renew Repeat" the library will host a petting zoo in the library parking lot.

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

Contact person: Carla Asfeld Phone number: 320.224.9795

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): _____

Annandale Public Library Parking Lot.

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

* Public Works

Traffic cones to block off the library parking lot from 9 am -1 pm. A source of electricity may be necessary. Joah's Ark will supply hand sanitizer and insurance.

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: Carla Asfeld Date: 2-29-2024

OFFICE USE ONLY – ANNANDALE POLICE DEPARTMENT

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

APD comments: Let staff know where cones are needed

APD approval signature: P. Staveland Date: 3-1-24

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



ANNANDALE POLICE DEPARTMENT

Special Event Application

Name: CARLA ASFELD Home Phone: 320.274.8448
Address: 30 CEDAR ST E Fax Number: _____
City, State, Zip: ANNANDALE, MN 55353 Email Address: carlaa@grrl.lib.mn.us
Event Name: Now.Make.Art Event Date: Friday, July 26, 2024
Set up time: 8:00 a.m. Event time (start end): 9:00 a.m. to 12:00 p.m. Estimated # of participants: 125
Event Description: The library will host an outdoor Legacy event where participants will be able to create a clay city. The clay city is not permanent and will be taken down after the program.
Serving alcohol and/or food? Yes ☒ no Business/liquor License holder: _____
Contact person: Carla Asfeld Phone number: 320.224.9795
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): _____
Annandale Public Library Parking Lot.
Safety Procedures (ie: traffic control, event personnel, other facilities as needed, etc): _____

Traffic cones to block off the library parking lot from 9 am -1 pm.

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: Carla Asfeld Date: 3-1-2024

OFFICE USE ONLY – ANNANDALE POLICE DEPARTMENT

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

APD comments: None

APD approval signature: P. Standup Date: 3-5-24

City Council approval (if applicable) yes ☒ no Date: _____

*Public Works



ANNANDALE POLICE DEPARTMENT

Special Event Application

Name: Pat Hill Home Phone: 612-387-3883
Address: 6675 Jasper Ave NW Fax Number: ---
City, State, Zip: Annandale MN 55302 Email Address: phill@remax.net
Event Name: Lions Easter hunt Event Date: 3/30/24
Set up time: 6:00 Event time (start end): 10-10:30 Estimated # of participants: 600
Event Description: Lions Easter Egg hunt held
on street OK City Park

Serving alcohol and/or food? Yes ☒ No ☐ Business/liquor License holder: _____
Contact person: Pat Hill Phone number: 612-387-3883
Starting location (if applicable): City Park
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): City
street located in front of Pavilion

Safety Procedures (ie: traffic control, event personnel, other facilities as needed, etc): City
Barcades to shut street down
and officer to start event.

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: [Signature] Date: 2/22/24

OFFICE USE ONLY - ANNANDALE POLICE DEPARTMENT

Number of cars required: 0 Number of officers required: 0 x \$40/hour = \$ 0
APD comments: None
APD approval signature: [Signature] Date: 3-01-24
City Council approval (if applicable) yes/no _____ Date: _____

* Public
Works &
Police
Dept



City Council Agenda

March 18, 2024

Agenda Section: Consent

Agenda No. 7D

Report From: Kelly Hinnenkamp, Admin

Agenda Item: Resolution Accepting Donations

Core Strategy:

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

Background

Attached is a Resolution Accepting the following donations:

Annandale Baseball/Softball Association- Picnic Tables at Rec Park- \$4,348.87

Recommended Action

Approve as presented

Attachments:

Resolutions

**CITY OF ANNANDALE
RESOLUTION NO. 24-XX**

RESOLUTION ACCEPTING DONATIONS TO CITY

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

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

DONOR/ENTITY	DESCRIPTION/PURPOSE	CASH
Annandale Baseball/Softball Association	Recreation Park Picnic Tables	\$4,348.87

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

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

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

1. The donations described above are accepted and shall be used to establish and/or operate services either alone or in cooperation with others, as allowed by law.
2. The city clerk is hereby directed to issue receipts to each donor acknowledging the city's receipt of the donor's donation.

Adopted by the City Council of Annandale this 18th day of March, 2024.

Shelly Jonas, Mayor

Attested:

Kelly Hinnenkamp, City Administrator/Clerk



City Council Agenda

March 18, 2024

Agenda Section: Consent

Report From: Kelly Hinnenkamp, Admin

Agenda No. 7E

Agenda Item: Proclamation Declaring Skip Dolan Day

Core Strategy:

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

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

Background

Attached is the Proclamation presented to Skip Dolan declaring March 1, 2024 Skip Dolan Day.

Recommended Action

Approve as presented

Attachments:

Proclamation

CITY OF ANNANDALE PROCLAMATION

WHEREAS, the Mayor and the Annandale City Council wish to publicly acknowledge and congratulate Donald “Skip” Dolan on the impact he has made on countless student lives throughout teaching and coaching in the Annandale area for over 40 years; and

WHEREAS, Skip has lived in the Annandale area for 43 years with his wife Cathy, raising three children and being Grandpa to 8 children; and

WHEREAS, as head Coach of the Annandale Cardinals, Skip has lead teams in nearly 90 seasons, including a Basketball State Championship (2022), Conference Championships in Annandale Football, Girl’s and Boy’s Basketball and Girl’s Softball; and multiple state tournament appearances; and

WHEREAS, Skip has been named Annandale Coach of Excellence, 11-time Section Coach of the Year and 2-time State Coach of the Year, CAF Hall of Fame, MN State HS Coaches Hall of Fame, MN Basketball Coaches Hall of Fame, MN Softball Coaches Hall of Fame and John Wooden Legacy Award. He has coached two-plus generations of Annandale Cardinals, including his own sons and one of his grandsons; and

WHEREAS, Skip, through many impressive seasons, his contribution, as noted by many, is the lasting impact he has as a mentor and his investment in the people his players can become.

NOW, THEREFORE, I, SHELLY JONAS, MAYOR OF ANNANDALE, do hereby proclaim March 1, 2024 as

SKIP DOLAN DAY

in Annandale. The City of Annandale offers our congratulations to Skip and his wife, Cathy, for her involvement and support.

Signed and sealed this 1st day of March 2024

Shelly Jonas, Mayor



City Council Agenda

March 18, 2024

Agenda Section: Consent

Agenda No. 7F

Report From: Joe Haller, PW Director

Agenda Item: Bids for City Hall/Church Parking Lot

Core Strategy:

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

Background

The following bids were received for reclaiming the City Hall and Church Parking Lot:

- Diversified Paving \$115,318.00
- Omann Contracting \$116,700.00
- Mid Minnesota \$136,135.00

The City has an agreement with St. Ignatius Church, in exchange for the City being allowed to use the parking lot for staff parking, the City is responsible for maintaining the parking lot.

The project is proposed to be funded with the Building Capital Outlay fund.

Recommended Action

Approve as presented

Attachments:

None



City Council Agenda

March 18, 2024

Agenda Section: Consent

Agenda No. 7G

Report From: Kelly Hinnenkamp, City Administrator

Agenda Item: Declare Vacancy- PT Admin Assistant

Core Strategy:

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

Background

Personnel is recommending declaring a vacancy in the PT Admin Assistant Position. This position will work 16-24 hours a week in the Administration Department and assist with finance and administrative duties of the Administration Department. The funds for this position were included in the 2024 Budget.

Recommended Action

Approve as presented

Attachments:

Job Description

PT ADMINISTRATIVE ASSISTANT

NATURE OF WORK

This position works in the Administration department for the City of Annandale. It includes general clerical, typing, secretarial and receptionist work. Public contact is involved dealing with a wide range of matters. Responsibilities include work in payroll, utility billing, accounts payable/receivable, bookkeeping/accounting, planning and zoning, and other areas as needed. The volume and type of work varies and schedule of work hours will vary.

EXAMPLES OF WORK

- ◆ Attends the counter as a receptionist furnishing information, conducting routine transactions, receiving telephone calls, message taking, and assisting with City utility payments and other questions.
- ◆ Prepares forms, letters, memos, reports, and statements, and issues various municipal permits and licenses as necessary.
- ◆ Assists with City mailing and distribution system.
- ◆ Performs data entry for various City computer programs.
- ◆ Assists with scheduling the use of City buildings and collects appropriate rental fees.
- ◆ Assists with City accounts payable/receivable and work with vendors on account questions and related work.
- ◆ Assists with payroll processing.
- ◆ Assists with planning and zoning as needed.
- ◆ Performs other work as requested.

EDUCATION AND EXPERIENCE

Education equivalent to high school graduation is required. One to three years of related experience is desired.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles and practices of bookkeeping or the ability to acquire such knowledge in a very short period of time.

Knowledge of English, spelling, punctuation and arithmetic.

Skill and ability to maintain accurate record keeping systems.

Considerable ability to follow oral and written instructions.

Ability to collect money and maintain accurate balances for bank deposits.

Ability to prepare accurate and thorough reports.

Skill in public/customer relations and the ability to maintain effective working relationships with other employees.

Skills in use of modern office equipment, particularly computers and computer software.

ACCOUNTABILITIES/CONDITIONS

Reports to: City Administrator

Work Direction: None

Physical Requirements:

Ability to walk, stand, bend, squat, crawl, sit up and look up.

Ability to see/observe various activities related to job.

Ability to hear voices and radios.

Ability to lift/carry weight of 50 pounds or more.

F.L.S.A. Classification:

1) No Exemption Status

2) Non-Supervisory

3) Non-Exempt Overtime

Pay Equity Value Points: 150



City Council Agenda

March 18, 2024

Agenda Section: Consent

Agenda No. 7H

Report From: Kelly Hinnenkamp, City Administrator

Agenda Item: Certification of Deferred Assessments

Core Strategy:

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

Background

The City had the following deferred assessments come due in 2023:

PID	Deferred Amount	Address	Type of Deferral
102-020-003090	\$ 4,822.69	115 Maple Ave N	Senior Deferral
102-012-002020	\$ 7,384.83	625 Pleasant Ave N	Until Developed

When deferred assessment come due, the City can require the amounts certified to be paid in full, to abate the assessment or recertify under the same terms as the original assessment.

In prior incidents, where the assessments were related to a Senior Deferral, the City recertified under the same terms as the original assessment. Staff would recommend this for property 102-020-003090.

Staff would recommend Council consider abating the current deferred assessment for 102-012-002020. This assessment is related to the installation of water and sewer on Lake Drive East. Prior to the current owner platting the lots, there were existing lots adjacent to the main parcel owned by the current owner that could have been improved. Now that the property is platted, the owner would need to request a subdivision of land in order to create and improve additional lots. Payment of this benefit could be a condition of plat approval if the owner were to request the subdivision.

Recommended Action

Approve as presented

Attachments:

Resolution Approving Certification and Abatement of Deferred Assessments

RESOLUTION
NO. 24-__

RESOLUTION CERTIFYING DEFERRED ASSESSMENTS

WHEREAS, the following deferred assessments came due in 2023:

PID	Deferred Amount	Address	Type of Deferral
102-020-003090	\$ 4,822.69	115 Maple Ave N	Senior Deferral
102-012-002020	\$ 7,384.83	625 Pleasant Ave N	Until Developed

WHEREAS, the City Council has reviewed the Deferred Assessments and determined the listed properties still have benefit from the improvements that were assessed against the property; and

WHEREAS, the City Council desires for the following deferred assessments to be certified under the same terms as the original assessment and to continue the deferment of the assessment under the same conditions as follows:

PID	Assessed Amount	Term	Interest Rate	Project Number	Status
102-020-003090	\$ 4,822.69	15	5.0%	29102	Senior Deferral

WHEREAS, the City Council desires for the following deferred assessments to be abated due to the inability for the owner to develop the property and receive the benefit of the improvement:

PID	Assessed Amount	Project Number	Status
102-012-002020	\$ 7,384.83	29102	Assessment Abated

NOW, THEREFORE, BE IT RESOLVED that the City Council of Annandale, Wright County, Minnesota does hereby order the aforementioned special assessments.

WHEREUPON, said resolution was declared duly passed and adopted this 18th day of March 2024.

City Clerk



City Council Agenda

March 18, 2024

Agenda Section: Consent

Agenda No. 7I

Report From: Kelly Hinnenkamp, City
Administrator

Agenda Item: ABBSB Request for Funding

Core Strategy:

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

Background

The Annandale Lion's received a request from Annandale Baseball/Softball (ABBSB) for funds in the amount of \$5000 to complete improvements of the 2nd level of the Rec Park Concession Stand. The Lion's are recommending the Council consider funding this request with funds donated to the City by the Lion's.

The proposed improvements would complete the interior improvements of the 2nd level which is used for storage and as a game/tournament staging area. Staff would propose the funds to be paid for from the Rec Park Fund, which received donations from the Lion's for the construction of the Concession Stand.

Recommended Action

Approve as presented

Attachments:

None



City Council Agenda

March 18, 2024

Agenda Section: Consent

Agenda No. 7J

Report From: Kelly Hinnenkamp, City
Administrator

Agenda Item: Approve Sale of Trailer

Core Strategy:

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

Background

The Annandale Fire is requesting to sell the trailer that was replaced with a recent purchase. The estimated value of the trailer is \$3000-5000.

Recommended Action

Approve as presented

Attachments:

None



City Council Agenda

March 18, 2024

Agenda Section: Consent

Agenda No. 7K

Report From: Kelly Hinnenkamp, City Administrator

Agenda Item: SCDP Funds

Core Strategy:

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

Background

The City received funds through MN DEED's Small Cities Development Program (SCDP Funds). Funds were received for commercial projects and for mixed-use projects. Under the commercial portion of the program, each project was eligible for \$25k worth of funding. A portion of this amount was forgivable loan over a five-year period and the remaining was a low interest loan paid back over 5 years at 2%. All funds under the commercial portion of the initial grant have been committed and the City has been taking repayment on the initial low interest loans provided. There are currently 8 projects in repayment and the current balance of the repaid amount is \$38,448.13.

Lu's Café has requested assistance with funding the completion of their roof and façade project. They qualify for SCDP funds under the mixed-use portion of the funding, which still has funding available. This funding will help with the cost of the roof repairs needed. They are looking for additional SCDP funding under the commercial portion of the program to complete the siding. Currently, the commercial portion of the project does not have any funds available.

Staff recommends providing \$25,000 from the amount repaid under the current program to be reinvested into the SCDP program to assist with the funding of this project. The terms of funding would be the same as all the projects that received funding under this program.

Recommended Action

Approve as presented

Attachments:

None



City Council Agenda

March 18, 2024

Agenda Section: Consent

Agenda No. 7L

Report From: Kelly Hinnenkamp, City
Administrator

Agenda Item: 2023 Fund Transfers

Core Strategy:

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

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

Background

Staff is recommending the attached end of year fund transfers.

Recommended Action

Approve as presented

Attachments:

None

TRANSFERS- 12/31/2023

Proposed Transfers for 12/31/2023

TRANSFER OUT		TRANSFER IN		AMOUNT	DESCRIPTION
FUND 425 (LIONS PK DONATION)	425-49300-733	FUND 460 (PARK FUND)	460-39201-000	\$ 65,000.00	SPLASH PAD
FUND 425 (LIONS PK DONATION)	425-49300-733	FUND 497 (POLICE EQUIP)	497-39201-999	\$ 1,687.00	LASER
FUND 466 (2020 IMP PROJECT)	466-49300-733	FUND 341 (2020A BOND)	341-39201-000	\$ 51,994.95	CAPITAL FUND BALANCE
FUND 407 (EDA FUND)	407-46500-724	FUND 651 (CEMETERY FUND)	651-39201-000	\$ 2,865.00	FARM LAND RENT
FUND 407 (EDA FUND)	407-46500-724	FUND 460 (PARK FUND)	460-39201-000	\$ 8,595.00	FARM LAND RENT
FUND 101 (ESCROW FUND)	471-46500-421	FUND 344 (2023A)	344-39203-000	\$ 14,250.00	ESCROW TOWARDS ASSESSMENT
FUND 103 (ESCROW FUND)	103-49300-733	FUND 344 (2023A)	344-39203-000	\$ 120,000.00	ESCROW TOWARDS ASSESSMENT



City Council Agenda

March 18, 2024

Agenda Section: Consent

Agenda No. 7L

Report From: Kelly Hinnenkamp, City Administrator

Agenda Item: RFP- Columbarium

Core Strategy:

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

Background

The City has received interest in expanding the Pleasantview Cemetery with the construction of a Columbarium that would house above-ground niches for cremations. The interested parties have expressed interest in donating towards the project.

City staff reached out to companies that develop these sites to get a better understanding of the project scope and costs. Staff expects the total project cost to exceed the competitive bidding threshold of \$175k that is required by state law. After reviewing the project and state law requirements related to competitive bidding with the City Attorney, staff is recommending issuing an RFP for the construction of a columbarium.

Attached is a draft of the proposed RFP. Once proposals are received, staff will work with the Cemetery and Finance Committees to review the proposals and develop a recommendation for Council consideration.

Recommended Action

Approve as presented

Attachments:

None

Request for Proposal (RFP) for Construction of a Columbarium

PROJECT OVERVIEW

The City of Annandale is seeking proposals from qualified contractors for the construction of a columbarium. The columbarium is intended to be a focal point of the Pleasantview Cemetery serving the needs of our community as a dignified final resting place for cremated remains. The selected contractor will be responsible for all aspects of the construction process, including site preparation, foundation work, construction of the columbarium structure, landscaping, and any necessary permits.

SCOPE OF WORK

The project includes the design, fabrication, and installation of a columbarium structure, landscaping, site preparation, and other related activities. The proposed budget for the City is _____.

KEY REQUIREMENTS

1. Design and Construction: Provide a comprehensive design for the columbarium structure, ensuring aesthetic appeal, durability, and compliance with all relevant building codes and regulations. The proposed design should address the following considerations:
 - a. Design capacity that has a phased approach to meet current and future needs of the community based on industry standards and recommendations.
 - b. Optimize the use of available space for niche layout and include a gathering space that is approximately __x__ that allows for onsite services and serves as a focal point for the site.
 - c. Ensure a clear pathway for visitors and maintenance personnel with poured concrete access to all niches, benches and gathering spaces.
 - d. Provide landscaping and architectural elements for visual appeal.
2. Site Preparation: Conduct site surveys, excavation, grading, and preparation of the area for columbarium installation.
3. Materials and Workmanship: Use high-quality materials and ensure superior workmanship throughout the construction process.
4. Compliance: Ensure that all construction activities adhere to local, state, and federal regulations, including building codes and environmental standards.
5. Timeline: Provide a detailed project timeline, including milestones and completion dates.

SUBMISSION GUIDELINES

Interested contractors are invited to submit their proposals, which should include the following:

1. Company profile and relevant experience in similar construction projects.
2. Proposed timeline and schedule for completion.
3. Proposed site layout including an explanation of design elements
4. Detailed cost estimate, including materials, labor, and any additional expenses.
5. References from previous clients or projects.
6. Any additional information or qualifications that demonstrate suitability for the project.

RFP TIMELINE

- Deadline for submission of proposals: April 19, 2024
- Selection of contractor: May 13, 2024
- Commencement of construction: June 1, 2024

CONTACT INFORMATION

For inquiries and submission of proposals, please contact:

Kelly Hinnenkamp, City Administrator
City of Annandale
Phone: 320-274-3055
Email: khinnenkamp@annandale.mn.us

Note: The City of Annandale reserves the right to accept or reject any proposals and to negotiate terms with selected contractors. The chosen contractor will be required to enter into a formal agreement outlining the terms and conditions of the project.



City Council Agenda

March 18, 2024

Agenda Section: Consent

Report From: Jacob Thunander, Community Development Director

Agenda No. 7N

Agenda Item: Consideration of Lease Agreement with 10,000 Lakes Recreation for Recreational Rental Equipment

Core Strategy:

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

BACKGROUND

From the Park Commission recommendation to increase recreational amenities at the Municipal Park, the Council approved working with 10,000 Lakes Recreation. In addition to paddleboard rentals, the proposal would also add kayak rentals available at the beach of the Municipal Park. The Council previously approved a license agreement for the paddleboards, but it was requested to consolidate the paddleboard and kayak licenses into one document.

The license agreement is similar to the previously approved document. The following are proposed changes to the license agreement:

- Adds kayak rentals with paddleboard rentals.
- Identifies location of kiosks in Municipal Park (see Exhibit A).
- The licensee will be responsible for payment of the concrete, the Public Works Department will install the concrete pad.
- Proposed fee is \$1,200 and is valid for 3 years, from May-October of each year.
- Kiosks will stay throughout the winter, but the equipment will be stored off-site on the licensee's property.
- Hours of operation will not be posted on a sign, but rather available on the HIWater app. The hours of operation are 7 a.m. to 7 p.m.
- Per the recommendation of the City Attorney, the general liability insurance with limits was amended to \$500,000 per occurrence and \$1,500,000 aggregate and naming the City as an additional insured.

Recommended Action

Approve license agreement as included.

Attachments:

- License Agreement

LICENSE AGREEMENT

This Agreement is entered into on _____, 2024, by and between 10,000 Lakes Recreation (hereinafter referred to as "Licensee"), and City of Annandale, a Minnesota municipal corporation (hereinafter referred to as "City").

RECITALS:

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

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

1. City hereby grants to Licensee, or its agents, a License for the purpose of installing and maintaining a paddle board rental kiosk and a kayak rental kiosk in the Park. Licensee's kiosk will shall be located on a concrete pad as identified in Exhibit A. The concrete will be at the cost of the licensee, with the City's Public Works Department responsible for installing the concrete pad.
2. Licensee shall pay to the City a fee of \$1,200 for this License. This fee shall be due and payable on or before May 1, 2024.
3. This License shall be in effect from May 1, 2024 through October 30, 2024, May 1, 2025 through October 30, 2025, and May 1, 2026 through October 30, 2026, at which time it shall expire and be of no further force and effect. The kiosks will stay on site year round, but the equipment is to be stored on the Licensees property outside of the noted dates.
4. Licensee shall maintain the kiosk and all rental equipment in a safe and aesthetically pleasing manner. Licensee shall remedy any equipment and kiosk safety and maintenance concerns or vandalism within 24 hours of notice from the City. Licensee shall provide an email or cell phone contact number for notice purposes. Said notice shall be effective immediately.
5. Licensee shall require all users to be 18 years of age or supervised by an adult. Licensee shall take any and all precautions associated with its personal property to ensure the safety of the users during the term of this Agreement. Licensee shall post hours of operation internally on their app, which are from 7 a.m. to 7 p.m.
6. Licensee shall obtain any other licenses or permits required for its business and shall provide a copy of such licenses to the City.
7. Licensee shall indemnify, defend and hold harmless the City, its council members and employees from and against all claims including personal injury and property damage claims, including all damages, losses, and expenses, including but not limited to attorney's fees and costs, arising out of or the result caused by the negligent acts or omissions of the Licensee and its agents on the City Park. Licensee shall provide a certificate of insurance to City evidencing general liability insurance with limits of at least \$500,000 per occurrence and

\$1,500,000 aggregate, naming City as an additional insured. The City does not, by this agreement, waive any applicable statutory tort limits.

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

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

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

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

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

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

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

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

This Agreement shall be effective this _____ day of _____, 2024, in Annandale, Minnesota.

10,000 Lakes Recreation

By _____

Its _____

CITY OF ANNANDALE:

Shelly Jonas, Mayor

Kelly Hinnenkamp, City Administrator

EXHIBIT A





City Council Agenda

March 18, 2024

Agenda Section: Consent

Report From: Administration

Agenda No. 70

Agenda Item: Consideration of Resolution Denying Zoning Text Amendment Related to THC Retail Establishment

Core Strategy:

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

BACKGROUND

Council reviewed a request from Best Buds of A Town LLC on January 16, 2024. Council found that the text amendment as proposed by the applicants was not in the best interest of the City at this time.

As required, a resolution summarizing the decision is attached for approval.

No application of a property owner for an amendment to the text of the Chapter or to the zoning map shall be reconsidered by the City Council within the one (1) year period following a denial of such request, except the City Council may permit a new application or reconsideration, if in the opinion of the City Council, it is warranted by new evidence or a change of circumstances.

Recommended Action

Approve resolution.

Attachments:

- Resolution: Denying a Request from Best Buds Of A Town LLC. for an Amendment to the Annandale Zoning Code Related to THC Retail Establishments in the C-2 District

**CITY OF ANNANDALE
RESOLUTION NO. 24-XX**

**A RESOLUTION DENYING A REQUEST FROM BEST BUDS OF A TOWN LLC. FOR
AN AMENDMENT TO THE ANNANDALE ZONING CODE RELATED TO THC
RETAIL ESTABLISHMENTS IN THE C-2 DISTRICT**

WHEREAS, the applicants, Best Buds of A Town LLC., initiated a land use application on December 29, 2023 for zoning text amendment. The request would allow THC Retail Establishments within 250 feet of parks and 750 feet from schools or allows the State Highway or Railroad to serve as an additional buffer to parks or schools for properties zoned C-2 (Central Business District – Fringe).

WHEREAS, based on a review of the application, the Planning Commission recommendation from January 16, 2024, and the written staff report, and after careful consideration of other written and oral comments concerning the requested zoning code text amendment, the City Council finds that the text amendment as proposed by the applicants is not in the best interests of the City and fails to align with the long-term interest and well-being of the community.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Annandale, Minnesota that all recitals set forth in this Resolution are incorporated into and made part of this Resolution, and more specifically, constitute the express findings of the City Council.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the City Council of the City of Annandale, Minnesota that based on the findings contained herein, the City Council denies the applicant's requested zoning code text amendment.

Adopted by the City Council of Annandale this 18th day of March, 2024.

Shelly Jonas, Mayor

Attested:

Kelly Hinnenkamp, City Administrator/Clerk



City Council Agenda

March 18, 2024

Agenda Section: Consent

Report From: Jacob Thunander, Community Development Director

Agenda No. 7P

Agenda Item: Consideration of Extending Purchase Agreement with LEI Packaging

Core Strategy:

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

SITE INFORMATION

PID:	102-082-002010
Zoning District:	I-1 Industrial District
Comprehensive Plan:	Industrial
Acreage:	3.34 acres

BACKGROUND

The Council approved entering into a purchase agreement with LEI Packaging (Paul Johnson) on December 11, 2023. The applicant has proposed a 40,000 square foot manufacturing/warehousing building with 20 full time jobs. The estimated building cost is 3 million dollars with an additional 7 million dollars in equipment.

The purchase agreement was to be entered into within 90 days from approval or March 10, 2024. Mr. Johnson has submitted a request to extend the purchase agreement as they continue working on the planning stages of the development. They intend to begin construction in the summer of 2024.

Recommended Action

Approve 90-day extension of purchase agreement to June 16, 2024.

Attachments:

- Letter of Request for Extension of Purchase Agreement
- Purchase Agreement
- Concept Plan

Property:





LEI Packaging LLC
29720 Lofton Ave
Chisago City, Mn 55013
pauljohnson@leipackaging.com

March 11, 2024

City of Annandale (Jacob Thunander)
30 Cedar St East
Annandale, MN 55302

To Whom It May Concern,

LEI Packaging is in planning stages to build on parcel 102082002010 & request extension on Purchase Agreement relating to PID 102082002010.

LEI Packaging is honored to work with the City of Annandale on this expansion. LEI plans to build in Summer of 2024 and install equipment Jan/Feb 2025. Thank-you for your consideration.

Regards,

Paul Johnson



Paul Johnson

Chief Manager 29720 Lofton Ave Chisago, MN 55013 **Cell-763-670-3536 Direct – 651-257-6648**

**PURCHASE AGREEMENT
(VACANT LAND- COMMERCIAL)**

THIS AGREEMENT is made as of _____, 2023 between LEI Enterprises, LLC, a Minnesota limited liability company, or its assigns, ("Buyer"), and the City of Annandale, a Minnesota municipal corporation, ("Seller").

In consideration of this Agreement, Seller and Buyer agree as follows:

1. Sale of Property. Seller agrees to sell to Buyer, and Buyer agrees to buy from Seller, the property consisting of 3.34 acres \pm of Wright County PID 102082002010, all of which property Seller has this day agreed to sell to Buyer for the sum of \$1.00 and other good and valuable consideration (the "Purchase Price"). Buyer shall be responsible for the cost of the survey. The Purchase Price shall be paid in cash or wire transfer of immediately available funds at closing.

2. This Purchase Agreement is subject to the following Buyer's contingencies, each of which shall be satisfied within 90 days of execution of this Purchase Agreement (the "Contingency Period"). Any extension(s) of the contingency period will be subject to approval of the City Council.

- (A) The Property shall have received such soil tests, inspections, reviews, surveys, examinations and environmental assessments as Buyer deems necessary at Buyer's sole cost with the results of each being satisfactory to Buyer in its sole discretion.
- (B) Title to the Property is acceptable to Buyer in accordance with any title objections raised under Section 5.
- (C) Buyer to receive necessary financing, which may include DEED grant funds, sufficient for construction of Buyer's improvements.
- (D) Buyer to receive necessary municipal approvals for Buyer's intended use.

The determination of whether each of the foregoing contingencies has been satisfied will be made by Buyer in its sole discretion. Buyer must provide written notice to the Seller if any of the contingencies have not been satisfied on or before the end of the Contingency Period. Failure of Buyer to provide timely notice shall be deemed a waiver of the contingencies by Buyer. This Purchase Agreement does not commit the City to grant any zoning approvals that may be required for Buyer's intended use of the Property.

3. Unless delayed by Title corrections, or as otherwise mutually agreeable to the parties, Closing shall occur within 30 days following the Contingency Period. Time is of the essence in this Purchase Agreement.

4. The property is exempt from property taxes. Seller shall be responsible for paying all levied and pending special assessments as of the Closing Date, including any installments of special assessments payable in the year of closing. Buyer shall pay all real estate taxes and special

assessments levied in the year following closing. Seller makes no representation concerning the amount of future real estate taxes or of future special assessments.

5. Within 15 days after execution of this Purchase Agreement, Seller shall furnish Buyer with title commitment for the property certified to date including proper searches covering bankruptcies and State and Federal judgments, liens, and levied and pending special assessments. Buyer shall have ten (10) business days after receipt of the title commitment to provide Seller with written objections. Buyer shall be deemed to have waived any title objections not made within the applicable ten (10) day period provided for above, except that this shall not operate as a waiver of Seller's covenant to deliver a Warranty Deed.

6. Seller shall have 120 days from receipt of Buyer's written title objections to make title marketable. Upon receipt of Buyer's title objections, Seller shall, within ten (10) business days, notify Buyer of Seller's intention to make title marketable within the 120-day period. Liens or encumbrances for liquidated amounts which can be released by payment or escrow from proceeds of closing shall not delay the closing. Cure of the defects by Seller shall be reasonable, diligent, and prompt.

- (A) If notice is given and Seller makes title marketable, then upon presentation to Buyer and proposed tender of documentation establishing that title has been made marketable, and if not objected to in the same time and manner as the original title objections, the closing shall take place within ten (10) business days or on the scheduled closing date, whichever is later.
- (B) If notice is given and Seller proceeds in good faith to make title marketable but the 120-day period expires without title being made marketable, Buyer may declare this Purchase Agreement null and void by notice to Seller, neither party shall be liable for damages hereunder to the other, and earnest money shall be refunded to Buyer.
- (C) If Seller does not give notice of intention to make title marketable, or if notice is given but the 120-day period expires without title being made marketable due to Seller's failure to proceed in good faith, Buyer may seek rescission of this Purchase Agreement by notice as provided herein, in which case this Purchase Agreement shall be null and void.
- (D) If title is marketable, or is made marketable as provided herein, and Buyer defaults in any of the agreements herein, Seller may elect either to the following options, as permitted by law:
 - (1) Cancel this contract as provided by statute and receive all earnest money deposited hereunder as liquidated damages.

- (2) Seek specific performance within six (6) months after such right of action arises.
- (E) If title is marketable, or is made marketable as provided herein, and Seller defaults in any of the agreements herein, Buyer may, as permitted by law:
 - (1) Cancel this contract as provided by statute and receive a refund of all earnest money deposited hereunder.
 - (2) Seek specific performance within six (6) months after such right of action arises.

7. Representations and Warranties of Seller. Seller represents and warrants to Buyer as follows:

- A. Title to Real Property. Seller owns the Real Property, free and clear of all encumbrances, but subject to:
 - (a) Building and Zoning laws, ordinances, and state and federal regulations;
 - (b) Restrictions relating to use or improvement of the Property without effective forfeiture provisions;
 - (c) Reservation of any mineral rights by the State of Minnesota or other government entity; and
 - (d) Utility and drainage easements customarily required on all platted lots.(the "Permitted Encumbrances").
- B. Rights of Others to Purchase Property. Seller has not entered into any other contracts for the sale of the Property, nor are there any rights of first refusal or options to purchase the Property or any other rights of others that might prevent the consummation of this Agreement.
- C. Wells. The Seller certifies and warrants that it does not know of any Wells on the described Property within the meaning of Minn. Stat. Section 103I.
- D. Condition of Property. Buyer is purchasing the Property based upon its own environmental investigation and inquiry. Buyer is not relying on any representation of Seller regarding the condition of the Property or its suitability or fitness for a particular use.
- E. Authority. Seller has the requisite power and authority to enter into and perform this Agreement and to acquire all of the Property in accordance with this Agreement. The person signing this Agreement on behalf of the Seller is

authorized to do so.

- F. Liens and Encumbrances. Upon Seller's receipt of the Purchase Price at closing, the Property shall be free and clear of all liens, security interests, encumbrances, easements, leases, mortgages, mechanics' liens or other restrictions, except the Permitted Exceptions.

8. Representations and Warranties of Buyer. Buyer represents and warrants to Seller as follows:

- A. Organization and Authority. Buyer is duly organized and validly existing in good standing under the laws of the State of Minnesota. Buyer has the requisite power and authority to enter into and perform this Agreement and to acquire all of the Property in accordance with this Agreement. The person signing this Agreement on behalf of the Buyer is authorized to do so.
- B. Buyer shall construct a 40,000 square foot manufacturing/warehouse building on the property at a cost of approximately \$3 million with an additional \$7 million in equipment. Buyer shall obtain a building permit on or before June 1, 2024. The building will be completed on or before December 31, 2025.
- C. Upon completion of the improvements, Buyer shall employ 20 full time equivalent employees at the site.

9. Broker's Commission and Disclosure. Seller and Buyer represent and warrant to each other that they have dealt with no brokers, finders or the like in connection with this transaction, and agree to indemnify each other and to hold each other harmless against all claims, damages, costs or expenses of or for any other such fees or commissions resulting from their actions or agreements regarding the execution or performance of this Agreement, and will pay all costs of defending any action or lawsuit brought to recover any such fees or commissions incurred by the other party, including reasonable attorneys' fees.

10. Inspection and Environmental Inspection. Seller hereby grants Buyer a license to enter into the Property to conduct inspection of the improvements as well as an environmental inspection of the Property. Buyer shall promptly pay the cost of such inspections and shall protect the Property from any liens for such work.

11. Upon performance by Buyer, Seller shall deliver a recordable warranty deed conveying marketable title, subject to the Permitted Encumbrances, a FIRPTA affidavit, Seller's affidavit and such other documents as the Title Company may reasonably require. Buyer shall deliver the balance of the Purchase Price, and such other documents as the Title Company may reasonably require. The warranty deed shall contain a right of reverter to the City in the event that Buyer fails to complete construction of the improvements set forth in Section 8.b. The warranty deed shall be in the form attached hereto as Exhibit A.

12. Seller shall pay all state deed tax regarding the warranty deed to be delivered by

Seller under this Agreement.

13. Seller will pay the cost of recording all documents necessary to place record title in the condition warranted and requested by Seller in this Agreement. Buyer will pay the cost of recording all other documents.

14. The delivery of all papers and monies shall be made at the offices of the City of Annandale, or at such other place mutually acceptable to the parties.

15. Buyer and Seller shall equally divide the cost of preparing documents and the fee for closing on this transaction. Buyer shall pay the premiums for any title policy obtained by Buyer, the mortgage registry taxes and recording fees for the recording of any mortgage associated with Buyer's financing.

16. This contract when signed by both Buyer and Seller will be the record of the complete agreement between the Buyer and Seller concerning the purchase and sale of the property. No oral agreements or promises will be binding.

17. This Agreement shall be governed by, subject to, and interpreted in accordance with the laws of the State of Minnesota, without giving effect to its laws governing conflicts of law.

Dated this ____ day of November, 2023.

Seller: City of Annandale

By _____
Shelly Jonas, Mayor

ATTEST:

By _____
Kelly Hinnenkamp, City Administrator

Dated this ____ day of November, 2023.

Buyer: LEI Enterprises, LLC

By _____
Its _____

EXHIBIT A

WARRANTY DEED WITH REVERTER

WARRANTY DEED

Municipal Corporation to Individual/Joint Tenants

ECRV No. _____

DEED TAX DUE: _____

Date: _____, 202____

FOR VALUABLE CONSIDERATION, the City of Annandale, a Minnesota municipal corporation, Grantor, hereby transfers, conveys and warrants to LEI Enterprise, LLC, Grantee real property in Wright County, Minnesota, described as follows:

See Exhibit A attached hereto and incorporated herein.

together with all hereditaments and appurtenances belonging thereto.

Grantor and Grantee agree that this Deed is subject to the following covenants, conditions, restrictions and provisions:

1. **Covenant to Make Improvements.** Grantee expressly covenants that it shall complete or cause to be completed on or before _____, 202____, improvements on the property described above consisting of a 40,000 square foot manufacturing/warehouse building (the "Improvements"). Completion of the Improvements means that the Improvements have been substantially completed, including completion of landscaping improvements, and parking and driveway improvements.
2. **Right of Re-entry and Reverter:** In the event that the Grantee shall fail to complete the Improvements by the date set forth above, the Grantor shall have the right to re-enter and retake title to and possession of the Property conveyed in this Deed and to terminate and revest in the Grant title to the property. Grantor shall use best efforts to sell the Property.
3. **Costs.** Grantee shall cooperate by signing a deed back to Grantor. If Grantee fails to cooperate with Grantor, Grantee shall be responsible for all costs incurred by

Grantor to retake title to the Property, including reasonable attorneys fees. Grantee shall be reimbursed its purchase price for the property out of the proceeds from the sale by Grantor, after the expenses of retaking the property and of the sale have been deducted and all liens satisfied.

4. The Grantor's execution of a Certificate of Completion shall serve as confirmation that this covenant has been satisfied and the right of re-entry and reverter has terminated.

Check applicable box:

☒ The Seller certifies that the Seller does not know of any wells on the described real property.

☐ A well disclosure certificate accompanies this document or has been electronically filed.

☐ I am familiar with the property described in this instrument and I certify that the status and number of wells on the described real property have not changed since the last previously filed well disclosure certificate.

GRANTORS

City of Annandale

By _____
Shelly Jonas, Mayor

Attest:

Kelly Hinnenkamp, City Administrator

STATE OF MINNESOTA)
) ss.
COUNTY OF WRIGHT)

The foregoing was acknowledged before me this ___ day of _____, 202__, by Shelly Jonas and Kelly Hinnenkamp, the Mayor and City Administrator, respectively, of the City of Annandale, a Minnesota municipal corporation, on behalf of said municipal corporation, grantor herein.

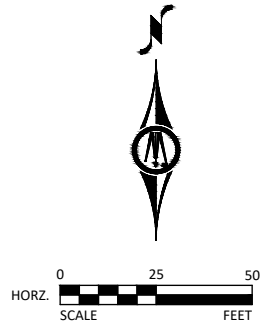
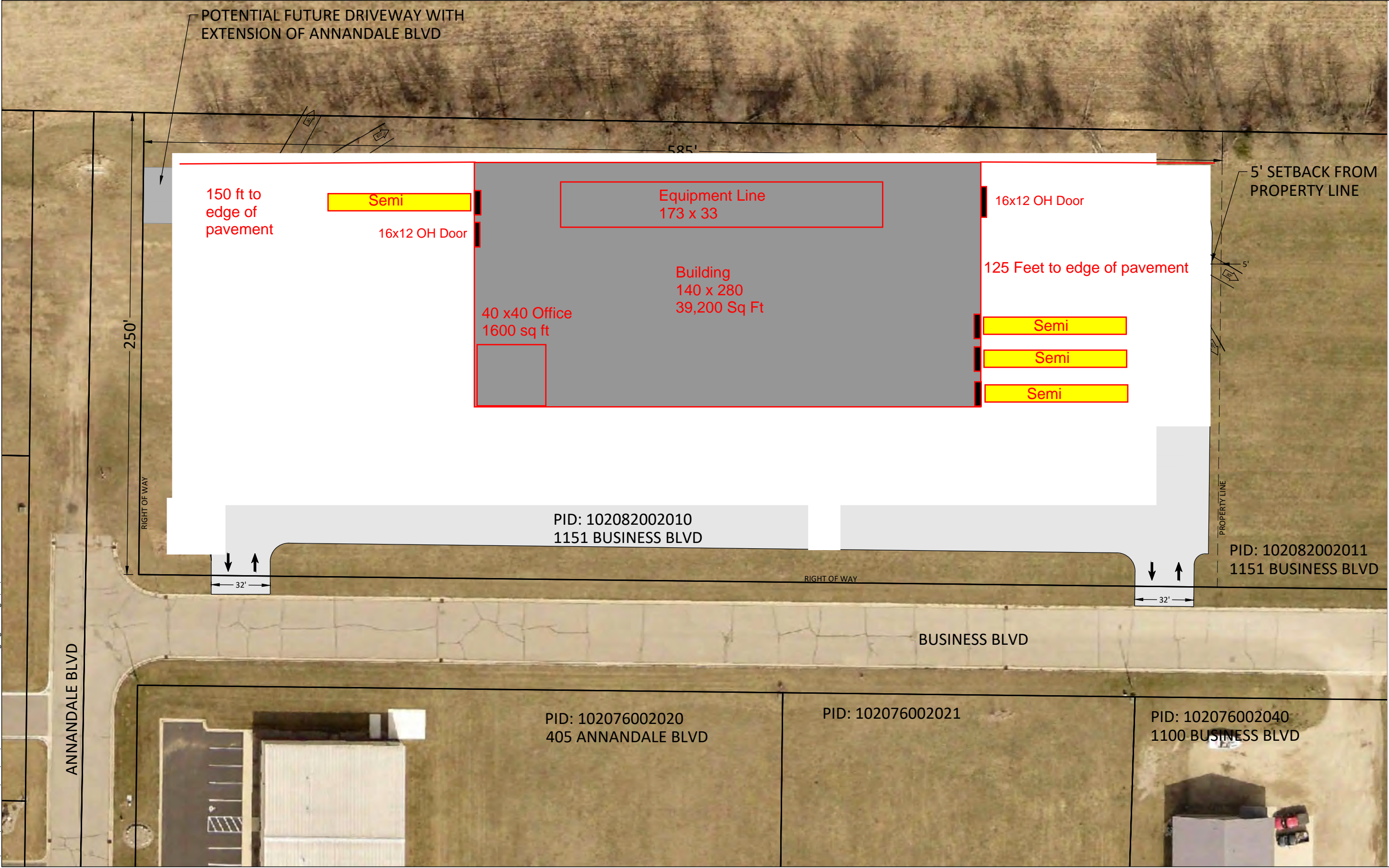
Notary Public

Tax Statements for the Real Property described
in this Instrument should be sent to:

THIS INSTRUMENT WAS DRAFTED BY:

Susan M. Dege - 0290385
Jovanovich Dege & Athmann, PA
1010 W St. Germain, Suite 420
St. Cloud, MN 56301
Telephone: (320) 230-0203
Email: Susan.Dege@jdalaw.net

EXHIBIT A TO WARRANTY DEED
LEGAL DESCRIPTION





City Council Agenda

March 18, 2024

Agenda Section: Consent

Report From: Planning

Agenda No. 7Q

Agenda Item: Consideration of Ordinance 416 Amending Section 150.17 Related to Planned Unit Development Density and Resolution for Summary Ordinance
Applicant: Pintail Preserve LLC (Brian Bruggeman)

Core Strategy:

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

Planning Case Number: 2024-04

Deadline for Decision: **April 20, 2024 (60-day deadline)**
June 19, 2024 (120-day deadline)

BACKGROUND

As part of the Pintail Preserve Planned Unit Development application, there is a proposed ordinance amendment. This amendment would allow for an increase in the maximum density for a proposed development in the R-5, High Density Multi-Family Residential District.

Currently, the R-5 District allows development up to 15 units per acres as a use of property within the district. To specifically state that this use may be modified to be greater than 15 units per acre, a code amendment is needed. The proposal is to allow the density to be increased approval of a Planned Unit Development Overlay. PUD Overlays are a method by which zoning standards may be flexible provided the development is meeting certain criteria established by code.

PROPOSED AMENDMENT

The proposed text to be added to the PUD Ordinance is:

Residential densities within a Planned Unit Development are set by the underlying district, where applicable, and/or the Comprehensive Plan. For Multi-Family Residential Developments with an underlying zoning district of R-5, the density may be increased from a maximum of 15 units to 20 units per acre when one or more of the following criteria is met:

1. The project exceeds the performance standards related to exterior building finishes.
2. The project exceeds the minimum requirements for landscaping.
3. The development is providing transportation, stormwater, or utility infrastructure greater than the minimum required under the Subdivision Ordinance.



4. The development is providing park land dedication in excess of what is required by the Subdivision Ordinance.
5. The project exceeds the minimum standards of the Natural Resource Protection Ordinance.
6. The project is providing stormwater management in excess of typical standards.

OTHER AREA ORDINANCES

Annandale currently allows a maximum of 15 units per acre by zoning in the R-5 District. There is no maximum density noted in the Comprehensive Plan.

Other communities in the area, allow multi-family development at the following densities:

- Becker allows up to 14 units per acre by zoning.
- Big Lake's Comprehensive Plan allows up to 25 units per acre for apartment buildings.
- Buffalo allows 17.5 units per acre by zoning, which may be increased to about 30 units per acre if certain criteria are met.
- Delano allows up to 17.5 units per acre by zoning. The Comprehensive Plan states that High Density is 8 units per acre and greater with no cap), whereby higher densities may be contemplated via a PUD.
- Howard Lake allows up to 17.5 units per acre by zoning. The Comprehensive Plan states that High Density is 9 or more with no cap, whereby higher densities may be achieved via a PUD.
- Monticello allows up to 25 units per acre by zoning.

STAFF RECOMMENDATION

If the City Council wishes to study this topic in more depth, it would be prudent to deny the amendment and authorize a more comprehensive analysis of density.

PLANNING COMMISSION RECOMMENDATION:

The Planning Commission reviewed the proposed zoning text amendment on March 12, 2024 in a public hearing. They discussed the proposed amendment in detail including: process and application of Planned Unit Developments, how the amendment relates to the comprehensive plan goals, demand and need of multi-family in Annandale, and how the City's current R-5 density was established and how it compares to other neighboring cities.

The following public comments were received:

- James Gunnerson, 11 Willow Drive W, was against the zoning text amendment. He explained that the previously approved R-5 zoning district for PID: 102500304303 was too dense already and that the amended ordinance would allow even more units than the R-5 allows. He stated the proposal would permit a higher density zoning district above an R-5. He also noted concerns with increased traffic on Ash Street with the proposed apartment project (PID: 102500304303). Staff clarified the proposed zoning text amendment. Mr. Gunnerson objected to the proposed amendment and noted that the property should have



been zoned R-4. He added that he was concerned with the precedence that this ordinance amendment would set as it could allow the next developer to request an even higher density through zoning text amendment.

- Janet Andersen, 35 Knollwood St W, confirmed with the Commission members that they received a copy of her public comment letter. The Commission confirmed. Ms. Andersen agreed with the comments previously provided by Mr. Gunnerson. She was concerned with the height of the building, density of the site, visual aesthetics, and that the plans did not include underground parking (PID: 102500304303). She also noted concerns with drainage as it related to her property if the apartment proposal was approved.

Community Development Director noted that there were several individuals attending via Zoom. No comments were provided from the online platform. Community Development Director noted that in addition to Janet Andersen's letter, a letter was received from Gary Stang, the developer of Pintail Ponds Apartments, who objected to the amendment to the zoning ordinance. He noted that he met the requirements of the zoning district for both of his projects and would have submitted more dense plans or purchased less land if he knew that an amendment to the zoning ordinance would be considered for approval.

- Brian Bruggeman, the applicant, noted the driving force behind the text amendment was due to the cost of completing the infrastructure to serve the property. To make the project feasible, the developer requested the proposed amendment. He noted his proposal for the apartments would meet all other zoning requirements.

The Planning Commission unanimously recommended approval (5-0) of the proposed zoning text amendment.

Attachments:

- Applicant Narrative
- Public Comments
 - Gary Stang
 - Janet Andersen
- Demonstration Form of Text Amendment
- Draft Ordinance 416: Amending Section 150.17 Related to Planned Unit Development Density
- Draft Resolution: Authorizing Summary Publication of Ordinance 416 Amending 150.17 Related to Planned Unit Development Density

Description of Request

The applicant is submitting a request for an amendment to the PUD zoning guideline permitting an increase in allowable density for an underlying R5 district to minimum of 20 units per acre based on the mutual benefits afforded both the public and applicant thru the use of a PUD overlay district necessary to accommodate enhanced public infrastructure and community services

Jacob Thunander

From: Gary Stang <garystang@inhproperties.com>
Sent: Friday, March 8, 2024 4:52 PM
To: Jacob Thunander
Subject: RE: Willows of Annandale

Hi Jacob,

My comments would be this...

In my history of working as a developer with the City of Annandale and its Consultants, it was always my understanding that the maximum allowed density for multi-family high density was to be 15 units per acre. That was told by them to me. Had I known that maximum didn't mean maximum, it would have changed my building plans for certain and/or the amount of land I needed to buy. Why would the maximum density now be allowed to change?

If you want more units than find a parcel that can hold more units. 66 units would require 4.4 acres minimum.

Thank you.

Gary Stang
Developer

THE property in this REQUEST is BORDERED ON THREE sides AS RESIDENTIAL EXCEPT FOR THE WARE houses ON THE NORTHEAST CORNER AND THE WET LAND ON THE SOUTH SIDE

THE land in question is NOT A FULL SACKER. A THREE story building would NOT fit on A SMALLER. Acreage. WITH A ROAD AND PATH ON THE SOUTH SIDE A 100 FT POND (NO WIDTH) ON THE EAST END A 20x23 FT. ON THE NORTH SIDE AND A 50 FT BUFFER AND LANDSCAPE 35 FT.

THE plan we first heard ABOUT SAID THE GARAGES would be UNDERGROUND. THE IMAGE I SAW ON THE computer in the city office. SHOWS OR APPEARS THE GARAGE OR ON THE NORTH SIDE OF THE building. A Building OF THIS SIZE would BEAN EYESORE IN A RESIDENTIAL DISTRICT.

Submitted by JANET ANDERSON

35 Krollwood St W

Janet Anderson

SECTION 150.17 PLANNED UNIT DEVELOPMENT (PUD).

1. **Purpose.** It is recognized that this Chapter is structured to regulate land use and development patterns of a conventional or traditional nature; however, there are situations where innovative proposals for the use of land may be submitted which do not relate to ordinance controls and would have to be rejected even though feasible and beneficial to the community. It is to accommodate such innovative proposals, even those that may mix land uses within a development, exceed stipulated densities, or depart from traditional lot sizes, that the Planned Unit Development District is established. ~~The technology of~~ Land development is constantly changing and creative. Practical approaches to the use of land should be encouraged. The provisions of this section are intended to do so in a manner which is in the best interests of both the developer and the community. More specifically, Planned Unit Development Districts may provide for progressive developments which may achieve any number of the following:
 - A. Provide a maximum choice of living environments by allowing a variety of housing and building types, permitting increased density per acre, a reduction in lot dimensions, building setbacks, or area requirements;
 - B. Allow a more useful pattern of open space and recreation areas;
 - C. Provide more convenient access to services, commercial products, and workplaces by providing for mixed use development;
 - D. Provide for development which preserves and/or utilizes existing natural site features and vegetation;
 - E. Provide more efficient use of land resulting in lower cost in utilities and city services; or
 - F. Provide for development in harmony with transportation facilities or services, community facilities, and the objectives of the comprehensive plan.
2. **Overlay District.** A PUD District is an overlay district which may be applied to and superimposed upon any underlying zoning district within the City, but will only be approved in conjunction with a Development Plan for the property. It being the intent of the City that no provision or regulation of the underlying zoning district(s) may be varied, modified, or set aside unless specifically provided for in a Development Plan approved in accord with this section.
3. **Subdivision Regulations.** The uniqueness of each PUD District may require

that specifications and standards for streets, utilities, public facilities and the approval of land subdivisions be altered from the standards set out in City ordinances and policies. The City Council may, therefore, where it finds that such modifications are not necessary and that such modifications will not adversely affect the health, safety or welfare of the general community, as part of the approval of the Development Plan for a PUD District, approve street, utility, and public facility plans as well as subdivisions which are not in compliance with the specifications or requirements established by City ordinances and policies. Applicants will, however, continue to be required to obtain approval of plats in accord with the procedural requirements of Minnesota Statutes and applicable City ordinances; however, those platting procedures may be accomplished in conjunction with the application process for a PUD District.

4. Permitted Uses within a PUD District.

A. All permitted uses and accessory uses allowed in an underlying zoning district within a PUD District will be allowed within a PUD District. Uses requiring a conditional use permit in an underlying zoning district may, in lieu of using the normal conditional use permit proceedings, be approved as “permitted” uses as part of an approved Development Plan. In addition to the uses permitted in the underlying zoning district, all other uses designated as “permitted” by the approved Development Plan will be considered permitted uses within a PUD District. Mixed uses, as specified in the approved Development Plan, will also be permitted within a PUD District. No use may be designated as “permitted” in a Development Plan if that use will have the potential for adversely affecting adjacent property or the public health, safety or general welfare of the community.

B. Residential densities within a Planned Unit Development are set by the underlying district, where applicable, and/or the Comprehensive Plan. For Multi-Family Residential Developments with an underlying zoning district of R-5, High Density Multi-Family Residential the density may be increased from a maximum of 15 units to 20 units per acre when one or more of the following criteria is met:

1. The project exceeds the performance standards related to exterior building finishes.
2. The project exceeds the minimum requirements for landscaping.
3. The development is providing transportation, stormwater, or utility infrastructure greater than the minimum required under the Subdivision Ordinance.
4. The development is providing park land dedication in excess of what is required by the Subdivision Ordinance.
5. The project exceeds the minimum standards of the Natural Resource Protection Ordinance.
6. The project is providing stormwater management in excess of typical

standards.

5. **Area, Height, Frontage, Yard Requirements and other non-use regulations.** The area, height, frontage, yard requirements and other performance requirements of the underlying zoning districts will apply within a PUD District except as such are specifically modified in an approved Development Plan. An approved Development Plan may establish area, height, frontage, yard or other performance requirements which vary from the underlying district without having to go through the normal variance procedures; however, in no event may a Development Plan alter such standards if doing so would violate a fire or safety code requirement. Variances from the requirements of an underlying district will not be implied except to the minimum extent required to comply with an approved Development Plan.
6. **General Requirements.** The following are the minimum requirements which must be met before the City will approve a Development Plan and the establishment of a PUD District:
 - A. **Ownership.** The property located within the PUD must be under unified control at the time of application, and be planned and scheduled to be developed as a whole. The applicant(s) must have acquired actual ownership of or executed a binding sales contract for all of the property comprising such tract. Where more than a single owner is involved, each owner must agree in advance to be bound by the conditions and regulations which will be effective within the PUD and to record with the Wright County Recorder such covenants, easements, and other provisions required by the City.
 - B. **Financing.** The financing for the development must be proven to be available to the applicant on conditions and in amounts which are sufficient to assure completion of the development.
 - C. **Council Findings.** To approve a PUD District, the Council must find the following:
 1. **Comprehensive Plan.** The development will be planned so that it is consistent with the Comprehensive Plan for the community
 2. **Harmony.** The planned unit development will be planned and developed to harmonize with any existing or imminent development in the area surrounding the project site.
 3. **Not Disturbing.** The development will not be hazardous or disturbing to existing or planned neighboring uses, and will not materially adversely affect the values of adjacent properties.

4. **Adequately Served.** The development may be adequately served by essential public or private facilities and services, including streets, police and fire protection, drainage facilities, refuse disposal, water and sewer systems, and schools.
5. **Beneficial.** The distribution of buildings, streets and open space of the development will permit site planning that is superior to that which could be obtained without the PUD District being approved and thus benefit both the residents of the development and the community as a whole.
6. **Not Detrimental.** The distribution or location of buildings, streets and open spaces will not unduly increase the bulk of buildings, density of population, or intensity of use(s) to the detriment of areas outside the development by restricting access to light and air, by creating traffic congestion, or by other means.
7. **Community Welfare.** The development will not be detrimental to or endanger the public health, safety, morals, comfort, convenience, or general welfare.

7. **Procedure.**

- A. **Application.** An applicant for a PUD must submit a Preliminary Development Plan, as described below, to the Zoning Administrator, together with the application fee as set by ~~the City Council from time to time~~ fee schedule. The application must be signed by the owner(s) of every property within the boundaries of the proposed PUD. Depending upon the nature and scope of the application, the City may, in addition to the standard application fee, require that the applicant deposit ~~up to \$1,000~~ a supplemental deposit for the planning, engineering, administrative and legal expenses incurred by the City in reviewing and processing the application. Any funds remaining after the application is processed will be refunded to the applicant.
- B. **Public Hearing.** After the City has received all required application materials, City staff will refer the application to the Planning Commission for review and recommendation to the Council. The Planning Commission will hold at least one public hearing on the rezoning and the Preliminary Development Plan, after notice of the hearing has been published in the official newspaper and mailed to each owner of property within 350 feet of the subject property, at least 10 days prior to the day of the scheduled hearing. The Planning Commission will then make its recommendation for approval or denial of the PUD to the City Council.

- C. Approval or Denial by Council.** The City Council will approve or deny the application after considering the application, testimony of the applicant and the public, and the recommendation of the Planning Commission. Since final approval of the Development Plan will involve the rezoning of the subject property, the Council may approve a final Development Plan and rezoning of the property to PUD only upon the affirmative vote of two-thirds of the members of the Council. If the Preliminary Development Plan receives approval of the City Council, the Final Development Plan, with any changes requested by the City Council, must be presented to the City Council. A public hearing will not be required for approval of the Final Development Plan unless the City Council determines that material changes have been made from the Preliminary Development Plan as approved by the Council. The City Council must approve the Final Development Plan by the affirmative vote of two-thirds of the members of the Council, and the Council will specify any conditions which will be attached to the Final Development Plan if such conditions have not been incorporated therein. The rezoning of the subject property will be considered complete upon approval of the Final Development Plan and approval of the Development Agreement required below.
- D. Conditions.** The City may impose such conditions and restrictions on the PUD as it deems necessary or advisable as part of its approval of the Preliminary or Final Development Plan.
- E. Development Agreement and Performance Bond.** In the event the Preliminary Development Plan is approved by the City Council, the applicant will be required to execute a development agreement which states the conditions of the PUD and the phases of the development. The City may, in its discretion, require that the applicant provide the City with a performance bond or other security deemed sufficient by the City Council to ensure the applicant's compliance with the development agreement.
- F. Plan Amendments.** The procedures necessary to amend the Final Development Plan after it has been approved by the City are the same as the procedures required for the original approval. Non-material changes to the Development Plan may be made upon approval of the City Council without having to hold a public hearing or having the matter considered by the Planning Commission. Matters will be considered non-material only if they will not result in a change in "use" which is not otherwise permitted in the underlying district or will not require a variance from the regulations of the underlying district.
- G. Lapse of Time.** If within 1 year of the City Council's approval of the

Final Development Plan no building permits have been obtained, or if within 1 year of the issuance of the first building permit on the property no construction has commenced, the Development Plan will become void. An applicant may request and receive an extension from the Council in the event the applicant can demonstrate good faith effort has been made to use the PUD, that there is a reasonable expectation that the PUD will be used, and the facts upon which the PUD was approved are essentially the same.

8. Submission Requirements.

A. Preliminary Development Plan. A site plan meeting the requirements of Section 150.40 along with the ~~10 copies of the~~ following plans and information must accompany the application fee, the entirety of which will be considered the “Preliminary Development Plan”:

- (1) Project information including site size, ownership, developer, development timing, phasing and construction schedule, and such other information as will be helpful in the approval process.
- (2) Existing site information including soils, vegetation, topography, slopes, conditions, water features, drainage, wildlife, and existing land uses.
- (3) Proposed covenants or other private legal restrictions, if any.
- (4) Written descriptions of variances from regulations of underlying zoning districts and subdivision regulations.
- (5) Preliminary architectural drawings, if any, illustrating schematic floor plans, and exterior construction materials.
- (6) Site plan illustrating the proposed use(s) of land; proposed densities; buildings, including square footage, height and other dimensions, distances between buildings and the front, side and rear lot lines, and other buildings located on the property and on property adjacent to the property; street and walkway locations; curb cuts and driveways; parking areas and loading areas; open spaces; the locations of easements and utilities (existing and proposed); landscaping (showing size, types and locations); lighting; grading; drainage; project phasing; anticipated variances from setbacks or other regulations of the underlying zoning; tabulation of density, land use intensity, lot coverage and acreage; percentages of land devoted to buildings, parking, and open space; and any other information which may be helpful

to understanding and evaluating the proposal.

- (7) Plans for the installation and maintenance of all common area amenities and confirmation as to whether the common areas will be conveyed to a public agency or a corporation or association for maintenance. The common areas must be conveyed to such part subject to covenants to be approved by the City which restrict the common areas to the uses specified on the Final Development Plan and which provide for the maintenance of the common area space in a manner which assures its continuing use for its intended purpose. If common area space is not maintained properly to standards established by the City, the City shall have the authority to maintain the property and assess the costs back to the homeowner's association or other ownership agency.

B. Final Development Plan Approval. The Final Development Plan must include all of the information provided in the Preliminary Plan except it must include any changes required by the City in its approval of the Preliminary Development Plan.

- 9. Yearly Inspections and Review.** The Building Inspector may review each PUD at least once each year until completed and make a report to the Council on the status of the development in each PUD District. If the development is not progressing according to schedule, the owner will be required to submit to the Building Inspector a written statement setting forth the reasons for the lack of progress. Within 30 days of such notice, the Council will either revoke the approval of the Development Plan and the PUD, and the land will thereafter be governed by the regulations applicable in the underlying district in which it is located, or the Council will take such steps as it deems necessary to compel compliance with the approved Development Plan.

ORDINANCE NO. 416
AMENDING SECTION 150.17 RELATED TO
PLANNED UNIT DEVELOPMENT DENSITY

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

Section 1. Code Amended. That Section 150.17.1 is hereby amended to read as follows:

1. Purpose. It is recognized that this Chapter is structured to regulate land use and development patterns of a conventional or traditional nature; however, there are situations where innovative proposals for the use of land may be submitted which do not relate to ordinance controls and would have to be rejected even though feasible and beneficial to the community. It is to accommodate such innovative proposals, even those that may mix land uses within a development, exceed stipulated densities, or depart from traditional lot sizes, that the Planned Unit Development District is established. Land development is constantly changing and creative. Practical approaches to the use of land should be encouraged. The provisions of this section are intended to do so in a manner which is in the best interests of both the developer and the community. More specifically, Planned Unit Development Districts may provide for progressive developments which may achieve any number of the following:

- A. Provide a maximum choice of living environments by allowing a variety of housing and building types, permitting increased density per acre, a reduction in lot dimensions, building setbacks, or area requirements;
- B. Allow a more useful pattern of open space and recreation areas;
- C. Provide more convenient access to services, commercial products, and workplaces by providing for mixed use development;
- D. Provide for development which preserves and/or utilizes existing natural site features and vegetation;
- E. Provide more efficient use of land resulting in lower cost in utilities and city services; or
- F. Provide for development in harmony with transportation facilities or services, community facilities, and the objectives of the comprehensive plan.

Section 2. Code Amended. That Section 150.17.4 is hereby amended to read as follows:

4. Permitted Uses within a PUD District.

A. All permitted uses and accessory uses allowed in an underlying zoning district within a PUD District will be allowed within a PUD District. Uses requiring a conditional use permit in an underlying zoning district may, in lieu of using the normal conditional use permit proceedings, be approved as "permitted" uses as part of an approved Development Plan. In addition to the uses permitted in the underlying zoning district, all other uses designated as "permitted" by the approved Development Plan will be considered permitted uses within a PUD District. Mixed uses, as specified in the approved

Development Plan, will also be permitted within a PUD District. No use may be designated as “permitted” in a Development Plan if that use will have the potential for adversely affecting adjacent property or the public health, safety or general welfare of the community.

B. Residential densities within a Planned Unit Development are set by the underlying district, where applicable, and/or the Comprehensive Plan. For Multi-Family Residential Developments with an underlying zoning district of R-5, High Density Multi-Family Residential the density may be increased from a maximum of 15 units to 20 units per acre when one or more of the following criteria are met:

1. The project exceeds the performance standards related to exterior building finishes.
2. The project exceeds the minimum requirements for landscaping.
3. The development is providing transportation, stormwater, or utility infrastructure greater than the minimum required under the Subdivision Ordinance.
4. The development is providing park land dedication in excess of what is required by the Subdivision Ordinance.
5. The project exceeds the minimum standards of the Natural Resource Protection Ordinance.
6. The project is providing stormwater management in excess of typical standards.

Section 3. Code Amended. That Section 150.17.7.A is hereby amended to read as follows:

A. Application. An applicant for a PUD must submit a Preliminary Development Plan, as described below, to the Zoning Administrator, together with the application fee as set by the fee schedule. The application must be signed by the owner(s) of every property within the boundaries of the proposed PUD. Depending upon the nature and scope of the application, the City may, in addition to the standard application fee, require that the applicant deposit a supplemental deposit for the planning, engineering, administrative and legal expenses incurred by the City in reviewing and processing the application. Any funds remaining after the application is processed will be refunded to the applicant.

Section 4. Code Amended. That Section 150.17.8.A is hereby amended to read as follows:

A. Preliminary Development Plan. A site plan meeting the requirements of Section 150.40 along with the following plans and information must accompany the application fee, the entirety of which will be considered the “Preliminary Development Plan”:

- (1) Project information including site size, ownership, developer, development timing, phasing and construction schedule, and such other information as will be helpful in the approval process.

(2) Existing site information including soils, vegetation, topography, slopes, conditions, water features, drainage, wildlife, and existing land uses.

(3) Proposed covenants or other private legal restrictions, if any.

(4) Written descriptions of variances from regulations of underlying zoning districts and subdivision regulations.

(5) Preliminary architectural drawings, if any, illustrating schematic floor plans, and exterior construction materials.

(6) Site plan illustrating the proposed use(s) of land; proposed densities; buildings, including square footage, height and other dimensions, distances between buildings and the front, side and rear lot lines, and other buildings located on the property and on property adjacent to the property; street and walkway locations; curb cuts and driveways; parking areas and loading areas; open spaces; the locations of easements and utilities (existing and proposed); landscaping (showing size, types and locations); lighting; grading; drainage; project phasing; anticipated variances from setbacks or other regulations of the underlying zoning; tabulation of density, land use intensity, lot coverage and acreage; percentages of land devoted to buildings, parking, and open space; and any other information which may be helpful to understanding and evaluating the proposal.

(7) Plans for the installation and maintenance of all common area amenities and confirmation as to whether the common areas will be conveyed to a public agency or a corporation or association for maintenance. The common areas must be conveyed to such part subject to covenants to be approved by the City which restrict the common areas to the uses specified on the Final Development Plan and which provide for the maintenance of the common area space in a manner which assures its continuing use for its intended purpose. If common area space is not maintained properly to standards established by the City, the City shall have the authority to maintain the property and assess the costs back to the homeowner's association or other ownership agency.

Section 5. Effective Date. This ordinance shall be effective upon passage and publication.

Adopted by the Annandale City Council this 18th day of March 2024

ATTEST:

Shelly Jonas, Mayor

Kelly Hinnenkamp, City Administrator/Clerk

**CITY OF ANNANDALE
RESOLUTION 24-XX**

**A RESOLUTION AUTHORIZING SUMMARY PUBLICATION OF
ORDINANCE NO. 416 AMENDING 150.17 RELATED TO PLANNED UNIT
DEVELOPMENT DENSITY**

WHEREAS, as authorized by Minnesota Statutes, Section 412.191, subd. 4, the City Council has determined that publication of the title and summary of Ordinance No. 416 will clearly inform the public of the intent and effect of the Ordinance; and

WHEREAS, a printed copy of the Ordinance is available for inspection during regular office hours in the office of the City Clerk.

NOW THEREFORE, BE IT RESOLVED that the following summary of Ordinance No. 416 is approved for publication:

**CITY OF ANNANDALE
ORDINANCE NO. 416**

Section 1. The Annandale Zoning Ordinance is hereby amended to include the following ordinance summarized below:

The City of Annandale amended Section 150.17 of the Zoning Ordinance related to Planned Unit Developments permitting density increases from 15 units per acre to 20 units per acre provided the proposed development plan exceeds certain minimum requirements.

Section 2. The full ordinance will be in effect on the date of this summary publication.

Section 3. The full ordinance is available for review during regular office hours in the office of the City Clerk.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ANNANDALE THIS 18TH DAY OF March, 2024.

APPROVED

Shelly Jonas
Mayor of Annandale

Attest:

Kelly Hinnenkamp
City Administrator/Clerk



City Council Agenda

March 18, 2024

Agenda Section: Consent

Report From: Planning

Agenda No. 7R

Agenda Item: Consideration of a Request for Preliminary Plat of Pintail Preserve, Development Stage Planned Unit Development, and Site Plan Review of a 66-unit Multifamily Apartment in the R-5.

Applicant: Pintail Preserve LLC (Brian Bruggeman)

SITE INFORMATION & BACKGROUND

PID: 102-500-304303

Legal Description: Unplatted Land

Zoning District: R-5 High Density Multi-Family Residential District

Comprehensive Plan: Multi-family Residential

Surrounding Site Use: North: R-1, I-1/ single family residential and industrial warehouse

East: R-1/single family residential

South: Pintail Ponds PUD/single family residential and wetlands

West: R-4/Cottages of Annandale

Planning Case Number: 2024-02

Deadline for Decision: April 20, 2024 (60-day deadline)

June 19, 2024 (120-day deadline)

BACKGROUND

Pintail Preserve LLC (Brian Bruggeman) has submitted a land use application for preliminary plat, planned unit development (PUD), and site and building plan review in order to build a 66 unit apartment building on property located at the southern terminus of Willow Drive West and east of the Cottages of Annandale and west of Purcel Ponds.

The preliminary plat depicts a single lot development with a dedicated right-of-way for an extension of Ash Street. There is also an outlot on the south side of the road, which is a wetland.

CONCEPT PLAN REVIEW

The Planning Commission and City Council reviewed this project as a concept plan in August 2023. The Commission and Council overall were supportive of the proposal and recommended the following comments:

1. Density must be no greater than 15 units/acre.
2. An extension of Ash Street will be required per the Comprehensive Plan goals.
3. Road design shall meet code requirements.
4. Apartment sizes shall meet code requirements.

5. Parking shall meet code requirements.
6. Landscaping shall meet code requirements.
7. A land use application showing all required documents must be submitted for development review.
8. A rezoning will need to be approved for the site to be consistent with all facets of the Comprehensive Plan.
9. All comments from the City Engineer, City Staff including Fire Chief, and the Planning Commission should be addressed.

The City Engineering Letter dated July 21, 2023 noted the following comments:

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

ZONING

The subject site was approved for a rezoning to High Density Multi-Family (R-5) by the City Council on November 13, 2023.

PROPOSED DEVELOPMENT PLAN / SITE PLAN / PRELIMINARY PLAT

Project Density

The proposed density of development is 18.97 units per acre. The project site is 4.9 acres but after platting, the development site is 3.48 acres.

The R-5 Zoning District allows as a permitted use, multi-family apartment structures up to 15 units per acre. The Council is reviewing a zoning ordinance amendment that may allow for a density increase from 15 units per acre to 20 units per acre as a Planned Unit Development, if certain criteria are met:

1. The project exceeds the minimum performance standards related to exterior building finishes.
2. The project exceeds the minimum requirements for landscaping.
3. The development is providing transportation, stormwater, or utility infrastructure greater than the minimum required under the Subdivision Ordinance.

4. The development is providing park land dedication in excess of what is required by the Subdivision Ordinance.
5. The project exceeds the minimum standards of the Natural Resource Protection Ordinance.
6. The project is providing stormwater management in excess of typical standards.

If the Council finds that this ordinance amendment is acceptable, it would be then tasked with determining if the project meets this criteria, as well as the regular Planned Unit Development criteria:

1. Comprehensive Plan. The development will be planned so that it is consistent with the Comprehensive Plan for the community
2. Harmony. The planned unit development will be planned and developed to harmonize with any existing or imminent development in the area surrounding the project site.
3. Not Disturbing. The development will not be hazardous or disturbing to existing or planned neighboring uses, and will not materially adversely affect the values of adjacent properties.
4. Adequately Served. The development may be adequately served by essential public or private facilities and services, including streets, police and fire protection, drainage facilities, refuse disposal, water and sewer systems, and schools.
5. Beneficial. The distribution of buildings, streets and open space of the development will permit site planning that is superior to that which could be obtained without the PUD District being approved and thus benefit both the residents of the development and the community as a whole.
6. Not Detrimental. The distribution or location of buildings, streets and open spaces will not unduly increase the bulk of buildings, density of population, or intensity of use(s) to the detriment of areas outside the development by restricting access to light and air, by creating traffic congestion, or by other means.
7. Community Welfare. The development will not be detrimental to or endanger the public health, safety, morals, comfort, convenience, or general welfare.

Both sets of criteria are established around the concept that the increased density would be off-set by some form of a public benefit that is demonstrable and not merely meeting the minimum requirements of the ordinance.

Site Access & Circulation

The applicant is proposing an extension of Ash Street to access the site. A trail is proposed on the north side of Ash Street which is proposed in the right-of-way.

On the plat, Ash Street is being dedicated within a 60 foot right-of-way, which meets ordinance requirements. Some road improvements will be required to be placed on City owned land to the south of the site.

Willow Drive is not proposed to be extended through the site. The Subdivision Ordinance does not permit dead end roads. The applicant will be providing a turnaround for snow plows and fire trucks at the end of the right-of-way. This appears as a right-of-way extension on the plat. City Staff recommends this be converted into an access easement.

There is a parking lot south of the proposed building. The proposed parking lot has 26' wide drive aisles, which is sufficient for two-way traffic. The access point is 26' wide at the right-of-way line, which is less than the 30' maximum permitted by the Zoning Ordinance. The internal drive system

loops around the site and accesses the side of the building which is the entrance to the parking area in the building.

The trash area is within the building. There are parking spaces in between the drive aisle and the door.

The applicant will need to address any comments from the Fire Chief related to fire code requirements.

Apartment Types & Sizes

The applicant is proposing 66 apartment units. Please see the following table below for the apartment size and unit type breakdown:

Unit Style:	Proposed Unit Count:	Proposed Unit Size	Minimum Floor Area Required by Code
Studio	7	555 square feet	500 square feet, maximum of 9 units (15% of total units)
One Bedroom	23	710-917 square feet	700 square feet
Two Bedroom	34	998-1,235 square feet	800 square feet
Three Bedroom	2	1,392 square feet	880 square feet

The applicant is exceeding the minimum standards

Building Materials

The applicant is providing a building exterior that includes frequent modulation and relief.

The City's Ordinance requires that for multi-family structures "exterior building finishes shall consist of materials comparable in grade and quality to brick; natural stone; stucco; wood, provided the surfaces are finished for exterior use and wood of proven exterior durability is used, such as cedar, redwood, cypress (or residential metal or vinyl siding manufactured to resemble wood siding)."

The building materials include mostly vinyl siding, some vertical and some horizontal. The accent materials are vinyl shakes and metal panels with a wood appearance.

Setbacks & Performance Standards

Setbacks in the R-5 District are required at "30 feet from exterior property line; 50 feet from any R-1 or R-2 district property". The proposed structure is meeting these standards. The building is 50 feet to the R-1 property to the north, over 180 feet to the R-1 property to the east, 50 to the Ash Street right-of-way, and 51 feet to the property to the west.

The lot coverage permitted for the apartment building is a 35% maximum requirement in the R-5 District, the lot appears to be at 22% building coverage.

The maximum height of a building is 40 feet. The height of the building is 39 feet. Since the building is over 30 feet in height, there is a requirement for an extra five feet in setback to the side lot line, which is being met.

Parking

Parking is required at 2.25 stalls per unit. The ordinance also requires 1 parking stall per unit to be placed in a garage. With 66 units, the required parking is 149 stalls with 66 in a garage. The applicant is proposing 150 stalls with 66 in an interior parking area within the building.

The applicant is also demonstrating five handicapped accessible spaces to meet the minimum requirements.

Lighting

A general photometric plan has been provided. It is required that footcandle readings be 0.4 or less at the property lines. It appears generally consistent with the requirement. It also requires that light cast from the property not exceed 1.0 footcandles at the street centerline. The photometric plan includes a street light, therefore readings are greater than the required level. The applicant will need to ensure that absent this street light, the readings will be conforming.

Landscaping

The City's zoning ordinance requires 30% landscaped open space for a multi-family structure. The lot that the apartment building sits on will be 3.48 acres in size. There is a total of 1.81 acres of impervious. The pond area is 0.31 acres. This results in 39% of the lot area available for landscaping.

The landscaping plan is required to provide a minimum of 1 tree per unit for a multi-family structure. The ordinance requires a minimum of 25% coniferous and 25% deciduous. Deciduous trees are required to be 2" in diameter and evergreen trees are required to be six feet in height.

The applicant is proposing 28 coniferous trees, 24 deciduous trees, and 14 ornamental trees. This equals exactly 66 trees. The ornamental trees will need to be increased to 2" in diameter to meet code requirements regarding the placement of new trees on a development site.

Details on the foundation plantings shall be provided for review.

Natural Resources

The applicant is proposing to remove 10 significant trees totaling 140 inches. This is less than the 70% allowed for removal.

There is a wetland south of the proposed Ash Street extension that will be placed in an outlet.

Signage

The applicant is proposing a monument sign that will need to conform to code requirements. A sign permit application will be required.

Grading & Drainage

The applicant will need to follow the recommendations of the City Engineer relating to grading, drainage, and utilities. Engineering comments are attached for review.

Public Land Dedication

Park dedication will be required at time of final plat. The Park Commission held their meeting on February 27, 2024 and recommended cash-in-lieu (10% fair market value) for public land dedication. The Park Commission was interested in having an east/west connecting trail from Excelsior Avenue S in front of the Cottages of Annandale to the developer's required trail. This would be a credit to the park dedication fees paid by the developer.

The developer will not be credited for private recreational amenities or sidewalks/trails on the subject parcel as they are required by the City's subdivision ordinance.

PLANNED UNIT DEVELOPMENT

The applicant has made an application for a planned unit development. The PUD application is in response to the proposed ordinance amendment allowing greater than 15 units per acre.

To approve a PUD, the City must make the following findings:

1. Comprehensive Plan. The development will be planned so that it is consistent with the Comprehensive Plan for the community
2. Harmony. The planned unit development will be planned and developed to harmonize with any existing or imminent development in the area surrounding the project site.
3. Not Disturbing. The development will not be hazardous or disturbing to existing or planned neighboring uses, and will not materially adversely affect the values of adjacent properties.
4. Adequately Served. The development may be adequately served by essential public or private facilities and services, including streets, police and fire protection, drainage facilities, refuse disposal, water and sewer systems, and schools.
5. Beneficial. The distribution of buildings, streets and open space of the development will permit site planning that is superior to that which could be obtained without the PUD District being approved and thus benefit both the residents of the development and the community as a whole.
6. Not Detrimental. The distribution or location of buildings, streets and open spaces will not unduly increase the bulk of buildings, density of population, or intensity of use(s) to the detriment of areas outside the development by restricting access to light and air, by creating traffic congestion, or by other means.
7. Community Welfare. The development will not be detrimental to or endanger the public health, safety, morals, comfort, convenience, or general welfare.

REQUEST ANALYSIS

There are three actions before the Council related to this request: Planned Unit Development, Preliminary Plat, and Site Plan Review.

The Council should consider the PUD request first. If the PUD is not found to be acceptable, the proper action would be to request that the unit count be reduced to not exceed 15 units per acre, which would result in 52 units.

If the PUD is found to be acceptable, it would be prudent to recommend approval of the PUD, preliminary plat, and site plan review with the recommendations listed in Exhibit Z.

PLANNING COMMISSION REVIEW

The Planning Commission reviewed the request in a Public Hearing on March 12, 2024.

The following public comments are summarized below:

- Lisa Tri, 12 Willow Drive W, asked for clarification on the hammerhead design. City Planner responded that the City Engineer's Letter requested the hammerhead in an access easement for public works and public safety to turnaround. The applicant was not proposing to change the building setback from the submitted plans as it relates to having a hammerhead located in an easement rather than right-of-way. Tri asked how it would stop the public from utilizing this space. It was explained that it was not a public road. There were also concerns with the amount of traffic that uses Willow Drive W. City Administrator noted that one of the standard requirements by the Fire Department is a fire lane around the building. She noted there may be more than just a turnaround once the fire lane plans have been submitted and approved.
- Brian Bruggeman, applicant, noted that they are working with the Fire Chief on the fire lane. They would be open to solutions to block the public from using Willow Drive W to get through the development.
- Janet Andersen, 35 Knollwood Street W, was concerned with increased traffic on Willow Drive W. She also noted concerns with visual aesthetics and density.

Community Development Director noted that there were participants on Zoom and asked if anyone had any public comments on the online platform. No comments were received. It was also noted that letters have been received from Gary Stang and Janet Andersen, which were included in the packet.

The Commission reviewed the request in detail and discussed the following areas: comprehensive plan requirement including connecting Ash Street, the applicant's design for increased protection of the wetland area, fire chief comments regarding fire access lane, and consistency with PUD language as it relates to "harmony" with the surrounding area.

The Planning Commission unanimously (5-0) recommended approval of the planned unit development, preliminary plat, and site & building plan review with the Exhibit Z conditions.

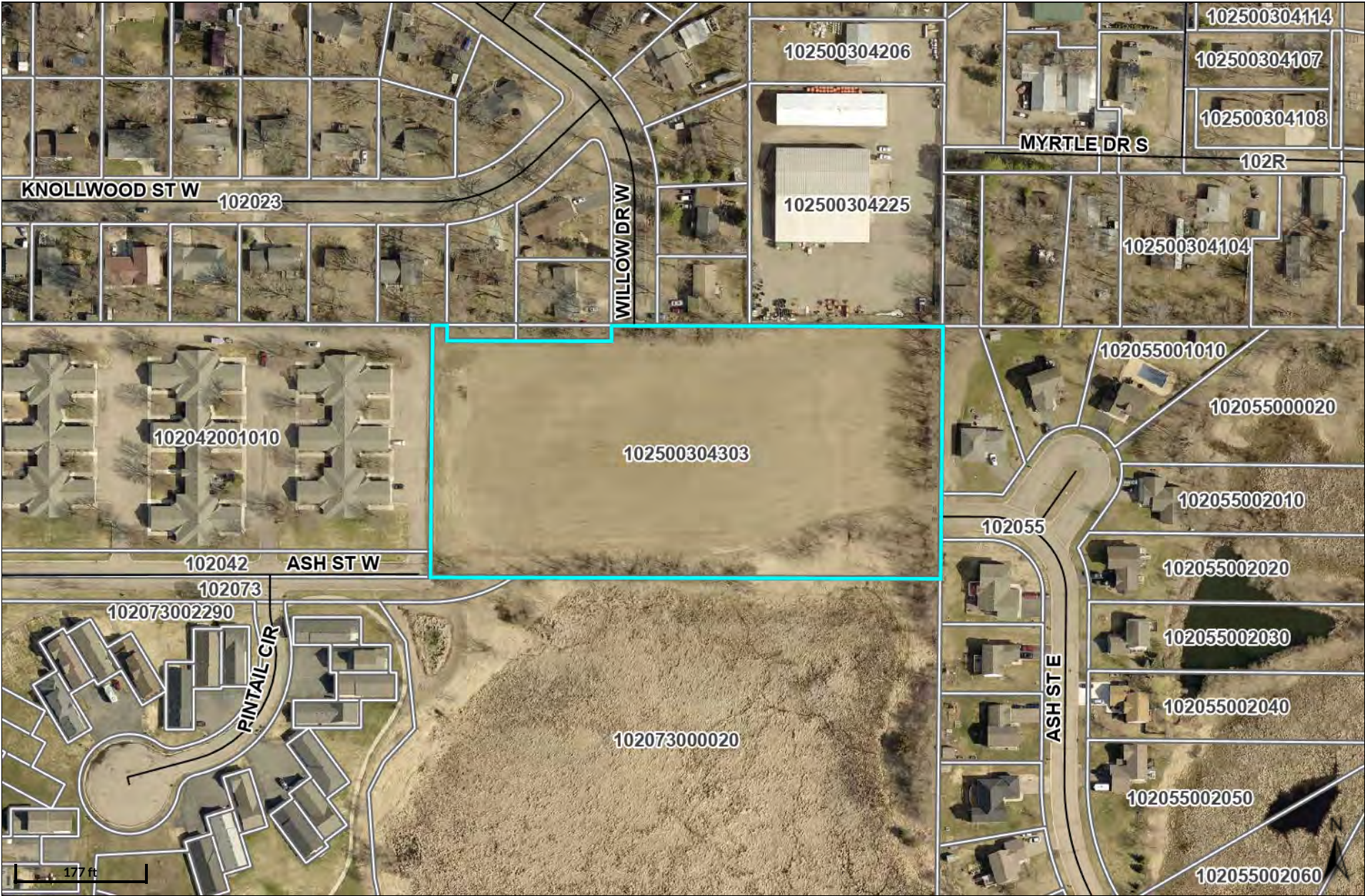
Attachments:

- A. Aerial Image
- B. Ordinance No. 418: Approving a Planned Unit Development Overlay Zoning for Pintail Preserve
- C. Resolution Approving a Preliminary Plat for Pintail Preserve
- D. Resolution Approving a Site & Building Plan for an Apartment Building on Lot 1, Block 1 of Pintail Preserve
- E. Applicant Narrative
- F. Preliminary Plat
- G. Building & Site Plan
- H. Letters from Utility Providers
- I. City Engineer's Letter, February 22, 2024
- J. Fire Comments, dated March 6, 2024
- K. Public Comments:
 - a. Gary Stang
 - b. Janet Andersen
- Z. Conditions of Approval

Exhibit Z – Conditions of Approval

1. Revise landscaping plan to meet code requirements and to provide details of foundation plantings.

2. Park Commission recommendations shall be met regarding public land dedication.
3. Signage details shall be provided and meet City Code requirements.
4. Compliance with the terms and comments of the City Engineer's Letter dated February 22, 2024.
5. Compliance with the terms and comments of the Fire Chief's email dated: March 6, 2024.
6. All comments from the other City Staff and the Planning Commission shall be addressed.
7. Final plat shall be submitted for review.



ORDINANCE NO. 418

APPROVING A PLANNED UNIT DEVELOPMENT OVERLAY ZONING FOR PINTAIL PRESERVE

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 to amend the zoning map to allow for a PUD, Planned Unit Overlay District for the following legally described property:

Lots 1, Block 1, Pintail Preserve

Section 2. Pintail Preserve Planned Unit Development Overlay.

- A. All development within the Pintail Ponds Planned Unit Development Overlay shall adhere to the requirements of the site plan approved by Resolution No. 24-__.
- B. The Planned Unit Development Overlay District shall allow for the density proposed within the site and building plans referenced in Resolution No. 24-__.
- B. Any allowed uses and standards not specifically addressed by this Ordinance shall be subject to the requirements set forth by the underlying zoning district of R-5, High Density 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 and publication and recording of the final plat for Pintail Preserve.

Adopted by the Annandale City Council this 18th day of March 2024.

Shelly Jonas, Mayor

Attest:

Kelly Hinnenkamp, City Administrator-Clerk

**CITY OF ANNANDALE
RESOLUTION 24-__**

**RESOLUTION APPROVING A PRELIMINARY PLAT FOR PINTAIL
PRESERVE**

WHEREAS, the City of Annandale has received an application from the Pintail Preserve LLC (the “Applicant”) for a preliminary plat associated with the development of property for a multi-family apartment building; and

WHEREAS, the Applicant is proposing to construct a 66 unit apartment building on property legally described as (the “Property”):

The land referred to herein is situated in the State of Minnesota, Wright County, described as follows:

That part of the Southwest Quarter of the Southeast Quarter of Section 30, Township 121, Range 27, described as follows:

Commencing at the Northeast corner of said Southwest Quarter of the Southeast Quarter; thence South 00 degrees 16 minutes 39 seconds West, along the East line of said Southwest Quarter, a distance of 328.08 feet; thence South 89 degrees 53 minutes 58 seconds West, parallel to the North line of said Southwest Quarter, a distance of 663.86 feet; thence North 00 degrees 16 minutes 39 seconds East, parallel to the East line of said Southwest Quarter, a distance of 328.08 feet to the North line of said Southwest Quarter; thence North 89 degrees 53 minutes 58 seconds East, along said North line, a distance of 663.86 feet to the point of beginning,

EXCEPT that part contained within the following described property:

That part of the Southwest Quarter of the Southeast Quarter of Section 30, Township 121, Range 27, described as follows:

Commencing at the Northeast corner of said Southwest Quarter of the Southeast Quarter; thence South 00 degrees 31 minutes 22 seconds West, assumed bearing, along the East line of said Southwest Quarter of the Southeast Quarter, a distance of 328.08 feet to the point of beginning of the land to be described; thence continue South 00 degrees 31 minutes 22 seconds West, along said East line, a distance of 1002.52 feet to the Southeast corner of said Southwest Quarter of the Southeast Quarter; thence North 89 degrees 42 minutes 31 seconds West, along the South line of said Southwest Quarter of the Southeast Quarter, a distance of 1311.99 feet to the Southwest corner of said Southwest Quarter of the Southeast Quarter; thence North 00 degrees 17 minutes 43 seconds East, along the West line of said Southwest Quarter of the Southeast Quarter, a distance of 992.53 feet to the intersection with a line drawn North 89 degrees 51 minutes 19 seconds West from the point of beginning; thence South 89 degrees 51 minutes 19 seconds East, along said line, a distance of 1315.95 feet to the point of beginning.

AND EXCEPT:

The North 20.00 feet of the Southwest Quarter of the Southeast Quarter of Section 30, Township 121 North, Range 27 West, Wright County, Minnesota, lying easterly of the southerly extension of the westerly line of Lot 10, Block 4 of Oak Knoll Second Addition, and lying westerly of the southerly extension of the easterly line of said Lot 10, Block 4.

AND EXCEPT:

The North 20.00 feet of the Southwest Quarter of the Southeast Quarter of Section 30, Township 121 North, Range 27 West, Wright County, Minnesota, lying easterly of the southerly extension of the westerly line of Lot 8, Block 4 of Oak Knoll Second Addition, and lying westerly of the southerly extension of the easterly line of said Lot 8, Block 4.

WHEREAS, the Property is proposed to be platted into one lot for development of the proposed project with a right-of-way for Ash Street and a wetland outlot; and

WHEREAS, the proposed Lot 1, Block 1 is the development site and conforms to the minimum standards of the R-5, High Density Residential District performance standards; and

WHEREAS, the Planning Commission held a duly-noticed public hearing on the application on March 12, 2024; and

WHEREAS, the City Council reviewed the application on March 18, 2024; and

WHEREAS, the City Council finds that the plat is consistent with the requirements of the City's Zoning and Subdivision Ordinances; and

NOW, THEREFORE, BE IT RESOLVED that the City Council approves the preliminary and final plat with the following conditions:

1. All comments from the City Engineer in the letter dated February 22, 2024 shall be addressed.
2. The extension of the Willow Street right-of-way shall be removed from the plat and replaced by an easement agreement in favor of the City in the manner requested by the City Engineer.
3. Park dedication shall be provided for in the manner recommended by the Park Commission.
4. The ordinance amendment in Ordinance No. ____ and the Planned Unit Development Overlay in Ordinance No. ____ shall be placed into effect.
5. The Applicant shall apply for the Final Plat within one year of this approval.

PASSED AND ADOPTED this 18th day of March, 2024.

APPROVED

Shelly Jonas
Mayor of Annandale

Attest:

Kelly Hinnenkamp
City Administrator-Clerk

Attached:
Preliminary Plat

**CITY OF ANNANDALE
RESOLUTION 2024-XX**

**RESOLUTION APPROVING A SITE & BUILDING PLAN FOR AN APARTMENT
BUILDING ON LOT 1, BLOCK 1 OF PINTAIL PRESERVE**

WHEREAS, Pintail Preserve LLC (“the Applicant”) has made an application for a site and building plan review to allow for an apartment building in the City of Annandale (“the City”); and

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

Lot 1, Block 1 of Pintail Preserve; and

WHEREAS, the site is zoned PUD, Planned Unit Development with an underlying district of R-5, High Density Multi-Family Residential; and

WHEREAS, the apartment building use is permitted within the PUD Overlay and R-5 Districts; and

WHEREAS, the Planning Commission reviewed the request on March 12, 2024 and recommended approval; and

WHEREAS, the City Council reviewed the request on March 18, 2024 and found that the proposed construction generally adheres to the approved PUD Overlay District and the R-5 District standards; and

NOW, THEREFORE, BE IT RESOLVED that the City of Annandale hereby approves the Site & Building Plan for an apartment building on the Property with the following conditions:

1. The final plat for Pintail Preserve shall be recorded.
2. All comments from the City Engineer’s letter dated February 22, 2024 shall be addressed.
3. The landscaping plan shall meet the requirements of the City’s Zoning Ordinance subject to review and approval by the City Planner.
4. All construction shall generally adhere to the site plan dated January 9, 2024 except as may be modified herein.
5. Signage details shall be provided and meet City Code requirements.
6. Compliance with the terms and comments of the Fire Chief’s email dated: March 6, 2024.
7. All comments from the other City Staff and the Planning Commission shall be addressed.
8. The PUD Overlay in Ordinance No. ____ shall be placed into effect.
9. The ordinance amendment in Ordinance No. ____ shall be placed into effect.

10. The final plat for Pintail Preserve shall be submitted for review and approval before March 18, 2025.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ANNANDALE THIS 18TH DAY OF MARCH, 2024.

APPROVED

Shelly Jonas
Mayor of Annandale

Attest:

Kelly Hinnenkamp
City Administrator/Clerk

Attached:
Site Plan
Building Plan

Feb 18, 2024

Land Use Application: Description of Request concerning

Pintail Preserve LLC is submitting a Land Use Application for consideration of a PUD Overlay District & Preliminary Plat for PID parcel 102-500-304303 currently zoned R-5 High Density Multi-Family Residential.

Preliminary Plat

Preliminary Plat Documents are submitted per Preliminary Plan Check list (See exhibit #1 plat drawings & Exhibit 2 Civil drawings)

Site & Building plans : *(See exhibit #2 civil drawings & Exhibit #3 Architectural drawings)*

The applicant is submitting civil site development plans, building's exterior elevation with proposed finishes, building floor plans and a building image. The project is comprised of a three story, 66 unit apartment building on approximately 3.48 acres. The apartment will be a three story structure with 66 interior parking stalls incorporated in the 1st level of the structure. The proposed design is compatible with the adjacent multi-family and single family finishes. The roof design will be a pitched roof incorporating accent dormers. Exterior finish will consist of a combination of Horizontal and vertical board and batten vinyl siding and wood grained steel siding accents. Suspended balconies will be provided at selected apartment units. Site amenities include an outdoor patio and dog walk area. A 10' trail is provided parallel to Ash Street for access to existing walks and trails in the neighborhood and is linked to the apartment complex via a private walk. A second private walk is planned at the north side patio area that extends to the Willow Street extension allowing the residents access to Willow Park.

This submission complies with Annandale's City Code Title 15 Land use and related zoning requirements with exception of the following :

Willow Street West Dead-end condition

The applicant is proposing an extension of Willow Street West utilizing a hammer head turn around vs a cul-de-sac. The existing condition at Willow Street West is a dead end condition with no provisions provided for turn around by the original developer of the Oak Knoll Second Addition. As a condition for development of this site, the city requires that a turnaround be provided. To minimize impacting the site's gross area and setback criteria a hammer head turn around is proposed and the ROW granted would be minimal on the E-W leg of the hammer head given there is no need to provide easement provisions for utilities/other public improvements. The N-S extension will match or exceed the existing Willow Drive ROW width. The hammer head is configured with balanced legs to accommodate a turnaround of a 50' fire ladder truck and general traffic as needed. *(see the enclosed fire access drawing exhibit 4 demonstrating a turnaround utilizing a standard template for a 50 ft ladder truck)* This solution

resolves the existing dead end condition at Willow Street and minimizes the impact on the applicant's site.

Setback requirement

The site plan meets all required setbacks per city code except for the south edge of ROW for the proposed Willow Street West extension. The applicant is requesting relief from the standard required ROW setback of 30' to allow a 20.5' setback off the south edge of the Willow Street ROW based on the following:

- a. The project meets the 50' building setback required from R-1 district if the Willow Drive extension/ROW was not required by the city. The building setback along the north property line east of Willow Street is 52' and west 72'. Both exceeding the required setback by 2' and 20 ft respectively.
- b. Granting this setback relief does not impact the intent of the zoning ordinance given that even with Willow Street extending into the site the proposed design is providing a minimum 50+ ft building setback relief from the R1 district.

Unit density requirements

City zoning criteria limits multi-family density for an R-5 district to 15 units per acre. The applicant is requesting relief from this density to permit a 66 unit apartment.

The project site is 4.9 acres which permits a density of 73 units. The impact of providing dedicated ROWs to address continuation of Ash St. W., Willow Street W., and the configuration of Ash Street due to the wetland along the southeast corner of the property results in a net site area of 3.8 Acres reducing the permitted density to 52 units. The applicant is requesting an approval of 66 unit apartment which translates to a density of 17.39 units per acre. The applicant understands that the PUD district guidelines are being amended to permit increased densities when a property provides enhanced improvements beneficial to the overall community.

Fire access requirements

Staff notes that the property will need to provide fire access at the perimeter of the building. The Fire access plan demonstrates that fire access at the perimeter of the building complies with the 2020 Minnesota State fire code, Chapter 5, Section 503 for a Group R building equipped with approved automatic fire sprinkler system installed in compliance with NFPA 13R.

Provided as part of the site review is a Fire access plan (*exhibit 4*) demonstrating apparatus access/turning radius and required access distances as defined in Chapter 5 of the Minnesota State fire code. (*exhibit 5*). This plan delineates the following:

- a. Turning radius/access for a 50' fire truck across front of building demonstrates access to the main and secondary building entrances and all fire rated vertical stair to upper floors.
- b. A dead-end apparatus road at east side with length less than 300'.
- c. Fire apparatus access roads extending to within 600' of the exterior of a Group R Occupancy.
- d. Fire apparatus access at Willow Street hammer head extension adds additional fire apparatus access from the north side of the building with fire hydrant located at the hammer head. Utilizing the minimum 600' Fire hose reach criteria additional protection is provided to the north side of the building plus both the east and west side of the building.

Exhibit 6 demonstrates five Amcon projects utilizing similar fire access solutions that have been approved by their respective fire jurisdictions based on the above noted fire code section. Each of the projects provides apparatus access to the front of the property's primary entrances with hose runs within the required 600' reach limitation.

- a. Arris Apartments 61 units, Blaine MN
- b. Hardwood Apartments 171 units, Cottage Grove MN
- c. West St apartments, 153 units, St Paul MN
- d. Waconia Apartments, 163 units, Waconia MN
- e. Arris Duluth, 198 units, Duluth MN

Based on the above noted exception with the Annandale City Code Title 15 Land Use and Related zoning, the applicant is requesting this project be designated a PUD overlay district based on the unique conditions associated with this site.

This site is the last to be developed in this neighborhood and provides an opportunity for a public and private collaboration on the site's development beneficial to the community and property owner.

Basis for the PUD Overlay district are as follows:

- a. The City's overall comprehensive plan designating this property as a multi-family zoned district in support of the city's long-term housing needs. The applicant's property is being planned as a high density multi-family apartment and is planned to be consistent with the underlying comprehensive plan.
- b. The project will be developed in Harmony with and non-disruptive to the existing neighborhoods. Every effort has been made to preserve existing trees, maximize open/green spaces, and provide enhanced landscaping between the new building and adjacent properties. The orientation of the building limits exposure of parking/vehicle traffic to the south side of the building utilizing the building, adjacent berming and trees

to maximize buffering of vehicle. The building design utilizes enclosed parking for 66 vehicles with a single access at the east end of the building minimizing multiple garage doors and access drives typical of neighboring apartment project. Exterior finishes are intended to be compatible with a typical residential neighborhood. Overall building and site development will not adversely affect the values of the existing adjacent properties.

- c. The project site is currently serviced by city of Annandale public water and sewer. Included as part of this application are letters from electrical, gas, telephone and data service companies acknowledging the project will be serviced by their respective utilities.
- d. The project development provides enhanced essential services to the community not currently available without the proposed site development and will not be detrimental or impact community welfare. The following essential services will be provided as part of this project:
 - a. Continuation of Ash Street W to Ash Street E is providing enhanced life safety access for fire, emergency vehicles and public traffic between Excelsior Ave S and Poplar Ln N.
 - b. A public walk/path parallel to Ash Street is providing a crucial link between the adjacent neighborhood's pedestrian and bike trail system.
 - c. The existing water mains which dead end at Ash Street W and Ash Street E will be linked as part of this project enhancing the reliability of water service and water pressure to the adjacent neighborhoods.
 - d. Linking of Ash Street may enhance the school district's bus route/pickup in local neighborhoods.
 - e. Adding a hammer head turn around at Willow Street W. provides enhanced public safety by providing a turnaround for fire life safety equipment/private vehicles not currently available to the Oak Knoll Neighborhood.
- e. The feasibility of this project is centered on utilization of TIF financing to cover the cost of these improvements and the TIF funds available are directly tied to the taxable value of the project. Reducing the density below the project 66 units jeopardizes the applicant's ability to proceed with the project based on limiting cash flow necessary to debt service the project and reduces potential tax revenue associated with TIF funding which is necessary to fund these public improvements.

Designating the project a PUD overlay district enhances the project's viability and is a method to accommodate innovative site development beneficial to both the community and applicant.

The proposed design solution fits within the zoning design standards and the applicant believes the density adjustment on this site and noted set back condition is unique to the site and will not adversely impact Annandale's land use guidelines and will provide added value to the community.

The applicant is requesting that the city approves the PUD overlay district designation based on the unique conditions associated with the site and recognize that the project benefits are in the best interest of the community and developer.

Miscellaneous Submittal documents:

The following supplemental documents are provided as part of the application:

Exhibit 4 Fire Access Drawing

Exhibit 5 State of MN 2020 Fire Code chapter 5.

Exhibit 6 Examples of similar Fire access solutions.

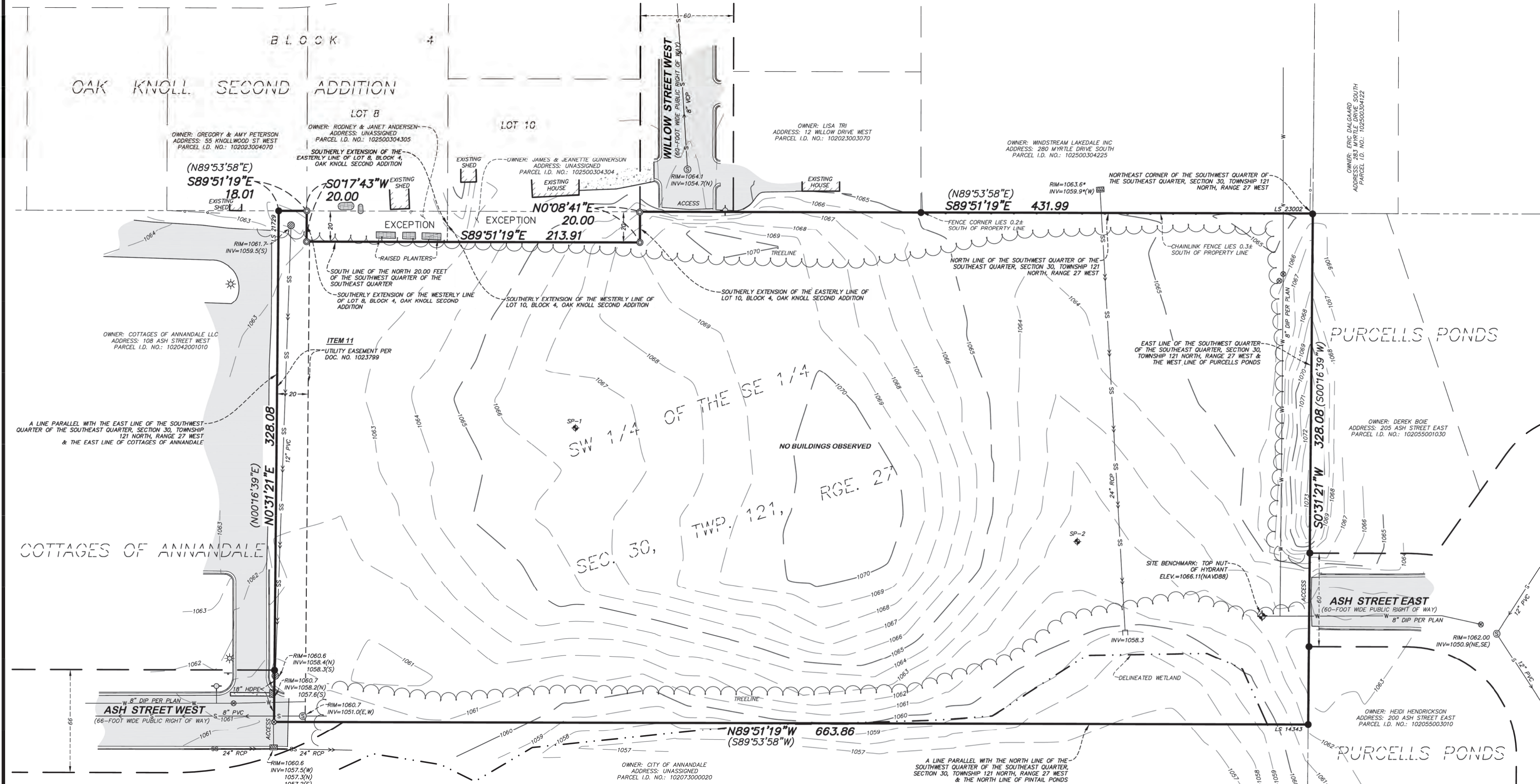
Exhibit 7 Geotechnical soil reports for Ash Street and Building Site

Exhibit 8 Wetland Delineation Report

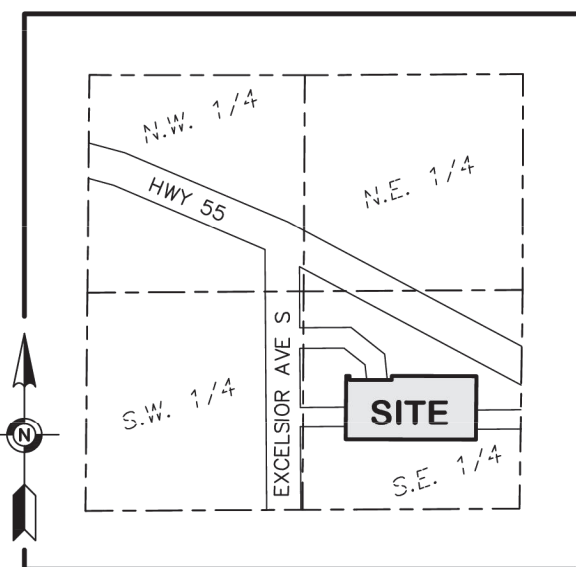
Exhibit 9 Storm Water Report

Exhibit 10 Utility Service letters (enclosed is letter from CenterPoint Energy, Excel Energy and Midco have been contacted regarding service availability and we are waiting for confirmation letters. Applicant understands the receipt of the letter will be a condition of site approval.

This document, together with the concepts and designs presented herein, is intended only for the specific purpose and client for which it was prepared. Reuse of and improper reliance on this document without written authorization and adaptation by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.

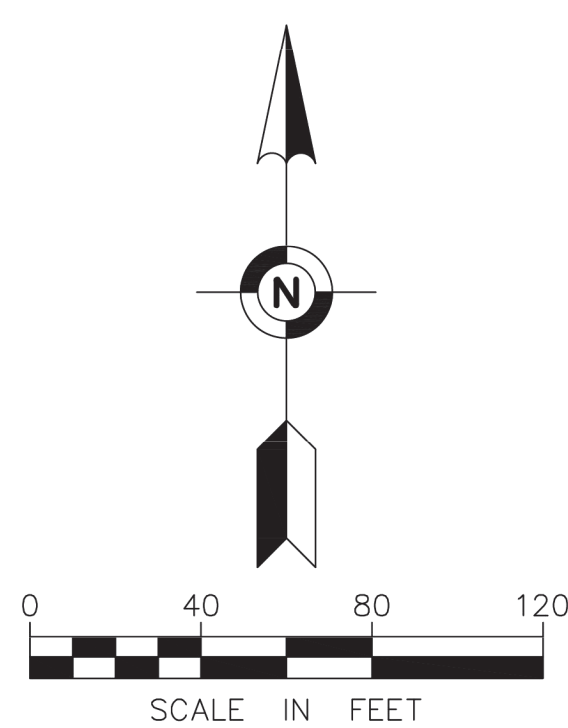


SECTION 30, T 121 N, R 27 W



VICINITY MAP

NO SCALE



- FOUND IRON MONUMENT
- FOUND PK NAIL
- SET IRON MONUMENT MARKED WITH LICENSE NUMBER 47476

GOPHER STATE ONE CALL NOTE:

List of utilities notified per Gopher State One Call Ticket No. 232342862.

CITY OF ANNANDALE
MIDCONTINENT COMMUNICATIONS
CENTER POINT ENERGY

WINDSTREAM COMMUNICATIONS
XCEL ENERGY

SURVEY ITEMS PER SCHEDULE B:

ITEM 11: Perpetual Easement for Utilities dated July 3, 2006, filed August 31, 2006 as Document Number 1023799.

Said easement affects the surveyed property and is depicted hereon. Said easement was not provided to the surveyor, but is currently depicted based on the location shown on previous surveys of record. Once a copy of the easement document is provided to the surveyor, the location of the easement will be verified.

LEGEND:

- ⊕ BENCHMARK
- ⊙ SANITARY MANHOLE
- ⊗ CATCH BASIN
- CULVERT
- ⊕ GATE VALVE
- ⊕ HYDRANT
- ⊕ LIGHT
- ⊕ SIGN
- RIM AND INVERT NOT FIELD LOCATED INFORMATION OBTAIN FROM PLANS
- CHAIN LINK FENCE
- WATERMAIN
- SS STORM SEWER
- SANITARY SEWER
- TREELINE
- EXISTING CONTOUR LINE
- BITUMINOUS SURFACE
- CONCRETE SURFACE
- LANDSCAPE AREA

ALTA/NSPS LAND TITLE SURVEY FOR: Kimley Horn & Associates, Inc.

LEGAL DESCRIPTION:

That part of the Southwest Quarter of the Southeast Quarter of Section 30, Township 121, Range 27, described as follows:

Commencing at the Northeast corner of said Southwest Quarter of the Southeast Quarter; thence South 00 degrees 16 minutes 39 seconds West, along the East line of said Southwest Quarter, a distance of 328.08 feet; thence South 89 degrees 53 minutes 58 seconds West, parallel to the North line of said Southwest Quarter, a distance of 663.86 feet; thence North 00 degrees 16 minutes 39 seconds East, parallel to the East line of said Southwest Quarter, a distance of 328.08 feet to the North line of said Southwest Quarter; thence North 89 degrees 53 minutes 58 seconds East, along said North line, a distance of 663.86 feet to the point of beginning.

EXCEPT that part contained within the following described property:

That part of the Southwest Quarter of the Southeast Quarter of Section 30, Township 121, Range 27, described as follows:

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AND EXCEPT:

The North 20.00 feet of the Southwest Quarter of the Southeast Quarter of Section 30, Township 121 North, Range 27 West, Wright County, Minnesota, lying easterly of the southerly extension of the westerly line of Lot 10, Block 4 of Oak Knoll Second Addition, and lying westerly of the southerly extension of the easterly line of said Lot 10, Block 4.

AND EXCEPT:

The North 20.00 feet of the Southwest Quarter of the Southeast Quarter of Section 30, Township 121 North, Range 27 West, Wright County, Minnesota, lying easterly of the southerly extension of the westerly line of Lot 8, Block 4 of Oak Knoll Second Addition, and lying westerly of the southerly extension of the easterly line of said Lot 8, Block 4.

Abstract Property.

GENERAL SURVEY NOTES:

- The orientation of this bearing system is based on the Wright County coordinate grid (NAD 83-2011 Adj.).
- The legal description and easement information used in the preparation of this survey is based on the Commitment for Title Insurance issued by Land Title, Inc. as agent for Old Republic National Title Insurance Company. Commitment No. 677808 dated May 5, 2023 at 7:00 am.
- The surveyed property has direct access to Ash Street East and Willow Drive West, both being public right of ways.
- The first described metes and bounds exception in the provided legal description is not necessary. Said first exception describes the area currently platted as PINTAIL PONDS.

OPTIONAL TABLE A ITEMS:

- Monuments have been placed at all major corners of the surveyed property described hereon, unless already marked or referenced by existing monuments or witnesses in close proximity to the corner.
- The address of the property described hereon is Unassigned, Ash Street West, Annandale, MN 55302.
- The property described hereon has not had a flood hazard study completed by FEMA; therefore, a flood map has not been published at this time.
- The total area of the property described hereon is 213,517 square feet or 4.90168 acres.
- The contours depicted hereon are per elevation data collected while conducting the fieldwork. The contour interval is 1 foot.
BENCHMARK: Top of Minnesota Department of Transportation Geodetic Monument 8611 Q RESET
Elevation = 1067.44 feet. (NAVD88)
SITE BENCHMARK: Top of nut of hydrant located in the Southeast corner of the surveyed property
Elevation = 1066.11 feet. (NAVD88)
- No zoning report or letter was received from the insurer pursuant to Optional Table A Item 6(a), as set forth in the 2021 Minimum Standard Detail Requirements for ALTA/NSPS Land Title Surveys.
- No buildings were observed in the process of conducting the fieldwork.
- No buildings were observed in the process of conducting the fieldwork.
- No buildings were observed in the process of conducting the fieldwork.
- No buildings were observed in the process of conducting the fieldwork.
- Substantial features observed in the process of conducting the fieldwork are depicted hereon.
- As of the date of this survey the property described hereon contains no striped parking spaces.
- Existing utilities, services and underground structures shown hereon were located either physically, from existing records made available to us, by resident testimony, or by locations provided by Gopher State One Call, per Ticket No. 232342862. However, lacking excavation, the exact location of underground features cannot be accurately, completely and reliably depicted. Where additional or more detailed information is required, the client is advised that excavation may be necessary. Other utilities and services may be present and verification and location of all utilities and services should be obtained from the owners of the respective utilities prior to any design, planning or excavation.
- The names of adjoining owners according to current tax records are depicted hereon.
- The intersection of Willow Drive West and Knollwood Street is 285 feet North of surveyed property.
- As of the date of this survey there is no observable evidence of current earth moving work, building construction or building additions on the property described hereon.
- The plottable offsite easements or servitudes disclosed in documents provided to the surveyor are depicted hereon.

CERTIFICATION:

To Brian J. Bruggeman; Steven A. Bruggeman, as Trustee of the Steven A. Bruggeman Trust an undivided 1/2 interest and Kelly R. Bruggeman Trustee of the Kelly R. Bruggeman Trust and undivided 1/2 interest; Land Title, Inc.; and Old Republic National Title Insurance Company:

This is to certify that this map or plot and the survey on which it is based were made in accordance with the 2021 Minimum Standard Detail Requirements for ALTA/NSPS Land Title Surveys, jointly established and adopted by ALTA and NSPS, and includes Items 1, 2, 3, 4, 5, 6(a), 7(a), 7(b)(1), 7(c), 8, 9, 11(a), 13, 14, 16, and 18 of Table A thereof. The fieldwork was completed on September 7, 2023.

Date of Plot or Map: September 13, 2023

Eric A. Roeser
Minnesota License No. 47476
eroeser@fnsurvey.com



475 Old Highway 8 NW, Suite 200
New Brighton, Minnesota 55112
PHONE: (612) 466-3300
WWW.EFNSURVEY.COM

land surveyors since 1872

SHEET 1 OF 1

FIELD BOOK	PAGE	FIELDWORK CHIEF:	NO.	DATE	DESCRIPTION
		BW			
		DRAWN BY:			
		DAV			
		CHECKED BY:			
		EAR			
DRAWING NAME: 41564.dwg					
JOB NO. 41564					
FILE NO. 6068					

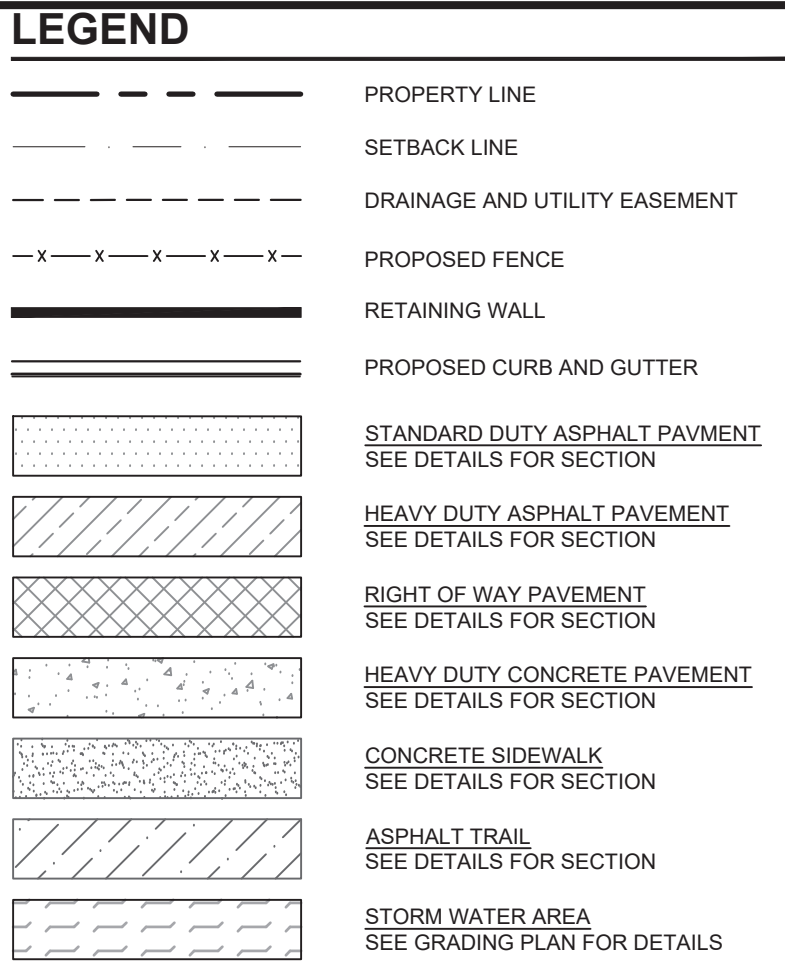
ALTA/NSPS LAND TITLE SURVEY

SURVEY FOR:
Kimley Horn & Associates, Inc.

PROPERTY ADDRESS:
Unassigned Ash Street West
Annandale, Minnesota 55302

PRELIMINARY - NOT FOR CONSTRUCTION

PINTAIL PRESERVE PREPARED FOR PINTAIL PRESERVE LLC		ANNANDALE MN		SHEET NUMBER C101	
KHA PROJECT 161136000		DATE 01/09/2024		CITY COMMENTS	
SCALE AS SHOWN		ZTR			
DESIGNED BY		ZTR			
DRAWN BY		ZTR			
CHECKED BY		MCB			
ALTA TOPOGRAPHIC SURVEY		Kimley»»Horn		2024 KIMLEY-HORN AND ASSOCIATES, INC. 767 EUSTIS STREET, SUITE 100, ST. PAUL, MN 55114 PHONE: 651-445-4197 WWW.KIMLEY-HORN.COM	
				No.	
				REVISIONS	
				DATE	
				BY	
				02/13/2024	



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Abstract Property.



PARKING SUMMARY	
REQUIRED PARKING	149 SPACES @ 2.25 SPACE/ DWELLING UNIT
TOTAL PROPOSED PARKING	150 SPACES TOTAL (66 INTERIOR & 84 EXTERIOR)
REQUIRED ACCESSIBLE PARKING	5 STANDARD SPACES
PROPOSED ACCESSIBLE PARKING	5 STANDARD SPACES

PROPOSED LAND USE	APARTMENT
PARKING SETBACKS	SIDE/REAR = 10' RIGHT OF WAY = 5'
BUILDING SETBACKS	PROPERTY LINE = 30' R-1 OR R-2 RESIDENTIAL = 50' SIDE = 35'
BUILDING DATA	
TOTAL BUILDING FOOTPRINT	±33,000 SF
PERCENT OF TOTAL PROPERTY AREA	15.46%

PROPOSED ON-SITE IMPERVIOUS AREA	1.81 AC
PROPOSED ROW IMPERVIOUS AREA	0.81 AC
PROPOSED TOTAL IMPERVIOUS AREA	2.62 AC
PROPOSED PERVIOUS AREA	2.30 AC
NET INCREASE IN IMPERVIOUS AREA	2.62 AC
SITE DATA	
ZONING	R-5 HIGH DENSITY MULTI-FAMILY RESIDENTIAL DISTRICT

PROPERTY SUMMARY	
TOTAL PROPERTY AREA	4.90 AC
RIGHT-OF-WAY DEDICATION	1.27 AC
ON-SITE WETLAND AREA	0.15 AC
NET ROW & WETLAND AREA	1.42 AC
NET PROPERTY AREA (LOT1 BLOCK 1)	3.48 AC
DISTURBED AREA	4.62 AC
EXISTING IMPERVIOUS AREA	0.00 AC
EXISTING PERVIOUS AREA	4.90 AC

PRELIMINARY - NOT FOR CONSTRUCTION

**PINTAIL
PRESERVE
PRELIMINARY
PLAT**

**PINTAIL
PRESERVE
PREPARED FOR
PINTAIL
PRESERVE LLC**

MN


SHEET NUMBER
C102

	CITY COMMENTS	ZTR	02/13/2024	BY
No.	REVISIONS			

Kimley»»Horn

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767 EUSTIS STREET, SUITE 100, ST. PAUL, MN 55114
PHONE: 651-645-4197
WWW.KIMLEY-HORN.COM

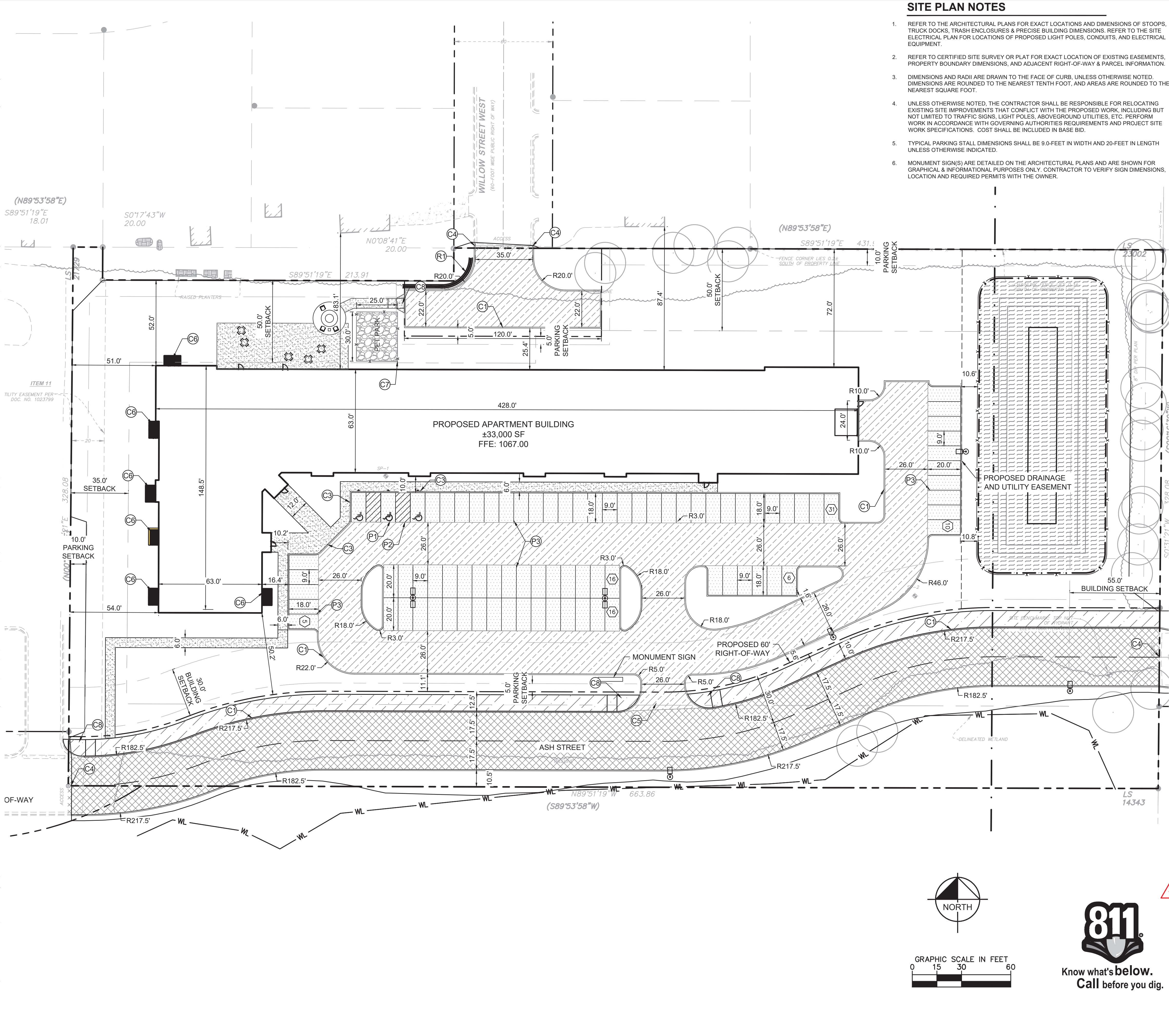
I HEREBY CERTIFY THAT THIS PLAN
SPECIFICATION OR REPORT WAS PREPARED BY
ME OR UNDER MY DIRECT SUPERVISION AND
THAT I AM A DULY LICENSED PROFESSIONAL
ENGINEER UNDER THE LAWS OF THE STATE OF
MINNESOTA.



MICHAEL C. BRANDT

DATE: 01/05/2024 MN LIC. NO. 42661

This document, together with the concepts and designs presented herein, as an instrument of service, is intended only for the specific purpose and client for which it was prepared. Reuse of and improper reliance on this document without written authorization and adaptation by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.



SITE PLAN NOTES

- REFER TO THE ARCHITECTURAL PLANS FOR EXACT LOCATIONS AND DIMENSIONS OF STOOPS, TRUCK DOCKS, TRASH ENCLOSURES & PRECISE BUILDING DIMENSIONS. REFER TO THE SITE ELECTRICAL PLAN FOR LOCATIONS OF PROPOSED LIGHT POLES, CONDUITS, AND ELECTRICAL EQUIPMENT.
- REFER TO CERTIFIED SITE SURVEY OR PLAT FOR EXACT LOCATION OF EXISTING EASEMENTS, PROPERTY BOUNDARY DIMENSIONS, AND ADJACENT RIGHT-OF-WAY & PARCEL INFORMATION.
- DIMENSIONS AND RADII ARE DRAWN TO THE FACE OF CURB, UNLESS OTHERWISE NOTED. DIMENSIONS ARE ROUNDED TO THE NEAREST TENTH FOOT, AND AREAS ARE ROUNDED TO THE NEAREST SQUARE FOOT.
- UNLESS OTHERWISE NOTED, THE CONTRACTOR SHALL BE RESPONSIBLE FOR RELOCATING EXISTING SITE IMPROVEMENTS THAT CONFLICT WITH THE PROPOSED WORK, INCLUDING BUT NOT LIMITED TO TRAFFIC SIGNS, LIGHT POLES, ABOVEGROUND UTILITIES, ETC. PERFORM WORK IN ACCORDANCE WITH GOVERNING AUTHORITIES REQUIREMENTS AND PROJECT SITE WORK SPECIFICATIONS. COST SHALL BE INCLUDED IN BASE BID.
- TYPICAL PARKING STALL DIMENSIONS SHALL BE 9.0-FEET IN WIDTH AND 20-FEET IN LENGTH UNLESS OTHERWISE INDICATED.
- MONUMENT SIGN(S) ARE DETAILED ON THE ARCHITECTURAL PLANS AND ARE SHOWN FOR GRAPHICAL & INFORMATIONAL PURPOSES ONLY. CONTRACTOR TO VERIFY SIGN DIMENSIONS, LOCATION AND REQUIRED PERMITS WITH THE OWNER.

KEYNOTE LEGEND

- CURB, SIDEWALK & PAVEMENT
- (C1) 6" CONCRETE CURB (B612) - SEE DETAIL
 - (C2) CONCRETE SIDEWALK - SEE DETAIL
 - (C3) SIDEWALK FLUSH WITH PAVEMENT - SEE GRADING PLAN
 - (C4) MATCH EXISTING EDGE OF PAVEMENT/ CURB & GUTTER
 - (C5) COMMERCIAL DRIVEWAY APRON - SEE DETAIL
 - (C6) CONCRETE PATIO
 - (C7) FENCE - SEE ARCH PLANS FOR DETAILS
 - (C8) ACCESSIBLE CURB RAMP - SEE DETAIL
- PAVEMENT MARKINGS
- (P1) ACCESSIBLE PARKING SYMBOL & LOADING AREA - SEE DETAIL
 - (P2) STRIPED WHITE CROSS-HATCH AREA 4" SOLID LINES @ 45° 2" O.C.
 - (P3) 4" WIDE WHITE PAINTED SOLID PARKING LOT LINE
- REFERENCE NOTES
- (R1) RETAINING WALL (BY OTHERS) - REFER TO GRADING PLAN

LEGEND

- STANDARD DUTY ASPHALT PAVEMENT
SEE DETAILS FOR SECTION
- HEAVY DUTY ASPHALT PAVEMENT
SEE DETAILS FOR SECTION
- RIGHT OF WAY ASPHALT PAVEMENT
SEE DETAILS FOR SECTION
- CONCRETE SIDEWALK
SEE DETAILS FOR SECTION
- ASPHALT TRAIL
SEE DETAILS FOR SECTION
- STORM WATER AREA
SEE GRADING PLAN FOR DETAILS
- PEA GRAVEL
SEE DETAILS FOR SECTION
- PROPERTY LINE
- SETBACK LINE
- DRAINAGE AND UTILITY EASEMENT
- PROPOSED FENCE
- PROPOSED CURB
- RETAINING WALL

PROPERTY SUMMARY

TOTAL PROPERTY AREA	4.90 AC
WILLOW STREET RIGHT-OF-WAY DEDICATION	0.13 AC
ASH STREET RIGHT-OF-WAY DEDICATION	1.14 AC
UNIT DENSITY CALCULATION (66 UNITS)	18.97 UNITS/ACRE
ON-SITE WETLAND AREA	0.15 AC
NET ROW & WETLAND AREA	1.42 AC
NET PROPERTY AREA (LOT1 BLOCK 1)	3.48 AC
DISTURBED AREA	4.62 AC
EXISTING IMPERVIOUS AREA	0.00 AC = 0%
EXISTING PERVIOUS AREA	4.90 AC = 100%
PROPOSED ON-SITE IMPERVIOUS AREA	1.81 AC = 36.9%
PROPOSED ROW IMPERVIOUS AREA	0.81 AC = 16.5%
PROPOSED TOTAL IMPERVIOUS AREA	2.62 AC = 53.5%
PROPOSED PERVIOUS AREA	2.30 AC = 49.9%
NET INCREASE IN IMPERVIOUS AREA	2.62 AC

SITE DATA

ZONING	R-5 HIGH DENSITY MULTI-FAMILY RESIDENTIAL DISTRICT
PROPOSED LAND USE	APARTMENT
PARKING SETBACKS	SIDE/REAR = 10' RIGHT OF WAY = 5'
BUILDING SETBACKS	PROPERTY LINE = 30' R-1 OR R-2 RESIDENTIAL = 50' SIDE = 35'

PARKING SUMMARY

REQUIRED PARKING	149 SPACES @ 2.25 SPACE/DWELLING UNIT
TOTAL PROPOSED PARKING	150 SPACES TOTAL (66 INTERIOR & 84 EXTERIOR)
REQUIRED ACCESSIBLE PARKING	5 STANDARD SPACES
PROPOSED ACCESSIBLE PARKING	5 STANDARD SPACES

BUILDING DATA

TOTAL BUILDING FOOTPRINT	±33,000 SF
PERCENT OF TOTAL PROPERTY AREA	15.46%

PRELIMINARY - NOT FOR CONSTRUCTION

PINTAIL PRESERVE
PREPARED FOR
PINTAIL PRESERVE LLC
ANNANDALE MN

SITE DIMENSION PLAN

KHA PROJECT	16136000
DATE	01/09/2024
SCALE	AS SHOWN
DESIGNED BY	ZTR
DRAWN BY	ZTR
CHECKED BY	MCB

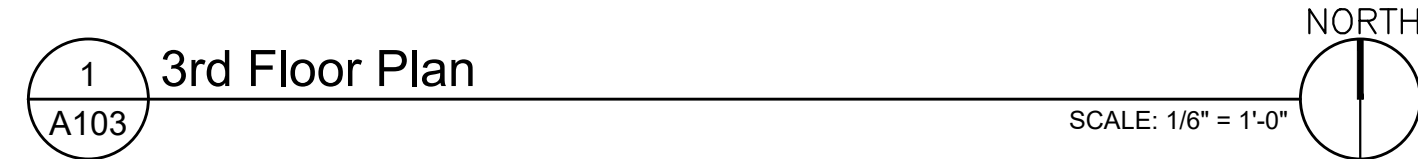
I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

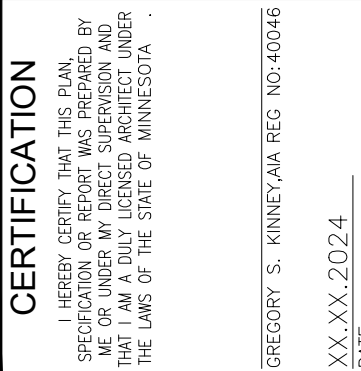
MICHAEL C. BRANDT
DATE: 01/09/2024 LIC. NO. 4261

CITY COMMENTS	02/13/2024	ZTR
REVISIONS	DATE	BY
No.		

Kimley»Horn

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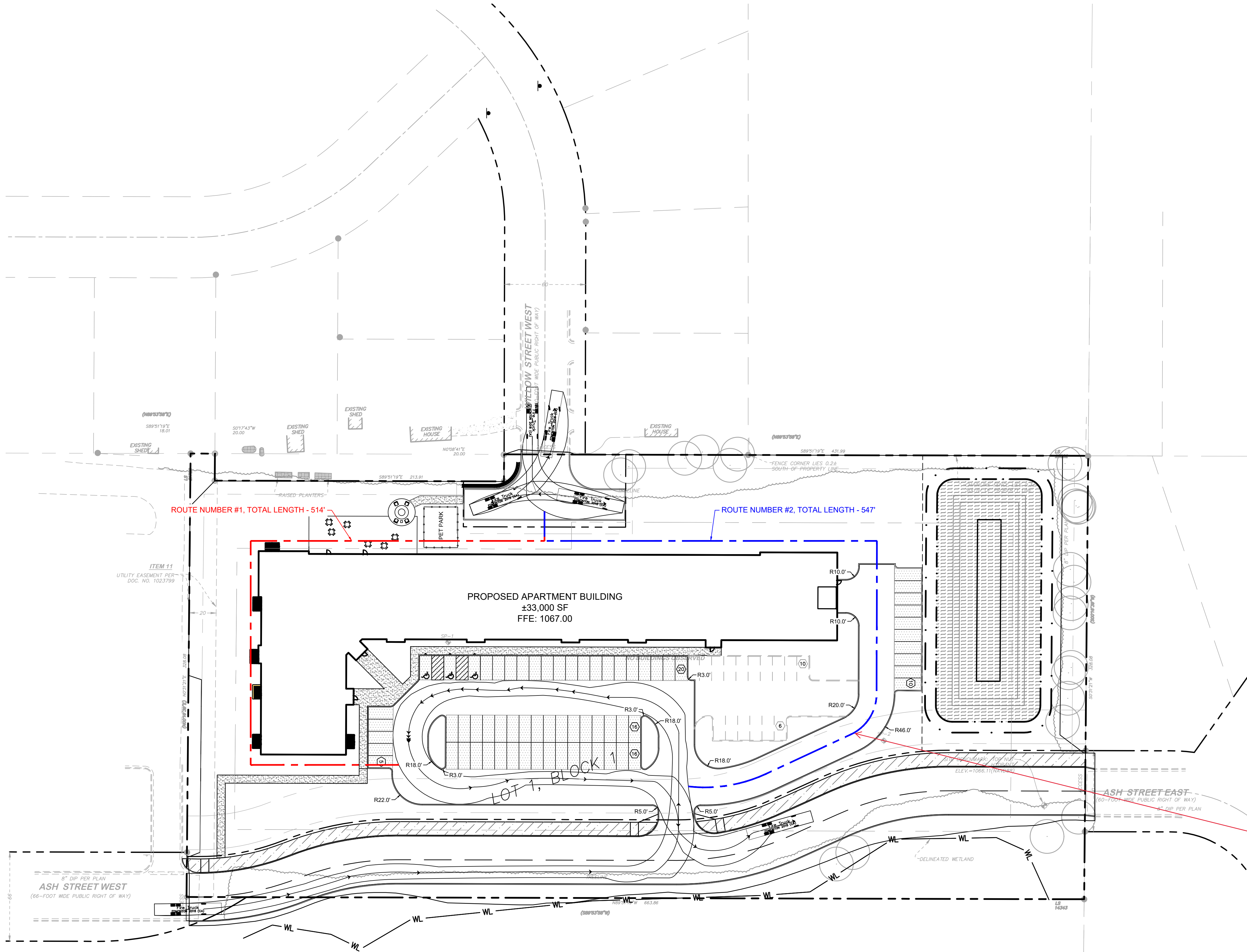
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DRAWN BY: EJP/GK/BS

PROPOSED APARTMENT
ANNANDALE AVE
ANNANDALE, MN

ISSUES / REVISIONS:	
City Submittal	1.9.202

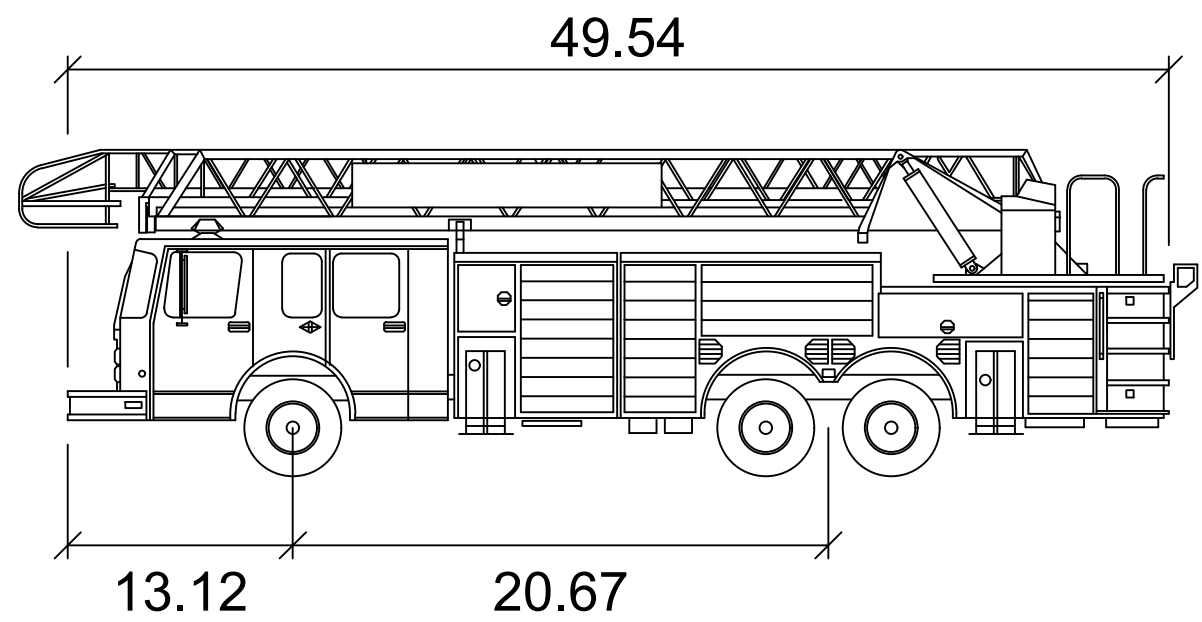
BUILDING RENDERING
A300
PROJECT NUMBER 23003



LEGEND

- PROPERTY LINE
- SETBACK LINE
- DRAINAGE AND UTILITY EASEMENT
- PROPOSED FENCE
- RETAINING WALL
- PROPOSED CURB AND GUTTER
- STANDARD DUTY ASPHALT PAVEMENT
SEE DETAILS FOR SECTION
- HEAVY DUTY ASPHALT PAVEMENT
SEE DETAILS FOR SECTION
- RIGHT OF WAY PAVEMENT
SEE DETAILS FOR SECTION
- HEAVY DUTY CONCRETE PAVEMENT
SEE DETAILS FOR SECTION
- CONCRETE SIDEWALK
SEE DETAILS FOR SECTION
- ASPHALT TRAIL
SEE DETAILS FOR SECTION
- GRAVEL PAVEMENT
SEE DETAILS FOR SECTION
- STORM WATER AREA
SEE GRADING PLAN FOR DETAILS

- ROUTE NUMBER #1, TOTAL LENGTH - 514'
- ROUTE NUMBER #2, TOTAL LENGTH - 547'



Fire Truck

	feet
Width	: 8.53
Track	: 8.53
Lock to Lock Time	: 6.0
Steering Angle	: 32.6

see civil sheet C-401 for
apparatus maneuvering this
area.



Know what's below.
Call before you dig.

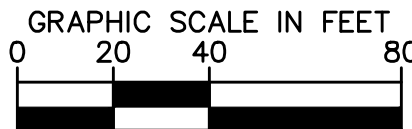
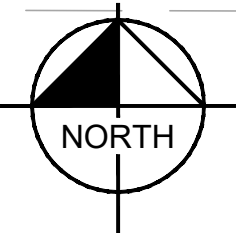


Exhibit 4

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THIS CERTIFICATE WAS PREPARED BY
ME OR UNDER MY DIRECT SUPERVISION AND
THAT I AM A DULY LICENSED PROFESSIONAL
ENGINEER UNDER THE LAWS OF THE STATE OF
MINNESOTA.

KHA PROJECT	#####
DATE	#####
SCALE	#####
DESIGNED BY	###
DRAWN BY	###
CHECKED BY	###

PRELIMINARY - NOT FOR CONSTRUCTION

SHEET NUMBER

Part III—Building and Equipment Design Features

CHAPTER 5 FIRE SERVICE FEATURES

User note:

About this chapter: Chapter 5 provides requirements that apply to all buildings and occupancies and pertain to access roads, access to building openings and roofs, premises identification, key boxes, fire protection water supplies, fire command centers, fire department access to equipment and emergency responder radio coverage in buildings. Although many safety features are part of the building design, features such as proper fire department access roads and radio coverage are necessary in case of emergency and are important tools for emergency responders for public safety and their own safety.

SECTION 501 GENERAL

501.1 Scope. Fire service features for buildings, structures and premises shall comply with this chapter.

501.2 Permits. A permit shall be required as set forth in Sections 105.6 and 105.7.

501.3 Construction documents. *Construction documents* for proposed fire apparatus access, location of *fire lanes*, security gates across fire apparatus access roads and *construction documents* and hydraulic calculations for fire hydrant systems shall be submitted to the fire department for review and approval prior to construction.

501.4 Timing of installation. Where fire apparatus access roads or a water supply for fire protection are required to be installed, such protection shall be installed and made serviceable prior to and during the time of construction except where *approved* alternative methods of protection are provided. Temporary street signs shall be installed at each street intersection where construction of new roadways allows passage by vehicles in accordance with Section 505.2.

SECTION 502 DEFINITIONS

502.1 Definitions. The following terms are defined in Chapter 2:

AGENCY.

FIRE APPARATUS ACCESS ROAD.

FIRE COMMAND CENTER.

FIRE DEPARTMENT MASTER KEY.

FIRE LANE.

KEY BOX.

TRAFFIC CALMING DEVICES.

SECTION 503 FIRE APPARATUS ACCESS ROADS

503.1 Where required. Fire apparatus access roads shall be provided and maintained in accordance with Sections 503.1.1 through 503.1.3.

503.1.1 Buildings and facilities. Approved fire apparatus access roads shall be provided for every facility, building, or portion of a building hereafter constructed or moved into or within the jurisdiction. The fire apparatus access road shall comply with the requirements of this section and shall extend to within 150 feet (45,720 mm) of all portions of the facility and all portions of the exterior walls of the first story of the building as measured by an approved route around the exterior of the building or facility.

Exception: Fire apparatus access roads need not be provided where there are two or fewer Group R-3 or Group U occupancy buildings.

This exception clarifies that it is not the intent of the code to require the driveway to one or two homes or any Group U occupancy to have a code compliant access road no matter the setback distance from the main road.

503.1.1.1 Increases allowed. The 150-foot distance shall be permitted to be increased for the following:

1. When the building is equipped throughout with an approved automatic sprinkler system installed in accordance with Section 903.3.1.1, 903.3.1.2, or 903.3.1.3.

2. For Group R occupancies equipped throughout with an approved automatic sprinkler system installed in accordance with Section 903.3.1.1, 903.3.1.2, or 903.3.1.3, the fire apparatus access road shall extend to within 600 feet (183 m).

3. Where fire apparatus access roads cannot be installed because of location on property, topog-

NFPA 13R

M
N
N
N
N
N
N
N
N

raphy, waterways, nonnegotiable grades, or other similar conditions, and an approved alternative means of fire protection is provided, the fire apparatus access road shall extend to within 300 feet (91.4 m).

503.1.2 Additional access. The *fire code official* is authorized to require more than one fire apparatus access road based on the potential for impairment of a single road by vehicle congestion, condition of terrain, climatic conditions or other factors that could limit access.

503.1.3 High-piled storage. Fire department vehicle access to buildings used for *high-piled combustible storage* shall comply with the applicable provisions of Chapter 32.

503.2 Specifications. Fire apparatus access roads shall be installed and arranged in accordance with Sections 503.2.1 through 503.2.8.

503.2.1 Dimensions. Fire apparatus access roads shall have an *unobstructed width of not less than 20 feet* (6096 mm), exclusive of shoulders, except for *approved* security gates in accordance with Section 503.6, and an unobstructed vertical clearance of not less than 13 feet 6 inches (4115 mm).

Exception: Where the road serves Group R buildings that are equipped throughout with an approved automatic sprinkler system installed in accordance with Section 903.1.1, 903.1.2, or 903.1.3, the minimum unobstructed width can be reduced to 16 feet (4,877 mm).

503.2.2 Authority. The *fire code official* shall have the authority to require or permit modifications to the required access widths where they are inadequate for fire or rescue operations or where necessary to meet the public safety objectives of the jurisdiction.

503.2.3 Surface. Fire apparatus access roads shall be designed and maintained to support the imposed loads of fire apparatus and shall be surfaced so as to provide all-weather driving capabilities.

503.2.4 Turning radius. The required turning radius of a fire apparatus access road shall be determined by the *fire code official*.

503.2.5 Dead ends. Dead-end fire apparatus access roads in excess of 150 feet (45 720 mm) in length shall be provided with an *approved* area for turning around fire apparatus.

Exception: Where the dead-end road serves Group R buildings that are equipped throughout with an approved automatic sprinkler system installed in accordance with Section 903.3.1.1, 903.3.1.2, or 903.3.1.3, the maximum dead-end length distance is permitted to be increased up to 300 feet (91.4 m).

503.2.6 Bridges and elevated surfaces. Where a bridge or an elevated surface is used as a fire apparatus access road, the bridge or elevated surface shall be constructed and maintained in accordance with AASHTO HB-17. Bridges and elevated surfaces shall be designed for a live load sufficient to carry the imposed loads of fire apparatus. Vehicle load limits

shall be posted at both entrances to bridges where required by the *fire code official*. Where elevated surfaces designed for emergency vehicle use are adjacent to surfaces that are not designed for such use, *approved* barriers, *approved* signs or both shall be installed and maintained where required by the *fire code official*.

503.2.7 Grade. The grade of the fire apparatus access road shall be within the limits established by the *fire code official* based on the fire department's apparatus.

503.2.8 Angles of approach and departure. The angles of approach and departure for fire apparatus access roads shall be within the limits established by the *fire code official* based on the fire department's apparatus.

503.3 Marking. Where required by the *fire code official*, *approved* signs or other *approved* notices or markings that include the words **NO PARKING—FIRE LANE** shall be provided for fire apparatus access roads to identify such roads or prohibit the obstruction thereof. The means by which *fire lanes* are designated shall be maintained in a clean and legible condition at all times and be replaced or repaired when necessary to provide adequate visibility.

503.4 Obstruction of fire apparatus access roads. Fire apparatus access roads shall not be obstructed in any manner, including the parking of vehicles. The minimum widths and clearances established in Sections 503.2.1 and 503.2.2 shall be maintained at all times.

503.4.1 Traffic calming devices. Traffic calming devices shall be prohibited unless *approved* by the *fire code official*.

503.5 Required gates or barricades. The *fire code official* is authorized to require the installation and maintenance of gates or other *approved* barricades across fire apparatus access roads, trails or other accessways, not including public streets, alleys or highways. Electric gate operators, where provided, shall be *listed* in accordance with **UL 325**. Gates intended for automatic operation shall be designed, constructed and installed to comply with the requirements of ASTM F2200.

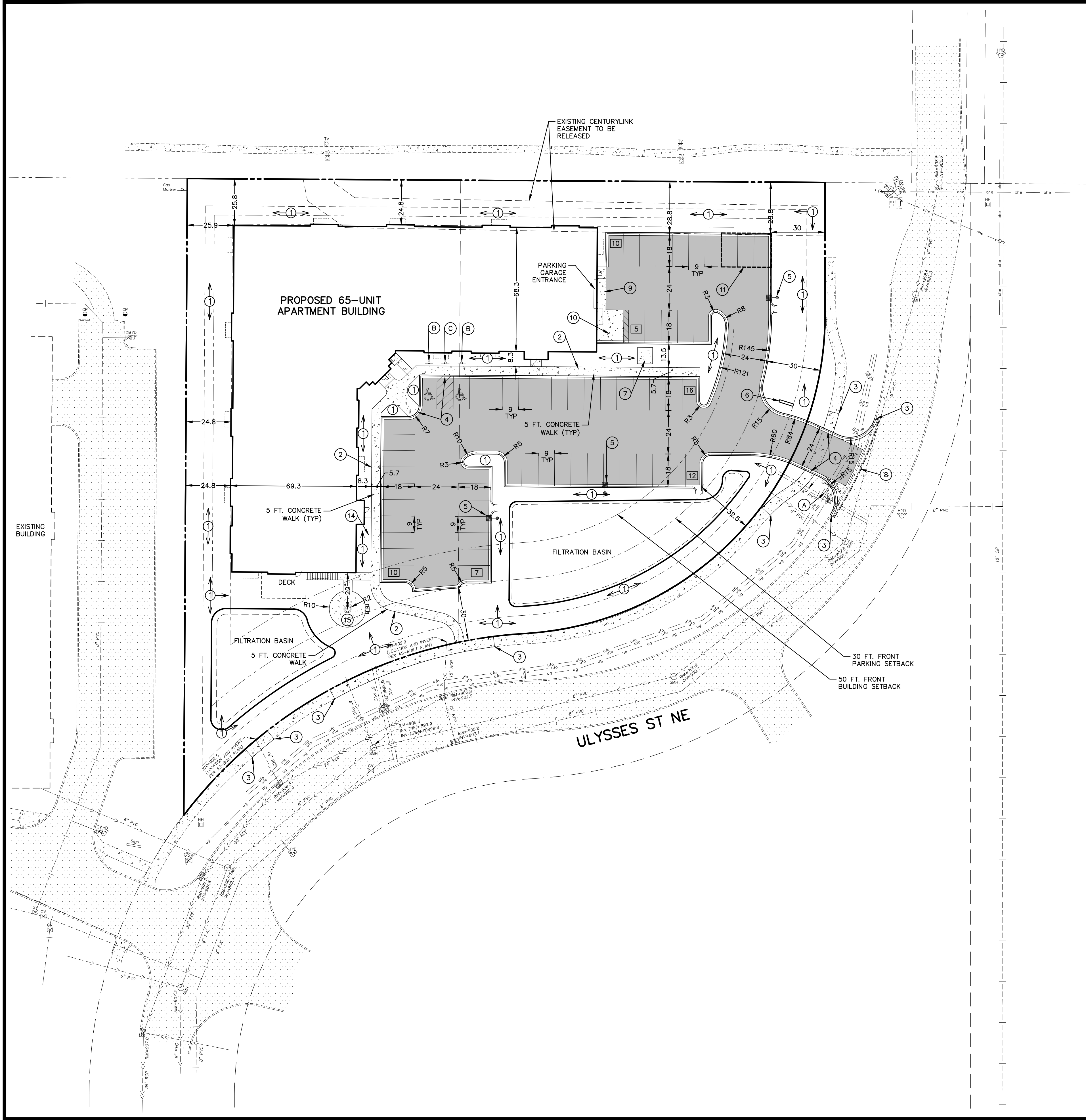
503.5.1 Secured gates and barricades. Where required, gates and barricades shall be secured in an *approved* manner. Roads, trails and other accessways that have been closed and obstructed in the manner prescribed by Section 503.5 shall not be trespassed on or used unless authorized by the *owner* and the *fire code official*.

Exception: The restriction on use shall not apply to public officers acting within the scope of duty.

503.6 Security gates. The installation of security gates across a fire apparatus access road shall be *approved* by the *fire code official*. Where security gates are installed, they shall have an *approved* means of emergency operation. The security gates and the emergency operation shall be maintained operational at all times. Electric gate operators, where provided, shall be *listed* in accordance with UL 325. Gates intended for automatic operation shall be designed, constructed and installed to comply with the requirements of ASTM F2200.

NFPA 13R

NFPA 13R



LEGEND	
EXISTING	PROPOSED
PROPERTY LINE	---
EASEMENT LINE	---
BITUMINOUS PAVEMENT	---
CONCRETE WALK	---
CURB LINE	---
SANITARY SEWER	---
STORM SEWER	---
WATER MAIN	---
UNDERGROUND FIBER OPTIC	---
UNDERGROUND GAS	---
OVERHEAD ELECTRIC	---
MANHOLE	---
HYDRANT	---
GATE VALVE	---
LIGHT POLE	---
UTILITY BOX	---
TELEPHONE BOX	---
TELEVISION BOX	---
HAND HOLE	---
SIGN	---
GUARD POLE	---
ELECTRICAL METER	---
GAS METER	---
UTILITY POLE	---

Exhibit 6

SITE PLAN KEYNOTES

- LANDSCAPE AREA. SEE LANDSCAPE PLAN.
- 4" CONCRETE WALK.
- MATCH EXISTING CURB & GUTTER/SIDEWALK/PAVEMENT.
- PEDESTRIAN CURB RAMP. DO NOT INSTALL TRUNCATED DOMES.
- LIGHT POLE & BASE.
- MONUMENT SIGN (SEE ARCH3 PLAN). PROVIDE ELECTRIC TO SIGN.
- ELECTRIC TRANSFORMER. PROVIDE BOLLARDS AS REQUIRED.
- CONCRETE VALLEY GUTTER PER CITY PLATE ST-4.
- 6" CONCRETE APRON.
- TRASH PAD (6" CONCRETE).
- POTENTIAL FUTURE PET PARK.
- NOT USED.
- 3 FT. TAPER OUT CURB.
- CONDUIT FOR FUTURE ELECTRIC CHARGING STATION.
- 4" CONCRETE PATIO WITH GAS FIRE APPLIANCE AND GAS GRILL.

SIGN SCHEDULE (PER MMUTCD)

- Ⓐ STOP SIGN: R1-1 (24"x 24")
Ⓑ HANDICAP PARKING SIGN: R7-8m W/R7-8b (12"x 18")
Ⓒ NO PARKING SIGN: R8-3a (12"x 18")

SITE DATA

PROPOSED ZONING:	PBD
TOTAL AREA:	87,208 SF
HARD SURFACE AREA:	
BUILDING:	22,628 SF 26%
PAVEMENT:	24,029 SF 28%
TOTAL:	46,657 SF 54%
PERVIOUS SURFACE AREA:	40,551 SF 46%

PARKING SUMMARY

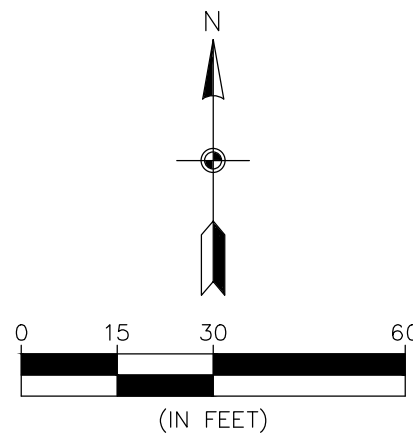
STANDARD SURFACE STALLS	58
HANDICAP SURFACE STALLS	2
GARAGE STALLS	56
TOTAL STALLS	116

SITE PLAN NOTES

- ALL DIMENSIONS ARE TO FACE OF CURB UNLESS OTHERWISE NOTED.
- ALL BUILDING DIMENSIONS ARE TO THE OUTSIDE FACE OF THE BUILDING UNLESS OTHERWISE NOTED.
- ALL CURB AND GUTTER SHALL BE B612 UNLESS OTHERWISE NOTED.
- TYPICAL PARKING STALLS ARE 9' X 18', UNLESS OTHERWISE NOTED.
- TYPICAL DRIVE LANES ARE 24', UNLESS OTHERWISE NOTED.
- ALL PEDESTRIAN RAMPS SHALL MEET CURRENT ADA STANDARDS.
- IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO FIELD VERIFY THE LOCATIONS AND ELEVATIONS OF EXISTING UTILITIES PRIOR TO THE START OF SITE WORK. THE CONTRACTOR SHALL NOTIFY THE ENGINEER IMMEDIATELY OF DISCREPANCIES AND/OR VARIATIONS FROM THE PLAN.
- SAWCUT ALL JOINTS WHERE CURB AND GUTTER IS TO BE REMOVED.
- UNLESS OTHERWISE SHOWN ON THIS DRAWING, CONTRACTOR SHALL PROVIDE CONTROL JOINTS, CONSTRUCTION JOINTS AND EXPANSION JOINTS IN SLAB ON GRADE, SIDEWALKS AND DRIVES PER THE FOLLOWING REQUIREMENTS:
CONTROL JOINT MAX. SPACING: WALKS-8' O.C.
ALL OTHERS-10' O.C.
SAW CUT CONTROL JOINTS MINIMUM 1/4 CONCRETE THICKNESS.
EXPANSION JOINTS MAX. SPACING: WALKS-24' O.C.
ALL OTHERS-40' O.C.
*AT ALL POINTS WHERE A CHANGE IN PAVEMENT THICKNESS OCCURS AND/OR WHERE NEW PAVEMENT WILL MATCH EXISTING PAVEMENT, AN EXPANSION JOINT SHALL BE PROVIDED.
DOWEL ALL EXPANSION JOINTS: 24" O.C. MAX.

SIGNING AND STRIPING NOTES

- ALL SIGNS SHALL BE PLACED 18" MINIMUM BEHIND CURB UNLESS OTHERWISE NOTED.
- SIGNAGE SHALL INCLUDE SIGN, POST, HARDWARE, CONCRETE FOOTING AND STEEL CASING (IF REQUIRED).
- PARKING LOT STRIPING SHALL BE 4" SOLID WHITE PAINT.
- ALL HANDICAP STRIPING, MARKINGS AND CROSS-HATCH SHALL BE 4" SOLID BLUE PAINT.
- ALL SIGNS SHALL MEET THE MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MMUTCD) FOR RETRO REFLECTIVITY AND INSTALLATION.



BENCHMARKS

- Minnesota Department of Transportation
GSID Station #733 (Name: BLAINE MNDT
RW2).
Elev.= 906.32 Ft. (NAVD 88)
- Minnesota Department of Transportation
GSID Station #551 (Name: 0208 C).
Elev.= 910.13 Ft. (NAVD 88)



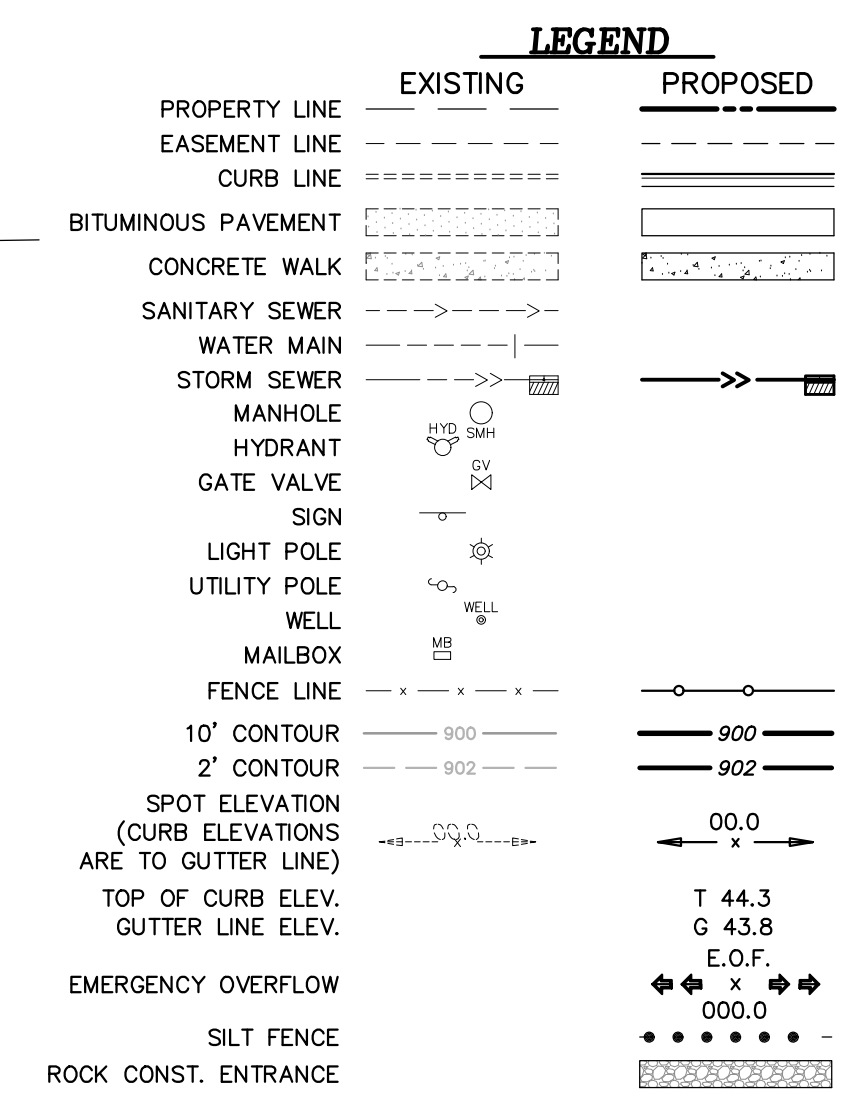
REVISIONS

- 12/14/20 Planning Submittal
- 01/13/21 Per CCWD Comments
- 03/12/21 Planning Submittal
- 09/15/21 Per City Comment
- 01/20/22 Per City Comment
- 02/03/22 Permit Set
- 03/18/22 City Response/CD Set

DRAWN BY: JTR
DESIGNED BY: JTR
ISSUE DATE: 12/04/20

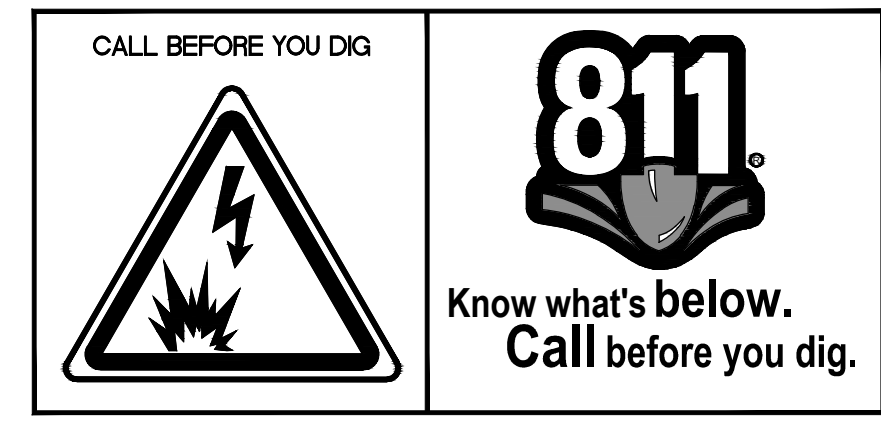
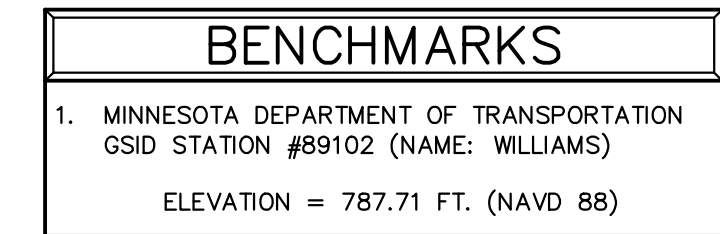
I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota

Name: Joseph T. Radach, P.E.
Signature: *Joe T. Radach*
Date: 12/04/20 License #: 45889



1. SILT FENCE AND EXISTING CATCH BASIN INLET PROTECTION SHALL BE INSTALLED PRIOR TO GRADING CONSTRUCTION, AND SHALL BE MAINTAINED UNTIL THE SITE HAS BEEN STABILIZED.
2. CONTRACTOR SHALL FIELD VERIFY THE LOCATIONS AND ELEVATIONS OF EXISTING UTILITIES AND PAVEMENTS PRIOR TO THE START OF GRADING CONSTRUCTION. THE CONTRACTOR SHALL NOTIFY THE ENGINEER IMMEDIATELY OF DISCREPANCIES OR VARIATIONS FROM THE PLAN.
3. CONTRACTOR SHALL STRIP, STOCKPILE AND RESPREAD SUFFICIENT TOPSOIL TO PROVIDE A MINIMUM OF 6" OF TOPSOIL OVER ALL DISTURBED AREAS THAT WILL BE SODDED, SEED OR LANDSCAPED.
4. TURF ESTABLISHMENT SHALL BEGIN AS SOON AS POSSIBLE BUT IN NO CASE LATER THAN 7 DAYS AFTER GRADING COMPLETION.
5. ALL SLOPES 3:1 OR STEEPER SHALL HAVE MNDOT CAT.1 EROSION CONTROL BLANKET AND SEED, OR APPROVED EQUAL.

1. THE LATEST EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" AND THE CITY OF COTTAGE GROVE SPECIFICATIONS.
2. THE LATEST EDITION OF THE MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MMUTCD).
3. THE LATEST EDITION OF THE CITY ENGINEERS ASSOCIATION OF MINNESOTA (CEAM) STANDARD SPECIFICATIONS.



GRADING & EROSION CONTROL PLAN

HARDWOOD SUBDIVISION
Cottage Grove, Minnesota

OPPIDAN
400 Water Street, Suite 200
Excelsior, MN 55331

REVISIONS


1.

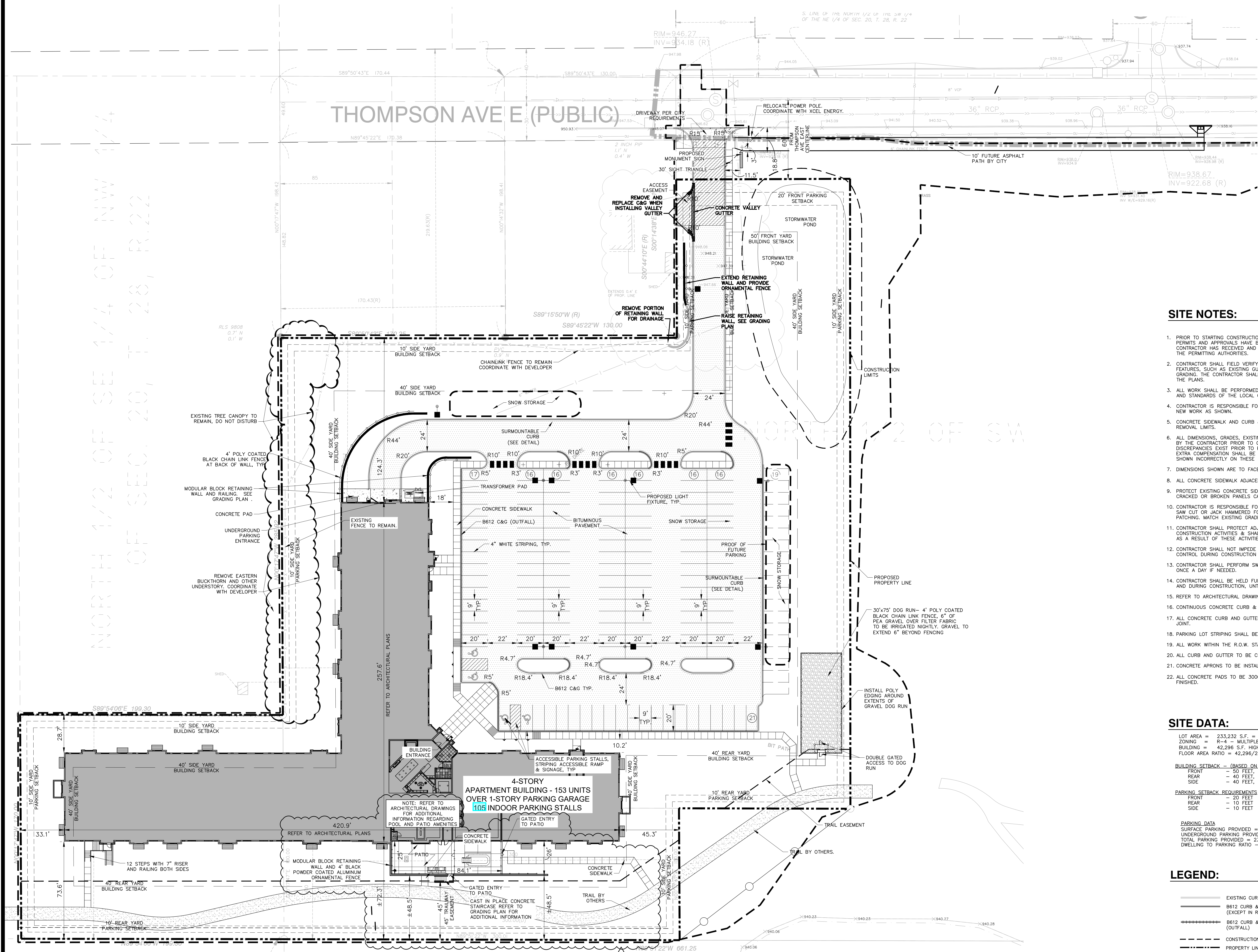
DRAWN BY: JTR

DESIGNED BY: JTR

ISSUE DATE: 03/26/21

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

Name: Joseph T. Radach, P.E.
Signature: 
Date: 03/26/21 License #: 45889



SITE NOTES:

- PRIOR TO STARTING CONSTRUCTION, THE CONTRACTOR SHALL BE RESPONSIBLE TO MAKE SURE THAT ALL REQUIRED PERMITS AND APPROVALS HAVE BEEN OBTAINED. NO CONSTRUCTION OR FABRICATION SHALL BEGIN UNTIL THE CONTRACTOR HAS RECEIVED AND THOROUGHLY REVIEWED ALL PLANS AND OTHER DOCUMENTS APPROVED BY ALL OF THE PERMITTING AUTHORITIES.
- CONTRACTOR SHALL FIELD VERIFY THE LOCATIONS AND ELEVATIONS OF EXISTING UTILITIES AND TOPOGRAPHIC FEATURES, SUCH AS EXISTING GUTTER GRADES AT THE PROPOSED DRIVEWAYS, PRIOR TO THE START OF SITE GRADING. THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE ENGINEER OF ANY DISCREPANCIES OR VARIATIONS FROM THE PLANS.
- ALL WORK SHALL BE PERFORMED IN ACCORDANCE WITH THESE PLANS AND SPECIFICATIONS AND THE REQUIREMENTS AND STANDARDS OF THE LOCAL GOVERNING AUTHORITY.
- CONTRACTOR IS RESPONSIBLE FOR DEMOLITION & REMOVAL OF ALL EXISTING STRUCTURES WHICH INTERFERE WITH NEW WORK AS SHOWN.
- CONCRETE SIDEWALK AND CURB & GUTTER SHALL BE REMOVED TO NEAREST CONSTRUCTION JOINT OUTSIDE THE REMOVAL LIMITS.
- ALL DIMENSIONS, GRADES, EXISTING AND PROPOSED INFORMATION SHOWN ON THE PLANS SHALL BE FIELD VERIFIED BY THE CONTRACTOR PRIOR TO CONSTRUCTION. CONTRACTOR SHALL NOTIFY THE CONSTRUCTION MANAGER IF ANY DISCREPANCIES EXIST PRIOR TO PROCEEDING WITH CONSTRUCTION FOR NECESSARY PLAN OR GRADE CHANGES. NO EXTRA COMPENSATION SHALL BE PAID TO THE CONTRACTOR FOR WORK HAVING TO BE REDONE DUE TO INFORMATION SHOWN INCORRECTLY ON THESE PLANS IF SUCH NOTIFICATION HAS NOT BEEN GIVEN.
- DIMENSIONS SHOWN ARE TO FACE OF CURB, CENTER OF STRUCTURE, EDGE OF SIDEWALK OR EXTERIOR OF BUILDING.
- ALL CONCRETE SIDEWALK ADJACENT TO BUILDING SHALL BE SEPARATED BY A 1/2" EXPANSION JOINT.
- PROTECT EXISTING CONCRETE SIDEWALKS DURING ALL PHASES OF CONSTRUCTION. CONTRACTOR TO REPLACE ANY CRACKED OR BROKEN PANELS CAUSED BY SITE CONSTRUCTION.
- CONTRACTOR IS RESPONSIBLE FOR THE REMOVAL & DISPOSAL OF THE EXISTING BITUMINOUS. BITUMINOUS SHALL BE SAW CUT OR JACK HAMMERED FOR STRAIGHT EDGES. TACK SHALL BE USED ON BITUMINOUS EDGE PRIOR TO PATCHING. MATCH EXISTING GRADES.
- CONTRACTOR SHALL PROTECT ADJOINING PROPERTIES & STRUCTURES FROM HAZARDS ASSOCIATED WITH HIS CONSTRUCTION ACTIVITIES & SHALL BE RESPONSIBLE FOR ALL DAMAGES TO PROPERTIES & STRUCTURES THAT OCCUR AS A RESULT OF THESE ACTIVITIES.
- CONTRACTOR SHALL NOT IMPEDE EXISTING TRAFFIC CIRCULATION TO ADJACENT BUSINESSES. PROVIDE TRAFFIC CONTROL DURING CONSTRUCTION PER MNDOT STANDARDS.
- CONTRACTOR SHALL PERFORM SWEEPING ON PRIVATE PARKING AREAS AND PUBLIC STREETS AT LEAST ONCE A WEEK, ONCE A DAY IF NEEDED.
- CONTRACTOR SHALL BE HELD FULLY RESPONSIBLE TO PREVENT AND ELIMINATE ANY DUST NUISANCE OCCASIONED BY AND DURING CONSTRUCTION, UNTIL THE PROJECT HAS BEEN COMPLETED AND HANDED OVER.
- REFER TO ARCHITECTURAL DRAWINGS FOR CONCRETE STOOPS ADJACENT TO PROPOSED BUILDING.
- CONTINUOUS CONCRETE CURB & GUTTER WHICH CHANGES TYPE SHALL HAVE A FIVE FOOT TRANSITION.
- ALL CONCRETE CURB AND GUTTER ADJACENT TO CONCRETE WALK SHALL BE SEPARATED BY A 1/2 INCH EXPANSION JOINT.
- PARKING LOT STRIPING SHALL BE 4 INCH WHITE.
- ALL WORK WITHIN THE R.O.W. SHALL COMPLY WITH THE LOCAL GOVERNING AGENCY ENGINEERING DESIGN STANDARDS.
- ALL CURB AND GUTTER TO BE CONCRETE B612 CURB UNLESS NOTED OTHERWISE.
- CONCRETE APRONS TO BE INSTALLED FOR ALL ACCESS DRIVES ONTO PUBLIC STREETS PER CITY STANDARDS.
- ALL CONCRETE PADS TO BE 3000 PSI AIR ENTRAINED 6" CONCRETE WITH #4 BARS @ 12" O.C. AND BROOM FINISHED.

SITE DATA:

LOT AREA = 233,232 S.F. = 5.35 ACRES
ZONING = R-4 = MULTIPLE FAMILY DISTRICT
BUILDING = 42,296 S.F. HIGH DENSITY RESIDENTIAL (153 UNITS)
FLOOR AREA RATIO = 42,296/233,231 = 0.08 < 1.00

BUILDING SETBACK - (BASED ON R-4 ZONING)
FRONT = 50 FEET, PLUS ONE FOOT PER FOOT OF BUILDING HEIGHT OVER 50 FEET
REAR = 40 FEET, PLUS ONE FOOT PER FOOT OF BUILDING HEIGHT OVER 50 FEET
SIDE = 40 FEET, PLUS ONE FOOT PER FOOT OF BUILDING HEIGHT OVER 50 FEET

PARKING SETBACK REQUIREMENTS
FRONT = 20 FEET
REAR = 10 FEET
SIDE = 10 FEET

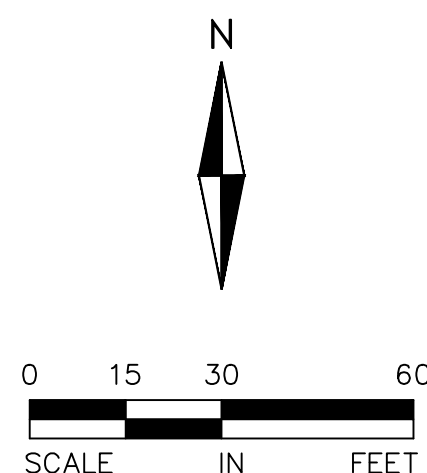
PARKING DATA
SURFACE PARKING PROVIDED = 134 PARKING STALLS
UNDERGROUND PARKING PROVIDED = 105 PARKING STALLS
TOTAL PARKING PROVIDED = 239 PARKING STALLS
DWELLING TO PARKING RATIO = 1.56 PARKING STALLS PER DWELLING UNIT

LEGEND:

- EXISTING CURB & GUTTER
- B612 CURB & GUTTER (EXCEPT IN ROW)
- B612 CURB & GUTTER (OUTFALL)
- CONSTRUCTION LIMITS
- PROPERTY LINE
- EXISTING CHAINLINK FENCE
- BUILDING SETBACK
- PARKING SETBACK
- SURMOUNTABLE CURB
- PROPOSED CONCRETE
- PROPOSED CONCRETE
- PROPOSED LUMINAIRES FIXTURES MOUNTED TO 25' POLES ON A 3" BASE
- EXISTING TREE CANOPY TO REMAIN



Know what's below.
Call before you dig.
Dial 811



1 CONCRETE VALLEY GUTTER
NOT TO SCALE

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed PROFESSIONAL ENGINEER under the laws of the State of MINNESOTA

CLARK WICKLUND, PE
11-19-21 40922
Date License No.

QUALITY ASSURANCE/CONTROL	
WK	DATE
BY	DATE
DATE ISSUE	
12-20-19	REV. BUILDING FOOTPRINT
1-6-20	DESIGN DEVELOPMENT SET
1-21-20	CLIENT COMMENTS
2-18-20	PERMIT SET
3-28-20	SPRINGS COMMENTS
4-2-20	SPRWS & NDLI COMMENTS
4-24-20	CONSTRUCTION SET
6-18-20	LOT AREA
11-23-20	CONST. REVISIONS
5-20-21	CLIENT COMMENTS
9-14-21	LANDSCAPE REVISION
9-24-21	GRADING REVISIONS
11-11-21	GRADING REVISIONS
11-19-21	AMENITY DECK REVISIONS

PROJECT TEAM DATA
DESIGNED: BTD
DRAWN: BTD
PROJECT NO: 219-0028

C-4.0



700 West Linden Avenue
PO Box 1165
Minneapolis, MN 5540-1165

January 4, 2024

Amcon Construction
Attn: Dennis Cornelius
6121 Baker Road, #101
Minnetonka, MN 55345

Re: Natural Gas Service, Pintail Preserve

To Whom It May Concern:

Natural Gas service is currently available and will continue to remain available to serve a commercial building consisting of 66 units to be known as Pintail Preserve near intersection Ash Street West and Excelsior Avenue South in the City of Annandale. Natural gas service will be provided from an existing gas main in the area. Note: Additional system reinforcement may be required to maintain adequate pressure and capacity.

This service is subject to the rules and regulations in force at the time of application.

The CenterPoint Energy representative for this project is Christine Zachman. Christine can be contacted at 763-785-5432 and email at Christine.Zachman@CenterPointEnergy.com.

Should you have any questions please contact either Christine or me.

Thank you for your cooperation.

Sincerely,

Austin Sowers

Austin Sowers
Administration Engineer
CenterPoint Energy
612-321-5421
Austin.Sowers@CenterPointEnergy.com

Pc: Christine Zachman



January 24th, 2024

Amcon Construction
Attn: Dennis Cornelius
6121 Baker Road
Suite 101
Minnetonka, MN 553445

RE: Pintail Preserve Apartments

Dear Mr. Cornelius,

Please be advised that Midcontinent Communications does have cable, internet and phone service available in the vicinity of the following property:

Proposed Address: TBD
PID parcel # 102-500-304303
Located adjacent to Ash St West and East.

Once you have your plans finalized you will need to contact Midcontinent Communications to make arrangements for the formal request of service to be extended to the property. Once the project is approved by our corporate office and weather permits, it is our intent to design plant during the time the lots are platted and installed at the time the lots are brought to final grade and ready for such installation. Should you have any questions please don't hesitate to contact me at (763)645-1182.

Our service will be provided under the rules, regulations and tariffs now on file with the State of Minnesota. Services offered are telephone, high speed internet and digital cable television.

Sincerely,

Jason Sachs

Jason Sachs
General Manager – Field Operations
Midcontinent Communications
(763)645-1182
jason.sachs@midco.com



WILL SERVE LETTER

January 9, 2024

Amcon Construction
6121 Baker Rd Suite 101
Minnetonka, MN 55345

Re: Will serve letter

Dear Pintail Reserve LLC.

This letter is to confirm that Xcel Energy is your utility provider for electrical service. Adequate facilities can be made available that are consistent with Xcel Energy's current Rules and Regulations on file with the Minnesota Public Utilities Commission to serve the project at **PARCEL # 102500304303**. The cost for the Company to provide facilities will be determined based on the scope of the project.

Your utility service(s) will be provided after the following steps are completed:

- ***Application submitted to the "Builders Call Line (BCL)"*** – once your application is accepted you will be assigned a design department representative who will be your primary point of contact.
- ***Utility design is completed*** – All required information is provided, and all applicable documents are signed and returned to your design representative.
- ***Payment is received in full.***
- ***Required easements are granted*** -you must sign and return applicable easement documents. (If applicable)
- ***Site is ready for utility construction*** - the site ready information can be found on our website and may be viewed at [Construction and Inspection | Xcel Energy](https://www.xcelenergy.com/partner-resources/build-remodel).

An estimated scheduled in-service date will be provided once these requirements have been met. It is important to keep in mind that the terms and conditions of utility service, per Xcel Energy tariffs, require that you provide adequate space on your property for all gas and electric facilities required to serve your project, including but not limited to gas and electrical lines and metering equipment, transformers, and pedestals. General guidelines for these requirements can be found at [xcelenergy.com/partner-resources/build-remodel](https://www.xcelenergy.com/partner-resources/build-remodel).

Xcel Energy looks forward to working with you on your project and if I can be of further assistance, please contact me at the phone number or email listed below.

Sincerely,

Christopher Rosenthal
Electric Distribution Designer II
Xcel Energy | Responsible By Nature
3515 3rd Street N. Saint Cloud, MN 56303
320-250-7830

Christopher.j.rosenthal@xcelenergy.com



**BOLTON
& MENK**

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

February 22, 2024

Jacob Thunander, Community Development Director
City of Annandale

via e-mail: jthunander@annandale.mn.us

RE: Bruggeman Preliminary Plat Application
City of Annandale, Minnesota
Project No.: OW1.130913

Dear Jacob,

We have reviewed the information submitted with the above referenced application dated 01/09/2024.
We have the following comments:

1. The applicant shall enter into a Development Agreement with the City of Annandale for the proposed improvements.
2. Drainage and utility easements shall be platted around the perimeter of Lot 1 Block 1.
3. The preliminary plat shall include a drainage and utility easement over the existing 24" storm sewer pipe from the north property line to the pond.
4. The preliminary plat shall include a drainage and utility easement over the proposed storm sewer from CB ST-504 to the pond.
5. The right of way identified as Willow Street West on the preliminary plat shall be removed. An easement shall be provided pending the final site access configuration.
6. The applicant shall be responsible for obtaining a NPDES Construction Stormwater Permit. A copy of the permit shall be provided to the city prior to any construction on the site.
7. The applicant shall enter into a Stormwater Maintenance Agreement for the proposed stormwater pond.
8. The western portion of Ash Street is identified as being constructed outside of the dedicated right of way on city property.
9. The concrete curb and gutter constructed with the Ash Street extension shall be B618.
10. The concrete sidewalk section shall consist of 4-inches of concrete on 6-inches aggregate base class 5.
11. A bituminous trail detail shall be included in the construction plans and shall indicate 3-inches of bituminous over 8-inches aggregate base class 5.

12. The Ash Street Extension Typical Section shall include a 2.5% cross slope rather than 3% as identified in the construction plans.
13. The Ash Street Extension Typical Section shall consist of 4-inches bituminous and 12-inches aggregate base class 5. The note below the typical section indicates that the bituminous and aggregate thicknesses currently identified in the typical section are subject to change. The note shall be modified as related to the bituminous and aggregate thicknesses. Bituminous mixture designations shall be included in the typical section.
14. The existing watermain near the eastern property boundary shall be clearly noted on the grading plan.
15. Watermain material shall be PVC C-900.
16. One water service with a gate valve shall be extended to the right-of-way for the proposed building. The service can be split on private property.
17. Fire hydrants shall be Mueller Super Centurion A-403 with Aqua Grip fittings.
18. All gate valves shall be supplied with aqua grip connections.
19. Gate valve extension stems shall be installed on all gate valves, no bolts.
20. Cor-Blue tee bolts or approved equal shall be used on all watermain fittings.
21. A minimum of 2 large zinc anode caps shall be installed on each side of all watermain fittings.
22. 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.
23. All catch basins shall accommodate a Neenah R-3250-1 castings. 2' X 3' structures will not be permitted.
24. All mortar used on concrete structures and adjusting rings shall be approved for underground utility use with 8 to 9% air entrainment.
25. The number of proposed storm sewer crossings from the pond to the wetland near station 17+00 shall be reduced.
26. A trace system meeting the requirements of Minnesota Rural Water Standards shall be installed on all non-conductive piping located within the right of way. Trace wire shall be 12 AWG colored blue for water and green for sewer.
27. All manhole adjusting rings shall be HDPE and installed with the manufacturer's approved butyl sealant.
28. A bituminous trail detail shall be included in the construction documents. The trail shall be constructed with 3-inches of bituminous over 8-inches aggregate base class 5.
29. Sheet C301: Place redundant (double) row of silt fence where a 50-ft natural wetland buffer cannot be maintained adjacent to the wetland.
30. Sheet C301: Specify the category of erosion control blanket.

31. Review the area of the north offsite catchment. From reviewing MnTOPO this area appears to be much larger than what is shown on the drainage maps. See the figure on the attached sheet and adjust the stormwater calculations accordingly.
32. Provide a detail of the pond filtration trench.
33. Sheet C500: Is there perforated drain tile in the filtration trench that connects into the existing catch basin on Ash Street W? Provide a detail showing how this connection is to be made.
34. Sheet C500: Show an emergency overflow elevation southeast of CBMH ST-503 in case the casting on this structure was obstructed.
35. Sheet C500: The maximum pond slope below the NWL is 3:1.
36. Sheet C503: Show the location of the 6" drain tile and provide cleanouts at the ends of the pipe.
37. Provide a typical detail showing how the filtration trench is to be constructed that is on the west side of the building.
38. Provide the storm sewer sizing calculations.
39. Use a curve number in the existing condition stormwater calculations representing small grain row crops for the onsite catchments.
40. Calculate the time-of-concentration (T_c) for the existing catchments using the sheet flow and shallow concentration flow methods, do not use "direct entry."
41. The wetland high water elevation shall be included on the grading and utility plan sheets.
42. All rip-rap shall be granite.
43. CB ST-504 shall be constructed with a minimum 3-foot sump.
44. Access as required by the Fire Chief, shall be provided around the building perimeter.
45. A pre-construction meeting shall be scheduled with the City of Annandale and conducted at Annandale City Hall prior to construction at the site.
46. All construction shall be in accordance with City of Annandale standards.
47. Revised plans incorporating the above-mentioned comments shall be submitted for the review of the City of Annandale.

We recommend approval of the Preliminary Plat contingent on the above-referenced comments and those comments as submitted 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.
City Engineer

Approximate size of the north, off-site catchment area



Jacob Thunander

From: Jacob Thunander
Sent: Wednesday, March 6, 2024 3:30 PM
To: Bruggeman, Brian
Cc: Kelly Hinnenkamp
Subject: RE: Review Comments: Bruggeman Apartments

Jacob,

Please let Brian know that the fire road will be required around 360 degrees of the building and must be maintained and have snow removal. An easement will not be acceptable along the cottage's driveway area.

Kris Townsend | Fire Chief
City of Annandale
Phone 320.274.3055 | Fax 320.274.5728
30 Cedar ST E., Annandale, MN 55302



FIRE DEPARTMENT

Fire Safety Standards for Commercial/Multi-Residential Buildings

1. A fire apparatus access road shall be provided on all new buildings and shall extend to within 150 feet of all portions of the facility or any portion of the exterior wall of the first story of the building as measured by an approved route around the exterior of the building by the Fire Chief.

Fire apparatus roads shall be designed and maintained to support the imposed loads of fire apparatus and shall be surfaced so as to provide all-weather driving capabilities.

2. An on-site fire hydrant shall be installed within 300 feet of any portion of the exterior of the building as measured by an approved route around the building by the Fire Chief.

Exception: For buildings equipped with approved fire sprinkler systems the Fire Chief may extend the minimum distance.

3. A clear space of no less than 3 feet must be maintained around the circumference of fire hydrants.

4. Approved Lock Boxes must be installed on all new commercial buildings. Lock Boxes shall be ordered through the fire department to maintain consistent equipment and locks.

5. The Fire Chief shall have an opportunity to review and approved all plans for fire alarms and fire sprinkler systems prior to any work being started on the building.

6. All fire alarm systems shall be installed to meet the requirements of NFPA 72, and shall be tested by the Fire Chief or his/her designee prior to occupancy within the building.

Fire Alarms shall be zoned and annunciated as approved by the Fire Chief. Color, laminated maps of each zoned area shall be presented at all annunciator and alarm panels.

7. The Fire Chief shall approve the location of the FDC on buildings requiring fire sprinkler systems prior to the system installation. The City of Annandale does not allow Post Indicator Valves on any fire sprinkler system.

Jacob Thunander

From: Gary Stang <garystang@inhproperties.com>
Sent: Friday, March 8, 2024 4:52 PM
To: Jacob Thunander
Subject: RE: Willows of Annandale

Hi Jacob,

My comments would be this...

In my history of working as a developer with the City of Annandale and its Consultants, it was always my understanding that the maximum allowed density for multi-family high density was to be 15 units per acre. That was told by them to me. Had I known that maximum didn't mean maximum, it would have changed my building plans for certain and/or the amount of land I needed to buy. Why would the maximum density now be allowed to change?

If you want more units than find a parcel that can hold more units. 66 units would require 4.4 acres minimum.

Thank you.

Gary Stang
Developer

THE property in this REQUEST is BORDERED ON THREE sides AS RESIDENTIAL EXCEPT FOR THE WARE houses ON THE NORTHEAST CORNER AND THE WET LAND ON THE SOUTH SIDE

THE land in question is NOT A FULL SACKER A THREE story building would NOT fit on A SMALLER Acreage. WITH A ROAD AND PATH ON THE SOUTH SIDE A 100 FT POND (NO WIDTH) ON THE EAST END A 20x23 FT ON THE NORTH SIDE AND A 50 FT BUFFER AND LANDSCAPE 35 FT.

THE plan we first HEARD ABOUT SAID THE GARAGES would be UNDERGROUND. THE IMAGE I SAW ON THE computer in the city office. SHOWS OR APPEARS THE GARAGE OR ON THE NORTH SIDE OF THE building. A BUILDING OF THIS SIZE would BE AN EYESORE IN A RESIDENTIAL DISTRICT.

SUBMITTED BY JANET ANDERSON

35 KROLLWOOD ST W

Janet Anderson



City Council Agenda

March 18, 2024

Agenda Section: New Business

Report From: Planning

Agenda No. 7S

Agenda Item: Consideration of Review for Triplett Farms 5th Addition Concept Plat
Submitted by: LGI Homes – Minnesota, LLC

Core Strategy:

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

SITE INFORMATION & BACKGROUND

PID: 102-065-000010 and 102-065-000020

Legal Description: Outlot A & B, Triplett Farms

Zoning District: R-1 with PUD Overlay

Comprehensive Plan: Residential

Surrounding Site Use: North: Residential, Agricultural
East: Residential
South: R-1 (Triplett Farms)
West: Southside Township/Agricultural

Planning Case Number: 2024-03

Deadline for Decision: N/A

BACKGROUND

LGI Homes – Minnesota, LLC has submitted for concept plan review for 42 duplex lots and 1 single family lot on approximately 13.67 acres.

ZONING STANDARDS

The property was approved for a Planned Unit Development (PUD), originally in 2003. There were amendments to the PUD, however, the amendments were not related to the two outlots proposed for development in this phase.

The PUD approved the two outlots of the subject site for townhome style multi-family development not to exceed the standards in the R-4 District (8 units per acre max).

The PUD also granted approval for private streets for these areas. There were standards requiring the concealment of garages from public streets (the garages were to face a private street),



requiring that the minimum standards for landscaping were exceeded, that all garages must be at least 440 square feet in area, and that there is required to be 1 guest parking stall for every 3 units.

Outlot A (the northwestern site) is required to have a trail constructed from Warren Avenue to Douglas Drive through the property, as part of the PUD.

The PUD is required to meet the standards of the R-4 District. This includes a 30 foot setback to the perimeter of the site which is increased when immediately adjacent to R-1 style development (single family). There is also a requirement of a 20 foot building separation. Lot coverage is permitted up to 35%.

The City's standards for twinhomes require 12,000 square foot lots that are a minimum of 100 feet wide (for 2 units). It is also required that there be 10 foot side yard setbacks, 30 feet to the front, 20 feet to the corner and rear. Lot coverage is permitted up to 35%.

PROPOSED CONCEPT PLAN

The applicant is proposing 42 twinhome units on two cul-de-sac streets that access off Douglas Drive. One single family unit is also proposed to be placed on the south side of the northwest cul-de-sac road.

The proposed density is about 6.5 units per acre.

Performance Standards

Housing Standards

The City has minimum performance standards for single family and duplexes that the applicant will need to meet. The architecture provided depicts five unit attached townhome buildings. The applicant is intending to place twinhomes that have a similar appearance to this design.

Garage Standards

The applicant is proposing to not meet the minimum standards for garages for twinhome units. The plans depict garages that are about 20' x 18'8" which are significantly smaller than the required 440 square feet.

Lot Width / Frontage

The proposed twinhome unit lots are about 35 feet wide. The City typically requires 50 feet.

Natural Resources

The applicant will need to depict adequate buffers and setbacks to wetlands.

Trees removal is proposed at 60%, which is permitted by the Natural Resource Ordinance.



Landscaping

The applicant has provided a landscaping plan that is generally based on one tree per unit with a few extra trees added in the rear to screen from Harrison Street.

SUBDIVISION ORDINANCE STANDARDS

Streets & Access

The development would be accessed through two cul-de-sacs.

The Subdivision Ordinance states that “cul-de-sacs shall normally not be longer than 500 feet measured along the street centerline from the intersection of origin to the center point of the turn-around. The turn-around shall have a minimum curb radius of 50 feet and a minimum right-of-way radius of 60 feet.”

The City Engineer has also provided comments regarding the proposed streets. The streets would be required to be 32 feet in width from face of curb to face of curb.

These standards shall be met with the development plans.

Sidewalks & Trails

The Subdivision Ordinance requires “concrete walkways not less than 5 feet in width on at least one side of each residential street in the subdivision or an alternative off-street system of bituminous paths not less than 8 feet in width.”

The applicant is depicting a sidewalk on one side of both proposed cul-de-sacs.

As mentioned earlier, there is a required trail component that was part of the PUD that is not shown on the plan. This trail is also included in the City’s Comprehensive Plan.

Utilities & Grading

The City Engineer has provided comments related to utilities and grading.

PARK COMMISSION REVIEW

The Park Commission reviewed the proposed concept on February 27, 2024.

The applicant is requesting feedback on a small park improvement on Outlot B of the proposed plat. The proposal would deed the property to the City for maintenance. The Park Commission did not recommend having a park on the subject site due to the size and topography of the land.

In addition, it was noted that the original Triplett Farms Planned Unit Development (PUD) included a trail that connects the trail from Warren Avenue to behind the proposed townhomes



into Douglas Drive. The recommendation was that the developer install the trail (a requirement of the PUD) and that the land and cost may be considered their public land dedication.

The Commission also discussed the possibility of extending the trail along the south side of Harrison Street (north side of western parcel of proposed subdivision). Due to the annexation of property on the east side of Lake John, there has been interest in having a trail connecting to this part of the City. Trail/sidewalk connections are established from Harrison Street (north of the eastern parcel of the proposed subdivision) to Excelsior Avenue S. This specific trail extension would need to be explored in more detail with City Staff as Harrison Street is considered a rural section in this area.

PLANNED UNIT DEVELOPMENT REVIEW

Any new Planned Unit Development or amendment to an existing PUD will need to be considered against the review criteria:

1. Comprehensive Plan. The development will be planned so that it is consistent with the Comprehensive Plan for the community
2. Harmony. The planned unit development will be planned and developed to harmonize with any existing or imminent development in the area surrounding the project site.
3. Not Disturbing. The development will not be hazardous or disturbing to existing or planned neighboring uses, and will not materially adversely affect the values of adjacent properties.
4. Adequately Served. The development may be adequately served by essential public or private facilities and services, including streets, police and fire protection, drainage facilities, refuse disposal, water and sewer systems, and schools.
5. Beneficial. The distribution of buildings, streets and open space of the development will permit site planning that is superior to that which could be obtained without the PUD District being approved and thus benefit both the residents of the development and the community as a whole.
6. Not Detrimental. The distribution or location of buildings, streets and open spaces will not unduly increase the bulk of buildings, density of population, or intensity of use(s) to the detriment of areas outside the development by restricting access to light and air, by creating traffic congestion, or by other means.
7. Community Welfare. The development will not be detrimental to or endanger the public health, safety, morals, comfort, convenience, or general welfare.

CITY COUNCIL DISCUSSION

The purpose of a concept/sketch plan is intended to depict the general circulation and lot layout for a higher level discussion of a proposed development plan. No comments are necessarily binding and no motion should be made as this is not a formal land use application. The City Council should make comments to the applicant and recommend any changes deemed necessary.



PLANNING COMMISSION COMMENTS

The Planning Commission reviewed the concept plat of Triplett Farms 5th Addition on March 12, 2024. The Commission recommended comments consistent with the noted staff comments (found below “Attachments”).

STAFF COMMENTS

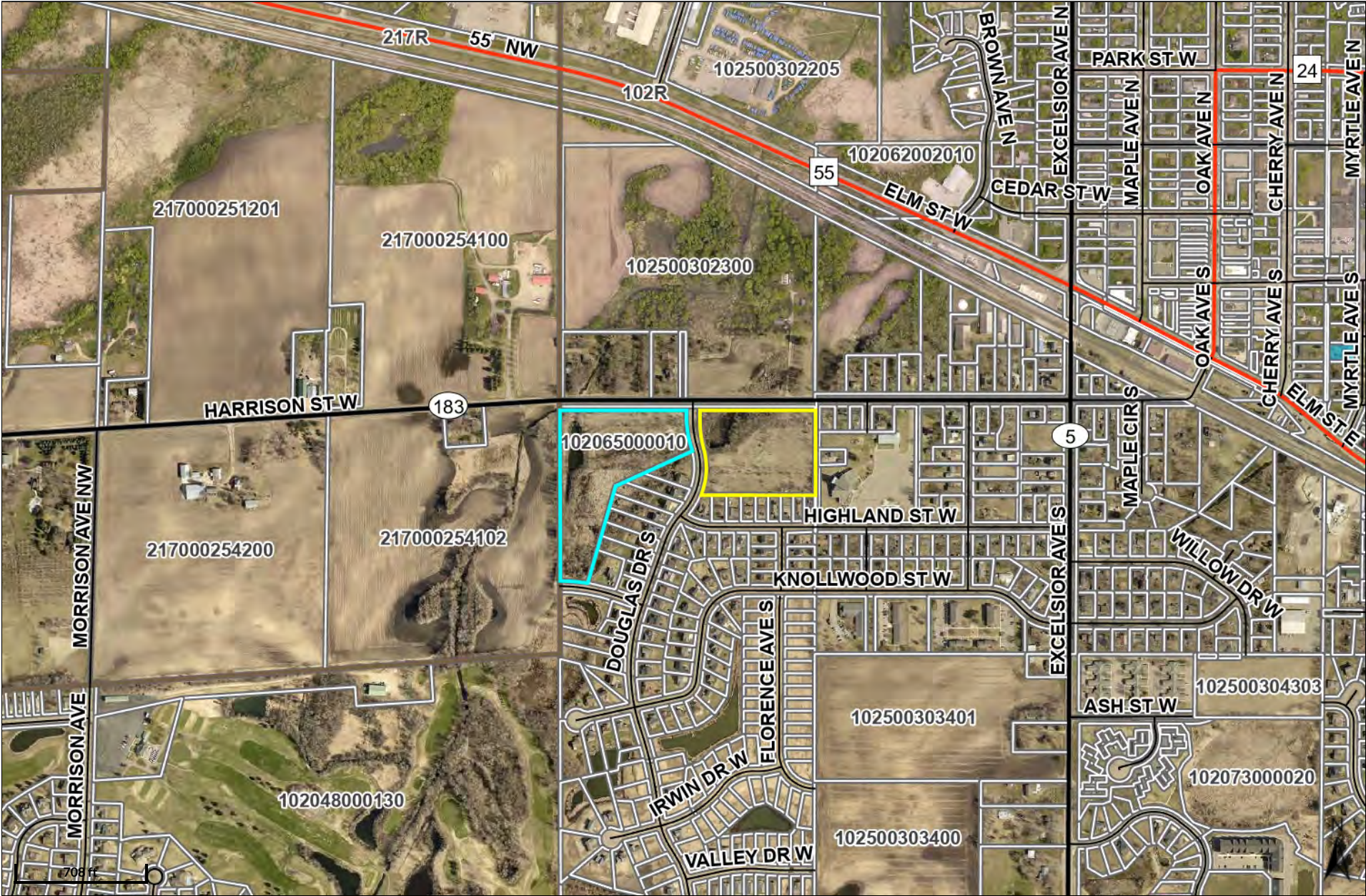
Careful consideration was given to the original PUD (2003), which was intended to allow denser housing, where normally not permitted, in order to buffer the development from the County Road. The applicant is seeking flexibility to the garage size, twinhome lot size, setbacks, and is seeking to not install the required trail improvements of the original PUD. Additionally, the development plan has a single family house imbedded in the twinhome area which results in an inconsistent character. It seems that a prudent approach would be to maintain the existing plan for these two outlots. If the applicant wishes to continue with the twinhome style of development on public roads, it is recommended that the minimum zoning standards be met and the staff comments below should be addressed.

Attachments:

- A. Aerial Image
- B. Applicant Narrative
- C. Concept Plan
- D. Example Architectural Plans
- E. Original Triplett Farms Plat/PUD and Ordinance 277
- F. City Engineer’s Letter, Dated February 26, 2024

Staff Comments

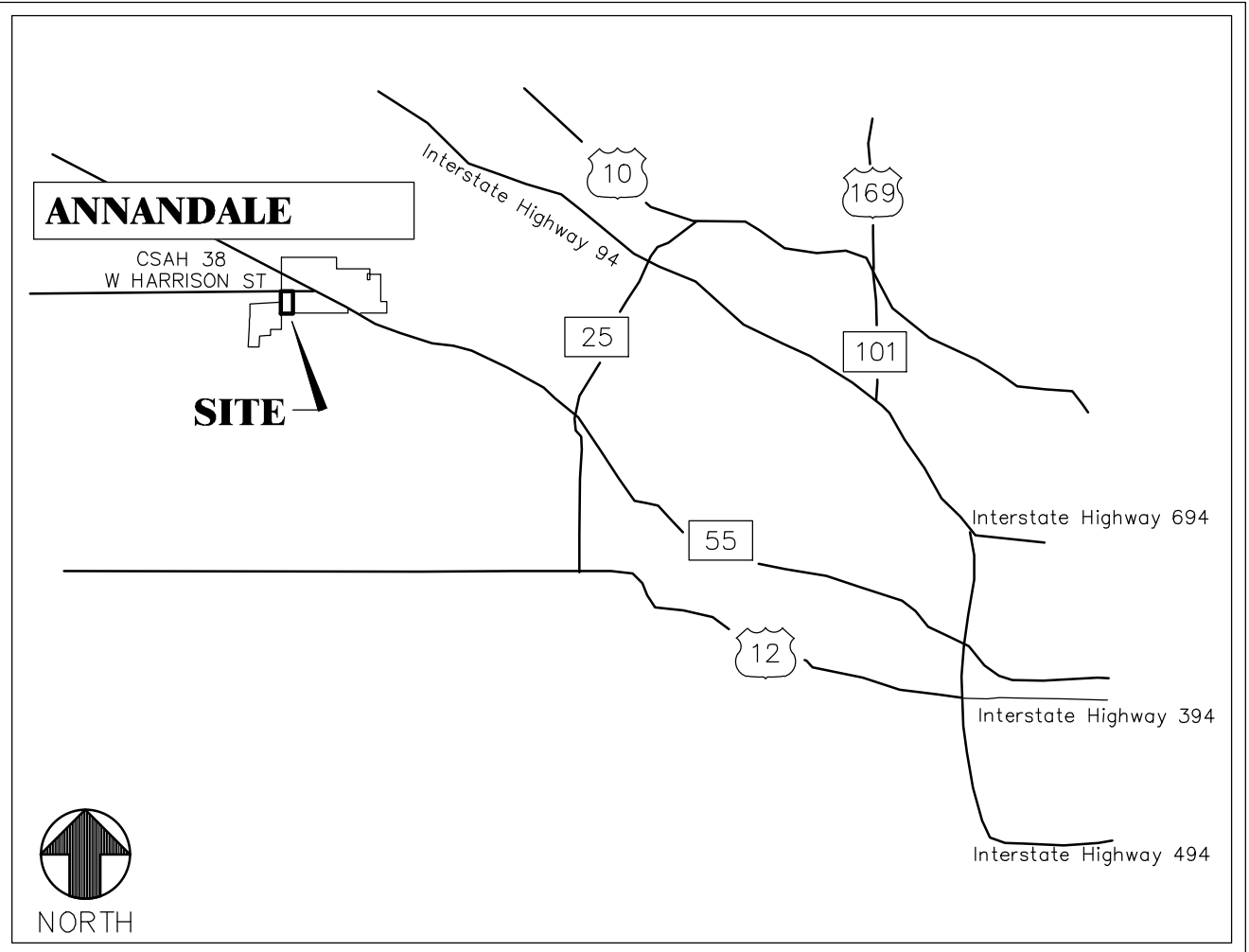
1. The unit lots should be increased to 50 feet in width.
2. The minimum garage size in the zoning ordinance shall be met.
3. The minimum lot size for each two units shall be 12,000 square feet.
4. The setbacks of the R-2 District shall be met.
5. Removal of Lot 17, Block 2 (single family lot).
6. The streets shall meet code requirements including language for cul-de-sacs and street widths.
7. Park dedication shall be provided per the recommendation of the Park Commission and subject to approval by the City Council. The recommendation is that the park dedication would be providing the land and installing the required trail from Warren Avenue to behind the proposed townhomes into Douglas Drive (per the original PUD requirements).
8. All terms and comments from the City Engineer’s Letter dated February 26, 2024 shall be addressed.
9. All comments from other City Staff including the Fire Chief, and the Planning Commission should be addressed.



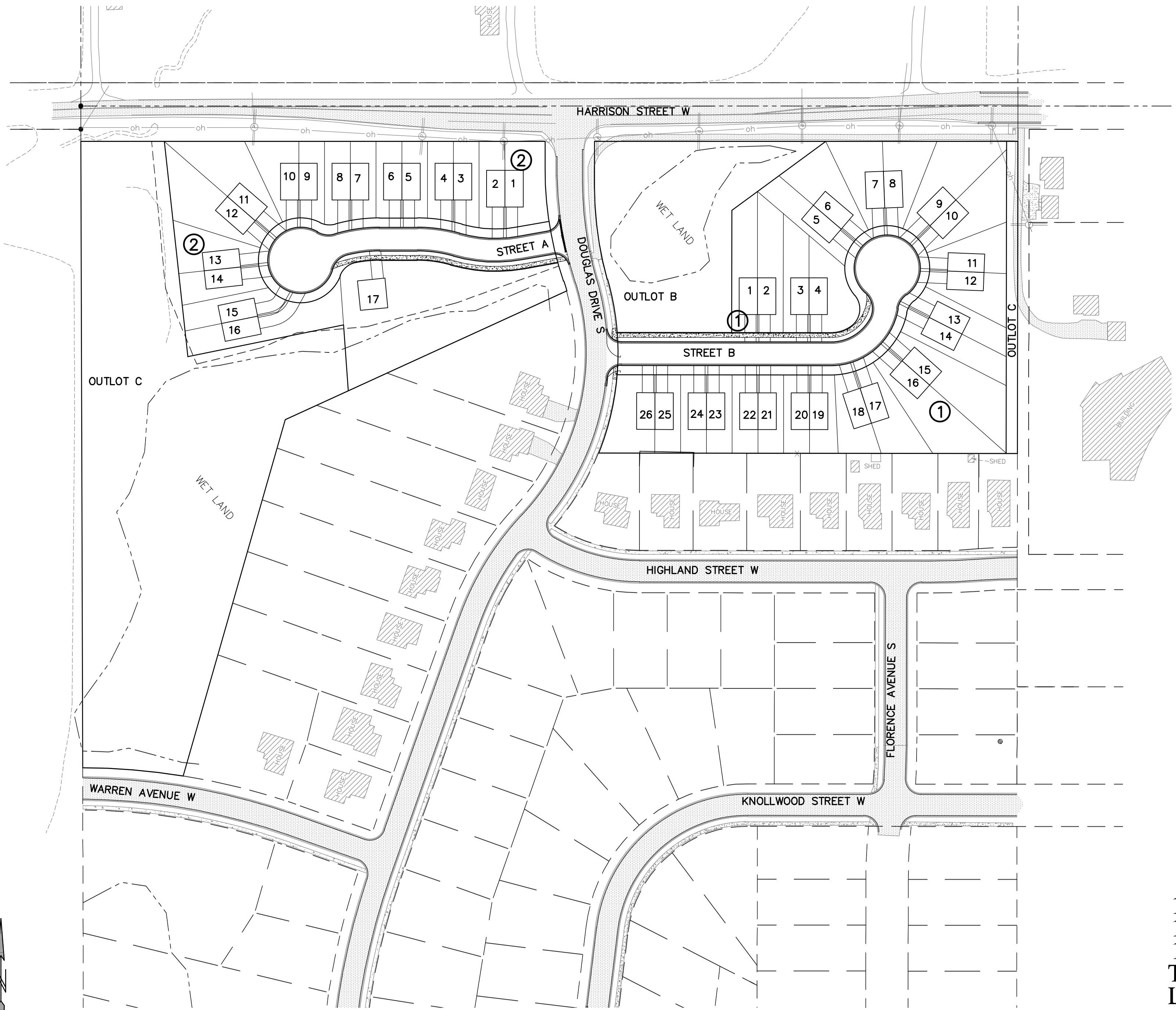
Description of Request

The property is zoned PUD and consists of two parcels; one on either side of Douglass Drive. A revised PUD Amendment will be required. The new plan will result in fewer units; the new plan proposes 43 units consisting of 26 townhome units (twins) on the eastern parcel and 17 units on the western parcel. There is one single detached unit on the western parcel due to site constraints. Streets are public and building setbacks are 25' front, 30' rear, and 20' between buildings. Typical lot depths are 111' which result in a maximum building depth of 56' with 25' front setback (51' max. depths if 30' front setbacks are used. Garages are proposed to be 360 +/- sq. ft. or 400 +/- sq.ft. depending on which floorplans are utilized from our existing 6-plex plan provided. In conjunction with the garage sizes proposed we could increase the front setbacks from 25' to 30' to aid in offstreet parking. As part of the development we wish to gauge the City's interest in some park improvements on Outlot B of the proposed plan. As part of the PUD process we would be willing to include some park improvements if the City is willing to accept the area as parkland and provided ongoing maintenance.

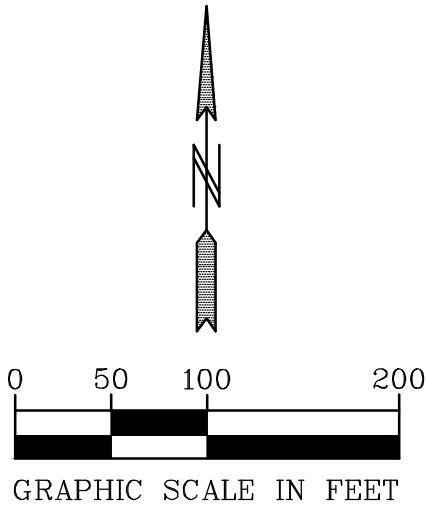
TRIPLETT FARMS 5TH ADDITION
PRELIMINARY PLAT
ANNANDALE, MINNESOTA



LOCATION MAP



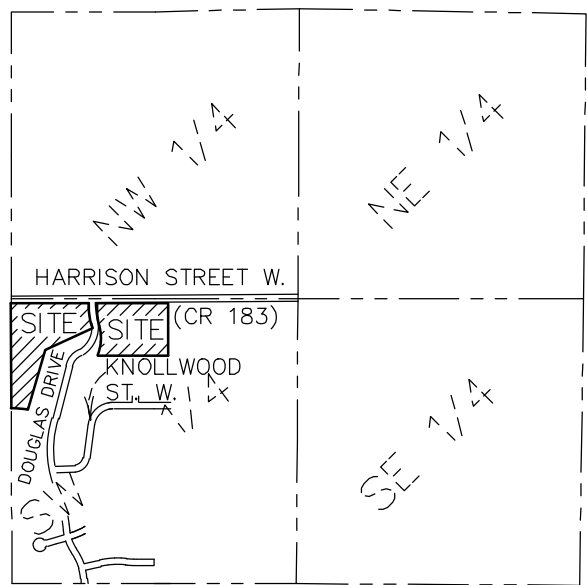
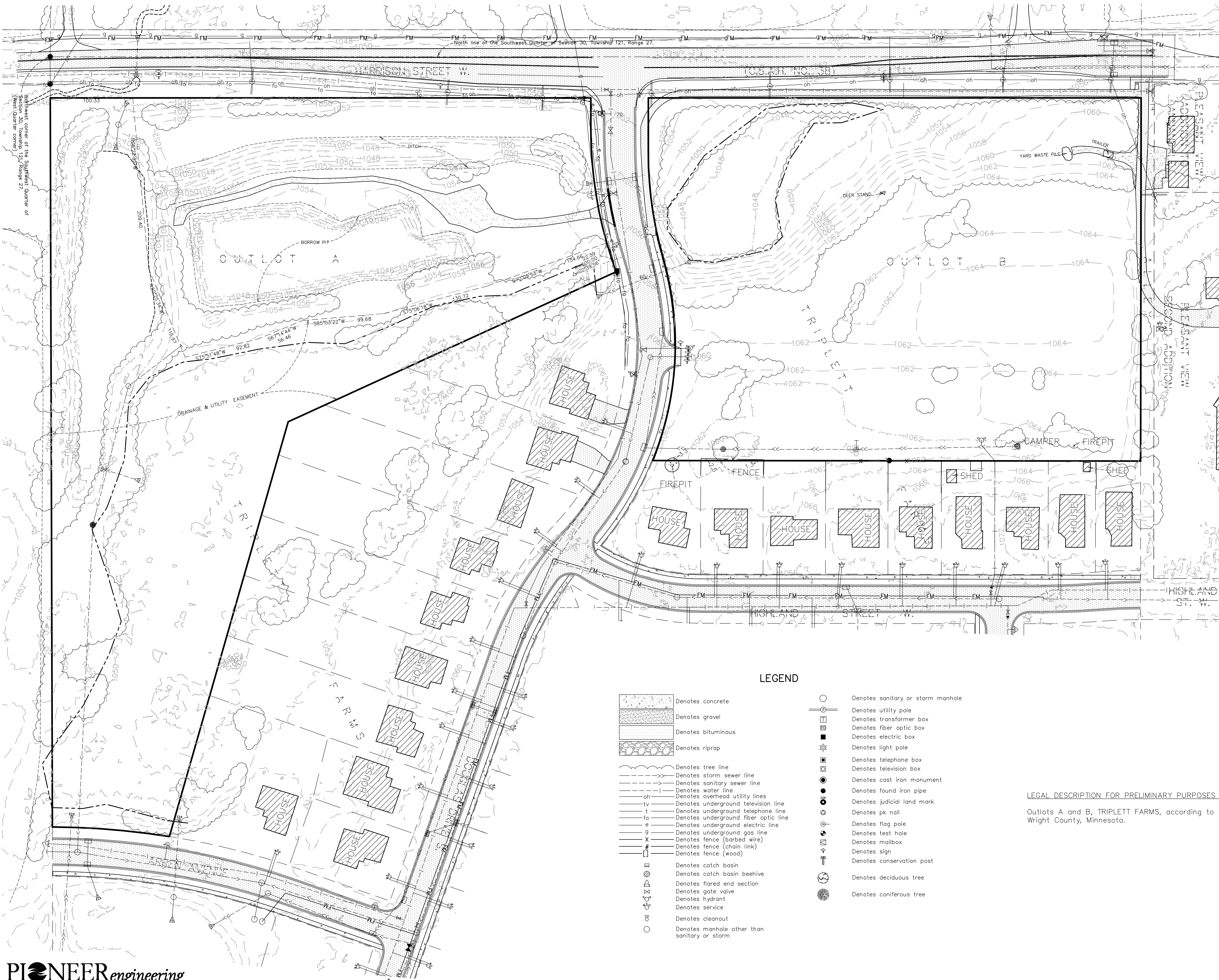
- SHEET INDEX
- 1. COVER SHEET
 - 2. LEGEND SHEET
 - 3. EXISTING CONDITIONS
 - 4. PRELIMINARY PLAT
 - 5. PRELIMINARY REMOVALS PLAN
 - 6. PRELIMINARY SITE PLAN
 - 7. PRELIMINARY GRADING PLAN
 - 8. PRELIMINARY EROSION CONTROL PLAN
 - 9. PRELIMINARY SEEDING PLAN
 - 10. PRELIMINARY SANITARY & WATERMAIN PLAN
 - 11. PRELIMINARY STORM SEWER PLAN
 - 12. DETAILS
 - T1. TREE PRESERVATION PLAN
 - L1. LANDSCAPE PLAN



LEGEND			
EXISTING	PROPOSED	FUTURE	DESCRIPTION
			SANITARY MANHOLE
			SANITARY SEWER (SANITARY & WATERMAIN PLANS)
			SANITARY SEWER (STORM SEWER PLANS)
			FORCE MAIN
			HYDRANT
			GATE VALVE
			REDUCER
			CURB STOP
			WATERMAIN (SANITARY & WATERMAIN PLANS)
			WATERMAIN (STORM SEWER PLANS)
			CATCH BASIN
			BEEHIVE
			STORM MANHOLE
			FLARED END SECTION
			CONTROL STRUCTURE
			STORM SEWER (SANITARY & WATERMAIN PLANS)
			STORM SEWER (STORM SEWER PLANS)
			CULVERT
			PERFORATED DRAINTILE
			SOLID DRAINTILE SERVICE
			CASING
			UNDERGROUND ELECTRIC LINE
			UNDERGROUND FIBER OPTIC LINE
			UNDERGROUND GAS PIPELINE
			UNDERGROUND PETROLEUM PIPELINE
			UNDERGROUND TELEPHONE LINES
			UNDERGROUND TELEVISION LINE
			OVERHEAD UTILITY LINES
EXISTING	PROPOSED	FUTURE	DESCRIPTION
			SURMOUNTABLE CURB & GUTTER
			B-STYLE CURB & GUTTER
			RIBBON CURB & GUTTER
			EDGE OF BITUMINOUS
			YELLOW PAVEMENT STRIPING (SINGLE/DOUBLE)
			WHITE PAVEMENT STRIPING (SINGLE/DOUBLE)
			PHASE LINE
			CENTERLINE
			2' CONTOUR LINE
			10' CONTOUR LINE
			BASIN OUTLET LINE
			BASIN HIGH WATER LINE
			PROPOSED SPOT ELEVATION
			EMERGENCY OVERFLOW
			DRAINAGE FLOW ARROW
			DELINEATED / PROPOSED WETLAND LINE
			WETLAND BUFFER
			TREE LINE
			FEMA FLOODPLAIN BOUNDARY
			RETAINING WALL
			FENCE (BARBED WIRE)
			FENCE (CHAIN LINK)
			FENCE (WOOD)
			CONSERVATION AREA SIGN
			WETLAND BUFFER SIGN
			TYPE III BARRICADE
			LIGHT POLE
			STREET SIGNS
			PEDESTRIAN RAMP
EXISTING	PROPOSED	FUTURE	DESCRIPTION
			BOUNDARY
			RIGHT OF WAY
			LOT LINE
			EASEMENT
			SET BACK LINE
			SECTION LINE
			RESTRICTED ACCESS
HATCH PATTERNS			
	GRAVEL SURFACE		WETLAND
	BITUMINOUS SURFACE		WETLAND UPLAND BUFFER
	CONCRETE SURFACE		WETLAND MITIGATION
	RIP RAP		PERMANENT TURF RESTORATION
	SELECT BACKFILL MATERIAL		PERMANENT WET BASIN SEEDING
	EROSION CONTROL BLANKET MNDOT CATEGORY PER PLAN		UPLAND/NATURAL AREA SEEDING

TOPOGRAPHIC SYMBOLS	
	CATCH BASIN
	CATCH BASIN BEEHIVE
	FLARED END SECTION
	GATE VALVE
	HYDRANT
	WATER SERVICE
	WATER WELL
	MONITORING WELL
	CLEANOUT
	HAND HOLE
	MANHOLE OTHER THAN SANITARY OR STORM
	SANITARY OR STORM MANHOLE
	LAWN SPRINKLER VALVE
	LAWN SPRINKLER HEAD
	UTILITY POLE
	TRANSFORMER BOX
	FIBER OPTIC BOX
	ELECTRIC BOX
	NATURAL GAS METER
	LIGHT POLE
	SEMAPHORE
	TELEPHONE BOX
	CABLE BOX
	CAST IRON MONUMENT
	FOUND IRON PIPE
	JUDICIAL LAND MARK
	PK NAIL
	CONTROL POINT
	SPIKE
	FLAG POLE
	TEST HOLE
	MAILBOX
	SIGN
	BOLLARD
	CONSERVATION POST
	DECIDUOUS TREE
	CONIFEROUS TREE
	SHRUB / BUSH
EROSION & SEDIMENT CONTROL	
	STANDARD EROSION CONTROL
	HEAVY-DUTY EROSION CONTROL
	SECONDARY EROSION CONTROL FENCE
	EROSION CONTROL AT BACK OF CURB
	TREE FENCE
	TEMPORARY DIVERSION DITCH
	CATCH BASIN INLET PROTECTION
	STRAW BIO ROLLS
	ROCK BERM
	SUMPED RIP RAP PERMANENT ENERGY DISSIPATER
	DISCHARGE LOCATION
	GRAVEL CONSTRUCTION ENTRANCE
	TEMPORARY OUTLET FLOATING SKIMMER
	BASIN ACCESS 8% SLOPE MAX.
	STABILIZED EMERGENCY OVERFLOW
	STEEP SLOPE 3:1 (H:V) (33.3%) OR STEEPER GRADE
CURB LEGEND	
	= TOP OF CURB ELEVATION FOR SURMOUNTABLE CURB
	= TOP OF CURB ELEVATION FOR SURMOUNTABLE CURB (TIP OUT GUTTER)
	= TOP OF CURB ELEVATION FOR B618 CURB
	= TOP OF CURB ELEVATION FOR B618 CURB (TIP OUT GUTTER)
	= BITUMINOUS ELEVATION

ABBREVIATIONS	
A	ALGEBRAIC DIFFERENCE
B-B	BACK TO BACK
BV	BUTTERFLY VALVE
BOC	BACK OF CURB
BFE	BASE FLOOD ELEVATION
BMP	BEST MANAGEMENT PRACTICE
CL	CENTER LINE
CB	CATCHBASIN
CBMH	CATCHBASIN MANHOLE
CMP	CORRUGATED METAL PIPE
CO	CLEAN OUT
CS	CURB STOP
DIP	DUCTILE IRON PIPE
DT	DRAINTILE
EL/ELEV	ELEVATION
EX	EXISTING
FES	FLARED END SECTION
F-F	FACE TO FACE
FM	FORCEMAIN
GB	GRADE BREAK
GND	GROUND
GV	GATE VALVE
HP	HIGH POINT
HYD	HYDRANT
HWL	HIGH WATER LEVEL
INV	INVERT
K	CURVE COEFFICIENT
L	LENGTH
LF	LOWEST FLOOR
LO	LOOKOUT
LO	LOWEST OPENING
LP	LIQUID PETROLEUM
LP	LOW POINT
MH	MANHOLE
PC	POINT OF CURVATURE
PCC	POINT OF COMPOUND CURVATURE
PI	POINT OF INTERSECTION
PL	PROPERTY LINE
PRC	POINT OF REVERSE CURVATURE
PVT	POINT OF TANGENCY
PVC	POINT OF VERTICAL CURVATURE
PVC	POLYVINYL CHLORIDE PIPE
PVI	POINT OF VERTICAL INTERSECTION
R	RADIUS
R	RAMBLER
RCP	REINFORCED CONCRETE PIPE
ROW	RIGHT OF WAY
SSWR	SANITARY SEWER
STA	STATION
STRM	STORM SEWER
SWPPP	STORM WATER POLLUTION PROTECTION PLAN
TNH	TOP NUT HYDRANT
TYP	TYPICAL
WM	WATER MAIN
WO	WALKOUT



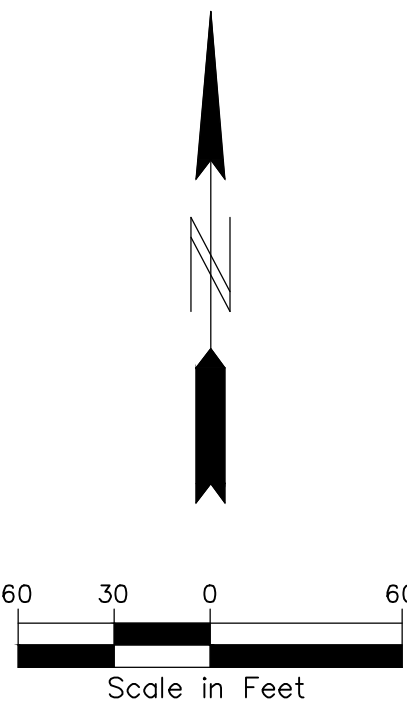
SECTION 30, TWP. 121, RGE. 27
WRIGHT COUNTY, MINNESOTA
VICINITY MAP
NO SCALE

LEGEND

- | | | | |
|--|--|--|-----------------------------------|
| | Denotes concrete | | Denotes sanitary or storm manhole |
| | Denotes gravel | | Denotes utility pole |
| | Denotes bituminous | | Denotes transformer box |
| | Denotes riprap | | Denotes fiber optic box |
| | Denotes tree line | | Denotes electric box |
| | Denotes storm sewer line | | Denotes light pole |
| | Denotes sanitary sewer line | | Denotes telephone box |
| | Denotes water line | | Denotes television box |
| | Denotes overhead utility lines | | Denotes cast iron monument |
| | Denotes underground television line | | Denotes found iron pipe |
| | Denotes underground telephone line | | Denotes judicial land mark |
| | Denotes underground fiber optic line | | Denotes pk nail |
| | Denotes underground electric line | | Denotes flag pole |
| | Denotes underground gas line | | Denotes test hole |
| | Denotes fence (barbed wire) | | Denotes mailbox |
| | Denotes fence (chain link) | | Denotes sign |
| | Denotes fence (wood) | | Denotes conservation post |
| | Denotes catch basin | | Denotes deciduous tree |
| | Denotes catch basin beehive | | Denotes coniferous tree |
| | Denotes flared end section | | |
| | Denotes gate valve | | |
| | Denotes hydrant | | |
| | Denotes service | | |
| | Denotes cleanout | | |
| | Denotes manhole other than sanitary or storm | | |

LEGAL DESCRIPTION FOR PRELIMINARY PURPOSES ONLY

Outlots A and B, TRIPLETT FARMS, according to the recorded plat thereof, Wright County, Minnesota.



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2422 Enterprise Drive
Mendota Heights, MN 55120
(651) 681-1914
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www.pioneereng.com

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

Name: Peter J. Hawkinson
Reg. No.: 42299
Date: 12-22-2023

Revisions

Date: 12-22-2023
Designed: PJC/BNM
Drawn: BNM

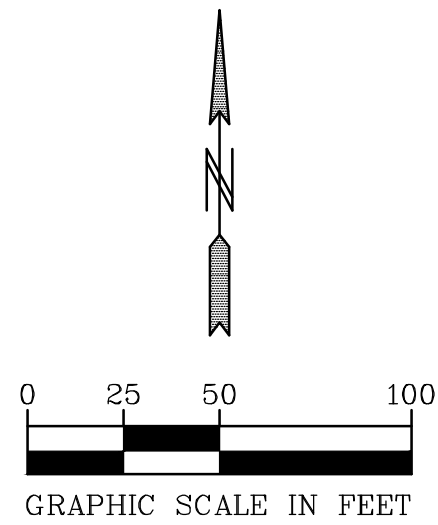
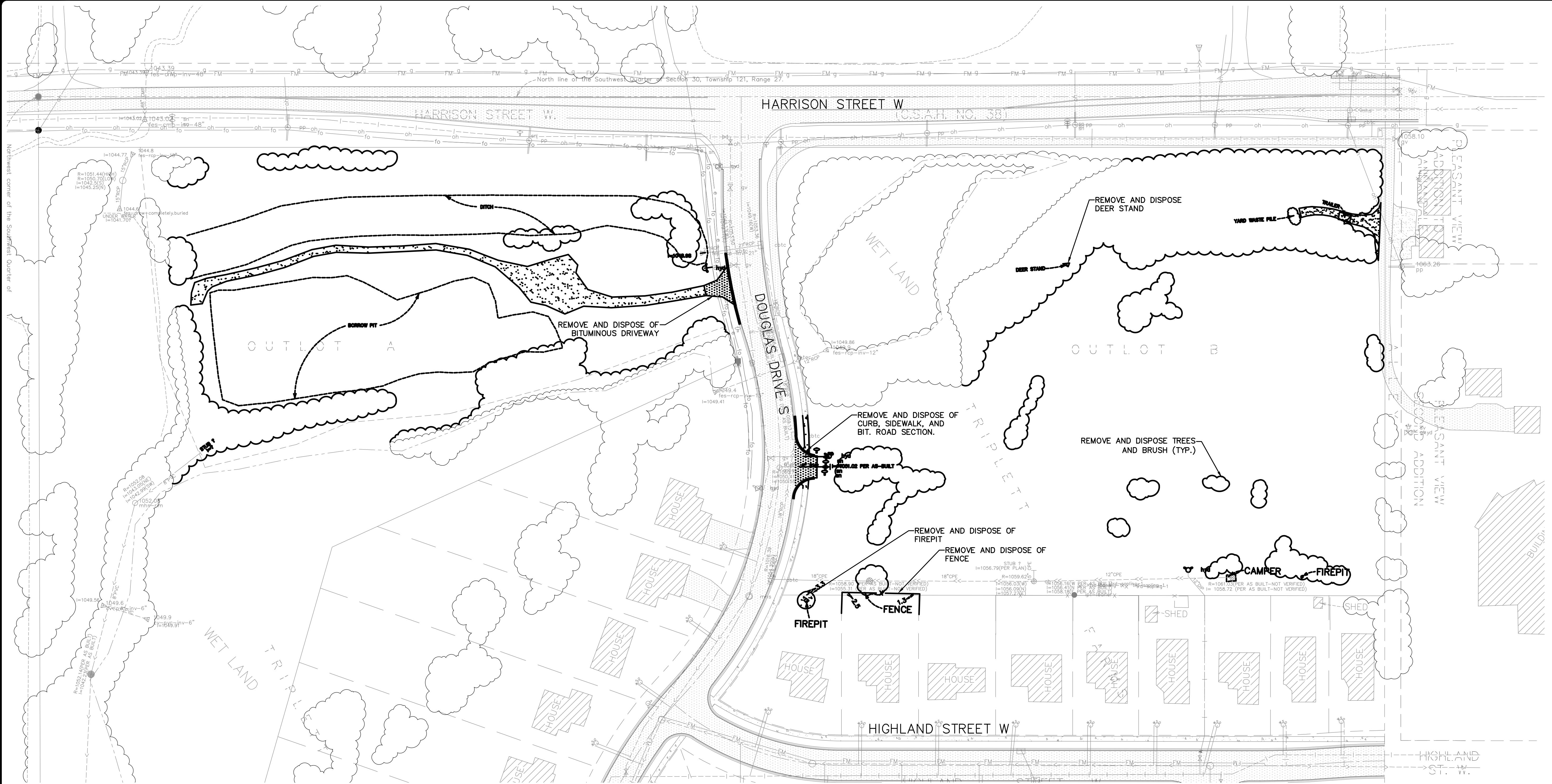
EXISTING CONDITIONS

LGI HOMES
2850 CUTTERS GROVE AVENUE, SUITE 207
ANOKA, MINNESOTA 55303

TRIPLETT FARMS 5TH ADDITION
ANNANDALE, MINNESOTA

2.10 OF 14

BENCH MARK
MNDOT BENCHMARK UMC MNDT
AT HWY 55 MILEPOINT 171.95
ELEV=1046.48 (NAVD88)
EX-SURV-121237-BASE.DWG



BENCH MARK
MNDOT BENCHMARK UMC MNDT
AT HWY 55 MILEPOINT 171.95
ELEV=1046.48 (NAVD88)

00-ENG-121237-SHEET-DEMO

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Name Paul J. Cherni
Reg. No. 19860 Date 12-22-2023

Revisions

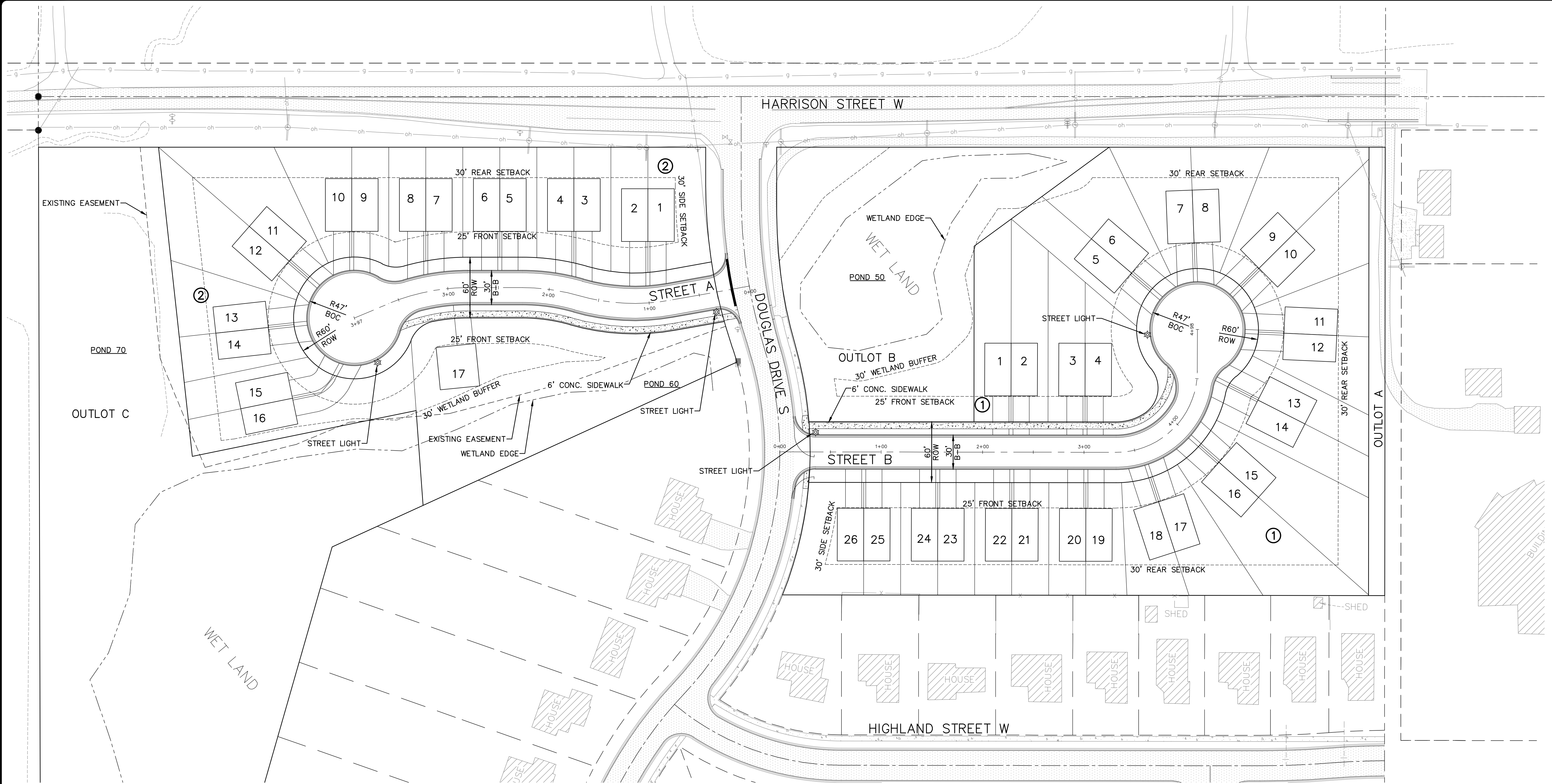
Date 12-22-2023
Designed PJC/BNM
Drawn BNM

PRELIMINARY REMOVAL PLAN

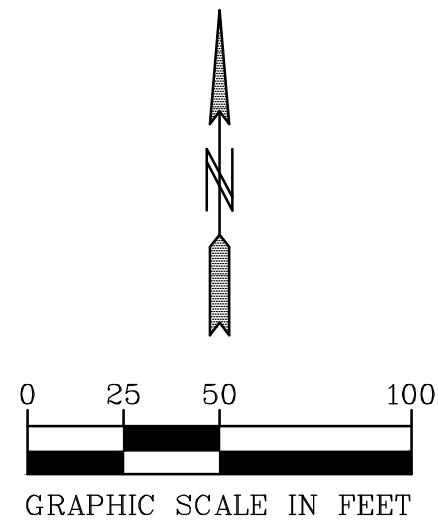
LGI HOMES
2850 CUTTERS GROVE AVENUE, SUITE 207
ANOKA, MINNESOTA 55303

TRIPLETT FARMS 5TH ADDITION
ANNANDALE, MINNESOTA

5 OF 14



PROPOSED SETBACKS:
FRONT SETBACK TO R/W: 25'
BUILDING TO BUILDING: 20'
SIDE STREET R/W: 30'
REAR SETBACK: 30'
C.S.A.H NO. 38 R/W: 30'
WETLAND BUFFERS: 30'



BENCH MARK
MNDOT BENCHMARK UMC MNDT
AT HWY 55 MILEPOINT 171.95
ELEV=1046.48 (NAVD88)

00-ENG-121237-SHEET-SITE

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Name Paul J. Cherni
Reg. No. 19860 Date 12-22-2023

Revisions

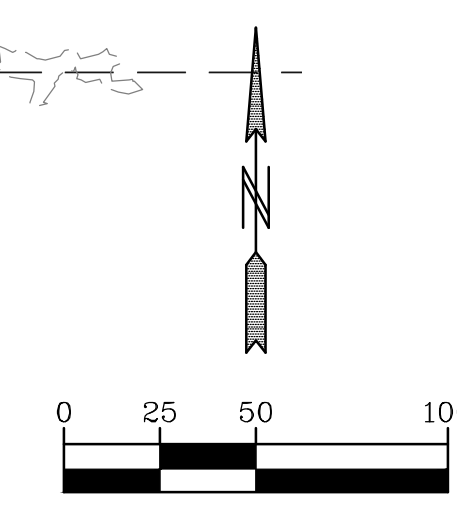
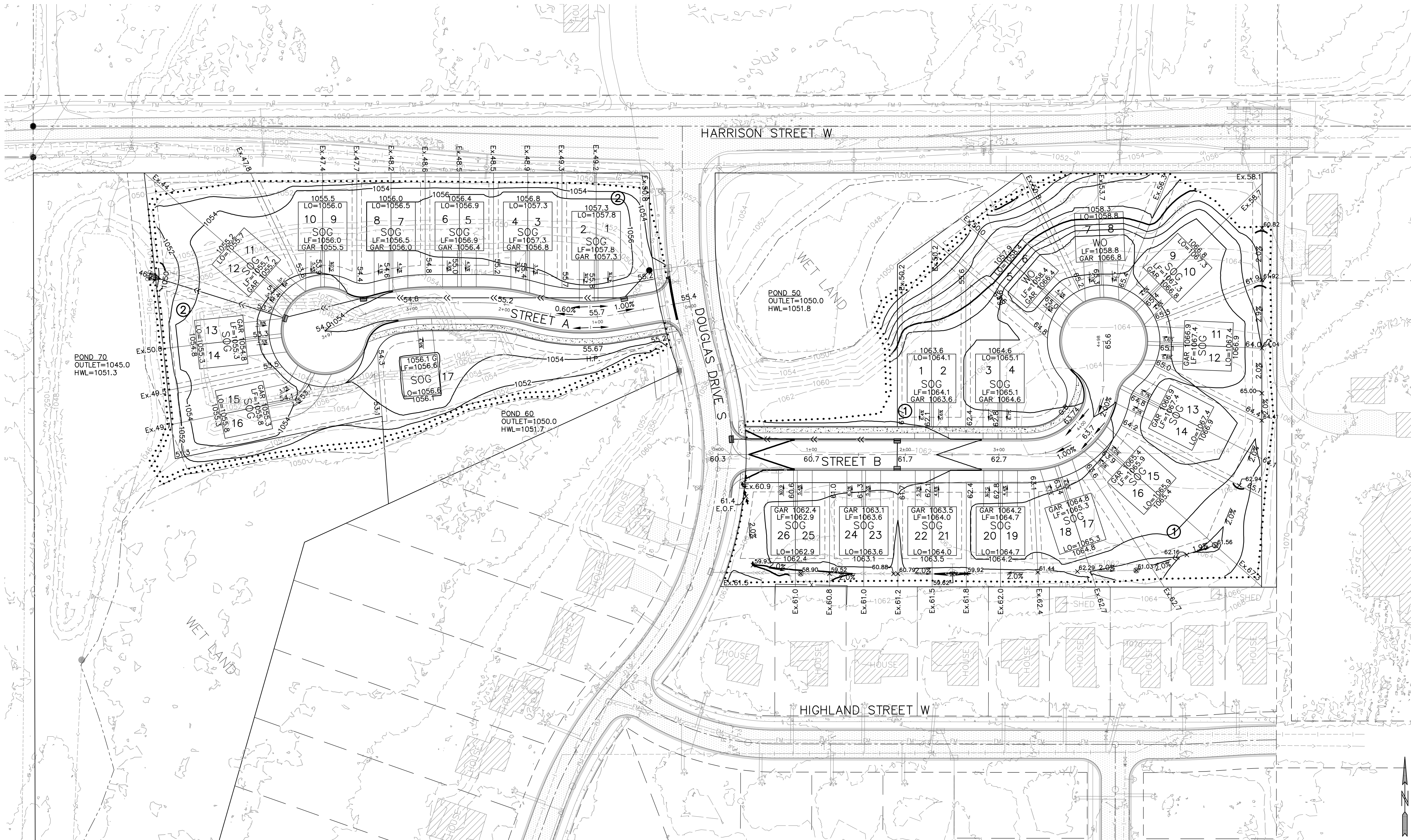
Date 12-22-2023
Designed PJC/BNM
Drawn BNM

PRELIMINARY SITE PLAN

LGI HOMES
2850 CUTTERS GROVE AVENUE, SUITE 207
ANOKA, MINNESOTA 55303

TRIPLETT FARMS 5TH ADDITION
ANNANDALE, MINNESOTA

6 OF 14



BENCH MARK
MNDOT BENCHMARK UMC MNDT
AT HWY 55 MILEPOINT 171.95
ELEV=1046.48 (NAVD88)

00-ENG-121237-SHEET-GRAD

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Name Paul J. Cherno
Reg. No. 19860 Date 12-22-2023

Revisions

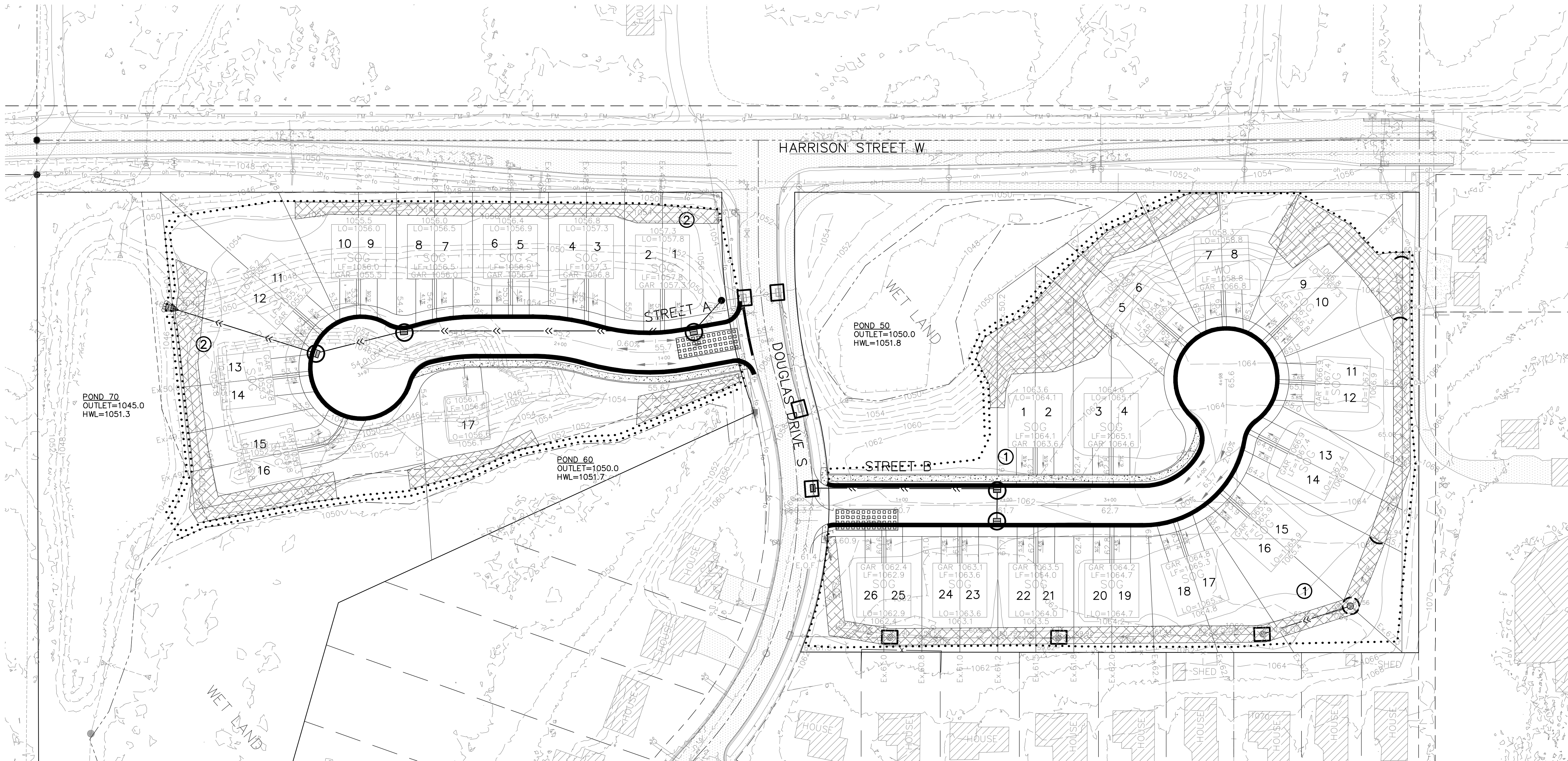
Date 12-22-2023
Designed PJC/BNM
Drawn BNM

PRELIMINARY GRADING PLAN

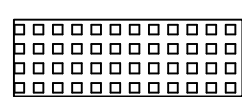
LGI HOMES
2850 CUTTERS GROVE AVENUE, SUITE 207
ANOKA, MINNESOTA 55303

TRIPLETT FARMS 5TH ADDITION
ANNANDALE, MINNESOTA

7 OF 14



LEGEND



ROCK CONSTRUCTION ENTRANCE
INSTALL BEFORE START OF GRADING



PERIMETER EROSION CONTROL FENCE
INSTALL BEFORE START OF GRADING



2' SOD OR EROSION CONTROL FENCE AT
BACK OF CURB. TO BE INSTALLED AFTER
COMPLETION OF SIDEWALK CONSTRUCTION.



CATCH BASIN INLET PROTECTION
TO BE INSTALLED AFTER 1ST LIFT
OF BITUMINOUS.



CATCH BASIN INLET PROTECTION
TO BE INSTALLED WITH CATCH
BASIN GRATE.



CATCH BASIN INLET PROTECTION
TO BE INSTALLED BEFORE GRADING
BEGINS.



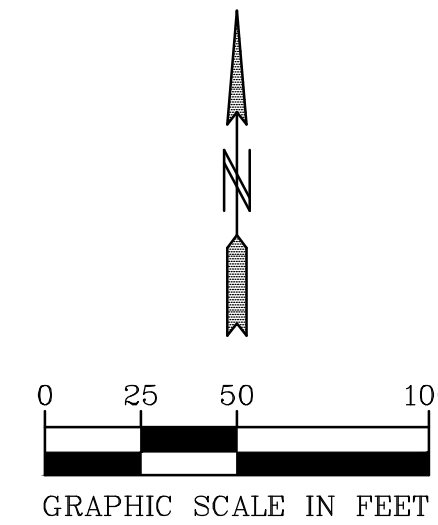
MNDOT CAT 20 EROSION CONTROL BLANKET.
INSTALL WITHIN 7 DAYS OF GRADING
COMPLETION



STRAW BIO ROLLS. INSTALL WITHIN 7 DAYS
OF GRADING COMPLETION OR BEFORE 1ST
RAINFALL EVENT WHICHEVER IS FIRST



SUMPED RIP RAP PERMANENT ENERGY
DISSIPATER. INSTALL WITHIN 24 HOURS
AFTER CONNECTION TO A SURFACE WATER.



BENCH MARK
MNDOT BENCHMARK UMC MNDT
AT HWY 55 MILEPOINT 171.95
ELEV=1046.48 (NAVD88)

00-ENG-121237-SHEET-EROS

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Name

Paul J. Chene

Reg. No.

19860

Date

12-22-2023

Revisions

Date

12-22-2023

Designed

PJC/BNM

Drawn

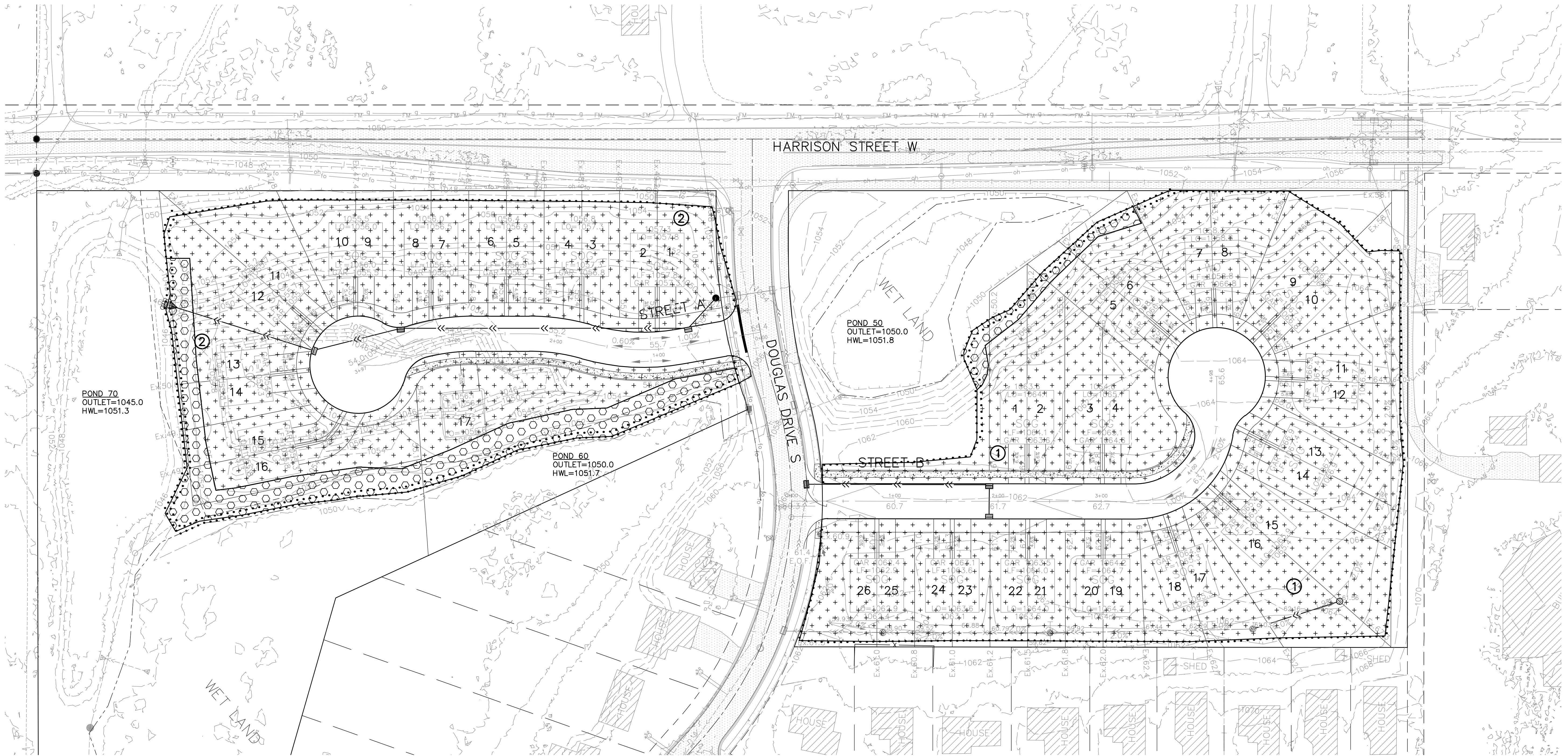
BNM

PRELIMINARY
EROSION CONTROL PLAN

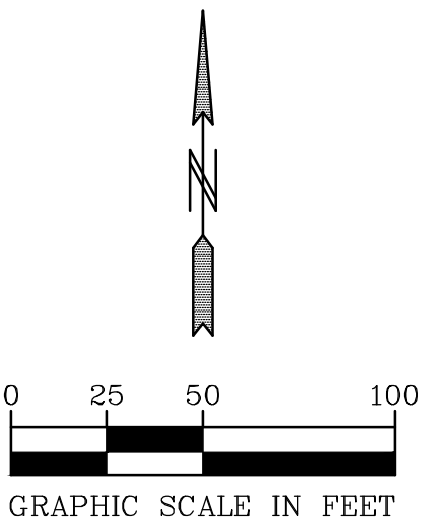
LGI HOMES
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ANOKA, MINNESOTA 55303

TRIPLETT FARMS 5TH ADDITION
ANNANDALE, MINNESOTA

8 OF 14



- PERMANENT SEEDING AREAS SHALL BE DONE IN ACCORDANCE WITH MNDOT 2575 & 3876 CONSISTING OF:
- MINNESOTA STATE SEED MIXTURE 35-241 AT 36.5 POUNDS PER ACRE.
 - MULCH SHALL BE MNDOT TYPE 3 @ 2 TONS PER ACRE OR APPROVED EQUAL AND DISK ANCHORED IN PLACE OR APPROVED EQUAL, INSTALLED TO MINIMUM 90% COVERAGE OF THE SURFACE AREA DISTURBED.
 - TYPE 4 FERTILIZER, 18-1-8 @ 120 POUNDS PER ACRE.
- TEMPORARY SEED SHALL BE DONE IN ACCORDANCE TO MNDOT 2575 & 3876; CONSISTING OF:
- MINNESOTA STATE SEED MIXTURE 22-111 @ 30.5 POUNDS PER ACRE.
 - MULCH SHALL BE MNDOT TYPE 3 @ 2 TONS PER ACRE OR APPROVED EQUAL AND DISK ANCHORED IN PLACE OR APPROVED EQUAL, INSTALLED TO MINIMUM 90% COVERAGE OF THE SURFACE AREA DISTURBED.
 - TYPE 1 FERTILIZER, 10-10-20 @ 200 POUNDS PER ACRE.
- NATIVE AREA SEEDING SHALL BE DONE IN ACCORDANCE WITH MNDOT 2575 CONSISTING OF:
- MINNESOTA STATE SEED MIXTURE 35-221 (DRY PRAIRIE GENERAL) @ 36.5 POUNDS PER ACRE.
 - MULCH SHALL BE MNDOT TYPE 3 @ 2 TONS PER ACRE OR APPROVED EQUAL AND DISK ANCHORED IN PLACE OR APPROVED EQUAL, INSTALLED TO MINIMUM 90% COVERAGE OF THE SURFACE AREA DISTURBED.
 - TYPE 4 NATURAL-BASED FERTILIZER, 18-1-8 @ 120 POUNDS PER ACRE.



BENCH MARK
MNDOT BENCHMARK UMC MNDT
AT HWY 55 MILEPOINT 171.95
ELEV=1046.48 (NAVD88)

00-ENG-121237-SHEET-SEED

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Name Paul J. Cherni
Reg. No. 19860 Date 12-22-2023

Revisions

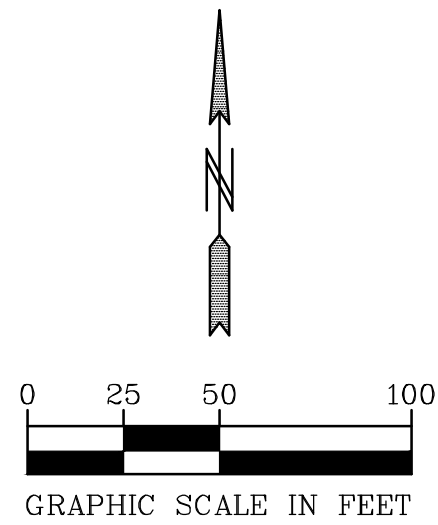
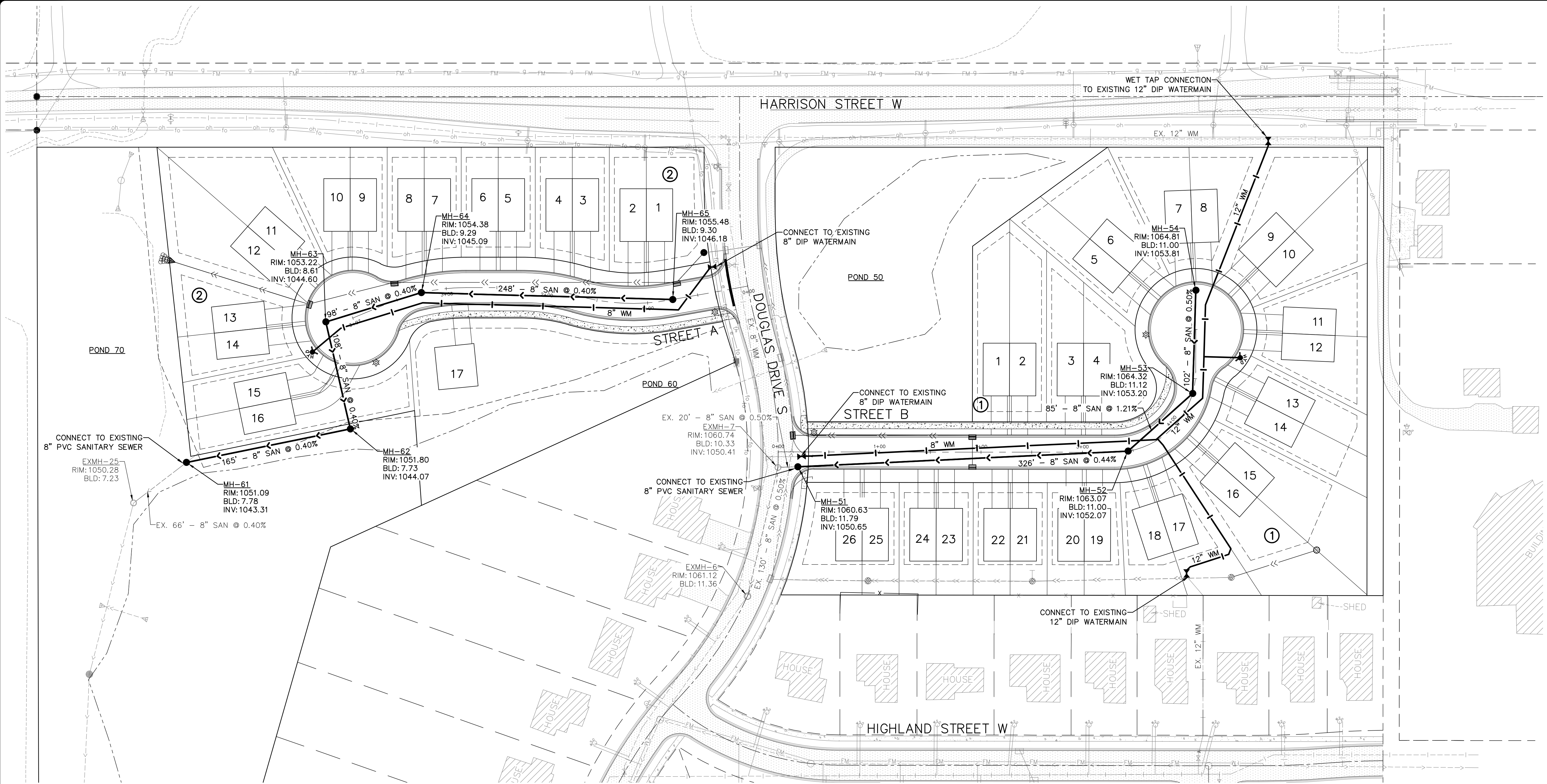
Date 12-22-2023
Designed PJC/BNM
Drawn BNM

**PRELIMINARY
SEEDING PLAN**

LGI HOMES
2850 CUTTERS GROVE AVENUE, SUITE 207
ANOKA, MINNESOTA 55303

TRIPLETT FARMS 5TH ADDITION
ANNANDALE, MINNESOTA

9 OF 14



BENCH MARK
MNDOT BENCHMARK UMC MNDT
AT HWY 55 MILEPOINT 171.95
ELEV=1046.48 (NAVD88)

00-ENG-121237-SHEET-SSWR



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Name Paul J. Cherni
Reg. No. 19860 Date 12-22-2023

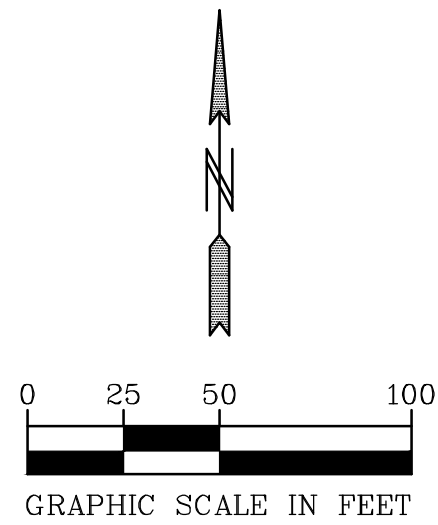
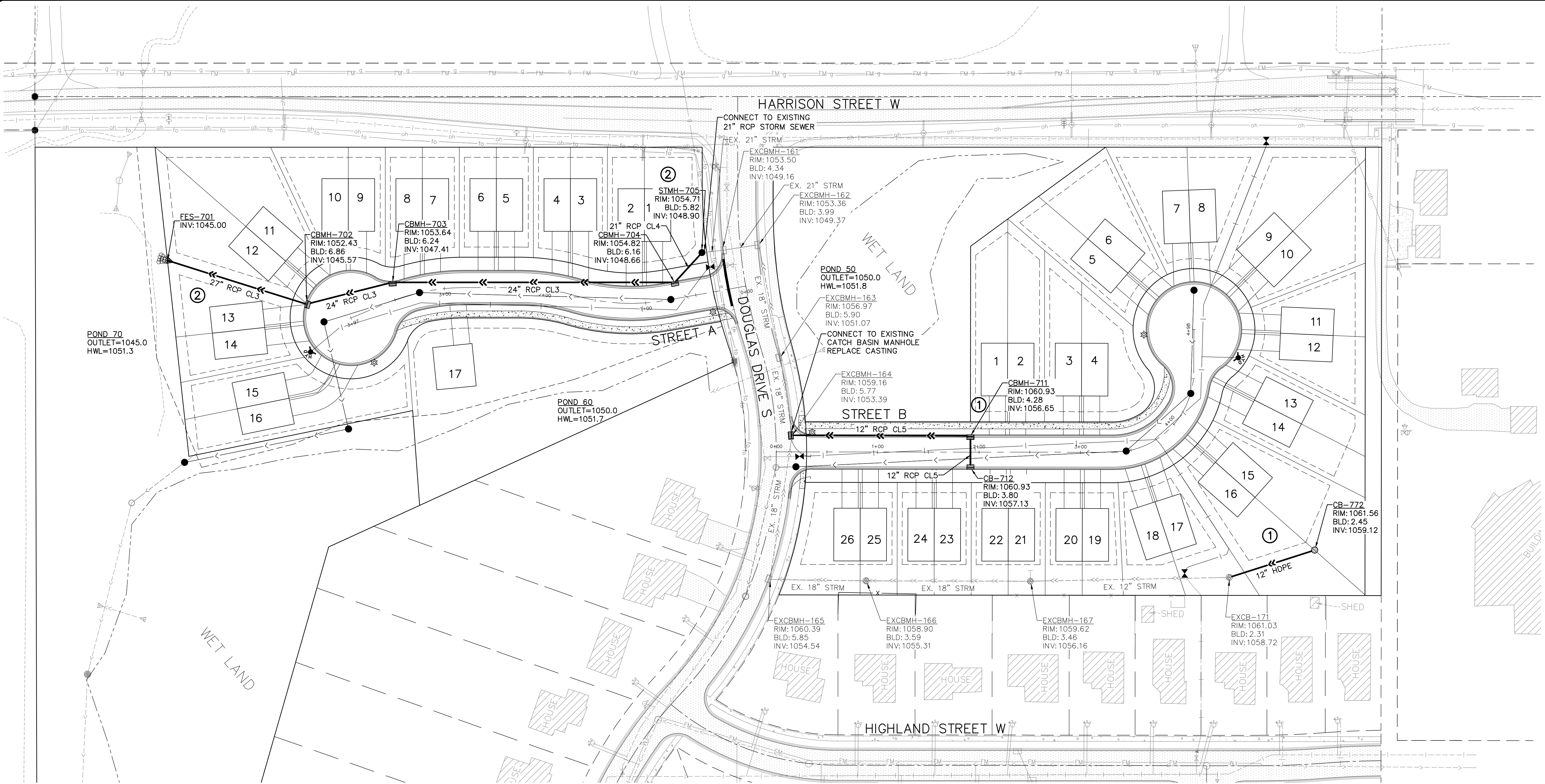
Revisions

Date 12-22-2023
Designed PJC/BNM
Drawn BNM

**PRELIMINARY SANITARY SEWER
AND WATERMAIN PLAN**

LGI HOMES
2850 CUTTERS GROVE AVENUE, SUITE 207
ANOKA, MINNESOTA 55303

TRIPLETT FARMS 5TH ADDITION
ANNANDALE, MINNESOTA



BENCH MARK
MNDOT BENCHMARK UMC MNDT
AT HWY 55 MILEPOINT 171.95
ELEV=1046.48 (NAVD88)

00-ENG-121237-SHEET-STRM

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2422 Enterprise Drive
Mendota Heights, MN 55120
(651) 681-1914
Fax: 681-9488
www.pioneereng.com

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota

Name Paul J. Cherni
Reg. No. 19860 Date 12-22-2023

Revisions

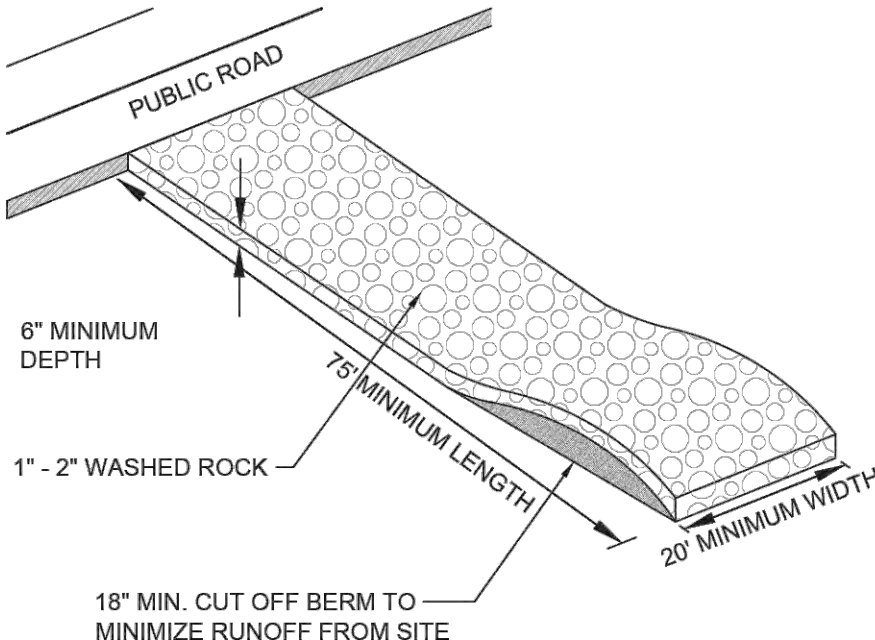
Date 12-22-2023
Designed PJC/BNM
Drawn BNM

PRELIMINARY STORM SEWER PLAN

LGI HOMES
2850 CUTTERS GROVE AVENUE, SUITE 207
ANOKA, MINNESOTA 55303

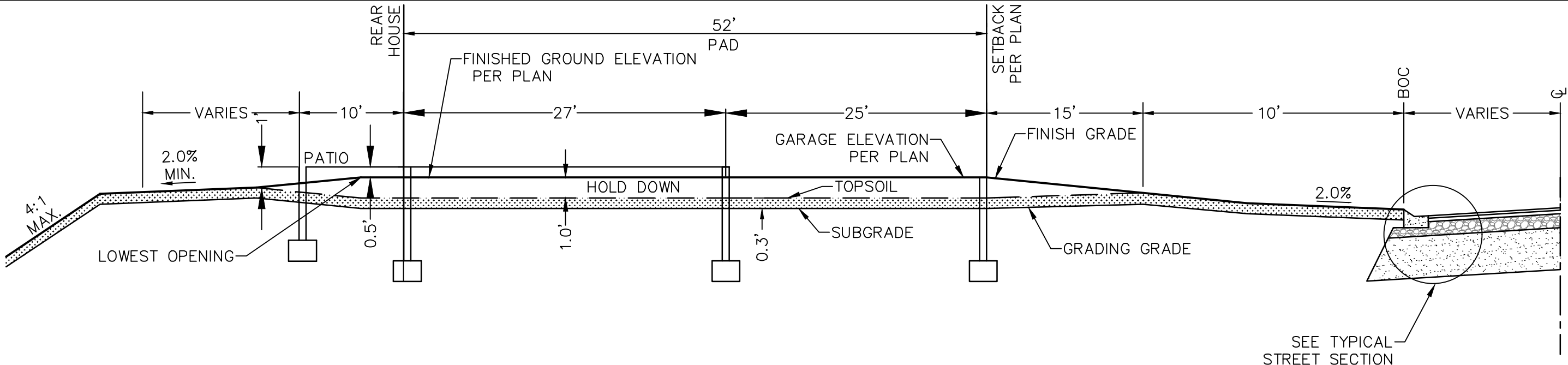
TRIPLETT FARMS 5TH ADDITION
ANNANDALE, MINNESOTA

TWINHOMES



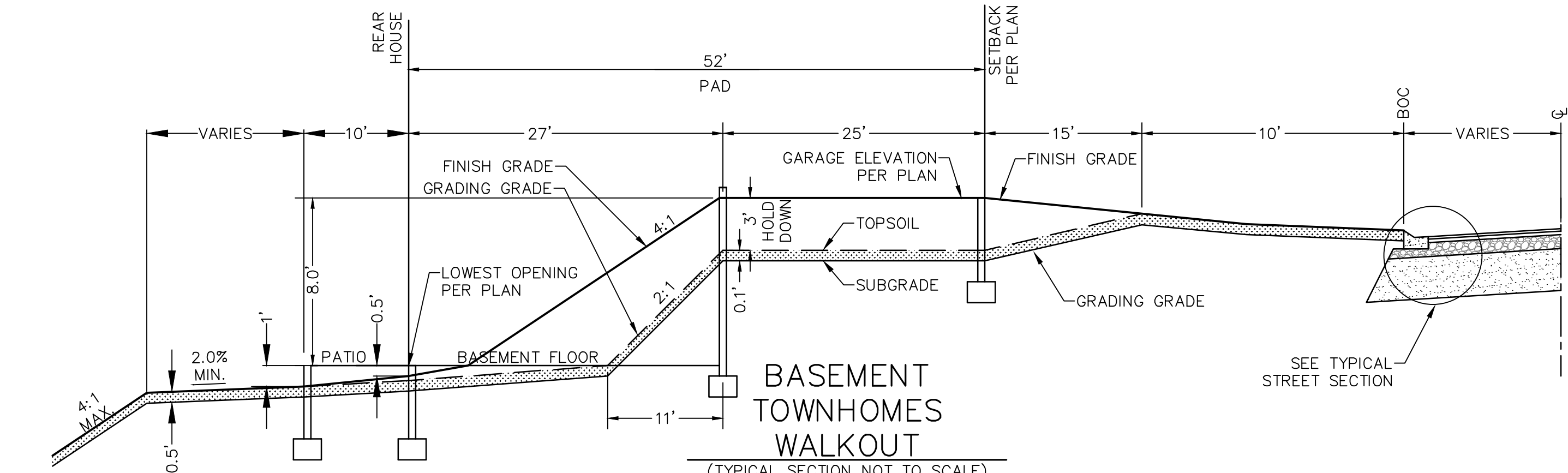
NOTE:
 FILTER FABRIC SHALL BE PLACED UNDER ROCK TO STOP MUD
 MIGRATION THROUGH ROCK.
 ENTRANCE MUST BE MAINTAINED TO PREVENT SEDIMENTATION
 ON PUBLIC ROADWAYS. FUGITIVE ROCKS WILL BE REMOVED FROM
 ADJACENT ROADWAYS DAILY OR MORE FREQUENTLY AS
 NECESSARY.

ROCK CONSTRUCTION ENTRANCE



SLAB-ON-GRAD

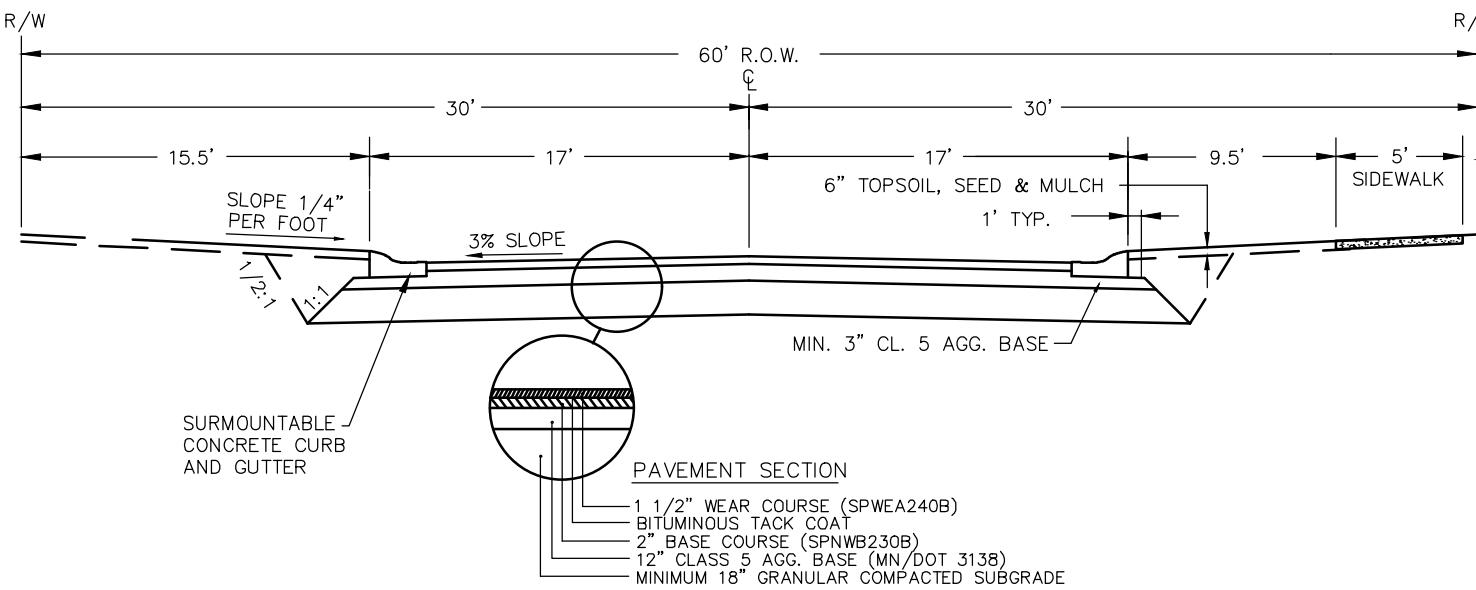
(TYPICAL SECTION NOT TO SCALE)



BASEMENT TOWNHOME WALKOUT

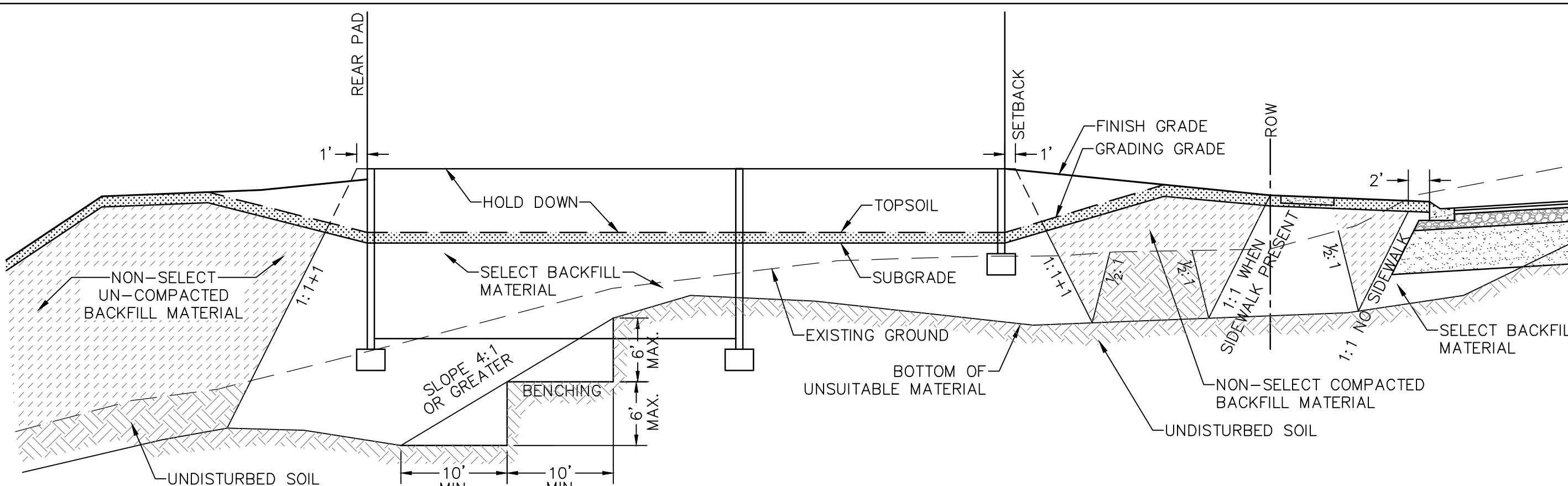
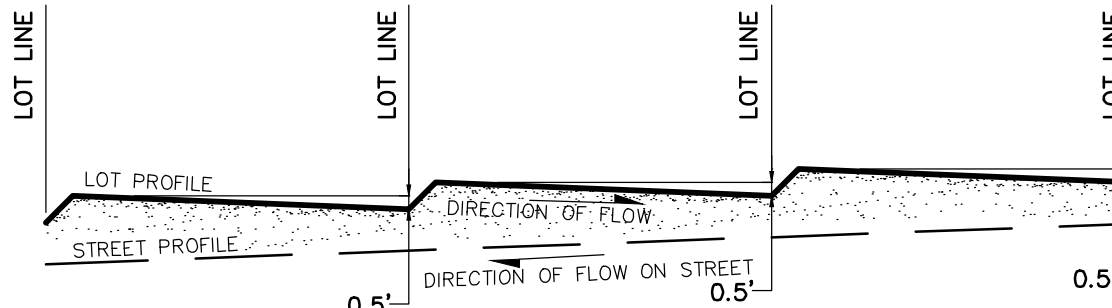
(TYPICAL SECTION NOT TO SCALE)

TYPICAL STREET SECTION



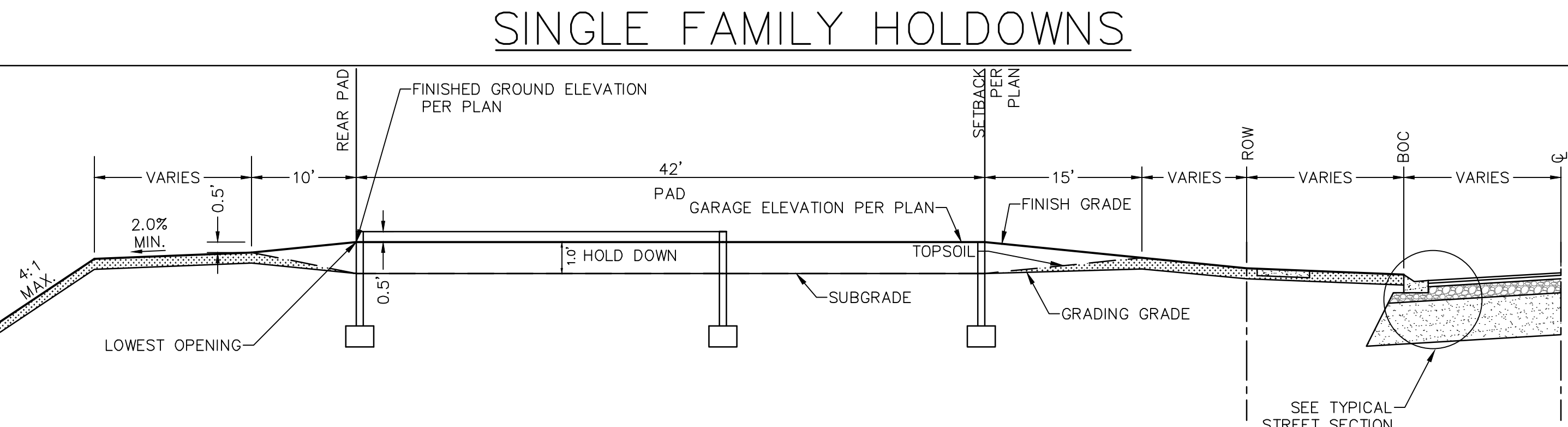
LOT BENCHING DETAIL

NO SCAL



SUBGRADE CORRECTION

(TYPICAL SECTION NOT TO SCALE)



SINGLE FAMILY HOLDDOWNS

SLAB-ON-GRADE

(TYPICAL SECTION NOT TO SCALE)



2422 Enterprise Drive
Mendota Heights, MN 55120

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Fax: 681-9481
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I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Name Paul J. Cherne
Reg. No. 19860 Date 12-22-2013

Revisio

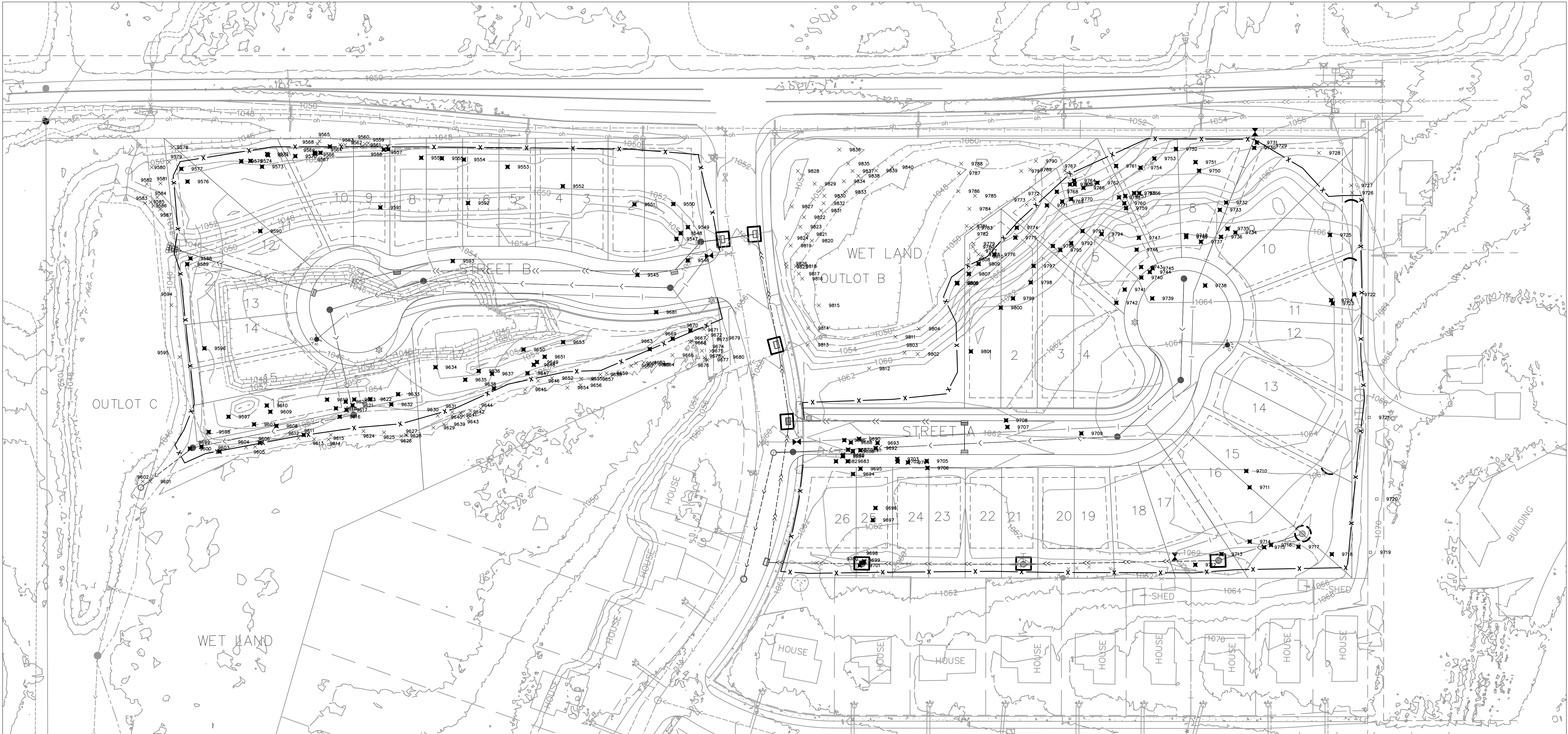
Date	12-22-2020
Designed	PJC/BNM
Drawn	BNM

DETAIL

LGI HOMES
2850 CUTTERS GROVE AVENUE, SUITE
ANOKA, MINNESOTA 55303

TRIPLETT FARMS 5TH ADDITION
ANNANDALE, MINNESOTA

12 OF 14



X 9248 = TREE TO BE SAVED

■ 9248 = TREE TO BE REMOVED

Total Inches: 3619

Inches Removed: 2173 (60%)

Inches Saved: 1446 (40%)

70% removal threshold. No mitigation required

Trees noted with EAB, Toppled, or Major Decay excluded from all calculations

TREE IDENTIFICATION PROVIDED BY:



MIDWEST NATURAL RESOURCES, INC.
KEN ARNDT, SR FOREST ECOLOGIST

TREE PRESERVATION NOTES

BEFORE LAND CLEARING BEGINS, CONTRACTOR SHOULD MEET WITH THE CONSULTANT ON SITE TO REVIEW ALL WORK PROCEDURES, ACCESS ROUTES, STORAGE AREAS, AND TREE PROTECTION MEASURES.

NO FILL SHOULD BE PLACED AGAINST THE TRUNK, ON THE ROOT CROWN, OR WITHIN THE DRIP LINE AREA OF ANY TREES THAT ARE TO BE SAVED.

NO GRADING, TRENCHING OR PLACEMENT OF EQUIPMENT IS ALLOWED IN THE TREE PROTECTION AREA.

WORK PERFORMED WITHIN THE TREE PROTECTION AREA SHOULD BE DONE BY HAND AND UNDER THE SUPERVISION OF THE CONSULTING ARBORIST.

PRUNING OF OAK TREES MUST NOT TAKE PLACE FROM APRIL 15 TO JULY 15 TO PREVENT THE SPREAD OF OAK WILT DISEASE.

IF WOUNDING OF OAK TREES OCCUR ANYTIME BETWEEN APRIL TO AUGUST, A NON-TOXIC WOUND DRESSING MUST BE APPLIED IMMEDIATELY, (EXCAVATORS MUST HAVE A NON-TOXIC TREE WOUND DRESSING WITH THEM ON DEVELOPMENT SITES).

TREE PROTECTION DETAIL

NOT TO SCALE

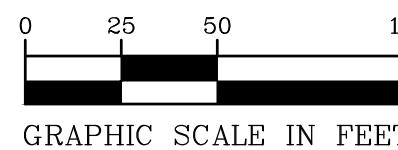
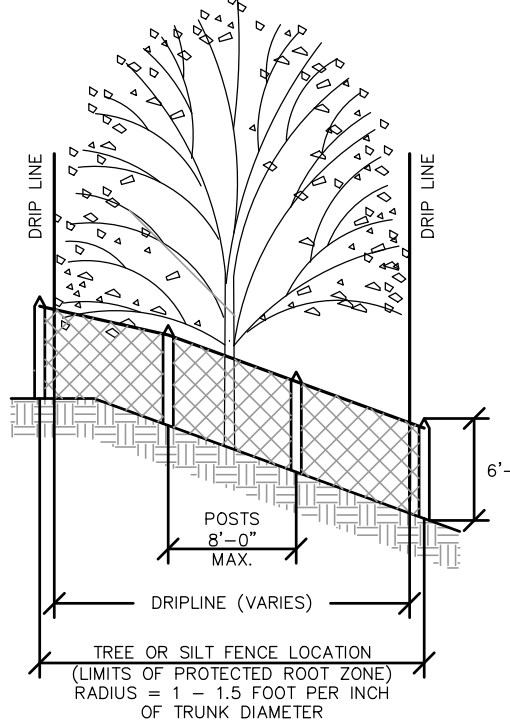
TREES TO BE SAVED SHALL BE FENCED OFF WITH BRIGHT ORANGE POLYETHYLENE SAFETY NETTING OR HEAVY DUTY SILT FENCE AND STEEL STAKES AT THE DRIP LINE, OR AS DIRECTED BY THE OWNER'S CONSULTANT.

PROTECTION FENCE WILL HELP INSURE AGAINST DAMAGE BY VEHICLES, COMPACTION OF SOILS AND/OR THE CHEMICAL ALTERATION OF SOILS DUE TO CONCRETE WASHOUT, PAINTS AND LEAKAGE OR SPILLAGE OF ANY TOXIC MATERIALS.

INSTALL TREE OR SILT FENCE PRIOR TO OR AT SAME TIME AS LAND CLEARING.

PROTECTION FENCE SHOULD REMAIN IN PLACE UNTIL ALL CONSTRUCTION IS COMPLETE.

IF PROTECTION FENCE IS DAMAGED OR REMOVED, NEW FENCING MUST BE PLACED BACK IN ORIGINAL POSITION UNTIL CONSTRUCTION IS COMPLETE.



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I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Landscape Architect under the laws of the State of Minnesota

Name: Jennifer L. Thompson
Reg. No.: 44763
Date: 12-22-2023

Revisions

Date: 12-22-2023
Designed: JLT
Drawn: JLT

TREE PRESERVATION PLAN

LGI HOMES
2850 CUTTERS GROVE AVENUE, SUITE 207
ANOKA, MINNESOTA 55303

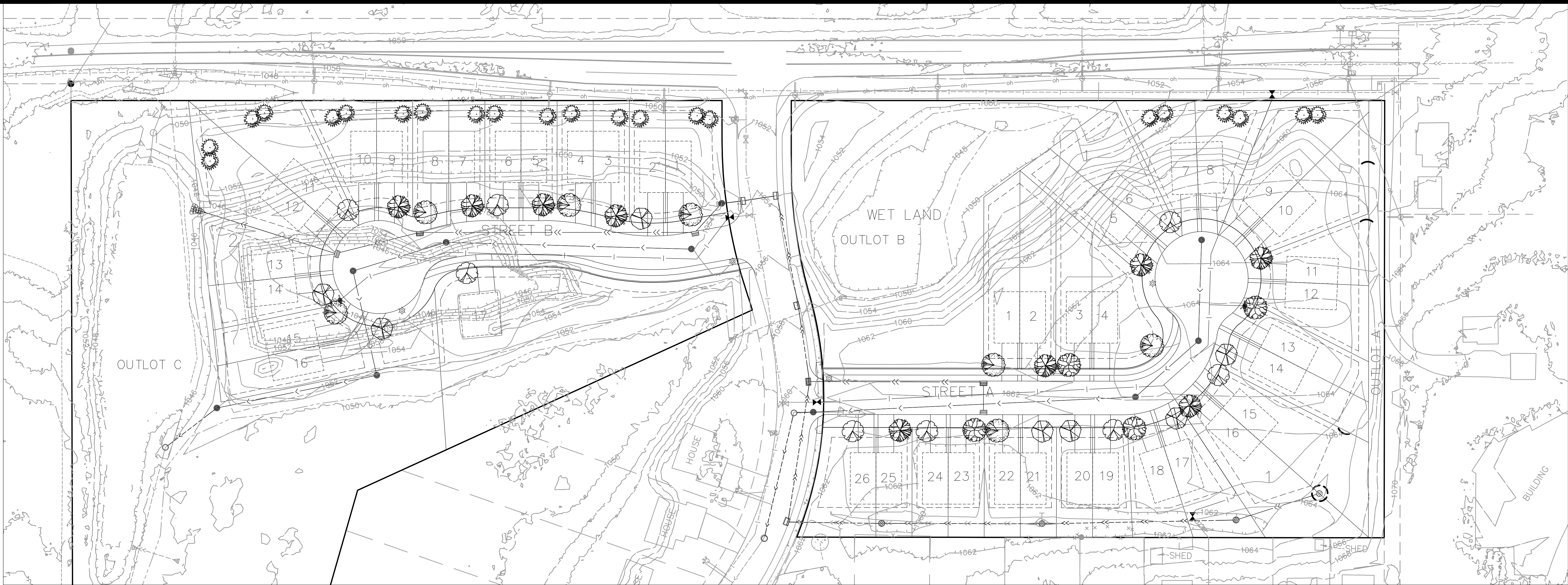
TRIPLETT FARMS 5TH ADDITION
ANNANDALE, MINNESOTA

T1 OF 2

Tag No.	DBH	Common Name	Scientific Name	Notes	Status
9545	10	Cottonwood	Populus deltoides		Remove
9546	11	Cottonwood	Populus deltoides		Remove
9547	11	Cottonwood	Populus deltoides		Remove
9548	8	Cottonwood	Populus deltoides		Remove
9549	8	Cottonwood	Populus deltoides		Remove
9550	11	Siberian Elm	Ulmus pumila		Remove
9551	8	Cottonwood	Populus deltoides		Remove
9552	8	Siberian Elm	Ulmus pumila		Remove
9553	12	Cottonwood	Populus deltoides		Remove
9554	13	Cottonwood	Populus deltoides		Remove
9555	11	Cottonwood	Populus deltoides		Remove
9556	10	Cottonwood	Populus deltoides		Remove
9557	11	Cottonwood	Populus deltoides		Remove
9558	11	Cottonwood	Populus deltoides		Remove
9559	13	Cottonwood	Populus deltoides		Save
9560	8	Cottonwood	Populus deltoides		Save
9561	10	Cottonwood	Populus deltoides		Save
9562	9	Cottonwood	Populus deltoides		Save
9563	9	Cottonwood	Populus deltoides		Save
9564	10	Cottonwood	Populus deltoides		Remove
9565	8	Cottonwood	Populus deltoides		Save
9566	9	Cottonwood	Populus deltoides		Remove
9567	9	Cottonwood	Populus deltoides		Remove
9568	11	Cottonwood	Populus deltoides		Save
9569	10	Cottonwood	Populus deltoides		Remove
9570	11	Cottonwood	Populus deltoides		Remove
9571	8	Cottonwood	Populus deltoides		Remove
9572	12	Cottonwood	Populus deltoides		Remove
9573	11	Cottonwood	Populus deltoides		Remove
9574	12	Cottonwood	Populus deltoides	damage along trunk	Remove
9575	14	Cottonwood	Populus deltoides		Remove
9576	9	Siberian Elm	Ulmus pumila		Remove
9577	11	Cottonwood	Populus deltoides		Remove
9578	12	Cottonwood	Populus deltoides		Save
9579	10	Cottonwood	Populus deltoides		Save
9580	9	Cottonwood	Populus deltoides		Save
9581	8	Cottonwood	Populus deltoides		Save
9582	8	Siberian Elm	Ulmus pumila		Save
9583	9	Cottonwood	Populus deltoides		Save
9584	10	Cottonwood	Populus deltoides		Save
9585	9	Cottonwood	Populus deltoides		Save
9586	10	Cottonwood	Populus deltoides		Save
9587	9	Cottonwood	Populus deltoides		Save
9588	9	Siberian Elm	Ulmus pumila		Remove
9589	8	Siberian Elm	Ulmus pumila		Remove
9590	8	Cottonwood	Populus deltoides		Remove
9591	8	Cottonwood	Populus deltoides		Remove
9592	8	Cottonwood	Populus deltoides		Remove
9593	8	Siberian Elm	Ulmus pumila		Remove
9594	9	Willow	Salix sp.		Save
9595	8	Willow	Salix sp.		Save
9596	8	Siberian Elm	Ulmus pumila		Remove
9597	8	Cottonwood	Populus deltoides		Remove
9598	8	Cottonwood	Populus deltoides		Remove
9600	8	Cottonwood	Populus deltoides		Remove
9601	8	Cottonwood	Populus deltoides		Save
9602	9	Cottonwood	Populus deltoides		Save
9603	8	Cottonwood	Populus deltoides		Remove
9604	8	Cottonwood	Populus deltoides		Save
9605	12	Cottonwood	Populus deltoides		Save
9606	11	Cottonwood	Populus deltoides		Remove
9607	8	Cottonwood	Populus deltoides		Remove
9608	8	Cottonwood	Populus deltoides		Remove
9609	11	Cottonwood	Populus deltoides		Remove
9610	9	Siberian Elm	Ulmus pumila		Remove
9611	9	Green Ash	Fraxinus pennsylvanica		Remove
9612	9	Green Ash	Fraxinus pennsylvanica		Save
9613	14	Green Ash	Fraxinus pennsylvanica		Save
9614	11	Green Ash	Fraxinus pennsylvanica		Save
9615	10	Green Ash	Fraxinus pennsylvanica		Save
9616	8	Cottonwood	Populus deltoides		Remove
9617	8	Cottonwood	Populus deltoides		Remove
9618	9	Cottonwood	Populus deltoides		Remove
9619	8	Siberian Elm	Ulmus pumila		Remove
9620	16	Cottonwood	Populus deltoides		Remove
9621	10	Cottonwood	Populus deltoides		Remove
9622	10	Cottonwood	Populus deltoides		Remove
9623	8	Cottonwood	Populus deltoides		Remove
9624	8,8	Quaking Aspen	Populus tremuloides		Save
9625	11,10,10	Basswood	Tilia americana		Save
9626	13,9,8	Basswood	Tilia americana		Save
9627	12	Green Ash	Fraxinus pennsylvanica		Save
9628	12	Green Ash	Fraxinus pennsylvanica	infected by Emerald Ash Borer	Save
9629	35	Bur Oak	Quercus macrocarpa		Save
9630	8	Green Ash	Fraxinus pennsylvanica	infected by Emerald Ash Borer	Save
9631	8	Basswood	Tilia americana		Save
9632	8	Cottonwood	Populus deltoides		Remove
9633	9	Cottonwood	Populus deltoides		Remove
9634	8	Cottonwood	Populus deltoides		Remove

9635	10	Cottonwood	Populus deltoides		Remove
9636	9	Cottonwood	Populus deltoides		Remove
9637	15	Cottonwood	Populus deltoides		Remove
9638	15	Cottonwood	Populus deltoides		Remove
9639	8	Green Ash	Fraxinus pennsylvanica		Save
9640	9	Green Ash	Fraxinus pennsylvanica		Save
9641	10,9	Green Ash	Fraxinus pennsylvanica		Save
9642	8	Green Ash	Fraxinus pennsylvanica		Save
9643	10	Green Ash	Fraxinus pennsylvanica		Save
9644	12	Green Ash	Fraxinus pennsylvanica		Save
9645	10	Green Ash	Fraxinus pennsylvanica		Save
9646	10,8	Green Ash	Fraxinus pennsylvanica		Save
9647	10	Cottonwood	Populus deltoides		Remove
9648	8	Cottonwood	Populus deltoides		Remove
9649	9	Cottonwood	Populus deltoides		Remove
9650	8	Siberian Elm	Ulmus pumila		Remove
9651	16	Cottonwood	Populus deltoides		Remove
9652	16	Green Ash	Fraxinus pennsylvanica		Save
9653	16	Cottonwood	Populus deltoides		Remove
9654	11,9	Green Ash	Fraxinus pennsylvanica	infected by Emerald Ash Borer	Save
9655	8	Green Ash	Fraxinus pennsylvanica	infected by Emerald Ash Borer	Save
9656	8	Green Ash	Fraxinus pennsylvanica	infected by Emerald Ash Borer	Save
9657	14	Basswood	Tilia americana		Save
9658	14,12,10,10	Basswood	Tilia americana		Save
9659	15,15	Green Ash	Fraxinus pennsylvanica	infected by Emerald Ash Borer	Save
9660	9,8	Green Ash	Fraxinus pennsylvanica	infected by Emerald Ash Borer	Save
9661	8	Box Elder	Acer negundo		Save
9662	8	Bur Oak	Quercus macrocarpa		Save
9663	11	Green Ash	Fraxinus pennsylvanica	infected by Emerald Ash Borer	Remove
9664	9,8	Basswood	Tilia americana		Save
9665	14	Green Ash	Fraxinus pennsylvanica		Save
9666	12	Box Elder	Acer negundo		Save
9667	10	Green Ash	Fraxinus pennsylvanica		Save
9668	10	Green Ash	Fraxinus pennsylvanica		Save
9669	8	Green Ash	Fraxinus pennsylvanica	infected by Emerald Ash Borer	Remove
9670	10	Siberian Elm	Ulmus pumila		Remove
9671	14	Cottonwood	Populus deltoides		Save
9672	8	Willow	Salix sp.		Save
9673	9	Cottonwood	Populus deltoides		Save
9674	18,15	Willow	Salix sp.		Save
9675	8,8	Green Ash	Fraxinus pennsylvanica		Save
9676	14	Cottonwood	Populus deltoides		Save
9677	8	Willow	Salix sp.		Save
9678	14,8	Willow	Salix sp.		Save
9679	9	Siberian Elm	Ulmus pumila		Save
9680	10	Cottonwood	Populus deltoides		Save
9681	8	Willow	Salix sp.		Remove
9682	8	Cottonwood	Populus deltoides		Remove
9683	17	Cottonwood	Populus deltoides		Remove
9684	8	Cottonwood	Populus deltoides		Remove
9685	12,9	Cottonwood	Populus deltoides		Remove
9686	9	Cottonwood	Populus deltoides		Remove
9687	14	Cottonwood	Populus deltoides		Remove
9688	12	Cottonwood	Populus deltoides		Remove
9689	9	Cottonwood	Populus deltoides		Remove
9690	8	Siberian Elm	Ulmus pumila		Remove
9691	8	Cottonwood	Populus deltoides		Remove
9692	8	Cottonwood	Populus deltoides		Remove
9693	14	Cottonwood	Populus deltoides		Remove
9694	9	Cottonwood	Populus deltoides		Remove
9695	9	Siberian Elm	Ulmus pumila		Remove
9696	8	Siberian Elm	Ulmus pumila		Remove
9697	10	Siberian Elm	Ulmus pumila		Remove
9698	18,17	Cottonwood	Populus deltoides		Remove
9699	8	Cottonwood	Populus deltoides		Remove
9699	10	Cottonwood	Populus deltoides		Remove
9700	16	Cottonwood	Populus deltoides		Remove
9701	16,11	Cottonwood	Populus deltoides		Remove
9702	13	Cottonwood	Populus deltoides		Remove
9703	9	Cottonwood	Populus deltoides		Remove
9704	10	Cottonwood	Populus deltoides		Remove
9705	10	Cottonwood	Populus deltoides		Remove
9706	9	Cottonwood	Populus deltoides		Remove
9707	12	Cottonwood	Populus deltoides		Remove
9708	14	Cottonwood	Populus deltoides		Remove
9709	8,8,8	Siberian Elm	Ulmus pumila		Remove
9710	9	Siberian Elm	Ulmus pumila		Remove
9711	8	Siberian Elm	Ulmus pumila		Remove
9712	12,11	Cottonwood	Populus deltoides		Remove
9713	8,8	Cottonwood	Populus deltoides		Remove
9714	8,8	Cottonwood	Populus deltoides		Remove
9715	8	Cottonwood	Populus deltoides		Remove
9716	15,14,11,10	Cottonwood	Populus deltoides		Remove
9717	11	Siberian Elm	Ulmus pumila		Remove
9718	15,13	Cottonwood	Populus deltoides		Remove
9719	21	Hackberry	Celtis occidentalis		Off-Site
9720	16,11	Box Elder	Acer negundo		Off-Site
9721	12,11	Box Elder	Acer negundo		Off-Site
9722	10	Siberian Elm	Ulmus pumila		Remove
9723	8	Cottonwood	Populus deltoides		Remove

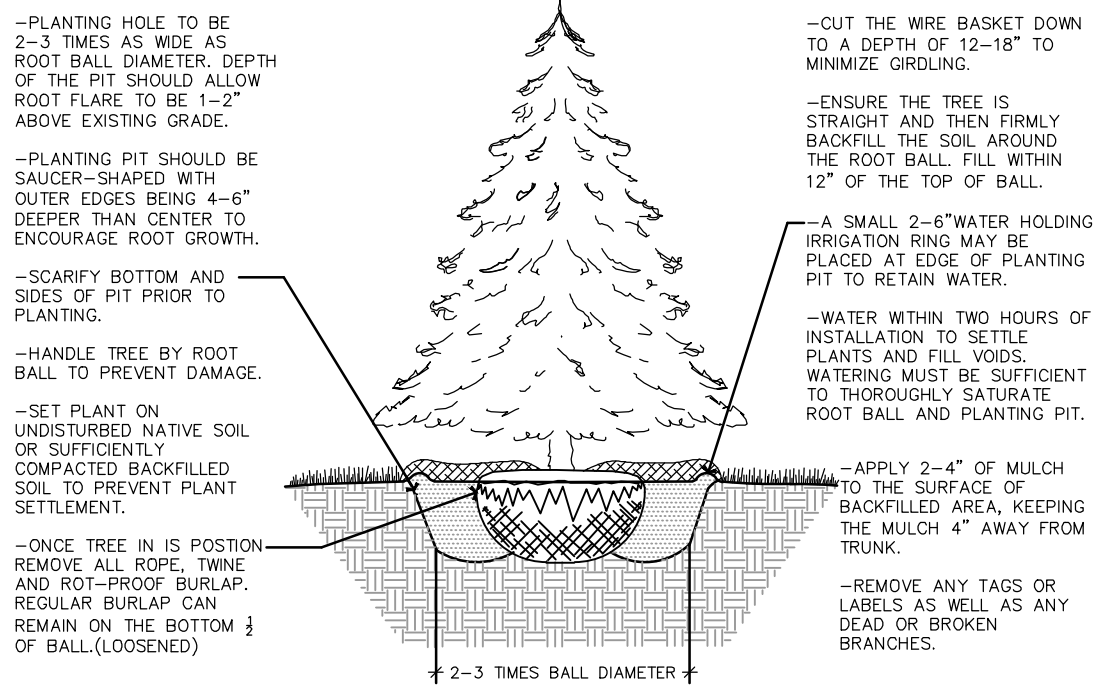
9724	10	Cottonwood	Populus deltoides		Remove
9725	8	Cottonwood	Populus deltoides		Remove
9726	8	Siberian Elm	Ulmus pumila		Save
9727	8	Siberian Elm	Ulmus pumila		Save
9728	21	Siberian Elm	Ulmus pumila		Save
9729	8	Siberian Elm	Ulmus pumila		Save
9730	16	American Elm	Ulmus americana		Remove
9731	18	American Elm	Ulmus americana		Remove
9732	11	Cottonwood	Populus deltoides		Remove
9733	8	Cottonwood	Populus deltoides		Remove
9734	10	Cottonwood	Populus deltoides		Remove
9735	16	Cottonwood	Populus deltoides		Remove
9736	10	Cottonwood	Populus deltoides		Remove
9737	9	Cottonwood	Populus deltoides		Remove
9738	8	Siberian Elm	Ulmus pumila		Remove
9739	10	Cottonwood	Populus deltoides		Remove
9740	13	Cottonwood	Populus deltoides		Remove
9741	16	Cottonwood	Populus deltoides		Remove
9742	13	Siberian Elm	Ulmus pumila		Remove
9743	11	Cottonwood	Populus deltoides		Remove
9744	11	Cottonwood	Populus deltoides		Remove
9745	12	Cottonwood	Populus deltoides		Remove
9746	21	Cottonwood	Populus deltoides		Remove
9747	11	Cottonwood	Populus deltoides		Remove
9748	10	Cottonwood	Populus deltoides		Remove
9749	10	Cottonwood	Populus deltoides		Remove
9750	9	Box Elder	Acer negundo		Remove
9751	33,31	Cottonwood	Populus deltoides		Remove
9752	9	Box Elder	Acer negundo		Remove
9753	10	Green Ash	Fraxinus pennsylvanica	infected by Emerald Ash Borer	Remove
9754	22,20,18,18,15,15	Basswood	Tilia americana		Remove
9755	9	Box Elder	Acer negundo		Remove
9756	23	Box Elder	Acer negundo		Remove
9757	14	Box Elder	Acer negundo		Remove
9758	8	Box Elder	Acer negundo		Remove
9759	12,11	Box Elder	Acer negundo		Remove
9760	10,9	Box Elder	Acer negundo		Remove
9761	9	Box Elder	Acer negundo		Remove
9762	11	Box Elder	Acer negundo		Remove
9763	14	Box Elder	Acer negundo		Remove
9764	9	Box Elder	Acer negundo		Remove
9765	10	Box Elder	Acer negundo		Remove
9766	15,14	Green Ash	Fraxinus pennsylvanica	infected by Emerald Ash Borer	Remove
9767	11	Hackberry	Celtis occidentalis		Save
9768	16	Box Elder	Acer negundo		Remove
9769	19	Box Elder	Acer negundo		Remove
9770	16,16	Box Elder	Acer negundo		Remove
9771	18	American Elm	Ulmus americana		Remove
9772	16	Box Elder	Acer negundo		Save
9773	15	American Elm	Ulmus americana		Save
9774	14	Green Ash	Fraxinus pennsylvanica		Remove
9775	16	Box Elder	Acer negundo		Remove
9776	14	Green Ash	Fraxinus pennsylvanica		Remove
9777	15	Box Elder	Acer negundo	internal decay along trunk	Save
9778	10	Siberian Elm	Ulmus pumila		Save
9779	16	American Elm	Ulmus americana		Save
9780	24	Box Elder	Acer negundo	mostly toppled	Save
9781	17	Green Ash	Fraxinus pennsylvanica		Save
9782	12	Box Elder	Acer negundo		Save
9783	18	Box Elder	Acer negundo		Save
9784	25,18	Green Ash	Fraxinus pennsylvanica	infected by Emerald Ash Borer	Save
9785	8	Green Ash	Fraxinus pennsylvanica		Save
9786	16	American Elm	Ulmus americana		Save
9787	14	Green Ash	Fraxinus pennsylvanica		Save
9788	11,9	Willow	Salix sp.		Save
9789	22	Box Elder	Acer negundo	major internal decay along trunk	Save
9790	14	American Elm	Ulmus americana		Ssave
9791	17	American Elm	Ulmus americana		Save
9792	16	Cottonwood	Populus deltoides		Remove
9793	12	Cottonwood	Populus deltoides		Remove
9794	12	Cottonwood	Populus deltoides		Remove
9795	8	Cottonwood	Populus deltoides		Remove
9796	13	Cottonwood	Populus deltoides		Remove
9797	17,16	Cottonwood	Populus deltoides		Remove
9798	8	Cottonwood	Populus deltoides		Remove
9799	9,9	Cottonwood	Populus deltoides		Remove
9800	15	Cottonwood	Populus deltoides		Remove
9801	18	Cottonwood	Populus deltoides		Remove
9802	20	Cottonwood	Populus deltoides		Save
9803	22	Cottonwood	Populus deltoides		Save
9804	22	Cottonwood	Populus deltoides		Save
9805	18	Box Elder	Acer negundo		Remove
9806	17,16	Box Elder	Acer negundo		Remove
9807	15	American Elm	Ulmus americana		Remove
9808	8	American Elm	Ulmus americana		Save
9809	9	American Elm	Ulmus americana		Remove
9810	13	American Elm	Ulmus americana		Save
9811	8	Box Elder	Acer negundo		Save
9812	8	Cottonwood	Populus deltoides		Save
9813	9	American Elm	Ulmus americana		Save



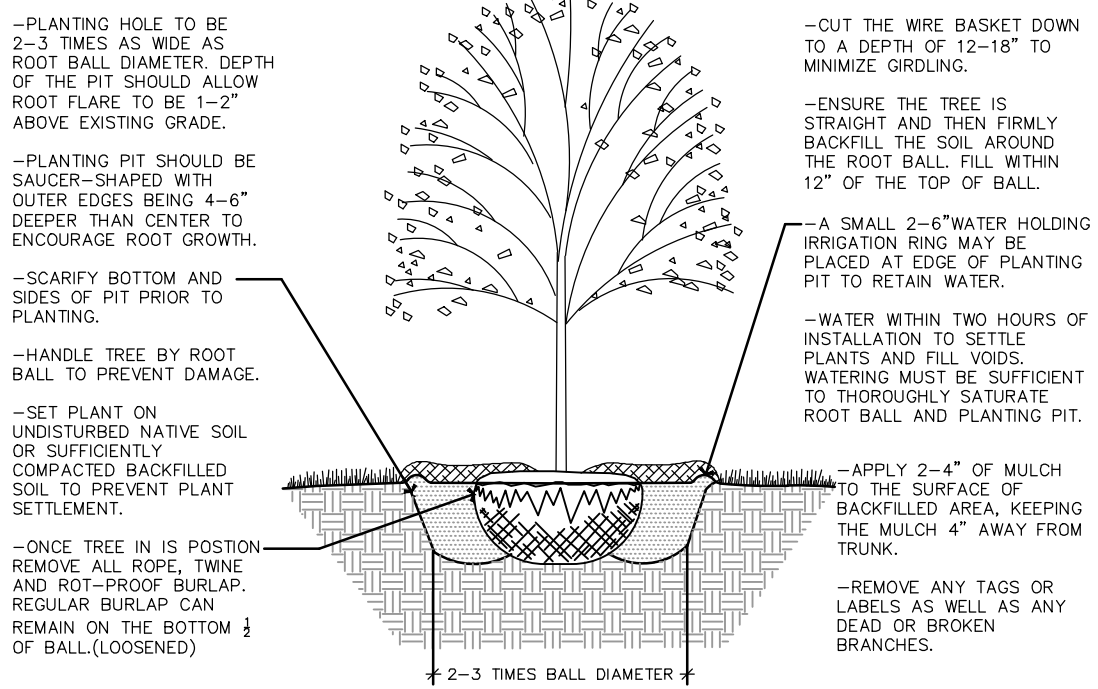
LANDSCAPE NOTES

- THE LANDSCAPE CONTRACTOR SHALL VISIT THE PROJECT SITE TO BECOME FAMILIAR WITH THE EXISTING CONDITIONS PRIOR TO SUBMITTING A BID.
- THE LANDSCAPE CONTRACTOR SHALL NOTIFY THE LANDSCAPE ARCHITECT OF PROPOSED PHYSICAL START DATE AT LEAST 7 DAYS IN ADVANCE.
- THE LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR THE FIELD VERIFICATION OF ALL EXISTING UTILITY LOCATIONS ON THE PROJECT SITE WITH GOPHER STATE ONE CALL 1-800-252-1166 PRIOR TO COMMENCING WORK. THE LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION AND REPAIR OF EXISTING UTILITIES DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER. NOTIFY THE LANDSCAPE ARCHITECT OF ANY CONFLICTS TO FACILITATE PLANT RELOCATION.
- GRADING TO BE PERFORMED BY OTHERS.
- NO PLANT MATERIAL SHALL BE INSTALLED UNTIL GRADING AND CONSTRUCTION HAS BEEN COMPLETED IN THE IMMEDIATE AREA.
- ALL PLANT MATERIAL SHALL MEET THE STANDARDS FOUND IN THE AMERICAN ASSOCIATION OF NURSERYMEN-AMERICAN STANDARD FOR NURSERY STOCK.
- ALL CONTAINER MATERIAL TO BE GROWN IN THE CONTAINER A MINIMUM OF SIX (6) MONTHS PRIOR TO PLANTING ON SITE.
- DECIDUOUS AND CONIFEROUS TREES SHALL NOT BE STAKED, BUT THE LANDSCAPE CONTRACTOR MUST GUARANTEE STANDABILITY TO A WIND SPEED OF 60 M.P.H.
- THE LANDSCAPE CONTRACTOR SHALL PROVIDE A MINIMUM GUARANTEE OF ONE YEAR ONE TIME REPLACEMENT ON NEW PLANT MATERIALS. GUARANTEE SHALL BE AGREED UPON BY DEVELOPER/BUILDER AND LANDSCAPE CONTRACTOR.
- THE LANDSCAPE ARCHITECT RESERVES THE RIGHT TO REJECT ANY PLANTS WHICH ARE DEEMED UNSATISFACTORY BEFORE, DURING OR AFTER INSTALLATION.
- IF THERE IS A DISCREPANCY BETWEEN THE NUMBER OF PLANTS SHOWN ON THE PLAN AND THE NUMBER SHOWN ON THE PLANT LIST, THE NUMBER SHOWN ON THE PLAN WILL TAKE PRECEDENCE.
- THE LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL MULCHES AND PLANTING SOIL QUANTITIES TO COMPLETE WORK SHOWN ON THE PLAN. THE LANDSCAPE CONTRACTOR SHALL VERIFY ALL QUANTITIES SHOWN ON THE PLANT SCHEDULE.
- COMMERCIAL GRADE POLY LAWN EDGING SHALL BE INSTALLED WHERE NEEDED.
- THE LANDSCAPE CONTRACTOR SHALL REPAIR ALL DAMAGE TO THE SITE CAUSED BY THE PLANTING OPERATION AT NO COST TO THE OWNER.
- THE LANDSCAPE CONTRACTOR SHALL KEEP PAVEMENTS CLEAN UNSTAINED. ALL PEDESTRIAN AND VEHICLE ACCESS TO BE MAINTAINED THROUGHOUT CONSTRUCTION PERIOD. ALL WASTES SHALL BE PROMPTLY REMOVED FROM THE SITE. ANY DAMAGE TO EXISTING FACILITIES SHALL BE REPAIRED AT THE CONTRACTOR'S EXPENSE.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR COMPLYING WITH ALL APPLICABLE CODES, REGULATIONS AND PERMITS GOVERNING THE WORK.
- STORAGE OF MATERIALS OR SUPPLIES ON-SITE WILL NOT BE ALLOWED.

CONIFEROUS TREE PLANTING DETAIL



DECIDUOUS TREE PLANTING DETAIL



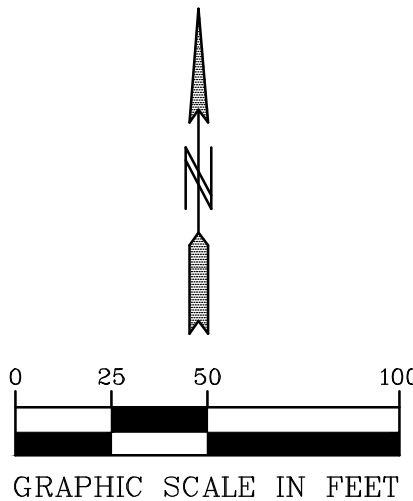
PLANTING SCHEDULE

KEY	COMMON NAME/SCIENTIFIC NAME	ROOT	QUANTITY
OVERSTORY TREES			
	SENTRY LINDEN/TILIA AMERICANA 'SENTRY'	2.5" B&B	8
	NORTHERN PIN OAK/QUERCUS ELLIPSOIDALIS	2.5" B&B	9
	THORNLESS HONEYLOCUST/GLEDITSIA TRIACANTHOS VAR INERMIS	2.5" B&B	7
	AUTUMN GLAZE MAPLE/ACER X FREEMANII 'JEFFERSRED'	2.5" B&B	7
	NORTHWOOD MAPLE/ACER RUBRUM 'NORTHWOOD'	2.5" B&B	4
EVERGREEN TREES			
	BLACK HILLS SPRUCE/PICEA GLUACA VAR DENSATA	6' B&B	22

LANDSCAPE NOTES:

CITY REQUIREMENT: 1 TREE/UNIT 43 UNITS
PROPOSED TREES: 57
35 OVERSTORY, 22 EVERGREEN

LOTS TO BE SODDED OR SEEDED AS THEY ARE SOLD AND OCCUPIED
OUTLOTS TO BE SEEDED AS SHOWN ON GRADING PLANS



GENERAL NOTES

DO NOT SCALE DRAWINGS. ANY CONFLICTS OR MISSING INFORMATION SHOULD BE BROUGHT TO THE ATTENTION OF THE BUILDER AND/OR DESIGNER. THIS PROJECT WAS DESIGNED IN ACCORDANCE WITH THE 2020 MINNESOTA RESIDENTIAL CODE, 2020 MINNESOTA ENERGY CODE AND 2020 MEC RE: STRUCTURAL FOR ALL LOADS AND HEADER SIZES

INTERIOR CONSTRUCTION

WALLS:
ALL ANGLED WALLS ARE 45°U.N.O.
PROVIDE 5/8" TYPE "X" GYPSUM BOARD AT ALL USABLE AREAS UNDERNEATH STAIRS

BARTOP TOP PLATE TO BE @ 3/4 1/2" A.F.F.

CEILING:
CATHEDRAL CEILING BEAM TO BE FURRED OUT TO 6" WIDE

DOORS:
ALL SHEETROCK ARCHES (SRA) AS FOLLOWS:
BOT OF ARCH @ 82" A.F.F. WITH TOP OF ARCH @ 92" A.F.F.
INTERIOR DOORS TO BE TWO PANEL COLONIAL INTERIOR PASSAGE DOORS
HEADER HEIGHT FOR GARAGE OHD TO BE @ 85 1/4"
HEADER HEIGHT FOR GARAGE ENTRY DOOR TO BE @ 81 1/2"
DOOR CONNECTING GARAGE AND HOUSE TO BE SELF CLOSING 1 3/8" THICK STEEL, INSULATED, 20 MINUTE FIRE RATED, GASKET AND SEALED PER LOCAL CODES

SRO (SHEET ROCK OPENINGS) AND SRA (SHEETROCK ARCHES):
REFER TO FLOOR PLANS FOR ALL SRO AND SRA WIDTHS
ALL SRO AND SRA HEIGHTS TO BE 12" BELOW SPECIFIED CEILING

WINDOWS: RIC310
PROVIDE 1/2" ADDITIONAL ROUGH OPENING HEIGHT AT ALL WINDOWS
DEFINITION OF WINDOW TAG EXAMPLED: 3050 SH DL @ 6'-8" HEADER HEIGHT= 36" X 60" SINGLE HUNG DIVIDED LITE @ 6'-8" A.F.F.

LIGHTING:
VANITY FIXTURES TO BE MOUNTED @ 87" A.F.F. TO THE CENTERLINE
COACH LIGHTS TO BE MOUNTED 5'-10" A.F.F. TO THE CENTERLINE

CABINETS:
KITCHEN AND UTILITY CABINETS: COUNTERTOP @ 36"
BATHROOM CABINETS: COUNTERTOP @ 34"
PROVIDE CROWN MOULDING AS SPECIFIED @ KITCHEN WALL CABINETS

GARAGE:
PROVIDE 5/8" TYPE "X" GYPSUM BOARD ON ALL WALLS AND CEILING.
SLOPE FLOOR, FULL WIDTH, 1% FROM REAR WALL TO OHD, U.N.O.

STAIRS: IRC311.5
STAIR WIDTH SHALL BE NO LESS THAN 36"
ALL RISERS TO BE 7 3/4" MAX AND MAY NOT VARY MORE THAN 3/8" IN HEIGHT
ALL TREADS TO BE NO LESS THAN 10"
HANDRAIL SHALL BE PROVIDED ON AT LEAST ONE SIDE OF EACH CONTINUOUS RUN OF TREADS OR FLIGHT WITH FOUR OR MORE RISERS AT NO LESS THAN 34" OR MORE THAN 38" A.F.F.

EXTERIOR CONSTRUCTION

STONE VENEER:
THIN SET STONE VENEER OR PANELIZED REPLICA STONE, STACK NATURALLY AND CONFORM WITH ALL STANDARD INDUSTRY PRACTICES AND ALL APPLICABLE IRC CODES

WALLS:
ALL EXTERIOR WALLS TO BE 2X6 STUDS, UNLESS NOTED OTHERWISE

PORCHES:
ALL PORCHES AND PATIO SOFFITS TO BE VINYL AND MATCH SOFFIT MATERIAL AT EAVES

ROOFS:
TERMINATION OF FASCIA AT GABLES WILL BE HELD 1 INCH OFF THE SHINGLES

EXIT DOORS:
INSTALL "Z" FLASHING OVER ALL EXPOSED EXTERIOR DOORS

ADDRESS BLOCK:
SHALL BE MOUNTED IN STONE WAINSCOT WITH TOP OF 36" A.F.F.

EXTEIOR TRIM:
ALL WINDOW AND DOOR TRIM TO BE 45 DEGREE MITER

SOFFITS:
SOFFITS AT ALL GABLES TO BE 12" VINYL
SOFFITS AT ALL HIPS TO BE 12" VINYL

CODE INFORMATION

CONSTRUCTION TYPE: 5B
OCCUPANCY: R3, U (garage)
2020 MINNESOTA RESIDENTIAL CODE
2020 MINNESOTA ENERGY CODE
2020 NEC

CONSULTANTS

DESIGNER

NASH AND ASSOCIATES ARCHITECTS
8003 118th AVE NE
KIRKLAND, WA 98033
PHONE: (425) 242-7490

STRUCTURAL ENGINEER

HANSON GROUP
3407 KILMER LANE N. SUITE #4
PLYMOUTH, MN 55441
PHONE: (612) 708-3572



AFTON PLAN

FLOOR AREAS

MAIN	688
UPPER	912
TOTAL	1600
GARAGE	375
COVERED	29
PORCH	

CAMDEN PLAN

FLOOR AREAS

MAIN	800
UPPER	1053
TOTAL	1853
GARAGE	375
COVERED	22
PORCH	

HAYES PLAN

FLOOR AREAS

MAIN	935
UPPER	1241
TOTAL	2176
GARAGE	401
COVERED	24
PORCH	

SHEET INDEX

C	- COVER SHEET
A1	- SLAB FOUNDATION (2)
A2	- MAIN FLOOR PLAN (2)
A3	- UPPER FLOOR PLAN (2)
A4	- FRONT AND REAR ELEVATION (2)
A5	- SIDE ELEVATIONS
A6	- ROOF PLAN
A7	- BUILDING SECTION
A8	- PARTY WALL DETAIL
A9	- ELECTRICAL PLAN (MAIN)
A10	- ELECTRICAL PLAN (UPPER)



5 UNIT BUILDING (CHP)



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RIVENWICK VILLAGE
5 UNIT BUILDING
RAMSEY, MINNESOTA

date: 01-04-24
permit:
revisions:

drawn by: MNJ
checked by:

SHEET

C

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ing.
Any
ept

ONE HOUR
RATED
PARTY
WALL

SEE SHEET AI (2) FOR LEFT SIDE OF THE BUILDING

PLAN 1853

26'-0"

5'-4 1/2"

3' X 3' CONC. STOOP

AC ON 3' X 3' PAD

CONCRETE SLAB PER ENGINEER

SINK ABV

WATER SUPPLY STUB OUT @ 30" A.F.F. MAIN WATER STUB-OUT FLOOR DRAIN

HKIT ABV

HRV ABV

FURN ABV

RADON MITIGATION VENT PIPE W/ 1" JOINT UNDER SLAB

ONE HOUR RATED PARTY WALL

CONCRETE SLAB @ GARAGE- SLOPE DOWN TO OHD 2%

17'-6"

3'-0"

CONCRETE SLAB @ PORCH- SLOPE TOWARDS FRONT @ 1% FOR DRAINAGE

7'-4"

18'-8"

26'-0"

PLAN 1600

26'-0"

6'-0 1/2"

5'-2"

3' X 3' CONC. STOOP

AC ON 3' X 3' PAD

CONCRETE SLAB PER ENGINEER

SINK ABV

W.C. ABV

SINK ABV

RADON MITIGATION VENT PIPE W/ 1" JOINT UNDER SLAB

WATER SUPPLY STUB OUT @ 30" A.F.F. MAIN WATER STUB-OUT FLOOR DRAIN

HKIT ABV

HRV ABV

FURN ABV

ONE HOUR RATED PARTY WALL

CONCRETE SLAB @ GARAGE- SLOPE DOWN TO OHD 2%

16'-6"

4'-0"

CONCRETE SLAB @ PORCH- SLOPE TOWARDS FRONT @ 1% FOR DRAINAGE

7'-4"

18'-8"

26'-0"

PLAN 2176

26'-0"

3' X 3' CONC. STOOP

AC ON 3' X 3' PAD

CONCRETE SLAB PER ENGINEER

SINK ABV

WATER SUPPLY STUB OUT @ 30" A.F.F. MAIN WATER STUB-OUT FLOOR DRAIN

HKIT ABV

HRV ABV

FURN ABV

RADON MITIGATION VENT PIPE W/ 1" JOINT UNDER SLAB

ONE HOUR RATED PARTY WALL

CONCRETE SLAB @ GARAGE- SLOPE DOWN TO OHD 2%

16'-10"

4'-0"

CONCRETE SLAB @ PORCH- SLOPE TOWARDS FRONT @ 1% FOR DRAINAGE

20'-0"

6'-0"

26'-0"

48'-4"

52'-0"

3'-8"



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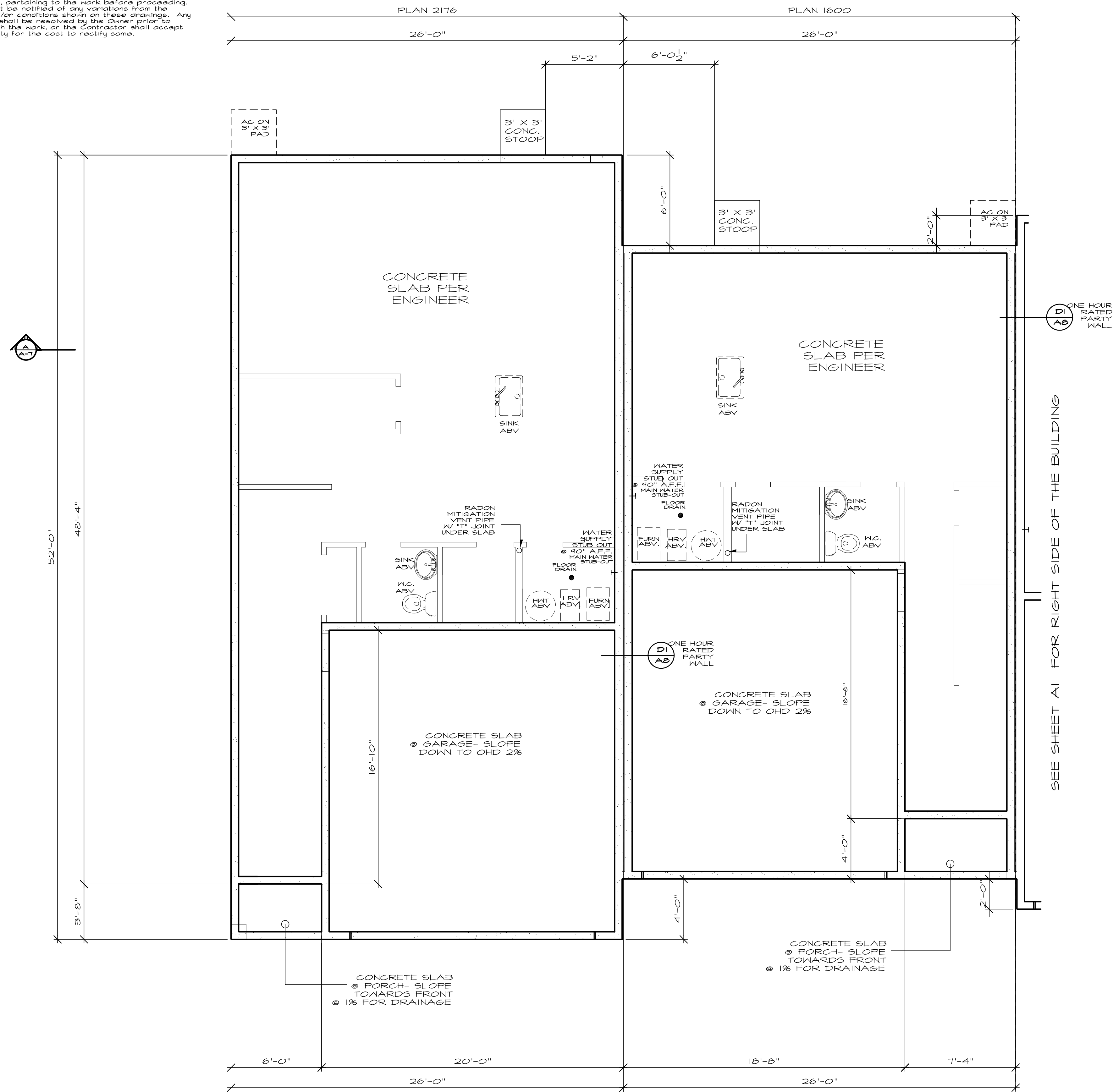
drawn by: MWJ
checked by:

A1

SEE GENERAL NOTES

SCALE: 1/4" = 1'-0"

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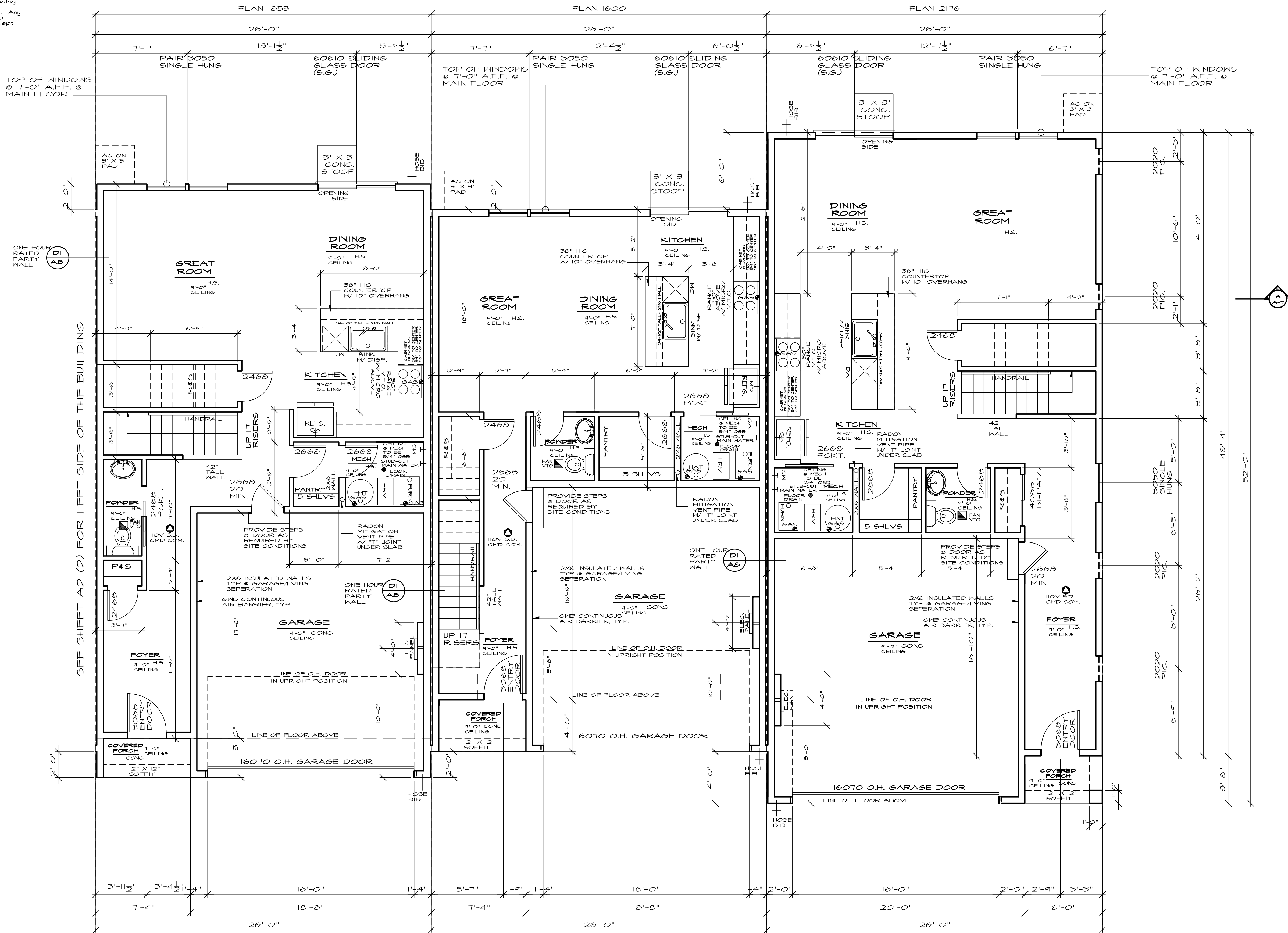
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checked by:

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A
(2)

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MAIN FLOOR PLAN
SEE GENERAL NOTES
SCALE: 1/4" = 1'-0"



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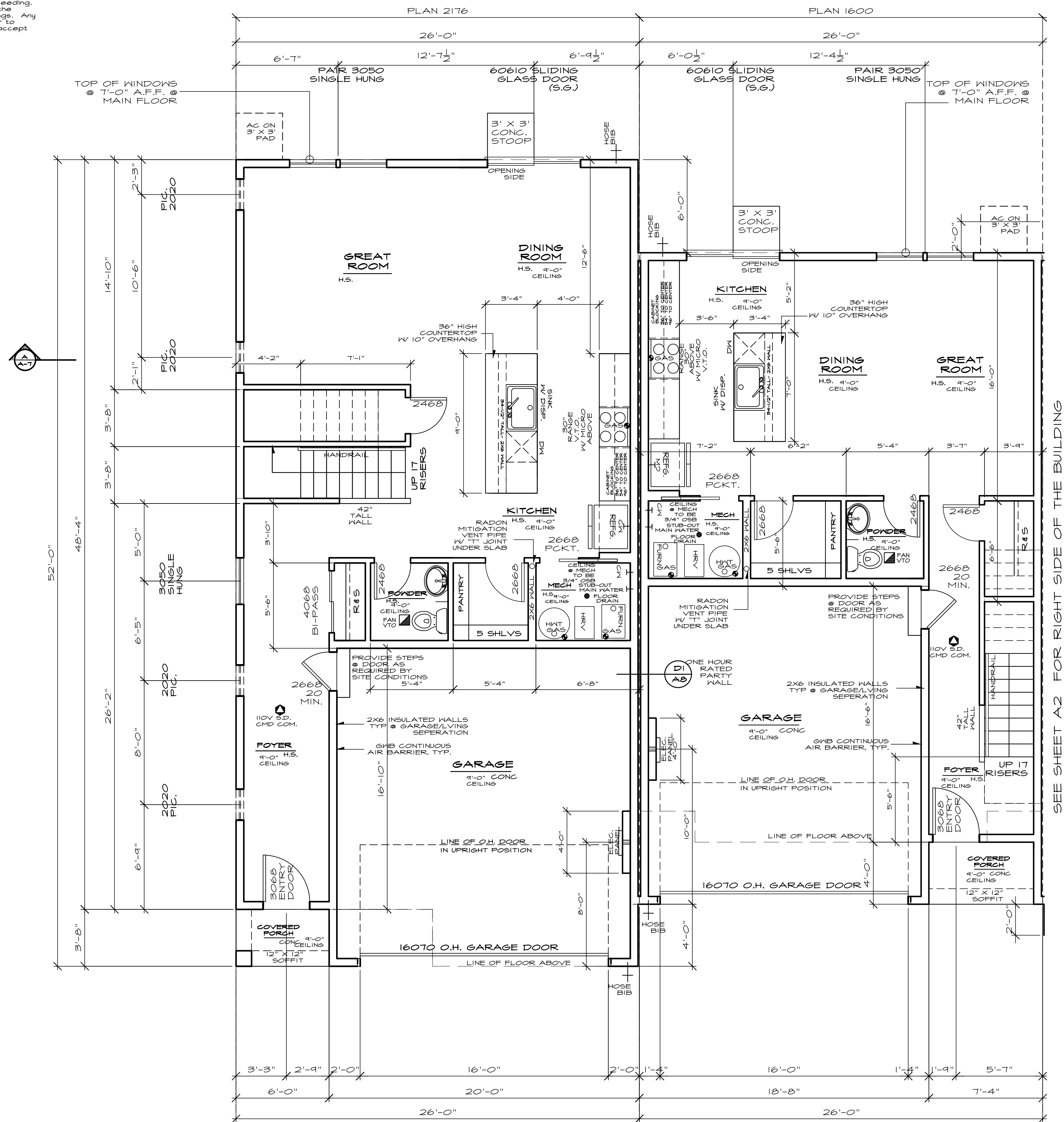
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checked by:

SHEET

A2

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SEE SHEET A2 FOR RIGHT SIDE OF THE BUILDING

MAIN FLOOR PLAN

SEE GENERAL NOTES

SCALE: 1/4" = 1'-0"



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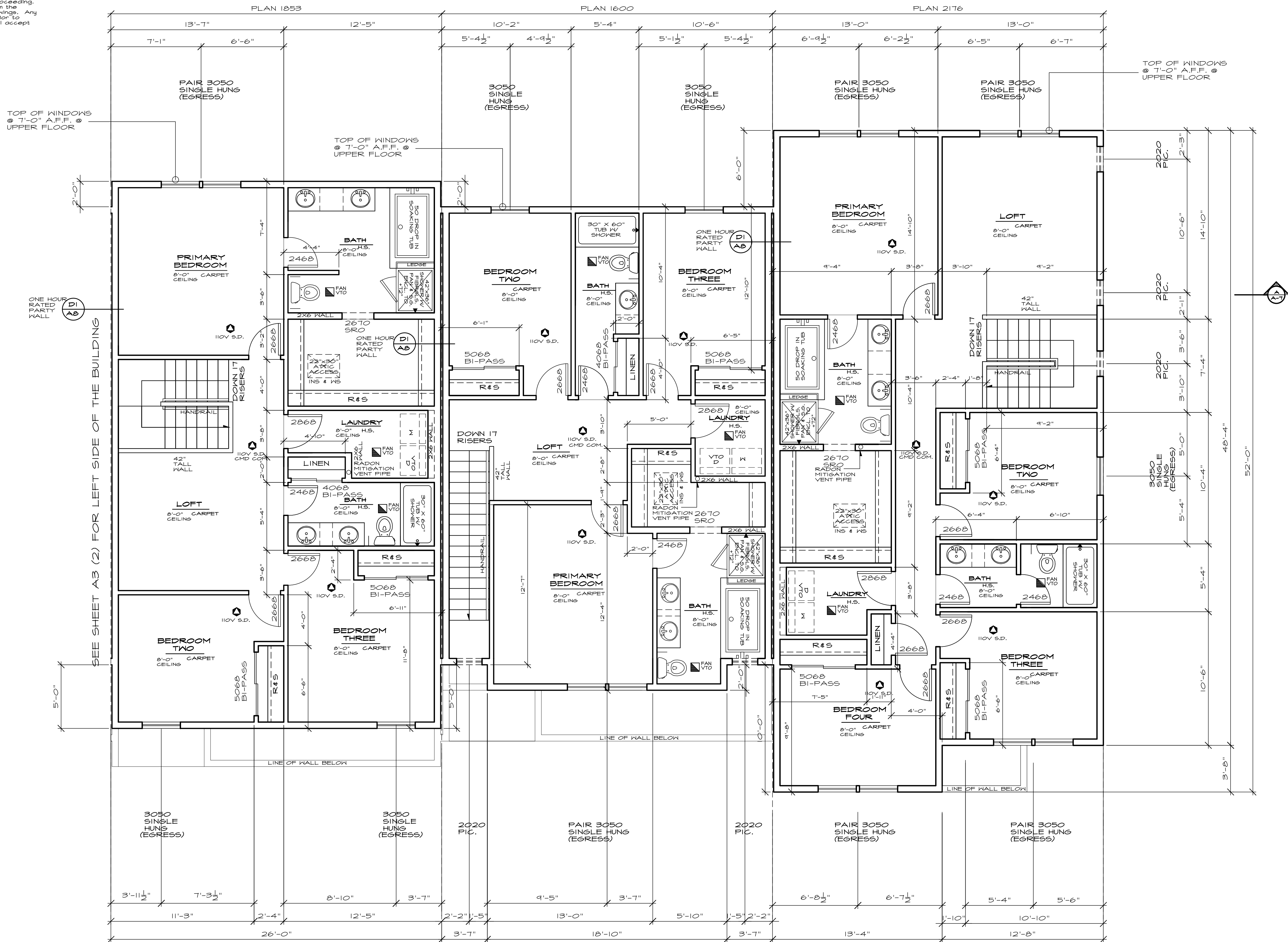
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A2
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UPPER FLOOR PLAN
SEE GENERAL NOTES SCALE: 1/4" = 1'-0"



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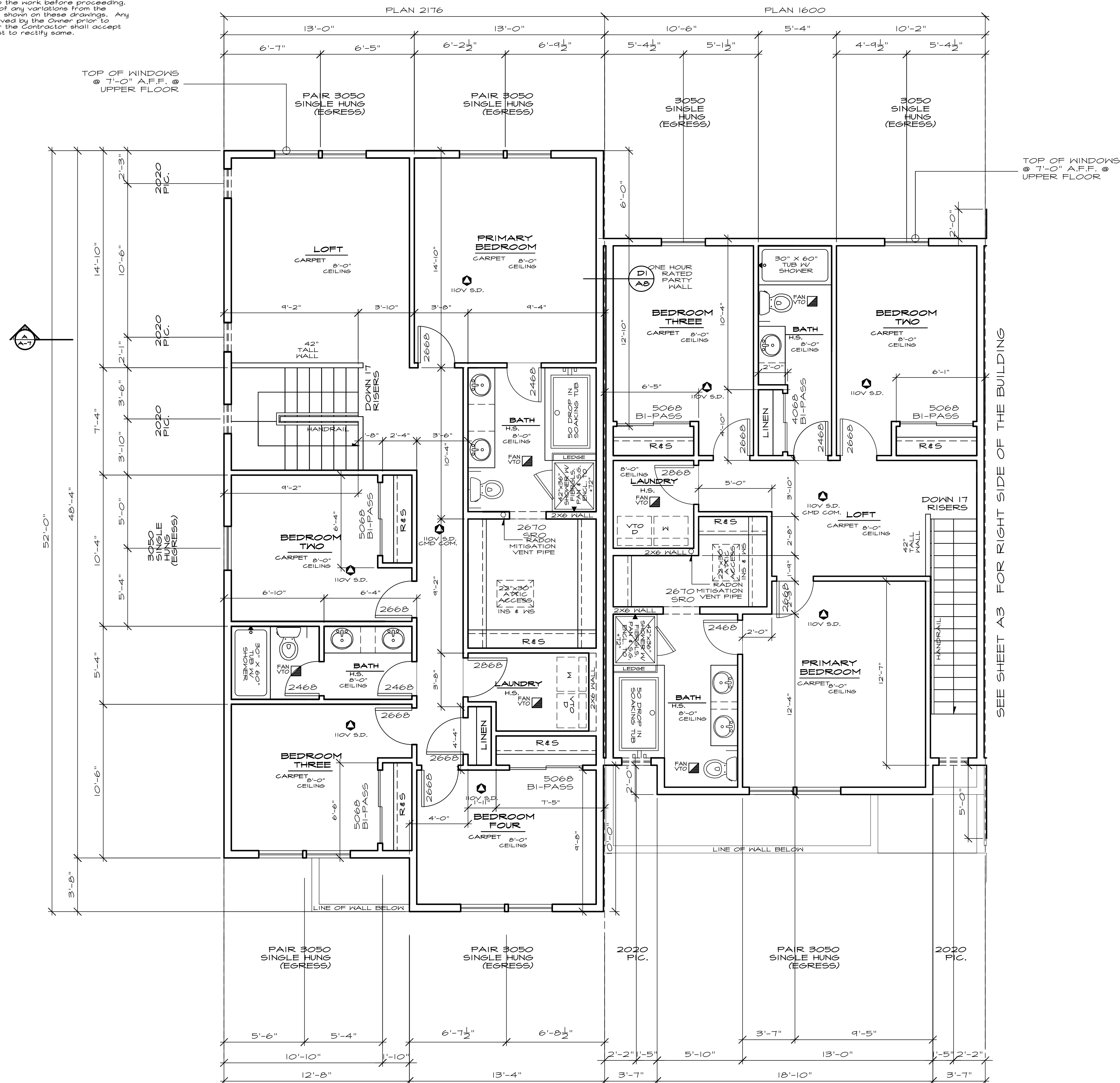
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A3

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UPPER FLOOR PLAN
SEE GENERAL NOTES SCALE: 1/4" = 1'-0"



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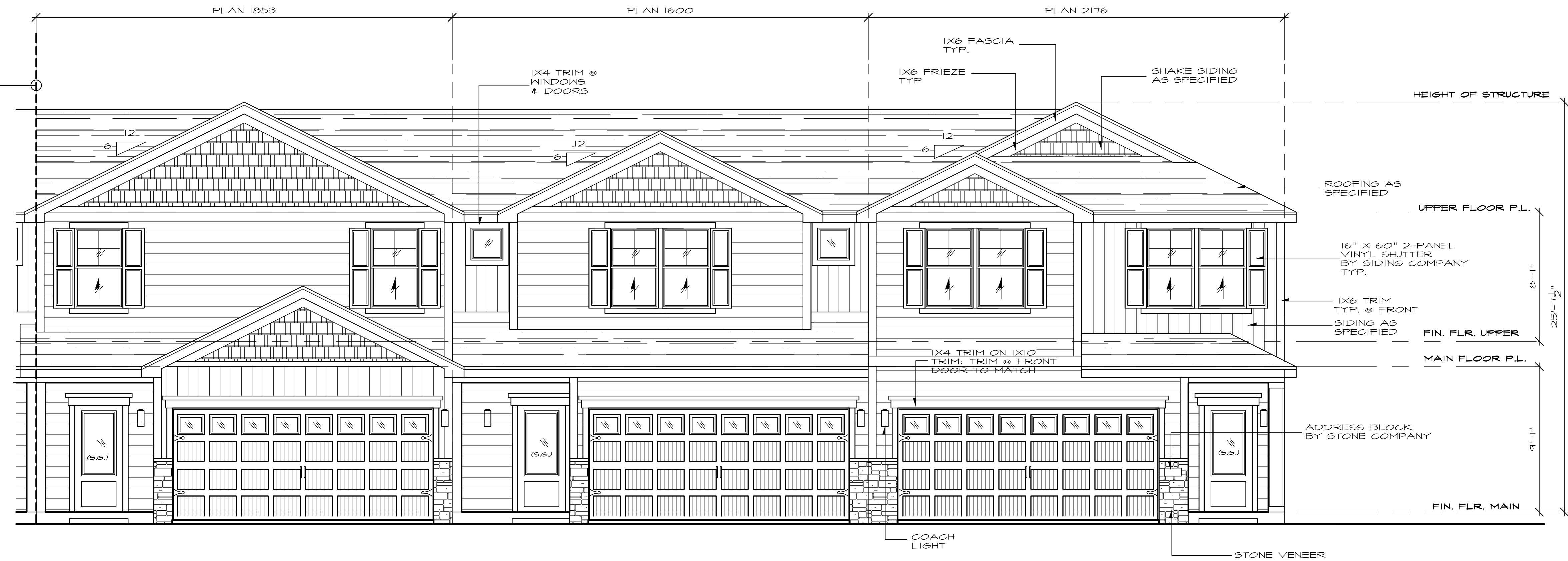
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A3
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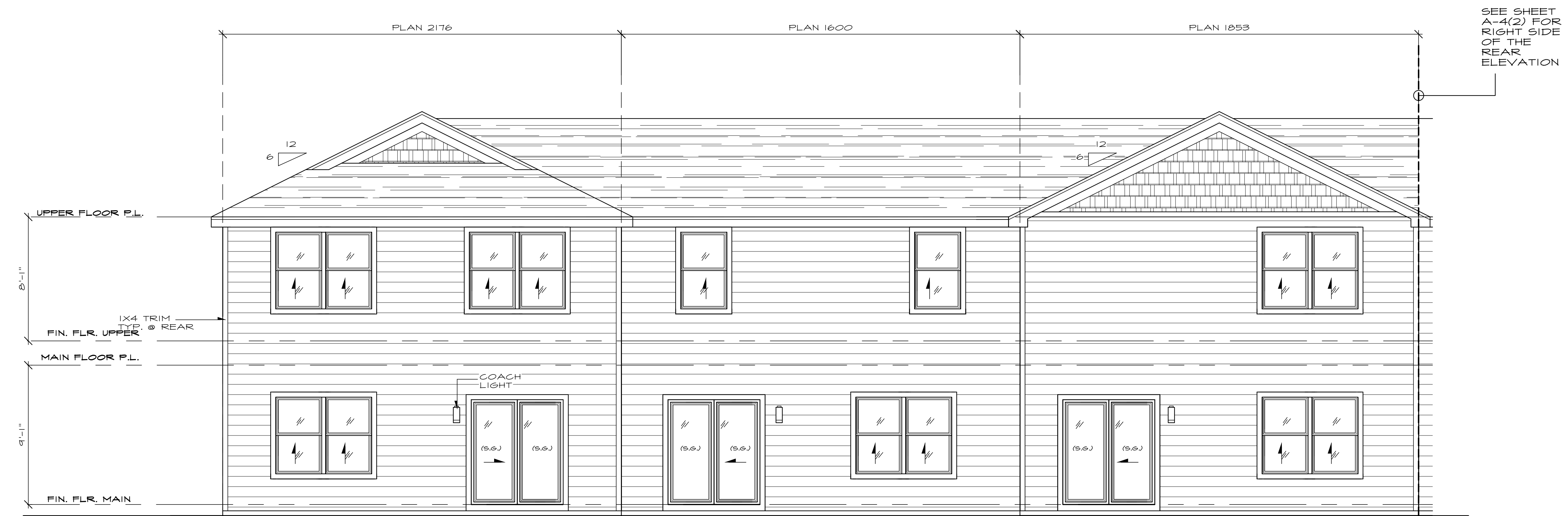
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SEE SHEET A-4(2) FOR LEFT SIDE OF THE FRONT ELEVATION



FRONT ELEVATION

SEE GENERAL NOTES SCALE: 1/4" = 1'-0"



REAR ELEVATION

SEE GENERAL NOTES SCALE: 1/4" = 1'-0"



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revisions:

drawn by: MWJ
checked by:

SHEET
A4

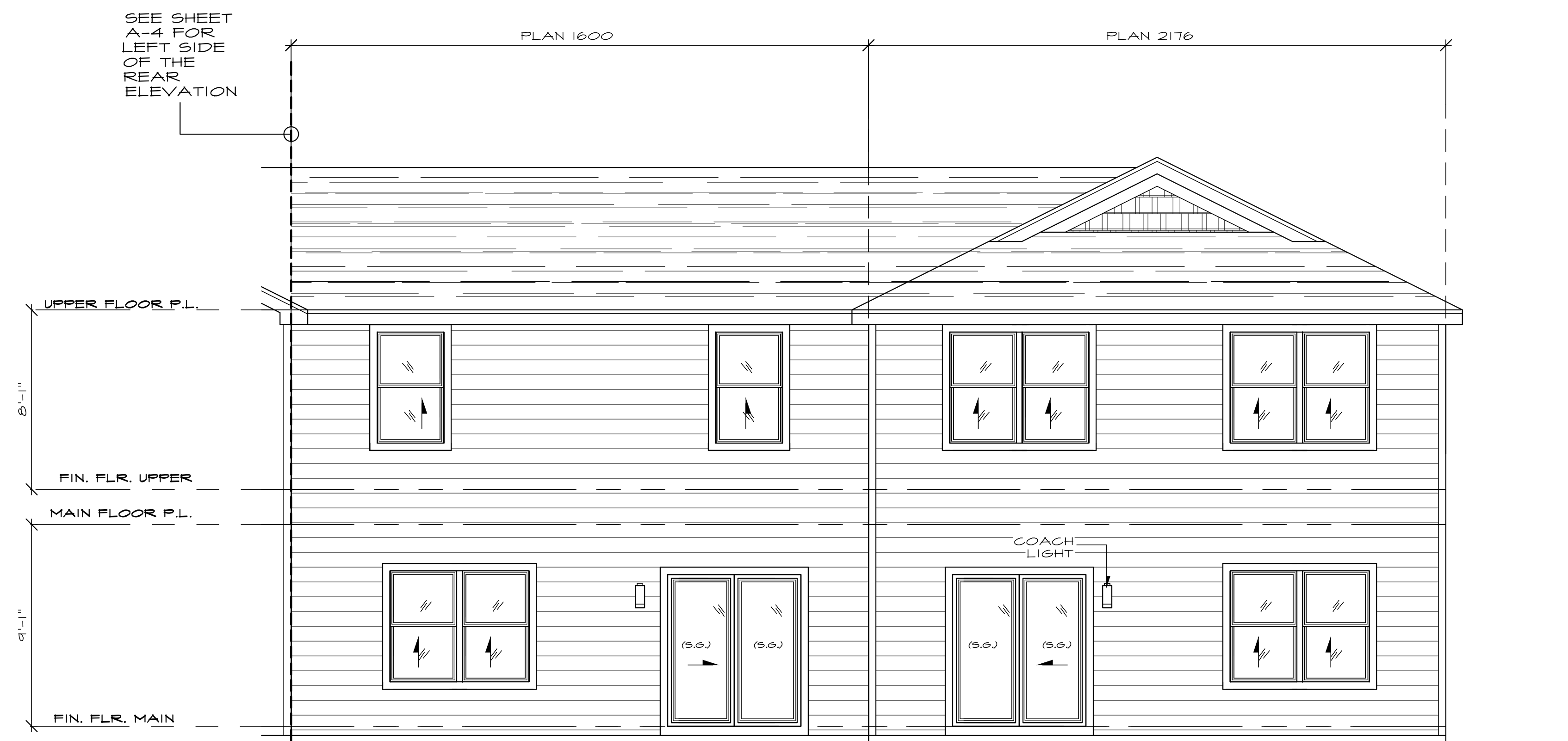
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FRONT ELEVATION

SEE GENERAL NOTES

SCALE: 1/4" = 1'-0"



REAR ELEVATION

SEE GENERAL NOTES

SCALE: 1/4" = 1'-0"



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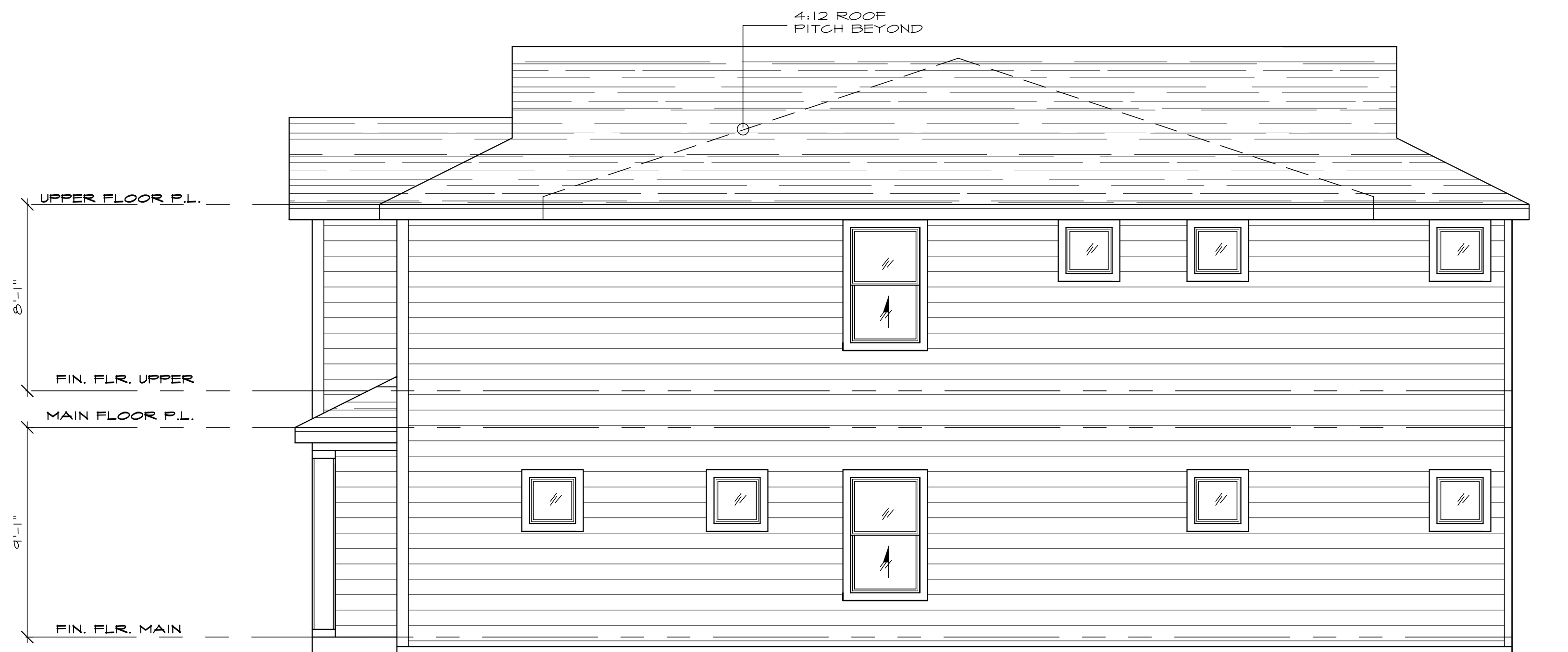
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A4
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RIGHT ELEVATION

SEE GENERAL NOTES

SCALE: 1/4" = 1'-0"



LEFT ELEVATION

SEE GENERAL NOTES

SCALE: 1/4" = 1'-0"



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drawn by: MWJ
checked by:

SHEET

A5

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FIRE RETARDENT
PLYWOOD 4'-0" WIDE
ON BOTH SIDES OF
PARTY WALLS
NO ROOF PENETRATIONS
OR VENTS ALLOWED

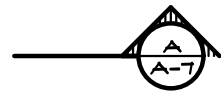
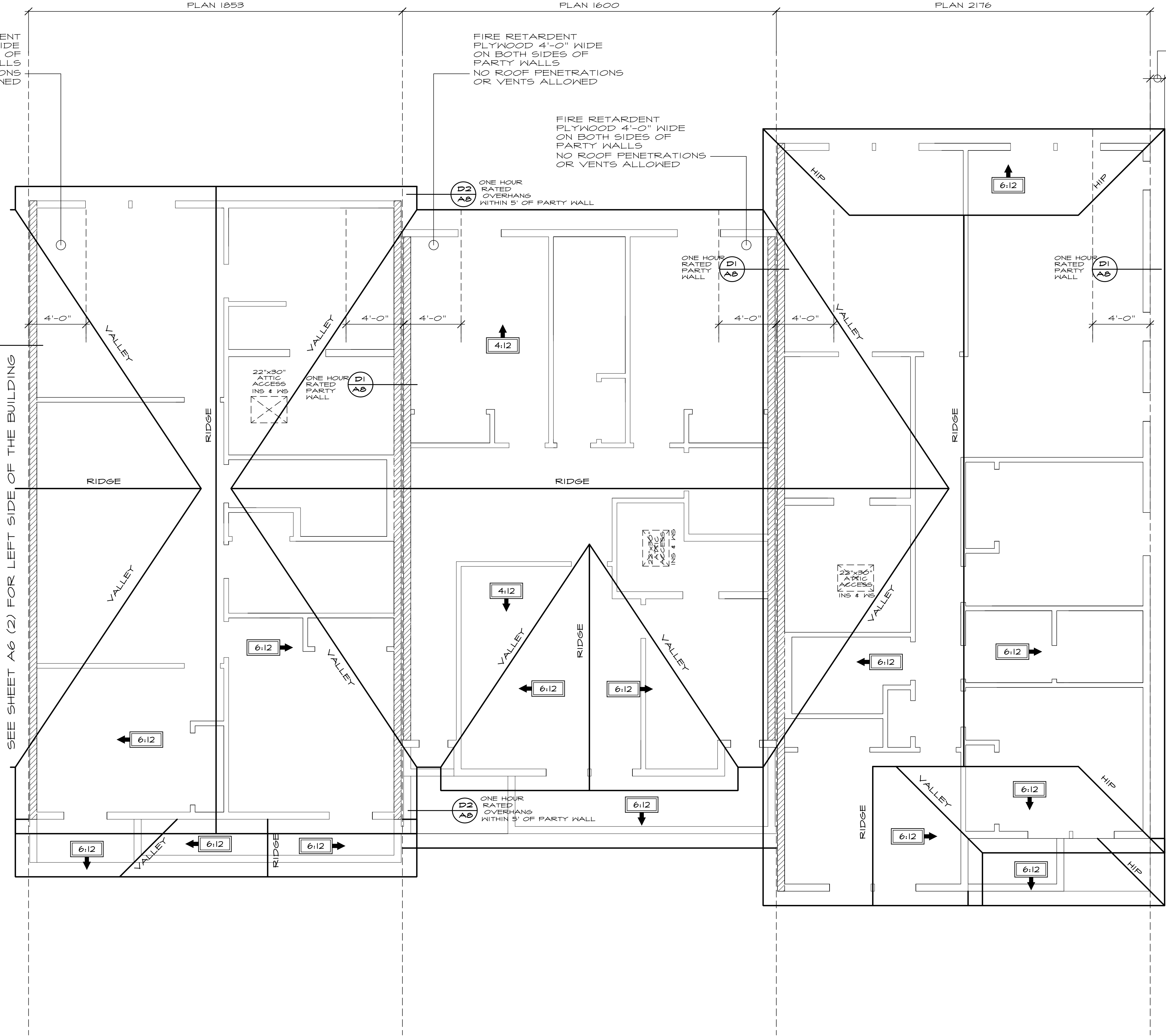
FIRE RETARDENT
PLYWOOD 4'-0" WIDE
ON BOTH SIDES OF
PARTY WALLS
NO ROOF PENETRATIONS
OR VENTS ALLOWED

FIRE RETARDENT
PLYWOOD 4'-0" WIDE
ON BOTH SIDES OF
PARTY WALLS
NO ROOF PENETRATIONS
OR VENTS ALLOWED

1'-0"
TYP.
ROOF
OVERHANG

ONE HOUR
RATED
PARTY
WALL

SEE SHEET A6 (2) FOR LEFT SIDE OF THE BUILDING



ROOF FRAMING NOTES

CONNECTORS SHALL BE ENGINEERED
BY TRUSS MANUFACTURER

ROOF PITCH SHALL BE 6:12
TYPICAL UNLESS NOTED OTHERWISE

ROOF OVERHANG SHALL BE 12" U.N.O.
TRUSSES

PLAN 1600
ROOF VENTING CALCULATION

974 SQFT OF ATTIC
1/150 MUST BE AT SOFFITS

PLAN 1853
ROOF VENTING CALCULATION

1118 SQFT OF ATTIC
1/150 MUST BE AT SOFFITS

PLAN 2176
ROOF VENTING CALCULATION

1306 SQFT OF ATTIC
1/150 MUST BE AT SOFFITS

ROOF PLAN
SEE GENERAL NOTES

SCALE: 1/4" = 1'-0"



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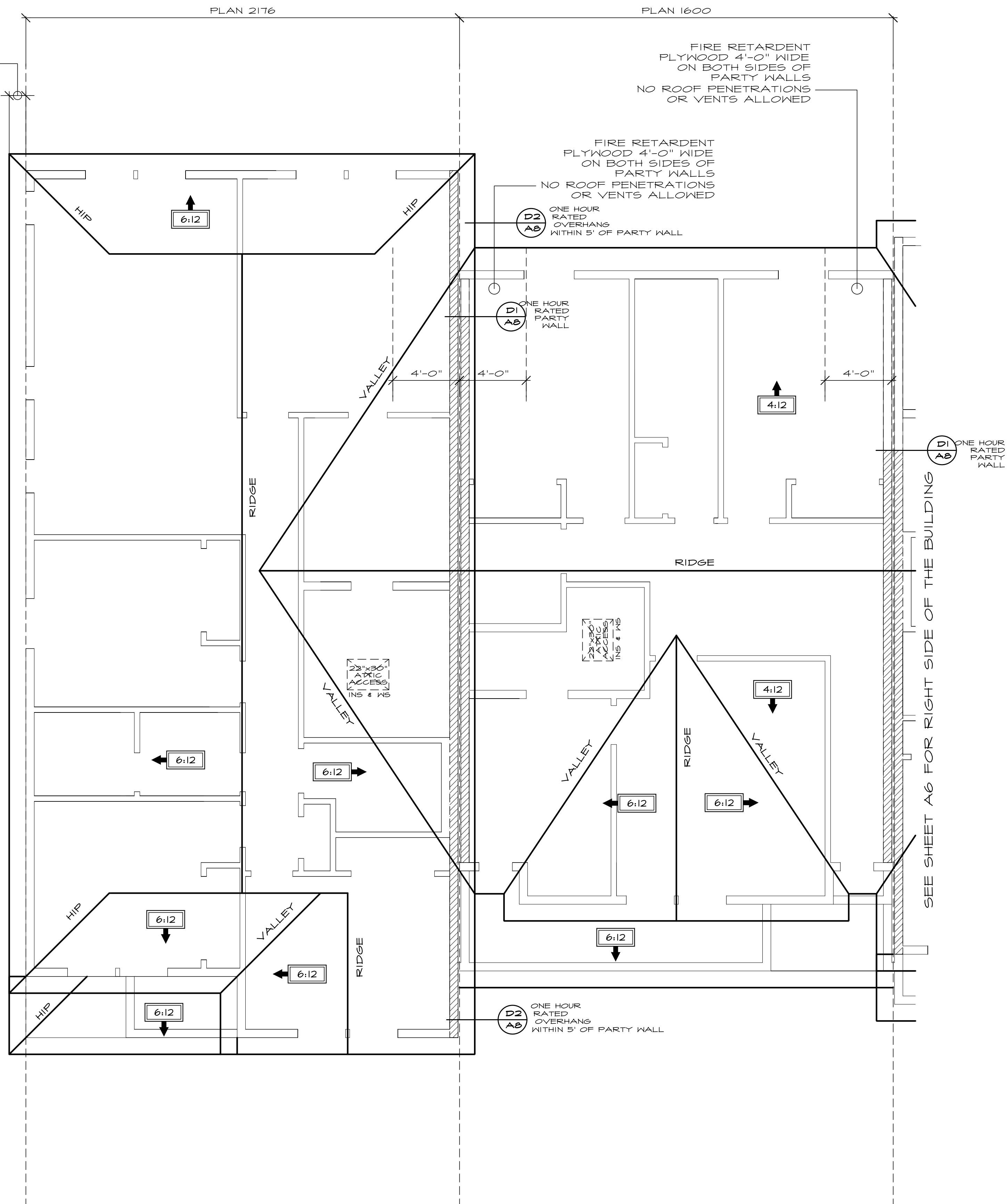
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A6

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1'-0"
TYP.
ROOF
OVERHANG



ROOF FRAMING NOTES

CONNECTORS SHALL BE ENGINEERED BY TRUSS MANUFACTURER

ROOF PITCH SHALL BE 6:12
TYPICAL UNLESS NOTED OTHERWISE

ROOF OVERHANG SHALL BE 12" U.N.O. TRUSSES

PLAN 1600 ROOF VENTING CALCULATION

974 SQFT OF ATTIC
1/150 MUST BE AT SOFFITS

PLAN 2176 ROOF VENTING CALCULATION

1306 SQFT OF ATTIC
1/150 MUST BE AT SOFFITS

ROOF PLAN

SEE GENERAL NOTES

SCALE: 1/4" = 1'-0"



2850 CUTTERS
GROVE AVE. #207
ANOKA, MN 55303

NASH & ASSOCIATES

8003 118TH AVE NE • KIRKLAND, WA • 98033 •
425-828-4117
www.nash-architects.com

RIVENWICK VILLAGE 5 UNIT BUILDING RAMSEY, MINNESOTA

date: 01-04-24
permit:
revisions:

drawn by: MWJ
checked by:

SHEET

A6
(2)

TYPICAL SECTION NOTES:

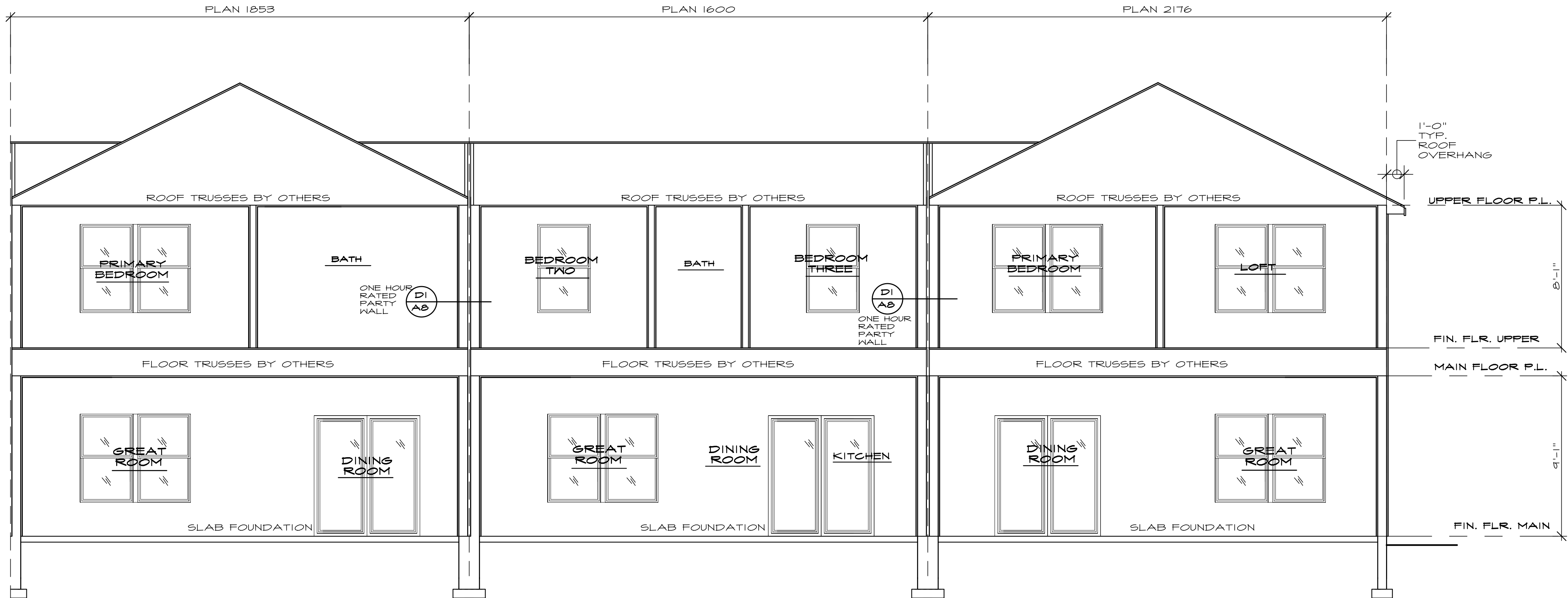
- ROOF CONSTRUCTION:
1. PRE-MANUFACTURED ROOF TRUSSES WITH 6" ENERGY HEEL, ENGINEERED BY OTHERS
 2. 1/150 ROOF VENT AT SOFFITS
 3. AIR CHUTE AT EACH TRUSS SPACE
 4. 7/16" OSB SHEATHING
 5. ICE AND WATER MEMBRANE APPLIED AT 24" PAST EXTERIOR WALL
 6. ROOFING AS SPECIFIED

- SOFFIT/FASCIA:
1. 2X6 SUB-FASCIA
 2. VINYL FASCIA
 3. VINYL VENTED SOFFITS

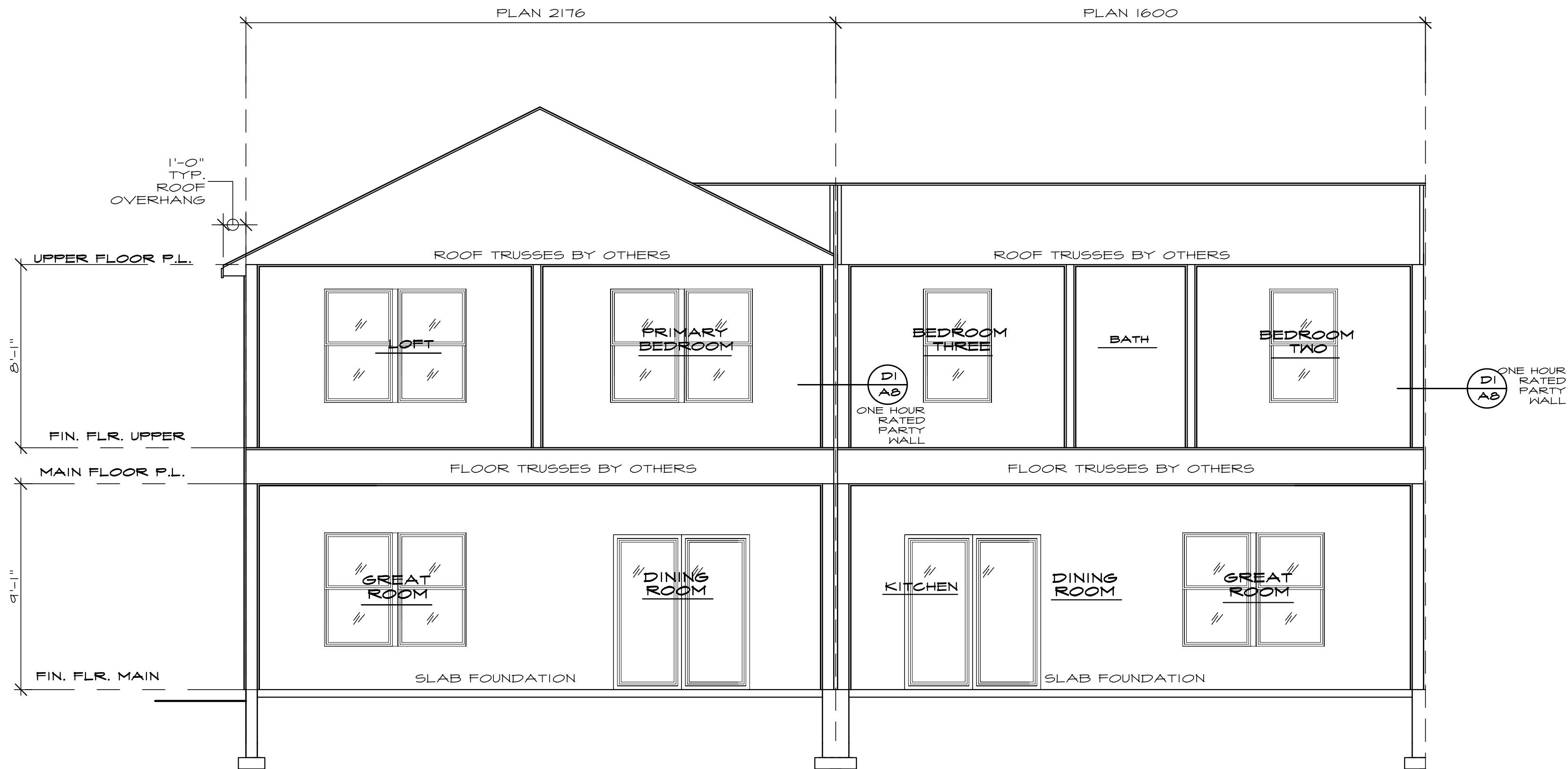
- WALL CONSTRUCTION:
1. HOUSE WRAP
 2. 2X6 STUDS @ 16" O.C. UNO
 3. WINDOWS AS SPECIFIED
 4. MIN R-15 FIBERGLASS BATT INSULATION
 5. 4 MIL POLY VAPOR BARRIER
 6. 1/2" GYPSUM WALL BOARD
 7. HOLD SILL PLATE OF EXTERIOR WALLS IN, SO THAT THE FACE OF SHEATHING ALIGNS WITH FACE OF THE FOUNDATION WALLS

- CEILING CONSTRUCTION:
1. R49 BLOWN IN INSULATION
 2. 1/2" SAG-RESISTANT GYPSUM WALL BOARD WITH VAPOR BARRIER

- SILL CONSTRUCTION:
1. INSTALL SILL SEAL FLUSH @ ALL EXTERIOR WALLS
 2. 2X TREATED SILL PLATE AND SEALER
 3. 1/2" ANCHOR BOLTS @ 72" O.C.



SECTION A-A
SEE GENERAL NOTES SCALE: 1/4" = 1'-0"



SECTION A-A
SEE GENERAL NOTES SCALE: 1/4" = 1'-0"



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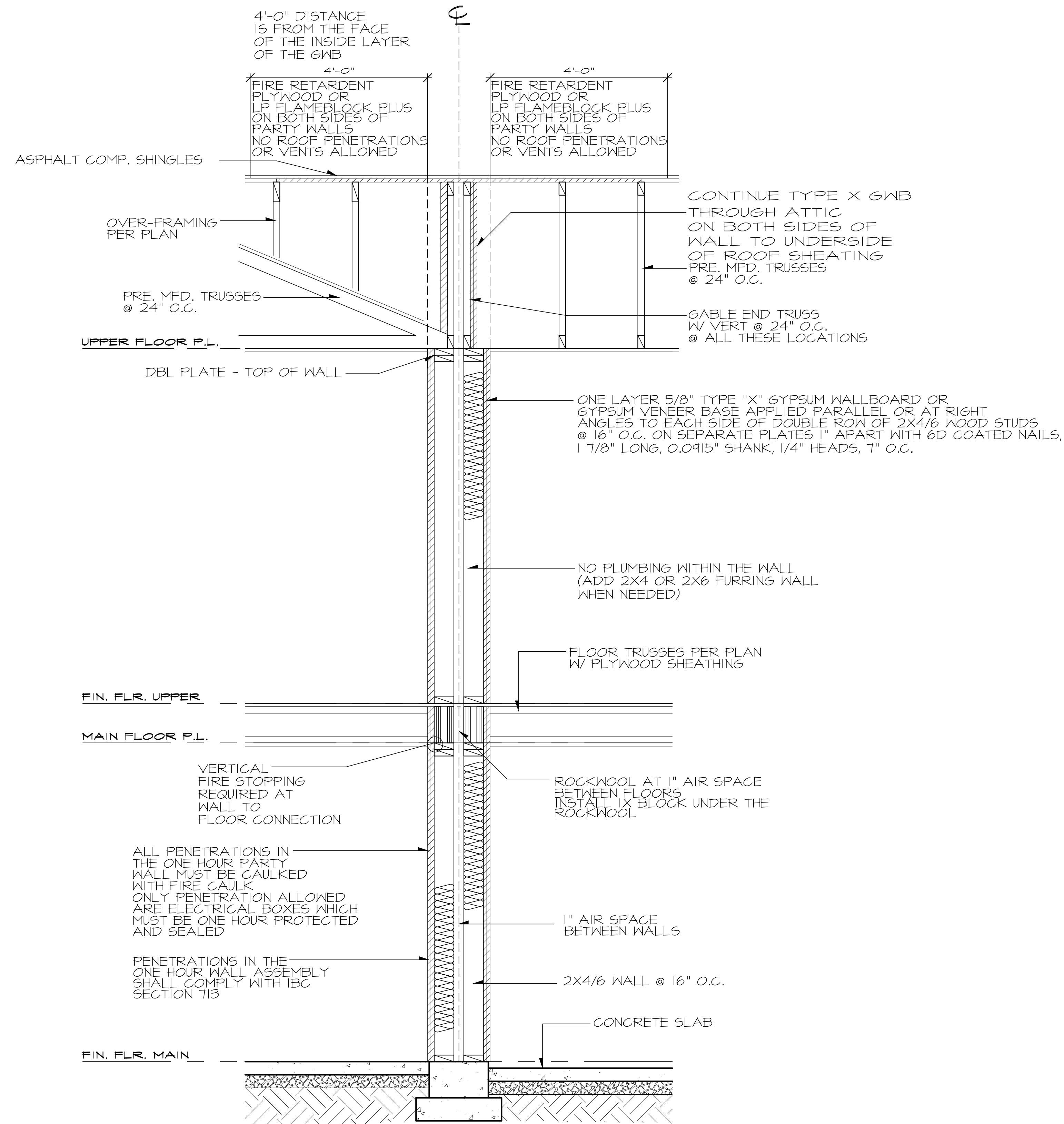
RIVENICK VILLAGE
5 UNIT BUILDING
RAMSEY, MINNESOTA

date: 01-04-24
permit:
revisions:

drawn by: MNJ
checked by:

SHEET

A7



D1
A8

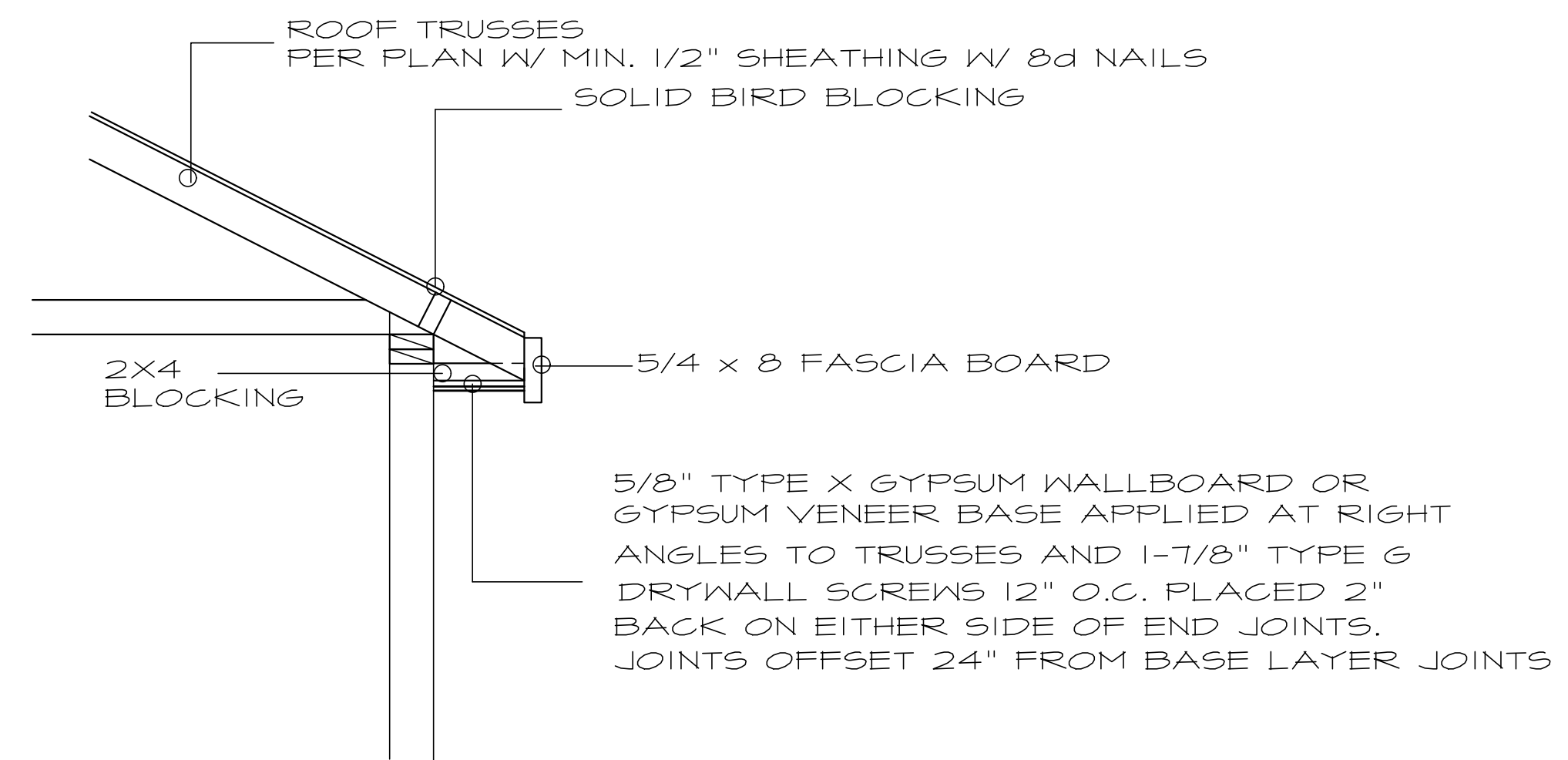
TYPICAL ONE HOUR PARTY WALLS/BUILDING SECTION

SEE GENERAL NOTES

NO SCALE

GA FILE NO. WP 3370
1 HOUR FIRE/45 TO 49 STC SOUND

FIRE TEST: SEE WP 3605
(UL R1314-4, 6, 6-17-52;
UL R2717-39, 1-20-66;
UL R3501-52, 3-15-66;
UL DESIGN U305;
ULC DESIGN W301);
UL R4024, 10-31-68
SOUND TEST: NRCC TL-43-261,
IRC-1R-761, 3/98



D2
A8

ONE HOUR RATED ROOF/CEILING/OVERHANG

SEE GENERAL NOTES

NO SCALE



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RIVENWICK VILLAGE
5 UNIT BUILDING
RAMSEY, MINNESOTA

date: 01-04-24
permit:
revisions:

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checked by:

SHEET

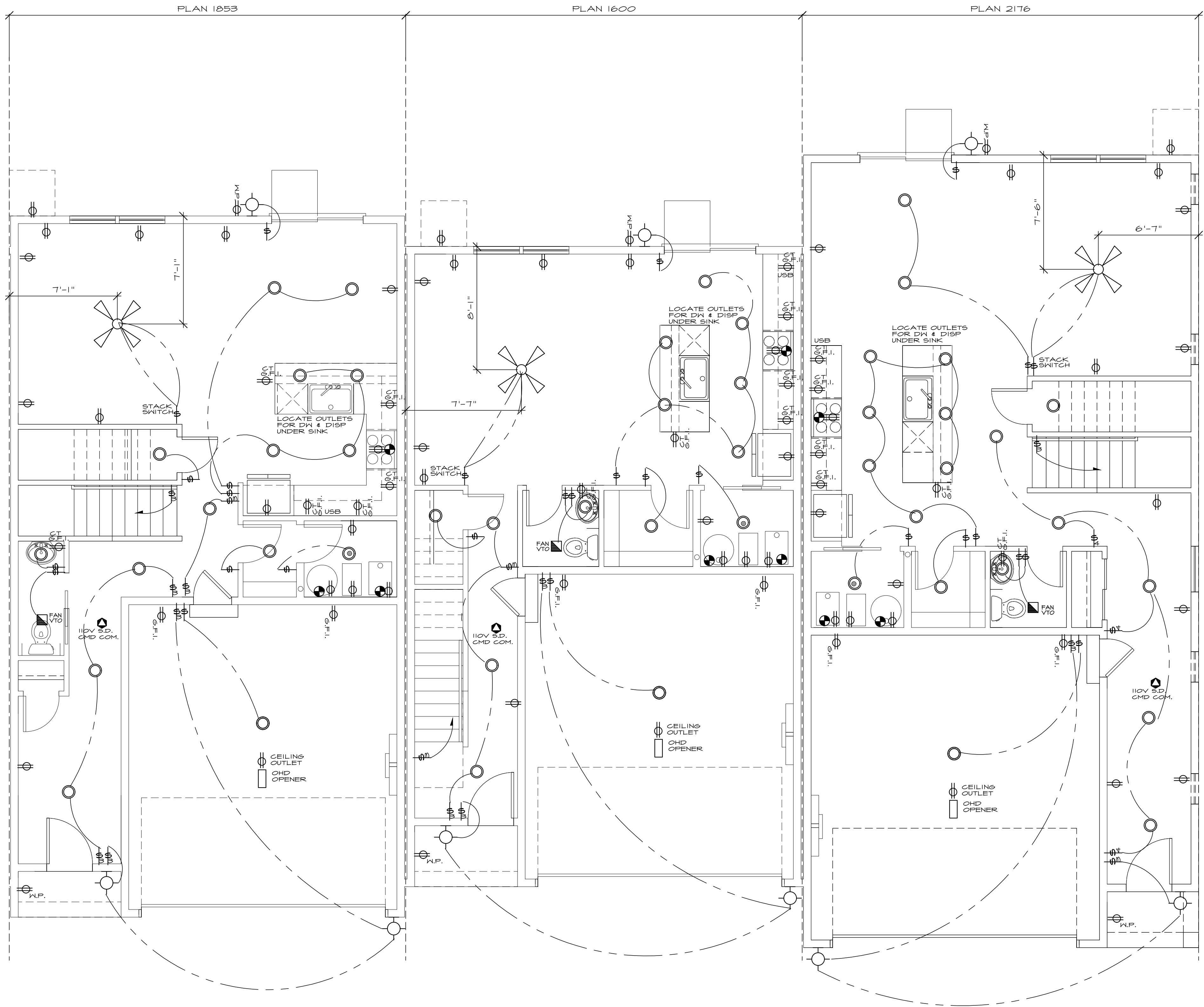
A8

ELECTRICAL NOTES:

1. ALL DIMENSIONS FROM STUD FACE TO CENTER OF FIXTURE
2. CENTER OF ATTIC LIGHT SWITCH TO BE 6'-6" A.F.F. UNO
3. EXTERIOR PLUGS TO BE 24" FROM BOTTOM OF SIDING
4. ALL CLOSET LIGHTS TO BE 30" FROM WALL WITH SHELF
5. CENTER ALL LIGHT STRIPS 92" A.F.F. UNO
6. CENTER ALL RECEPTACLES 14" A.F.F. UNO
7. CENTER ALL SWITCHES 54" A.F.F. UNO
8. MOUNT T-STAT @ 60" A.F.F.
9. ALL BATH VANITY OUTLETS TO BE 8" AND 10" FROM BACK WALL AND MATCHED
10. PROVIDE KEYLESS PULL CHAIN LIGHT IN ATTIC AND 110V OUTLET FOR FUTURE RADON MITIGATION SYSTEM
11. ALL SMOKE DETECTORS TO BE INSTALLED A MINIMUM OF 36" FROM ANY SUPPLY OR RETURN AIR GRILLE
12. BLOCK ALL SECONDARY BEDROOMS FOR CEILING FANS
13. PROVIDE AFCI PROTECTION ON ALL BRANCH CIRCUITS AS REQUIRED PER APPLICABLE CODES.
14. GFCI PROTECTION TO INCLUDE THE 240 VOLT RECEPTACLES FOR RANGES THAT ARE WITHIN 6' FROM THE EDGE OF SINKS AND FOR 240 VOLT RECEPTACLES LOCATED IN LAUNDRY ROOMS
15. GFCI PROTECTION FOR ALL INDOOR WET OR DAMP LOCATIONS. THE AHJ SHALL DETERMINE WHAT DAMP OR WET LOCATIONS ARE.
16. GFCI PROTECTION FOR ALL EXTERIOR RECEPTACLES FOR 125 VOLT THROUGH 250 VOLT INCLUDING HVAC EQUIPMENT WHEN HARD WIRED.
17. ALL NEW DWELLINGS WILL REQUIRE A SURGE PROTECTOR DEVICE
18. PROVIDE AN EMERGENCY DISCONNECT AT A READILY ACCESSIBLE OUTDOOR LOCATION FOR OUTDOOR UNITS.
19. PROVIDE TAMPER RESISTANT OUTLETS IN GARAGES

ELECTRICAL LEGEND:

- | | |
|--|--|
| | 110 VOLT WALL CONVENIENCE OUTLET |
| | 110 VOLT WALL CONVENIENCE OUTLET WITH GROUND FAULT INTERRUPTOR |
| | 220 VOLT WALL CONVENIENCE OUTLET |
| | 110 VOLT WEATHERPROOF OUTLET WITH CAP |
| | 110 VOLT SPLIT WIRED CONVENIENCE OUTLET |
| | 110 VOLT WALL CONVENIENCE OUTLET W/ USB PORTS |
| | 110 OR 220 VOLT SPECIAL PURPOSE OUTLET |
| | LED PUCK LIGHT |
| | PENDANT LIGHT FIXTURE |
| | WALL MOUNTED LIGHT FIXTURE (OR SCONCE) |
| | CEILING FAN |
| | LIGHT BAR FIXTURE |
| | RECESSED LIGHT FIXTURE |
| | SURFACE MOUNTED STRIP FIXTURE |
| | SINGLE POLE SWITCH |
| | SINGLE POLE SWITCH WITH DIMMER DEVICE |
| | THREE WAY SWITCH |
| | FOUR WAY SWITCH |
| | 110 VOLT SMOKE DETECTOR INTERCONNECTED |
| | CABLE OUTLET |
| | COMPUTER CIRCUIT |
| | TELEPHONE, & T.V. CABLE |
| | TELEPHONE OUTLET |
| | C.F.M. FAN (VENT TO OUTSIDE) |
| | CHIMES |
| | DOORBELL |
| | THERMOSTAT |
| | FLOOD LIGHT |
| | GAS OUTLET |
| | HEAT DETECTOR |



ELECTRICAL
MAIN FLOOR PLAN

SEE GENERAL NOTES

SCALE: 1/4" = 1'-0"



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RIVENWICK VILLAGE
5 UNIT BUILDING
RAMSEY, MINNESOTA

date: 01-04-24
permit:
revisions:

drawn by: MNJ
checked by:

SHEET

A9

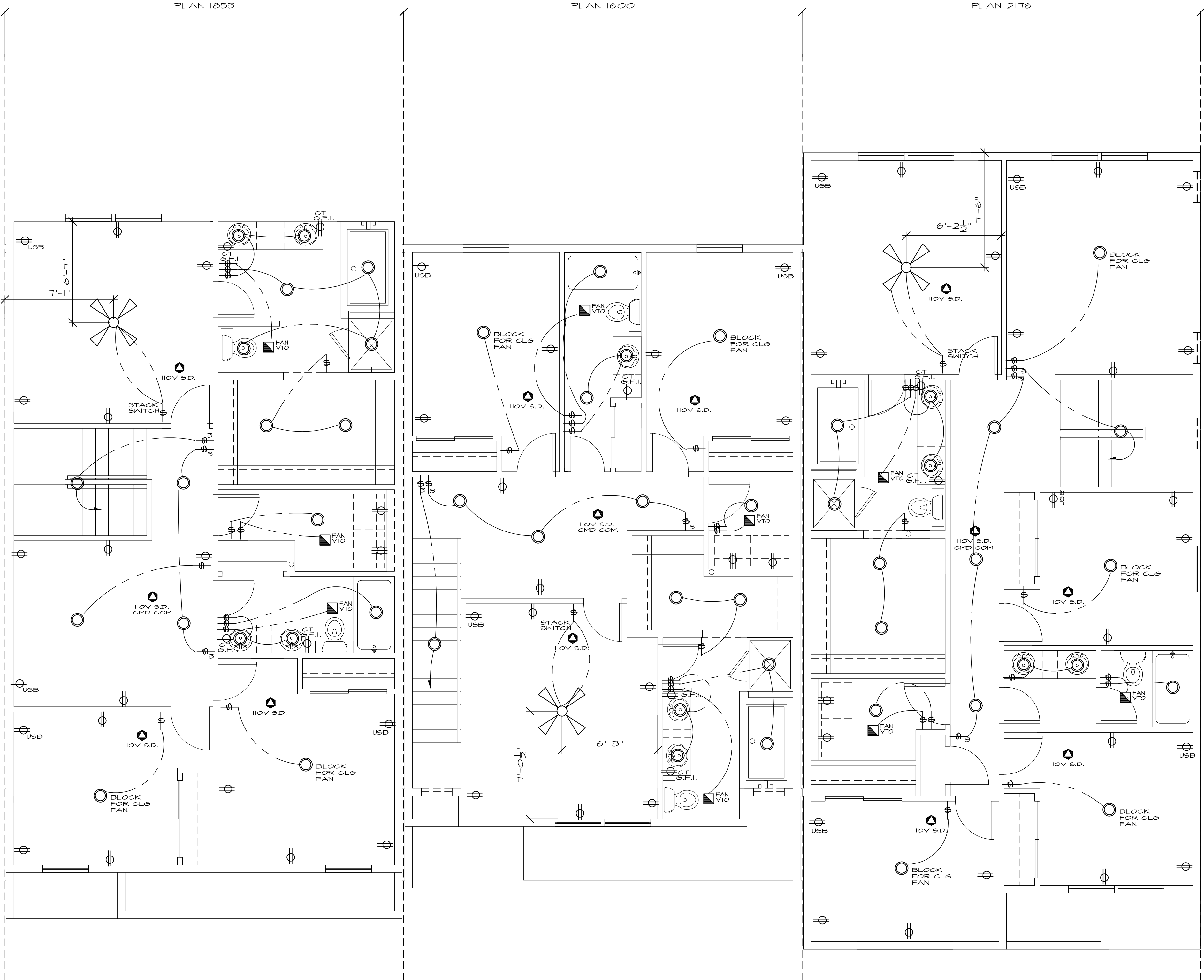
Written dimensions on this drawing shall have precedence over scaled dimensions. Contractor shall verify all dimensions, conditions, etc., pertaining to the work before proceeding. The Owner must be notified of any variations from the dimensions and/or conditions shown on these drawings. Any such variation shall be resolved by the Owner prior to proceeding with the work, or the Contractor shall accept full responsibility for the cost to rectify same.

ELECTRICAL NOTES:

1. ALL DIMENSIONS FROM STUD FACE TO CENTER OF FIXTURE
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ELECTRICAL LEGEND:

- | | |
|--|--|
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| | 110 VOLT WALL CONVENIENCE OUTLET W/ USB PORTS |
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| | LED SUCK LIGHT |
| | PENDANT LIGHT FIXTURE |
| | WALL MOUNTED LIGHT FIXTURE (OR SCORCE) |
| | CEILING FAN |
| | LIGHT BAR FIXTURE |
| | RECESSED LIGHT FIXTURE |
| | SURFACE MOUNTED STRIP FIXTURE |
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| | SINGLE POLE SWITCH WITH DIMMER DEVICE |
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| | FOUR WAY SWITCH |
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| | CABLE OUTLET |
| | COMPUTER CIRCUIT |
| | TELEPHONE, & T.V. CABLE |
| | TELEPHONE OUTLET |
| | C.F.M. FAN (VENT TO OUTSIDE) |
| | CHIMES |
| | DOORBELL |
| | THERMOSTAT |
| | FLOOD LIGHT |
| | GAS OUTLET |
| | HEAT DETECTOR |



ELECTRICAL
UPPER FLOOR PLAN

SEE GENERAL NOTES

SCALE: 1/4" = 1'-0"



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RIVENWICK VILLAGE
5 UNIT BUILDING
RAMSEY, MINNESOTA

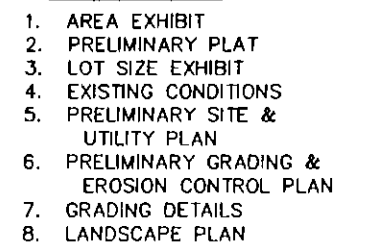
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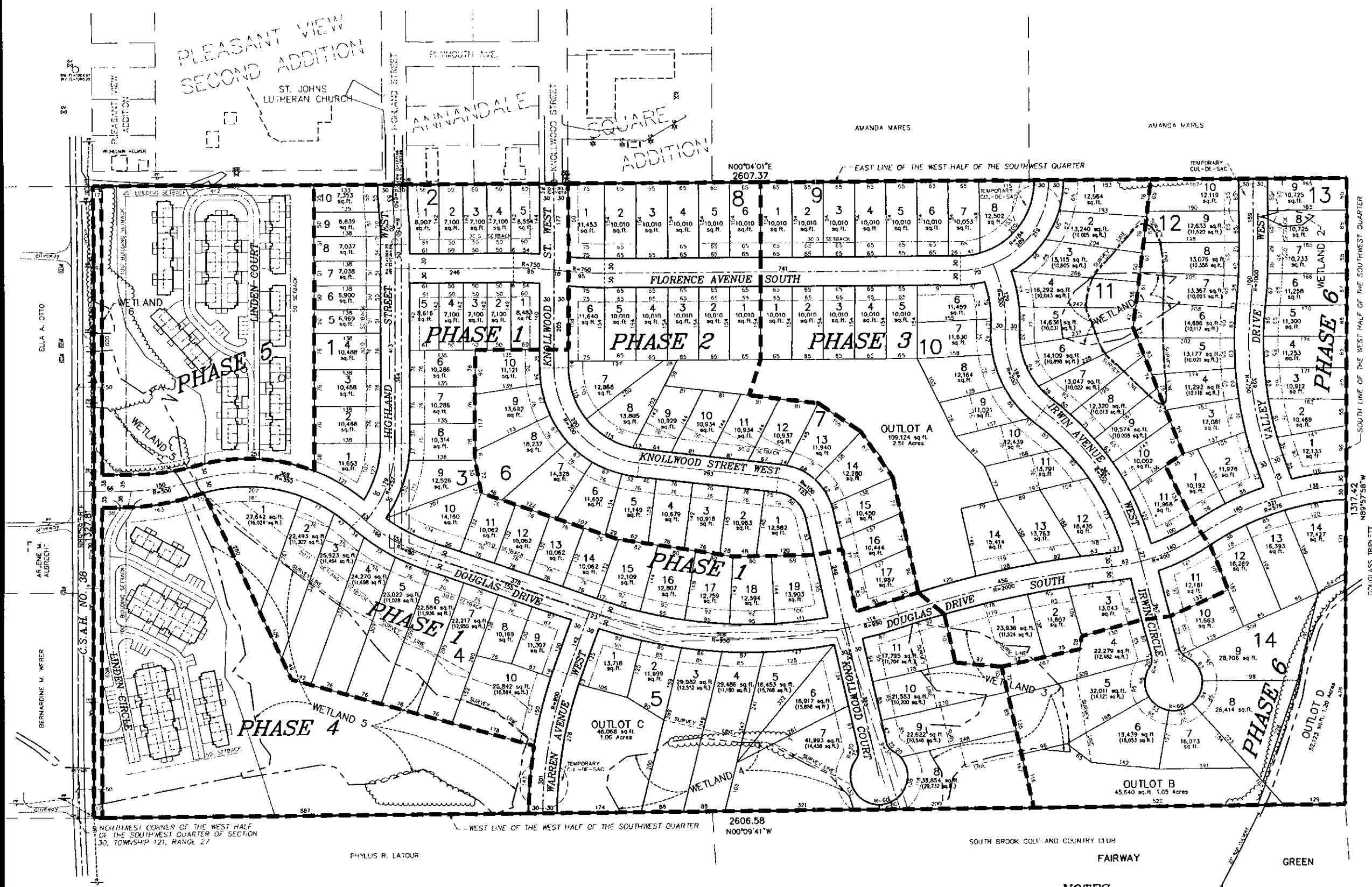
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checked by:

SHEET

A10

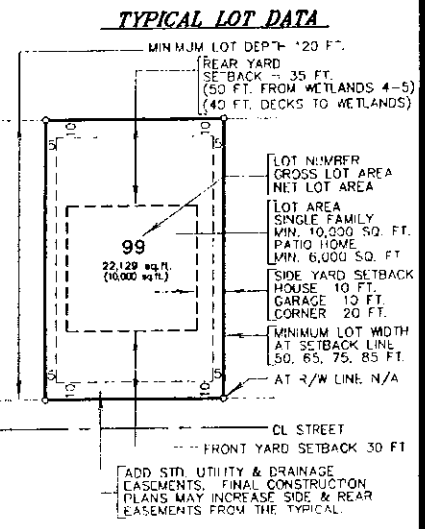
~ ANNANDALE, MINNESOTA ~ ~ WRIGHT COUNTY ~





SITE DATA	
TOTAL AREA	79.16 AC.
TOTAL OUTLOT AREA	5.82 AC.
TOTAL R.O.W. AREA	12.41 AC.
TOTAL LOT AREA	60.93 AC.
SINGLE FAMILY AREA	47.27 AC.
LARGEST LOT	41,993 SQ.FT.
SMALLEST LOT	6,908 SQ.FT.
MULTIPLE FAMILY UNIT AREAS	13.66 AC.
TOTAL NUMBER OF LOTS	228
SINGLE FAMILY LOTS	154
MULTIPLE FAMILY UNITS	74
PROPOSED ZONING	PUD
UTILITIES	AVAILABLE
GROSS DENSITY	2.88 LOTS/AC.
SINGLE FAMILY DENSITY	3.26 LOTS/AC.
MULTI-FAMILY DENSITY	5.42 LOTS/AC.

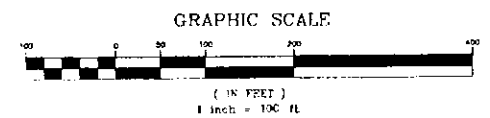
PHASE 1	
TOTAL AREA	25.54 AC.
SINGLE FAMILY LOTS	56
PHASE 2	
TOTAL AREA	10.59 AC.
SINGLE FAMILY LOTS	33
PHASE 3	
TOTAL AREA	15.53 AC.
SINGLE FAMILY LOTS	37
PHASE 4	
TOTAL AREA	7.76 AC.
MULTIPLE FAMILY UNITS	31
IMPERVIOUS SURFACE (PHASE 4 & 5) - 39.9% (IMPERVIOUS SURFACE CALCULATED WITH PHASE 4 & 5 AREAS NET OF WETLANDS WITHIN)	
PHASE 5	
TOTAL AREA	5.90 AC.
MULTIPLE FAMILY UNITS	43
PHASE 6	
TOTAL AREA	13.84 AC.
SINGLE FAMILY LOTS	29



LEGEND	
□	GATE VALVE
○	HYDRANT
—	FOUND IRON PIPE
—	LIGHT POLE
—	UTILITY POLE
—	SANITARY OR STORM MANHOLE
—	TELEPHONE BOX
—	EXISTING STORM SEWER
—	EXISTING SANITARY SEWER
—	EXISTING WATER LINE
—	EXISTING OVERHEAD ELECTRIC
—	EXISTING UNDERGROUND GAS LINE
—	EXISTING WETLAND

LEGAL DESCRIPTION
The West Half of the Southwest Quarter, Section 30, Township 121, Range 27, Wright County, Minnesota, EXCEPT the North 2 rods.

NOTES
LOTS HAVING SURVEY LINES SHOW AREAS COMPUTED TO THE SURVEY LINE, ALL OTHERS ARE GROSS AREAS.
EXISTING TREES TO BE SAVED SUBJECT TO FIELD REVIEW.
50' HALF ROW ON CTY 38 W/15' UTILITY & TRAIL EASEMENT WARREN AVE. TO BE BUILT W/PHASE ONE FOR LOOPED WATER W/POND IN OUTLOT A.



I hereby certify that this plan 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.

Name: *Phyllis R. Latour*
Reg. No. 20595 Date: 02/11/03

Rev. Site Layout 05/14/03
Rev. Site Layout 04/18/03
Revisions:
Rev. Site Data 02/13/03
Rev. Site Data 02/28/03
Rev. Site Layout 07/14/03
Rev. Site Layout 03/20/03

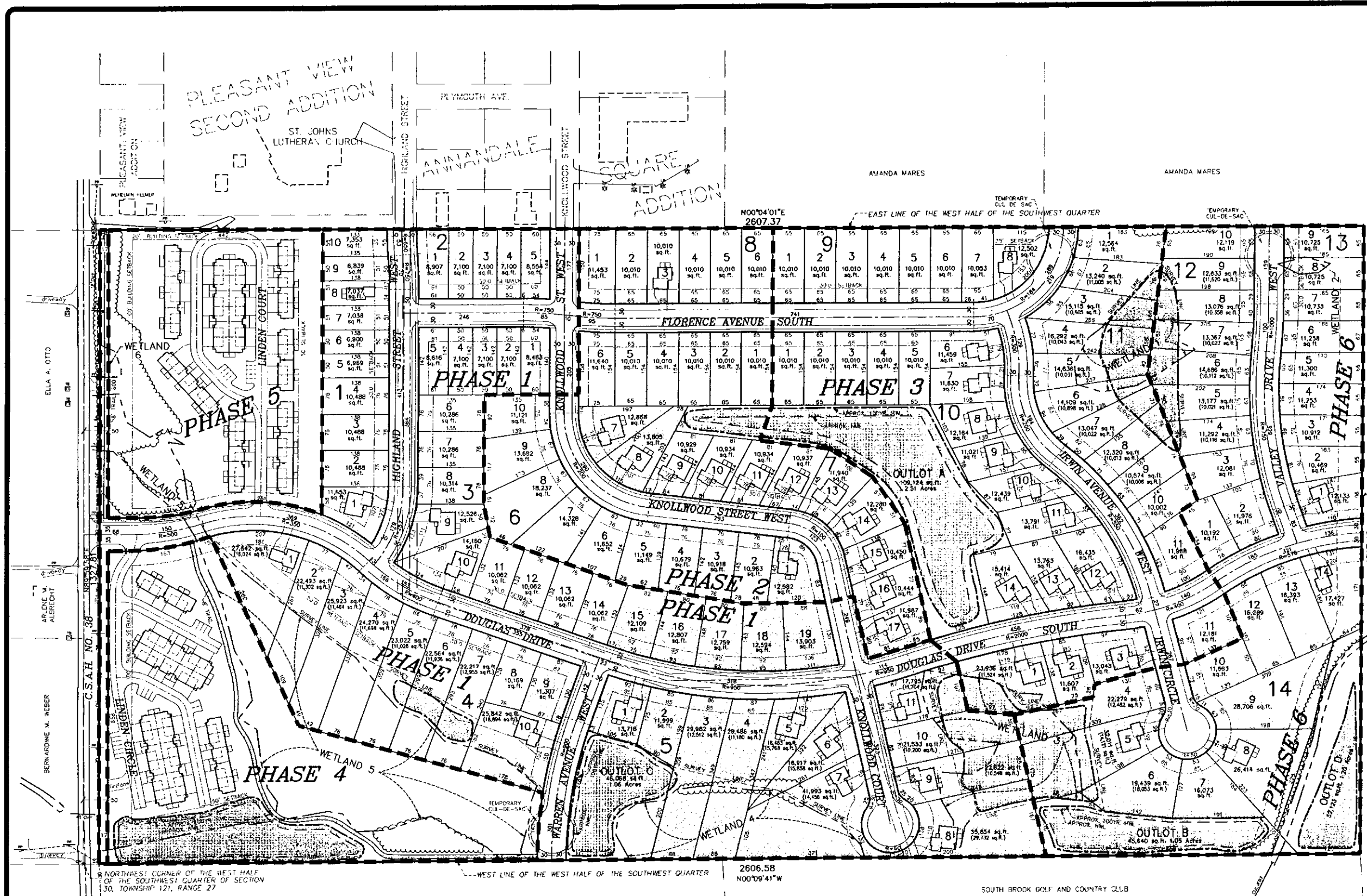
Date: 02/11/03
Designed: TER
Drawn: CJ

SHEET TITLE
PRELIMINARY PLAT

OWNER: SARATOGA LAND DEVELOPMENT, LLC
13739 JOHNSON STREET NORTHEAST
HAM LAKE, MINNESOTA 55304

PROJECT: TRIPLETT FARMS
ANNANDALE, MINNESOTA

SHEET 2 OF 8 SHEETS



SITE DATA

TOTAL AREA	79.16 AC.
TOTAL OUTLOT AREA	5.82 AC.
TOTAL R.O.W. AREA	12.41 AC.
TOTAL LOT AREA	60.93 AC.
SINGLE FAMILY AREA	47.27 AC.
MULTIPLE FAMILY UNIT AREAS	13.66 AC.
TOTAL NUMBER OF LOTS	228
SINGLE FAMILY LOTS	154
MULTIPLE FAMILY UNITS	74

PROPOSED ZONING: PUD
UTILITIES: AVAILABLE

SINGLE FAMILY LOT DATA

PATIO HOMES	16
65' WIDE LOTS AVG. AREA	44
75' WIDE LOTS AVG. AREA	48
85' WIDE LOTS	46
TOTAL LOTS	154
PONDING/MITIGATION AREAS	

PHASING SCHEDULE

PHASE/YR	PATIO	65'	75'	85'	TH	TOTAL	AREA (ac.)
1 '03	16					16	25.64 ac.
2 '04		10	19	4		33	10.59 ac.
3 '05-'06		20	9	8		37	15.53 ac.
4 '04-'05					31	31	7.76 ac.
5 '05-'07					43	43	5.90 ac.
6 '06-'08		14	3	13		29	13.84 ac.

PLAT YEAR MAY CHANGE DUE TO MARKET CONDITIONS.

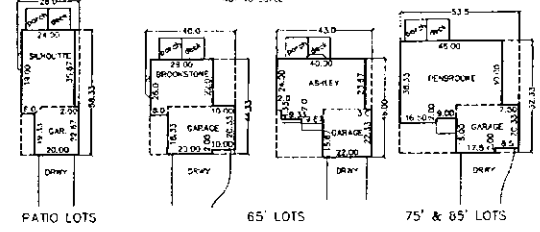
BLOCK AREA DATA

BLOCK NUMBER	AREA (ACRES)
BLOCK 1	1.96 AC.
BLOCK 2	0.89 AC.
BLOCK 3	4.61 AC.
BLOCK 4	4.95 AC.
BLOCK 5	5.89 AC.
BLOCK 6	2.88 AC.
BLOCK 7	4.34 AC.
BLOCK 8	1.41 AC.
BLOCK 9	1.90 AC.
BLOCK 10	3.83 AC.
BLOCK 11	3.30 AC.
BLOCK 12	2.89 AC.
BLOCK 13	2.28 AC.
BLOCK 14	6.14 AC.
TH 1 (PH4)	7.76 AC.
TH 2 (PH5)	5.90 AC.

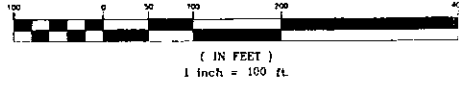
LEGAL DESCRIPTION

The West Half of the Southwest Quarter, Section 30, Township 121, Range 27, Wright County, Minnesota, EXCEPT the North 7 rods.

HOUSE TYPICALS



GRAPHIC SCALE



NOTES

LOTS HAVING SURVEY LINES SHOW AREAS COMPUTED TO THE SURVEY LINE, ALL OTHERS ARE GROSS AREAS.
ALL LOTS ANGLED TO STREET SHALL HAVE FINAL BLDG. PERMIT APPLICATIONS BE SUBSTANTIALLY SIMILAR IN ORIENTATION TO THIS PLAN. I.e. LOTS 9-12, BLK 7.
EXISTING TREES TO BE SAVED SUBJECT TO FIELD REVIEW.



I hereby certify that this plan 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.

Notary Public
Reg. No. 20595 Date: 02/11/23

Rev. Site Layout: 05/14/03
Rev. Site Layout: 04/18/03
Revisions
Rev. Site Data: 02/13/03
Rev. Site Data: 02/28/03
Rev. Layout: 03/20/03

Date: 02/11/23
Designed: JER
Drawn: CJ

SHEET TITLE

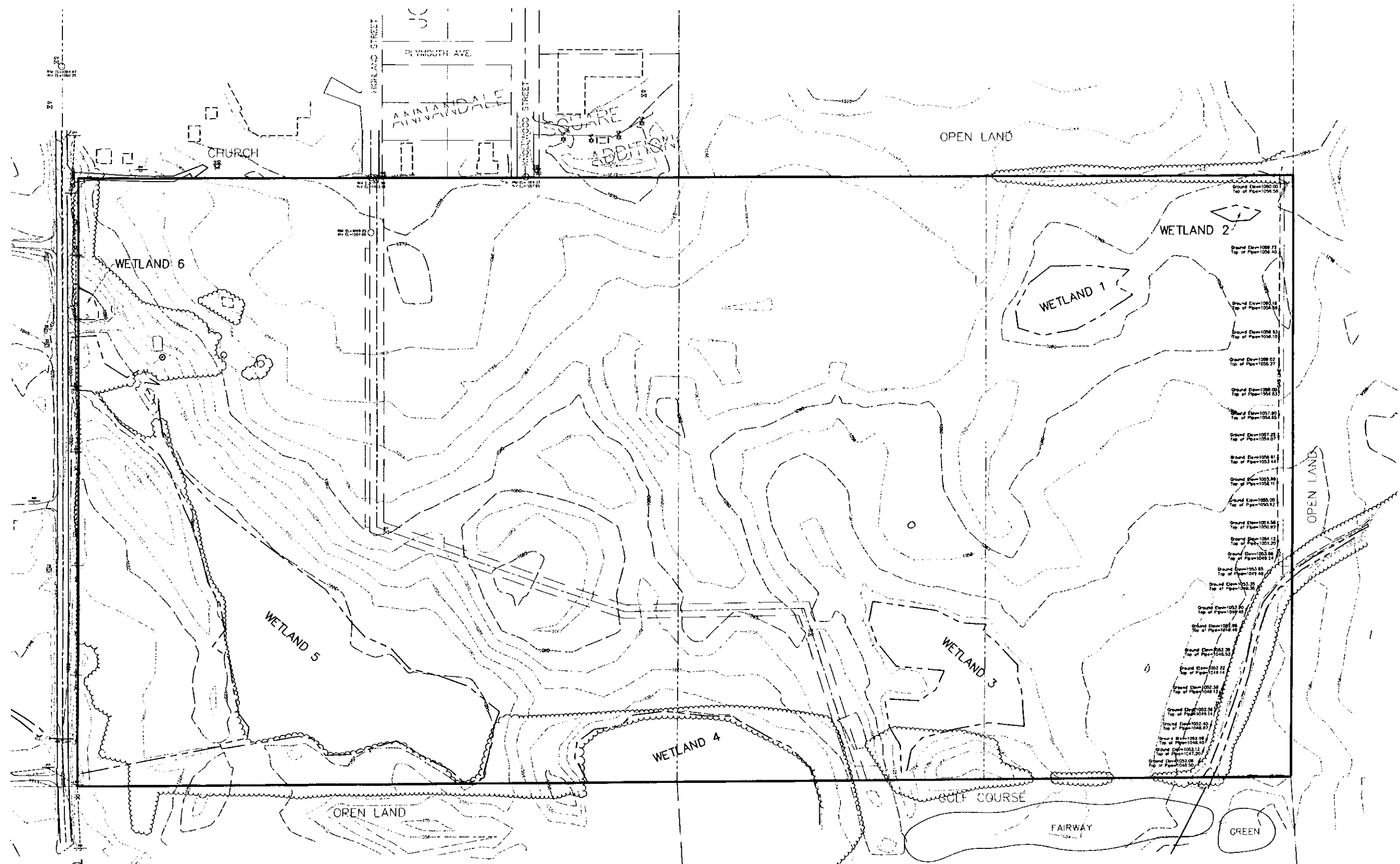
PRELIMINARY PLAT
LOT SIZE EXHIBIT

OWNER: SARATOGA LAND DEVELOPMENT, LLC
13736 JOHNSON STREET NORTHEAST
HAM LAKE, MINNESOTA 55304

PROJECT

TRIPLETT FARMS
ANNANDALE, MINNESOTA

SHEET 3 OF 8 SHEETS



GRAPHIC SCALE



(IN FEET)
1 inch = 100 ft

WETLAND AREA SUMMARY

<u>WETLAND AREA SUMMARY</u>		
WETLAND 1	26,409 Sq.Ft.	- 0.61 Acres
WETLAND 2	2,238 Sq.Ft.	- 0.05 Acres
WETLAND 3	65,547 Sq.Ft.	- 1.50 Acres
WETLAND 4	61,326 Sq.Ft.	- 1.41 Acres
WETLAND 5	205,425 Sq.Ft.	- 4.72 Acres
WETLAND 6	2,282 Sq.Ft.	- 0.05 Acres
TOTAL AREA		363,227 Sq.Ft. - 8.34 Acres

NOTES

NOTES
WETLANDS DELINEATED BY:
KJOLHAUG ENVIRONMENTAL SERVICES COMPANY
26105 WILD ROSE LANE
SHOREWOOD, MN 55331
(952) 401-8757

EXISTING CONDITIONS

OWNER	SARATOGA LAND DEVELOPMENT, LLC 13736 JOHNSON STREET NORTHEAST HAM LAKE, MINNESOTA 55304
-------	---

PROJECT **TRIPLETT FARMS**
ANNANDALE, MINNESOTA

SHEET 4 OF 8 SHEETS

2422 Enterprise Drive
Mendota Heights, MN 55120
(612) 891-1918 FAX 891-9499

825 Highway 10 NE
Bloomington, MN 55434
(612) 783-1200 FAX 783-1892

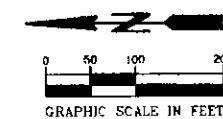
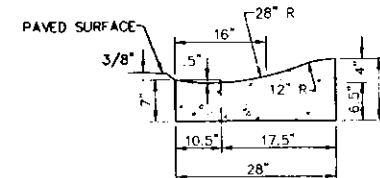
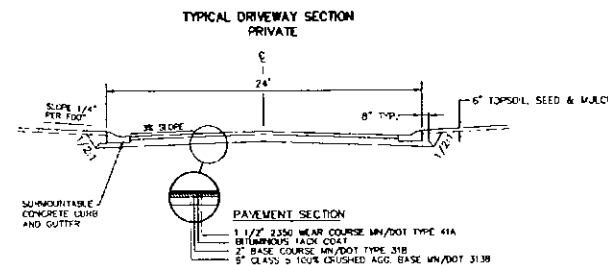
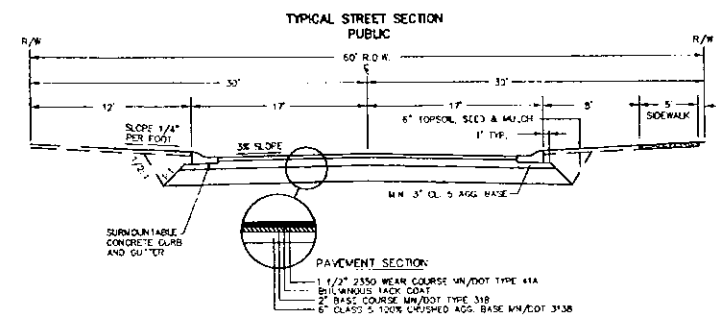
I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly licensed Land Surveyor under the laws of the State of Minnesota.

Name Lorne E. Hahn
Reg. No. 20595 Date 09/17/02

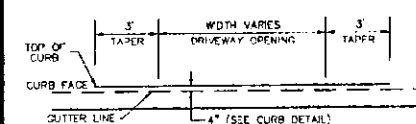
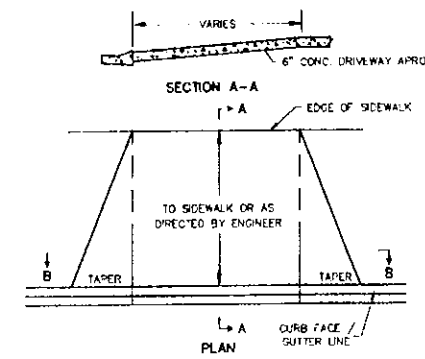
Revisions
Boundary. 03/20/03

Date	09/17/02	SHEET TITLE
Designed	IER	
Drawn	C/	

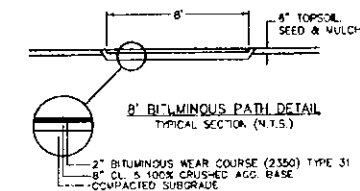
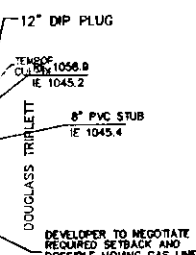
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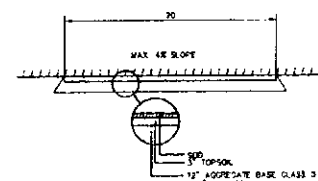
- SIGN AND STREET LIGHT INDEX**
- (A) STOP SIGN
 - (B) STREET NAME SIGN
 - (C) "PLANNED THROUGH STREET" SIGN
 - (S) STREET LIGHT



TYPICAL DRIVEWAY APRON ON SIDEWALK SIDE OF STREET
(NOT TO SCALE)
(INSTALL DURING HOME CONSTRUCTION)

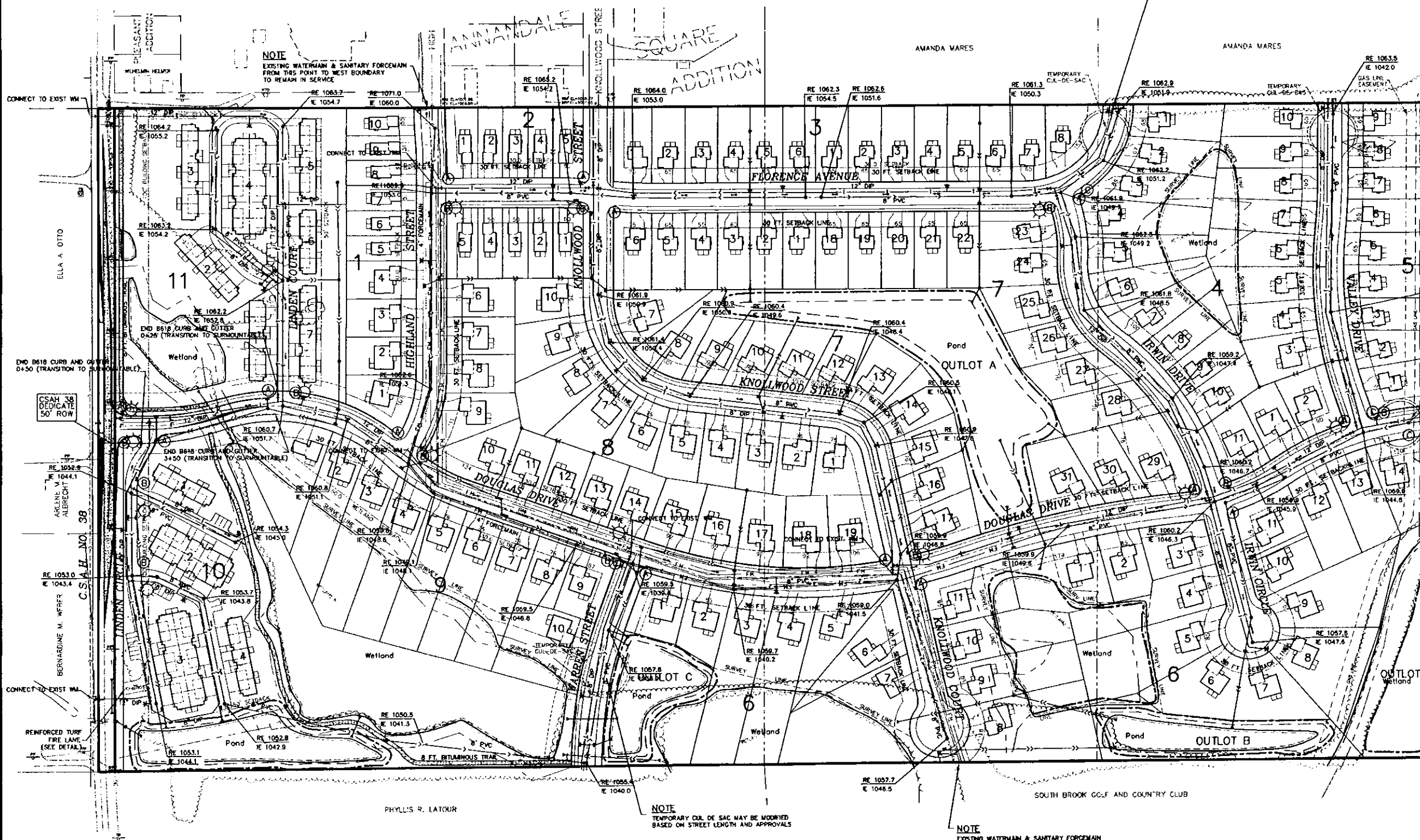


TYPICAL SECTION REINFORCED TURF FIRE LANE



MOUNTABLE CURB & GUTTER

NOTE
TEMPORARY CUL. DE SAC MAY BE MODIFIED BASED ON STREET LENGTH AND APPROVALS



NOTE
TEMPORARY CUL. DE SAC MAY BE MODIFIED BASED ON STREET LENGTH AND APPROVALS

NOTE
EXISTING WATERMAIN & SANITARY FORCEMAIN FROM WEST BOUNDARY TO HIGHLAND STREET TO REMAIN IN SERVICE

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

Name: Brian F. Kalla
Reg. No.: 25817 Date: 3/7/03

7. PER NAC COMMENTS
1. SANITARY SEWER CONNECTION LOCATION MOVED

Date: 3/7/03
Designed: PJC
Drawn: SAG

PRELIMINARY SITE & UTILITY PLAN

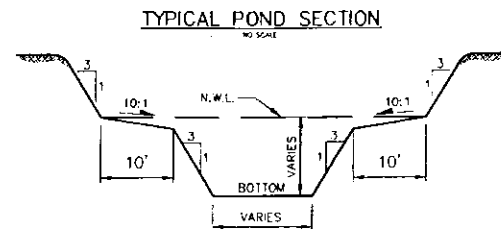
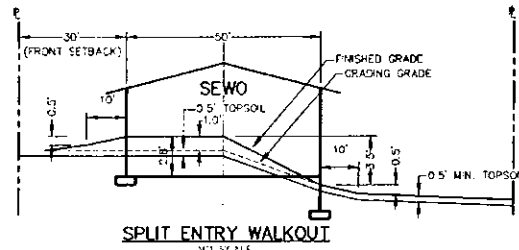
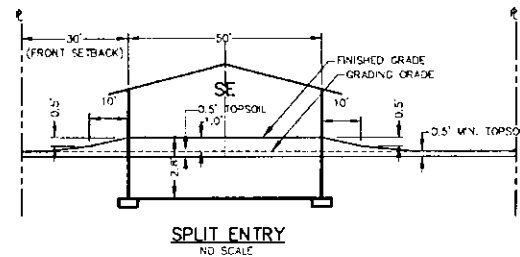
OWNER: **SARATOGA LAND DEVELOPMENT, LLC**
13736 N.E. JOHNSON STREET
HAM LAKE, MINNESOTA 55304

PROJECT: **TRIPLETT FARMS**
ANNANDALE, MINNESOTA

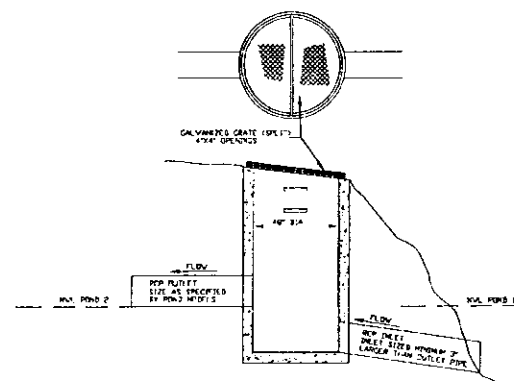
SHEET **5** OF **8** SHEETS

Project #

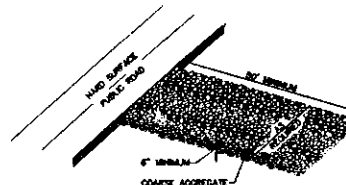
TYPICAL HOUSE SECTION



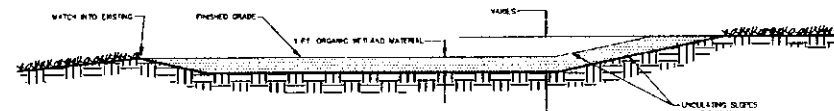
OUTLET SKIMMER STRUCTURE



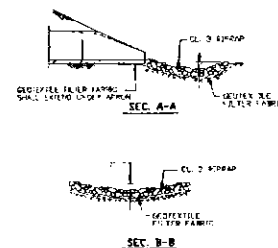
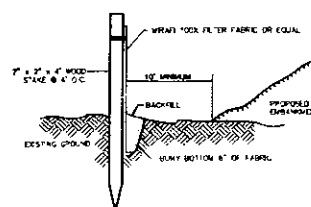
GRAVEL CONSTRUCTION ENTRANCE



MITIGATION AREA SECTION



SILT FENCE



PER DAY	NO. OF	PER DAY	NO. OF	PER DAY	NO. OF
12"	4	24"	8	48"	12
15"	4	30"	8	60"	12
18"	4	36"	8	72"	12
21"	4	42"	8	84"	12
24"	4	48"	8	96"	12

TURF ESTABLISHMENT

TURF ESTABLISHMENT SHALL APPLY TO ALL DISTURBED AREAS AND SHALL BE ACCORDING TO MNDOT 2575 EXCEPT AS MODIFIED BELOW. TURF ESTABLISHMENT SHALL OCCUR WITHIN TWO (2) WEEKS OF COMPLETING THE GRADING.

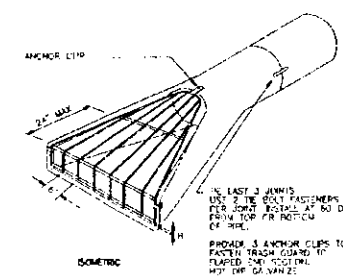
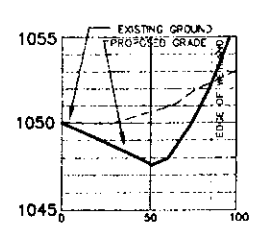
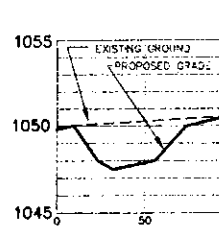
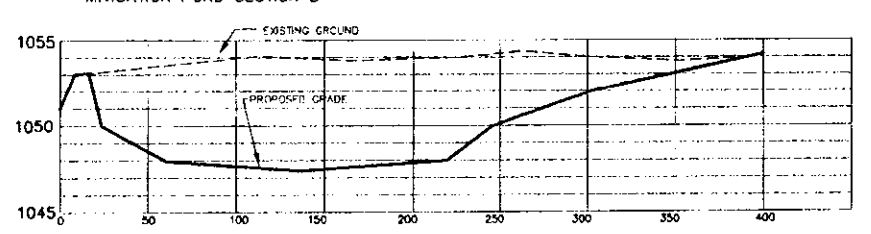
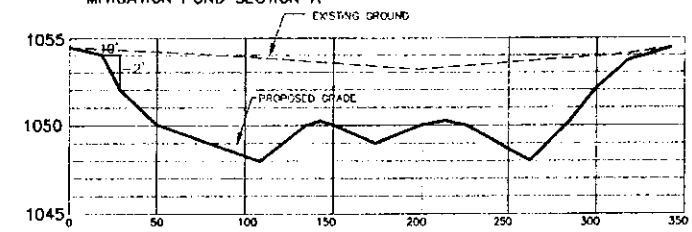
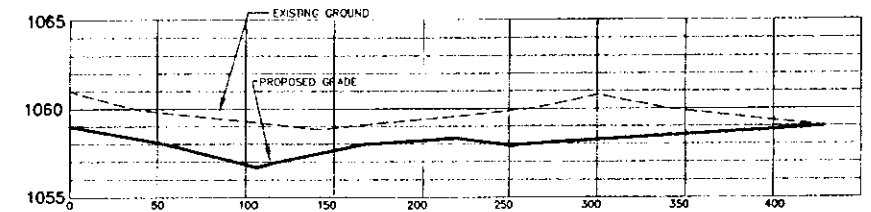
TOPSOIL - 6 INCHES MINIMUM

SEED - MNDOT MIXTURE 50B AT 100 POUNDS PER ACRE.

DORMANT SEED - SHALL BE APPLIED AFTER NOVEMBER 1 AT TWICE THE NORMAL RATE.

MULCH - TYPE 1 AT 2 TONS PER ACRE, DISK ANCHORED.

FERTILIZER - TYPE 20-0-10 AT 400 POUNDS PER ACRE.



TRASH GUARD SIZES	PER DAY	NO. OF	PER DAY	NO. OF
12"-18"	3/4"	4"	5/8"	12"
21"-42"	1"	4"	6"	12"
48"-72"	1 1/4"	4"	8"	12"

FLARED END SECTION WITH TRASH GUARD
(NOT TO SCALE)



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

Name: *[Signature]*
Reg. No. 18880 Date: 3/7/03

Redesign

Date: 3/7/03
Designed: PJC
Drawn: SAG

SHEET

GRADING DETAILS

OWNER: SARATOGA LAND DEVELOPMENT, LLC
13739 N.E. JOHNSON STREET
HAM LAKE, MINNESOTA 55304

PROJECT

TRIPLETT FARMS
ANNANDALE, MINNESOTA

SHEET 7 OF 8 SHEETS

**City of Annandale
Ordinance No. 277**

AN ORDINANCE AMENDING THE ANNANDALE ZONING ORDINANCE, BY PROVIDING FOR AMENDMENT TO THE ZONING MAP, DESIGNATING THE LANDS DESCRIBED HEREIN AS "R-1 SINGLE FAMILY RESIDENTIAL WITH PUD - PLANNED UNIT DEVELOPMENT OVERLAY".

The City Council of the City of Annandale hereby ordains:

Section 1.

The lands legally described in Exhibit A shall be zoned R-1, Single Family Residential, with an overlay district designation of PUD, Planned Unit Development, according to Section 80.17 of the Annandale City Code, and shall be subject to the procedures and requirements of that Section, in addition to other applicable sections of the Code.

Section 2.

Findings. The City Council of the City of Annandale hereby finds, through the adoption of this Ordinance, that the subject property is situated in a location that requires particular attention to its development in order to protect the public health, safety, and welfare. Specific findings include the following:

- a. Growth in this area has strained the City's existing utility systems, and requires special planning for sanitary sewer collection and treatment, provision of public water, and management and treatment of storm water.
- b. The City's Comprehensive Plan directs the land use for the site as mixed residential. The mixing of different residential development types and densities in one area is best accomplished through the use of the Planned Unit Development process.
- c. The location of the site serves as a transition between the existing developed community and a major recreational and open space amenity (Southbrook Golf Club).
- d. The project provides an opportunity to expand the City's housing options consistent with the goals of the Comprehensive Plan through the use of the PUD process.
- e. Development of the subject property will raise transportation issues related to the existing street network, and impacting existing neighborhoods. Management of the traffic impacts of development are most effectively handled through the use of the PUD review process.

- f. The City of Annandale encourages residential development that is distinct in form and amenities from typical suburban development styles, and reflects the unique advantages that are offered by the community's location among lakes and wetlands, woodlands, and farmlands. Planned Unit Development provides the best method of ensuring that new development on the subject site will respect the City's land use objectives, and enhance the City's housing supply.

Purpose. The purpose of this PUD, Planned Unit Development overlay district is to provide for residential development of the subject property in a manner that is compatible with the City's Comprehensive Plan, consistent with the surrounding existing and future land uses, provides for superior vehicular and non-vehicular transportation, valuable and usable open spaces, and ensures that a variety of high-quality residential opportunities are planned that will take advantage of the unique location and amenities of the site.

Land Use. This PUD overlay district will potentially allow (subject to specific City review and the other provisions of this ordinance) up to 154 single family residential units as shown on the site layout dated 4/18/03, as well as medium density, attached townhouse-style multiple family units of up to R-4 density in the areas identified as phases 4 and 5 on the site layout dated 4/18/03.

Density. The overall density on this site shall permit a total of 154 single family lots. Except for the patio home lots specifically approved by the City within the First Addition, no less than one third of the single family lots shall have lot widths of at least 85 feet; no less than one third of the single family lots shall have lot widths of between 75 and 85 feet; and the remaining single family lots may consist of lots with at least 65 feet of width. Townhome development in phases 4 and 5 of the site layout dated 4/18/03 shall be reviewed separately from the requirements of this paragraph, and shall be required to adhere to the full PUD review process of the City's Zoning Ordinance.

Open Space. Where public parks or open space are to be provided, such lands shall be situated in a way that provides for valuable public use, high visibility and convenient access to passers-by. The City shall not accept land for park dedication credit that is within a delineated wetland nor within any stormwater or drainage easement. Public trails and sidewalks shall be designed and developed to connect the residents of the development to both internal park spaces, and to other existing or future trail corridors in or around the community. Along with standard streets, utilities and other required improvements, the construction of such trails and sidewalks shall be considered to be a basic improvement of any development within the PUD.

Public Improvements. All streets, utilities, and other required improvements of the PUD shall meet the design standards of the City for size, materials, and other specifications. The City shall make every reasonable effort to provide utility services to the subject site. However, timing of said services are dependent upon many factors, including several off-site public improvements unrelated to the development of this Plat and PUD. The City makes no guarantee that utility capacity will be available at any particular date, and reserves the right to withhold Final Plat approvals or building permits in the event that, in the sole discretion of the City Council, public utilities are not yet available to adequately serve the property.

Private Streets. The PUD may allow the use of private streets for automobile access in areas of attached housing, subject to the discretion of the City with regard to design, width, building setbacks, and other factors. This allowance shall not be interpreted as a right to private streets, but rather, an opportunity to consider their potential use where the City deems appropriate.

Single Family Lot Size. The City will encourage a mix of single family lot sizes. Larger lots are encouraged along the south and west boundaries of the project, adjoining Southbrook Golf Club. No single family lot shall consist of less than 10,000 square feet, exclusive of wetlands, drainageways and stormwater pond areas, except for the patio home lots which are allowed in the sizes shown on the site layout dated 4/18/03. The single family lots shall meet the requirements of the Density paragraph of this Ordinance, among other applicable requirements. Wetlands, drainageways, and stormwater pond areas to be excluded from the lot size calculations shall be those designated on the approved Preliminary Plat, but shall not include standardized lot line easements, unless specifically noted on the Plat.

Dwelling Unit Style. Architecture within the PUD shall be diverse and builders shall make every attempt to encourage variation in style, color, and materials including use of brick, stone or stucco as a high percentage of the front façade of each building. Every effort shall be made to maximize exposure of the dwelling unit from the street while minimizing the view of garage doors from the street, including side-loaded garages, recessed or “tuck-under” garages, and other similar design options. Except when specifically approved by the City Council, no two dwellings on adjoining parcels facing the same street shall be built which have the same floor plan. The Developer may provide for additional requirements by restrictive covenant, however, private restrictive covenants are not enforced by the City.

Off-Street Parking. Each dwelling shall have an attached garage. Except for lots that are less than 75 feet in width as approved on the plat, single family units shall be located on the lot such that a three stall garage may be constructed. Twinhome, townhome, and multiple family units and any single family homes provided with two car garages shall provide an attached garage with a minimum floor area of 440 square feet and minimum width of 20 feet. Guest parking stalls shall be provided in relation to townhome and multiple family dwellings at a ratio of one stall per three units.

Landscaping. The PUD shall require landscaping of the subject site beyond the general minimums applied to typical subdivisions. Landscaping shall focus on aesthetic treatment of neighborhood gateways, streetscape elements, areas bordering wetlands, landscaping of stormwater ponds to ensure attractive, permanent vegetation, and establishment of woodland areas at strategic locations throughout the area of the PUD and buffering of major roadways adjacent to the project. To the extent that existing overstory vegetation may exist within the project area, the design of the project should be prepared to maximize the retention of natural woodland cover.

Setbacks. The setback of all dwellings from front or side lot lines abutting public rights-of-way or private drives, interior side lot lines, and rear lot lines of the R-1 District shall be presumptively appropriate within this PUD District. Except where the application of the R-1

Zoning District regulations would allow less, buildings within the project shall be setback at least 20 feet from any adjacent building.

Section 3.

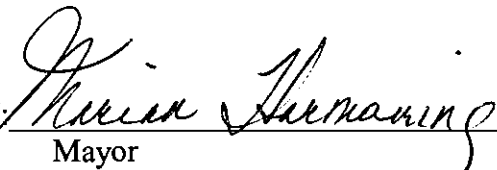
The City Clerk shall mark the Official Zoning Map in accordance with this Ordinance.

Section 4.

This Ordinance shall take effect and be in full force from and after its passage and publication.

Adopted this 27th day of May, 2003.


BY:



Mayor

ATTEST:

BY:



Administrator

EXHIBIT A

**The West Half of the Southwest Quarter, Section 30, Township 121, Range 27,
Wright County, Minnesota, proposed to be platted as Triplett Farms**

70 E05T MM

THE JAMES T. MOULTON

REC. 100342-
E 1084.1

C.S. A.H. NO. 38

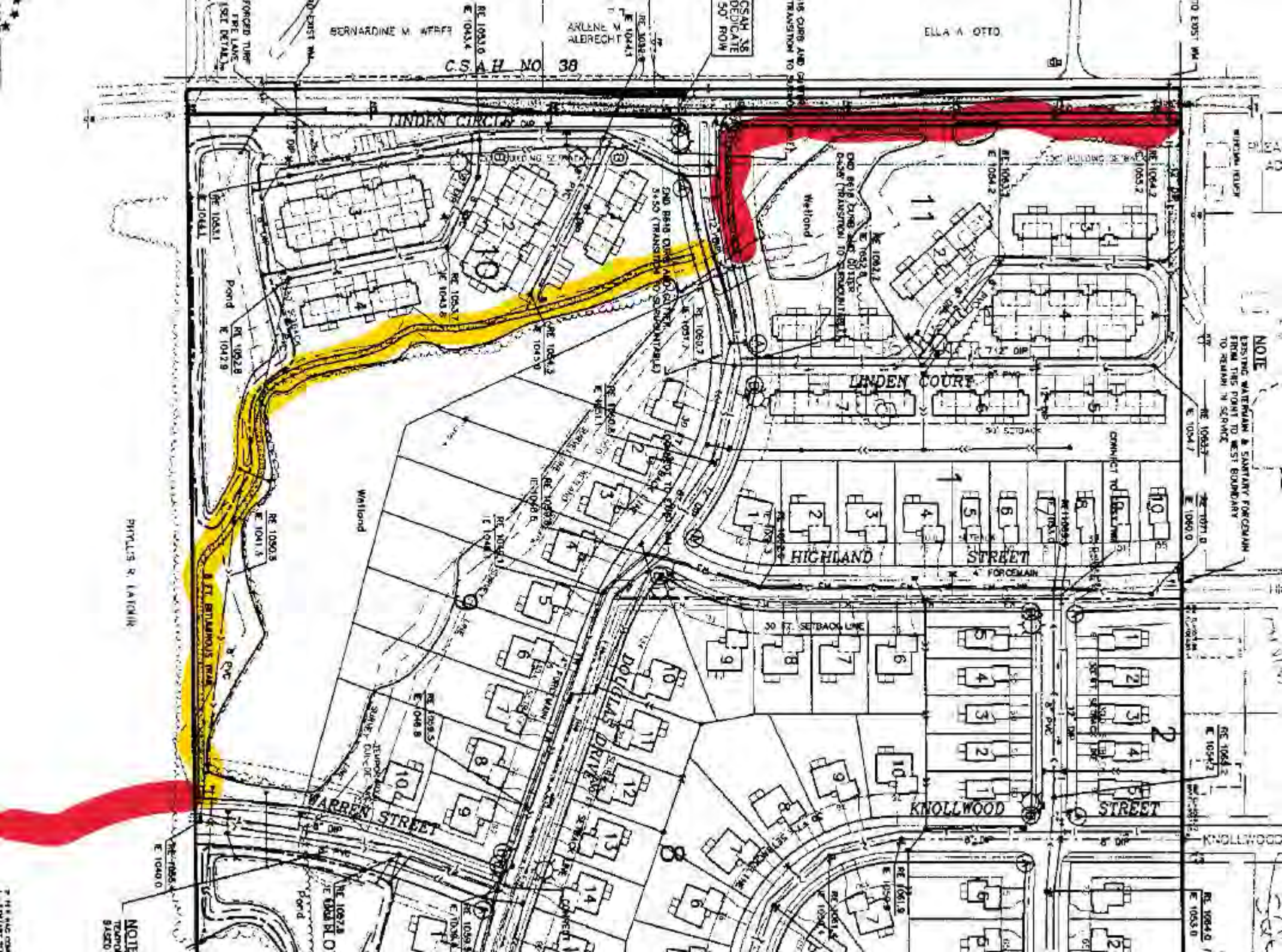
FIRE LANE -
ISLET DETAIL

THE 106637
E 106647

1

1053.0

NOTE
THESE
SLOTS





**BOLTON
& MENK**

Real People. Real Solutions.

2040 Highway 12 East
Willmar, MN 56201-5818

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

February 26, 2024

Jacob Thunander, Community Development Director
City of Annandale

via e-mail: jthunander@annandale.mn.us

RE: Triplett Farms 5th Addition
City of Annandale, Minnesota
Project No.: OW1.133601

Dear Jacob,

We have reviewed the plans dated December 22, 2023 which were submitted for the above-referenced project. We have the following comments:

1. The applicant shall submit a preliminary plat for the review of the City of Annandale.
2. The original Preliminary Plat for the development included a bituminous trail connection between Warren Avenue and Douglas Drive through Street A. A trail is not included in the submitted plans.
3. 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.
4. A Storm Water Pollution Prevention Plan (SWPPP) meeting the current requirements of Section 5, NPDES general construction permit shall be submitted for review.
5. The plan page numbers and sheet index on the cover page shall be reconciled.
6. The standard city street width is 32 feet from face of curb to face of curb. The plans currently indicate 30 feet from back of curb to back of curb.
7. The removal plan shall include the removal of brush and trees from stormwater pond areas.
8. Access shall be provided to all sanitary sewer and storm sewer structures and shall be included in easements.
9. The grading plan shall show midpoint spot elevations between the side lots with drainage flow arrows.
10. The HydroCad calculations shall be modified to include the impervious areas in Subcatchment 5, such as the house pads, trails, road, etc. Per the NRCS Engineering Field Handbook, a curve number (CN) of 85 shall be used for wetlands, regardless of soil type.
11. Storm sewer sizing calculations shall be submitted.

12. A storm sewer structure table shall be provided on the storm sewer plan showing the type and size of structure, casting, etc.
13. The connection to EXCBMH-164 shall be made by core-drilling. No jack hammering or other means shall be allowed.
14. An additional street light shall be added to Street B.
15. Plan and profile drawings shall be submitted for the proposed streets and utilities.
16. Revised plans incorporating the above-referenced comments shall be submitted for the review of the City of Annandale.

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

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

Sincerely,

Bolton & Menk, Inc.



Jared Voge, P.E.
City Engineer



City Council Agenda

March 18, 2024

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

Agenda No. 10B
Agenda Item: Approve Contract for Deed and Lease for 20 Cedar Street East

Core Strategy:

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

Background

Attached is a final draft of the Contract for Deed and Lease Extension for 20 Cedar Street East.

The proposed Lease Extension was prepared to cover the period from the prior lease until the time of sale. The prior 10-year lease ended on May 31, 2023 and included a combination of improvements and lease payments for rent. The proposed lease extension is consistent with the prior 10-year lease terms which includes proposed improvements to the building in exchange for monthly rent. The lessee is responsible for payment of property taxes and all utilities.

The City Council reviewed the terms of the Contract for Deed at the February 12th meeting. If the Council would like to discuss the terms of the C4D further, staff would recommend closing the meeting per State Statute. If the Council is comfortable with the terms of the agreement, staff would recommend approval of the C4D. The Planning Commission reviewed the sale as required by state statute and approved the attached Resolution Declaring Consistency with the Comprehensive Plan.

Recommended Action

Will be discussed at the meeting

Attachments:

Contract for Deed
Lease Extensions

EXTENSION OF LEASE

This Extension of Lease ("Extension") is effective as of _____ by and between the City of Annandale, a Minnesota municipal corporation ("Landlord") and Heart of the Lakes Coffee, LLC, d/b/a In Hot Water ("Tenant").

RECITALS:

A. Tenant previously assumed a lease from Café Jules for the premises located at 20 Cedar Street East, Annandale, Minnesota, which lease ran through May 31, 2023 (the "Lease").

B. The parties desire to extend the Lease.

Now, therefore, in consideration of the above recitals and the mutual terms and conditions set forth herein the parties agree as follows:

1. **Term.** The term of this Lease shall be extended from June 1, 2023 to May 31, 2024, the "Termination Date" unless sooner terminated in accordance with the terms hereof.

2. **Rent.** Tenant's rent for the extended term shall be to provided \$___ in improvements and aesthetic or structural maintenance approved by Landlord and set forth in Exhibit A hereto (the "Improvements"). As additional rent, Tenant shall pay the City an amount determined to cover 100% of the real estate taxes for the 2023 and 2024 calendar years. Payment of the 2023 taxes shall be made on or before February 29, 2024. Payment of the 2024 taxes shall be made in two installments, the first being due on or before May 1, 2024, the second being due on or before October 1, 2024.

3. All other terms and conditions of the Lease not expressly modified herein shall remain in full force and effect.

In Witness Whereof, the undersigned parties have caused this agreement to be signed and acknowledged this 1st day of _____, 2024.

LANDLORD: City of Annandale

TENANT: Heart of the Lakes Coffee, LLC

By _____
Its Mayor

By _____
Its _____

Attest:

By _____
Its City Administrator

EXHIBIT A
TENANT IMPROVEMENTS

Built By Skaaly Built It

Estimate

For: IN HOT WATER COFFEE
howdy@inhotwatercoffee.com
20 Cedar St E
Annandale, MN, 55302-1113
(320) 274-6628

Estimate No: 4
Date: 02/12/2024

Description	Quantity	Rate	Amount
HWFRR Replace hardwood flooring sand& prep for poly	1	\$11,000.00	\$11,000.00
BUILD Structural platform to cover obsolete stairway to basement area	1	\$2,500.00	\$2,500.00
FLPOLY Hardwood floor seal, poly & buff	1	\$1,000.00	\$1,000.00
DUMPS Dumpster disposal, & excise (Vern's)	1	\$550.00	\$550.00*

*Indicates non-taxable item

Subtotal	\$15,050.00
TAX 8%	\$1,160.00
Total	\$16,210.00

Total	\$16,210.00
-------	-------------

(Top 3 inches reserved for recording data)

CONTRACT FOR DEED
by Business Entity

DATE: June 1, 2024

THIS CONTRACT FOR DEED (the "**Contract**") is made on the above date by the City of Annandale a Minnesota municipal corporation ("**Seller**"), and Heart of the Lakes Coffee, LLC, a Minnesota limited liability company ("**Purchaser**"). (Check box if ☐ joint tenancy.)

Seller and Purchaser agree to the following terms:

1. **Property Description.** Seller hereby sells and Purchaser hereby buys real property in Wright County, Minnesota, described as follows:

SEE EXHIBIT A ATTACHED HERETO

Check here if all or part of the described real property is Registered (Torrens) ☐

together with all hereditaments and appurtenances belonging thereto (the "**Property**"). Unless otherwise specified, Seller hereby delivers possession of the Property to Purchaser on the date hereof.

Check applicable box:

- ☒ The Seller certifies that the Seller does not know of any wells on the described real property.
- ☐ A well disclosure certificate accompanies this document or has been electronically filed. (If electronically filed, insert WDC number: [...].)
- ☐ I am familiar with the property described in this instrument and I certify that the status and number of wells on the described real property have not changed since the last previously filed well disclosure certificate.

2. **Title.** Seller warrants that title to the Property is, on the date of this Contract, subject only to the following exceptions:
- (a) Covenants, conditions, restrictions (without effective forfeiture provisions) and declarations of record, if any;
 - (b) Reservation of minerals or mineral rights by the State of Minnesota, if any;
 - (c) Utility and drainage easements which do not interfere with present improvements;
 - (d) Applicable laws, ordinances, and regulations;
 - (e) The lien of real estate taxes and installments of special assessments which are payable by Purchaser pursuant to paragraph 6 of this Contract; and
 - (f) The following liens or encumbrances: **[none]**

3. **Delivery of Deed and Evidence of Title.** Upon Purchaser's full performance of this Contract, Seller shall:
- (a) Execute, acknowledge, and deliver to Purchaser a Warranty Deed, in recordable form, conveying marketable title to the Property to Purchaser, subject only to the following exceptions:
 - (i) Those exceptions referred to in paragraph 2(a), (b), (c), (d), and (e) of this Contract;
 - (ii) Liens, encumbrances, adverse claims or other matters which Purchaser has created, suffered or permitted to accrue after the date of this Contract; and
 - (iii) The following liens or encumbrances: a right of first refusal in favor of the City of Annandale
 - (b) Deliver to Purchaser the abstract of title to the Property, without further extension, to the extent required by the purchase agreement (if any) between Seller and Purchaser.

4. **Purchase Price.** Purchaser shall pay to Seller at 30 Cedar Street East, PO Box K, Annandale, MN 55302 the sum of Two Hundred Thirty Thousand and NO/100 as and for the purchase price (the "**Purchase Price**") for the Property, payable as follows: monthly payments of \$1972.07 commencing on July 1, 2024 and continuing thereafter until June 1, 2029, at which time the a balloon payment of the balance plus any accrued interest shall be due in full.

5. **Prepayment.** Unless otherwise provided in this Contract, Purchaser shall have the right to fully or partially prepay this Contract at any time without penalty. Any partial prepayment shall be applied first to payment of amounts then due under this Contract, including unpaid accrued interest, and the balance shall be applied to the principal installments to be paid in the inverse order of their maturity. Partial prepayment shall not postpone the due date of the installments to be paid pursuant to this Contract or change the amount of such installments.

6. **Real Estate Taxes and Assessments.** Real estate taxes and installments of special assessments which are due and payable in the year in which this Contract is dated shall be paid by Purchaser. Purchaser shall pay, before penalty accrues, all real estate taxes and installments of special assessments assessed against the Property which are due and payable in all subsequent years. Seller warrants that the real estate taxes and installments of special assessments which were due and payable in the years preceding the year in which this Contract is dated are paid in full. If the Property is subject to a recorded declaration providing for assessments to be levied against the Property by any owners' association, Purchaser shall promptly pay, when due, all assessments imposed by the owners' association or other governing body as required by the provisions of the declaration or other related documents.

7. **Property Insurance.**

(a) Insured Risks and Amounts. Purchaser shall keep all buildings, improvements, and fixtures now or later located on or a part of the Property insured against loss by fire, lightning and such other perils as are included in a standard "all-risk" endorsement, and against loss or damage by all other risks and hazards covered by a standard extended coverage insurance policy, including, without limitation, vandalism, malicious mischief, burglary, theft and, if applicable, steam boiler explosion. Such insurance shall be in an amount no less than the full replacement cost of the buildings, improvements, and fixtures, without deduction for physical depreciation. If any of the buildings, improvements, or fixtures are located in a federally designated flood prone area, and if flood insurance is available for that area, Purchaser shall procure and maintain flood insurance in amounts reasonably satisfactory to Seller.

(b) Other Terms. The insurance policy shall contain a loss payable clause in favor of Seller which provides that Seller's right to recover under the insurance shall not be impaired by any acts or omissions of Purchaser or Seller, and that Seller shall otherwise be afforded all rights and privileges customarily provided a mortgagee under the so-called standard mortgage clause.

(c) Notice of Damage. In the event of damage to the Property by fire or other casualty, Purchaser shall promptly give notice of such damage to Seller and the insurance company.

8. Damage to the Property.

(a) Application of Insurance Proceeds. If the Property is damaged by fire or other casualty, the insurance proceeds paid on account of such damage shall be applied to payment of the amounts payable by Purchaser under this Contract, even if such amounts are not then due to be paid, unless Purchaser makes a permitted election described in the next paragraph. Such amounts shall be first applied to unpaid accrued interest and next to the installments to be paid as provided in this Contract in the inverse order of their maturity. Such payment shall not postpone the due date of the installments to be paid pursuant to this Contract or change the amount of such installments. The balance of insurance proceeds, if any, shall be the property of Purchaser.

(b) Purchaser's Election to Rebuild. If Purchaser is not in default under this Contract, or after curing any such default, and if the mortgagees in any prior mortgages and sellers in any prior contracts for deed do not require otherwise, Purchaser may elect to have that portion of such insurance proceeds necessary to repair, replace, or restore the damaged Property (the "**Repairs**") deposited in escrow with a bank or title insurance company qualified to do business in the State of Minnesota, or such other party as may be mutually agreeable to Seller and Purchaser. The election may only be made by written notice to Seller within sixty (60) days after the damage occurs. Also, the election will only be permitted if the plans and specifications and contracts for the Repairs are approved by Seller, which approval Seller shall not unreasonably withhold or delay. If such a permitted election is made by Purchaser, Seller and Purchaser shall jointly deposit, when paid, such insurance proceeds into such escrow. If such insurance proceeds are insufficient for the Repairs, Purchaser shall, before the commencement of the Repairs, deposit into such escrow sufficient additional money to insure the full payment for the Repairs. Even if the insurance proceeds are unavailable or are insufficient to pay the cost of the Repairs, Purchaser shall at all times be responsible to pay the full cost of the Repairs. All escrowed funds shall be disbursed by the escrowee in accordance with generally accepted sound construction disbursement procedures. The costs incurred or to be incurred on account of such escrow shall be deposited by Purchaser into such escrow before the commencement of the Repairs. Purchaser shall complete the Repairs as soon as reasonably possible and in a good and workmanlike manner, and in any event the Repairs shall be completed by Purchaser within one (1) year after the damage occurs. If, following the completion of and payment for the Repairs, there remains any undisbursed escrow funds, such funds shall be applied to payment of the amounts payable by Purchaser under this Contract in accordance with paragraph 8(a) above.

(c) Owners' Association. If the Property is subject to a recorded declaration, so long as the owners' association maintains a master or blanket policy of insurance against fire, extended coverage perils and such other hazards and in such amount as are required by this Contract, then: (i) Purchaser's obligation in the Contract to maintain hazard insurance coverage on the Property is satisfied; (ii) the provisions of paragraph 8(a) of this Contract regarding application of insurance proceeds shall be superseded by the provisions of the declaration or other related documents; and (iii) in the event of a distribution of insurance proceeds in lieu of restoration or repair following an insured casualty loss to the Property, any such proceeds payable to Purchaser are hereby assigned and shall be paid to Seller for application to the sum secured by this Contract, with the excess, if any, paid to Purchaser.

9. Injury or Damage Occurring on the Property.

(a) Liability. Seller shall be free from liability and claims for damages by reason of injuries occurring on or after the date of this Contract to any person or persons or property while on or about the Property. Purchaser shall defend and indemnify Seller from all liability, loss, cost, and obligations, including reasonable attorneys' fees, on account of or arising out of any such injuries. However, Purchaser shall have no liability or obligation to Seller for such injuries which are caused by the negligence or intentional wrongful acts or omissions of Seller.

(b) Liability Insurance. Purchaser shall, at Purchaser's own expense, procure and maintain liability insurance against claims for bodily injury, death and property damage occurring on or about the Property in amounts reasonably satisfactory to Seller and naming Seller as an additional insured.

10. **Insurance Generally.** The insurance which Purchaser is required to procure and maintain pursuant to paragraphs 7 and 9 of this Contract shall be issued by an insurance company or companies licensed to do business in the State of Minnesota and acceptable to Seller. The insurance shall be maintained by Purchaser at all times while any amount remains unpaid under this Contract. The insurance policies shall provide for not less than ten (10) days written notice to Seller before cancellation, non-renewal, termination or change in coverage, and Purchaser shall deliver to Seller a duplicate original or certificate of such insurance policy or policies.

11. **Condemnation.** If all or any part of the Property is taken in condemnation proceedings instituted under power of eminent domain or is conveyed in lieu thereof under threat of condemnation, the money paid pursuant to such condemnation or conveyance in lieu thereof shall be applied to payment of the amounts payable by Purchaser under this Contract, even if such amounts are not then due to be paid. Such amounts shall be applied in the same manner as a prepayment as provided in paragraph 5 of this Contract. Such payments shall not postpone the due date of the installments to be paid pursuant to this Contract or change the amount of such installments. The balance, if any, shall be the property of Purchaser.

12. **Waste, Repair, and Liens.** Purchaser shall not remove or demolish any buildings, improvements, or fixtures now or later located on or a part of the Property, nor shall Purchaser commit or allow waste of the Property. Purchaser shall maintain the Property in good condition and repair. Purchaser shall not create or permit to accrue liens or adverse claims against the Property which constitute a lien or claim against Seller's interest in the Property. Purchaser shall pay to Seller all amounts, costs and expenses, including reasonable attorneys' fees, incurred by Seller to remove any such liens or adverse claims.

13. **Compliance with Laws.** Except for matters which Seller has created, suffered, or permitted to exist prior to the date of this Contract, Purchaser shall comply or cause compliance with all laws and regulations of any governmental authority which affect the Property or the manner of using or operating the same, and with all restrictive covenants, if any, affecting title to the Property or the use thereof.

14. **Recording of Contract; Deed Tax.** Purchaser shall, at Purchaser's expense, record this Contract in the Office of the County Recorder or Registrar of Titles in the county in which the Property is located within four (4) months after the date hereof. Purchaser shall pay any penalty imposed under Minn. Stat. 507.235 for failure to timely record the Contract. Seller shall, upon Purchaser's full performance of this Contract, pay the deed tax due upon the recording of the deed to be delivered by Seller.

15. **Notice of Assignment.** If either Seller or Purchaser assigns its interest in the Property, the assigning party shall promptly furnish a copy of such assignment to the non-assigning party.

16. **Protection of Interests.** If Purchaser fails to pay any sum of money required under the terms of this Contract or fails to perform any of the Purchaser's obligations as set forth in this Contract, Seller may, at Seller's option, pay the same or cause the same to be performed, or both, and the amounts so paid by Seller and the cost of such performance shall be payable at once, with interest at the rate stated in paragraph 4 of this Contract, as an additional amount due Seller under this Contract. If there now exists, or if Seller hereafter creates, suffers or permits to accrue, any mortgage, contract for deed, lien or encumbrance against the Property which is not herein expressly assumed by Purchaser, and provided Purchaser is not in default under this Contract, Seller shall timely pay all amounts due thereon, and if Seller fails to do so, Purchaser may, at Purchaser's option, pay any such delinquent amounts or take any actions reasonably necessary to cure defaults there under and deduct the amounts so paid together with interest at the rate provided in this Contract from the payments next coming due under this Contract.

17. **Defaults and Remedies.** The time of performance by Purchaser of the terms of this Contract is an essential part of this Contract. If Purchaser fails to timely perform any term of this Contract, Seller may, at Seller's option, elect to declare this Contract cancelled and terminated by notice to Purchaser in accordance with applicable law or elect any other remedy available at law or in equity. If Seller elects to terminate this Contract, all right, title, and interest acquired under this Contract by Purchaser shall then cease and terminate, and all improvements made upon the Property and all payments made by Purchaser pursuant to this Contract (including escrow payments, if any) shall belong to Seller as liquidated damages for breach of this Contract. Neither the extension of the time for payment of any sum of money to be paid hereunder nor any waiver by Seller of Seller's rights to declare this Contract forfeited by reason of any breach shall in any manner

affect Seller's right to cancel this Contract because of defaults subsequently occurring, and no extension of time shall be valid unless agreed to in writing. After service of notice of default and failure to cure such default within the period allowed by law, Purchaser shall, upon demand, surrender possession of the Property to Seller, but Purchaser shall be entitled to possession of the Property until the expiration of such period. Failure by Seller to exercise one or more remedies available under this paragraph 17 shall not constitute a waiver of the right to exercise such remedy or remedies thereafter.

18. **Binding Effect.** The terms of this Contract shall run with the land and bind the parties hereto and the successors in interest.

19. **Headings.** Headings of the paragraphs of this Contract are for convenience only and do not define, limit, or construe the contents of such paragraphs.

20. **Additional Terms:** Check here if ☒ an addendum to this Contract containing additional terms and conditions is attached hereto.

Seller

Purchaser

CITY OF ANNANDALE

HEART OF THE LAKES COFFEE, LLC

By: _____
Shelly Jonas
Its: Mayor

By: _____
Its: _____

By: _____
Kelly Hinnenkamp
Its: City Administrator

State of Minnesota, County of Wright

This instrument was acknowledged before me on June ____, 2024, by Shelly Jonas and Kelly Hinnenkamp as Mayor and City Administrator respectively of the City of Annandale.

(Stamp)

(signature of notarial officer)

Title (and Rank): _____

My commission expires: _____
(month/day/year)

State of Minnesota, County of Wright

This instrument was acknowledged before me on June ____, 2024, by _____ the _____ of Heart of the Lakes Coffee, LLC.

(Stamp)

(signature of notarial officer)

Title (and Rank): _____

My commission expires: _____
(month/day/year)

THIS INSTRUMENT WAS DRAFTED BY:
Jovanovich, Dege & Athmann PA
1010 West Saint Germain, Suite 420
St. Cloud, MN 56301

TAX STATEMENTS FOR THE REAL PROPERTY DESCRIBED IN THIS
INSTRUMENT SHOULD BE SENT TO:

Heart of the Lakes Coffee, LLC

Note: Failure to record this contract for deed may give other parties priority over Purchaser's interest in the property.

EXHIBIT A
LEGAL DESCRIPTION

THAT PART OF LOTS 7, 8 AND 9 OF BLOCK 2 OF PRATT'S ADDITION WHICH LIES EASTERLY & SOUTHERLY OF THE FOLLOWING DESCRIBED LINE:

COMMENCING AT THE SOUTHWEST CORNER OF SAID BLOCK 2 THENCE ON AN ASSUMED BEARING OF NORTH 89D 58' 21" EAST ALONG SOUTH LINE 79.94 FEET TO THE POINT OF BEGINNING; THENCE NORTH 0D 15' 52" EAST ALONG SAID LINE PARALLEL WITH THE EAST LINES OF LOTS 7, 8 & 9 144.71 FEET; THENCE SOUTH 89D 46' 37" EAST ALONG SAID LINE 62.50 FEET TO THE EAST LINE OF LOT 9 AND THERE TERMINATING.

LESS AND EXCEPT: (WE NEED TO RETAIN THE SOUTH xx FEET FOR PARKING)

Amortization Schedule

Principal: \$230,000.00 Interest Rate: 6.25% Payment Interval: Monthly # of Payments: 180 Payment: \$1,972.07					
Schedule of Payments					
Please allow for slight rounding differences.					
Pmt #	Date	Payment	Principal	Interest	Balance
1	Jul 1 2024	\$1,972.07	\$774.15	\$1,197.92	\$229,225.85
2	Aug 1 2024	\$1,972.07	\$778.19	\$1,193.88	\$228,447.66
3	Sep 1 2024	\$1,972.07	\$782.24	\$1,189.83	\$227,665.42
4	Oct 1 2024	\$1,972.07	\$786.31	\$1,185.76	\$226,879.11
5	Nov 1 2024	\$1,972.07	\$790.41	\$1,181.66	\$226,088.70
6	Dec 1 2024	\$1,972.07	\$794.52	\$1,177.55	\$225,294.18
Year 1	2024 Totals	\$11,832.42	\$4,705.82	\$7,126.60	\$225,294.18
7	Jan 1 2025	\$1,972.07	\$798.66	\$1,173.41	\$224,495.52
8	Feb 1 2025	\$1,972.07	\$802.82	\$1,169.25	\$223,692.70
9	Mar 1 2025	\$1,972.07	\$807.00	\$1,165.07	\$222,885.70
10	Apr 1 2025	\$1,972.07	\$811.21	\$1,160.86	\$222,074.49
11	May 1 2025	\$1,972.07	\$815.43	\$1,156.64	\$221,259.06
12	Jun 1 2025	\$1,972.07	\$819.68	\$1,152.39	\$220,439.38
13	Jul 1 2025	\$1,972.07	\$823.95	\$1,148.12	\$219,615.43
14	Aug 1 2025	\$1,972.07	\$828.24	\$1,143.83	\$218,787.19
15	Sep 1 2025	\$1,972.07	\$832.55	\$1,139.52	\$217,954.64
16	Oct 1 2025	\$1,972.07	\$836.89	\$1,135.18	\$217,117.75
17	Nov 1 2025	\$1,972.07	\$841.25	\$1,130.82	\$216,276.50
18	Dec 1 2025	\$1,972.07	\$845.63	\$1,126.44	\$215,430.87
Year 2	2025 Totals	\$23,664.84	\$9,863.31	\$13,801.53	\$215,430.87
19	Jan 1 2026	\$1,972.07	\$850.03	\$1,122.04	\$214,580.84
20	Feb 1 2026	\$1,972.07	\$854.46	\$1,117.61	\$213,726.38
21	Mar 1 2026	\$1,972.07	\$858.91	\$1,113.16	\$212,867.47
22	Apr 1 2026	\$1,972.07	\$863.39	\$1,108.68	\$212,004.08
23	May 1 2026	\$1,972.07	\$867.88	\$1,104.19	\$211,136.20
24	Jun 1 2026	\$1,972.07	\$872.40	\$1,099.67	\$210,263.80
25	Jul 1 2026	\$1,972.07	\$876.95	\$1,095.12	\$209,386.85
26	Aug 1 2026	\$1,972.07	\$881.51	\$1,090.56	\$208,505.34
27	Sep 1 2026	\$1,972.07	\$886.10	\$1,085.97	\$207,619.24
28	Oct 1 2026	\$1,972.07	\$890.72	\$1,081.35	\$206,728.52

29	Nov 1 2026	\$1,972.07	\$895.36	\$1,076.71	\$205,833.16
30	Dec 1 2026	\$1,972.07	\$900.02	\$1,072.05	\$204,933.14
Year 3	2026 Totals	\$23,664.84	\$10,497.73	\$13,167.11	\$204,933.14
31	Jan 1 2027	\$1,972.07	\$904.71	\$1,067.36	\$204,028.43
32	Feb 1 2027	\$1,972.07	\$909.42	\$1,062.65	\$203,119.01
33	Mar 1 2027	\$1,972.07	\$914.16	\$1,057.91	\$202,204.85
34	Apr 1 2027	\$1,972.07	\$918.92	\$1,053.15	\$201,285.93
35	May 1 2027	\$1,972.07	\$923.71	\$1,048.36	\$200,362.22
36	Jun 1 2027	\$1,972.07	\$928.52	\$1,043.55	\$199,433.70
37	Jul 1 2027	\$1,972.07	\$933.35	\$1,038.72	\$198,500.35
38	Aug 1 2027	\$1,972.07	\$938.21	\$1,033.86	\$197,562.14
39	Sep 1 2027	\$1,972.07	\$943.10	\$1,028.97	\$196,619.04
40	Oct 1 2027	\$1,972.07	\$948.01	\$1,024.06	\$195,671.03
41	Nov 1 2027	\$1,972.07	\$952.95	\$1,019.12	\$194,718.08
42	Dec 1 2027	\$1,972.07	\$957.91	\$1,014.16	\$193,760.17
Year 4	2027 Totals	\$23,664.84	\$11,172.97	\$12,491.87	\$193,760.17
43	Jan 1 2028	\$1,972.07	\$962.90	\$1,009.17	\$192,797.27
44	Feb 1 2028	\$1,972.07	\$967.92	\$1,004.15	\$191,829.35
45	Mar 1 2028	\$1,972.07	\$972.96	\$999.11	\$190,856.39
46	Apr 1 2028	\$1,972.07	\$978.03	\$994.04	\$189,878.36
47	May 1 2028	\$1,972.07	\$983.12	\$988.95	\$188,895.24
48	Jun 1 2028	\$1,972.07	\$988.24	\$983.83	\$187,907.00
49	Jul 1 2028	\$1,972.07	\$993.39	\$978.68	\$186,913.61
50	Aug 1 2028	\$1,972.07	\$998.56	\$973.51	\$185,915.05
51	Sep 1 2028	\$1,972.07	\$1,003.76	\$968.31	\$184,911.29
52	Oct 1 2028	\$1,972.07	\$1,008.99	\$963.08	\$183,902.30
53	Nov 1 2028	\$1,972.07	\$1,014.25	\$957.82	\$182,888.05
54	Dec 1 2028	\$1,972.07	\$1,019.53	\$952.54	\$181,868.52
Year 5	2028 Totals	\$23,664.84	\$11,891.65	\$11,773.19	\$181,868.52
55	Jan 1 2029	\$1,972.07	\$1,024.84	\$947.23	\$180,843.68
56	Feb 1 2029	\$1,972.07	\$1,030.18	\$941.89	\$179,813.50
57	Mar 1 2029	\$1,972.07	\$1,035.54	\$936.53	\$178,777.96
58	Apr 1 2029	\$1,972.07	\$1,040.93	\$931.14	\$177,737.03
59	May 1 2029	\$1,972.07	\$1,046.36	\$925.71	\$176,690.67
60	Jun 1 2029	\$1,972.07	\$1,051.81	\$920.26	\$175,638.86
61	Jul 1 2029	\$1,972.07	\$1,057.28	\$914.79	\$174,581.58
62	Aug 1 2029	\$1,972.07	\$1,062.79	\$909.28	\$173,518.79
63	Sep 1 2029	\$1,972.07	\$1,068.33	\$903.74	\$172,450.46
64	Oct 1 2029	\$1,972.07	\$1,073.89	\$898.18	\$171,376.57
65	Nov 1 2029	\$1,972.07	\$1,079.48	\$892.59	\$170,297.09

66	Dec 1 2029	\$1,972.07	\$1,085.11	\$886.96	\$169,211.98
Year 6	2029 Totals	\$23,664.84	\$12,656.54	\$11,008.30	\$169,211.98
67	Jan 1 2030	\$1,972.07	\$1,090.76	\$881.31	\$168,121.22
68	Feb 1 2030	\$1,972.07	\$1,096.44	\$875.63	\$167,024.78
69	Mar 1 2030	\$1,972.07	\$1,102.15	\$869.92	\$165,922.63
70	Apr 1 2030	\$1,972.07	\$1,107.89	\$864.18	\$164,814.74
71	May 1 2030	\$1,972.07	\$1,113.66	\$858.41	\$163,701.08
72	Jun 1 2030	\$1,972.07	\$1,119.46	\$852.61	\$162,581.62
73	Jul 1 2030	\$1,972.07	\$1,125.29	\$846.78	\$161,456.33
74	Aug 1 2030	\$1,972.07	\$1,131.15	\$840.92	\$160,325.18
75	Sep 1 2030	\$1,972.07	\$1,137.04	\$835.03	\$159,188.14
76	Oct 1 2030	\$1,972.07	\$1,142.97	\$829.10	\$158,045.17
77	Nov 1 2030	\$1,972.07	\$1,148.92	\$823.15	\$156,896.25
78	Dec 1 2030	\$1,972.07	\$1,154.90	\$817.17	\$155,741.35
Year 7	2030 Totals	\$23,664.84	\$13,470.63	\$10,194.21	\$155,741.35
79	Jan 1 2031	\$1,972.07	\$1,160.92	\$811.15	\$154,580.43
80	Feb 1 2031	\$1,972.07	\$1,166.96	\$805.11	\$153,413.47
81	Mar 1 2031	\$1,972.07	\$1,173.04	\$799.03	\$152,240.43
82	Apr 1 2031	\$1,972.07	\$1,179.15	\$792.92	\$151,061.28
83	May 1 2031	\$1,972.07	\$1,185.29	\$786.78	\$149,875.99
84	Jun 1 2031	\$1,972.07	\$1,191.47	\$780.60	\$148,684.52
85	Jul 1 2031	\$1,972.07	\$1,197.67	\$774.40	\$147,486.85
86	Aug 1 2031	\$1,972.07	\$1,203.91	\$768.16	\$146,282.94
87	Sep 1 2031	\$1,972.07	\$1,210.18	\$761.89	\$145,072.76
88	Oct 1 2031	\$1,972.07	\$1,216.48	\$755.59	\$143,856.28
89	Nov 1 2031	\$1,972.07	\$1,222.82	\$749.25	\$142,633.46
90	Dec 1 2031	\$1,972.07	\$1,229.19	\$742.88	\$141,404.27
Year 8	2031 Totals	\$23,664.84	\$14,337.08	\$9,327.76	\$141,404.27
91	Jan 1 2032	\$1,972.07	\$1,235.59	\$736.48	\$140,168.68
92	Feb 1 2032	\$1,972.07	\$1,242.02	\$730.05	\$138,926.66
93	Mar 1 2032	\$1,972.07	\$1,248.49	\$723.58	\$137,678.17
94	Apr 1 2032	\$1,972.07	\$1,255.00	\$717.07	\$136,423.17
95	May 1 2032	\$1,972.07	\$1,261.53	\$710.54	\$135,161.64
96	Jun 1 2032	\$1,972.07	\$1,268.10	\$703.97	\$133,893.54
97	Jul 1 2032	\$1,972.07	\$1,274.71	\$697.36	\$132,618.83
98	Aug 1 2032	\$1,972.07	\$1,281.35	\$690.72	\$131,337.48
99	Sep 1 2032	\$1,972.07	\$1,288.02	\$684.05	\$130,049.46
100	Oct 1 2032	\$1,972.07	\$1,294.73	\$677.34	\$128,754.73
101	Nov 1 2032	\$1,972.07	\$1,301.47	\$670.60	\$127,453.26
102	Dec 1 2032	\$1,972.07	\$1,308.25	\$663.82	\$126,145.01

Year 9	2032 Totals	\$23,664.84	\$15,259.26	\$8,405.58	\$126,145.01
103	Jan 1 2033	\$1,972.07	\$1,315.06	\$657.01	\$124,829.95
104	Feb 1 2033	\$1,972.07	\$1,321.91	\$650.16	\$123,508.04
105	Mar 1 2033	\$1,972.07	\$1,328.80	\$643.27	\$122,179.24
106	Apr 1 2033	\$1,972.07	\$1,335.72	\$636.35	\$120,843.52
107	May 1 2033	\$1,972.07	\$1,342.68	\$629.39	\$119,500.84
108	Jun 1 2033	\$1,972.07	\$1,349.67	\$622.40	\$118,151.17
109	Jul 1 2033	\$1,972.07	\$1,356.70	\$615.37	\$116,794.47
110	Aug 1 2033	\$1,972.07	\$1,363.77	\$608.30	\$115,430.70
111	Sep 1 2033	\$1,972.07	\$1,370.87	\$601.20	\$114,059.83
112	Oct 1 2033	\$1,972.07	\$1,378.01	\$594.06	\$112,681.82
113	Nov 1 2033	\$1,972.07	\$1,385.19	\$586.88	\$111,296.63
114	Dec 1 2033	\$1,972.07	\$1,392.40	\$579.67	\$109,904.23
Year 10	2033 Totals	\$23,664.84	\$16,240.78	\$7,424.06	\$109,904.23
115	Jan 1 2034	\$1,972.07	\$1,399.65	\$572.42	\$108,504.58
116	Feb 1 2034	\$1,972.07	\$1,406.94	\$565.13	\$107,097.64
117	Mar 1 2034	\$1,972.07	\$1,414.27	\$557.80	\$105,683.37
118	Apr 1 2034	\$1,972.07	\$1,421.64	\$550.43	\$104,261.73
119	May 1 2034	\$1,972.07	\$1,429.04	\$543.03	\$102,832.69
120	Jun 1 2034	\$1,972.07	\$1,436.48	\$535.59	\$101,396.21
121	Jul 1 2034	\$1,972.07	\$1,443.96	\$528.11	\$99,952.25
122	Aug 1 2034	\$1,972.07	\$1,451.49	\$520.58	\$98,500.76
123	Sep 1 2034	\$1,972.07	\$1,459.05	\$513.02	\$97,041.71
124	Oct 1 2034	\$1,972.07	\$1,466.64	\$505.43	\$95,575.07
125	Nov 1 2034	\$1,972.07	\$1,474.28	\$497.79	\$94,100.79
126	Dec 1 2034	\$1,972.07	\$1,481.96	\$490.11	\$92,618.83
Year 11	2034 Totals	\$23,664.84	\$17,285.40	\$6,379.44	\$92,618.83
127	Jan 1 2035	\$1,972.07	\$1,489.68	\$482.39	\$91,129.15
128	Feb 1 2035	\$1,972.07	\$1,497.44	\$474.63	\$89,631.71
129	Mar 1 2035	\$1,972.07	\$1,505.24	\$466.83	\$88,126.47
130	Apr 1 2035	\$1,972.07	\$1,513.08	\$458.99	\$86,613.39
131	May 1 2035	\$1,972.07	\$1,520.96	\$451.11	\$85,092.43
132	Jun 1 2035	\$1,972.07	\$1,528.88	\$443.19	\$83,563.55
133	Jul 1 2035	\$1,972.07	\$1,536.84	\$435.23	\$82,026.71
134	Aug 1 2035	\$1,972.07	\$1,544.85	\$427.22	\$80,481.86
135	Sep 1 2035	\$1,972.07	\$1,552.89	\$419.18	\$78,928.97
136	Oct 1 2035	\$1,972.07	\$1,560.98	\$411.09	\$77,367.99
137	Nov 1 2035	\$1,972.07	\$1,569.11	\$402.96	\$75,798.88
138	Dec 1 2035	\$1,972.07	\$1,577.28	\$394.79	\$74,221.60
Year 12	2035 Totals	\$23,664.84	\$18,397.23	\$5,267.61	\$74,221.60

139	Jan 1 2036	\$1,972.07	\$1,585.50	\$386.57	\$72,636.10
140	Feb 1 2036	\$1,972.07	\$1,593.76	\$378.31	\$71,042.34
141	Mar 1 2036	\$1,972.07	\$1,602.06	\$370.01	\$69,440.28
142	Apr 1 2036	\$1,972.07	\$1,610.40	\$361.67	\$67,829.88
143	May 1 2036	\$1,972.07	\$1,618.79	\$353.28	\$66,211.09
144	Jun 1 2036	\$1,972.07	\$1,627.22	\$344.85	\$64,583.87
145	Jul 1 2036	\$1,972.07	\$1,635.70	\$336.37	\$62,948.17
146	Aug 1 2036	\$1,972.07	\$1,644.21	\$327.86	\$61,303.96
147	Sep 1 2036	\$1,972.07	\$1,652.78	\$319.29	\$59,651.18
148	Oct 1 2036	\$1,972.07	\$1,661.39	\$310.68	\$57,989.79
149	Nov 1 2036	\$1,972.07	\$1,670.04	\$302.03	\$56,319.75
150	Dec 1 2036	\$1,972.07	\$1,678.74	\$293.33	\$54,641.01
Year 13	2036 Totals	\$23,664.84	\$19,580.59	\$4,084.25	\$54,641.01
151	Jan 1 2037	\$1,972.07	\$1,687.48	\$284.59	\$52,953.53
152	Feb 1 2037	\$1,972.07	\$1,696.27	\$275.80	\$51,257.26
153	Mar 1 2037	\$1,972.07	\$1,705.11	\$266.96	\$49,552.15
154	Apr 1 2037	\$1,972.07	\$1,713.99	\$258.08	\$47,838.16
155	May 1 2037	\$1,972.07	\$1,722.91	\$249.16	\$46,115.25
156	Jun 1 2037	\$1,972.07	\$1,731.89	\$240.18	\$44,383.36
157	Jul 1 2037	\$1,972.07	\$1,740.91	\$231.16	\$42,642.45
158	Aug 1 2037	\$1,972.07	\$1,749.97	\$222.10	\$40,892.48
159	Sep 1 2037	\$1,972.07	\$1,759.09	\$212.98	\$39,133.39
160	Oct 1 2037	\$1,972.07	\$1,768.25	\$203.82	\$37,365.14
161	Nov 1 2037	\$1,972.07	\$1,777.46	\$194.61	\$35,587.68
162	Dec 1 2037	\$1,972.07	\$1,786.72	\$185.35	\$33,800.96
Year 14	2037 Totals	\$23,664.84	\$20,840.05	\$2,824.79	\$33,800.96
163	Jan 1 2038	\$1,972.07	\$1,796.02	\$176.05	\$32,004.94
164	Feb 1 2038	\$1,972.07	\$1,805.38	\$166.69	\$30,199.56
165	Mar 1 2038	\$1,972.07	\$1,814.78	\$157.29	\$28,384.78
166	Apr 1 2038	\$1,972.07	\$1,824.23	\$147.84	\$26,560.55
167	May 1 2038	\$1,972.07	\$1,833.73	\$138.34	\$24,726.82
168	Jun 1 2038	\$1,972.07	\$1,843.28	\$128.79	\$22,883.54
169	Jul 1 2038	\$1,972.07	\$1,852.88	\$119.19	\$21,030.66
170	Aug 1 2038	\$1,972.07	\$1,862.54	\$109.53	\$19,168.12
171	Sep 1 2038	\$1,972.07	\$1,872.24	\$99.83	\$17,295.88
172	Oct 1 2038	\$1,972.07	\$1,881.99	\$90.08	\$15,413.89
173	Nov 1 2038	\$1,972.07	\$1,891.79	\$80.28	\$13,522.10
174	Dec 1 2038	\$1,972.07	\$1,901.64	\$70.43	\$11,620.46
Year 15	2038 Totals	\$23,664.84	\$22,180.50	\$1,484.34	\$11,620.46
175	Jan 1 2039	\$1,972.07	\$1,911.55	\$60.52	\$9,708.91

176	Feb 1 2039	\$1,972.07	\$1,921.50	\$50.57	\$7,787.41
177	Mar 1 2039	\$1,972.07	\$1,931.51	\$40.56	\$5,855.90
178	Apr 1 2039	\$1,972.07	\$1,941.57	\$30.50	\$3,914.33
179	May 1 2039	\$1,972.07	\$1,951.68	\$20.39	\$1,962.65
180	Jun 1 2039	\$1,972.87	\$1,962.65	\$10.22	\$0.00
Year 16	2039 Totals	\$11,833.22	\$11,620.46	\$212.76	\$0.00
Grand Total		\$354,973.40	\$230,000.00	\$124,973.40	

THIS CONTRACT FOR DEED ADDENDUM (this "Addendum") is attached to and made a part of that certain Contract for Deed dated June 1, 2024 (month/day/year) between the City of Annandale, a Minnesota municipal corporation (insert name of Seller) ("Seller"), and Heart of the Lakes Coffee, LLC, a Minnesota limited liability company (insert name of Purchaser) ("Purchaser").

The terms and conditions contained in the Addendum shall supersede any conflicting provisions contained in this Contract. Unless defined in this Addendum, all capitalized terms have the same meaning as in the Contract. Only those provisions checked in the "Yes" column, below, shall be included and be part of this Addendum.

Yes No

- ☒ ☐ A. **Late Payment Fee.** If any payment is not received by Seller within fifteen (15) days of the date when due, Purchaser shall additionally pay to Seller, to the extent allowed by law, a late charge of four percent (4%) of the amount of the delinquent payment.
- ☒ ☐ B. **Transfer Restrictions.** Purchaser may not sell, assign, or otherwise transfer Purchaser's interest in this Contract, or the Property, or any part thereof, or if Purchaser is an entity, the controlling interest in Purchaser may not be transferred without the written consent of Seller, which consent:
- (check only one box) ☒ shall be granted or withheld in the sole discretion of Seller.
☐ shall not be unreasonably withheld, or delayed by Seller.
- ☐ ☐ C. **Escrows.** In Addition to the monthly payments of principal and interest, Purchaser shall deposit with Seller, with each payment, an amount representing one-twelfth (1/12) of the annual real estate taxes, installments of special assessments, and insurance premiums with respect to the Property (or such other amount as Seller is required to deposit under any underlying encumbrance on the Property). The amount of such taxes, special assessments, and insurance premiums, when unknown, shall be estimated by Seller. Such deposit shall be used by Seller to pay real estate taxes, installments of special assessments, and insurance premiums with respect to the Property when due. If Seller fails to do so, Purchaser may, at Purchaser's option, pay any such delinquent amounts and deduct the amounts so paid from payments next coming due under this Contract. If the balance deposited with Seller is insufficient to pay such real estate taxes, special assessments and insurance premiums when due, Purchaser shall pay the deficiency to Seller upon written demand.
- ☒ ☐ D. **Property Improvements.** Except for work reasonably necessary to permit Purchaser to comply with Purchaser's obligations under this Contract, Purchaser shall not hire or perform any repairs or improvements to or replacements of the Property having an aggregate cost in excess of Five Thousand Dollars (\$ 5,000.00) without securing the prior written consent of the Seller. Purchaser will not cause or permit any mechanics' liens to be recorded against the Property. Purchaser agrees to defend, indemnify, and hold Seller harmless from any loss, damage, or expense incurred by Seller with respect to any party asserting a mechanics' lien claim, it being understood and agreed that this undertaking shall survive cancellation of this Contract or the delivery of a deed pursuant to the terms hereof.
- ☒ ☐ E. **Hazardous Substances.** Purchaser shall not bring, store, generate, or treat hazardous wastes or substances or petroleum products upon the Property, except for small quantities which are stored and used in compliance with applicable law. Purchaser hereby agrees to indemnify, defend and hold Seller harmless from any and all claims, demands, actions, causes of action, liabilities or rights which may be asserted against Seller with respect to such substances, or products, it being understood and agreed that this obligation will survive the cancellation of this Contract or the delivery of a deed pursuant to the terms hereof.

■ ☐ **F. Alternative Acceleration Remedy.** If Purchaser fails to timely perform any term of this Contract, Seller may elect, on thirty (30) days written notice given to Purchaser, to declare the entire unpaid Purchase Price, together with accrued interest thereon, immediately due and payable in full and commence an action against Purchaser to collect all amounts due hereunder. Purchaser shall have the right to reinstate this Contract at any time before entry of final judgment against Purchaser for amounts due hereunder if Purchaser: (i) pays Seller all sums due hereunder as of the date of reinstatement; (ii) cures any other defaults existing under this Contract as of the date of reinstatement; and (iii) pays all expenses incurred by Seller in enforcing this Contract, including, but not limited to, reasonable attorneys' fees and costs. Seller shall deliver the deed for the Property in the manner required by paragraph 3 of this Contract when all amounts due hereunder have been paid.

☐ ☐ **G. Nonrecourse Obligation.** Notwithstanding any other provision contained in this Contract to the contrary, if Purchaser defaults in Purchaser's performance of this Contract, Seller's sole remedy shall be to cancel this Contract in accordance with Minn. Stat. 559.21, as the same may from time to time be amended. Seller specifically waives any right it may have to commence an action for the specific performance of this Contract or any right it may have to seek an award of damages against Purchaser.

■ ☐ **H. Additional Provisions.**

1. Seller shall retain a right of first refusal to purchase the Property in the event Purchaser, or Purchaser's successors and assigns, determine to sell the Property or there is a change in ownership or control of Purchaser. This right shall be included in the deed given to Purchaser upon satisfaction of the contract. This right of first refusal shall run with the land and shall remain in full force and effect upon subsequent owners of the Property.
2. Seller agrees to [repair? replace?] sewer and water service lines serving the building within five years of the date of this Contract.

**CITY OF ANNANDALE
PLANNING COMMISSION
RESOLUTION 24-1**

A RESOLUTION FINDING THAT THE PROPOSED DISPOSAL OF CERTAIN LAND FOR COMMERCIAL PURPOSES BY THE CITY OF ANNANDALE IS CONSISTENT WITH THE CITY OF ANNANDALE'S COMPREHENSIVE PLAN

WHEREAS, the City of Annandale (the "City") proposes to dispose of certain property (the "Property") to maintain and encourage commercial development; legally described in Exhibit A, in the City of Annandale, according to the plat on file and of record in the Office of the Registrar of Deeds in and for Wright County, Minnesota; PID: 102020002070; and

WHEREAS, Minnesota Statutes, Section 462.356, subd. 2 requires the City Planning Commission to review the proposed acquisition or disposal of publicly-owned real property within the City prior to its acquisition or disposal, to determine whether in the opinion of the Planning Commission, such acquisition or disposal is consistent with the comprehensive municipal plan; and

WHEREAS, the Planning Commission has reviewed the proposed sale of the Property and has determined that the Property is guided and zoned Downtown Commercial Core and is designated for commercial use within the City's comprehensive plan, that the City's purpose is to maintain and develop the Property consistent with these uses, and that the proposed disposal is therefore consistent with the City's comprehensive plan.

NOW, THEREFORE, BE IT RESOLVED, by the Planning Commission of the City of Annandale, that the disposal of the Property by the City is consistent with the City's comprehensive municipal plan and will promote the development of a portion of the larger commercial area.

BE IT FURTHER RESOLVED that this resolution be communicated to the City Council.

ADOPTED this 12th day of March, 2024, by the Annandale Planning Commission.

ANNANDALE PLANNING COMMISSION



Lonnie Baack, Planning Commission Chair

Attested:



Kelly Hinnenkamp, City Administrator/Clerk

EXHIBIT A

LEGAL DESCRIPTION

THAT PART OF LOTS 7, 8 AND 9 OF BLOCK 2 OF PRATT'S ADDITION WHICH LIES EASTERLY & SOUTHERLY OF THE FOLLOWING DESCRIBED LINE:

COMMENCING AT THE SOUTHWEST CORNER OF SAID BLOCK 2 THENCE ON AN ASSUMED BEARING OF NORTH 89D 58' 21" EAST ALONG SOUTH LINE 79.94 FEET TO THE POINT OF BEGINNING; THENCE NORTH 0D 15' 52" EAST ALONG SAID LINE PARALLEL WITH THE EAST LINES OF LOTS 7, 8 & 9 144.71 FEET; THENCE SOUTH 89D 46' 37" EAST ALONG SAID LINE 62.50 FEET TO THE EAST LINE OF LOT 9 AND THERE TERMINATING.



City Council Agenda

March 18, 2024

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

Agenda No. 10B
Agenda Item: 2024-2025 Prioritized Goals

Core Strategy:

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

Background

Attached is a draft of prioritized goals for 2024-2025 from Mayor Jonas based on input received. Council should discuss if any changes are necessary and then consider adopting these goals for 2024-2025.

Recommended Action

Will be discussed at the meeting

Attachments:

2024-2025 Prioritized Goals

1. Support Community Groups and Improve Communication
 - a. Develop Comprehensive Community Plan with monthly message targets
 - b. Develop community events calendar focusing on supporting and promoting community groups and institutions
 - c. Identify community organizational needs within the city.
 - d. Update photos and tools to promote Annandale to potential residents and businesses
2. Continue to monitor codes and tools to combat blight within the City
 - a. Develop communication tools to educate on the importance of community standards
 - b. Look at housing/rental standards to combat squat ers and blighted rental units
3. Create a DT Business Strategy to increase retail activity downtown and spur economic development
 - a. Meet with businesses on an annual basis to share ideas and offer opportunities on how the city can support their success.
 - b. Develop electronic tools to share available and/or vacant properties.
4. Develop strategies to provide emphasis on public safety and positive influences in the community.
 - a. Continue to support public events
 - b. Promote Public Safety Events including Fire Prevention and National Night Out
 - c. Review application process for public events
 - d. Promote positive policing contacts
 - e. Expand public camera usage in target areas
5. Develop planning and standards for the provision of parks and community recreation opportunities
 - a. Update City parks plan
 - b. Identify trail expansion targets and goals
 - c. Work with local community groups regarding best uses of community donations
6. Develop long-range planning for transportation and land use
 - a. Develop transportation plan
 - b. Consider land use policies that would support the development of the transportation plan as development occurs.
 - c. Review zoning and subdivision ordinances to ensure they are development friendly, yet meet standards of the city.
 - d. Review parking lots at city facilities and public areas to meet required needs
 - e. Review ordinances and permits for primarily off road vehicles like golf carts and UTVs
7. Focus on Pubic Art Opportunities and city aesthetics

- a. Review and catalog spaces that could be utilized for murals and public art
- b. Focus on gateways to city and/or downtown (Roundabout)



City Council Agenda

March 18, 2024

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

Agenda No. 10C
Agenda Item: Renaming of Nevens Ave

Core Strategy:

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

Background

Council Member Wuollet has proposed renaming Nevens Avenue to Lake John Road. If the Council would like to move forward with the renaming of the road, it would be appropriate for the City to direct staff to provide notice to the township and any affected property owners and prepare the required ordinance amending the street name at the April Council meeting.

Recommended Action

Will be discussed at the meeting

Attachments:



City Council Agenda

March 18, 2024

Agenda Section: New Business

Report From: Jacob Thunander, Community Development Director

Agenda No. 10E

Agenda Item: Consideration of Drafting a Purchase Agreement for Property Located at 74 Oak Avenue N.

Core Strategy:

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

SITE INFORMATION

PID:	102-010-003040
Zoning District:	C-1A: Downtown Core (Canopy District)
Comprehensive Plan:	Downtown Commercial Core
Acreage:	0.09 acres

BACKGROUND

The Economic Development Committee (EDC) reviewed a request from Tasha and Coty Eckerman to redevelop the City owned property at 74 Oak Avenue N. The proposal requests the City to demolish the building, with Eckerman's rebuilding a 2,880 square foot building for a tentative opening of October 2024. The lower level would contain a bakery with the upper level being a 2-bedroom, one bathroom short term rental.

If Council would like to proceed with this proposal, it is recommended to authorize staff to work with the City Attorney on drafting a purchase agreement. The purchase agreement would be reviewed by Council at a future meeting.

Recommended Action

The EDC recommends authorization for staff to work on a purchase agreement for 74 Oak Avenue N with Tasha and Coty Eckerman.

Attachments:

- Eckermann Proposal

74 Oak Redevelopment Proposal

Developer Profile

Tasha Eckerman and Coty Eckerman
7173 Quinn Ave NW
South Haven, MN 55382
Tasha - 320-292-4665 tashaeckerman@gmail.com
Coty - 302-292-3982 cotyeckerman@icloud.com

Tasha Eckerman will be the owner of Shnookie's Cookies and Baked Goods. She will oversee the design and plan for the development of the property. Tasha will be the head baker and manager of the bakery.

Coty Eckerman will be the co-owner of Schookie's Cookies and Baked Goods. He will help make decisions on the design and development of the property. Coty will be the general contractor during the construction phase of the project. Once the construction is complete, Coty will be the manager of the rental property and assist in the bakery.

For the past five years, Tasha has dedicated herself to the craft of baking, operating Shnookie's Cookies out of her home kitchen. Specializing in custom-decorated sugar cookies, she has cultivated a loyal customer base and seen steady growth in her business. With a deep-rooted passion for baking that spans many years, Tasha initially gained her skills in decorating cakes and cupcakes before turning her focus to cookies. Throughout her journey, she has perfected recipes and techniques across various baked goods. Now, equipped with invaluable experience and ambition, Tasha is poised to take the next step: opening a storefront bakery to share her delicious creations with the community on a larger scale.

Coty brings a wealth of experience in small business management to the table. Having established and grown his own successful company specializing in lawn care and light landscaping, he has demonstrated a keen understanding of what it takes to effectively manage and scale a small business. His expertise will undoubtedly play a pivotal role in shaping the business operations of Shnookie's Cookies and Baked Goods, ensuring its growth and sustainability in the competitive market. Furthermore, Coty has a background in small-scale construction projects, ranging from home renovations and additions to the construction of small sheds. This hands-on experience equips him with valuable insights into property development and management. With his knowledge and expertise in construction, Coty will serve as a valuable asset in overseeing the development and maintenance of our bakery's premises, ensuring they meet the highest standards of functionality and aesthetics.

Project Description

The proposed project includes the redevelopment of a new 2880-square-foot two-story building located at 74 Oak Avenue North Annandale, MN. The lower level of the building will be the location of Shnookie's Cookies and Baked Goods. The upper level of the building will be a 2 bedroom, one-bathroom short-term rental unit. This would be a completely new build on the property.

*See attached preliminary sketched drawings

With approval and acceptance of the proposed project, we would quickly move into the development of complete plans. The City of Annandale would complete the demolition and clearing of the site. Our goal would be to have the building complete within 6 months of acquiring the property.

March 2024 - Present Proposal

April 30th, 2024 - Close on sale of the property if approved by the end of April

May - Demolition of existing building and start of construction

October - Complete construction of the new building and open for business

*All dates listed above are subject to change.

Final Project Valuation: \$600,000

Project Budget Estimates

Eckerman Property Investments:

Purchase Price: \$1.00

Architectural Drawings and Fees: \$10,000

Construction: \$463,000

Furnishings for Rental: \$21,000

Total Budget \$594,001

Shnookie's Cookies & Baked Goods:

Equipment for Bakery: \$70,000

Inventory & working capital: \$30,000

Rental per year \$28,800

First-year startup total: \$128,800

Purchase Price

\$1.00

Per the request of the City of Annandale for the redevelopment of the property at 74 Oak Ave N, the purchase price of \$1.00 is the amount we would like to offer. We also propose that the city completes the demolition of the current standing building and clears the site to be ready for construction.

The building and land value shall not be included in the offer due to the cost of demolition and construction of the new building. The market value of surrounding properties shows the new construction cost needs to stay within market comparables.

In summary, we propose purchasing the property for \$1.00 with the city completing the demolition of the current structure. Once the site is prepped, construction will begin on the 2880-square-foot multi-use building.

Shnookie's Cookies and Baked Goods and Rental Property Business Plan

Executive Summary:

Shnookie's Cookies and Baked Goods is a cozy bakery nestled in the heart of the lakes community of Annandale, Minnesota. Aiming to provide freshly baked cookies, cakes, pastries, and donuts to locals and visitors. In addition to our bakery offerings, we plan to differentiate ourselves by offering a unique second-level rental space with two bedrooms, catering to travelers seeking a unique and inviting experience. Our mission is to become a cherished community spot renowned for its delicious treats and warm hospitality, contributing to the vibrant local culture.

Business Description:

Shnookie's Cookies and Baked Goods will occupy a charming storefront in a quaint rural setting, exuding warmth and nostalgia. The bakery will feature an open kitchen concept, allowing customers to witness the baking process firsthand and indulge in the aroma of freshly baked goods. Our menu will showcase a diverse selection of cookies, ranging from classic favorites like sugar cookies, chocolate chip, and snickerdoodle to innovative creations. Additionally, we will offer custom-made cakes for special occasions and a rotating assortment of donuts and pastries. We also plan to include gluten-free options to ensure there is something for everyone to enjoy.

Market Analysis:

The bakery will primarily serve the local community, which currently lacks a dedicated baked goods provider. Rural areas like ours often have a strong sense of community, with residents eager to support small businesses that contribute to the local economy. Additionally, the tourism industry in Annandale presents an opportunity to attract visitors seeking authentic experiences and homemade delights. By offering a unique combination of baked goods and accommodation, we aim to tap into both markets and establish ourselves as a destination worth visiting.

Marketing and Sales Strategy:

Our marketing strategy will focus on creating a strong brand identity and fostering meaningful connections with our target audience. We will utilize a mix of traditional and digital marketing channels, including local newspaper ads, community bulletin boards, and social media platforms like Instagram and Facebook. Engaging content, such as behind-the-scenes glimpses of our baking process and customer testimonials, will help

to showcase the quality and authenticity of our products. Special promotions, such as holiday specials, unique flavors of the week, and cookie/cupcake decorating workshops, will generate excitement and drive foot traffic to the bakery.

Operations Plan:

The bakery will operate six days a week, from Tuesday to Sunday, with extended hours on weekends to accommodate peak demand. We will maintain a lean but efficient staffing model, with a team of skilled bakers and friendly customer service staff. Daily production schedules will be carefully planned to ensure a steady supply of freshly baked goods throughout the day, minimizing waste and maximizing profitability. Quality control measures will be implemented at every stage of the baking process, from ingredient sourcing to final presentation, to uphold our commitment to excellence. Whenever possible we would like to source ingredients from local farmers, suppliers, and artisans to help support the local economy and reduce environmental impact.

Financial Projections:

Startup costs for the development of the property will include the cost of purchasing the property and developing a new building. Shnookie's Cookies and Baked Goods cost will include equipment purchases, initial inventory, working capital, and marketing expenses. The rental property will include the cost of furnishings, and marketing expenses. Revenue projections will be based on conservative estimates, taking into account factors such as seasonal fluctuations and competition. In addition to bakery sales, we anticipate generating revenue from the rental income of the second-level accommodation, which will provide a supplementary stream of income to support the overall financial health of the business. As the bakery gains traction within the community and attracts repeat customers, we expect to see steady growth in revenue and profitability over time.

Initial expenses: \$784,000

Monthly expenses overall: \$15,820

Monthly Revenue overall: \$16,480

Growth Opportunities:

As Shnookie's Cookies and Baked Goods establishes itself as a beloved community staple, we will explore opportunities for expansion and diversification. This may include introducing new product lines, such as savory breads. We will also consider expanding

our rental accommodations by partnering with local businesses to offer package deals and special promotions. By staying attuned to market trends and listening to customer feedback, we will continue to innovate and evolve, ensuring long-term success and sustainability.

Conclusion:

Shnookie's Cookies and Baked Goods is more than just a bakery—it's a destination where friends and families can come together to indulge in delicious treats and create lasting memories. With a focus on quality, creativity, and community, we are confident in our ability to thrive in the competitive landscape of the bakery industry while providing a unique and unforgettable experience for our customers. We look forward to welcoming you to Shnookie's, where every bite is a taste of happiness.

Store Front View from Main Street



Lower Level

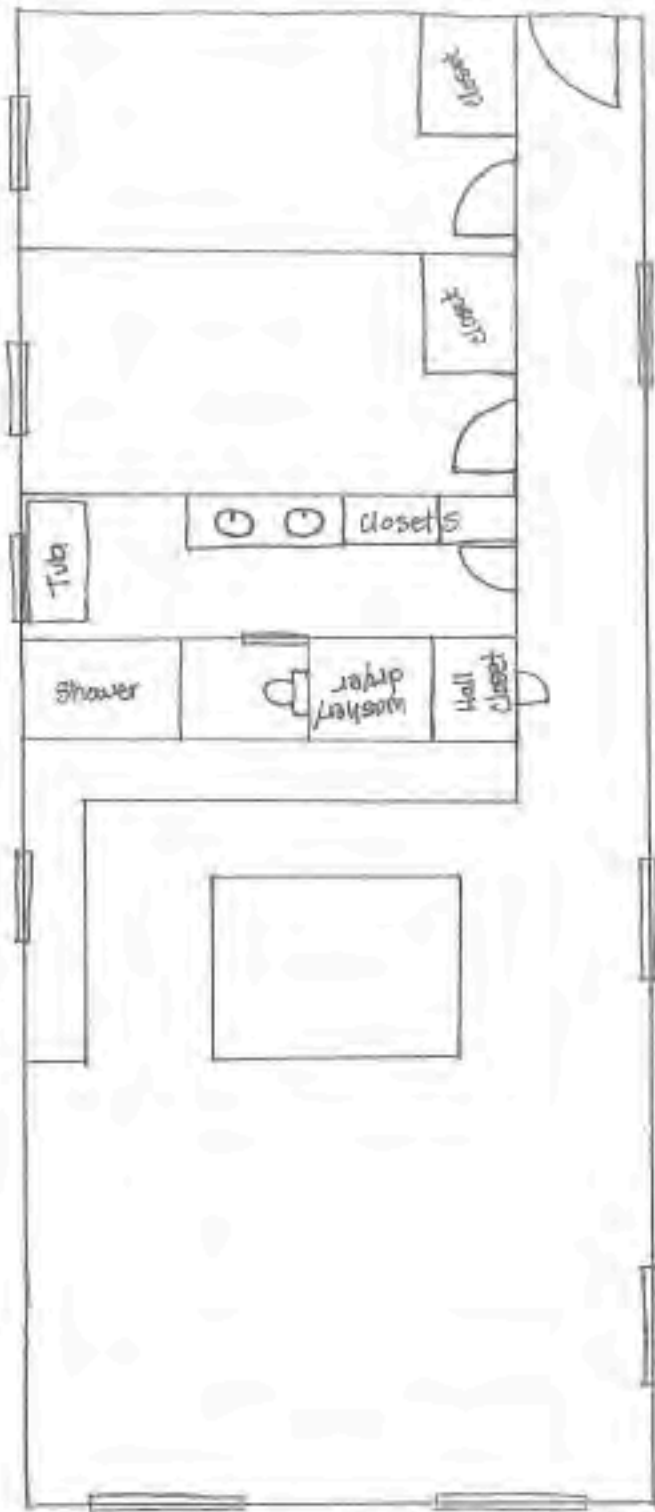
Main Street



40'

25'

Floor 2



Main
Street



City Council Agenda

March 18, 2024

Agenda Section: New Business
Report From: Police Chief Standafer

Agenda No. 10E
Agenda Item: Spilled Grain Event

Core Strategy:

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

Background

Attached is a special event requested by Spilled Grain Brewhouse. This is a new event being requested and given that alcohol is consumed as part of the event, staff wanted to have additional discussion with Council regarding approval.

On Sale Liquor License holders are licensed to sell alcohol for consumption onsite within the “four walls” of their business. The City and State have acknowledged that approved outdoor areas like patios or decks can be included as part of the licensed area if it is contiguous with the building and the space is well defined. Additionally, the City has allowed license holders to hold special events to allow for outside consumption under similar circumstances with approval from Council.

Spilled Grain has requested similar events to the one presently being considered. As part of the event, they enclose their parking lot to allow for outdoor consumption in their parking lot. This has been done annually with their Anniversary Party and Bock Fest events.

Staff is not proposing to deny Spilled Grain their request, the prior events have gone well, but based on the restrictions the City is under in regards to permitting outdoor consumption, staff felt it was important to discuss setting parameters of outdoor events for license holders that are proposing events on private property.

Staff is recommending Council consider the following:

- Limiting the total number of events, one license holder is allowed per calendar year.
- Determining frequency of events allowed throughout the year. For instance, not more than one event within a 30-day period.
- Establish a threshold for determining required event security.

Recommended Action

Will be discussed at the meeting

Attachments:



ANNANDALE POLICE DEPARTMENT

Special Event Application

Name: Spilled Grain Brewhouse Home Phone: 320-274-1129
Address: 300 Elm St E Fax Number: _____
City, State, Zip: Annandale, mn 55302 Email Address: spilledgrain@gmail
Event Name: Rock the Back Event Date: Apr 13, 2024
Event time (start and end): 2pm - 10pm Estimated number of participants: 250
Event Description: parking lot party, fire pits, games

Serving alcohol and/or food? Yes/no no Business/liquor License holder: Spilled Grain Brewhouse
Contact person: Anastacia Schmabel Phone number: 763-438-0148

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): _____

parking lot - see attached

Safety Procedures (ie: traffic control, event personnel, etc): _____

see attached

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: Anastacia Schmabel Date: 3-1-24

OFFICE USE ONLY - ANNANDALE POLICE DEPARTMENT

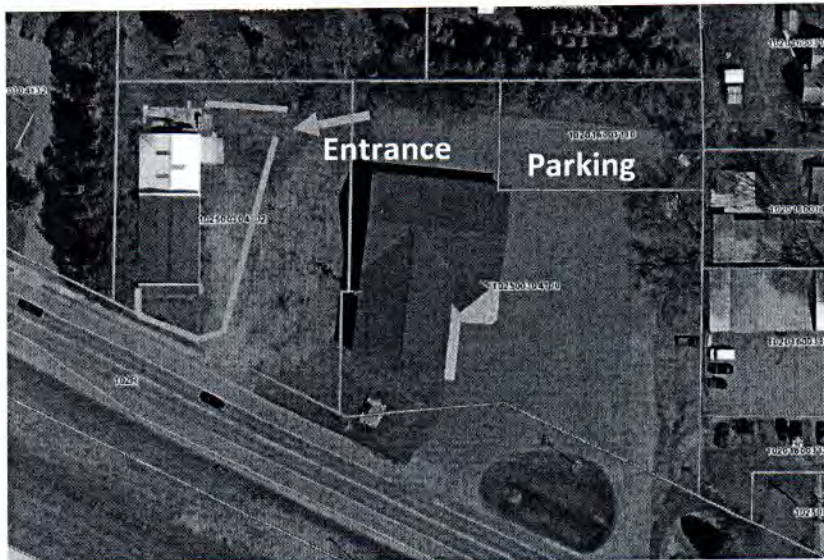
Number of cars required: _____ Number of officers required: _____ x \$40/hour = \$ _____

APD comments: To be discussed at council

APD approval signature: P. Stander Date: 5-12-24

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

**Spilled Grain Brewhouse
Rock the Bock
Saturday, April 13th, 2024
2pm-10pm**



Map Legend

----- Snow Fence barricade

**Event Main Contact
Anastacia Schnabel – 763-438-0148**

**Alternate Contacts
Jacob Schnabel – 701-306-8266**

Event security includes:

- Snow fence along all exposed property
- One main entrance
- ID Checks/Wristbands at main entrance
- Patio included in snow fence barricade
- Porta-Potties in fenced-in area
- Garbage cans in fenced-in area
- Parking agreement with Petty Brothers
 - We are adjusting our open times and are starting the event at 2pm so not to create too much of a traffic jam at Petty Brothers
- Staff/Volunteers will be directing traffic and parking – and will have yellow safety vests on
- Minimum of 2 staff/volunteers in parking area at Petty Brothers at all times
- Music is scheduled from 2-10pm and will be inside after 6pm
- Beer will be served in plastic cups
- All volunteers/staff will have bright t-shirt on