



Agenda
City Council Meeting
Tuesday, November 12, 2024, 6:00 PM
City Council Chambers | 2780 Kelley Parkway, Orono, MN 55356
952-249-4600 / <https://www.oronomn.gov/>

Roll Call

Pledge of Allegiance

Approval of Agenda

Consent Agenda

1. City Council Minutes
2. Work Session Schedule
3. Claims/Bills
4. Election Recap
5. Canvas Election Results - Resolution 7525
6. Rental Home License
7. Alcohol Licenses
8. Agreement - Gillespie Center Services
9. 2024 Fund Transfers
10. Set 2025 Utility Rates
11. Resignation and Recruitment - Public Works Utility Worker
12. Compensation Increase - Public Works Maintenance Worker
13. 2025 Employee Pay Scale and Benefits - Resolution 7524
14. LA24-000046, 865 Partenwood Road, Variance - Resolution 7527
15. LA24-000052, 875 Forest Arms Ln, ALS Variance - Resolution 7526

Community Development Report

16. LA24-000053, 700 North Arm Drive, Variances
17. LA24-000055, Cannabis setback text amendment - Ordinance 306

Public Safety Report

18. Long Lake Fire Department Fire Truck Purchase / 2025 CIP Approval.

Attorney Report

City Administrator/Engineer Report

Council Committee Reports

Public Comments - (limit 3 minutes per person)

This is an opportunity for the public to address the City Council. The council will not engage in discussion or take action on items presented at this time. However, the council may refer issues to staff for follow up or consideration at a future meeting. Speakers should state their name and home address at the podium before speaking. The council will first open the podium to city of Orono residents before

opening the podium to any member of the public wishing to address the council.

Mayor/Council Report

Adjournment

Upcoming Events

Nov 13 Coffee with Mayor - CANCELLED

Nov 18 Planning Commission

Nov 24 Bingo @ Gillespie Center

Nov 25 City Council

Nov 28 Holiday - Offices Closed

Nov 29 Holiday - Offices Closed

Nov 29 Holiday Boutique Opens through Dec 8 @ Gillespie Center

Dec 07 Food/Toy Drive @ Long Lake Fire Station

Dec 07 Tree Lighting

Dec 09 City Council

Dec 11 Coffee with Mayor

Dec 14 Brunch - A Cup of Christmas Tea reading @ Gillespie Center

Dec 21 Pancake Breakfast - Meet Santa @ Gillespie Center

Dec 24 Holiday - Offices Closed

Dec 25 Holiday - Offices Closed

AGENDA ITEM



Date: November 12, 2024

Item: 1

Title: City Council Minutes

Presenter: Christine Lusian, City Clerk

Section: Consent Agenda

1. **Purpose:**
The purpose of this item is to approve the City Council Work Session and Meeting Minutes.
2. **Staff Recommendation:**
Approve the City Council work session and regular meeting minutes.

COUNCIL ACTION REQUESTED

Approve the City Council Work Session and Regular Meeting Minutes of October 28, 2024.

Exhibits

[10-28-2024 CC Minutes - work session](#)

[10-28-2024 City Council Minutes](#)



Minutes
City Council Work Session
Monday, October 28, 2024, 5:00 PM
City Council Chambers | 2780 Kelley Parkway, Orono, MN 55356

ROLL CALL

City Council members present: Mayor Dennis Walsh, City Council Members Alisa Benson, Richard Crosby, Matt Johnson, Maria Veach.

Staff present: City Administrator Adam Edwards, Finance Director Maggie Jin, Accountant Anne Hentges, IT Manager Dave Klitzke, Police Chief Correy Farniok, Fire Chief James VanEyll, and City Clerk Christine Lusian.

CAPITAL IMPROVEMENT PLAN – 2025 DRAFT

Finance Director Jin, IT Manager Klitzke, and City Administrator/Engineer Edwards, and Chief Farniok presented on and council members discussed capital needs for their respective departments, including an information technology plan, life cycle replacements to phones, printers, and police vehicle computers; emergency vehicle and equipment replacements, facilities and workspace improvements in police, administration, and outdoor maintenance storage; and rooftop solar.

Chief Farniok provided an update on deer concerns, current permitting process, which includes 36 bow hunters this season, and an idea to incentivize hunters to take doe.

ADJOURNMENT

Work session ended at 5:40 p.m.

ATTEST:

CITY COUNCIL

Christine Lusian, City Clerk

Dennis Walsh, Mayor



Minutes
City Council Regular Meeting
Monday, October 28, 2024, 6:00 PM
City Council Chambers 2780 Kelley Parkway, Orono, MN 55356

Mayor Walsh called the meeting to order at 6:00 p.m., followed by the Pledge of Allegiance.

ROLL CALL

Orono City Council members present: Mayor Dennis Walsh, City Council Members Matt Johnson, Alisa Benson, Richard Crosby III, and Maria Veach. Members absent: None.

Staff present were City Attorney Soren Mattick, City Administrator/Engineer Adam Edwards, and Finance Director Maggie Jin.

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

CONSENT AGENDA

1. City Council Minutes
2. Work Session Schedule
This Item was removed from the Consent Agenda
3. Claims/Bills
4. Meeting Calendar
5. Rental License
This Item was removed from the Consent Agenda
6. Non-Waiver of Tort Limits – Resolution 7517
7. Microsoft 365 Migration and Licensing
8. Contract – Coordinated Recycling Collection
9. Agreement – Recording Service
10. Contract - School Resource Officer
11. Hire Police Officer
12. Hire Fire Fighter
This Item was removed from the Consent Agenda
13. Replace Turn-Out Gear Extractor
This Item was removed from the Consent Agenda
14. Resignation of Resource Management Technician, Update Job Titles, Description, Recruitment
15. Retirement of Utility Supervisor and Recruitment – Resolution 7523
16. Benefit Correction – Fleet Supervisor
17. Grant – Pickleball – Resolution 7522
This Item was removed from the Consent Agenda
18. LA24-000042, Honey Hill on Lake Classen – Final Plat Resolution 7519, Vacation Resolution 7520
19. LA24-000043, 1760 Shadywood Road, Hardcover Variance – Resolution 7521

Crosby moved, Johnson seconded, to approve the Agenda and the Consent Agenda with items 2, 5, 12, 13, and 17 removed. VOTE: Ayes 5, Nays 0.

2. Work Session Schedule



Minutes
City Council Regular Meeting
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Benson proposed delaying interviews for Park and Planning Commissions to see if the City receives more applications and delaying goal-setting discussion until January.

Benson moved, Johnson seconded, to approve the Work Session Schedule as amended. VOTE: Ayes 4, Nays 1 (Crosby).

5. Rental License

Johnson moved, Crosby seconded, to table the rental license application until Nov. 12. VOTE: Ayes 5, Nays 0.

12. Hire Firefighter

Johnson moved, Crosby seconded, to approve the conditional job offer to Chris Brooks at a rate of \$20 per hour beginning Oct. 29, 2024. VOTE: Ayes 4, Nays 1 (Benson).

13. Replace Turnout Gear Extractor

Johnson moved, Crosby seconded, to accept the quote from RJ Kool for the Turn-Out Gear Extractor for \$13,545. VOTE: Ayes 4, Nays 1 (Benson).

17. Grant – Pickleball -- Resolution 7522

Benson pointed out the grant, if approved and accepted, would require the City to repurpose the land in perpetuity for its zoned use which is residential, which would have a financial impact and so should have public input.

Crosby moved, Veach seconded, to adopt Resolution 7522 to apply for an Age-Friendly Minnesota Community Grant. VOTE: Ayes 4, Nays 1 (Benson).

PUBLIC HEARING

20. Alcohol License

The City Council is requested to review the Staff report, receive a presentation, open a public hearing, and discuss and adopt the resolution adopting an alcohol sales application for a new restaurant.

The Council discussed the item and asked questions of staff and the applicant, Talavera Mexican Restaurant, 2160 Wayzata Blvd. W.

Mayor Walsh opened the public hearing at 6:17 p.m.

There were no public comments

Mayor Walsh closed the public hearing at 6:17 p.m.

Crosby moved, Johnson seconded, to approve the liquor license as applied. VOTE: Ayes 5, Nays 0.



21. Certification of Delinquent Utilities and Accounts Receivable – Resolution 7518

The City Council is requested to review the Staff report, receive a presentation, open a public hearing, and discuss and adopt the resolution.

The Council discussed the item and asked questions of staff.

Mayor Walsh opened the public hearing at 6:19 p.m.

There were no public comments.

Mayor Walsh closed the public hearing at 6:19 p.m.

Johnson moved, Crosby seconded, to adopt Resolution 7518 Certificate of Delinquent Utility Bills and Accounts Receivables to Hennepin County for collection. VOTE: Ayes 5, Nays 0.

COMMUNITY DEVELOPMENT REPORT

None

FINANCE REPORT

22. Third Quarter Financial Update

Finance Director Jin presented the Third Quarter Financial Report

PUBLIC SAFETY REPORT

None.

CITY ATTORNEY REPORT

None.

CITY ADMINISTRATOR/ENGINEER REPORT

City Administrator Edwards reported on the progress of bringing City-wide fiber optic service to Orono.

COUNCIL COMMITTEE REPORTS

Veach reported on the Long Lake Fire Advisory Board and Benson reported on the Human Resources Committee.

PUBLIC COMMENTS



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Evie Knapp, 85 Cristofori Circle; Kelly Prchal, 4705 Watertown Road; Kelly Grady, Long Lake, provided comments.

MAYOR/COUNCIL REPORT

Mayor and Council provided reports.

ADJOURNMENT

Walsh moved, Crosby seconded, to adjourn the meeting at 6:57 p.m. to Monday, November 12, 2024, at 6:00 p.m. VOTE: Ayes 5, Nays 0.

ATTEST:

Christine Lusian, City Clerk

Dennis Walsh, Mayor

Minutes approved by Orono City Council November 12, 2024. Meeting videos and transcripts available at oronomn.gov.

AGENDA ITEM



Date: November 12, 2024

Item: 2

Title: Work Session Schedule

Presenter: Adam Edwards, City Administrator / Engineer

Section: Consent Agenda

1. Purpose:

The purpose of the action item is to forecast future work session agendas.

2. Background:

This is an opportunity for council members to propose and agree to future work session topics. Work session meetings are at 5 pm on the same days as 6 pm regular council meetings. The table below lists upcoming *proposed* subjects and dates.

2024		2025	
Date	Subject	Date	Subject
8 Jul		13 Jan	Council Vision and Goal Setting
22 Jul	General Fund Budget Update	27 Jan	Average Lakeshore set back (Part 6)
12 Aug	Average Lakeshore Setback (Part 5) Cannabis Discussion	10 Feb	Development contracted services overview
26 Aug	Enterprise Budget Update	24 Feb	Interview Commissioner Applicants (Parks/Planning)
9 Sep	Preliminary Levy / Budget	10 Mar	
23 Sep	Public Works service activities update (Brush compost, cleanup day...)	14 Apr	Street Maintenance 2026
14 Oct	Draft Capital Improvement Plans	28 Apr	
28 Oct	Draft Capital Improvement Plans	12 May	
12 Nov	Public Safety Departments Updates (Goals, Metrics)	26 May	
25 Nov	City Tree Plan Development Update Fee Schedule Update	9 Jun	
9 Dec		23 Jun	Preliminary Budget Guidance 2026

3. Staff Recommendation:

I recommend the next work session occur as scheduled.

COUNCIL ACTION REQUESTED

Move to approve the draft work session schedule.

AGENDA ITEM



Date: November 12, 2024

Item: 3

Title: Claims/Bills

Presenter: Alicia Johnson, Resource Management Technician

Section: Consent Agenda

1. **Purpose:**

The purpose of this action item is to approve payment of claims made on the City for services and/or products provided to the City.

2. **Background:**

The attached claims for payment have been received by the City. Staff has reviewed the claims and is recommending approval of the listing for payment. The claims will be paid by checks 124632 to 124727 and ACH transactions 20130565 to 20130575 totaling \$850,116.10.

3. **Staff Recommendation:**

Staff recommends approval of a motion authorizing payment to the claims listed as presented.

COUNCIL ACTION REQUESTED

Motion to approve the claims list as presented.

Exhibits

[Check Register 2024-11-12](#)

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
ABLE SPRINKLER	10/29/2024	124632	35559	651-49910-406	IRRIGATION REPAIRS AFTER STREET CURB IN	Storm Water	1,240.71
Total 124632:							1,240.71
BCA TRAINING	10/29/2024	124633	37631	101-42110-437	TRAINING/DMT/SHERMAN	Police Department	75.00
Total 124633:							75.00
CENTRAL PENSION FUND SOU	10/29/2024	124634	10.31.24 FU	101-21705	CENTRAL PENSION FUND 10.31.2024		2,206.00
Total 124634:							2,206.00
CENTURYLINK	10/29/2024	124635	11.2024 GC	613-49830-321	GC PHONE/INTERNET	Golf Course	210.08
Total 124635:							210.08
CITY OF MINNETONKA BEACH	10/29/2024	124636	09262024	602-49450-387	2024 3RD QTR SEWER SERVICE	Sewer	199.50
Total 124636:							199.50
HENNEPIN COUNTY ACCOUNT	10/29/2024	124637	1000231728	101-42260-414	FIRE RADIO LEASE 8/2024	Fire Protection Services	500.04
Total 124637:							500.04
U.S. AutoForce	10/29/2024	124638	INV0006315	701-49800-222	SQUAD CAR TIRES	Fleet Services	1,948.80
Total 124638:							1,948.80
VERIZON WIRELESS	10/29/2024	124639	9975985880	101-42110-321	ARLO CAMERAS - PD	Police Department	80.02
VERIZON WIRELESS	10/29/2024	124639	9975985880	101-41900-321	ARLO CAMERAS - SPARE	Central Services	40.01
VERIZON WIRELESS	10/29/2024	124639	9975985880	101-43100-321	ARLO CAMERAS - BRUSH SITE	Brush Site	80.02
VERIZON WIRELESS	10/29/2024	124639	9975985880	101-45200-321	ARLO CAMERAS - LURTON DOG PARK	Parks	80.02
Total 124639:							280.07
XCEL ENERGY	10/29/2024	124640	899319874	101-41900-381	PW BUILDING ELECTRICITY 9/18-10/17/24	Central Services	1,845.84
XCEL ENERGY	10/29/2024	124640	899539351	101-41900-381	ELECTRIC SERVICE 10/03/24-10/21/24	Central Services	.38
XCEL ENERGY	10/29/2024	124640	899539351	101-42110-381	ELECTRIC SERVICE 10/03/24-10/21/24	Police Department	8.68
XCEL ENERGY	10/29/2024	124640	899539351	101-43000-381	ELECTRIC SERVICE 10/03/24-10/21/24	Public Works Department	8.33
XCEL ENERGY	10/29/2024	124640	899539351	101-43000-386	ELECTRIC SERVICE 10/03/24-10/21/24	Public Works Department	1,464.87

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
XCEL ENERGY	10/29/2024	124640	899539351	613-49830-381	ELECTRIC SERVICE 10/03/24-10/21/24	Golf Course	15.43
Total 124640:							3,342.77
ZAYO GROUP LLC	10/29/2024	124641	20986375	602-49450-321	PHONE SERVICE 10/23/24-11/22/24	Sewer	115.88
ZAYO GROUP LLC	10/29/2024	124641	20986375	601-49400-321	PHONE SERVICE 10/23/24-11/22/24	Water	118.33
ZAYO GROUP LLC	10/29/2024	124641	20986375	101-41900-321	PHONE SERVICE 10/23/24-11/22/24	Central Services	234.30
ZAYO GROUP LLC	10/29/2024	124641	20986375	101-42110-321	PHONE SERVICE 10/23/24-11/22/24	Police Department	232.02
ZAYO GROUP LLC	10/29/2024	124641	20986375	613-49830-321	PHONE SERVICE 10/23/24-11/22/24	Golf Course	133.07
Total 124641:							833.60
BCA TRAINING	10/29/2024	124642	37676	101-42110-437	TRAINING/DMT/PALM	Police Department	75.00
Total 124642:							75.00
MN SECRETARY OF STATE NOT	11/01/2024	124643	2024 RENE	101-42110-441	NOTARY HEATHER RUSSETH	Police Department	120.00
Total 124643:							120.00
POOL, BRODY	11/01/2024	124644	10.3/10.17/1	101-21600	10.3/10.17/10.31 PAYROLL		150.00
Total 124644:							150.00
AIR MECHANICAL	11/12/2024	124645	SWP24-0000	101-32510	BP REFUND - SWP24-000076 - 1545 MINNIE AVE		51.00
Total 124645:							51.00
ALERT-ALL CORPORATION	11/12/2024	124646	W41288	101-42260-208	STICKERS AND HELMETS FOR HAND OUTS	Fire Protection Services	557.00
Total 124646:							557.00
AT&T MOBILTY	11/12/2024	124647	2873263270	101-42110-321	POLICE PHONES AND HOTSPOTS 9/26-10/25/24	Police Department	1,867.20
AT&T MOBILTY	11/12/2024	124647	2873263270	101-42260-321	FIRE - PHONE SERVICE 9/26-10/25/24	Fire Protection Services	44.88
AT&T MOBILTY	11/12/2024	124647	2873263283	101-43100-321	AT&T BILL 09/26/24-10/25/24	Brush Site	166.22
AT&T MOBILTY	11/12/2024	124647	2873263283	101-45200-321	AT&T BILL 09/26/24-10/25/24	Parks	76.46
AT&T MOBILTY	11/12/2024	124647	2873263283	613-49830-321	AT&T BILL 09/26/24-10/25/24	Golf Course	121.34
AT&T MOBILTY	11/12/2024	124647	2873263283	101-43000-321	AT&T BILL 09/26/24-10/25/24	Public Works Department	350.72
AT&T MOBILTY	11/12/2024	124647	2873263283	101-41900-321	AT&T BILL 09/26/24-10/25/24	Central Services	241.07
AT&T MOBILTY	11/12/2024	124647	2873263283	601-49400-321	AT&T BILL 09/26/24-10/25/24	Water	121.34

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
AT&T MOBILTY	11/12/2024	124647	2873263283	602-49450-321	AT&T BILL 09/26/24-10/25/24	Sewer	321.33
AT&T MOBILTY	11/12/2024	124647	2873263283	101-43100-321	AT&T BILL 09/26/24-10/25/24	Brush Site	76.46
AT&T MOBILTY	11/12/2024	124647	2873432947	101-42260-321	AT&T BILL 9.26.24 - 10.25.24	Fire Protection Services	267.61
Total 124647:							3,654.63
BEAUDRY OIL & SERVICE INC	11/12/2024	124648	2751417	701-49800-212	UNLEADED FUEL	Fleet Services	7,289.67
Total 124648:							7,289.67
BIFFS INC	11/12/2024	124649	INV224056	101-45200-415	BIFF RENTAL-BEDERWOOD PARK	Parks	257.00
BIFFS INC	11/12/2024	124649	INV224057	101-45200-415	BIFF RENTAL-SUMMIT BEACH	Parks	166.00
BIFFS INC	11/12/2024	124649	INV224058	101-45200-415	BIFF RENTAL-HACKBERRY PARK	Parks	182.00
BIFFS INC	11/12/2024	124649	INV224059	613-49830-415	BIFF RENTAL-GOLF COURSE	Golf Course	91.00
BIFFS INC	11/12/2024	124649	INV224060	101-45200-415	BIFF RENTAL-CRYSTAL BAY PLAYGROUND	Parks	91.00
BIFFS INC	11/12/2024	124649	INV224061	101-45200-415	BIFF RENTAL-NAVARRE PLAYGROUND	Parks	166.00
BIFFS INC	11/12/2024	124649	INV224062	101-45200-415	BIFF RENTAL-LURTON PARK	Parks	91.00
BIFFS INC	11/12/2024	124649	INV224063	101-43100-415	BRUSH SITE	Brush Site	91.00
Total 124649:							1,135.00
BOLTON & MENK INC.	11/12/2024	124650	0348280	440-48970-304	21-039 PW FACILITY CONSTRUCTION	Public Works Building	393.00
BOLTON & MENK INC.	11/12/2024	124650	0348548	435-48978-304	24-001 2024 STREETS IMPROVEMENTS PROJE		203.00
BOLTON & MENK INC.	11/12/2024	124650	0348549	602-16500	24-014 SANITARY SEWER REHAB (CIPP)		981.00
BOLTON & MENK INC.	11/12/2024	124650	0348562	101-43280-304	LA21-000036 ORONO CROSSINGS	Special Services	376.00
BOLTON & MENK INC.	11/12/2024	124650	0348564	101-43280-304	LA14-3687 NORTHERN OAKS DEVELOPMENT	Special Services	209.00
BOLTON & MENK INC.	11/12/2024	124650	0348565	101-43280-304	LA24-000042 HONEY HILL	Special Services	828.00
BOLTON & MENK INC.	11/12/2024	124650	0348566	101-43280-304	LA24-000051 - 1505 TANGLEWOOD ROAD PLAN	Special Services	184.00
BOLTON & MENK INC.	11/12/2024	124650	0348567	602-16500	24-044 FOX STREET SEWER EXTENSION		738.50
BOLTON & MENK INC.	11/12/2024	124650	0348648	602-49450-305	GIS MAINTENANCE SEWER	Sewer	880.50
BOLTON & MENK INC.	11/12/2024	124650	0348648	601-49400-305	GIS MAINTENANCE WATER	Water	513.00
BOLTON & MENK INC.	11/12/2024	124650	0348648	651-49910-305	GIS MAINTENANCE STORM SEWER	Storm Water	709.50
BOLTON & MENK INC.	11/12/2024	124650	0348648	101-43170-305	GIS MAINTENANCE GENERAL	Engineering	729.50
BOLTON & MENK INC.	11/12/2024	124650	0348648	101-45200-305	GIS MAINTENANCE PARKS	Parks	171.00
BOLTON & MENK INC.	11/12/2024	124650	0348648	101-42400-305	GIS FOR CDD	Building & Zoning	604.00
BOLTON & MENK INC.	11/12/2024	124650	0348652	651-16500	24-045 PARK LANE STORMWATER IMPROVEME		917.00
BOLTON & MENK INC.	11/12/2024	124650	0348654	435-48978-304	24-001 2024 STREETS IMPROVEMENTS PROJE		1,890.50
BOLTON & MENK INC.	11/12/2024	124650	0348656	101-43280-304	ANTENNA PERMIT REVIEW FOR SOUTH WATE	Special Services	342.00
BOLTON & MENK INC.	11/12/2024	124650	0348670	435-48979-304	25-001 2025 STREETS IMPROVEMENT		9,427.50

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
Total 124650:							20,097.00
CENTERPOINT ENERGY MAIN	11/12/2024	124651	11.2024	613-49830-381	GAS SERVICE 9/20/24-10/21/24	Golf Course	74.14
CENTERPOINT ENERGY MAIN	11/12/2024	124651	11.2024	601-49400-381	GAS SERVICE 9/20/24-10/21/24	Water	573.00
CENTERPOINT ENERGY MAIN	11/12/2024	124651	11.2024	602-49450-381	GAS SERVICE 9/20/24-10/21/24	Sewer	664.56
CENTERPOINT ENERGY MAIN	11/12/2024	124651	11.2024	101-41900-381	GAS SERVICE 9/20/24-10/21/24	Central Services	208.39
CENTERPOINT ENERGY MAIN	11/12/2024	124651	11.2024	101-42110-381	GAS SERVICE 9/20/24-10/21/24	Police Department	80.41
CENTERPOINT ENERGY MAIN	11/12/2024	124651	11.2024	101-42260-381	GAS SERVICE 9/20/24-10/21/24	Fire Protection Services	222.94
Total 124651:							1,823.44
CHAMBERLAIN FINE CUSTOM	11/12/2024	124652	RPS23-0001	101-22205	ESCROW REFUND - RPS23-000144 - 2820 LILLIA		1,000.00
Total 124652:							1,000.00
CITY OF BLOOMINGTON	11/12/2024	124653	24265	601-49400-489	WATER TESTING	Water	42.00
Total 124653:							42.00
CITY OF LINO LAKES	11/12/2024	124654	0001511	101-42260-489	LEASING FOR TANKER	Fire Protection Services	2,000.00
Total 124654:							2,000.00
CITY OF ORONO	11/12/2024	124655	ALCOHOL S	613-49830-441	LIQUOR LICENSE	Golf Course	5,200.00
Total 124655:							5,200.00
City of Orono Utilities	11/12/2024	124656	10.2024 234	601-49400-382	10.2024 UB WTP	Water	159.72
City of Orono Utilities	11/12/2024	124656	10.2024 CH&	101-41900-382	10.2024 CH	Central Services	253.67
City of Orono Utilities	11/12/2024	124656	10.2024 CH&	101-42110-382	10.2024 PD	Police Department	253.68
City of Orono Utilities	11/12/2024	124656	10.2024 FIR	101-42260-382	10.2024 NORTH TEMP FIRE	Fire Protection Services	154.02
City of Orono Utilities	11/12/2024	124656	10.2024 PW	601-49400-382	10.2024 PW	Water	89.64
City of Orono Utilities	11/12/2024	124656	10.2024 PW	602-49450-382	10.2024 PW	Sewer	89.64
City of Orono Utilities	11/12/2024	124656	10.2024 PW	651-49910-382	10.2024 PW	Storm Water	89.64
City of Orono Utilities	11/12/2024	124656	10.2024 PW	101-41900-382	10.2024 PW	Central Services	89.63
City of Orono Utilities	11/12/2024	124656	10.2024 USP	101-41900-382	10.2024 PO	Central Services	87.94
Total 124656:							1,267.58

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
CITY OF WAYZATA	11/12/2024	124657	10.2024 SE	601-49400-387	OCTOBER 2024 WATER	Water	3,768.95
CITY OF WAYZATA	11/12/2024	124657	10.2024 SE	602-49450-387	OCTOBER 2024 SEWER	Sewer	7,665.90
Total 124657:							11,434.85
CORE & MAIN	11/12/2024	124658	V815205	101-43000-224	CULVERT COUPLER'S TASK#87301	Public Works Department	276.46
Total 124658:							276.46
CORREY FARNIOK	11/12/2024	124659	11.2024 REI	101-42110-437	REIMB TRAVEL/MEAL PER DIEM - IACP CONFER	Police Department	434.50
Total 124659:							434.50
EARL F ANDERSEN & ASSOC	11/12/2024	124660	0137878-IN	101-43000-224	SIGN POST	Public Works Department	483.95
Total 124660:							483.95
ECM PUBLISHERS INC	11/12/2024	124661	1021524	101-41410-352	ELECTION LEGAL NOTICE	Elections	97.60
ECM PUBLISHERS INC	11/12/2024	124661	1021525	101-41410-352	ELECTION LEGAL NOTICE	Elections	36.60
ECM PUBLISHERS INC	11/12/2024	124661	1021526	101-41900-352	PUBLIC HEARING NOTICE - NEW BUSINESS LIC	Central Services	36.60
Total 124661:							170.80
ESRI Inc	11/12/2024	124662	94832750	710-49970-416	ESRI LICENSE	IT Services	930.31
Total 124662:							930.31
ESS BROTHERS & SONS	11/12/2024	124663	EE9514	602-49450-227	SEWER CURB STOP TOPS	Sewer	552.00
ESS BROTHERS & SONS	11/12/2024	124663	EE9514	601-49400-227	WATER CURB STOP TOPS	Water	1,230.00
ESS BROTHERS & SONS	11/12/2024	124663	EE9514	651-49910-227	STORM SEWER GRATE	Storm Water	413.00
Total 124663:							2,195.00
FACTORY MOTOR PARTS	11/12/2024	124664	1-10123995	701-49800-222	PD PARTS	Fleet Services	160.18
FACTORY MOTOR PARTS	11/12/2024	124664	1-10158118	701-49800-215	SHOP SUPPLIES	Fleet Services	.06
FACTORY MOTOR PARTS	11/12/2024	124664	1-10166622	701-49800-222	VEHICLE PARTS	Fleet Services	266.64
FACTORY MOTOR PARTS	11/12/2024	124664	1-10200449	701-49800-222	PD VEHICLE PARTS	Fleet Services	96.75
FACTORY MOTOR PARTS	11/12/2024	124664	1-10200732	701-49800-222	PD HEADLIGHTS	Fleet Services	102.96
FACTORY MOTOR PARTS	11/12/2024	124664	1-10200732	701-49800-215	SHOP SUPPLIES	Fleet Services	114.72
FACTORY MOTOR PARTS	11/12/2024	124664	1-1026770	701-49800-222	VEHICLE PARTS - PW	Fleet Services	129.40

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
FACTORY MOTOR PARTS	11/12/2024	124664	128-Z16792	701-49800-222	BATTERY CORES	Fleet Services	42.34-
FACTORY MOTOR PARTS	11/12/2024	124664	70-571939	701-49800-222	VEHICLE PARTS - PD AND PW TRUCKS	Fleet Services	623.40
FACTORY MOTOR PARTS	11/12/2024	124664	70-573142	701-49800-222	PD VEHICLE PARTS	Fleet Services	9.32
FACTORY MOTOR PARTS	11/12/2024	124664	70-573180	601-49400-222	PD BATTERY	Water	194.67
FACTORY MOTOR PARTS	11/12/2024	124664	70-573189	701-49800-222	PD OIL FILTERS MAZDA	Fleet Services	17.97
FACTORY MOTOR PARTS	11/12/2024	124664	70-573359	701-49800-222	VEHICLE PARTS	Fleet Services	38.04
FACTORY MOTOR PARTS	11/12/2024	124664	GVI2081007	701-49800-222	DEFECTIVE PARTS	Fleet Services	575.39-
Total 124664:							1,136.38
FAST SIGNS	11/12/2024	124665	100-101212	101-42260-226	PAR TAGS, NAME PLATES, ETC	Fire Protection Services	137.26
Total 124665:							137.26
FAUL PSYCHOLOGICAL	11/12/2024	124666	2168	101-42260-305	PSYCH TESTING FOR BLACK, BROOKS AND WIL	Fire Protection Services	1,995.00
Total 124666:							1,995.00
FERGUSON WATERWORKS #25	11/12/2024	124667	0537172	601-49400-227	1 1/2 MACH 10 " METER FOR RESALE	Water	1,055.34
Total 124667:							1,055.34
FIRE SAFETY USA INC	11/12/2024	124668	193218	415-42260-550	TANKER/TENDER UNIT 509		176,227.00
FIRE SAFETY USA INC	11/12/2024	124668	193218	405-48500-550	TANKER/TENDER UNIT 509		168,399.00
Total 124668:							344,626.00
G&H Distributing & Supply Inc	11/12/2024	124669	00181740	701-49800-221	SWEEPER HOSES	Fleet Services	1,101.16
G&H Distributing & Supply Inc	11/12/2024	124669	00181760	701-49800-221	CASE LOADER HOSE	Fleet Services	159.56
G&H Distributing & Supply Inc	11/12/2024	124669	00181761	701-49800-215	SHOP SUPPLIES	Fleet Services	234.00
Total 124669:							1,494.72
GENUINE PARTS COMPANY/NA	11/12/2024	124670	610527	701-49800-215	SHOP SUPPLIES	Fleet Services	107.86
Total 124670:							107.86
GOPHER ACE	11/12/2024	124671	022367/1	101-43000-224	BOLTS	Public Works Department	2.99
GOPHER ACE	11/12/2024	124671	022457/1	101-43000-224	CHAINSAW BAR 201	Public Works Department	44.99
GOPHER ACE	11/12/2024	124671	022459/1	101-41900-223	BUILDING MAINTENANCE SUPPLIES	Central Services	11.16

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
GOPHER ACE	11/12/2024	124671	022462/1	101-41900-223	BUILDING MAINTENANCE SUPPLIES	Central Services	2.98
GOPHER ACE	11/12/2024	124671	022472/1	101-41900-223	BUILDING MAINTENANCE SUPPLIES	Central Services	3.08
GOPHER ACE	11/12/2024	124671	022475/1	101-45200-221	PARK SUPPLIES	Parks	17.14
GOPHER ACE	11/12/2024	124671	022499/1	101-43000-221	CLEANING WHIPES	Public Works Department	8.59
GOPHER ACE	11/12/2024	124671	022536/1	101-41900-223	BUILDING MAINTENANCE SUPPLIES	Central Services	64.15
GOPHER ACE	11/12/2024	124671	022545/1	101-41900-223	BUILDING MAINTENANCE SUPPLIES	Central Services	21.98
GOPHER ACE	11/12/2024	124671	022556-1	101-41900-223	BUILDING MAINTENANCE SUPPLIES	Central Services	14.99
GOPHER ACE	11/12/2024	124671	022573/1	101-41900-223	BUILDING MAINTENANCE SUPPLIES	Central Services	18.97
GOPHER ACE	11/12/2024	124671	022579/1	101-41900-223	BUILDING MAINTENANCE SUPPLIES	Central Services	7.99
GOPHER ACE	11/12/2024	124671	022589/1	701-49800-215	SHOP SUPPLIES	Fleet Services	7.99
GOPHER ACE	11/12/2024	124671	022595/1	101-43000-224	SHOP SUPPLIES	Public Works Department	8.58
GOPHER ACE	11/12/2024	124671	022627/1	701-49800-215	SHOP SUPPLIES	Fleet Services	3.70
GOPHER ACE	11/12/2024	124671	022636/1	101-45200-221	PARK SUPPLIES	Parks	29.99
GOPHER ACE	11/12/2024	124671	022653/1	101-45200-221	PARK SUPPLIES	Parks	611.67
GOPHER ACE	11/12/2024	124671	22506/1	101-41900-223	BUILDING MAINTENANCE SUPPLIES	Central Services	6.99
Total 124671:							887.93
GOPHER STATE ONE CALL	11/12/2024	124672	4100662	602-49450-406	LOCATES - SEWER	Sewer	197.77
GOPHER STATE ONE CALL	11/12/2024	124672	4100662	601-49400-405	LOCATES - WATER	Water	197.78
Total 124672:							395.55
GREGERSON ROSOW JOHN SO	11/12/2024	124673	51802	101-41600-306	PROSECUTION SERVICES 10/2024	Law/Legal Services	4,072.99
Total 124673:							4,072.99
GUARDIAN FLEET SAFETY	11/12/2024	124674	301065	101-42110-550	SQUAD SETUP MAZDA	Police Department	28,759.08
Total 124674:							28,759.08
HENTGES, ANNE	11/12/2024	124675	10.2024 Mile	101-41500-331	MILEAGE 10.2024	Finance Department	3.35
HENTGES, ANNE	11/12/2024	124675	10.2024 Mile	101-41500-437	TRAINING - WORKER'S COMPENSATION TRAINI	Finance Department	29.48
Total 124675:							32.83
HOLIDAY COMPANIES	11/12/2024	124676	07960111240	101-42110-402	CAR WASHES / HOLIDAY	Police Department	231.00
Total 124676:							231.00

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IGOR KORABEL	11/12/2024	124677	RPS19-0000	101-22205	ESCROW REFUND - RPS19-000041 - 1035 WILD		1,000.00
Total 124677:							1,000.00
JAN & KIRSTEN RIISE	11/12/2024	124678	4340 NORTH	999-10015	UB REFUND - 4340 NORTHSHORE DR		9.14
Total 124678:							9.14
KENNETH BECK	11/12/2024	124679	10.2024 REI	101-42110-226	UNIFORMS/BECK INV	Police Department	147.91
Total 124679:							147.91
KIESLER POLICE SUPPLY	11/12/2024	124680	IN249161	101-42110-580	2025 GLOCK HOLSTERS	Police Department	4,954.95
Total 124680:							4,954.95
KIRVIDA FIRE	11/12/2024	124681	12813	101-42260-402	L1'S ANNUAL PUMP TEST	Fire Protection Services	557.71
KIRVIDA FIRE	11/12/2024	124681	12847	101-42260-402	E1 PUMP REPAIR	Fire Protection Services	290.70
Total 124681:							848.41
KODIAK POWER SOLUTIONS	11/12/2024	124682	12818	101-42260-402	E1'S ANNUAL PUMP TEST	Fire Protection Services	563.31
KODIAK POWER SOLUTIONS	11/12/2024	124682	16236864	602-49450-406	GENERATOR MAINTENANCE LIFT STATION #7	Sewer	275.00
KODIAK POWER SOLUTIONS	11/12/2024	124682	16239173	602-49450-406	GENERATOR MAINTENACE-LS18	Sewer	275.00
Total 124682:							1,113.31
LANO EQUIPMENT INC	11/12/2024	124683	03-1113011	701-49800-221	BOBCAT PARTS FOR DOOR	Fleet Services	1.26
LANO EQUIPMENT INC	11/12/2024	124683	03-1114121	701-49800-221	STREETS POLES AW PARTS	Fleet Services	189.97
Total 124683:							191.23
MACQUEEN EQUIPMENT LLC	11/12/2024	124684	P60567	701-49800-221	SWEEPER PARTS	Fleet Services	108.30
MACQUEEN EQUIPMENT LLC	11/12/2024	124684	P60573	701-49800-221	SWEEPER PARTS	Fleet Services	353.30
MACQUEEN EQUIPMENT LLC	11/12/2024	124684	P60583	701-49800-221	SWEEPER PARTS	Fleet Services	124.20
MACQUEEN EQUIPMENT LLC	11/12/2024	124684	P60774	701-49800-221	SWEEPER PARTS	Fleet Services	1,360.66
Total 124684:							1,946.46
MARLYS OGLE	11/12/2024	124685	2771 SHADY	999-10015	UB REFUND - 2771 SHADYWOOD RD - OGLE		269.79

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
Total 124685:							269.79
MEB ENTERPRISE INC	11/12/2024	124686	1363	651-16500	TASK 87301		74,375.00
MEB ENTERPRISE INC	11/12/2024	124686	1364	101-43000-408	PATCH ROADWAY	Public Works Department	2,122.75
MEB ENTERPRISE INC	11/12/2024	124686	1365	601-49400-405	TASK 88240	Water	6,951.25
MEB ENTERPRISE INC	11/12/2024	124686	1366	101-43000-489	BLACK DIRT	Public Works Department	594.00
Total 124686:							84,043.00
METRO SALES INC.	11/12/2024	124687	INV2627202	710-49970-401	PRINTER REPAIR	IT Services	170.00
Total 124687:							170.00
METROPOLITAN COUNCIL ENVI	11/12/2024	124688	0001179158	602-49450-383	WASTWATER SERVICE 12/2024	Sewer	64,223.79
Total 124688:							64,223.79
MGX EQUIPMENT SERVICES LL	11/12/2024	124689	PSO080023-	701-49800-221	SANDER AUGER MOTORS	Fleet Services	2,972.89
Total 124689:							2,972.89
MICHAEL & JEANNE KOBBS	11/12/2024	124690	2648 CASCO	999-10015	UB REFUND - 2648 CASCO PT RD - KOBBS		201.14
Total 124690:							201.14
MINNEAPOLIS OXYGEN COMPA	11/12/2024	124691	00134181	701-49800-215	OXYGEN, ACETYLENE	Fleet Services	76.30
MINNEAPOLIS OXYGEN COMPA	11/12/2024	124691	00134182	101-42110-221	MEDICAL OXYGEN/TANK FEE	Police Department	150.60
Total 124691:							226.90
MINNESOTA OCCUPATIONAL H	11/12/2024	124692	47457	101-42110-319	NEW HIRE/ ELLAVSKY PHYSICAL	Police Department	725.00
Total 124692:							725.00
MN DEPT OF AGRICULTURE	11/12/2024	124693	2025 TREE	101-43000-433	TREE CARE REGISTRY DJ GOMAN-20107415-JA	Public Works Department	30.00
Total 124693:							30.00
MOTOROLA	11/12/2024	124694	8281754529	101-19999	APX RADIOS AND ACCESSORIES DUPLICATE PA		6,459.12-

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MOTOROLA	11/12/2024	124694	8281917478	101-42110-414	MOTOROLA SOLUTIONS / VIDEO MANAGER	Police Department	6,999.84
Total 124694:							540.72
MTI DISTRIBUTING INC	11/12/2024	124695	1455078-00	613-49830-404	GOLF COURSE IRRIGATION WINTERIZATION	Golf Course	1,042.97
Total 124695:							1,042.97
NAVARRE HARDWARE	11/12/2024	124696	348346	101-42110-201	OFFICE SUPPLIES	Police Department	6.49
NAVARRE HARDWARE	11/12/2024	124696	348359	101-43000-224	PARTS FOR BLOWOUTS	Public Works Department	3.99
NAVARRE HARDWARE	11/12/2024	124696	348360	101-43000-224	FITTINGS FOR BLOWING OUT SPRINKLERS	Public Works Department	8.08
NAVARRE HARDWARE	11/12/2024	124696	348424	101-42260-223	BROOM AND DUST PAN FOR THE STABLES	Fire Protection Services	64.47
Total 124696:							83.03
Newegg Business Inc	11/12/2024	124697	1305196251	710-49970-575	REDACTING VIDEO PC	IT Services	3,139.00
Total 124697:							3,139.00
NIH HOMES, LLC	11/12/2024	124698	RPS23-0000	101-22205	ESCROW REFUND - RPS23-000077 - 2475 DUNW		1,000.00
Total 124698:							1,000.00
NOVA TECHNOLOGIES	11/12/2024	124699	IN-80009186	710-49970-329	MONTHLY PHONE SIP CHARGE 11/24	IT Services	229.02
Total 124699:							229.02
OPD BUSINESS SOLUTIONS LL	11/12/2024	124700	3951215340	101-41900-201	11 X 14 PAPER	Central Services	65.05
Total 124700:							65.05
OSI ENVIRONMENTAL INC	11/12/2024	124701	20110733	101-43000-489	REMOVAL OF BAD TACK OIL	Public Works Department	2,883.00
OSI ENVIRONMENTAL INC	11/12/2024	124701	20110734	701-49800-213	USED OIL CONATINER	Fleet Services	1,097.50
Total 124701:							3,980.50
Q3 CONTRACTING	11/12/2024	124702	MNR348094	435-48978-590	PATCH ASPHALT IN FRONT OF NEW CURB AT CI		2,138.74
Q3 CONTRACTING	11/12/2024	124702	MNR348094	435-48978-590	CURB AND SIDEWALK REPAIRS AT CITY HALL T		16,397.29

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
Total 124702:							18,536.03
REPUBLIC SERVICES #894	11/12/2024	124703	0894-006888	101-41900-404	TRASH SERVICE 10/1/24-10/31/24 - CITY HALL/	Central Services	396.95
REPUBLIC SERVICES #894	11/12/2024	124703	0894-006888	101-45200-404	TRASH SERVICE 10/1/24-10/31/24 - PARKS	Parks	1,211.55
REPUBLIC SERVICES #894	11/12/2024	124703	0894-006888	613-49830-404	TRASH SERVICE 10/1/24-10/31/24 - GOLF COUR	Golf Course	624.13
REPUBLIC SERVICES #894	11/12/2024	124703	0894-006888	101-43100-404	TRASH SERVICE 10/1/24-10/31/24 - BRUSH SITE	Brush Site	51.81
REPUBLIC SERVICES #894	11/12/2024	124703	0894-006888	101-41900-404	TRASH SERVICE 10/1/24-10/31/24 - POLICE DEP	Central Services	174.68
Total 124703:							2,459.12
RJ KOOL MIDWEST INC	11/12/2024	124704	SO17224	440-48960-530	TURNOUT GEAR EXTRACTOR	Temporary North Fire Station	13,545.00
Total 124704:							13,545.00
SECURITY & SOUND CO	11/12/2024	124705	28843	710-49970-319	SECURITY WIRING AND DOOR ACCESS -PD	IT Services	404.00
Total 124705:							404.00
SHERWIN WILLIAMS	11/12/2024	124706	5894-7	440-48960-530	PAINT FOR FIRE HQ - OLD PUBLIC WORKS	Temporary North Fire Station	6.47-
SHERWIN WILLIAMS	11/12/2024	124706	8623-7	440-48960-530	PAINT FOR FIRE HQ - OLD PUBLIC WORKS	Temporary North Fire Station	82.41
Total 124706:							75.94
SIR LINES A LOT LLC	11/12/2024	124707	H24-1035-00	101-43000-408	WORK ORDER 24-046 MARKING /STRIPING	Public Works Department	20,260.73
Total 124707:							20,260.73
STAR TRIBUNE	11/12/2024	124708	11.2024 - 11.	101-41900-352	11/13/24 - 11/12/25 SUBSCRIPTION 1913693	Central Services	317.10
Total 124708:							317.10
STEAMOLGY MOBILE DETAILI	11/12/2024	124709	001312	701-49800-402	INTERIOR CLEANING PD UNIT 255 TO FIRE UNIT	Fleet Services	303.85
Total 124709:							303.85
STREICHER'S	11/12/2024	124710	11726137	101-42110-226	UNIFORMS/MCCOY	Police Department	12.99
STREICHER'S	11/12/2024	124710	11726335	101-42110-226	UNIFORMS/STURM	Police Department	20.00

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
Total 124710:							32.99
STREICHER'S	11/12/2024	124711	11727501	101-42260-226	UNIFORM DUTY FOR STEPH	Fire Protection Services	284.96
Total 124711:							284.96
TARYN HYLAND	11/12/2024	124712	2150 SIXTH	999-10015	UB REFUND - 2150 SIXTH AVE N - HYLAND		74.75
Total 124712:							74.75
TERMINAL SUPPLY INC.	11/12/2024	124713	46230	701-49800-215	HYDRAULIC HOSE SUPPLIES	Fleet Services	7,408.90
TERMINAL SUPPLY INC.	11/12/2024	124713	74025-00	701-49800-215	SHOP SUPPLIES	Fleet Services	549.95
TERMINAL SUPPLY INC.	11/12/2024	124713	74025-00	701-49800-221	BACK UP ALARMS	Fleet Services	222.45
TERMINAL SUPPLY INC.	11/12/2024	124713	74773-00	701-49800-215	SHOP SUPPLIES	Fleet Services	25.96
TERMINAL SUPPLY INC.	11/12/2024	124713	9993685	701-49800-215	BOLTS	Fleet Services	117.20-
Total 124713:							8,090.06
THE GILLESPIE CENTER	11/12/2024	124714	2024 ANNUA	101-41800-490	2024 COMMUNITY SERVICES	Human Services	12,000.00
Total 124714:							12,000.00
THOMSON REUTERS - WEST	11/12/2024	124715	850976925	101-42110-311	DATA PROCESSING/THOMSON REUTERS	Police Department	318.14
Total 124715:							318.14
TimeSaver Off Site Secretarial Inc	11/12/2024	124716	M29606	101-41110-319	CITY COUNCIL MINUTES 10/14/24	Mayor & Council	246.00
TimeSaver Off Site Secretarial Inc	11/12/2024	124716	M29606	101-42400-319	PLANNING COMMISSION MINUTES 10/21/24	Building & Zoning	246.00
Total 124716:							492.00
TITAN MACHINERY	11/12/2024	124717	PS0497705-	701-49800-221	CUTTING EDGE BOLTS	Fleet Services	84.35
Total 124717:							84.35
TOLL GAS & WELDING SUPPLY	11/12/2024	124718	0040202692	701-49800-215	OXYGEN ACETYLENE TANKS	Fleet Services	13.18
Total 124718:							13.18

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
TRANSPORT GRAPHICS	11/12/2024	124719	303033	415-42260-550	GRAPHICS FOR UNIT 503 - PD TO FIRE TRANSIT		530.00
Total 124719:							530.00
TREATED AIR COMPANY	11/12/2024	124720	M24-000160	101-32530	BP REFUND - M24-000160 - 3580 LIVINGSTON A		104.00
Total 124720:							104.00
ULINE	11/12/2024	124721	184911904	101-45200-404	SNOW AND ICE REMOVAL SUPPLIES	Parks	131.08
Total 124721:							131.08
UNIFIRST CORPORATION	11/12/2024	124722	1410094691	101-41900-223	MOPS/CLEANING TOWELS	Central Services	30.52
UNIFIRST CORPORATION	11/12/2024	124722	1410094691	101-43000-404	RUGS-PW	Public Works Department	28.73
UNIFIRST CORPORATION	11/12/2024	124722	1410094691	701-49800-221	SHOP TOWELS - PW	Fleet Services	3.91
UNIFIRST CORPORATION	11/12/2024	124722	1410094691	101-45200-226	UNIFORMS-PARKS	Parks	16.54
UNIFIRST CORPORATION	11/12/2024	124722	1410094691	613-49830-226	UNIFORMS-GOLF COURSE	Golf Course	16.54
UNIFIRST CORPORATION	11/12/2024	124722	1410094691	101-41900-226	UNIFORMS-FACILITY	Central Services	6.68
UNIFIRST CORPORATION	11/12/2024	124722	1410094691	651-49910-226	UNIFORMS - STORMWATER	Storm Water	65.36
UNIFIRST CORPORATION	11/12/2024	124722	1410094691	101-43000-226	UNIFORMS-STREETS	Public Works Department	65.36
UNIFIRST CORPORATION	11/12/2024	124722	1410094691	602-49450-226	UNIFORMS PW-SEWER DEPT	Sewer	33.21
UNIFIRST CORPORATION	11/12/2024	124722	1410094691	601-49400-226	UNIFORMS PW-WATER DEPT	Water	33.21
UNIFIRST CORPORATION	11/12/2024	124722	1410094691	701-49800-226	UNIFORMS - FLEET	Fleet Services	42.89
UNIFIRST CORPORATION	11/12/2024	124722	1410096360	613-49830-223	GOLF COURSE RAGS	Golf Course	140.13
UNIFIRST CORPORATION	11/12/2024	124722	1410096364	101-43000-404	RUGS-PW	Public Works Department	28.73
UNIFIRST CORPORATION	11/12/2024	124722	1410096364	101-41900-223	MOPS/CLEANING TOWELS	Central Services	30.52
UNIFIRST CORPORATION	11/12/2024	124722	1410096364	701-49800-221	SHOP TOWELS - PW	Fleet Services	3.91
UNIFIRST CORPORATION	11/12/2024	124722	1410096364	101-45200-226	UNIFORMS-PARKS	Parks	16.54
UNIFIRST CORPORATION	11/12/2024	124722	1410096364	613-49830-226	UNIFORMS-GOLF COURSE	Golf Course	16.54
UNIFIRST CORPORATION	11/12/2024	124722	1410096364	101-41900-226	UNIFORMS-FACILITY	Central Services	6.68
UNIFIRST CORPORATION	11/12/2024	124722	1410096364	651-49910-226	UNIFORMS - STORMWATER	Storm Water	63.31
UNIFIRST CORPORATION	11/12/2024	124722	1410096364	101-43000-226	UNIFORMS-STREETS	Public Works Department	63.31
UNIFIRST CORPORATION	11/12/2024	124722	1410096364	601-49400-226	UNIFORMS PW-WATER DEPT	Water	30.57
UNIFIRST CORPORATION	11/12/2024	124722	1410096364	602-49450-226	UNIFORMS PW-SEWER DEPT	Sewer	30.57
UNIFIRST CORPORATION	11/12/2024	124722	1410096364	701-49800-226	UNIFORMS - FLEET	Fleet Services	27.67
UNIFIRST CORPORATION	11/12/2024	124722	1410098028	613-49830-223	GOLF COURSE RAGS	Golf Course	47.95
UNIFIRST CORPORATION	11/12/2024	124722	1410098032	101-43000-404	RUGS-PW	Public Works Department	28.73
UNIFIRST CORPORATION	11/12/2024	124722	1410098032	701-49800-221	SHOP TOWELS - PW	Fleet Services	3.91
UNIFIRST CORPORATION	11/12/2024	124722	1410098032	101-41900-223	MOPS/CLEANING TOWELS	Central Services	21.67
UNIFIRST CORPORATION	11/12/2024	124722	1410098032	101-45200-226	UNIFORMS-PARKS	Parks	16.56

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UNIFIRST CORPORATION	11/12/2024	124722	1410098032	613-49830-226	UNIFORMS-GOLF COURSE	Golf Course	16.57
UNIFIRST CORPORATION	11/12/2024	124722	1410098032	101-41900-226	UNIFORMS-FACILITY	Central Services	6.70
UNIFIRST CORPORATION	11/12/2024	124722	1410098032	101-43000-226	UNIFORMS-STREETS	Public Works Department	63.39
UNIFIRST CORPORATION	11/12/2024	124722	1410098032	651-49910-226	UNIFORMS - STORMWATER	Storm Water	63.39
UNIFIRST CORPORATION	11/12/2024	124722	1410098032	601-49400-226	UNIFORMS PW-WATER DEPT	Water	18.17
UNIFIRST CORPORATION	11/12/2024	124722	1410098032	602-49450-226	UNIFORMS PW-SEWER DEPT	Sewer	18.17
UNIFIRST CORPORATION	11/12/2024	124722	1410098032	701-49800-226	UNIFORMS - FLEET	Fleet Services	40.90
Total 124722:							1,147.54
WASTE MANAGEMENT	11/12/2024	124723	0118788-280	603-49500-444	ORGANICS OCT 2024	Recycling	180.56
WASTE MANAGEMENT	11/12/2024	124723	0118788-280	603-49500-316	RECYCLING NOV 2024	Recycling	19,473.33
Total 124723:							19,653.89
WATER CONSERVATION SVC IN	11/12/2024	124724	14393	601-49400-405	LEAK LOCATING CAROLINE AVE & CR 112	Water	544.78
Total 124724:							544.78
WILLIAM ANDERSON	11/12/2024	124725	LA24-000044	101-22205	ESCROW REFUND - LA24-000044 - 1335 BRIAR		700.00
Total 124725:							700.00
XCEL ENERGY	11/12/2024	124726	900274555	602-49450-381	3425 LYRIC 9/25/24-10/24/24	Sewer	28.01
XCEL ENERGY	11/12/2024	124726	901358027	613-49830-381	ELECTRIC SERVICE 9/24/24-10/23/24	Golf Course	1,160.41
XCEL ENERGY	11/12/2024	124726	901358027	101-41900-381	ELECTRIC SERVICE 9/24/24-10/23/24	Central Services	1,041.17
XCEL ENERGY	11/12/2024	124726	901358027	101-42110-381	ELECTRIC SERVICE 9/24/24-10/23/24	Police Department	1,041.17
XCEL ENERGY	11/12/2024	124726	901358027	101-42110-381	ELECTRIC SERVICE 9/24/24-10/23/24	Police Department	25.03
XCEL ENERGY	11/12/2024	124726	901358027	101-43000-381	ELECTRIC SERVICE 9/24/24-10/23/24	Public Works Department	26.35
XCEL ENERGY	11/12/2024	124726	901358027	101-43000-386	ELECTRIC SERVICE 9/24/24-10/23/24	Public Works Department	1,348.10
XCEL ENERGY	11/12/2024	124726	901358027	101-45200-381	ELECTRIC SERVICE 9/24/24-10/23/24	Parks	73.08
XCEL ENERGY	11/12/2024	124726	901358027	601-49400-381	ELECTRIC SERVICE 9/24/24-10/23/24	Water	6,677.49
XCEL ENERGY	11/12/2024	124726	901358027	602-49450-381	ELECTRIC SERVICE 9/24/24-10/23/24	Sewer	2,361.13
XCEL ENERGY	11/12/2024	124726	901358027	101-42260-381	ELECTRIC SERVICE 9/24/24-10/23/24	Fire Protection Services	1,011.71
Total 124726:							14,793.65
ZUMBRO TOOLS	11/12/2024	124727	1023249887	701-49800-240	MECHANICS TOOLS	Fleet Services	327.05
ZUMBRO TOOLS	11/12/2024	124727	1023249890	701-49800-240	MECHANICS TOOLS	Fleet Services	1,415.40

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Total 124727:							1,742.45
MEDSURETY LLC	10/29/2024	20130565	10.28.24 FSA	101-21719	MFSA 09.20.24-10.27.24 FUNDS		24.56
MEDSURETY LLC	10/29/2024	20130565	DCAP FUND	101-21719	FSA DCAP J. CUTA		250.00
Total 20130565:							274.56
AMAZON CAPITAL SERVICE	11/12/2024	20130566	114L-NVYY-1	101-43000-224	PAINT STICK	Public Works Department	35.98
AMAZON CAPITAL SERVICE	11/12/2024	20130566	114L-NVYY-1	651-49910-201	PHONE CHARGERS	Storm Water	29.97
AMAZON CAPITAL SERVICE	11/12/2024	20130566	114L-NVYY-1	101-43000-226	WINTER CLOTHES	Public Works Department	59.98
AMAZON CAPITAL SERVICE	11/12/2024	20130566	146H-RHG4-	701-49800-240	MECHANICS TOOLS	Fleet Services	1,345.47
AMAZON CAPITAL SERVICE	11/12/2024	20130566	146H-RHG4-	701-49800-215	SHOP SUPPLIES	Fleet Services	1,036.03
AMAZON CAPITAL SERVICE	11/12/2024	20130566	146H-RHG4-	701-49800-226	PPE SAFETY	Fleet Services	50.20
AMAZON CAPITAL SERVICE	11/12/2024	20130566	1916-CGYD-	651-49910-201	PW / PARKS OFFICE SUPPLIES - STAPLER	Storm Water	6.49
AMAZON CAPITAL SERVICE	11/12/2024	20130566	1CPN-7VHM-	101-43000-226	WINTER CLOTHES	Public Works Department	39.99-
AMAZON CAPITAL SERVICE	11/12/2024	20130566	1CPN-7VHM-	101-43000-226	WINTER JACKET	Public Works Department	85.99-
AMAZON CAPITAL SERVICE	11/12/2024	20130566	1MXR-VRLX-	101-42260-226	DUTY UNIFORM SWEATSHIRT	Fire Protection Services	151.08
AMAZON CAPITAL SERVICE	11/12/2024	20130566	1MXR-VRLX-	101-42260-201	USB WALL CHARGERS	Fire Protection Services	39.98
AMAZON CAPITAL SERVICE	11/12/2024	20130566	1MXR-VRLX-	101-42260-201	FINE TIP MARKER	Fire Protection Services	14.17
AMAZON CAPITAL SERVICE	11/12/2024	20130566	1MXR-VRLX-	101-42260-201	ALCOHOL PADS	Fire Protection Services	8.99
AMAZON CAPITAL SERVICE	11/12/2024	20130566	1MXR-VRLX-	101-42260-223	METAL WALL PLATE	Fire Protection Services	7.69
AMAZON CAPITAL SERVICE	11/12/2024	20130566	1MXR-VRLX-	101-42260-223	NON-SLIP BATH MAT	Fire Protection Services	12.99
AMAZON CAPITAL SERVICE	11/12/2024	20130566	1MXR-VRLX-	101-42260-208	FIRE PREVENTION HANDOUT	Fire Protection Services	33.73
AMAZON CAPITAL SERVICE	11/12/2024	20130566	1MXR-VRLX-	101-42260-201	STAPLES	Fire Protection Services	9.26
AMAZON CAPITAL SERVICE	11/12/2024	20130566	1MXR-VRLX-	101-42260-201	DESK ORGANIZER	Fire Protection Services	19.97
AMAZON CAPITAL SERVICE	11/12/2024	20130566	1MXR-VRLX-	101-42260-223	BLACK SHOWER CURTAIN ROD	Fire Protection Services	19.99
AMAZON CAPITAL SERVICE	11/12/2024	20130566	1MXR-VRLX-	101-42260-223	BLACK SHOWER CURTAIN HOOKS	Fire Protection Services	6.09
AMAZON CAPITAL SERVICE	11/12/2024	20130566	1MXR-VRLX-	101-42260-223	SHOWER CURTAIN	Fire Protection Services	17.99
AMAZON CAPITAL SERVICE	11/12/2024	20130566	1MXR-VRLX-	101-42260-201	FILE FOLDERS	Fire Protection Services	21.99
AMAZON CAPITAL SERVICE	11/12/2024	20130566	1MXR-VRLX-	101-42260-201	HANGING FILE FOLDERS	Fire Protection Services	33.80
AMAZON CAPITAL SERVICE	11/12/2024	20130566	1MXR-VRLX-	101-42260-208	FIRE PREVENTION HANDOUT	Fire Protection Services	9.96
AMAZON CAPITAL SERVICE	11/12/2024	20130566	1MXR-VRLX-	101-42260-223	NON-SLIP BATH MAT	Fire Protection Services	17.99
AMAZON CAPITAL SERVICE	11/12/2024	20130566	1MXR-VRLX-	101-42260-223	SHOWER CURTAIN	Fire Protection Services	13.99
AMAZON CAPITAL SERVICE	11/12/2024	20130566	1MXR-VRLX-	101-42260-223	SMALL SHOWER CURTAIN LINER	Fire Protection Services	17.98
AMAZON CAPITAL SERVICE	11/12/2024	20130566	1MXR-VRLX-	101-42260-223	BLACK SHOWER CURTAIN HOOKS	Fire Protection Services	12.18
AMAZON CAPITAL SERVICE	11/12/2024	20130566	1MXR-VRLX-	101-42260-223	LARGER SHOWER CURTAIN	Fire Protection Services	18.99
AMAZON CAPITAL SERVICE	11/12/2024	20130566	1N4Q-N4KW	710-49970-221	LAPTOP BATTERY	IT Services	74.51
AMAZON CAPITAL SERVICE	11/12/2024	20130566	1RJW-J1HF-	101-41900-201	ANTI BLUE LIGHT SCREEN PROTECTORS	Central Services	71.76-
AMAZON CAPITAL SERVICE	11/12/2024	20130566	1XD4-QQ4K-	101-43000-226	WINTER CLOTHES	Public Works Department	69.99-

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AMAZON CAPITAL SERVICE	11/12/2024	20130566	1XGR-CWJ9-	101-43000-226	WINTER CLOTHES	Public Works Department	69.99
AMAZON CAPITAL SERVICE	11/12/2024	20130566	1XGR-CWJ9-	601-49400-240	DEWATERING BAGS	Water	89.98
AMAZON CAPITAL SERVICE	11/12/2024	20130566	1YXH-G3GD	101-41900-201	POST-IT MINIS	Central Services	10.81
AMAZON CAPITAL SERVICE	11/12/2024	20130566	1YXH-G3GD	101-41410-221	ROUND LABELS	Elections	33.07
AMAZON CAPITAL SERVICE	11/12/2024	20130566	1YXH-G3GD	101-41900-223	KICKSTAND DOOR STOPPER	Central Services	59.98
AMAZON CAPITAL SERVICE	11/12/2024	20130566	1YXH-G3GD	101-41410-221	DYMO ADDRESS LABELS (FOR ELECTIONS)	Elections	183.72
Total 20130566:							3,307.26
CARDMEMBER SERVICE	11/12/2024	20130567	11.2024 BP	701-49800-403	SWEEPER TOWED	Fleet Services	515.00
CARDMEMBER SERVICE	11/12/2024	20130567	11.2024 BP	701-49800-403	CHIPPER	Fleet Services	24.90
CARDMEMBER SERVICE	11/12/2024	20130567	11.2024 BP	701-49800-222	FIRE TRUCK PARTS	Fleet Services	45.59
CARDMEMBER SERVICE	11/12/2024	20130567	11.2024 BW	101-43000-226	WINTER PPE	Public Works Department	444.96
CARDMEMBER SERVICE	11/12/2024	20130567	11.2024 BW	101-43000-437	TRAINING FOR BRENT	Public Works Department	75.00
CARDMEMBER SERVICE	11/12/2024	20130567	11.2024 CF	101-42110-437	BCA CONFERNCE LODGING -RASMUSSEN	Police Department	380.68
CARDMEMBER SERVICE	11/12/2024	20130567	11.2024 CF	101-42110-437	IACP CONFERENCE REGISTRATION - FARNIOK	Police Department	600.00
CARDMEMBER SERVICE	11/12/2024	20130567	11.2024 CF	101-42110-433	PELTON MONTHLY MEMBERSHIP	Police Department	47.76
CARDMEMBER SERVICE	11/12/2024	20130567	11.2024 CL	101-41110-439	CC MEETING MEALS	Mayor & Council	68.75
CARDMEMBER SERVICE	11/12/2024	20130567	11.2024 CL	101-41110-439	COFFEE WITH MAYOR EVENT	Mayor & Council	27.98
CARDMEMBER SERVICE	11/12/2024	20130567	11.2024 CL	101-41110-439	CC MEETING MEALS	Mayor & Council	199.53
CARDMEMBER SERVICE	11/12/2024	20130567	11.2024 CL	101-41410-437	ELECTION JUDGE TRAINING	Elections	25.57
CARDMEMBER SERVICE	11/12/2024	20130567	11.2024 CL	101-41300-489	WELCOME BREAKFAST - PLANNING	Administration	69.65
CARDMEMBER SERVICE	11/12/2024	20130567	11.2024 CL	101-41300-489	WELCOME BREAKFAST - PLANNING	Administration	54.27
CARDMEMBER SERVICE	11/12/2024	20130567	11.2024 DG	101-43000-437	CONTINUED EDUCATION	Public Works Department	150.00
CARDMEMBER SERVICE	11/12/2024	20130567	11.2024 DG	101-43000-437	2024 APWA-MN FALL CONF	Public Works Department	734.40
CARDMEMBER SERVICE	11/12/2024	20130567	11.2024 DG	101-43000-437	CONTINUED EDUCATION	Public Works Department	140.00
CARDMEMBER SERVICE	11/12/2024	20130567	11.2024 DG	101-43000-221	EQUIPMENT	Public Works Department	39.99
CARDMEMBER SERVICE	11/12/2024	20130567	11.2024 DK	101-41900-221	MICROWAVE FOR CITY KITCHEN	Central Services	141.07
CARDMEMBER SERVICE	11/12/2024	20130567	11.2024 JV	101-42260-240	4-GAS MONITOR ADAPTERS	Fire Protection Services	216.61
CARDMEMBER SERVICE	11/12/2024	20130567	11.2024 JV	101-42260-223	DISPLAY MOUNT FOR TRAINING ROOM	Fire Protection Services	28.80
CARDMEMBER SERVICE	11/12/2024	20130567	11.2024 JV	101-42260-201	STICK ON LETTERS FOR WHITE BOARDS	Fire Protection Services	12.98
CARDMEMBER SERVICE	11/12/2024	20130567	11.2024 JV	101-42260-226	HELMET SHEILDS FOR NEW HIRES	Fire Protection Services	145.45
CARDMEMBER SERVICE	11/12/2024	20130567	11.2024 JV	101-42260-489	OPEN HOUSE - LUNCH	Fire Protection Services	38.68
CARDMEMBER SERVICE	11/12/2024	20130567	11.2024 JV	101-42260-489	OPEN HOUSE - LUNCH	Fire Protection Services	71.36
CARDMEMBER SERVICE	11/12/2024	20130567	11.2024 JV	101-42260-437	TRAINING - TRAVEL EXPENSE	Fire Protection Services	146.40
CARDMEMBER SERVICE	11/12/2024	20130567	11.2024 JV	101-42260-437	TRAINING - TRAVEL EXPENSE	Fire Protection Services	21.96
CARDMEMBER SERVICE	11/12/2024	20130567	11.2024 JV	101-42260-437	TRAINING - TRAVEL EXPENSE	Fire Protection Services	51.08
CARDMEMBER SERVICE	11/12/2024	20130567	11.2024 JV	101-42260-437	TRAINING - TRAVEL EXPENSE	Fire Protection Services	7.66
CARDMEMBER SERVICE	11/12/2024	20130567	11.2024 JV	101-42260-437	LODGING - CONFERENCE	Fire Protection Services	564.30
CARDMEMBER SERVICE	11/12/2024	20130567	11.2024 JV	101-42260-219	AED PADS	Fire Protection Services	79.77

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CARDMEMBER SERVICE	11/12/2024	20130567	11.2024 JV	101-42260-489	SHIPPING RADIO AND HEADSETS TO FIRESAFE	Fire Protection Services	52.49
CARDMEMBER SERVICE	11/12/2024	20130567	11.2024 JV	101-42260-331	PARKING FOR TAUTON HEARING	Fire Protection Services	28.00
CARDMEMBER SERVICE	11/12/2024	20130567	11.2024 JV	101-42260-437	CHIEF CONFERENCE LODGING	Fire Protection Services	1,096.23
CARDMEMBER SERVICE	11/12/2024	20130567	11.2024 KL	613-37940	SAM'S CLUB - CONCESSION FOR RESALE		354.12
CARDMEMBER SERVICE	11/12/2024	20130567	11.2024 KL	613-37935	SAM'S CLUB - POP FOR RESALE		117.36
CARDMEMBER SERVICE	11/12/2024	20130567	11.2024 KL	613-49830-221	SAM'S CLUB - TOURNAMENT SUPPLIES	Golf Course	39.98
CARDMEMBER SERVICE	11/12/2024	20130567	11.2024 KL	613-49830-201	ORONO MARKET - GC SUPPLIES	Golf Course	23.88
CARDMEMBER SERVICE	11/12/2024	20130567	11.2024 KL	613-37930	SPEEDWAY - ICE FOR COOLERS		21.96
CARDMEMBER SERVICE	11/12/2024	20130567	11.2024 KL	613-37935	COBORNS		21.48
CARDMEMBER SERVICE	11/12/2024	20130567	11.2024 KL	613-37940	ALDI - TOURNAMENT SUPPLIES		16.85
CARDMEMBER SERVICE	11/12/2024	20130567	11.2024 KL	613-37930	WALMART - TOURNAMENT COCKTAILS		2.11
CARDMEMBER SERVICE	11/12/2024	20130567	11.2024 KL	613-37940	WALMART - COFFEES/CUPS		44.88
CARDMEMBER SERVICE	11/12/2024	20130567	11.2024 KL	613-49830-201	WALMART - INK	Golf Course	79.52
CARDMEMBER SERVICE	11/12/2024	20130567	11.2024 LO	101-42400-437	CONTINUED EDUCATION	Building & Zoning	268.61
CARDMEMBER SERVICE	11/12/2024	20130567	11.2024 LO	101-42400-433	APA MEMBERSHIP	Building & Zoning	552.00
CARDMEMBER SERVICE	11/12/2024	20130567	11.2024 MJ	613-49830-433	SAM'S CLUB MEMBERSHIP	Golf Course	50.00
CARDMEMBER SERVICE	11/12/2024	20130567	11.2024 MJ	710-49970-311	ZOOM SUBSCRIPTION	IT Services	15.99
CARDMEMBER SERVICE	11/12/2024	20130567	11.2024 MJ	101-41500-437	MNGFOA LODGING - JIN	Finance Department	408.69
CARDMEMBER SERVICE	11/12/2024	20130567	11.2024 MJ	101-41500-437	MNGFOA LODGING - HENTGES	Finance Department	272.46
CARDMEMBER SERVICE	11/12/2024	20130567	11.2024 SO	601-49400-322	WATER SAMPLING SHIPPING	Water	53.17
CARDMEMBER SERVICE	11/12/2024	20130567	11.2024 SO	602-49450-489	ROW PERMIT HCPW SEWER INSTALL FOX STR	Sewer	350.00
CARDMEMBER SERVICE	11/12/2024	20130567	11.2024 SO	602-49450-201	SEWER JETTING DOOR TAGS	Sewer	132.84
CARDMEMBER SERVICE	11/12/2024	20130567	11.2024 TW	101-42110-437	USE OF FORCE TRAINING	Police Department	73.58
CARDMEMBER SERVICE	11/12/2024	20130567	11.2024 TW	101-42110-437	USE OF FORCE TRAINING	Police Department	16.26
CARDMEMBER SERVICE	11/12/2024	20130567	11.2024 TW	101-42110-403	WATCHGUARD BWC REPAIR	Police Department	14.27
CARDMEMBER SERVICE	11/12/2024	20130567	11.2024 TW	101-42110-226	UNIFORM/SCHAUER	Police Department	139.97
CARDMEMBER SERVICE	11/12/2024	20130567	11.2024 TZ	101-45200-437	CONTINUED EDUCATION	Parks	483.00
Total 20130567:							9,899.85
HOME DEPOT CREDIT SERVIC	11/12/2024	20130568	2016483	101-45200-221	PARK SUPPLIES	Parks	33.84
HOME DEPOT CREDIT SERVIC	11/12/2024	20130568	5011242	602-49450-227	REPAIR PARTS FOR LIFT STATION #28 ALARM S	Sewer	65.88
HOME DEPOT CREDIT SERVIC	11/12/2024	20130568	6010923	101-45200-221	PARKS SUPPLIES	Parks	203.34
Total 20130568:							303.06
HUNTINGTON NATIONAL BANK	11/12/2024	20130569	881066	415-42260-550	FIRE TRUCK LEASE - ROSENBAUER PUMPER U		47,271.51
Total 20130569:							47,271.51

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LOGIS-WIRE	11/12/2024	20130570	91059	101-42110-310	POLICE RECORDS	Police Department	18,219.00
LOGIS-WIRE	11/12/2024	20130570	91059	101-42110-310	POLICE MOBILE	Police Department	2,390.00
LOGIS-WIRE	11/12/2024	20130570	91059	101-42110-310	POLICE CAD	Police Department	4,724.00
LOGIS-WIRE	11/12/2024	20130570	91059	710-49970-329	FIBER OPTIC SERVICE	IT Services	585.00
LOGIS-WIRE	11/12/2024	20130570	91059	710-49970-329	INTERNET	IT Services	1,891.00
LOGIS-WIRE	11/12/2024	20130570	91059	710-49970-311	HOSTED BACKUP	IT Services	3,338.00
LOGIS-WIRE	11/12/2024	20130570	91059	710-49970-311	HOSTED WIRELESS	IT Services	593.00
LOGIS-WIRE	11/12/2024	20130570	91059	710-49970-311	HOSTED SERVER - WATCHGUARD	IT Services	3,118.00
LOGIS-WIRE	11/12/2024	20130570	91059	710-49970-311	HOSTED SERVER - APPS2	IT Services	1,979.00
LOGIS-WIRE	11/12/2024	20130570	91059	710-49970-311	HOSTED SERVER - MAIL01	IT Services	625.00
LOGIS-WIRE	11/12/2024	20130570	91059	710-49970-311	HOSTED SERVER - RELAY	IT Services	353.00
LOGIS-WIRE	11/12/2024	20130570	91059	710-49970-311	HOSTED COMPLIANCE ARCHIVE	IT Services	1,690.00
LOGIS-WIRE	11/12/2024	20130570	91059	710-49970-311	HOSTED SERVER - AD01	IT Services	360.00
LOGIS-WIRE	11/12/2024	20130570	92021	710-49970-311	NETWORK SERVICE 9/2024	IT Services	290.00
LOGIS-WIRE	11/12/2024	20130570	92022	710-49970-329	INTERNET - LOCATES	IT Services	166.05
Total 20130570:							40,321.05
MEDSURETY LLC	11/12/2024	20130571	11.05.24 MF	101-21719	MFSA 9.27.24-11.3.24 FUNDS		2.01
MEDSURETY LLC	11/12/2024	20130571	35987	101-41900-319	NOVEMBER 2024 FEES	Central Services	208.00
Total 20130571:							210.01
PSN: PAYMENT SERVICE INVOI	11/12/2024	20130572	302723	602-49450-312	SEWER FUND PSN FEES	Sewer	661.32
PSN: PAYMENT SERVICE INVOI	11/12/2024	20130572	302723	601-49400-312	WATER FUND PSN FEES	Water	661.33
PSN: PAYMENT SERVICE INVOI	11/12/2024	20130572	302830	101-41900-312	MISC PSN FEES	Central Services	2.20
PSN: PAYMENT SERVICE INVOI	11/12/2024	20130572	302972	101-41900-312	BUILDING PERMIT PSN FEES	Central Services	9.90
Total 20130572:							1,334.75
STREET FLEET COURIER & LO	11/12/2024	20130573	563548	701-49800-222	FIRE TRUCK PARTS DELIVERY	Fleet Services	79.14
Total 20130573:							79.14
UNITED STATES POSTAL SERVI	11/12/2024	20130574	10.2024 UB	602-49450-322	10.2024 UB POSTAGE	Sewer	373.98
UNITED STATES POSTAL SERVI	11/12/2024	20130574	10.2024 UB	601-49400-322	10.2024 UB POSTAGE	Water	373.98
UNITED STATES POSTAL SERVI	11/12/2024	20130574	10.2024 UB	651-49910-322	10.2024 UB POSTAGE	Storm Water	373.98
Total 20130574:							1,121.94

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
WEX BANK	11/12/2024	20130575	100421960	701-49800-212	NON OXY GAS FOR MIX (SMALLTOOLS)	Fleet Services	42.47
Total 20130575:							42.47
Grand Totals:							850,116.10

AGENDA ITEM



Date: November 12, 2024

Item: 4

Title: Election Recap

Presenter: Christine Lusian, City Clerk

Section: Consent Agenda

1. **Purpose:**

Summary of election services for the General

2. **Background:**

Orono administered election services to our voters for a General election. Nonpartisan and partisan local, county, state, federal offices, and a proposed constitutional amendment were on the ballot. Elections results (attached) are considered unofficial until canvassed and certified.

Election day voting was held on Tuesday, November 5 at each of the three polling places, Long Lake Fire Department (Precinct 1), City Hall Council Chambers (Precinct 2), and Calvary Memorial Church (Precinct 3). Public Works employees transported equipment and supplies to and from the polling places the day prior and after election. Long Lake Fire Department and Calvary Memorial Church employees cleared and provided space in their facilities. Below are a few notable election day statistics:

- 6,626 pre-registered voters; 175 registrations
- 2,347 election day voters (P1=893, P2=478, P3=976)
- 80 election judges

Early voting services were provided from September 20 to November 5 at city hall, including a weekday evening, two Saturdays, one Sunday, and outreach at two health care facilities. Direct balloting services were available October 18 to November 5. Some early voting statistics:

- 3,671 early voters
- 2,892 voted in person; 832 voted by mail; 97 voted from a health care facility
- 28 ballots were rejected

Special thanks to administration employee Nola Dickhausen for her work assisting with preparing and coordinating early voting, judges, training, and election day support! Thank you to Clint Schumann, Brian Clark, and the Public Works crew for the secure equipment setup and storage. Thank you to all of our stand out election judges, especially Kirk Nelson, Jennifer Weiss, Sandra Keegan, Cathy Wilkins, Sandra Whisler, Jill Kunze, and Joe Ruthenberg. Thank you to Long Lake Fire Department and Calvary Church for being strong partners and allowing Orono voters to be in their spaces.

Post-election administration work is in process including returns reconciliation, election judge paychecks, record retention, equipment inspection, and more.

3. **Staff Recommendation:**

None - informational only.

COUNCIL ACTION REQUESTED

None- informational only.

Exhibits

[Election Results - General](#)

Unofficial Results Tuesday, November 5, 2024

Results Home Previous Page

Precincts Reporting of Selected Precincts: 100% 3 of 3

Last Updated: 11/06/24 8:18 AM

Voters Registered at 7AM: 6,626

Results for Selected Precincts in Hennepin County

ORONO P-01

U.S. President & Vice President 4103 precincts in contest. 1 of 1 precincts reported.

Table with 4 columns: Party, Candidate, Totals, Percent. Rows include R Donald J. Trump and JD Vance (45.78%), DFL Kamala D. Harris and Tim Walz (51.74%), LIB Chase Oliver and Mike ter Maat (0.81%), WTP Robert F. Kennedy Jr. and Nicole Shanahan (0.59%), G Jill Stein and Samson Kpadenou (0.18%), SLP Claudia De la Cruz and Karina Garcia (0.00%), SWP Rachele Fruit and Dennis Richter (0.00%), JFA Cornel West and Melina Abdullah (0.00%), IND Shiva Ayyadurai and Crystal Ellis (0.09%), WI WRITE-IN (0.81%).

U.S. Senator 4103 precincts in contest. 1 of 1 precincts reported.

Table with 4 columns: Party, Candidate, Totals, Percent. Rows include LIB Rebecca Whiting (2.04%), DFL Amy Klobuchar (55.47%), IA Joyce Lynne Lacey (0.50%), R Royce White (41.94%), WI WRITE-IN (0.05%).

U.S. Representative District 3 230 precincts in contest. 1 of 1 precincts reported.

Table with 4 columns: Party, Candidate, Totals, Percent. Rows include DFL Kelly Morrison (49.77%), R Tad Jude (50.14%), WI WRITE-IN (0.09%).

State Senator District 45 38 precincts in contest. 1 of 1 precincts reported.

Table with 4 columns: Party, Candidate, Totals, Percent. Rows include DFL Ann Johnson Stewart (45.12%), R Kathleen Fowke (54.79%), WI WRITE-IN (0.09%).

State Representative District 45A 20 precincts in contest. 1 of 1 precincts reported.

Table with 4 columns: Party, Candidate, Totals, Percent. Rows include R Andrew Myers (53.81%), DFL Tracey Breazeale (46.14%), WI WRITE-IN (0.05%).

County Commissioner District 6 66 precincts in contest. 1 of 1 precincts reported.

Table with 4 columns: Party, Candidate, Totals, Percent. Rows include NP Heather Edelson (62.18%), NP Marisa Simonetti (36.84%), WI WRITE-IN (0.98%).

Mayor (Orono) 3 precincts in contest. 1 of 1 precincts reported.

Table with 4 columns: Party, Candidate, Totals, Percent. Rows include NP Dennis Walsh (30.70%), NP Bob Tunheim (69.11%).

Party	Candidate	Totals	Percent
WI	WRITE-IN	4	0.19%

Council Member (Orono) (Elect 2)
3 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Scott Wellman	264	8.00%
NP	Jacqueline Ricks	1,058	32.06%
NP	Steve Persian	1,078	32.67%
NP	Jon Schwingler	270	8.18%
NP	Maria Veach	614	18.61%
WI	WRITE-IN	16	0.48%

School Board Member (ISD #278) (Elect 3)
8 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Timothy Usset	915	29.11%
NP	Laura Wallander	1,107	35.22%
NP	Gavin Tempero	922	29.34%
WI	WRITE-IN	199	6.33%

Chief Justice - Supreme Court
4103 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Natalie E. Hudson	1,019	67.04%
NP	Stephen A Emery	498	32.76%
WI	WRITE-IN	3	0.20%

Associate Justice - Supreme Court 5
4103 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Anne McKeig	1,009	98.73%
WI	WRITE-IN	13	1.27%

Associate Justice - Supreme Court 6
4103 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Karl Procaccini	906	62.83%
NP	Matthew R. Hanson	534	37.03%
WI	WRITE-IN	2	0.14%

Judge - Court of Appeals 2
4103 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Jon Schmidt	965	98.97%
WI	WRITE-IN	10	1.03%

Judge - Court of Appeals 3
4103 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Sarah Wheelock	951	99.06%
WI	WRITE-IN	9	0.94%

Judge - Court of Appeals 4
4103 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Tracy Smith	949	99.16%
WI	WRITE-IN	8	0.84%

Judge - Court of Appeals 6
4103 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Renee L. Worke	941	99.05%
WI	WRITE-IN	9	0.95%

Judge - Court of Appeals 8
4103 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Keala Christian Ede	931	99.15%
WI	WRITE-IN	8	0.85%

Judge - Court of Appeals 12
4103 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Jonathan R. Woolsey	479	35.53%
NP	Diane B. Bratvold	868	64.39%
WI	WRITE-IN	1	0.07%

Judge - Court of Appeals 14
4103 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Elise Larson	922	99.03%
WI	WRITE-IN	9	0.97%

Judge - 4th District Court 2
396 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Francis Magill	922	98.93%
WI	WRITE-IN	10	1.07%

Judge - 4th District Court 3
396 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Thomas J. Conley	922	99.03%
WI	WRITE-IN	9	0.97%

Judge - 4th District Court 6
396 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Sydney N. Woods	912	99.02%
WI	WRITE-IN	9	0.98%

Judge - 4th District Court 10
396 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Jean E. Burdorf	910	99.02%
WI	WRITE-IN	9	0.98%

Judge - 4th District Court 11
396 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Lisa K. Janzen	910	99.13%
WI	WRITE-IN	8	0.87%

Judge - 4th District Court 12
396 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Michael E. Burns	908	98.91%
WI	WRITE-IN	10	1.09%

Judge - 4th District Court 13
396 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Melissa Houghtaling	909	98.91%
WI	WRITE-IN	10	1.09%

Judge - 4th District Court 15
396 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	John L. Lucas	906	99.12%
WI	WRITE-IN	8	0.88%

Judge - 4th District Court 17
396 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Shereen Askalani	904	99.01%
WI	WRITE-IN	9	0.99%

Judge - 4th District Court 22
396 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Amber Brennan	910	99.13%
WI	WRITE-IN	8	0.87%

Judge - 4th District Court 24
396 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
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Party	Candidate	Totals	Percent
NP	Christopher Leckrone	463	37.31%
NP	Matthew Frank	775	62.45%
WI	WRITE-IN	3	0.24%

Judge - 4th District Court 33
396 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Sarah E. Hudleston	910	99.13%
WI	WRITE-IN	8	0.87%

Judge - 4th District Court 40
396 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Jamie L. Anderson	917	98.92%
WI	WRITE-IN	10	1.08%

Judge - 4th District Court 44
396 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Lois Conroy	912	99.02%
WI	WRITE-IN	9	0.98%

Judge - 4th District Court 48
396 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Mark J. Kappelhoff	910	99.02%
WI	WRITE-IN	9	0.98%

Judge - 4th District Court 49
396 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Nelson Peralta	899	99.12%
WI	WRITE-IN	8	0.88%

Judge - 4th District Court 56
396 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Charlene Hatcher	899	99.12%
WI	WRITE-IN	8	0.88%

Judge - 4th District Court 58
396 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Christian Sande	899	99.12%
WI	WRITE-IN	8	0.88%

Judge - 4th District Court 59
396 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Patrick D. Robben	906	98.91%
WI	WRITE-IN	10	1.09%

ORONO P-02

U.S. President & Vice President
4103 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
R	Donald J. Trump and JD Vance	742	46.00%
DFL	Kamala D. Harris and Tim Walz	821	50.90%
LIB	Chase Oliver and Mike ter Maat	14	0.87%
WTP	Robert F. Kennedy Jr. and Nicole Shanahan	14	0.87%
G	Jill Stein and Samson Kpadenou	2	0.12%
SLP	Claudia De la Cruz and Karina Garcia	0	0.00%
SWP	Rachele Fruit and Dennis Richter	0	0.00%
JFA	Cornel West and Melina Abdullah	1	0.06%
IND	Shiva Ayyadurai and Crystal Ellis	1	0.06%
WI	WRITE-IN	18	1.12%

U.S. Senator
4103 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
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Party	Candidate	Totals	Percent
LIB	Rebecca Whiting	15	0.93%
DFL	Amy Klobuchar	897	55.89%
IA	Joyce Lynne Lacey	19	1.18%
R	Royce White	672	41.87%
WI	WRITE-IN	2	0.12%

U.S. Representative District 3
230 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
DFL	Kelly Morrison	765	48.27%
R	Tad Jude	819	51.67%
WI	WRITE-IN	1	0.06%

State Senator District 45
38 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
DFL	Ann Johnson Stewart	694	44.18%
R	Kathleen Fowke	876	55.76%
WI	WRITE-IN	1	0.06%

State Representative District 45A
20 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
R	Andrew Myers	865	55.27%
DFL	Tracey Breazeale	699	44.66%
WI	WRITE-IN	1	0.06%

County Commissioner District 6
66 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Heather Edelson	648	63.84%
NP	Marisa Simonetti	361	35.57%
WI	WRITE-IN	6	0.59%

Mayor (Orono)
3 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Dennis Walsh	431	29.12%
NP	Bob Tunheim	1,044	70.54%
WI	WRITE-IN	5	0.34%

Council Member (Orono) (Elect 2)
3 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Scott Wellman	188	8.21%
NP	Jacqueline Ricks	728	31.80%
NP	Steve Persian	762	33.29%
NP	Jon Schwingler	212	9.26%
NP	Maria Veach	389	16.99%
WI	WRITE-IN	10	0.44%

School Board Member (ISD #278) (Elect 3)
8 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Timothy Usset	552	31.31%
NP	Laura Wallander	652	36.98%
NP	Gavin Tempero	522	29.61%
WI	WRITE-IN	37	2.10%

Chief Justice - Supreme Court
4103 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Natalie E. Hudson	672	61.82%
NP	Stephen A Emery	414	38.09%
WI	WRITE-IN	1	0.09%

Associate Justice - Supreme Court 5
4103 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Anne McKeig	748	98.94%

Party	Candidate	Totals	Percent
WI	WRITE-IN	8	1.06%

Associate Justice - Supreme Court 6
4103 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Karl Procaccini	586	56.24%
NP	Matthew R. Hanson	455	43.67%
WI	WRITE-IN	1	0.10%

Judge - Court of Appeals 2
4103 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Jon Schmidt	713	99.30%
WI	WRITE-IN	5	0.70%

Judge - Court of Appeals 3
4103 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Sarah Wheelock	691	98.86%
WI	WRITE-IN	8	1.14%

Judge - Court of Appeals 4
4103 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Tracy Smith	686	98.99%
WI	WRITE-IN	7	1.01%

Judge - Court of Appeals 6
4103 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Renee L. Worke	684	98.99%
WI	WRITE-IN	7	1.01%

Judge - Court of Appeals 8
4103 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Keala Christian Ede	674	99.12%
WI	WRITE-IN	6	0.88%

Judge - Court of Appeals 12
4103 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Jonathan R. Woolsey	345	35.24%
NP	Diane B. Bratvold	633	64.66%
WI	WRITE-IN	1	0.10%

Judge - Court of Appeals 14
4103 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Elise Larson	673	99.12%
WI	WRITE-IN	6	0.88%

Judge - 4th District Court 2
396 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Francis Magill	674	99.56%
WI	WRITE-IN	3	0.44%

Judge - 4th District Court 3
396 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Thomas J. Conley	673	99.26%
WI	WRITE-IN	5	0.74%

Judge - 4th District Court 6
396 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Sydnee N. Woods	663	99.25%
WI	WRITE-IN	5	0.75%

Judge - 4th District Court 10
396 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
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Party	Candidate	Totals	Percent
NP	Jean E. Burdorf	665	98.96%
WI	WRITE-IN	7	1.04%
Judge - 4th District Court 11 396 precincts in contest. 1 of 1 precincts reported.			
Party	Candidate	Totals	Percent
NP	Lisa K. Janzen	663	99.10%
WI	WRITE-IN	6	0.90%
Judge - 4th District Court 12 396 precincts in contest. 1 of 1 precincts reported.			
Party	Candidate	Totals	Percent
NP	Michael E. Burns	668	99.26%
WI	WRITE-IN	5	0.74%
Judge - 4th District Court 13 396 precincts in contest. 1 of 1 precincts reported.			
Party	Candidate	Totals	Percent
NP	Melissa Houghtaling	668	99.11%
WI	WRITE-IN	6	0.89%
Judge - 4th District Court 15 396 precincts in contest. 1 of 1 precincts reported.			
Party	Candidate	Totals	Percent
NP	John L. Lucas	662	99.25%
WI	WRITE-IN	5	0.75%
Judge - 4th District Court 17 396 precincts in contest. 1 of 1 precincts reported.			
Party	Candidate	Totals	Percent
NP	Shereen Askalani	667	99.11%
WI	WRITE-IN	6	0.89%
Judge - 4th District Court 22 396 precincts in contest. 1 of 1 precincts reported.			
Party	Candidate	Totals	Percent
NP	Amber Brennan	664	99.25%
WI	WRITE-IN	5	0.75%
Judge - 4th District Court 24 396 precincts in contest. 1 of 1 precincts reported.			
Party	Candidate	Totals	Percent
NP	Christopher Leckrone	309	33.51%
NP	Matthew Frank	612	66.38%
WI	WRITE-IN	1	0.11%
Judge - 4th District Court 33 396 precincts in contest. 1 of 1 precincts reported.			
Party	Candidate	Totals	Percent
NP	Sarah E. Hudleston	667	99.40%
WI	WRITE-IN	4	0.60%
Judge - 4th District Court 40 396 precincts in contest. 1 of 1 precincts reported.			
Party	Candidate	Totals	Percent
NP	Jamie L. Anderson	669	99.41%
WI	WRITE-IN	4	0.59%
Judge - 4th District Court 44 396 precincts in contest. 1 of 1 precincts reported.			
Party	Candidate	Totals	Percent
NP	Lois Conroy	671	99.41%
WI	WRITE-IN	4	0.59%
Judge - 4th District Court 48 396 precincts in contest. 1 of 1 precincts reported.			
Party	Candidate	Totals	Percent
NP	Mark J. Kappelhoff	670	99.55%
WI	WRITE-IN	3	0.45%
Judge - 4th District Court 49 396 precincts in contest. 1 of 1 precincts reported.			
Party	Candidate	Totals	Percent

Party	Candidate	Totals	Percent
NP	Nelson Peralta	658	99.40%
WI	WRITE-IN	4	0.60%

Judge - 4th District Court 56
396 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Charlene Hatcher	656	99.24%
WI	WRITE-IN	5	0.76%

Judge - 4th District Court 58
396 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Christian Sande	655	99.54%
WI	WRITE-IN	3	0.46%

Judge - 4th District Court 59
396 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Patrick D. Robben	662	99.55%
WI	WRITE-IN	3	0.45%

ORONO P-03

U.S. President & Vice President
4103 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
R	Donald J. Trump and JD Vance	1,078	50.66%
DFL	Kamala D. Harris and Tim Walz	1,002	47.09%
LIB	Chase Oliver and Mike ter Maat	9	0.42%
WTP	Robert F. Kennedy Jr. and Nicole Shanahan	13	0.61%
G	Jill Stein and Samson Kpadenou	6	0.28%
SLP	Claudia De la Cruz and Karina Garcia	0	0.00%
SWP	Rachele Fruit and Dennis Richter	1	0.05%
JFA	Cornel West and Melina Abdullah	0	0.00%
IND	Shiva Ayyadurai and Crystal Ellis	3	0.14%
WI	WRITE-IN	16	0.75%

U.S. Senator
4103 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
LIB	Rebecca Whiting	22	1.04%
DFL	Amy Klobuchar	1,072	50.83%
IA	Joyce Lynn Lacey	15	0.71%
R	Royce White	999	47.37%
WI	WRITE-IN	1	0.05%

U.S. Representative District 3
230 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
DFL	Kelly Morrison	936	44.76%
R	Tad Jude	1,153	55.14%
WI	WRITE-IN	2	0.10%

State Senator District 45
38 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
DFL	Ann Johnson Stewart	868	41.77%
R	Kathleen Fowke	1,207	58.08%
WI	WRITE-IN	3	0.14%

State Representative District 45A
20 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
R	Andrew Myers	1,207	58.03%
DFL	Tracey Breazeale	869	41.78%
WI	WRITE-IN	4	0.19%

County Commissioner District 6
66 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Heather Edelson	879	60.96%
NP	Marisa Simonetti	550	38.14%
WI	WRITE-IN	13	0.90%

Mayor (Orono)
3 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Dennis Walsh	785	39.63%
NP	Bob Tunheim	1,194	60.27%
WI	WRITE-IN	2	0.10%

Council Member (Orono) (Elect 2)
3 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Scott Wellman	306	10.21%
NP	Jacqueline Ricks	914	30.49%
NP	Steve Persian	911	30.39%
NP	Jon Schwingler	215	7.17%
NP	Maria Veach	631	21.05%
WI	WRITE-IN	21	0.70%

Chief Justice - Supreme Court
4103 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Natalie E. Hudson	895	60.07%
NP	Stephen A Emery	592	39.73%
WI	WRITE-IN	3	0.20%

Associate Justice - Supreme Court 5
4103 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Anne McKeig	984	98.50%
WI	WRITE-IN	15	1.50%

Associate Justice - Supreme Court 6
4103 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Karl Procaccini	792	55.19%
NP	Matthew R. Hanson	639	44.53%
WI	WRITE-IN	4	0.28%

Judge - Court of Appeals 2
4103 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Jon Schmidt	956	98.56%
WI	WRITE-IN	14	1.44%

Judge - Court of Appeals 3
4103 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Sarah Wheelock	949	98.75%
WI	WRITE-IN	12	1.25%

Judge - Court of Appeals 4
4103 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Tracy Smith	950	99.06%
WI	WRITE-IN	9	0.94%

Judge - Court of Appeals 6
4103 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Renee L. Worke	941	98.95%
WI	WRITE-IN	10	1.05%

Judge - Court of Appeals 8
4103 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Keala Christian Ede	932	99.25%
WI	WRITE-IN	7	0.75%

Judge - Court of Appeals 12
4103 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Jonathan R. Woolsey	546	40.12%
NP	Diane B. Bratvold	812	59.66%
WI	WRITE-IN	3	0.22%

Judge - Court of Appeals 14
4103 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Elise Larson	933	99.36%
WI	WRITE-IN	6	0.64%

Judge - 4th District Court 2
396 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Francis Magill	935	99.26%
WI	WRITE-IN	7	0.74%

Judge - 4th District Court 3
396 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Thomas J. Conley	921	99.25%
WI	WRITE-IN	7	0.75%

Judge - 4th District Court 6
396 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Sydney N. Woods	916	99.46%
WI	WRITE-IN	5	0.54%

Judge - 4th District Court 10
396 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Jean E. Burdorf	909	99.24%
WI	WRITE-IN	7	0.76%

Judge - 4th District Court 11
396 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Lisa K. Janzen	917	99.46%
WI	WRITE-IN	5	0.54%

Judge - 4th District Court 12
396 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Michael E. Burns	909	99.13%
WI	WRITE-IN	8	0.87%

Judge - 4th District Court 13
396 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Melissa Houghtaling	912	99.45%
WI	WRITE-IN	5	0.55%

Judge - 4th District Court 15
396 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	John L. Lucas	909	99.34%
WI	WRITE-IN	6	0.66%

Judge - 4th District Court 17
396 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Shereen Askalani	911	99.35%
WI	WRITE-IN	6	0.65%

Judge - 4th District Court 22
396 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Amber Brennan	908	99.34%
WI	WRITE-IN	6	0.66%

Judge - 4th District Court 24
396 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Christopher Leckrone	521	41.68%
NP	Matthew Frank	728	58.24%
WI	WRITE-IN	1	0.08%

Judge - 4th District Court 33
396 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Sarah E. Hudleston	907	99.34%
WI	WRITE-IN	6	0.66%

Judge - 4th District Court 40
396 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Jamie L. Anderson	914	99.24%
WI	WRITE-IN	7	0.76%

Judge - 4th District Court 44
396 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Lois Conroy	915	99.46%
WI	WRITE-IN	5	0.54%

Judge - 4th District Court 48
396 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Mark J. Kappelhoff	913	99.46%
WI	WRITE-IN	5	0.54%

Judge - 4th District Court 49
396 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Nelson Peralta	901	99.34%
WI	WRITE-IN	6	0.66%

Judge - 4th District Court 56
396 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Charlene Hatcher	908	99.56%
WI	WRITE-IN	4	0.44%

Judge - 4th District Court 58
396 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Christian Sande	904	99.34%
WI	WRITE-IN	6	0.66%

Judge - 4th District Court 59
396 precincts in contest. 1 of 1 precincts reported.

Party	Candidate	Totals	Percent
NP	Patrick D. Robben	911	99.45%
WI	WRITE-IN	5	0.55%

AGENDA ITEM



Date: November 12, 2024

Item: 5

Title: Canvas Election Results - Resolution 7525

Presenter: Christine Lusian, City Clerk

Section: Consent Agenda

1. Purpose:

Canvass the results of the November 5, 2024 General Election.

2. Background:

The city council serves as the canvassing board for city elections to review the vote totals and approve the results. An abstract accumulates results from three precincts, the canvass board publicly canvasses the election returns by reviewing and signing the abstract three to ten days after a general election, and the results become official. Candidates will take their oath and be sworn in to their new roles at the city council meeting on January 13, 2025.

<u>Registered voters:</u>	6,626
<u>Ballots cast:</u>	6,018
Absentee:	3,671
Election Day:	2,347
<u>Voter turnout:</u>	90.7%
<u>Mayor:</u>	<u>Votes:</u>
Bob Tunheim	3,701
Dennis Walsh	1,866
<u>City Council:</u>	<u>Votes:</u>
Steve Persian	2,751
Jacqueline Ricks	2,700
Jon Schwingler	697
Maria Veach	1,634
Scott Wellman	758

3. Staff Recommendation:

Review the vote totals and approve the results.

COUNCIL ACTION REQUESTED

Sign the abstract and adopt resolution 7525 canvassing the returns of the November 5, 2024 general election.

Exhibits

[Resolution 7525 Canvass Election Returns](#)

[Abstract - Orono](#)

[Write-Ins - Orono](#)

[Abstract - ISD 278 \(informational only\)](#)



CITY OF ORONO
RESOLUTION OF THE CITY COUNCIL
NO. 7525

**RESOLUTION CANVASSING THE RETURNS OF THE
GENERAL ELECTION NOVEMBER 5, 2024**

WHEREAS the city of Orono administered a general election November 5, 2024; and

WHEREAS the local races on the ballot are four-year terms for office of mayor and two seats for the office of council member; and

WHEREAS the City Council acts as the election canvassing board for the local offices in order to approve the results; and

WHEREAS the City Council met to canvass the election results on November 12, 2024 and the votes tabulated were:

Mayor	Votes	P1	P2	P3
Bob Tunheim	3,701	1,463	1,044	1,194
Dennis Walsh	1,866	650	431	785

Council Member	Votes	P1	P2	P3
Steve Persian	2,751	1,078	762	911
Jacqueline Ricks	2,700	1,058	728	914
Jon Schwingler	697	270	212	215
Maria Veach	1,634	614	389	631
Scott Wellman	758	264	188	306

NOW THEREFORE, BE IT RESOLVED that the Orono City Council declares elected and qualified for office **Bob Tunheim, Mayor; Steve Persian, City Council Member;** and **Jacqueline Ricks, City Council Member** in the general election of November 5, 2024.

Adopted by the City Council of Orono, Minnesota at a regular meeting held November 12, 2024.

ATTEST:

CITY OF ORONO

Christine Lusian, City Clerk

Dennis Walsh, Mayor

Abstract of Votes Cast
In the Precincts of the City of Orono
State of Minnesota
at the State General Election
Held Tuesday, November 5, 2024

as compiled from the official returns.

Summary of Totals
City of Orono
Tuesday, November 5, 2024 State General Election

Number of persons registered as of 7 a.m.	6626
Number of persons registered on Election Day	317
Number of accepted regular, military, and overseas absentee ballots and mail ballots	3642
Number of federal office only absentee ballots	29
Number of presidential absentee ballots	0
Total number of persons voting	6018

Summary of Totals
City of Orono
Tuesday, November 5, 2024 State General Election

KEY TO PARTY ABBREVIATIONS

NP - Nonpartisan

Mayor (Orono)

NP Dennis Walsh 1866	NP Bob Tunheim 3701	WI WRITE-IN 11
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Council Member (Orono) (Elect 2)

NP Scott Wellman 758	NP Jacqueline Ricks 2700	NP Steve Persian 2751	NP Jon Schwingler 697	NP Maria Veach 1634
WI WRITE-IN 47				

Detail of Election Results
City of Orono
Tuesday, November 5, 2024 State General Election

Precinct	Persons Registered as of 7 A.M.	Persons Registered on Election Day	Total Number of Persons Voting
27 2355 : ORONO P-01	2480	109	2249
27 2360 : ORONO P-02	1786	80	1629
27 2365 : ORONO P-03	2360	128	2140
City of Orono Total:	6626	317	6018

Detail of Election Results
 City of Orono
 Tuesday, November 5, 2024 State General Election

Office Title: Mayor (Orono)

Precinct	NP Dennis Walsh	NP Bob Tunheim	WI WRITE-IN
27 2355 : ORONO P-01	650	1463	4
27 2360 : ORONO P-02	431	1044	5
27 2365 : ORONO P-03	785	1194	2
Total:	1866	3701	11

Office Title: Council Member (Orono) (Elect 2)

Precinct	NP Scott Wellman	NP Jacqueline Ricks	NP Steve Persian	NP Jon Schwingler	NP Maria Veach
27 2355 : ORONO P-01	264	1058	1078	270	614
27 2360 : ORONO P-02	188	728	762	212	389
27 2365 : ORONO P-03	306	914	911	215	631
Total:	758	2700	2751	697	1634

Precinct	WI WRITE-IN
27 2355 : ORONO P-01	16
27 2360 : ORONO P-02	10
27 2365 : ORONO P-03	21
Total:	47

We, the legally constituted county canvassing board, certify that we have herein specified the names of the persons receiving votes and the number of votes received by each office voted on, and have specified the number of votes for and against each question voted on, at the State General Election held on Tuesday, November 5, 2024

As appears by the returns of the election precincts voting in this election, duly returned to, filed, opened, and canvassed, and now remaining on file in the office of the City of Orono Clerk. Witness our official signature at _____ in _____ County this _____ day of _____, 2024.

Member of canvassing board

Member of canvassing board

Member of canvassing board

Member of canvassing board

Member of canvassing board

Member of canvassing board

Member of canvassing board

State of Minnesota
City of Orono

I, _____, Clerk of the City of Orono do hereby certify the within and foregoing _____ pages to be a full and correct copy of the original abstract and return of the votes cast in the City of Orono State General Election held on Tuesday, November 5, 2024.

Witness my hand and official seal of office this _____ day of _____, 2024.

Write-in Name Selection

2024 State General Election - Restored

Hennepin County, Minnesota

November 7, 2024

Contest Name	Write-In Snippet	Precinct	Reporting Group
Council Member City of Orono	<ul style="list-style-type: none"> Dennis Walsh write-in, if any 	Orono P-03	Absentee
Council Member City of Orono	<ul style="list-style-type: none"> RAFAEL WALKANDEI write-in, if any 	Orono P-03	Absentee
Mayor City of Orono	<ul style="list-style-type: none"> Franz-Frederick Jenne write-in, if any 	Orono P-02	Absentee
Mayor City of Orono	<ul style="list-style-type: none"> Matt Kagel write-in, if any 	Orono P-01	Absentee
Council Member City of Orono	<ul style="list-style-type: none"> Kelly Morrison write-in, if any 	Orono P-01	Absentee
Council Member City of Orono	<ul style="list-style-type: none"> Arny Klobuchar write-in, if any 	Orono P-01	Absentee
Council Member City of Orono	<ul style="list-style-type: none"> Richard Krier write-in, if any 	Orono P-01	Absentee
Council Member City of Orono	<ul style="list-style-type: none"> Melinda Ringevier write-in, if any 	Orono P-03	Absentee
Mayor City of Orono	<ul style="list-style-type: none"> Dem Guelbranson write-in, if any 	Orono P-02	Absentee
Council Member City of Orono	<ul style="list-style-type: none"> Ronald Pagan write-in, if any 	Orono P-01	Absentee
Council Member City of Orono	<ul style="list-style-type: none"> George H Bush write-in, if any 	Orono P-01	Absentee
Council Member City of Orono	<ul style="list-style-type: none"> Chris Abbott write-in, if any 	Orono P-02	Absentee

Council Member City of Orono	<input checked="" type="radio"/> <u>Stephen Byrnes Jr.</u> <small>write-in, if any</small>	Orono P-01	Absentee
Mayor City of Orono	<input checked="" type="radio"/> <u>Chris Sankey</u> <small>write-in, if any</small>	Orono P-01	Absentee
Council Member City of Orono	<input checked="" type="radio"/> <u>teresa dainsberg</u> <small>write-in, if any</small>	Orono P-01	Absentee
Council Member City of Orono	<input checked="" type="radio"/> <u>NIK dainsberg</u> <small>write-in, if any</small>	Orono P-01	Absentee
Council Member City of Orono	<input checked="" type="radio"/> <u>Aaron Printup</u> <small>write-in, if any</small>	Orono P-01	Absentee
Mayor City of Orono	<input checked="" type="radio"/> <u>Lendi Davis</u> <small>write-in, if any</small>	Orono P-01	Absentee
Council Member City of Orono	<input checked="" type="radio"/> <u>KATHRYN SAWICKI</u> <small>write-in, if any</small>	Orono P-03	Absentee
Council Member City of Orono	<input checked="" type="radio"/> <u>Michael Ricki</u> <small>write-in, if any</small>	Orono P-02	Absentee
Council Member City of Orono	<input checked="" type="radio"/> <u>Leroy Krsik</u> <small>write-in, if any</small>	Orono P-02	Absentee
Council Member City of Orono	<input checked="" type="radio"/> <u>Naz Reid</u> <small>write-in, if any</small>	Orono P-02	Absentee
Council Member City of Orono	<input checked="" type="radio"/> <u>Anthony Edwards</u> <small>write-in, if any</small>	Orono P-02	Absentee
Mayor City of Orono	<input checked="" type="radio"/> <u>Leroy Krsik</u> <small>write-in, if any</small>	Orono P-02	Absentee
Council Member City of Orono	<input checked="" type="radio"/> <u>Allan Scott</u> <small>write-in, if any</small>	Orono P-03	Absentee
Mayor City of Orono	<input checked="" type="radio"/> <u>Brandon McCarthy</u> <small>write-in, if any</small>	Orono P-01	Polling Place

Council Member City of Orono	<input type="radio"/> <u>Brandon McCarthy</u> <small>write-in, if any</small>	Orono P-01 Polling Place
Council Member City of Orono	<input type="radio"/> <u>Brandon McCarthy</u> <small>write-in, if any</small>	Orono P-01 Polling Place
Council Member City of Orono	<input type="radio"/> <u>FIN JEUNE</u> <small>write-in, if any</small>	Orono P-01 Polling Place
Council Member City of Orono	<input type="radio"/> <u>Barry Balzer</u> <small>write-in, if any</small>	Orono P-01 Polling Place
Council Member City of Orono	<input type="radio"/> <u>Achter</u> <small>write-in, if any</small>	Orono P-01 Polling Place
Council Member City of Orono	<input type="radio"/> <u>Sacquette Schmit</u> <small>write-in, if any</small>	Orono P-01 Polling Place
Council Member City of Orono	<input type="radio"/> <u>ROBERT HOUSE</u> <small>write-in, if any</small>	Orono P-01 Polling Place
Mayor City of Orono	<input type="radio"/> <u>Tom Henjum</u> <small>write-in, if any</small>	Orono P-02 Polling Place
Council Member City of Orono	<input type="radio"/> <u>Tom Henjum</u> <small>write-in, if any</small>	Orono P-02 Polling Place
Council Member City of Orono	<input type="radio"/> <u>Barbara Dugan</u> <small>write-in, if any</small>	Orono P-02 Polling Place
Mayor City of Orono	<input type="radio"/> <u>Felipe Othayde</u> <small>write-in, if any</small>	Orono P-02 Polling Place
Council Member City of Orono	<input type="radio"/> <u>CHRIS BOWLS</u> <small>write-in, if any</small>	Orono P-02 Polling Place
Council Member City of Orono	<input type="radio"/> <u>Brady Haislet</u> <small>write-in, if any</small>	Orono P-02 Polling Place
Council Member City of Orono	<input type="radio"/> <u>Melinda Ringenier</u> <small>write-in, if any</small>	Orono P-02 Polling Place

Council Member City of Orono	• _____ write-in, if any	Orono P-03 Polling Place
Council Member City of Orono	• _____ write-in, if any	Orono P-03 Polling Place
Council Member City of Orono	• <u>George F Piper III</u> write-in, if any	Orono P-03 Polling Place
Council Member City of Orono	• <u>Seth Vainikka</u> write-in, if any	Orono P-03 Polling Place
Council Member City of Orono	• _____ write-in, if any	Orono P-03 Polling Place
Council Member City of Orono	• <u>ROBIN WOOLEY</u> write-in, if any	Orono P-03 Polling Place
Mayor City of Orono	• <u>Greg Clute</u> write-in, if any	Orono P-03 Polling Place
Council Member City of Orono	• <u>ANDREA BOYER</u> write-in, if any	Orono P-03 Polling Place
Council Member City of Orono	• <u>DANIEL BOYER</u> write-in, if any	Orono P-03 Polling Place
Mayor City of Orono	• <u>NONE</u> write-in, if any	Orono P-03 Polling Place
Council Member City of Orono	• <u>NONE</u> write-in, if any	Orono P-03 Polling Place
Council Member City of Orono	• _____ write-in, if any	Orono P-03 Polling Place
Council Member City of Orono	• _____ write-in, if any	Orono P-03 Polling Place
Council Member City of Orono	• _____ write-in, if any	Orono P-03 Polling Place

Council Member City of Orono	<ul style="list-style-type: none"> • <u>Bob Moore</u> write-in, if any 	Orono P-03 Polling Place
Council Member City of Orono	<ul style="list-style-type: none"> • <u>Rob Perez</u> write-in, if any 	Orono P-03 Polling Place
Council Member City of Orono	<ul style="list-style-type: none"> • <u>Andrea Boyer</u> write-in, if any 	Orono P-03 Polling Place
Council Member City of Orono	<ul style="list-style-type: none"> • <u>JON RESSLER</u> write-in, if any 	Orono P-03 Polling Place

Total : 58

Abstract of Votes Cast
Independent School District No. 278 (ORONO)
State of Minnesota
at the State General Election
Held Tuesday, November 5, 2024

Compiled from the Official Returns.

Summary of Totals
Independent School District No. 278 (ORONO)
Tuesday, November 5, 2024 State General Election

KEY TO PARTY ABBREVIATIONS

NP - Nonpartisan

School Board Member (ISD #278) (Elect 3)

NP
Timothy Usset
3686

NP
Laura Wallander
4233

NP
Gavin Tempero
3458

WI
WRITE-IN
589

Detail of Election Results
 Independent School District No. 278 (ORONO)
 Tuesday, November 5, 2024 State General Election

Office Title: School Board Member (ISD #278) (Elect 3)

Precinct	NP Timothy Usset	NP Laura Wallander	NP Gavin Tempero	WI WRITE-IN
27 1150 : INDEPENDENCE P-01	499	519	416	103
27 1160 : LONG LAKE P-01	502	620	501	56
27 1335 : MAPLE PLAIN P-01	457	504	407	68
27 1350 : MEDINA P-1	597	654	529	51
27 2230 : MINNETONKA BEACH P-01	164	177	161	75
27 2355 : ORONO P-01	915	1107	922	199
27 2360 : ORONO P-02	552	652	522	37
27 2910 : WAYZATA P-01	0	0	0	0
Total:	3686	4233	3458	589

We, the school board members of Independent School District No. 278 (ORONO), certify that we have canvassed the returns of the State General Election held on Tuesday, November 5, 2024 and have herein specified the names of any candidates receiving votes and the number of votes received by each candidate, and have herein specified the number of votes for and against any ballot questions voted on in this election.

As appears by the returns of the election precincts voting in this election, duly returned to, filed, opened, and canvassed, and now remaining on file in the office of the clerk of Independent School District No. 278 (ORONO).

Witness our official signature at _____ in _____ County this _____ day of _____, 2024.

School Board Member

School Board Member

School Board Member

School Board Member

School Board Member

School Board Member

School Board Member

State of Minnesota
Independent School District No. 278 (ORONO)

I, _____, Clerk of the Independent School District No. 278 (ORONO) do hereby certify the within and foregoing _____ pages to be a full and correct copy of the original abstract and return of the votes cast in the Independent School District No. 278 (ORONO) State General Election held on Tuesday, November 5, 2024.

Witness my hand and official seal of office this _____ day of _____, 2024.

AGENDA ITEM



Date: November 12, 2024

Item: 6

Title: Rental Home License

Presenter: Christine Lusian, City Clerk

Section: Consent Agenda

1. **Purpose:**

The purpose of this action item is to approve a license for rental housing.

2. **License Applicant(s):**

Applicant is under purchase agreement for this property with the intention of renting it out for six to eight months until they are ready to tear down and build. Closing is scheduled for November 19.

RL24-000024	3420 High Lane
-------------	----------------

3. **Staff Recommendation:**

Application requirements are complete and staff recommends approval of the rental license, pending and contingent on the closing and ownership transfer to applicant, listed above with an expiration date of December 31, 2026.

COUNCIL ACTION REQUESTED

Approve the rental licenses listed above contingent on closing and ownership transfer to applicant.

AGENDA ITEM



Date: November 12, 2024

Item: 7

Title: Alcohol Licenses

Presenter: Christine Lusian, City Clerk

Section: Consent Agenda

1. **Purpose:**

The purpose of this action item is to approve licenses for the sale of alcohol.

2. **License Applicant(s):**

The following establishments have completed all application requirements.

Name	Address	License Type
Holiday Station stores	2420 Shadywood Rd	Off-Sale 3.2 Malt
Narrows Saloon	3380 Shoreline Dr	On-Sale Intoxicating Liquor w/Sunday
Navarre Liquors	3421 Shoreline Dr	Off-Sale Intoxicating Liquor
Orono Orchards Golf Course	265 Orono Orchard Rd	On-Sale Intoxicating Liquor w/Sunday
Spring Hill Golf Club	725 County Rd 6	Off-Sale and On-Sale Intoxicating Liquor w/Sunday*
Talavera Mexican Restaurant	2160 Wayzata Blvd W	On-Sale Intoxicating Liquor w/Sunday
Wayzata Country Club	200 Wayzata Blvd	On-Sale Intoxicating Liquor w/Sunday*
Woodhill Country Club	200 Woodhill Rd	On-Sale Intoxicating Liquor w/Sunday *

**members only*

City approval and establishment insurance information will be shared with the state for certification/approval and the licenses will authorize sales through December 31, 2025.

3. **Staff Recommendation:**

Approve the licenses.

COUNCIL ACTION REQUESTED

Approve the alcohol sales licenses.

AGENDA ITEM



Date: November 12, 2024

Item: 8

Title: Agreement - Gillespie Center Services

Presenter: Maggie Jin, Finance Director

Section: Consent Agenda

1. **Purpose:**

The purpose of this council item is to update the agreement with the Gillespie Center and to amend the support amount.

2. **Background:**

The Gillespie Center, a community center/senior center, is located in Mound and serves residents from the many surrounding cities. At the September 9, 2024 Council Meeting, Director Rhonda Nelson provided an update on the Gillespie Center, including programs, services, fundraising and the upcoming 25th anniversary for the center. The last agreement made between the City of Orono and the Gillespie Center was made on May 21, 2009. Orono currently pays \$9,500 per year to the Gillespie Center to help fund programs that are provided to Orono residents. Attached is an updated agreement, with the contribution amount amended to be \$12,000 per year.

3. **Cost:**

\$12,000 per year. The amount is included in the 2025 budget.

4. **Staff Recommendation:**

Staff recommends approving the service agreement with the Gillespie Center.

COUNCIL ACTION REQUESTED

Motion to approve the Agreement for Services between the Gillespie Center and the City of Orono.

Exhibits

[Gillespie Center Service Agreement](#)

**CITY OF ORONO
AGREEMENT FOR SERVICES**

AGREEMENT made this _____ day of _____, 2024, by and between the **CITY OF ORONO**, a Minnesota municipal corporation (“City”), and the **GILLESPIE CENTER**, a Minnesota non-profit corporation (“Gillespie”).

Whereas, Gillespie owns and operates a building located at 2590 Commerce Boulevard, Mound, MN, 55364. This building is used primarily as a senior community center and to provide assistance, services, and social opportunities to community members of all ages.

Whereas, Gillespie is privately funded through membership dues, fundraising activities and donations. No Board members or officers of Gillespie are paid and most work by Gillespie is performed by volunteers.

NOW, THEREFORE, IN CONSIDERATION OF THEIR MUTUAL COVENANTS THE PARTIES AGREE AS FOLLOWS:

1. **Scope of Services.** Gillespie agrees to provide services to the Orono residents as described in Exhibit A, attached and made a part of this Agreement.
2. **Time for Performance of Services.** The term of this Agreement shall be from January 1, 2025 through December 31, 2025, the date of signature by the parties notwithstanding. This Agreement may be extended upon the written mutual consent of the parties for such additional period, as they deem appropriate, and upon the terms and conditions as herein stated. If this Agreement is extended for at least three years, the City shall appoint a City Council member to review the Gillespie’s performance on this Agreement once every three years. If the City is dissatisfied with Gillespie’s performance under this review, the City may terminate this Agreement.
3. **Compensation for Services.** The City hereby agrees to pay Gillespie Twelve Thousand and no/100ths (\$12,000.00) Dollars for the services provided on Exhibit A on or before the end of the Term.
4. **Extra Services.** The City will pay Gillespie for extra services by Gillespie or Special Contractors only when authorized in writing by the City.
5. **Authorized Agents.** The City shall appoint an authorized agent for the purpose of administration of this agreement. Gillespie is notified that the authorized agent for the City is as follows:

Adam T. Edwards, P.E.
Orono City Administrator
2750 Kelley Parkway
Orono, Minnesota 55356
(952) 249-4600 (office)

aedwards@oronomn.gov

The City is notified that the authorized agent for Gillespie is as follows:

Rhonda Nelson
Director

(952) 472-6501 (office)
Director@gillespiecenter.org (e-mail)

6. **Termination.** This Agreement may be terminated by either party with or without cause by seven (7) days' written notice delivered to the other party at the address written above. Upon termination under this provision if there is no fault of Gillespie, Gillespie shall be paid for services rendered and reimbursable expenses until the effective date of termination. If Gillespie has been paid the full amount of compensation contemplated in paragraph 3, Gillespie shall return all payments made by the City on a prorated basis for the term of the contract which shall be measured on an annual basis.
7. **Independent Contractor.** At all times and for all purposes herein, Gillespie is an independent contractor and not an employee of the City. No statement herein shall be construed so as to find Gillespie an employee of the City.
8. **Non-Discrimination.** During the performance of this contract, Gillespie shall not discriminate against any employee or applicants for employment because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, or age. Gillespie shall post in places available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause and stating that all qualified applicants will receive consideration for employment. Gillespie shall incorporate the foregoing requirements of this section in all of its subcontracts for program work, and will require all of its subcontractors for such work to incorporate such requirements in all subcontracts for program work.
9. **Assignment.** Neither party shall assign this Agreement, nor any interest arising herein, without the written consent of the other party.
10. **Services Not Provided For.** No claim for services furnished by Gillespie not specifically provided for herein shall be honored by the City.
11. **Severability.** The provisions of this Agreement are severable. If any portion hereof is, for any reason, held by a court of competent jurisdiction to be contrary to law, such decision shall not affect the remaining provisions of the Agreement.
12. **Entire Agreement.** The entire agreement of the parties is contained herein. This Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof as well as any previous agreements presently in effect

between the parties relating to the subject matter hereof. Any alterations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only when expressed in writing and duly signed by the parties, unless otherwise provided herein.

13. **Compliance with Laws and Regulations.** In providing services hereunder, Gillespie shall abide by all statutes, ordinances, rules, and regulations, including to the extent it is applicable the Minnesota Government Data Practices Act, pertaining to the provisions of services to be provided. Any violation shall constitute a material breach of this Agreement and entitle the City to immediately terminate this Agreement. **Waiver.** Any waiver by either party of a breach of any provisions of this Agreement shall not affect, in any respect, the validity of the remainder of this Agreement.

14. **Indemnification.** Gillespie agrees to defend, indemnify and hold the City, its officers, and employees harmless from any liability, claims, damages, costs, judgments, or expenses, including reasonable attorney's fees, resulting directly or indirectly from an act or omission (including without limitation professional errors or omissions) of Gillespie, its agents, employees, or subcontractors in the performance of the services provided by this Agreement and against all losses by reason of the failure of said Gillespie fully to perform, in any respect, all obligations under this Agreement, except that City shall be liable for any claims or damages relating to liquid escaping from City containers being hauled by Gillespie to the extent that such leakage is not caused by any action or omission of Gillespie or any third party not under the control of the City.

14A. The Gillespie Center shall indemnify and hold harmless any Director, Officer, or employee from any suit, damage, claim, judgment, or liability arising out of, or asserted to arise out of conduct of such person in his or her capacity as a Director, Officer, or employee except in cases involving willful misconduct. Indemnification provided under this section shall comply with and follow the requirements as provided by statute. The Center shall have the power to purchase or provide insurance for such purposes.

15. **Insurance.**

A. **General Liability:** During the term of this Agreement, Gillespie shall maintain a general liability insurance policy with limits of at least \$1,000,000 for each person, and each occurrence, for both personal injury and property damage. The policy shall also insure the indemnification obligation contained in section 15. A certificate of insurance on the City's approved form which verifies the existence of this insurance coverage must be provided to the City before work under this Agreement is begun.

B. **Worker's Compensation:** Gillespie shall secure and maintain such insurance as will protect Gillespie from claims under the Worker's Compensation Acts and from claims for bodily injury, death, or property damage which may arise from the performance of Gillespie's services under this Agreement.

16. **Annual Report and Records Access.** Gillespie shall provide the City Council with an annual report and 990on or before December 1 of each year this Agreement is in effect.

Gillespie shall provide the City access to any books, documents, papers, and record which are directly pertinent to the specific contract, for the purpose of making audit, examination, excerpts, and transcriptions, for six years after final payments and all other pending matters related to this contract are closed.

17. **Governing Law.** This Agreement shall be controlled by the laws of the State of Minnesota.
18. **Notices.** Any notices given under this Agreement will be served personally or by mail at the addresses stated herein.

EXECUTED as to the day and year first above written.

CITY OF ORONO

By: _____
Dennis Walsh, Mayor

And _____
Adam T. Edwards, City Administrator

GILLESPIE CENTER

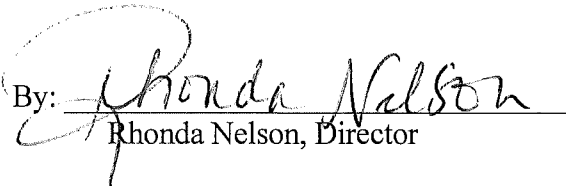
By:  _____
Rhonda Nelson, Director

EXHIBIT A

GENERAL COMMUNITY SERVICES

- Bus transportation
- Noon lunches
- Income tax preparation
- Library with Computers
- HUD - HRA assistance
- Health Insurance counseling
- Defensive Driving classes
- Banking assistance
- Bargain Bakery
- Hidden Treasures" Shop
- Battery recycling
- Coffeehouse

HEALTH / WELLNESS

- Avada Hearing care
- Flu Shot Clinic
- LifeLine Screening
- Foot care
- Blood pressure checks
- Vision Loss Support
- Parkinson' s Disease Support
- Senior Outreach Social Worker
- Over 50 and Fit Exercise Class
- Snapdragons Exercise Class
- Line Dancing Class

RECREATION / HOBBIES / CLUBS

- Cribbage, 500, Bridge, Progressive Rummy
- Wii Games, Scrabble, Movies
- Grand Buddies and Adult Book Clubs
- Art Club
- Hiking Group
- Crafters Group
- Quilters
- Gardening
- Stamping
- Gillespie Singers
- Pretenders Story Theater Group
- Community Singing Group

EVENTS

- Annual Golf Tournament
- Holiday Boutique
- Festival of Trees"
- Santa' s Hidden Treasures
- Style shows
- Themed dinners
- Mother' s Day Tea
- Partnered with the Westonka Historical or Westonka Horticultural Societies
- Wedding, Anniversary, Social or Business Room Rentals
- Al and Alma' s Summer Boat Cruises
- Annual Plant Sale
- Annual Homecoming Tail Gate Party
- Volunteer Appreciation Breakfast

TRIPS

- Shopping
- Old Log Theater Plays
- Chanhassen Dinner Theater Matinees
- Gale Woods Farm
- MN Landscape Arboretum
- MN History Center
- MN Science Museum and Omni Theater
- Macy' s Flower Show
- Mystic Lake and Turtle Lake Casinos
- Others as available week days

PROGRAMS

- TRIAD - Mound Police
- Estate planning
- Westonka Area Blood Drives
- LMCC Filming of Gillespie Center show of "Seniors on the Go" on Ch. 12
- Memorial Day Service with American Legion
- Intergenerational programs with area school students and seniors
- Additional programs each month announced in newsletter *Gillespie Gazette*

Compiled April 2009 Gillespie Center services provide opportunities for participation and may vary

AGENDA ITEM



Date: November 12, 2024

Item: 9

Title: 2024 Fund Transfers

Presenter: Maggie Jin, Finance Director

Section: Consent Agenda

1. **Purpose:**

The purpose of this action item is to approve 2024 transfers.

2. **Background:**

Transfers between city funds require the approval of City Council. Transfers occur for a variety of reasons, including financing city projects, repaying debt, covering unanticipated operating expenditures or reimbursing revenue and expenditures coded incorrectly. The transfers are included in Exhibit A with details.

3. **Staff Recommendation:**

Staff recommends approval of the 2024 Transfers as presented.

COUNCIL ACTION REQUESTED

Motion to approve the 2024 Transfers as presented on the attached exhibit.

Exhibits

[Exhibit A. 2024 Transfer](#)

City of Orono
Schedule of 2024 Interfund Transfers and Loan Payments

Transfer From	Transfer To	Amount	Purpose
General Fund (101)	Improvement & Equipment Outlay Fund (405)	\$ 200,000.00	Annual Operating Transfer for Capital Purchases
Fleet Fund (701)	Improvement & Equipment Outlay Fund (405)	\$ 45,000.00	Annual Operating Transfer for Capital Purchases
Sewer Fund (602)	Improvement & Equipment Outlay Fund (405)	\$ 744,500.00	Annual Operating Transfer for Capital Purchases
Water Fund (601)	Improvement & Equipment Outlay Fund (405)	\$ 75,000.00	Annual Operating Transfer for Capital Purchases
Golf Course Fund (613)	Improvement & Equipment Outlay Fund (405)	\$ 20,000.00	Annual Operating Transfer for Capital Purchases
Stormwater Fund (651)	Improvement & Equipment Outlay Fund (405)	\$ 84,500.00	Annual Operating Transfer for Capital Purchases
General Fund (101)	Police Capital Fund (437)	\$ 41,407.00	Police squad that was budgeted in 2023 General Fund but incorrectly coded from Police Capital Fund.
Improvement & Equipment Outlay Fund (405)	IT Service Fund (710)	\$ 260,000.00	Reimbursement for IT projects that were budgeted in the IEO Fund prior to the creation of the IT Service fund.
Big Island Special Revenue Fund (238)	Parks Fund (225)	\$ 90,413.67	Donations revenue received in 2020 and remaining balance for the Big Island Park Project. Expenditure for the project was coded to the Park Fund.
Big Island Project Fund (430)	Parks Fund (225)	\$ 51,192.22	Big Island Project Fund (430) was closed in 2013 with fund from the 2005 HRA Public Facilities Bond Fund (318) transferred in due to being for the Big Island Nature Park. Since, the Big Island Park has become a park entity of Orono and the transferred is needed to consolidate into the Parks Fund for simplicity.
Park Fund (225)	General Fund (101)	\$ 19,244.00	To reimburse the General Fund for the Hackberry and Pickleball project expenditures.
Stormwater Fund (651)	Community Investment Fund (408)	\$ 11,928.64	Reimbursement for Stormwater related portion of the Navarre Parking Lot and Golf Course Parking Lot projects.
Water Fund (601)	Community Investment Fund (408)	\$ 979.00	Reimbursement for Water related portion of the Navarre Parking Lot and Golf Course Parking Lot projects.
Stormwater Fund (651)	Pavement Management Fund (435)	\$ 358,135.28	Reimbursement for Stormwater related portion of the 2021, 2022 and 2023 Street Maintenance Projects.
Water Fund (601)	Pavement Management Fund (435)	\$ 60,000.00	Reimbursement for Water related portion of the 2021 and 2022 Street Maintenance Projects.
Sewer Fund (602)	Pavement Management Fund (435)	\$ 47,859.63	Reimbursement for Sewer related portion of the 2021 and 2022 Street Maintenance Projects.

AGENDA ITEM



Date: November 12, 2024

Item: 10

Title: Set 2025 Utility Rates

Presenter: Maggie Jin, Finance Director

Section: Consent Agenda

1. **Purpose:**

The purpose of this agenda item is to set the 2025 Utility Rates.

2. **Background:**

Utility rates are formally adopted as part of the approval of the annual fee schedule. The utility increases proposed for 2025 are based on the 2019 rate study and are identified as follows:

	Increase
Water	2%
Sewer	2%
Stormwater	1%
Recycling	4%

By setting the utility rates ahead of the adopting the 2025 Fee Schedule, staff will be able to communicate the increase to customers by including an insert in the November utility bills, which will be send out prior to the adoption of the 2025 Fee Schedule at the December 9th Council meeting.

3. **Cost:**

The 2025 Enterprise Budgets and Capital Improvement Plan includes the proposed fee increases.

4. **Staff Recommendation:**

Staff recommends setting the 2025 utility rates as identified in the above and attached table.

COUNCIL ACTION REQUESTED

Motion to adopt the 2025 utility rates as presented.

Exhibits

[Exhibit A. Past and Projected Utility Rate Increases](#)

[Exhibit B. 2025 Draft Utility Fee Schedule](#)

Past and Projected Utility Rate Increases

	2020	2021	2022	2023	2024	2025
Water	35.0%	20.0%	0.0%	2.0%	2.0%	2.0%
Sewer	20.0%	15.0%	0.0%	2.0%	2.0%	2.0%
Stormwater	90.0%	1.0%	0.0%	1.0%	1.0%	1.0%
Recycling	60.0%	4.0%	4.0%	4.0%	4.0%	4.0%

Exhibit D Utility Rates and Fees

UTILITY SERVICE FEES

Municipal Sewer Rate

Single Family Home By Unit:		
1st	\$73.21 per month	\$71.78 per month
2nd		
By flow (\$73.21/month minimum):	\$7.32/1000 gallon plus	\$7.18/1000 gallon plus
All Other:	\$6.39/month/SAC unit	\$6.27/month/SAC unit

Long Lake Service

Minimum Charge (10,000 Gallons or Less Water Usage)	\$73.21 per month	\$71.78 per month
Over 10,000 Gallons Water Usage, per 1,000 Gallons	\$7.32/1000 gallon plus	\$7.18/1000 gallon plus

Wayzata Service

Metered Service		
Minimum Charge (10,000 Gallons or Less Water Usage)	\$73.21 per month	\$71.78 per month
Over 10,000 Gallons Water Usage, per 1,000 Gallons	\$7.32/1000 gallon plus	\$7.18/1000 gallon plus
Unmetered Service		
Per Property	\$73.21 per month	\$71.78 per month

Some Properties on Mytlewood and Old Long Lake Road are not connected to water. Wayzata bills Orono based on a quarterly usage of 25,000 gallons. Charge is based on the metered rates and 25,000 gallons.

MUNICIPAL WATER RATES

Residential

Billing & Ready to Serve Charge	\$17.00/month	\$16.67/month
Unconnected Property Charge	\$17.00/month	\$16.67/month

Water Usage Rate

Navarre Area (Area #1) and Hwy 12 (Area #2)		
Tier 1 (0-3,300 gal)	\$8.26/1000 gal	\$8.10/1000 gal
Tier 2 (3,300 - 8,300 gal)	\$11.56/1000 gal	\$11.33/1000 gal
Tier 3 (>8,300)	\$17.34/ 1000 gal	\$17.00/ 1000 gal

Chevy Chase Area (Area #3)

Tier 1 (0-5,000 gal)	\$8.26/1000 gal	\$8.10/1000 gal
Tier 2 (5,000-8,300 gal)	\$11.56/1000 gal	\$11.33/1000 gal
Tier 3 (>8,300)	\$17.34/ 1000 gal	\$17.00/ 1000 gal

Long Lake Area (Area #4)

Tier 1 (0-2,000 gal)	\$8.26/1000 gal	\$8.10/1000 gal
Tier 2 (2,000-7,000 gal)	\$11.56/1000 gal	\$11.33/1000 gal
Tier 3 (>7,000 gal)	\$17.34/ 1000 gal	\$17.00/ 1000 gal

Multi-Family

Billing & Ready to Serve Charge per SAC Unit	\$17.00/month	\$16.67/month
Unconnected Property Charge	\$17.00/month	\$16.67/month
Water Usage Rate		
Tier 1 (0-8,300 gal)	\$8.26/1000 gal	\$8.10/1000 gal
Tier 2 (8,300-33,300 gal)	\$11.56/1000 gal	\$11.33/1000 gal
Tier 3 (>33,300 gal)	\$17.34/ 1000 gal	\$17.00/ 1000 gal

Commercial

Billing & Ready to Serve Charge per SAC Unit	\$17.00/month	\$16.67/month
Unconnected Property Charge	\$17.00/month	\$16.67/month
Water Usage Rate		
Tier 1 (0-8,300 gal)	\$8.26/1000 gal	\$8.10/1000 gal
Tier 2 (8,300-33,300 gal)	\$11.56/1000 gal	\$11.33/1000 gal
Tier 3 (>33,300 gal)	\$17.34/ 1000 gal	\$17.00/ 1000 gal

Exhibit D Utility Rates and Fees

School

Billing & Ready to Serve Charge per Meter	\$51.00/month	\$50.00/month
Unconnected Property Charge	\$51.00/month	\$50.00/month
Water Usage Rate		
Tier 1 (0-8,300 gal)	\$8.26/1000 gal	\$8.10/1000 gal
Tier 2 (8,300-33,300 gal)	\$11.56/1000 gal	\$11.33/1000 gal
Tier 3 (>33,300 gal)	\$17.34/ 1000 gal	\$17.00/ 1000 gal
Bulk sale to Minnetonka Beach for Lafayette Ridge Area		
Processing Fee (Per Monthly Billing Cycle)	\$30.00	\$25.00
Plus Water Usage Rate	\$8.26/1000 gal	\$8.10/1000 gal
Bulk sale - All Others		
Processing Fee (Per Monthly Billing Cycle)	\$30.00	\$25.00
Plus Water Usage Rate	\$17.34/ 1000 gal	\$17.00/ 1000 gal
i.e. Fill swimming pool or watering sod.		

STORM WATER UTILITY RATES

The basic intent of storm water regulations is to minimize the impact of development on natural drainage systems. Any development in an area will

One residential unit:	\$16.32/month or \$48.96/quarter	\$16.16/month or \$48.48/quarter
Non-residential unit:	Based on "Residential Equivalent Factor"	

RECYCLING CHARGE

Recycling Cart from Waste Management	\$6.76/month or \$20.28/quarter	\$6.50/month or \$19.50/quarter
	No Charge	

Draft

AGENDA ITEM



Date: November 12, 2024

Item: 11

Title: Resignation and Recruitment - Public Works Utility Worker

Presenter: DJ Goman, Public Works Superintendent

Section: Consent Agenda

1. **Purpose:**

The purpose of the agenda item is to gain authorization to accept the resignation of Public Works Utility Worker Justin Mielke and to begin the recruitment process to fill the position.

2. **Background:**

- A. Justin Mielke was hired on March 29, 2021. He has submitted a letter of resignation. Justin's last day is November 15, 2024. The Public Works Department wishes Justin Mielke the best of luck in all of his future endeavors and for his service to the City of Orono.
- B. The Public Works Department currently has 2 full-time utility worker positions with one opening. The utility worker positions are critical to meet current service needs and are essential to City operations.

3. **Recruitment:**

The selection process for the position involves advertising the position, application screening, interviews by Public Works management and staff and practical exercise testing. The process also includes a background check and reference checks. Upon completion of the process, a candidate will be presented to the council for consideration for appointment.

COUNCIL ACTION REQUESTED

Motion to accept the resignation of Justin Mielke effective November 15, 2024 and to initiate the recruitment process for the Utility Worker position.

AGENDA ITEM



Date: November 12, 2024

Item: 12

Title: Compensation Increase - Public Works Maintenance Worker

Presenter: DJ Goman, Public Works Superintendent

Section: Consent Agenda

1. **Purpose:**

To gain City Council step increase approval for public works maintenance worker Hunter Gille

2. **Background:**

Public Works employee Hunter Gille started with the city on October 23, 2023 as a Public Works Maintenance worker and has completed his one year probationary period and his reviews have exceeded our expectations based on his exceptional performance. Hunter has strived to improve, and has shown interest in improving the overall department. Hunter has quickly become a subject matter expert on the Vactor cleaning equipment, Hunter's fellow employee's have nothing but good things to say about his performance.

3. **Staff Recommendation:**

I recommend step increase to Grade3, Step \$ 32.08 of the Local 49 AFL-CIO pay scale of retroactive to October 23, 2024 for exceptional performance.

COUNCIL ACTION REQUESTED

Approve motion for a step increase to Grade 7 Step 3 \$32.08 of Local 49 AFL-CIO pay scale retroactive to October 23, 2024 for public works maintenance worker Hunter Gille.

AGENDA ITEM



Date: November 12, 2024

Item: 13

Title: 2025 Employee Pay Scale and Benefits - Resolution 7524

Presenter: Maggie Jin, Finance Director

Section: Consent Agenda

1. **Purpose:**

The purpose of this action item is to adopt a resolution approving 2025 pay and benefit plan adjustments for City employees.

2. **Background:**

The City adopts an updated pay scale annually. This action will set the 2025 wage and benefits for City employees.

a. Compensation.

- i. Market Adjustment. With the budget process, staff had reviewed non-union compensation in comparison with the market. Staff had used League of MN Cities annual salary survey as a basis for comparison with different factors influencing each position as applicable. Staff found that majority of the non-union positions fell 6% - 11% under comparable market value. Staff is recommending a market adjustment to the non-union positions, as shown in Exhibit C, along with the creation of two new grades, Grade 20 and 21. Staff ran a pay equity report and the adjustments did pass the compliance check.
 - ii. Cost of Living Adjustment. The 2025 budget has been prepared with a 3% increase in the pay scale. This increase is consistent with the negotiated increases required by the City's labor agreements for union personnel.
- b. Insurance. For 2025, the City's monthly insurance contributions for both family and single coverage will remain unchanged at \$1,715 for family and \$915 for single. Due to a drop in premium, the amount paid to employees that waive insurance is to be increased to \$184.32.
- c. Mileage. The City will continue to reimburse employees at the IRS standard mileage rate in 2025. The 2025 rate has not been released at this time; the 2024 rate is 67 cents per mile.
- d. Safety Shoe Allowance. The safety shoe allowance for eligible employees will remain at \$300 annually for 2025. This matches the amount in the Public Works union contract.

3. **Cost:**

The funding for these expenditures are included in the 2025 budget.

4. **Staff Recommendation:**

Staff recommends approval of Resolution 7524 Approving the 2025 Pay Scale and Benefits for City employees.

COUNCIL ACTION REQUESTED

Motion to approve Resolution 7524 Approving the 2025 Pay Scale and Benefits for City employees.

Exhibits

[Exhibit A. Resolution 7524 Approving the 2025 Pay Scale and Benefits](#)

Exhibit B. 2025 Non-Union Pay Scale
Exhibit C. Market Study, Proposal and Adjustment



CITY OF ORONO
RESOLUTION OF THE CITY COUNCIL
NO. 7524

**A RESOLUTION APPROVING
2025 CITY EMPLOYEE PAY SCALE AND BENEFITS**

WHEREAS, the City Administrator is responsible for annually presenting pay adjustments for City employees; and

WHEREAS, sufficient funds have been appropriated in the proposed 2025 Annual Budget to fund the recommended pay adjustments and such other matters of compensation as herein specified.

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

1. Non-union positions are adjusted to the grades as reflected in the market comparison study.
2. That the City's pay scale be increased to reflect a 3% cost-of-living increase in employee wages.
3. That the City's cafeteria benefit plan contribution for non-union employees will be \$1,715 per month for employees on family coverage, \$915 for single coverage and \$184.32 for waived coverage.
4. That all City employees using their own vehicles for approved work-related business shall be compensated at a rate allowed by the IRS (2024 is currently \$0.67 per mile).
5. That the 2025 Safety Shoe Reimbursement will remain at \$300 for employees that qualify for this reimbursement.

Adopted by the City Council of Orono, Minnesota at a regular meeting held on November 12, 2024.

ATTEST:

CITY OF ORONO

Christine Lusian, City Clerk

Dennis Walsh, Mayor

City of Orono
 Compensation Plan
 Non-Union Employees
 Pay Grades and Steps
 For 2025 Budget

Grade	Start		Step 1		Step 2		Step 3		Step 4		Step 5		Step 6		Step 7	
	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual
1	20.81	43,284.80	21.45	44,616.00	22.11	45,988.80	22.80	47,424.00	23.50	48,880.00	24.23	50,398.40	24.98	51,958.40	25.75	53,560.00
2	22.14	46,051.20	22.82	47,465.60	23.53	48,942.40	24.26	50,460.80	25.01	52,020.80	25.78	53,622.40	26.58	55,286.40	27.40	56,992.00
3	23.56	49,004.80	24.28	50,502.40	25.03	52,062.40	25.81	53,684.80	26.61	55,348.80	27.43	57,054.40	28.28	58,822.40	29.15	60,632.00
4	25.06	52,124.80	25.84	53,747.20	26.64	55,411.20	27.46	57,116.80	28.31	58,884.80	29.19	60,715.20	30.09	62,587.20	31.02	64,521.60
5	26.67	55,473.60	27.49	57,179.20	28.34	58,947.20	29.22	60,777.60	30.12	62,649.60	31.05	64,584.00	32.01	66,580.80	33.00	68,640.00
6	28.37	59,009.60	29.25	60,840.00	30.16	62,732.80	31.09	64,667.20	32.05	66,664.00	33.04	68,723.20	34.06	70,844.80	35.12	73,049.60
7	30.19	62,795.20	31.12	64,729.60	32.09	66,747.20	33.08	68,806.40	34.10	70,928.00	35.16	73,132.80	36.24	75,379.20	37.36	77,708.80
8	32.12	66,809.60	33.12	68,889.60	34.14	71,011.20	35.20	73,216.00	36.28	75,462.40	37.41	77,812.80	38.56	80,204.80	39.76	82,700.80
9	34.18	71,094.40	35.23	73,278.40	36.32	75,545.60	37.45	77,896.00	38.61	80,308.80	39.80	82,784.00	41.03	85,342.40	42.30	87,984.00
10	36.36	75,628.80	37.49	77,979.20	38.65	80,392.00	39.84	82,867.20	41.08	85,446.40	42.35	88,088.00	43.66	90,812.80	45.01	93,620.80
11	38.69	80,475.20	39.89	82,971.20	41.12	85,529.60	42.39	88,171.20	43.71	90,916.80	45.06	93,724.80	46.45	96,616.00	47.89	99,611.20
12	41.17	85,633.60	42.44	88,275.20	43.75	91,000.00	45.11	93,828.80	46.50	96,720.00	47.94	99,715.20	49.42	102,793.60	50.95	105,976.00
13	43.80	91,104.00	45.16	93,932.80	46.55	96,824.00	47.99	99,819.20	49.48	102,918.40	51.01	106,100.80	52.59	109,387.20	54.21	112,756.80
14	46.61	96,948.80	48.05	99,944.00	49.53	103,022.40	51.07	106,225.60	52.65	109,512.00	54.27	112,881.60	55.95	116,376.00	57.68	119,974.40
15	49.59	103,147.20	51.12	106,329.60	52.70	109,616.00	54.33	113,006.40	56.01	116,500.80	57.75	120,120.00	59.53	123,822.40	61.37	127,649.60
16	52.76	109,740.80	54.40	113,152.00	56.08	116,646.40	57.81	120,244.80	59.60	123,968.00	61.44	127,795.20	63.34	131,747.20	65.30	135,824.00
17	56.14	116,771.20	57.88	120,390.40	59.67	124,113.60	61.51	127,940.80	63.41	131,892.80	65.38	135,990.40	67.40	140,192.00	69.48	144,518.40
18	59.73	124,238.40	61.58	128,086.40	63.49	132,059.20	65.45	136,136.00	67.47	140,337.60	69.56	144,684.80	71.71	149,156.80	73.93	153,774.40
19	63.56	132,204.80	65.52	136,281.60	67.55	140,504.00	69.64	144,851.20	71.79	149,323.20	74.01	153,940.80	76.30	158,704.00	78.66	163,612.80
20	67.62	140,649.60	69.72	145,017.60	71.87	149,489.60	74.09	154,107.20	76.39	158,891.20	78.75	163,800.00	81.18	168,854.40	83.69	174,075.20
21	71.95	149,656.00	74.18	154,294.40	76.47	159,057.60	78.84	163,987.20	81.27	169,041.60	83.79	174,283.20	86.38	179,670.40	89.05	185,224.00

*Annual amount is based on 2,080 hours for the year. Actual annual amount may differ based.

Study Process

Orono Position Name	LMC Salary Survey Comparison Positions	LMC Salary Survey Filters	Other Considerations
Office Manager	Office Manger	Metro Cities	Removed outliers (>1 Std Dev)
City Clerk	City Clerk / Asst. City Admin Coord.	Metro Cities / Population 8-10K	
Parks and Facilities Superintendent	Parks Superintendents / Director of Parks and Recreation	Population 8-20K	Small pool of diverse responsibilities. Recently adjusted for Facilities role
Public Works Superintendent	Public Works Superintendent	Metro Cities 8-20K	
Community Development Director	Community Development Director	Metro Cities / Budget 5-49.9M	Used budget as proxy for complexity of role.
Deputy Chief	Deputy Chief/ Captain / Lieutenant	Metro Cities / Population 15-25K	Needed adjusting to differentiate from Sgts.
Fire Chief	Fire Chief	Metro Cities / Population 8-10K	
Director of Finance	Finance Director	Metro Cities / Budget 5-49.9M	Removed outliers (>1 Std Dev)
Police Chief	Police Chief	Metro Cities / Population 15-25K	
City Administrator / City Engineer	City Administrator	Metro Cities/ Budget 5-49.9M	Removed outliers (>1 Std Dev)

Study Result

Orono Position Name	Current Grade	Top Step Compensation (Hourly)	Top Step Compensation Comparable Average (Hourly)	% Difference	Comparable Grade
Office Manager	9	\$ 40.61	\$ 44.13	-9%	10
City Clerk	12	\$ 49.36	\$ 52.10	-6%	13
Parks and Facilities Superintendent	13	\$ 52.54	\$ 54.07	-3%	13
Public Works Superintendent	13	\$ 52.54	\$ 53.00	-1%	13
Deputy Chief	15	\$ 59.48	\$ 65.46	-10%	16
Fire Chief	15	\$ 59.48	\$ 64.44	-8%	16
Community Development Director	16	\$ 63.28	\$ 69.27	-9%	17
Director of Finance	17	\$ 67.34	\$ 71.43	-6%	18
Police Chief	18	\$ 71.65	\$ 79.79	-11%	20
City Administrator / City Engineer	19	\$ 76.23	\$ 82.19	-8%	21

Proposed Adjustment to Compensation Plan

Grade	Point Range (low)	Point Range (high)	Non-Union Positions in Grade
8	165	186 199	
9	187 200	233 239	Office Manager (E) , Clubhouse and Events Manager (N)
10	234 240	299 289	Office Manager (E)
11	300 290	345 329	
12	346 330	398 369	City Clerk (E)
13	399 370	458 419	PW Superintendent (E); Parks and Facilities Superintendent (E), City Clerk (E)
14	459 420	517 479	
15	518 480	647 529	Deputy Chief (E), Fire Chief (E)
16	648 530	843 639	Community Development Director (E) , Deputy Chief (E), Fire Chief (E)
17	844 640	970 749	Finance Director (E) , Community Development Director (E)
18	971 750	1068 839	Police Chief (E) Finance Director (E)
19	1069 840	1176 879	City Administrator / City Engineer (E)
20	880	969	Police Chief (E)
21	970	1100	City Administrator / City Engineer (E)

(E) Exempted Positions, (N) Non-exempted Positions

AGENDA ITEM



Date: November 12, 2024

Item: 14

Title: LA24-000046, 865 Partenwood Road, Variance - Resolution 7527

Presenter: Laura Oakden, Community Development Director

Section: Consent Agenda

1. **Purpose:**

The applicant is requesting variances for 75-foot lakeshore setback and hardcover within the 75-foot lakeshore setback order to construct a deck to an existing home

2. **MN§15.99 Application Deadline:**

An application was submitted on August 21, 2024. The application was considered complete September 19, 2024. The 60-day review period expires November 18, 2024.

3. **Background:**

The subject property has a home that is going through a remodel project. The majority of the house sits within the 75-foot lake setback as the parcel is on a peninsula with lake on three (3) sides of the home. The property has an at-grade patio and landscaping areas with plastic base around the north side of the home all of which is considered hardcover. The applicant is proposing to remove the at grade patio and hardscape and replace it with a new 55 foot by 16-foot deck structure that is roughly 14 inches above grade. This is a change in character of the hardcover from a patio to a deck structure as well as being located whole within the 75-lakeyard setback. The proposed deck is a similar size and location to the current improvements and will result in an overall decrease in hardcover within the 75-lakeyard setback.

The project summary and complete variance practical difficulty analysis included in a [Planning Report](#).

4. **Planning Commission Vote and Comment:**

On October 21 the Planning Commission held a public hearing and discussed the requested variances. No public comments were submitted Following the public hearing, the Commission voted 5 - 0 to recommend approval of the variances as applied.

5. **Public Comment:**

The abutting neighbors submitted neighbor acknowledgement signatures for the project.

6. **Staff Recommendation:**

Staff recommends approval.

COUNCIL ACTION REQUESTED

Council should move to adopt Resolution 7527, approving the requested variances.

Exhibits

[Ex A. Draft Resolution 7527](#)

[Ex B. Survey, Plans and Hardcover](#)

[Ex C. Draft PC Minutes 10.21.24](#)



CITY OF ORONO
RESOLUTION OF THE CITY COUNCIL

NO. **7527**

**A RESOLUTION
APPROVING VARIANCES FROM
MUNICIPAL ZONING CODE
SECTIONS 78-1279 and 78-1680**

FILE NO. LA24-000046

WHEREAS, on September 19, 2024, John Erickson (hereinafter the “Applicant”), made a complete application for variances from the City Code for the property addressed **865 Partenwood Road** and legally described as:

Lot 1, Block 2, PARTENWOOD, Hennepin County, Minnesota (hereinafter the “Property”);

WHEREAS, the Applicant has applied to the City of Orono for a lakeshore setback variance from City Code Section 78-1279 in order to construct a new deck; and

WHEREAS, the Applicant has applied to the City of Orono from City Code Section 78-1680 for a variance to allow hardcover within the lakeshore setback in order to construct a new deck; and

WHEREAS, on October 21, 2024, after published and mailed notice in accordance with Minnesota Statutes and the City Code, the Planning Commission held a public hearing, at which time all persons desiring to be heard concerning this application were given the opportunity to speak thereon; and

WHEREAS, on October 21, 2024, the Planning Commission voted 5 to 0 in favor of a motion to recommend approval of the variances as applied; and

WHEREAS, on November 12, 2024, the City Council reviewed the application and the recommendations of the Planning Commission and City staff; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of Orono, Minnesota hereby approves the requested variances as described above based on one or more of the following findings of fact concerning the Property:

FINDINGS OF FACT:

1. This application was reviewed as Zoning File #LA24-000046. The analysis contained within staff memos and the exhibits attached to the aforesaid memos, all minutes from the



CITY OF ORONO
RESOLUTION OF THE CITY COUNCIL

NO. **7527**

above-mentioned meetings, and any and all other materials distributed at these meetings are hereby incorporated by reference.

2. The Property is located in the LR-1B One Family Lakeshore Residential Zoning District.
3. The Property contains 49,617 square feet in area and has an irregular lot shape with a defined lot width of 67 feet at the 75-foot lakeshore setback and a lot width of 183 feet at the OHWL.
4. The Property is within Tier 1 and hardcover is limited to 25 % according to the Stormwater Quality Overlay District.
5. Applicant has applied for the following variances:
 - a. 75- foot lakeshore setback
 - b. Hardcover within the 75-foot lakeshore setback
6. In considering this application for variances, the Council has considered the advice and recommendation of the Planning Commission and the effect of the proposed variances upon the health, safety and welfare of the community, existing and anticipated traffic conditions, light and air, danger of fire, risk to the public safety, and the effect on values of property in the surrounding area.

ANALYSIS:

1. "Variances shall only be permitted when they are in harmony with the general purposes and intent of the ordinance . . ." The variances requested for the construction of a grade-level deck in an area where hardcover is not permitted resulting in a hardcover reduction within the 75-foot lakeyard is in harmony with the intended purpose of the ordinance. *This criterion is met.*
2. "Variances shall only be permitted . . . when the variances are consistent with the comprehensive plan." The proposed variance is consistent with the Comprehensive Plan. The Comprehensive Plan emphasizes the protection of natural resources including our natural waterways. The proposed project will reduce the hardcover and setback encroachments within the 75-foot lakeshore setback, bringing the property closer to zoning conformance. *This criterion is met.*
3. "Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the zoning ordinance. 'Practical difficulties,' as used in connection with the granting of a variance, means that:



CITY OF ORONO
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NO. **7527**

- a. *The property owner in question proposes to use the property in a reasonable manner, however, the proposed use is not permitted by the official controls.*

The property owner has limited use of the site with the existing single-family home with an attached two (2)-stall garage located almost entirely within the 75-foot lakeyard setback. The proposed deck replacing a paved area is reasonable. . *This criterion is met.*

- b. *The plight of the landowner is due to circumstances unique to his property not created by the landowner.*

The existing house was built by previous owners. The lot is a peninsula with lakeshore on three (3) sides limiting the building envelope on the site. The existing nonconformities are not the result of the current property owner's actions. This criterion is met.

- c. *The variance, if granted, will not alter the essential character of the locality."*

The proposed variance resulting in the construction of a deck where a current patio and landscaping is located will not alter the character of the neighborhood. The lot is wooded and would have limited visible impact from the lake. *This criterion is met.*

4. "Economic considerations alone do not constitute practical difficulties." Economic considerations have not been a factor in the variance approval determination.
5. "Practical difficulties also include but are not limited to inadequate access to direct sunlight for solar energy systems. Variances shall be granted for earth-sheltered construction as defined in Minn. Stat. § 216C.06, subd. 2, when in harmony with Orono City Code Chapter 78." This condition is not applicable.
6. "The board or the council may not permit as a variance any use that is not permitted under Orono City Code Chapter 78 for property in the zone where the affected person's land is located." This condition is not applicable, as a residential home is a permitted use in the LR-1B District.
7. "The board or council may permit as a variance the temporary use of a one-family dwelling as a two-family dwelling." This condition is not applicable.



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NO. **7527**

8. "The special conditions applying to the structure or land in question are peculiar to such property or immediately adjoining property." The narrow building envelope impacted by the lakeshore on three (3) sides of the property is unique to the Property. This criterion is met.
9. "The conditions do not apply generally to other land or structures in the district in which the land is located." The Property is surrounded by lakeshore on three (3) sides. The location of the existing structures and improvements, in relation to the setbacks defining the allowed building envelope on site, is unique to the Property. This criterion is met.
10. "The granting of the application is necessary for the preservation and enjoyment of a substantial property right of the applicant." The existing home on the property currently has an at-grade patio. The proposal is for a grade-level deck to replace the patio resulting in a reduction of the overall hardcover within the 75-foot lakeshore. Approval of the proposed deck supports preservation of a substantial property right of the Applicant and impacts their enjoyment of the Property. *This criterion is met.*
11. "The granting of the proposed variance will not in any way impair health, safety, comfort or morals, or in any other respect be contrary to the intent of this chapter." Granting the variance does not impair health, safety, comfort or morals, and is not contrary to the intent of the zoning chapter since the nonconforming setbacks and hardcover level will be improved compared to the existing conditions. *This criterion is met.*
12. "The granting of such variance will not merely serve as a convenience to the applicant, but is necessary to alleviate demonstrable difficulty." There are practical difficulties that support the application as proposed. The variances requested for a new deck will improve the overall hardcover and setbacks on the site. *This criterion is met.*

CONCLUSIONS, ORDER AND CONDITIONS:

Based upon one or more of the above findings, the Orono City Council hereby grants approval for the requested variances from Orono Municipal Zoning Code Sections 78-1279 and 78-1680 to allow the construction of a deck including hardcover within the 75-foot lakeshore setback, subject to the following conditions:

1. Council approval is based on the entire record, above Findings.
2. The approved project shall conform to the attached site plan and building plans submitted by the Applicant and annotated by City staff (hereinafter the "Plans"), attached to this Resolution as **Exhibits A & B**.



CITY OF ORONO
RESOLUTION OF THE CITY COUNCIL

NO. **7527**

3. Any amendments to the plans which are not in conformity with City codes may require further Planning Commission and City Council review.
4. Authorities granted by this resolution run with the Property not with the Applicants, but are permissive only and must be exercised by obtaining a building permit for the new construction and commencing construction of said project. A framing inspection must be completed within one year of the date of Council approval, or the variance will expire on that date (November 12, 2025).
5. Violation of or non-compliance with any of the terms and conditions of this resolution may result in the termination of any authority granted herein.

ADOPTED by the Orono City Council on this 12th day of November, 2024.

ATTEST:

CITY OF ORONO:

Christine Lusian, City Clerk

Dennis Walsh, Mayor

CERTIFICATE OF SURVEY FOR
JOHN ERICKSON
OF LOT 1, BLOCK 2, PARTENWOOD
HENNEPIN COUNTY, MINNESOTA

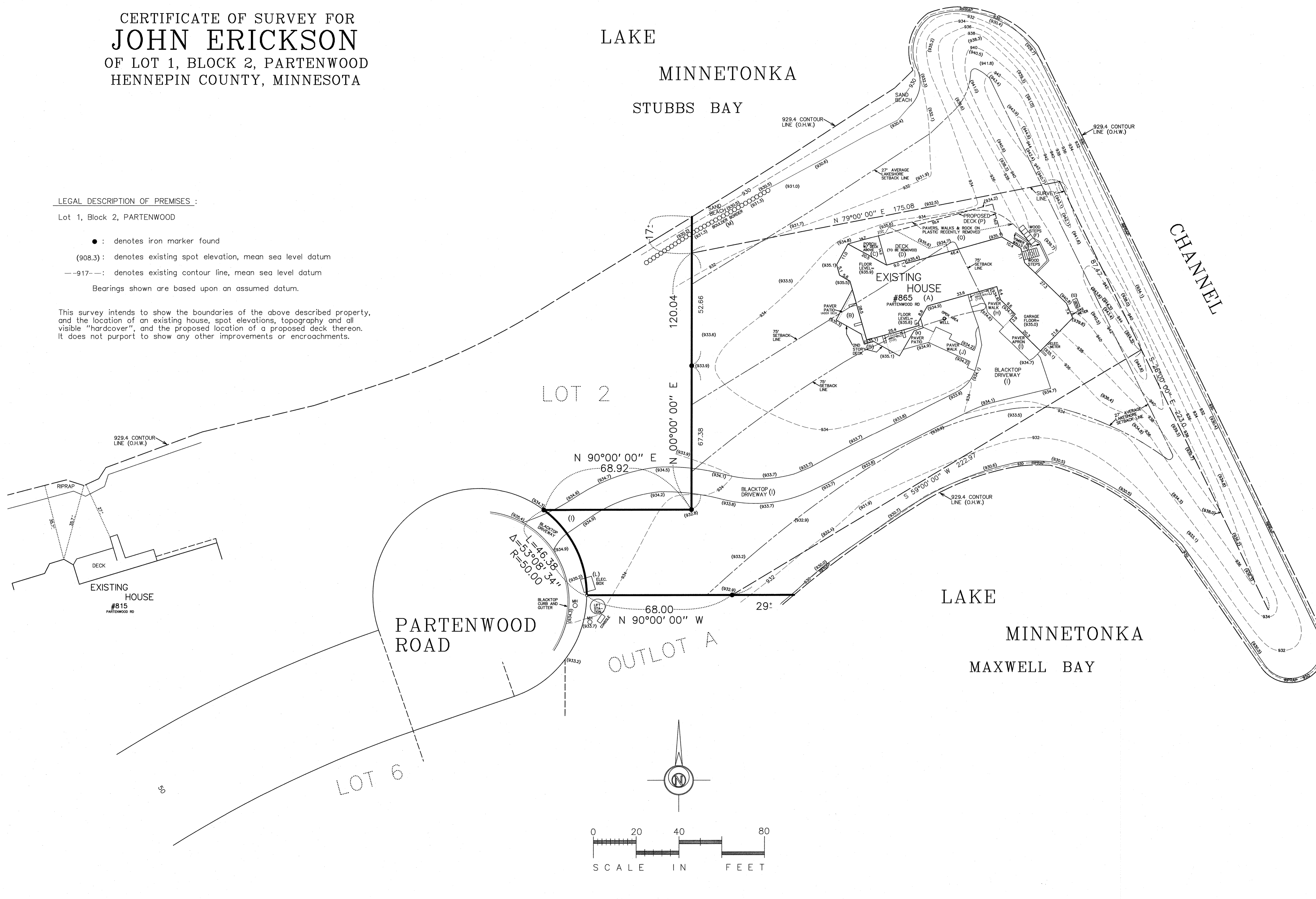
LAKE
MINNETONKA
STUBBS BAY

LEGAL DESCRIPTION OF PREMISES :

Lot 1, Block 2, PARTENWOOD

- : denotes iron marker found
 - (908.3) : denotes existing spot elevation, mean sea level datum
 - - - 917 - - - : denotes existing contour line, mean sea level datum
- Bearings shown are based upon an assumed datum.

This survey intends to show the boundaries of the above described property, and the location of an existing house, spot elevations, topography and all visible "hardcover", and the proposed location of a proposed deck thereon. It does not purport to show any other improvements or encroachments.



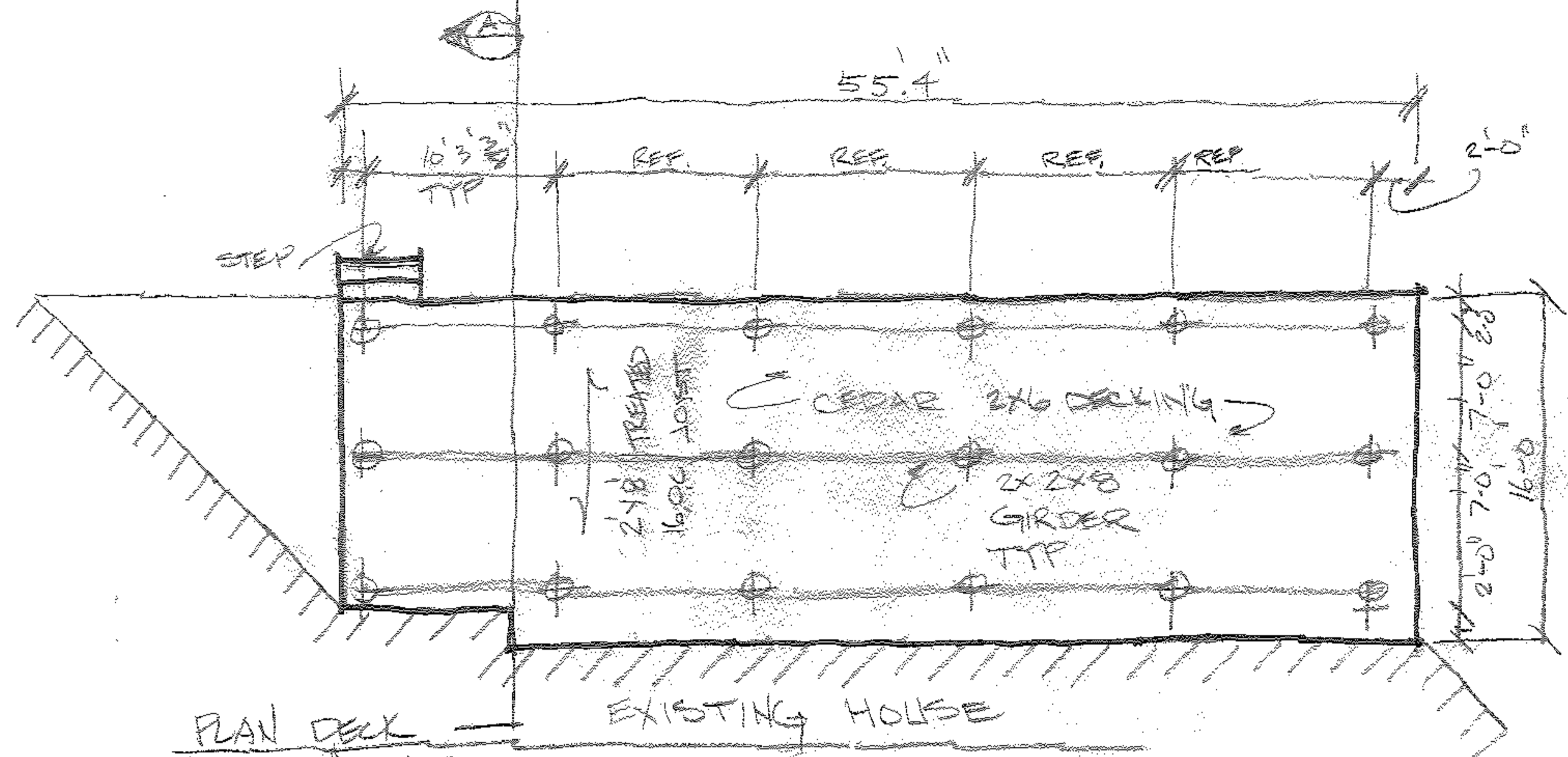
GRONBERG & ASSOCIATES, INC.
 CIVIL ENGINEERS, LAND SURVEYORS, LAND PLANNERS
 445 NORTH WILLOW DRIVE LONG LAKE, MN 55356
 952-473-4141

DATE	8-29-24
SCALE	1"=50.00'
ASB NO.	24-221

PROJECT

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 Land Surveyor under the laws of the State of Minnesota.
 Mark S. Gronberg
 Minnesota License Number 12755

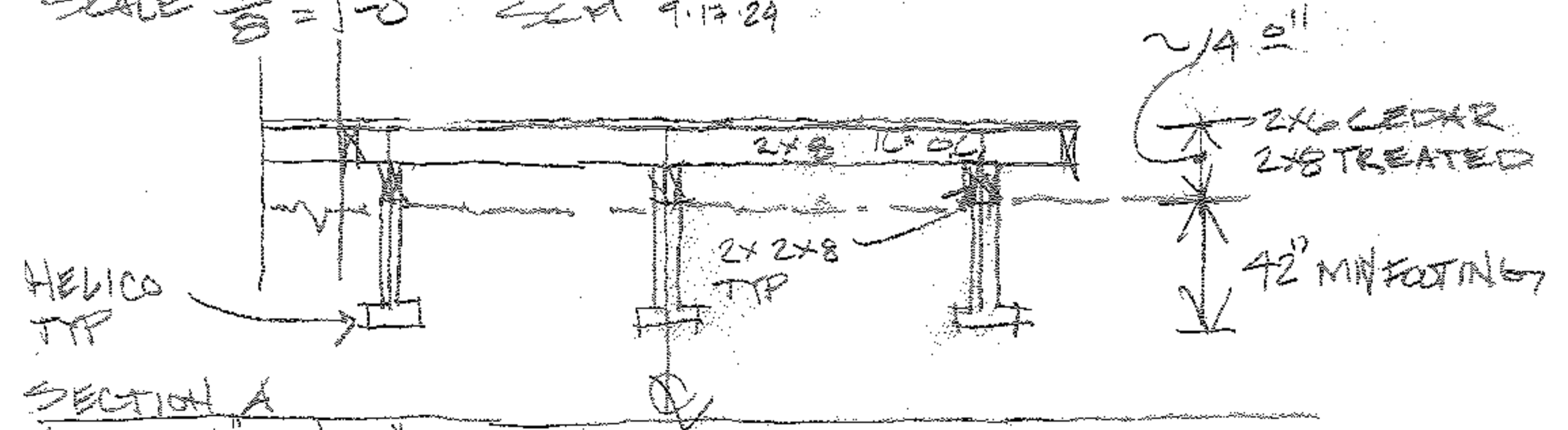
REVISIONS	
DATE	



PLAN DECK

EXISTING HOUSE

SCALE $\frac{1}{8} = 1'-0''$ SC# 9.17.24



HELICO
TYP

SECTION A

SCALE $\frac{1}{4} = 1'-0''$ SC# 1.17.24

CERTIFICATE OF SURVEY FOR
JOHN ERICKSON
 OF LOT 1, BLOCK 2, PARTENWOOD
 HENNEPIN COUNTY, MINNESOTA

LAKE
 MINNETONKA
 STUBBS BAY

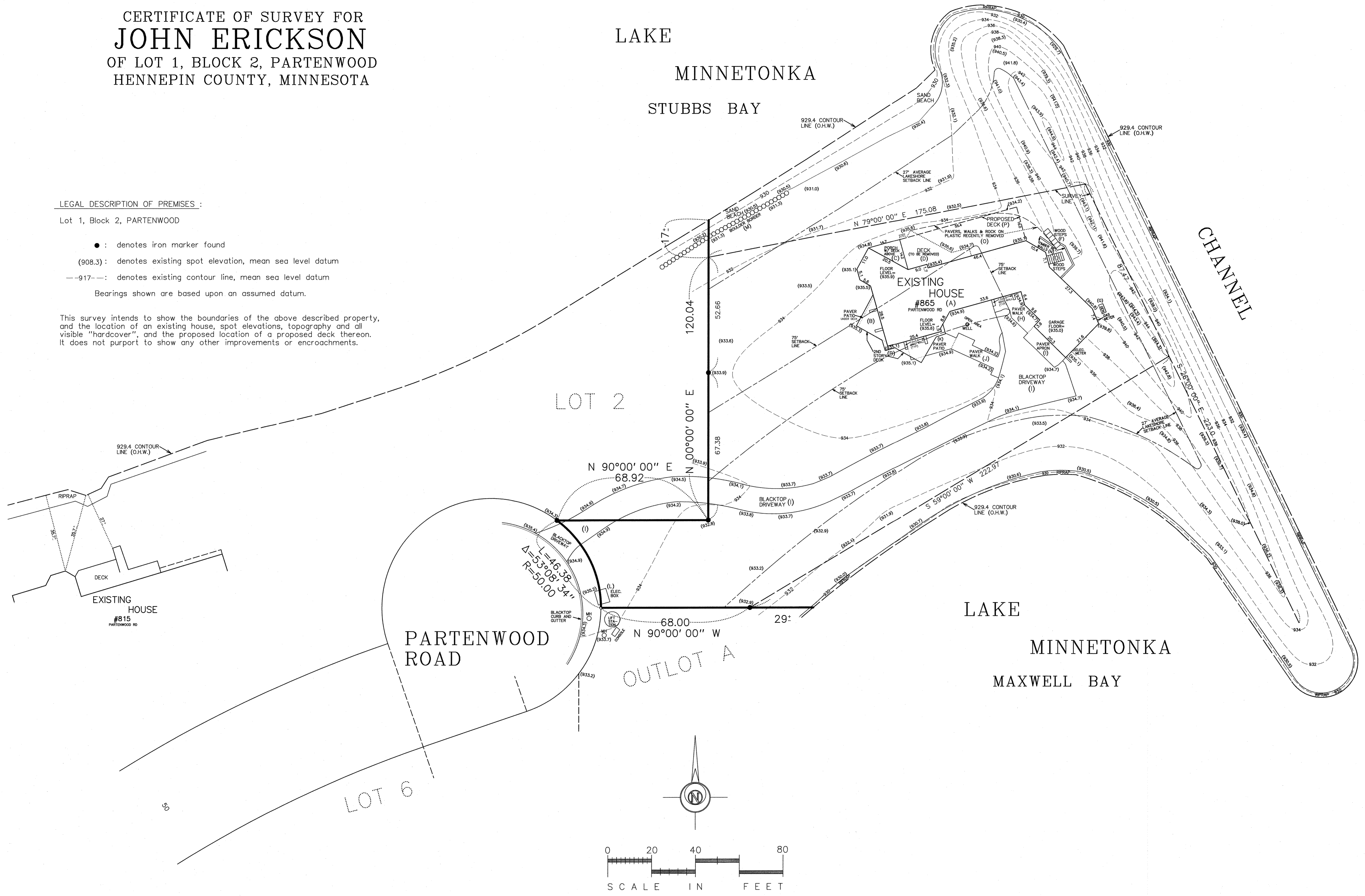
LEGAL DESCRIPTION OF PREMISES :

Lot 1, Block 2, PARTENWOOD

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- 917- : denotes existing contour line, mean sea level datum

Bearings shown are based upon an assumed datum.

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GRONBERG & ASSOCIATES, INC.
 CIVIL ENGINEERS, LAND SURVEYORS, LAND PLANNERS
 445 NORTH WILLOW DRIVE LONG LAKE, MN 55356
 952-473-4141

DATE	8-29-24
SCALE	1" = 20'
ASB NO.	24-221

PROJECT

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 Land Surveyor under the laws of the State of Minnesota.
 Mark S. Gronberg
 Minnesota License Number 12755

REVISIONS	
DATE	

CERTIFICATE OF SURVEY FOR
JOHN ERICKSON
 OF LOT 1, BLOCK 2, PARTENWOOD
 HENNEPIN COUNTY, MINNESOTA

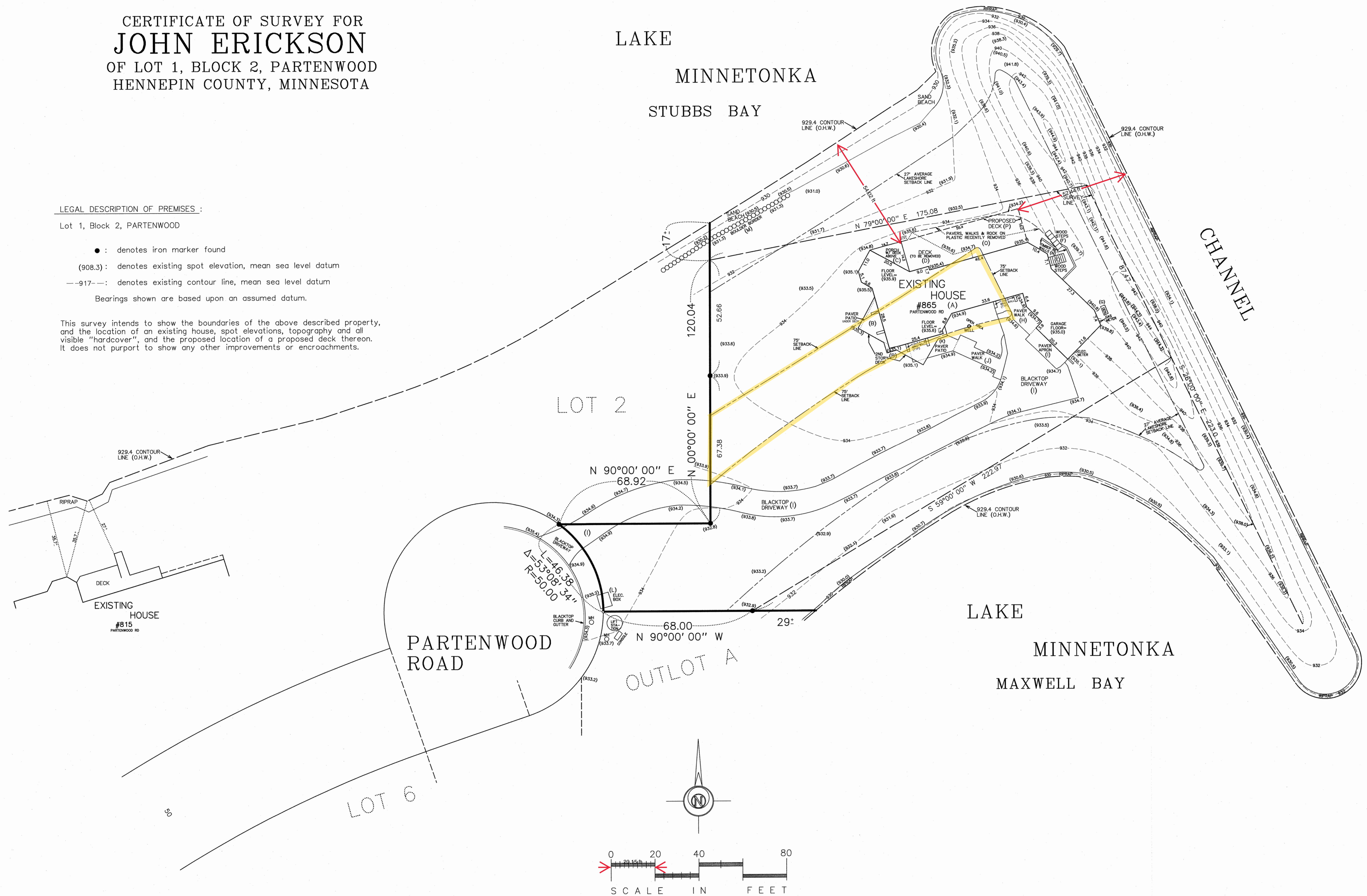
LAKE
 MINNETONKA
 STUBBS BAY

LEGAL DESCRIPTION OF PREMISES :

Lot 1, Block 2, PARTENWOOD

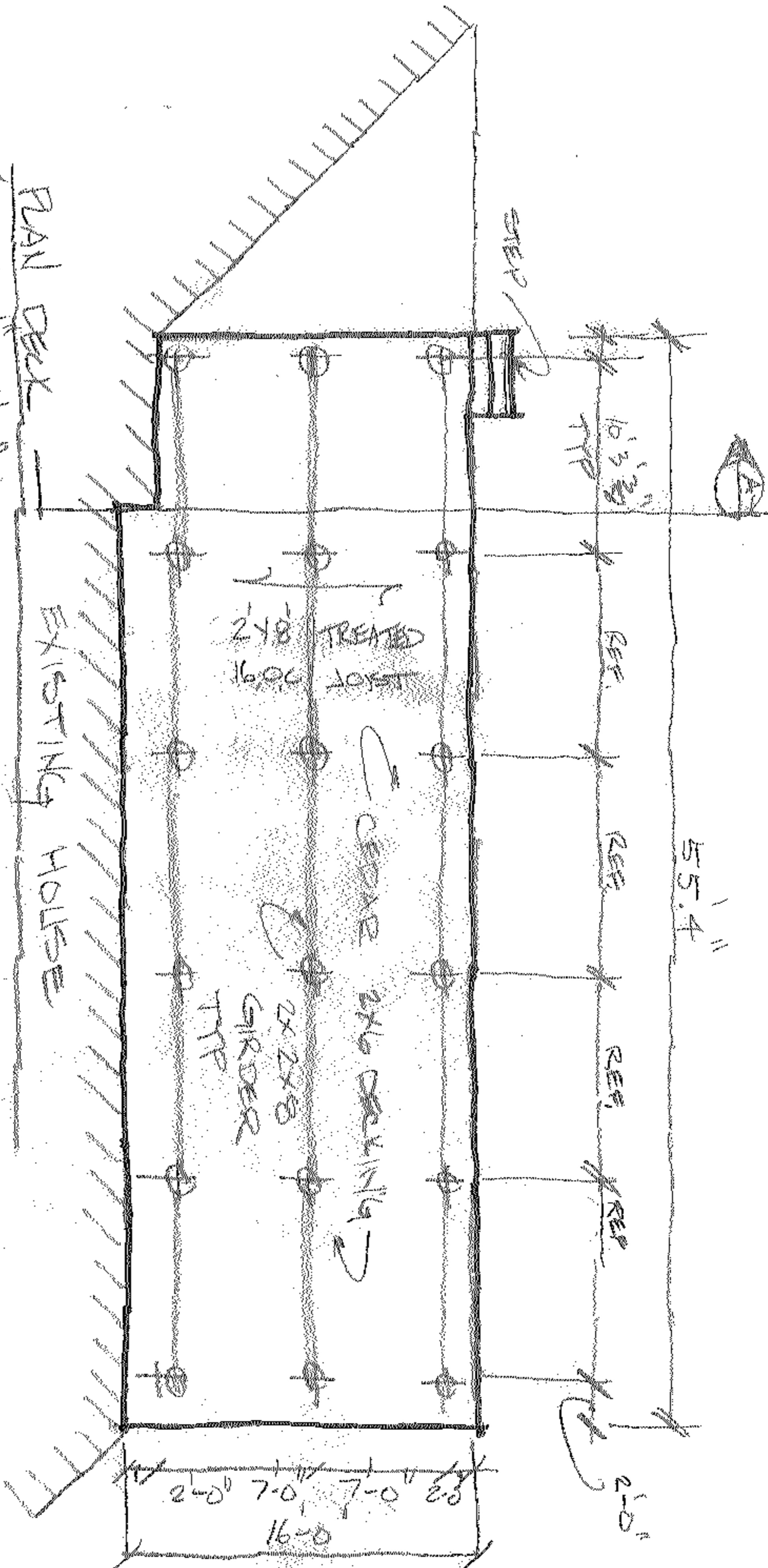
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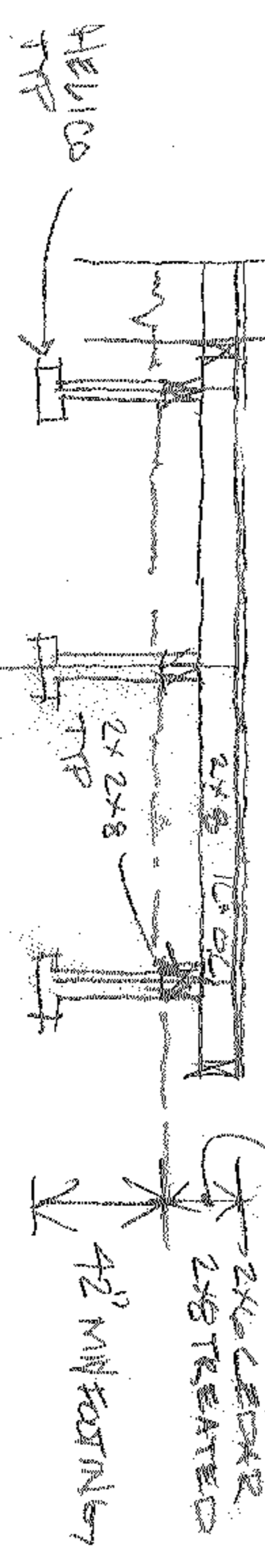


GRONBERG & ASSOCIATES, INC.
 CIVIL ENGINEERS, LAND SURVEYORS, LAND PLANNERS
 445 NORTH WILLOW DRIVE LONG LAKE, MN 55356
 952-473-4141

DATE 8-29-24	BY M.S.G.	JOB NO. 24-221	PROJECT PROJECT
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 Land Surveyor under the laws of the State of Minnesota.			
Mark S. Gronberg Minnesota License Number 12755			



PLAN DECK
 SCALE $\frac{1}{8} = 1'-0"$ SCAL 9.13.24



SECTION A
 SCALE $\frac{1}{4} = 1'-0"$ SCAL 9.13.24







City of Orono Hardcover Calculation Worksheet

Property Address: 865 PARTENWOOD ROAD (JOHN ERICKSON)
 Prepared by: GRONBERG + ASSOCIATES, INC. Date: 8-29-24

Stormwater Quality Overlay District Tier: (Circle one) **Tier 1** Tier 2 Tier 3 Tier 4 Tier 5

Step 1: EXISTING HARDCOVER

In the following table identify all items of existing hardcover on the property, keyed by letter to Certificate of Survey (survey must accompany this form). Use as many lines as necessary to accurately depict existing hardcover status of the property. For Tier 1 properties, identify any features by letter which are split at the 75' setback line and calculate hardcover square footage separately for each portion.

Key to Survey	Hardcover Item (Describe)	Length x Width	Total (Square Feet)
(Example)	(Garage)	(24' x 30')	(720 S.F.)
A	HOUSE + WING WALLS		2930 S.F.
B	DECK (SECOND STORY)		262 S.F.
C	PORCH		105 S.F.
D	DECK + STEP		289 S.F.
E	WOOD STEPS		29 S.F.
F	WOOD STEPS		25 S.F.
G	GENERATOR PAD		9 S.F.
H	PAVER WALK		176 S.F.
I	DRIVEWAY + APRON		2749 S.F.
J	PAVER WALK		188 S.F.
K	PAVER PATIO		75 S.F.
L	ELECTRIC BOX		23 S.F.
M	BOULDER BORDER		72 S.F.
N	WOOD RETAINING WALLS		19 S.F.
O	PAVERS, WALKS + ROCK ON PLASTIC		737 S.F.
P			S.F.
Q			S.F.
R			S.F.
S			S.F.
T			S.F.
U			S.F.
V			S.F.
W			S.F.
X			S.F.
Y			S.F.
Z			S.F.
(1) Total Existing Hardcover			7688 S.F.
Excludable Hardcover (See City Code Sec 78-1684):			
N	WOOD RETAINING WALLS		19 S.F.
			S.F.
			S.F.
			S.F.
			S.F.
(2) Total Excludable Hardcover			19 S.F.
(3) Net Existing Hardcover [Subtract line (2) from line (1)]			7669 S.F.
(4) Total Lot Area			49,617 S.F.
Proposed Hardcover Percentage [(3) ÷ (4)]			15.46 %

(Proposed Hardcover next page)

This is an information packet regarding Hardcover. Every effort has been made to insure the accuracy of the information contained herein; however, if any information is not consistent with provisions of the City Code, the Code provisions will prevail.



City of Orono Hardcover Calculation Worksheet

Property Address: 865 PARTENWOOD ROAD (JOHN ERICKSON)
 Prepared by: GRONBERG + ASSOCIATES, INC. Date: 8-29-24

Stormwater Quality Overlay District Tier: (Circle one) **Tier 1** Tier 2 Tier 3 Tier 4 Tier 5

Step 2: PROPOSED HARDCOVER

In the following table, identify all items of proposed hardcover on the property, keyed by letter to Certificate of Survey (survey must accompany this form). Include all existing hardcover items that are intended to remain, as well as all proposed hardcover items that will be added. Use as many lines as necessary to accurately depict proposed hardcover status of the property. For Tier 1 properties, identify any features by letter which are split at the 75' setback line and calculate hardcover square footage separately for each portion.

Key to Survey	Hardcover Item (Describe)	Length x Width	Total (Square Feet)
(Example)	(Garage)	(24' x 30')	(720 S.F.)
A	HOUSE + WING WALLS (EXISTING)		2930 S.F.
B	DECK (SECOND STORY) "		262 S.F.
C	PORCH "		105 S.F.
D	DECK + STEP "	(BEING REMOVED)	289 S.F.
E	WOOD STEPS "		29 S.F.
F	WOOD STEPS "		25 S.F.
G	GENERATOR PAD "		9 S.F.
H	PAVER WALK "		176 S.F.
I	DRIVEWAY + APRON "		2749 S.F.
J	PAVER WALK "		188 S.F.
K	RIVER PATIO "		75 S.F.
L	ELECTRIC BOX "		29 S.F.
M	BEULDER BORDER "		72 S.F.
N	WOOD RETAINING WALLS "		19 S.F.
O	PAVERS, ROCKS + ROCK ON PLASTIC "	(REMOVED)	737 S.F.
P	PARTIAL DECK (PROPOSED)		868 S.F.
Q			S.F.
R			S.F.
S			S.F.
T			S.F.
U			S.F.
V			S.F.
W			S.F.
X			S.F.
Y			S.F.
Z			S.F.
(1) Total Proposed Hardcover			7530 S.F.
Excludable Hardcover (See City Code Sec 78-1684):			
N	WOOD RETAINING WALLS		19 S.F.
			S.F.
			S.F.
			S.F.
(2) Total Excludable Hardcover			19 S.F.
(3) Net Proposed Hardcover [Subtract line (2) from line (1)]			7511 S.F.
(4) Total Lot Area			49,617 S.F.
Proposed Hardcover Percentage [(3) ÷ (4)]			15.14 %



Minutes
Planning Commission Regular Meeting
Monday, October 21, 2024, 6:00 PM
City Council Chambers 2780 Kelley Parkway, Orono, MN 55356

Chair Bollis called the meeting to order at 6:00 p.m., followed by the Pledge of Allegiance.

1. ROLL CALL

Orono Planning Commission members present: Chair Chris Bollis, Commissioners Bob Erickson, Scott Kirchner, Ted Schultze and Gary Kraemer. Commissioners Mark McCutcheon and Jon Ressler were absent.

Staff present: Community Development Director Laura Oakden and City Planner Melanie Curtis.

5.1. LA24-000046, JOHN ERICKSON, 865 PARTENWOOD ROAD, VARIANCES, PUBLIC HEARING

The Planning Commission is requested to review the Staff report, receive a presentation, and discuss and approve variances for a new raised deck replacing a patio and for hardcover in the 75-foot setback.

The Planning Commission discussed the item and asked questions of staff and a representative of the applicant.

Chair Bollis opened the public hearing at 6:05 p.m.

There were no public comments

Chair Bollis closed the public hearing at 6:05 p.m.

Commissioners pointed out there would be an actual reduction in hardcover, the site has a narrow building envelope, setbacks would be improving and the staff is recommending approval.

Kirchner moved, Kraemer seconded, to approve LA24-000046, 865 Partenwood Road, Variances as applied. VOTE: Ayes: 5, Nays 0.

AGENDA ITEM



Date: November 12, 2024

Item: 15

Title: LA24-000052, 875 Forest Arms Ln, ALS Variance - Resolution 7526

Presenter: Melanie Curtis, Planner

Section: Consent Agenda

1. **Purpose:**

This application contemplates a variance to construct a new, reconfigured deck entirely lakeward of the average lakeshore setback.

2. **MN§15.99 Application Deadline:**

This application was received on September 17th and considered to be complete on October 2nd. The 60-day review period will expire on December 1, 2024.

3. **Background:**

The applicant requests a variance to construct a new, reconfigured lakeside deck on the home. The proposed deck will encroach about 16.2 feet lakeward of the ALS line, approximately 5 feet closer to the lake than the existing portion of deck in this location. However, due to the angle of the lakeshore and the different depths of the existing and proposed decks, the resulting setback from the lake (for both the existing and proposed decks) of approximately 268.5 feet remains unchanged.

4. **Planning Commission Vote and Comment:**

At their meeting on October 21st, the Planning Commission voted 5 to 0 on a motion in favor of approving the variance as applied.

5. **Public Comment:**

Comments were provided from the neighbors on either side of the subject property in support.

6. **Staff Recommendation:**

Staff recommends approval. A draft approval resolution has been provided for consideration (**Exhibit A**).

COUNCIL ACTION REQUESTED

The Council should make a motion to adopt Resolution No. 7526 granting an average lakeshore setback variance as applied.

Exhibits

[Exhibit A - Draft Resol 7526](#)

[Exhibit B - Plans](#)

[Exhibit C - Planning Report](#)

[Exhibit D - Draft PC Minutes](#)



CITY OF ORONO
RESOLUTION OF THE CITY COUNCIL

NO. **7526**

**A RESOLUTION
APPROVING A VARIANCE FROM
MUNICIPAL ZONING CODE
SECTION 78-1279**

FILE NO. LA24-000052

WHEREAS, on September 19, 2024, on behalf of the property owner Maria Swenson, Outdoor Escapes (hereinafter the “Applicant”), applied for a variance from the City Code for the property addressed **875 Forest Arms Lane** and legally described as:

Lot 6, Block 2, FOREST ARMS, Hennepin County, Minnesota (hereinafter the “Property”);

WHEREAS, the Applicant has made an application to the City of Orono for a variance to Orono Municipal Zoning Code Section 78-1279 to allow a new, reconfigured deck to be constructed within the average lakeshore setback resulting in a new encroachment, and

WHEREAS, on October 21, 2024 after published and mailed notice in accordance with Minnesota Statutes and the City Code, the Planning Commission held a public hearing, at which time all persons desiring to be heard concerning this application were given the opportunity to speak thereon; and

WHEREAS, on October 21, 2024, the Planning Commission recommended approval of the variance; and

WHEREAS, on November 12, 2024, the City Council reviewed the application and the recommendations of the Planning Commission and City staff; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of Orono, Minnesota hereby approves the requested variance as described above based on one or more of the following findings of fact concerning the Property:

FINDINGS OF FACT:

- A1. The analysis contained within staff memos and the exhibits attached to the aforesaid memos, all minutes from the above-mentioned meetings, and any and all other materials distributed at these meetings are hereby incorporated by reference.



CITY OF ORONO
RESOLUTION OF THE CITY COUNCIL

NO. **7526**

- A2. The Property is located in the LR-1B, One Family Lakeshore Residential Zoning District.
- A3. The Property contains 1.45 acres in area and has a defined lot width of 140 feet.
- A4. The Property is within Tier 1 and hardcover is limited to 25% according to the Stormwater Quality Overlay District.
- A5. The Applicant has applied for an average lakeshore setback variance.
- A6. In considering this application for variance, the Council has considered the advice and recommendation of the Planning Commission and the effect of the proposed variance upon the health, safety and welfare of the community, existing and anticipated traffic conditions, light and air, danger of fire, risk to the public safety, and the effect on values of property in the surrounding area.

ANALYSIS:

- B1. "Variances shall only be permitted when they are in harmony with the general purposes and intent of the ordinance" *The requested average lakeshore setback variance is in harmony with the Ordinance as the adjacent neighbors are situated such that their channel/lake views are not across the subject property and the improvements will not impact their views.*
- B2. "Variances shall only be permitted . . . when the variances are consistent with the comprehensive plan." *The variance for the construction of a deck on the single-family residence in a residential zone is consistent with the Comprehensive Plan.*
- B3. "Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the zoning ordinance. 'Practical difficulties,' as used in connection with the granting of a variance, means that:
 - a. The property owner in question proposes to use the property in a reasonable manner, however, the proposed use is not permitted by the official controls. *The request to permit the new deck lakeward of the average lakeshore setback appears to be reasonable as the views of the lake enjoyed by the adjacent properties will not be adversely impacted; the mature vegetation, topography, and home orientation separate the Property from its neighbors.*
 - b. The plight of the landowner is due to circumstances unique to his property not created by the landowner. *The location of the existing home, the orientation and*



CITY OF ORONO
RESOLUTION OF THE CITY COUNCIL

NO. **7526**

location of the neighboring homes, the depth of the lake yard, and the channel character of the lake shoreline in question are conditions not created by the landowner; and

- c. The variance, if granted, will not alter the essential character of the locality.” *It does not appear that granting the requested average lakeshore setback variance will adversely impact views of the lake currently enjoyed by the adjacent property owners or alter the character of the locality.*
- B4. “Economic considerations alone do not constitute practical difficulties.” *Economic considerations have not been a factor in the variance approval determination.*
- B5. “Practical difficulties also include but are not limited to inadequate access to direct sunlight for solar energy systems. Variances shall be granted for earth-sheltered construction as defined in Minn. Stat. § 216C.06, subd. 2, when in harmony with Orono City Code Chapter 78.” *This condition is not applicable.*
- B6. “The board or the council may not permit as a variance any use that is not permitted under Orono City Code Chapter 78 for property in the zone where the affected person’s land is located.” *This condition is not applicable, as additions/improvements to a residential home are permitted in the LR-1B District.*
- B7. “The board or council may permit as a variance the temporary use of a one-family dwelling as a two-family dwelling.” *This condition is not applicable.*
- B8. “The special conditions applying to the structure or land in question are peculiar to such property or immediately adjoining property.” *The location of the existing home, the orientation and location of the neighboring homes, the depth of the lake yard, and the channel character of the lake shoreline are unique conditions affecting the Property and the immediately adjoining properties.*
- B9. “The conditions do not apply generally to other land or structures in the district in which the land is located.” *The location of the existing home, the orientation and location of the neighboring homes, the depth of the lake yard, and the channel character of the lake shoreline in question are unique conditions affecting the subject property, and the immediately adjoining properties, are not common conditions of properties in the LR-1B district overall.*



CITY OF ORONO
RESOLUTION OF THE CITY COUNCIL

NO. **7526**

B10. "The granting of the application is necessary for the preservation and enjoyment of a substantial property right of the applicant." Applying the setbacks on the Property results in a limited building area. Without variances much of the Property is not usable. The variance is necessary to preserve the owner's property rights.

B11. "The granting of the proposed variance will not in any way impair health, safety, comfort or morals, or in any other respect be contrary to the intent of this chapter." Granting the requested variance will not adversely impact health, safety, comfort, or morals; nor will it be contrary to the intent of the Code.

B12. "The granting of such variance will not merely serve as a convenience to the applicant, but is necessary to alleviate demonstrable difficulty." The application of the average lakeshore setback severely limits the options for improving the property/home; the granting of the requested variance is necessary to alleviate a practical difficulty resulting from the location of the existing home, the orientation and location of the neighboring homes, the depth of the lake yard, and the channel character of the lake shoreline.

CONCLUSIONS, ORDER AND CONDITIONS:

Based upon one or more of the above findings, the Orono City Council hereby grants a variance to Orono Municipal Zoning Code Section 78-1279 to allow construction of a deck lakeward of the average lakeshore setback, subject to the following conditions:

- C1. Council approval is based on the entire record, the above Findings.
- C2. The approved project shall conform to the site plan and building plans submitted by the Applicant and annotated by City staff, attached to this Resolution as **Exhibits A & B**.
- C3. Any amendments to the plans which are not in conformity with City codes may require further Planning Commission and City Council review.
- C4. Authorities granted by this resolution run with the Property not with the Applicants, but are permissive only and must be exercised by obtaining a building permit for the new construction and commencing construction of said project. A building permit must be obtained within one year of the date of Council approval, or the variance will expire on that date (November 12, 2025).
- C5. Violation of or non-compliance with any of the terms and conditions of this resolution may result in the termination of any authority granted herein.



CITY OF ORONO
RESOLUTION OF THE CITY COUNCIL

NO. **7526**

ADOPTED by the Orono City Council on this 12th day of November, 2024.

CITY OF ORONO:

Dennis Walsh, Mayor

ATTEST:

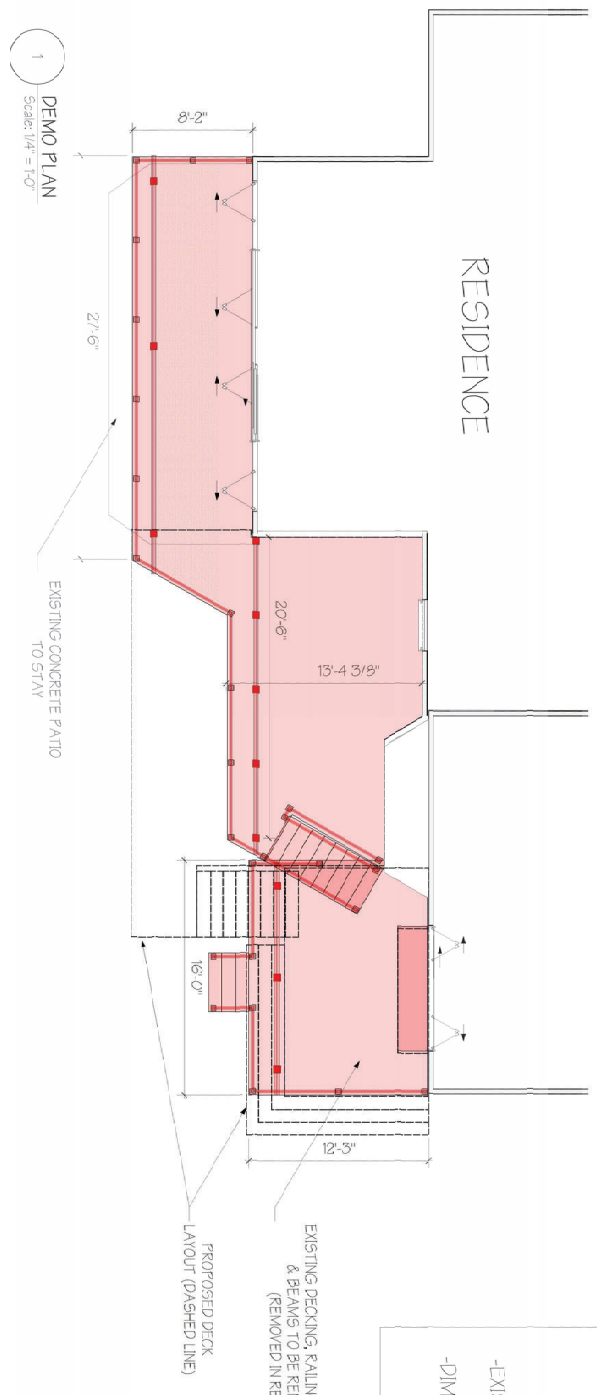
Christine Lucian, City Clerk



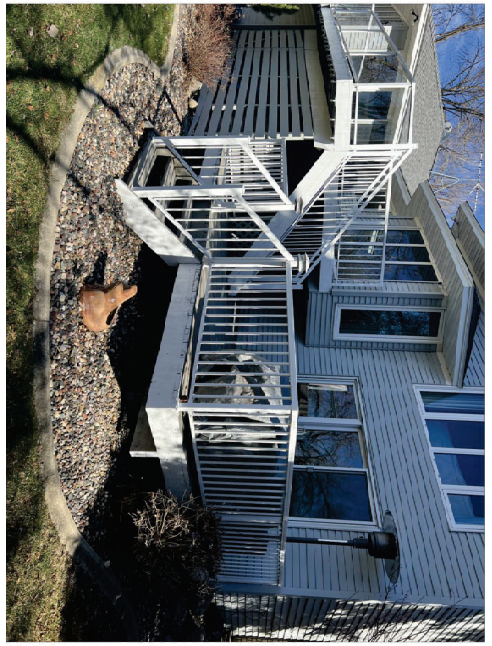
2945 Duane St.
Lino Lk., MN 55366
(920) 930-6699
www.swenson-landscape.com
MN License No. 030300034

SWENSON RESIDENCE
875 Forest Arms Lane,
Orono, MN 55364

- NOTES:**
- SIDING TO BE REPAIRED BY OTHERS
 - EXISTING CONCRETE PATIO TO STAY
 - EXISTING LANDSCAPE ROCK AND EDGING TO STAY
 - DIMENSIONS OF EXISTING DECK ARE APPROXIMATE



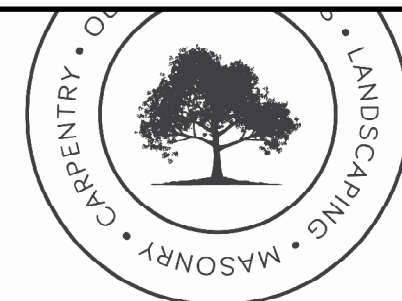
EXISTING SITE
CONDITIONS



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NO.	REVISIONS	DATE

DESIGNER	MG
CHECKED	
DATE	
PROJECT DESCRIPTION	DEMO PLAN
CLIENT NAME	

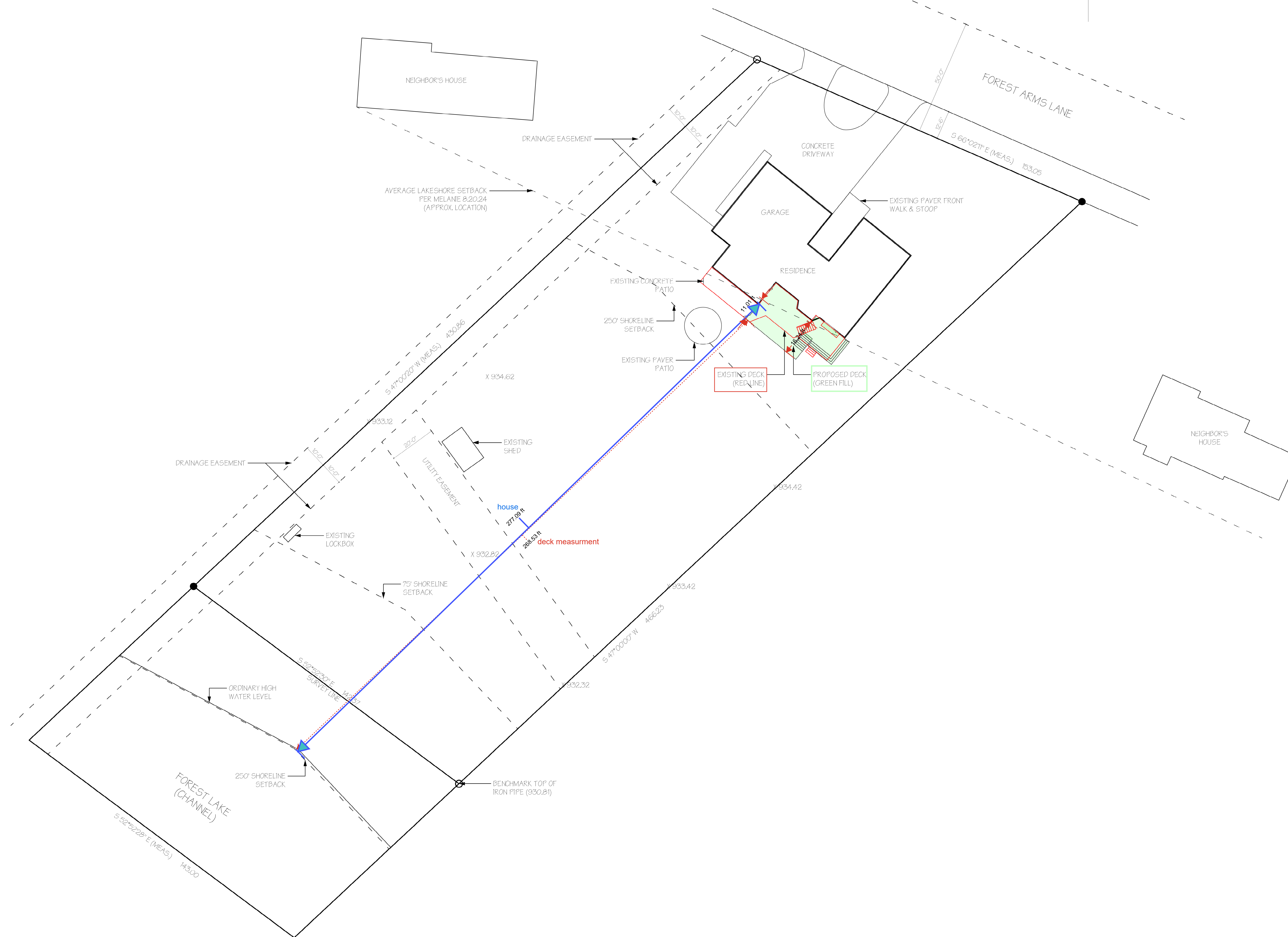


2345 Daniels St.
Long Lake, MN 55356
(952) 926-6899
www.outdoorescapes.com
MN Builder No: BC653834

SWENSON RESIDENCE
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Orono, MN 55364

NOTES:

- BASED OFF SURVEY 10.6.1992
FROM CITY PROPERTY FILES



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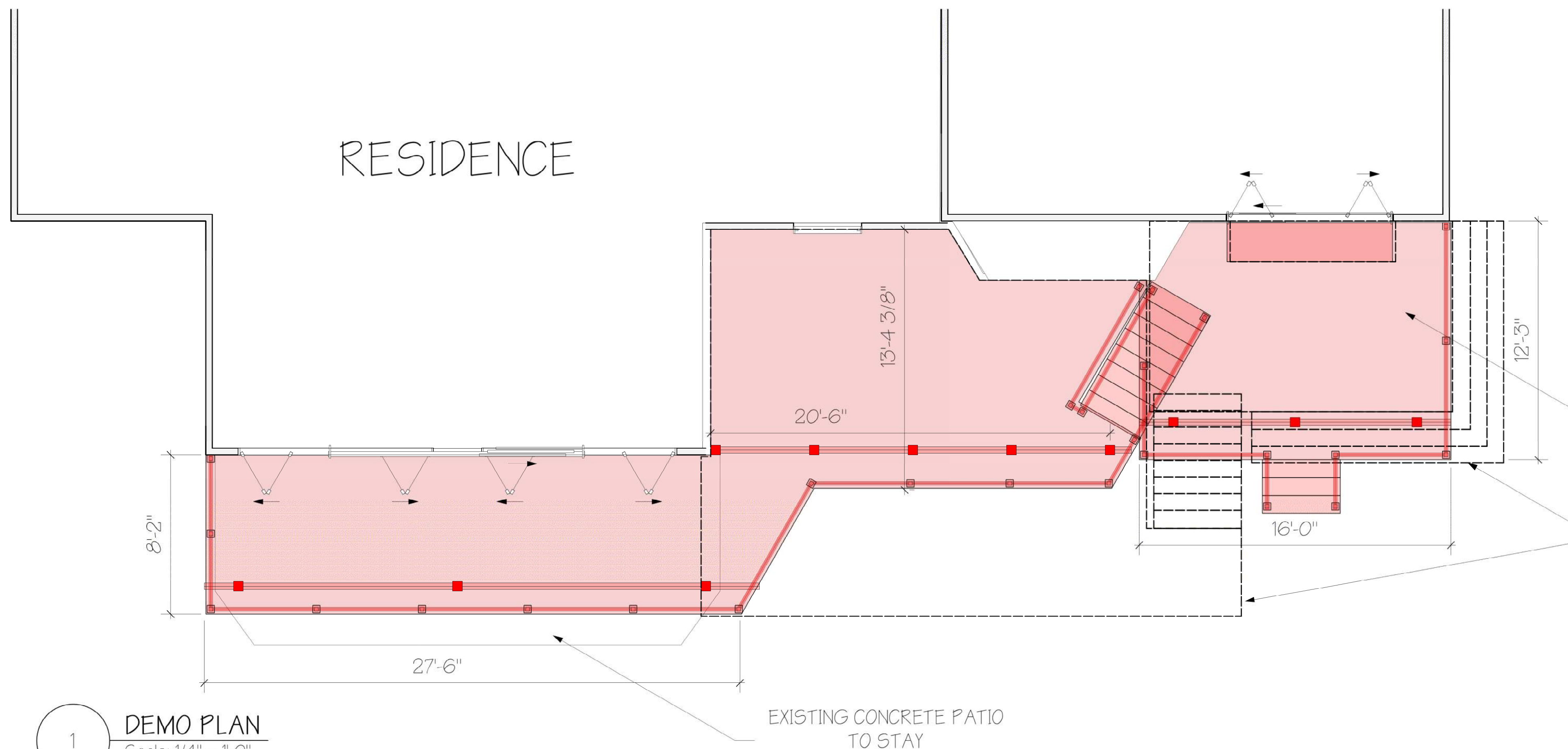
REVISIONS		
No.	Description	Date

DESIGNER:
MG

SHEET DESCRIPTION:
SITE PLAN

SHEET SIZE: 24"x36"

PAGE NO.
1 of 1



1 DEMO PLAN
Scale: 1/4" = 1'-0"

- NOTES:
- SIDING TO BE REPAIRED BY OTHERS
 - EXISTING CONCRETE PATIO TO STAY
 - EXISTING LANDSCAPE ROCK AND EDGING TO STAY
 - DIMENSIONS OF EXISTING DECK ARE APPROXIMATE

EXISTING DECKING, RAILING, FOOTINGS & BEAMS TO BE REMOVED (REMOVED IN RED)

PROPOSED DECK LAYOUT (DASHED LINE)

EXISTING CONCRETE PATIO TO STAY



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EXISTING SITE CONDITIONS



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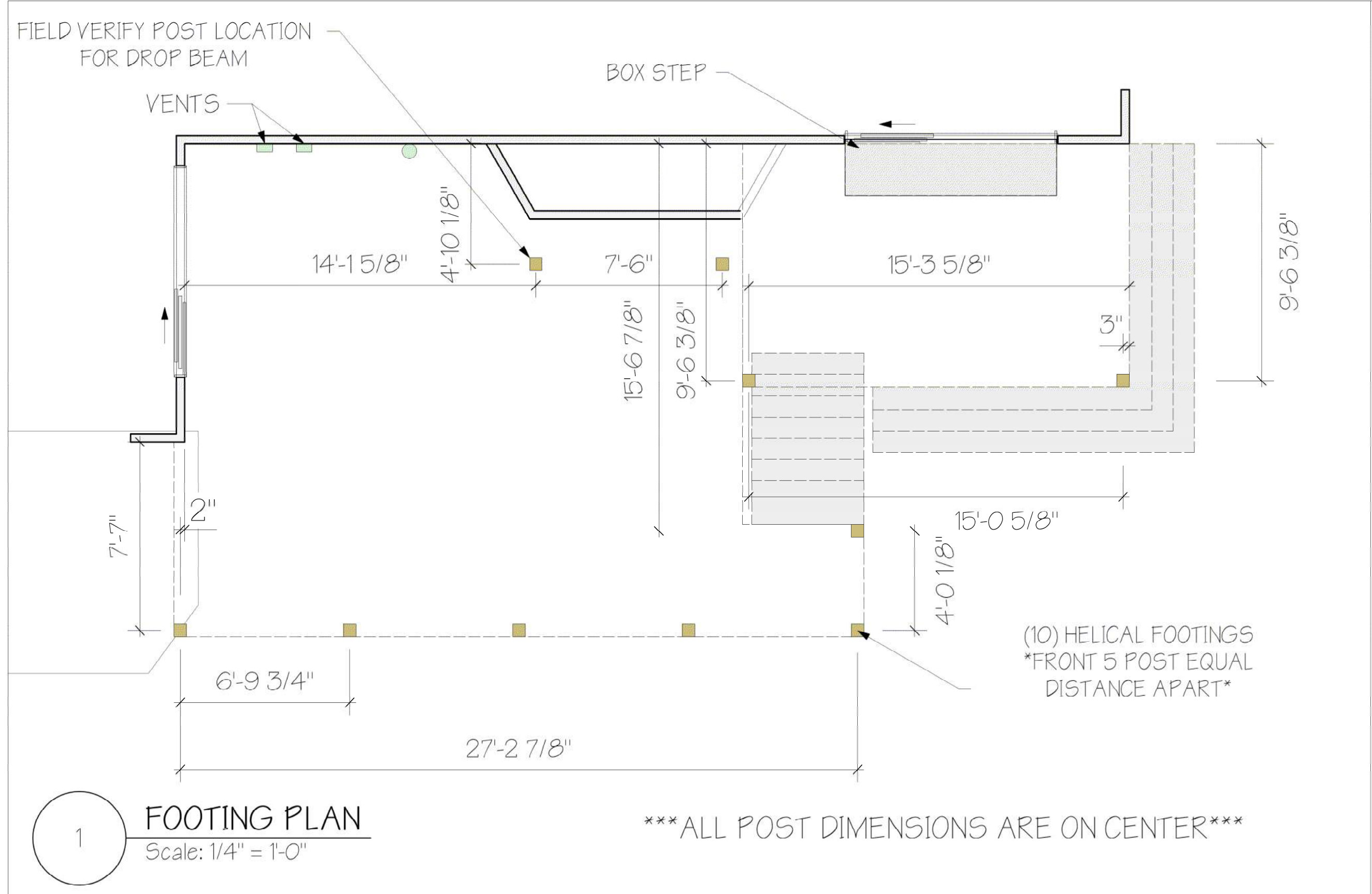
REVISIONS		
Issue Date: 6/24/2024		
No.	Description	Date

DESIGNER:
MG

SHEET DESCRIPTION:
DEMO PLAN

SHEET SIZE: 24X36"

PAGE NO.
2 of 5



1 FOOTING PLAN
Scale: 1/4" = 1'-0"

NOTES:

- CARPENTER TO FIELD VERIFY JOIST LAYOUT
- NEED TO CONFIRM DROP BEAM DISTANCE FROM BUMP OUT
- HELICAL FOOTINGS TO BE INSTALLED BELOW FROST DEPTH (48" MIN.)



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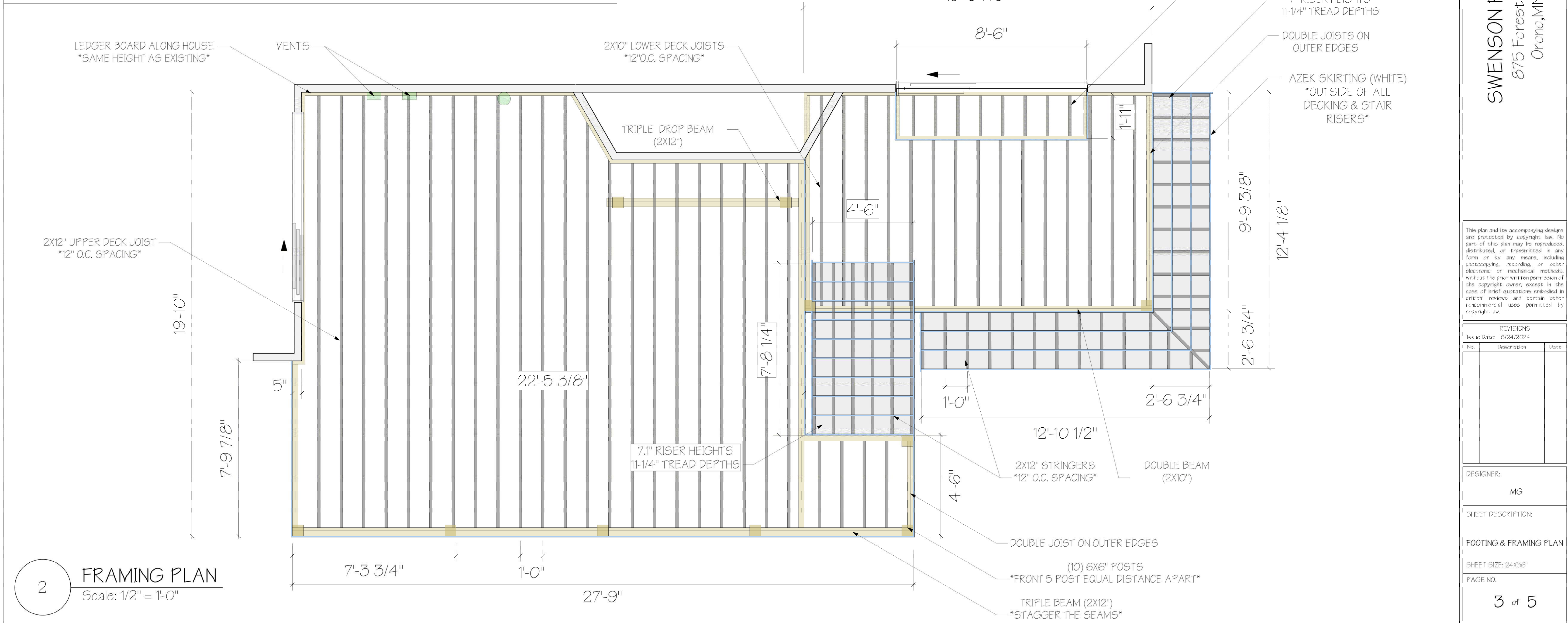
REVISIONS		
No.	Description	Date

DESIGNER:
MG

SHEET DESCRIPTION:
FOOTING & FRAMING PLAN

SHEET SIZE: 24X36"

PAGE NO.
3 of 5



2 FRAMING PLAN
Scale: 1/2" = 1'-0"

NOTES:

- PICTURE FRAME BORDER ON UPPER AND LOWER DECK (NOT ON STEPS)
- CARPENTER TO FIELD VERIFY DECK BOARD LAYOUT
- NEED TO CONFIRM RAILING POST LAYOUT



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REVISIONS
Issue Date: 6/24/2024

No.	Description	Date

DESIGNER:

MG

SHEET DESCRIPTION:

DECKING & RAILING PLAN

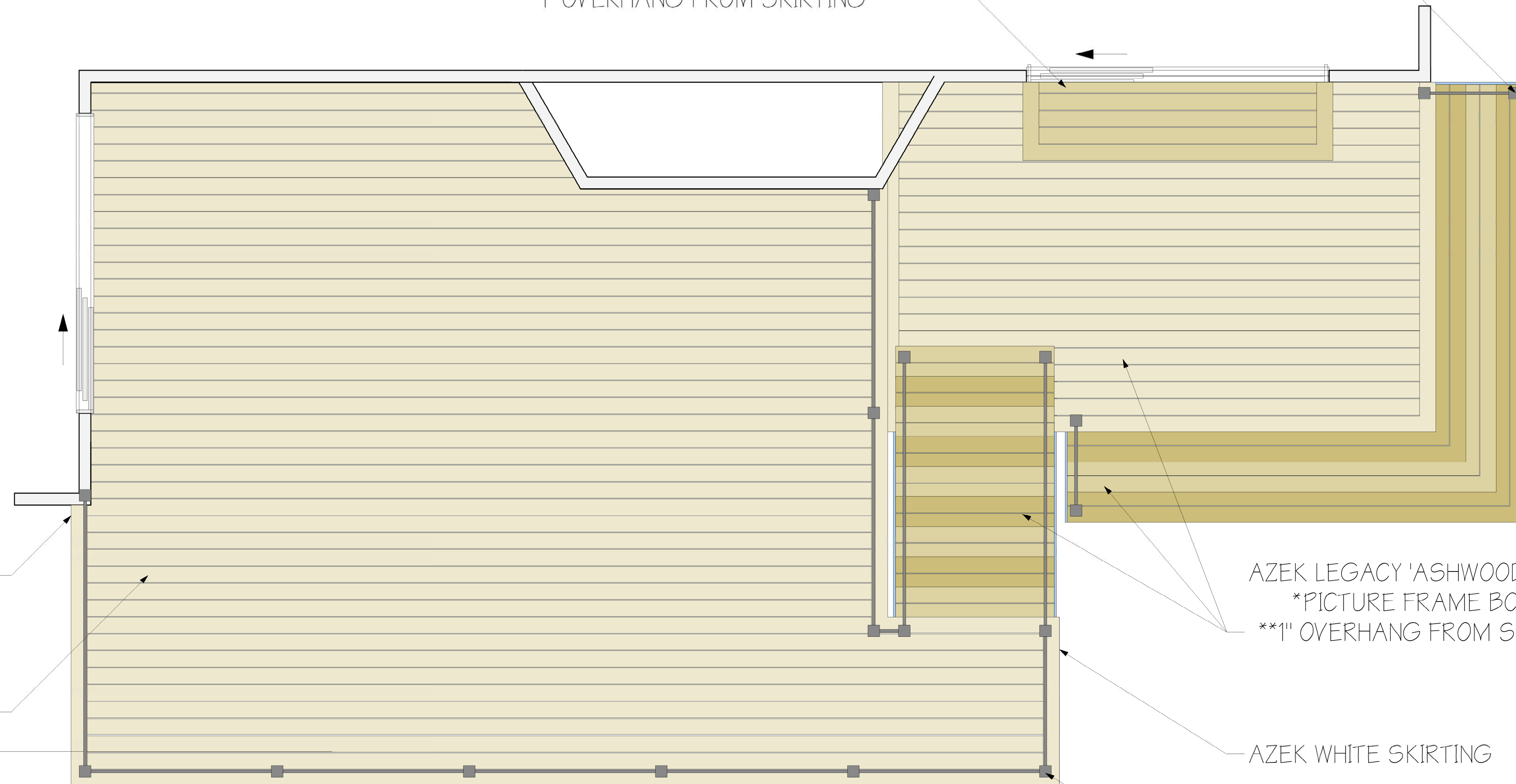
SHEET SIZE: 24X36"

PAGE NO.

4 of 5

AZEK LEGACY 'ASHWOOD' DECKING
PICTURE FRAME BORDER
1" OVERHANG FROM SKIRTING

WESTBURY 'TUSCANY C10
BLACK TEXTURE' HAND RAIL



AZEK WHITE SKIRTING

AZEK LEGACY 'ASHWOOD' DECKING
PICTURE FRAME BORDER
1" OVERHANG FROM SKIRTING

AZEK LEGACY 'ASHWOOD' DECKING
PICTURE FRAME BORDER
1" OVERHANG FROM SKIRTING

AZEK WHITE SKIRTING

WESTBURY 'TUSCANY C10
BLACK TEXTURE' RAILING

1 **DECKING PLAN**
Scale: 1/2" = 1'-0"



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NOTES:

- NO SCREENING ON WEST SIDE OF DECK
- BOTTOM CEDAR BOARDS TO FOLLOW GRADE
- POSSIBLE EXTRA SUPPORT NEEDED ON EAST SIDE SCREENING UNDER STEPS



CEDAR BOARDS 1X6"
(1-1/4" BOARD SPACING)
APPROX. QUANTITY - NEED TO FIELD VERIFY

CEDAR BOARDS 2X4" TO COVER SEAMS
ON POSTS

(5) FRONT DECK POSTS
EQUAL DISTANCE APART
POSTS TO BE CONFIRMED

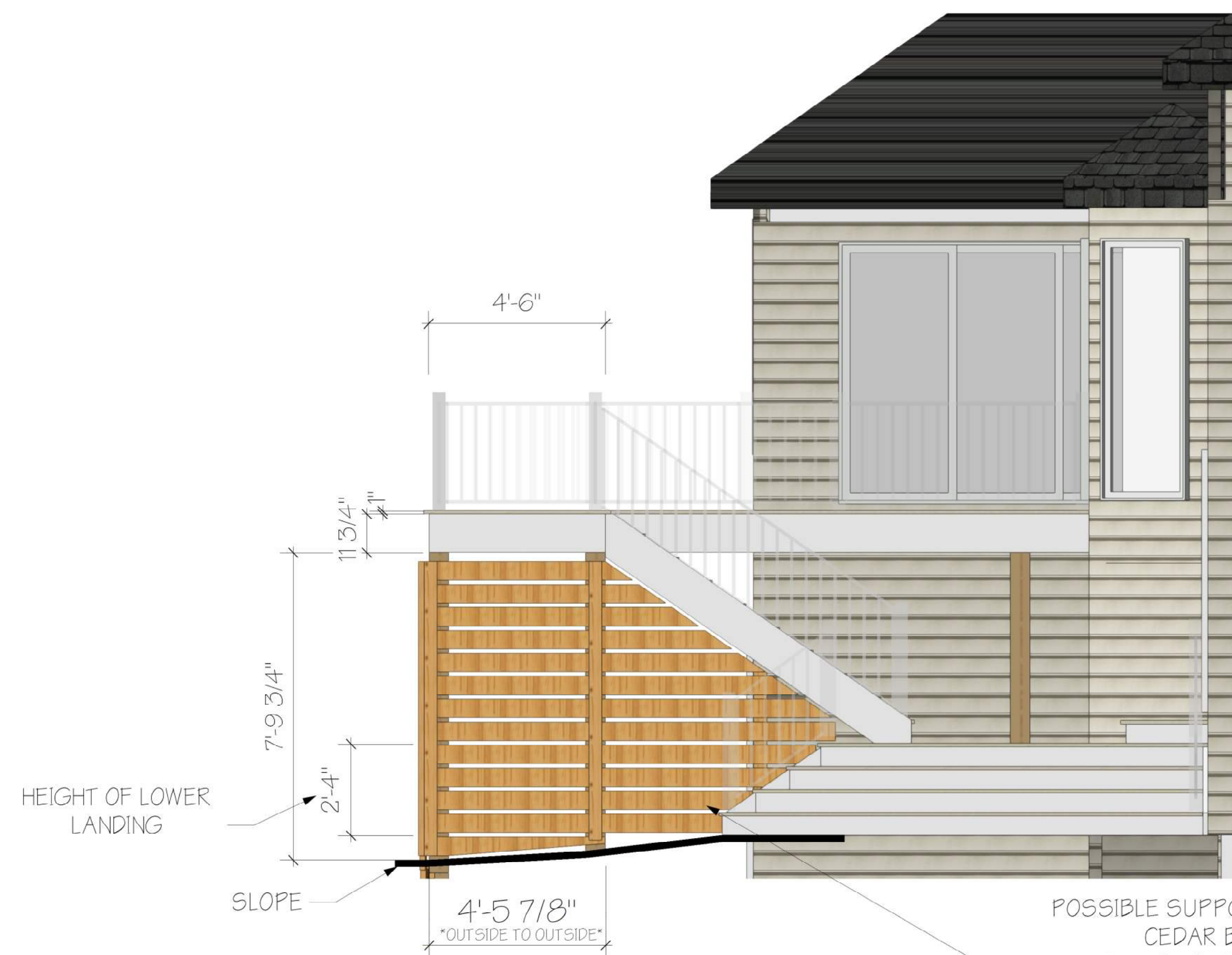
GRADE

7'-3 3/4"
OUTSIDE TO OUTSIDE

27'-8 7/8"

CEDAR BOARD 2X4" SUPPORT
(BETWEEN EACH POSTS ON BACK
SIDE)

1 **FRONT VIEW**
Scale: 3/8" = 1'-0"



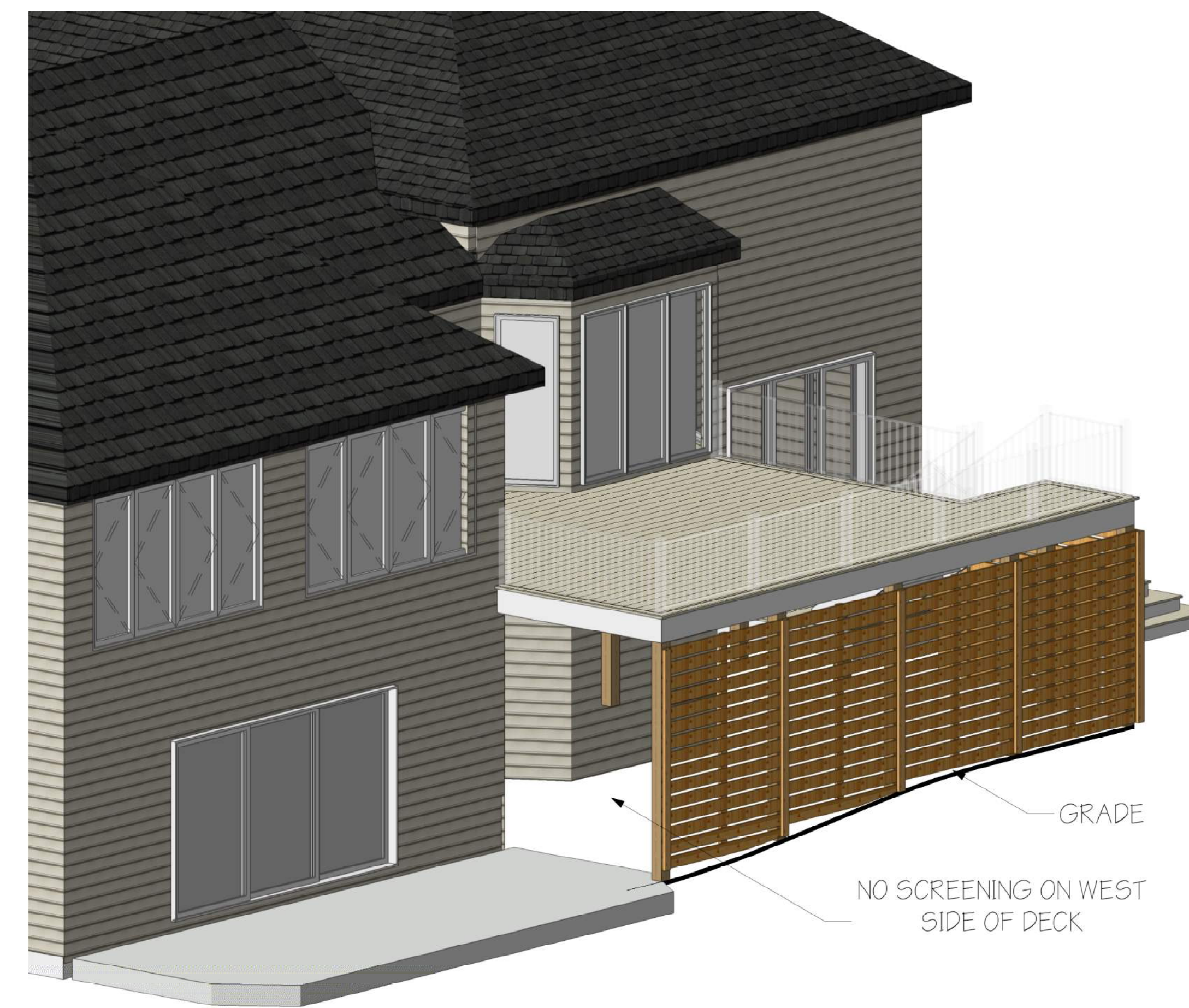
HEIGHT OF LOWER
LANDING

SLOPE

4'-5 7/8"
OUTSIDE TO OUTSIDE

POSSIBLE SUPPORT NEEDED FOR
CEDAR BOARDS
NEED TO FIELD VERIFY

2 **EAST SIDE**
Scale: 3/8" = 1'-0"



NO SCREENING ON WEST
SIDE OF DECK

GRADE

3 **PERSPECTIVE VIEW**
Scale: NOT TO SCALE

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REVISIONS
Issue Date: 6/24/2024

No.	Description	Date

DESIGNER:

MG

SHEET DESCRIPTION:

SCREENING PLAN

SHEET SIZE: 24X36"

PAGE NO.

5 of 5

Date Application Received: 09/17/2024
Date Application Considered as Complete: 10/02/2024
60-Day Review Period Expires: 12/01/2024



To: Chair Bollis and Planning Commission Members
Adam Edwards, City Administrator

From: Melanie Curtis, Planner MCC

Date: 21 October 2024

Subject: #LA24-000052, Outdoor Escapes o/b/o Gregory and Maria “Mia” Swenson, 875 Forest Arms Ln
Variance
Public Hearing

Application Summary: The applicant requests an average lakeshore setback variance to construct a new deck with an expanded footprint.

Staff Recommendation: Planning Department Staff recommends approval.

Background

On behalf of the owners, Outdoor Escapes requests a variance to construct a new, reconfigured lakeside deck on the home. Building improvements must meet all required setbacks; on lakeshore properties, this includes the 75-foot lake setback and the average lakeshore setback (ALS). Based on the neighboring home locations, the existing deck on the subject property is approximately 11 feet ahead of the ALS line. The proposed improvements will encroach about 16.2 feet lakeward of the ALS line (± 5 feet closer to the lake). Due to the angle of the lakeshore and the different depths of the existing and proposed decks, the resulting lake setback (for both the existing and proposed decks) of approximately 268.5 feet remains unchanged.

The new deck is proposed to be elevated approximately 10 feet above the grade. The lower, southeastern portion of the deck (right side as viewed from the lake) is closer to grade level and can be approved as submitted. The left side of the existing deck will be removed and only the existing concrete patio will remain.

Practical Difficulties Analysis

Applicant Submittal Information: The applicant has identified the location of the home and the extreme setback of the existing and neighboring homes on Forest Arms Lane as practical difficulties supporting the requested variance. Additionally, they have provided supporting documentation regarding Practical Difficulties attached as **Exhibit B**, and should be asked for additional testimony regarding the application.

Planning Staff Practical Difficulty Analysis: The subject property fronts on a long channel which is somewhat disconnected from the lake. The channel creates a unique situation regarding the “lake view” that the average lakeshore setback regulation was created to protect. The lakeshore neighbor to the south (895 Forest Arms Lane) is a flag lot; the home is set back further on their property (closer to the street) than the subject. Further 895 Forest Arms Lane has no lake view over the subject property as their home is oriented to the southwest. Similarly, the neighbor to the north at 855 Forest Arms Lane also faces southwest toward the channel and is not impacted by the home on the subject property.

The properties along the lake side of Forest Arms Lane have deep lake yards and the homes are situated nearer to the street side of the properties. The subject home is 277 feet from the lake. The depth of the lake yards combined with the ALS resulting from the orientation of the channel shoreline result in difficulty for the property owner in identifying a conforming location for improvements to their property. Staff finds practical difficulties supporting the variances in the location of the existing home, the orientation and location of the neighboring homes, the depth of the lake yard, and the channel character of the lake shoreline in question.

LOT ANALYSIS WORKSHEET

Section 78-330 & 78-1279 – Setbacks:

LR-1B	Required	Existing	Proposed
Rear/Street	30'	44'	No Change
Northwest Side	10'	35'	No Change
Southeast Side	10'	31'	No Change
Lakeshore	75'	277' house 268.5' deck	No Change
Average Lakeshore	The existing and proposed improvements are lakeward of the ALS line. The new deck will extend approximately 5 more feet into the ALS.		

Section 78-330 – Lot Area/Width:

LR-1B	Lot Area	Lot Width
Required	43,560 s.f. (1.0 acres)	140'
Actual	63,176 s.f. (1.45 acre)	140' @ 75' / 140' @ OHWL

Section 78-1403 – Structural Building Coverage:

Total Lot Area	Total Structural Coverage
63,176 s.f. (1.45 acre)	Allowed: 12,635 s.f. (20%) Existing: 3,480 s.f. (5.5%) Proposed: No Change

Section 78-1680 and 78-1700 – Hardcover Calculations:

Stormwater Overlay District Tier	Total Area in Zone	Allowed Hardcover	Existing Hardcover	Proposed Hardcover
Tier 1	63,176 s.f.	15,794 s.f. (25 %)	7,968 s.f. (8%)	7,949 s.f. (8%)

Applicable Regulations:

Average Lakeshore Setback Variance (Section 78-1279)

The existing lakeside deck which includes a grade-level portion and an upper deck is in disrepair. The proposed deck is slightly smaller than the existing one. The proposed deck will extend approximately 5-6 feet closer to the lake than the existing deck; approximately 16 feet into the average lakeshore setback. The patio and lower deck on the sides are less than 42" from grade, therefore is not required to be located behind the average lakeshore setback line.

There is no location on the lake side of the home to construct conforming structural improvements. The neighboring properties' views of the lake over the subject property will not be impacted by the proposed deck changes.

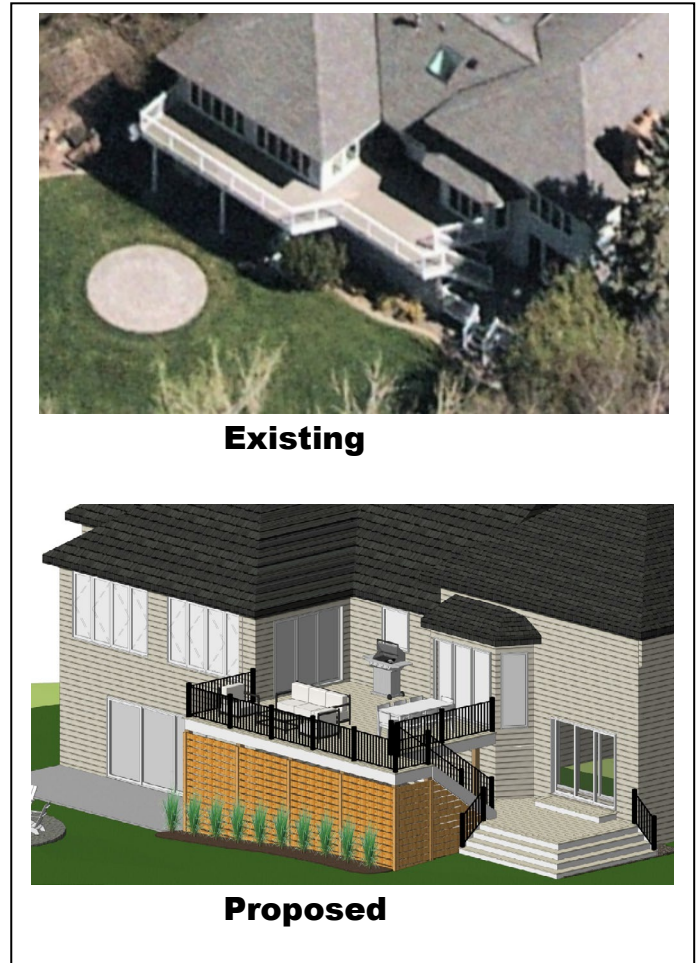
Governing Regulation: Variance (Section 78-123)

In reviewing applications for variance, the Planning Commission shall consider the effect of the proposed variance upon the health, safety and welfare of the community, existing and anticipated traffic conditions, light and air, danger of fire, risk to the public safety, and the effect on values of property in the surrounding area. The Planning Commission shall consider recommending approval for variances from the literal provisions of the Zoning Code in instances where their strict enforcement would cause practical difficulties because of circumstances unique to the individual property under consideration, and shall recommend approval only when it is demonstrated that such actions will be in keeping with the spirit and intent of the Orono Zoning Code.

Economic considerations alone do not constitute practical difficulties. Practical difficulties also include but are not limited to inadequate access to direct sunlight for solar energy systems. Variances shall be granted for earth-sheltered construction as defined in Minn. Stat. §216C.06, subd. 14, when in harmony with this chapter. The board or the council may not permit as a variance any use that is not permitted under this chapter for property in the zone where the affected person's land is located. The board or council may permit as a variance the temporary use of a one-family dwelling as a two-family dwelling.

According to MN §462.357 Subd. 6(2) variances shall only be permitted when:

1. The variance is in harmony with the general intent and purpose of the Ordinance. **The requested average lakeshore setback variance is in harmony with the Ordinance as the adjacent neighbors are situated such that their channel/lake views are not across the subject property and their views will not be impacted by the improvements.**
2. The variance is consistent with the comprehensive plan. **The variance resulting in a permit for the construction of a deck improvement on the single-family residence in a residential zone is consistent with the Comprehensive Plan.**
3. The applicant establishes that there are practical difficulties.
 - a. The property owner proposes to use the property in a reasonable manner not permitted by the official controls; **The request to permit the new deck lakeward of the average lakeshore setback appears to be reasonable as the views of the lake enjoyed by the adjacent properties**



will not be adversely impacted; the mature vegetation, topography, and home orientation separate the Property from its neighbors.

- b. There are circumstances unique to the property not created by the landowner; **the location of the existing home, the orientation and location of the neighboring homes, the depth of the lake yard, and the channel character of the lake shoreline in question are conditions not created by the landowner;** and
- c. The variance will not alter the essential character of the locality. **It does not appear that the requested average lakeshore setback variance to permit the new deck will adversely impact views of the lake currently enjoyed by the adjacent property owners or alter the character of the locality.**

Additionally City Code 78-123 provides additional parameters within which a variance may be granted as follows:

- 4. Economic considerations alone do not constitute practical difficulties. **Economic considerations have not been a factor in the variance approval determination.**
- 5. Practical difficulties also include but are not limited to inadequate access to direct sunlight for solar energy systems. Variances shall be granted for earth-sheltered construction as defined in Minn. Stat. § 216C.06, subd. 17, when in harmony with Orono City Code Chapter 78. **This condition is not applicable.**
- 6. The board or the council may not permit as a variance any use that is not permitted under Orono City Code Chapter 78 for property in the zone where the affected person's land is located. **This condition is not applicable, as additions/improvements to a residential home are permitted in the LR-1B District.**
- 7. The board or council may permit as a variance the temporary use of a one-family dwelling as a two-family dwelling. **This condition is not applicable.**
- 8. The special conditions applying to the structure or land in question are peculiar to such property or immediately adjoining property. **The location of the existing home, the orientation and location of the neighboring homes, the depth of the lake yard, and the channel character of the lake shoreline in question are unique conditions affecting the subject property and the immediately adjoining properties.**
- 9. The conditions do not apply generally to other land or structures in the district in which the land is located. **The location of the existing home, the orientation and location of the neighboring homes, the depth of the lake yard, and the channel character of the lake shoreline in question are unique conditions affecting the subject property and the immediately adjoining properties and are not common conditions of properties in the LR-1B district overall.**
- 10. The granting of the application is necessary for the preservation and enjoyment of a substantial property right of the applicant. **The application of the setbacks on this property results in a limited building area. Without variances much of the property would not be usable. The variance is necessary to preserve the owners' property rights.**
- 11. The granting of the proposed variance will not in any way impair health, safety, comfort or morals, or in any other respect be contrary to the intent of this chapter. **Granting the requested variance will not adversely impact health, safety, comfort, or morals; nor will it be contrary to the intent of the Code.**
- 12. The granting of such variance will not merely serve as a convenience to the applicant, but is necessary to alleviate demonstrable difficulty. **The application of the average lakeshore setback severely limits the options for improving the property/home; the granting of the requested variance is necessary to alleviate a practical difficulty resulting from the location of the existing home, the orientation and location of the neighboring homes, the depth of the lake yard, and the channel character of the lake shoreline.**

The Commission may recommend or the Council may impose conditions in granting of variances. Any conditions imposed must be directly related to and must bear a rough proportionality to the impact created by the variance. No variance shall be granted or changed beyond the use permitted in this chapter in the district where such land is located.

Public Comments

The neighbors on either side of the subject property submitted comments in support of the application (**Exhibit I**).

Issues for Consideration

1. Does the Planning Commission find that the property owner proposes to use the property in a reasonable manner which is not permitted by an official control?
2. Does the Planning Commission find that the variance(s), if granted, will not alter the essential character of the neighborhood?
3. Does the Commission find it necessary to impose conditions to mitigate the impacts created by the granting of the requested variance(s)?
4. Are there any other issues or concerns with this application?

Planning Staff Recommendation

Planning Staff recommends approval of the ALS variance as applied.



Minutes
Planning Commission Regular Meeting
Monday, October 21, 2024, 6:00 PM
City Council Chambers 2780 Kelley Parkway, Orono, MN 55356

5.2. LA24-00005, OUTDOOR ESCAPES O/B/O GREGORY AND MARIA SWENSON, 875 FOREST ARMS LANE, ALS VARIANCE, PUBLIC HEARING

The Planning Commission is requested to review the Staff report, receive a presentation, and discuss and approve an average lakeshore setback variance for a new, smaller deck to replace an existing deck.

The Planning Commission discussed the item and had no questions for the applicant, who was present.

Chair Bollis opened the public hearing at 6:11 p.m.

There were no public comments

Chair Bollis closed the public hearing at 6:11 p.m.

Commissioners said the project replaces one deck with another without coming any further forward toward the lake and may actually improve sightlines for the neighbors.

Kraemer moved, Kirchner seconded, to approve LA24-000052, 875 Forest Arms Lane, ALS Variance. VOTE: Ayes: 5, Nays 0.

5.3. LA24-000053 LECY BROTHERS HOMES & REMODELING, O/B/O KEN LEVITT, 700 NORTH ARM DRIVE, VARIANCES, PUBLIC HEARING

The Planning Commission is requested to review the Staff report, receive a presentation, and discuss and approve variances to build a new 2-story home replacing another two-story home on the lot. Staff was in support of the set-back and hardcover variances conditional on the applicant revising the deck so there is no new encroachment and correcting a .3 overage in hardcover prior to placement on the City Council agenda.

The Planning Commission discussed the item and asked questions of staff and the applicant, Ken Levitt, 700 North Arm Drive.

Chair Bollis opened the public hearing at 6:28 p.m.

There were no public comments.

Chair Bollis closed the public hearing at 6:28 p.m.

Commissioners said practical difficulty has been established and the proposal removes a two-story outcropping of the existing house and replaces it with a deck, which makes the additional foot and a half for the deck reasonable.

Kirchner moved, Schultze seconded, to approve LA24-000046, 700 North Arm Drive Variances as applied with the condition of adjusting hardcover. VOTE: Ayes: 5, Nays 0.

5.4. LA24-000055 CITY OF ORONO TEXT AMENDMENT, CANNABIS, PUBLIC HEARING

AGENDA ITEM



Date: November 12, 2024

Item: 16

Title: LA24-000053, 700 North Arm Drive, Variances

Presenter: Melanie Curtis, Planner

Section: Community Development Report

1. **Purpose:**

This application contemplates variances supporting redevelopment of the property with a new home and improvements partially located within the 75-foot lake setback.

2. **MN§15.99 Application Deadline:**

This application was received on September 17th and considered to be complete on September 23rd. Due to the delayed finalization of the application, the 60-day review period has been extended and will expire on January 21, 2025.

3. **Background:**

The applicant proposes to construct a two-story home in the footprint of the existing walk-out rambler. The existing home is set back 62.9 feet from the lake. A lake setback variance is required to allow the new home, including expanded 2nd story, to be situated 68.4 feet from the lake where 75 feet is required, and to allow the proposed deck to be within 61.4 feet of the lake. As a result, the applicant also requests a 75-foot hardcover variance to adjust the hardcover in the 75-foot setback resulting in a net reduction.

For a complete analysis of the project please refer to the [Planning Report](#).

4. **Planning Commission Vote and Comment:**

At their meeting on [October 21st](#), the Planning Commission held a public hearing and discussed the request. Although staff recommended approval conditioned upon reducing the deck footprint to result in no new structural encroachments, the Planning Commission voted 5 to 0 in favor of a motion to approve the application as applied. They felt that the applicant's plan to move the mass of the building footprint to the north end of the home (porch) and constructing a less massive deck in a similar location was less impactful which they supported. The draft minutes are attached as **Exhibit D**; reference the [meeting video](#) for more detail on the discussion.

5. **Public Comment:**

The neighbors on either side of the property signed the [application acknowledgement forms](#) but no formal comments were provided.

6. **Staff Recommendation:**

Staff supports the requested variances to permit a change in the hardcover within the 75-foot setback resulting in a net reduction; and the setback variance to allow a portion of the new home's 2nd story within the 75-foot setback (over the existing footprint) as both variances are supported by practical difficulties.

Staff continues to recommend a reduction in the new lakeside deck footprint so that it does not encroach further lakeward than the existing home footprint. Staff does not support the proposed

lakeside deck shown on the plans. The applicant has agreed to correct the hardcover to reflect a total site hardcover of 25% prior to the Council's next meeting.

COUNCIL ACTION REQUESTED

Council should review the variances and direct staff to draft a resolution reflecting your decision for consideration at the November 25th meeting.

Exhibits

Exhibit A - Plans

Exhibit B - Prop HC staff notes

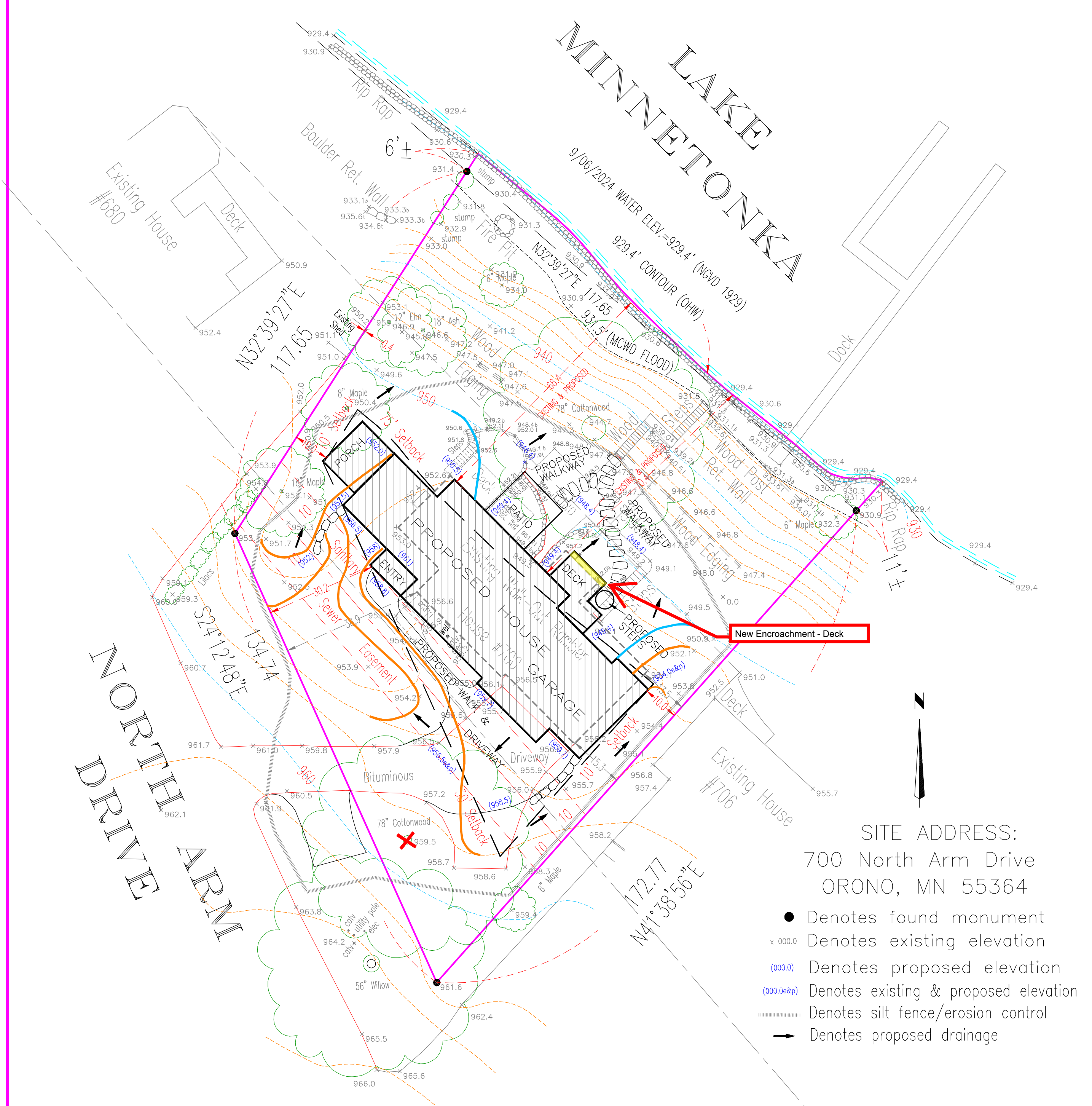
Exhibit C - 60-day Extension

Exhibit D - Draft PC Minutes

CERTIFICATE OF SURVEY

of the:

LEVITT RESIDENCE



SITE ADDRESS:
700 North Arm Drive
ORONO, MN 55364

- Denotes found monument
- x 000.0 Denotes existing elevation
- (000.0) Denotes proposed elevation
- (000.0e&p) Denotes existing & proposed elevation
- ⋯ Denotes silt fence/erosion control
- ➔ Denotes proposed drainage

Proposed FFE elev.= 961.0
Proposed top of foundation elev.= 960.0
Proposed garage floor elev.= 959.67
Proposed main basement floor elev.= 950.0
Proposed lowest (fut. elevator pit) floor elev.=949.0

LEGAL DESCRIPTION:
Lot 2, Auditor's Subdivision No. 362,
Hennepin County, Minnesota

**DEMARS-GABRIEL
LAND SURVEYORS, INC.**
2317 W. 93rd St.
Bloomington, MN 55431
Phone:(763) 559-0908
cell: (612) 751-6785
dec@qwestoffice.net

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the Laws of the State of Minnesota.
As surveyed by me this 17th day of January, 2024.
DEC
David E. Crook Minn. Reg. No. 22414

File No.
15033
Book-Page
Scale
1"=20'

Prepared for:
**Lecy Bros. Homes
& Remodeling**



1 FRONT ELEVATION (STREET VIEW)
SCALE : 1/4" = 1' 0"



2 REAR ELEVATION (LAKESIDE VIEW)
SCALE : 1/4" = 1' 0"

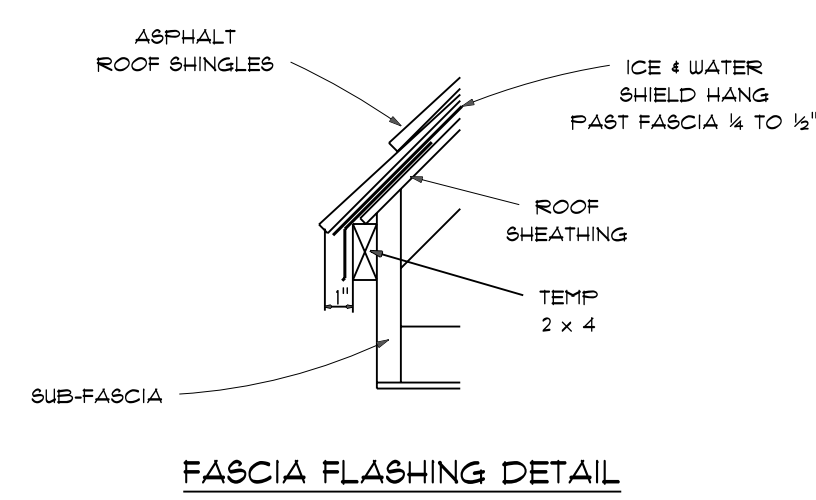
15012 Highway 7
Minnetonka, Mn 55345
Office: 952 - 944 - 9499
Fax: 952 - 942 - 1068
Licensed Building Contractor #20335555
This home may not be used, photocopied or reproduced in any form without prior written approval according to the Copyright Law of the United States.

Revision History		Squares Footage Data	
October 28, 2022		Main Level	1711 SF
November 10, 2022		Upper Level	2658 SF
July 26, 2024		Lower Level	1480 SF
September 11, 2024		Unfinished Area	254 SF
		Total Finished	5943 SF
		Total Sq. Ft.	6103 SF

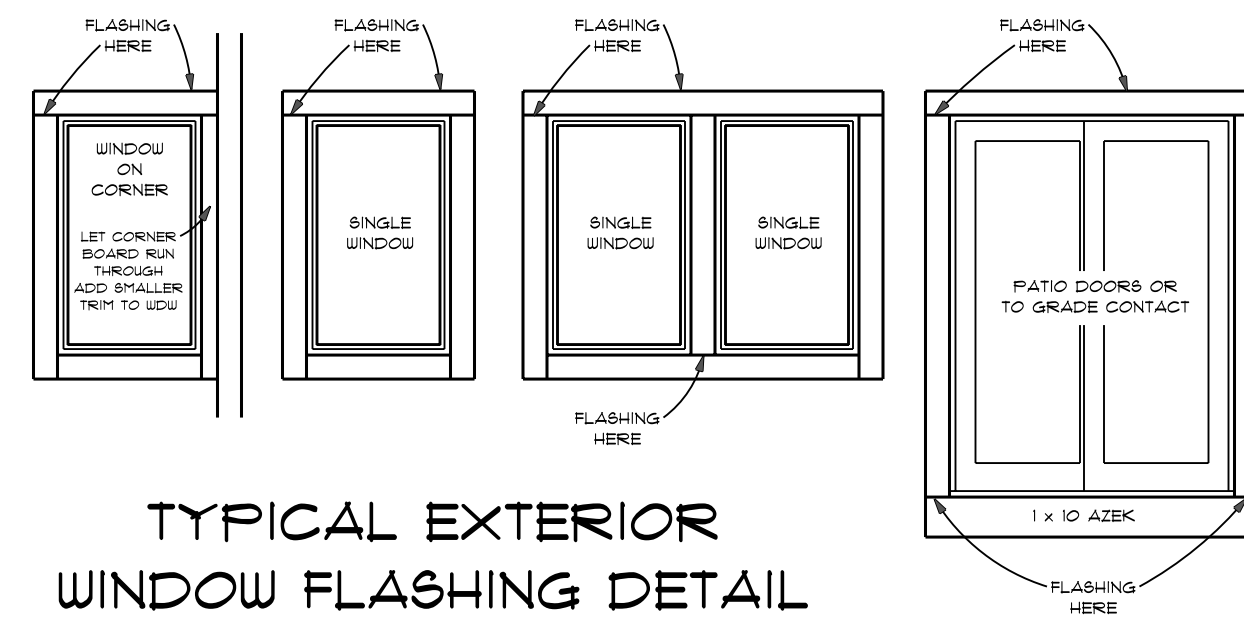
Open Items:	
Job Supervisor:	
Permit #:	
Inspection:	

Custom Home For:
Levitt Residence
Address:
100 North Arm Drive
Orono, Minnesota

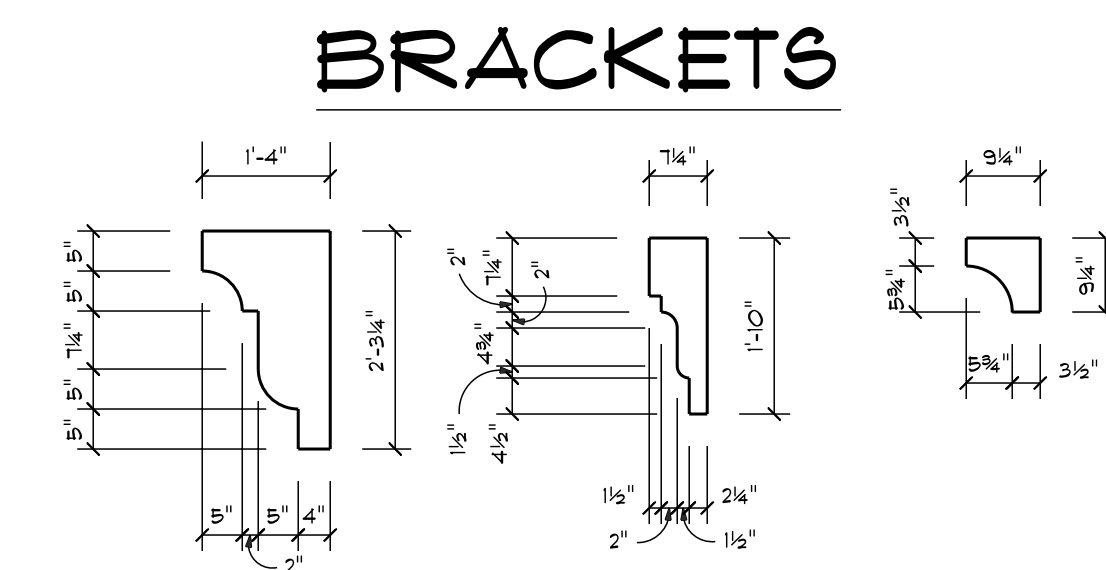
Sheet **1** of



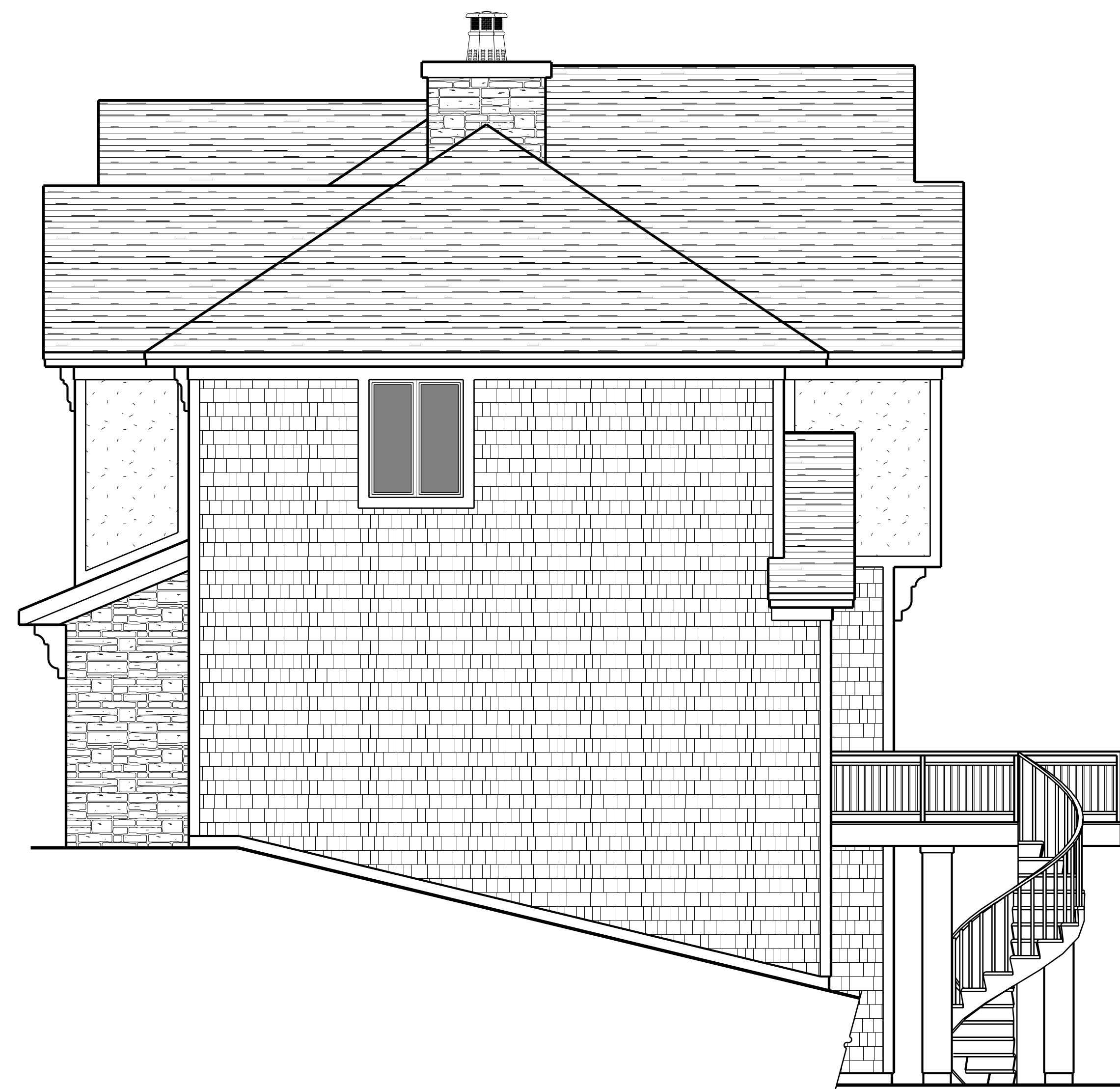
FASCIA FLASHING DETAIL



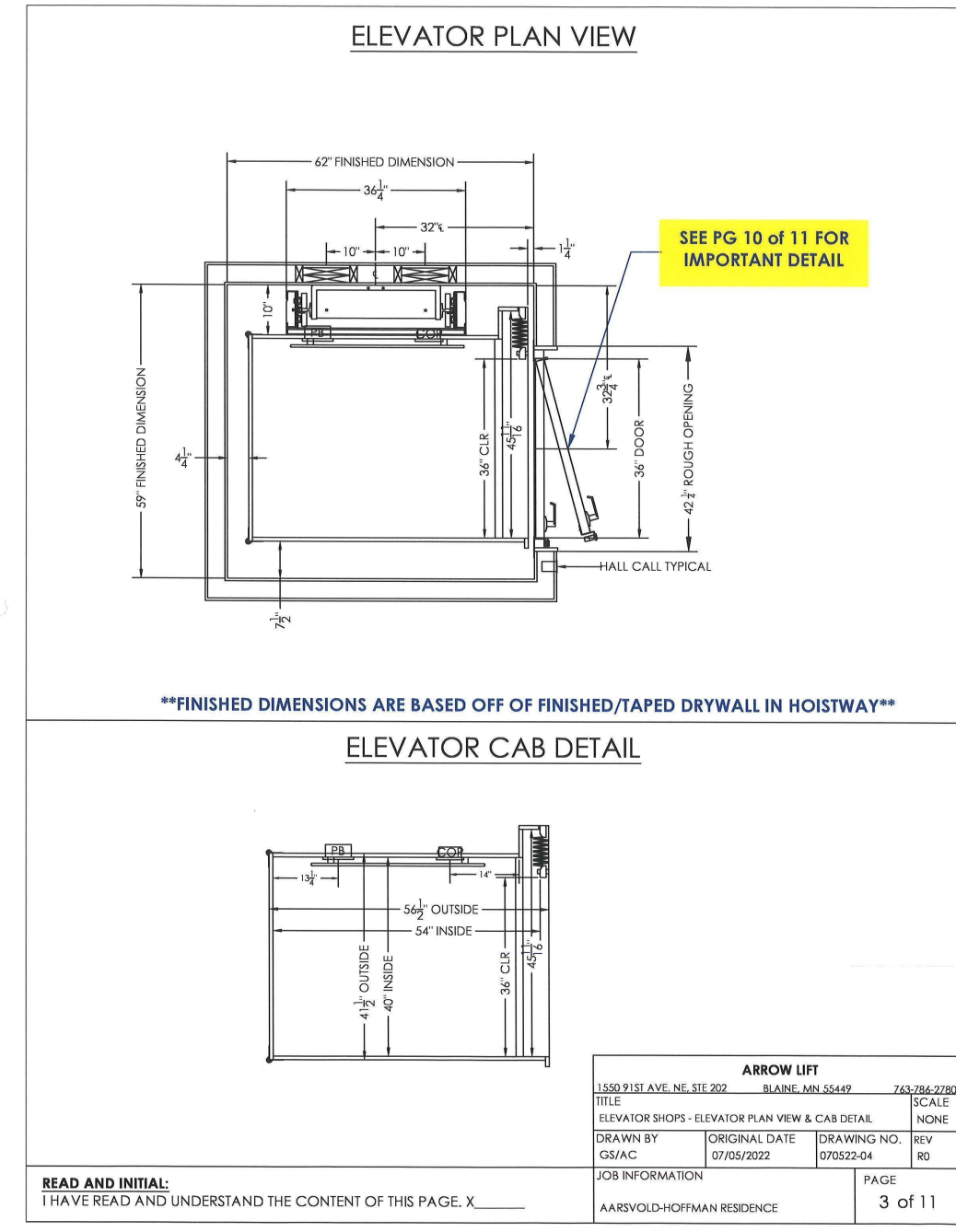
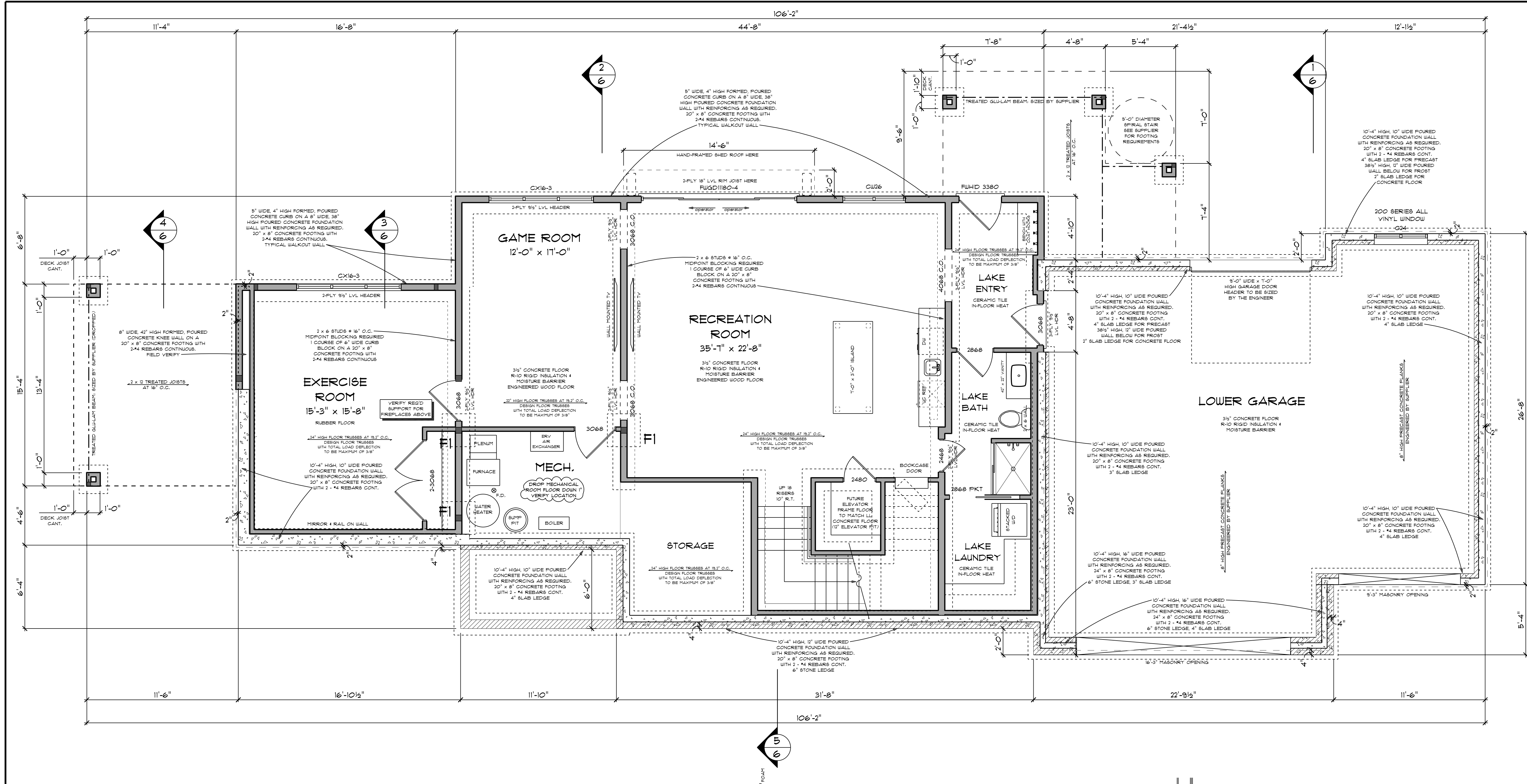
TYPICAL EXTERIOR WINDOW FLASHING DETAIL



1 LEFT ELEVATION
2 SCALE : 1/4" = 1' 0"



2 RIGHT ELEVATION
2 SCALE : 1/4" = 1' 0"



DATE: 05/15/2022	SCALE: 1/4" = 1'-0"	SHEET: 3 OF 11
DRAWN BY: J. HOFFMAN	PROJECT: 1480 FINISHED SQUARE FEET	
CHECKED BY: J. HOFFMAN		

1 Lower Level Floor Plan

3 Scale 1/4" = 1'-0" 1480 Finished Square Feet

WINDOW HEAD HEIGHT AT 8'-0" UNLESS OTHERWISE NOTED

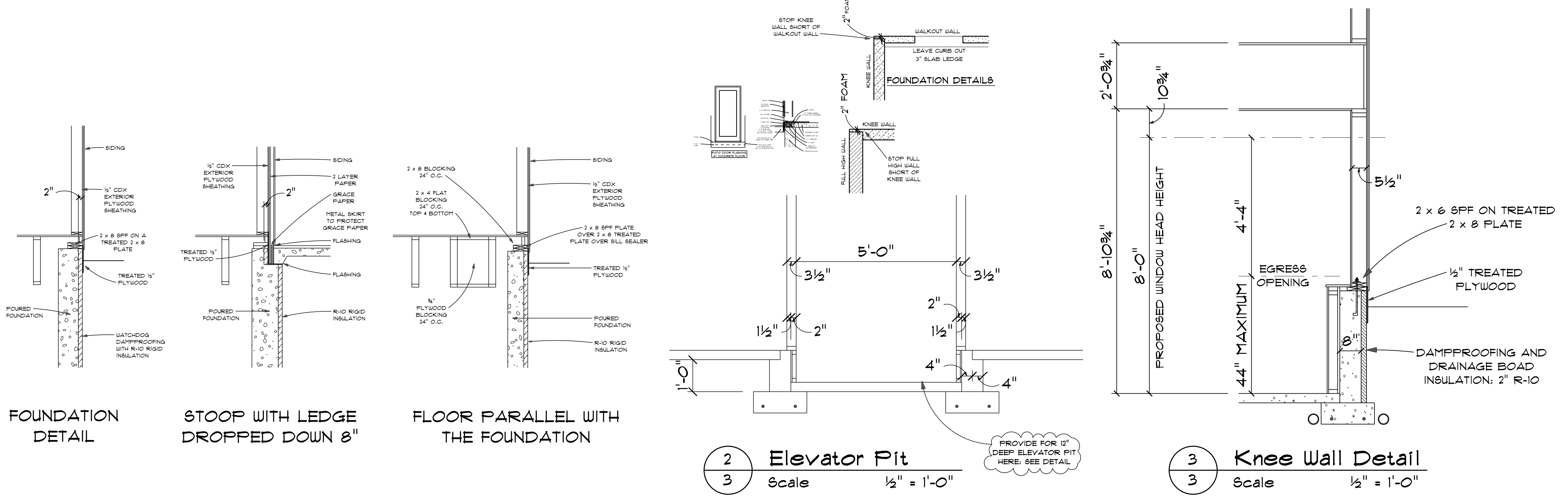
ALL MECHANICAL HVAC DUCTWORK TO BE FLUSH INTO FLOOR SYSTEM NO MECHANICAL SOFFITS

DOOR SCHEDULE SYMBOL
2468 REPRESENTS A 2'-4" WIDE x 6'-8" HIGH DOOR

GENERAL NOTES:
 - POURED CONCRETE FOUNDATION WALLS WITH REINFORCING AS REQUIRED. 10'-4" HIGH TYPICAL FOUNDATION WALL HEIGHT WITH 2 x 8 SPP FLOOR ON A 2 x 8 TREATED PLATE.
 - SUPPLIER TO VERIFY ALL LVL BEAM & HEADER SIZES STANDARD WINDOW & DOOR HEADERS TO BE 2x4 10 HIGH-FR #4 BETTER UNLESS OTHERWISE NOTED TRUSS SUPPLIER TO VERIFY ANY POINT LOADS APPLIED TO OPENINGS & SIZE LVL'S ACCORDINGLY.
 - EXACT LOCATION OF FURNACE & WATER HEATER TO BE DETERMINED BY CONTRACTOR
 - ALL DIMENSIONS ARE FINISH TO FINISH UNLESS NOTED OTHERWISE

BATH NOTES
 - KEEP ALL PIPING TO BACK WALL OF VANITY FOR CRAW SPACE CLEARANCES
 - CERAMIC TILE BASE ENTIRE BATH AREA
 - CERAMIC TILE SHOWER & TUB WALLS TO 7'-6" CEILING HEIGHT. SHARPOOD SHELF AS REQ'D.
 - DUNROCK ALL WALLS AS REQ'D.
 - INSULATE BATH WALLS WITH INSULATION TO THE EXTENT POSSIBLE

F1 - 30" x 30" x 12" CONCRETE PAD FOOTING WITH 4-#5 REBARS EW



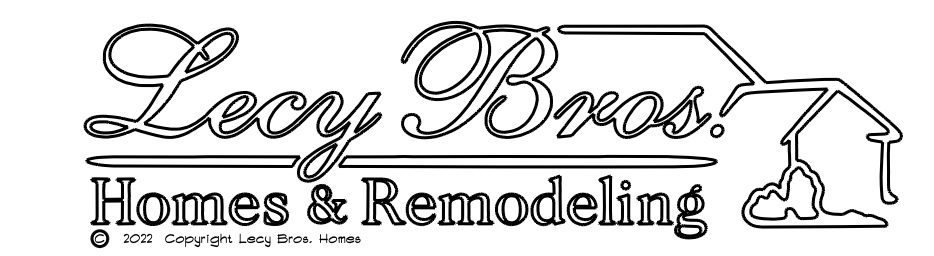
FOUNDATION DETAIL

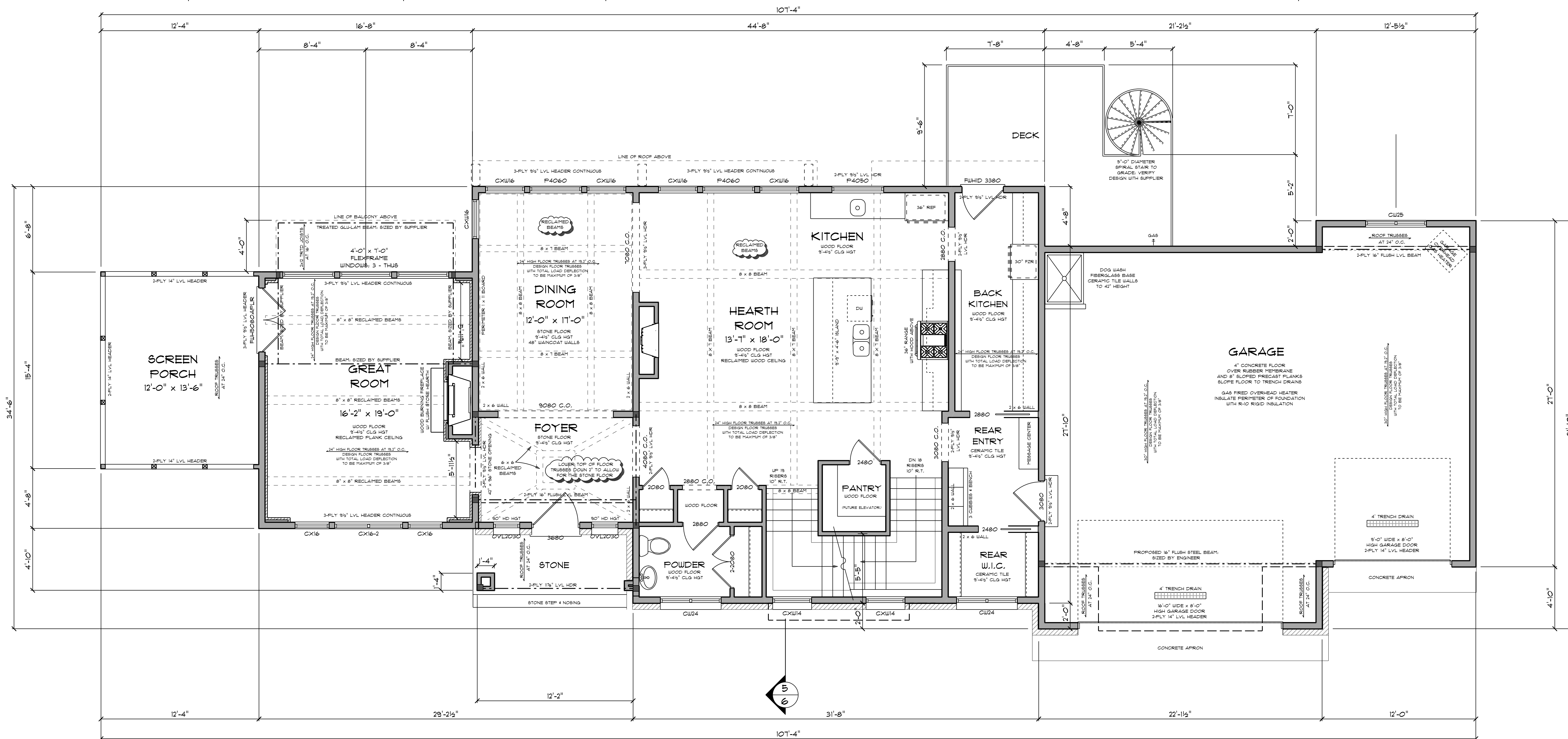
STOOP WITH LEDGE DROPPED DOWN 8"

FLOOR PARALLEL WITH THE FOUNDATION

2 Elevator Pit
3 Scale 1/2" = 1'-0"

3 Knee Wall Detail
3 Scale 1/2" = 1'-0"





+++ OPTION +++
 RECLAIMED BEAMS & WOOD CEILING
 W/ ROOT RIVER KNOTTY ALDER
 WORM HOLE DISTRESSED

1 Main Level Floor Plan
 4 Scale 1/4" = 1'-0" 1711 Square Feet

DOOR SCHEDULE SYMBOL
 2480 REPRESENTS A 2'-4" WIDE
 x 8'-0" HIGH DOOR

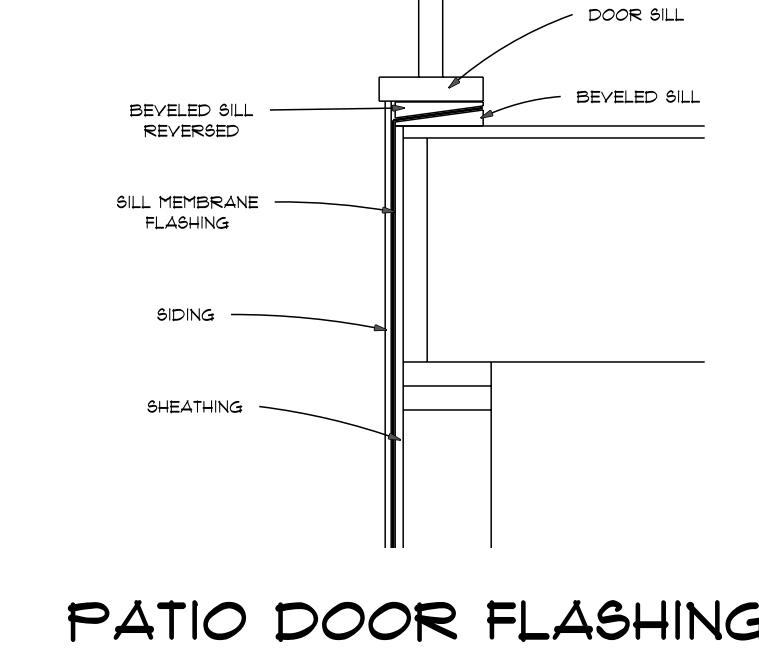
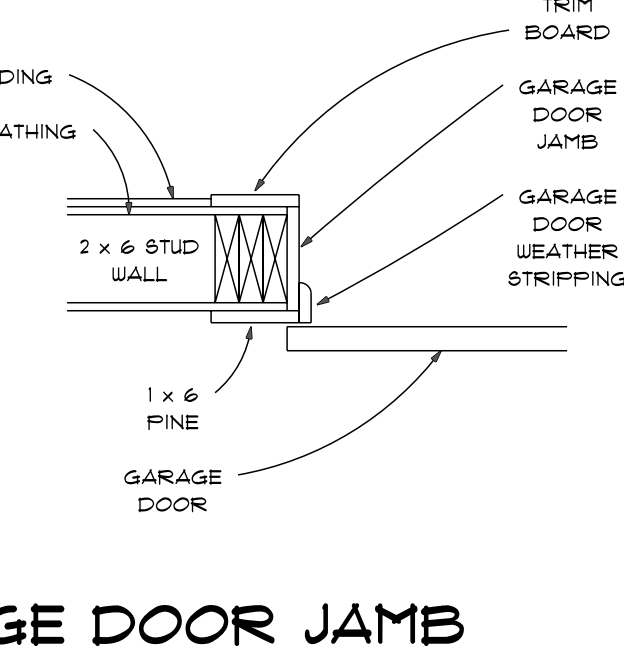
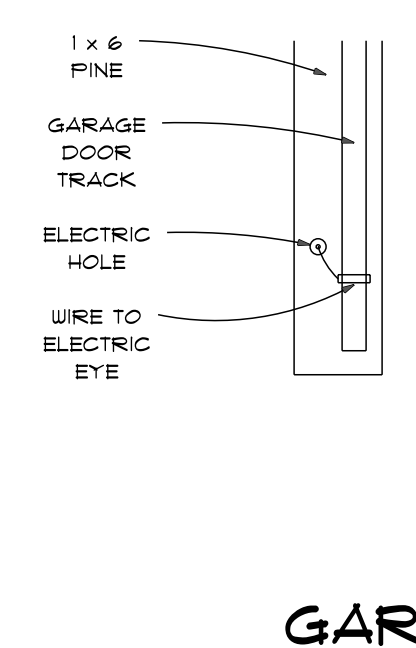
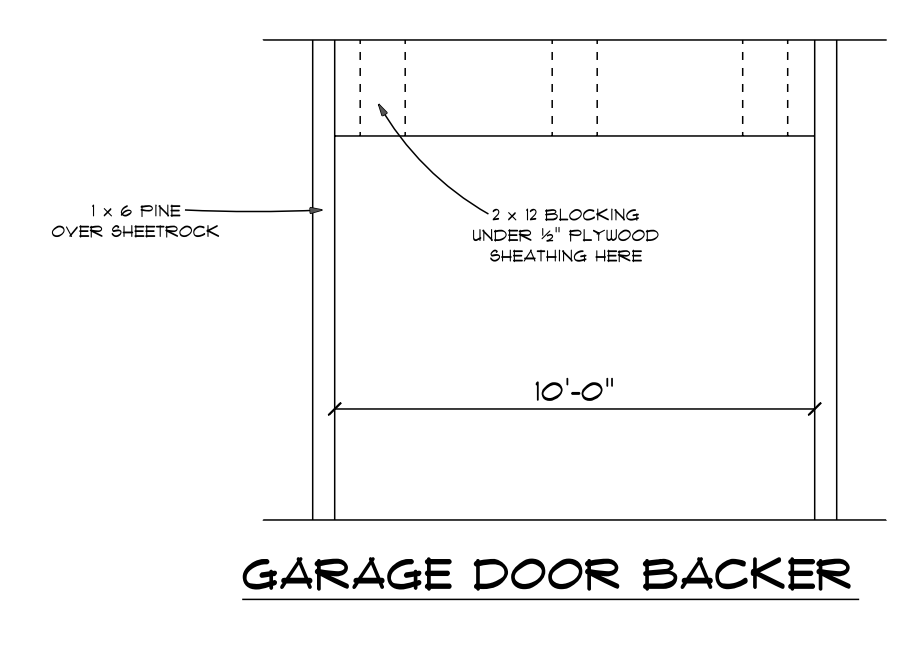
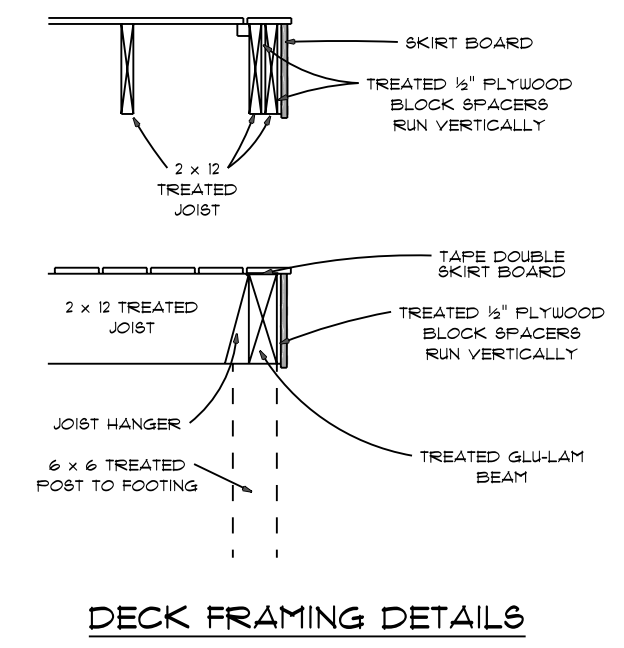
GENERAL NOTES

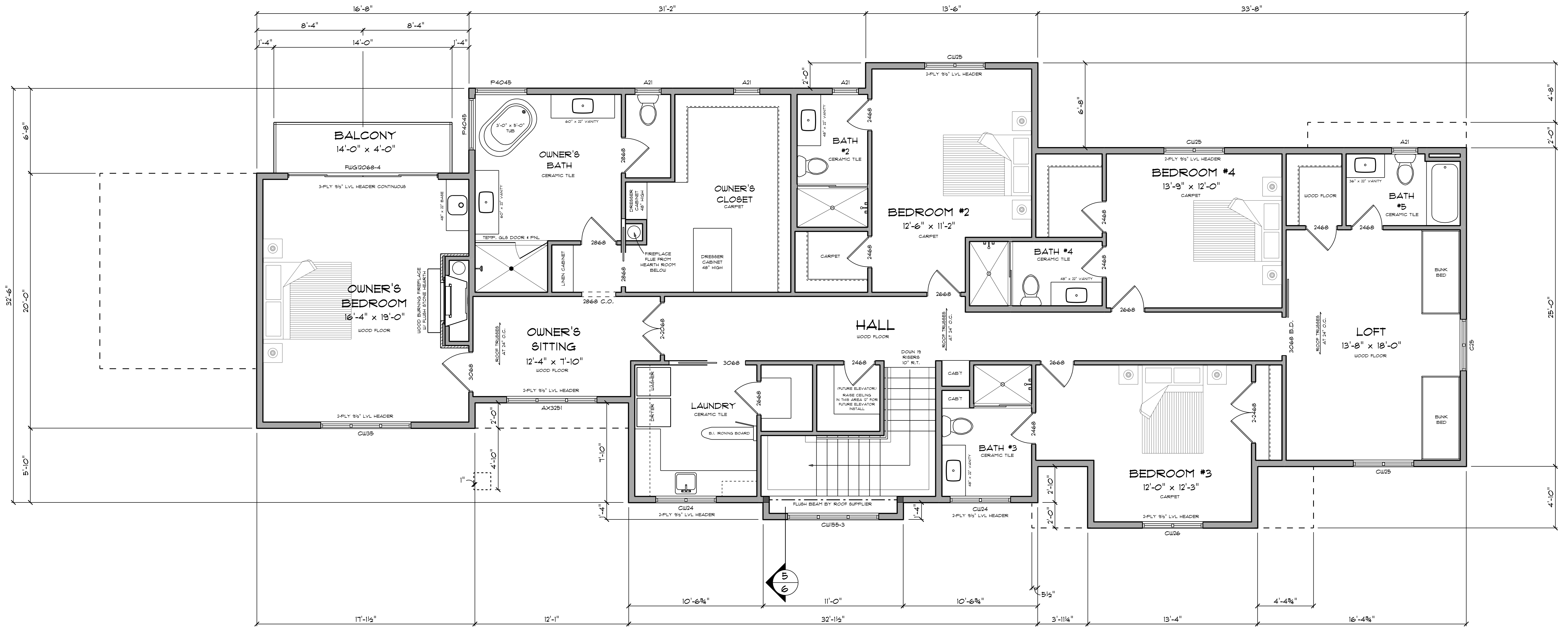
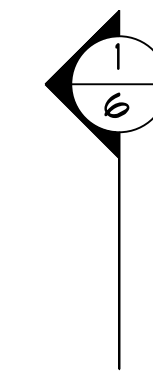
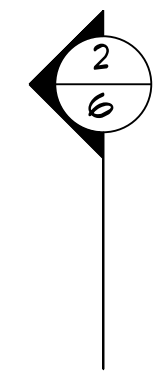
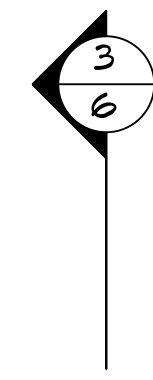
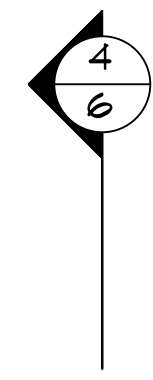
- BATH & LAUNDRY ROOM: SOUND PROOF ALL WALLS WITH INSULATION TO RELIEF EXTENT
- SUPPLIER TO VERIFY ALL LVL BEAM SIZES
- STANDARD WINDOW & DOOR HEADERS TO BE 2x10 HEM-FIR #1 BETTER UNLESS OTHERWISE NOTED. TRUSS SUPPLIER TO VERIFY ANY FRONT LOADS APPLIED TO OPENINGS & SIZE LVL'S ACCORDINGLY.
- EXACT LOCATION OF ALL GIRDERS & TRUSSES TO BE VERIFIED BY THE TRUSS SUPPLIER.
- GAS SERVICE TO BE LOCATED ON THE SIDE OF THE GARAGE.
- ALL DIMENSIONS ARE FRAME TO FRAME NOT SHEATHING

BATH NOTES

- KEEP ALL PIPING TO BACK WALL OF VENTED FAN DRAIN STACK CLEARANCES
- CERAMIC TILE BASE ENTIRE BATH AREA
- CERAMIC TILE SHOWER & TUB WALLS TO CEILING HEIGHT
- SHAMPOO SHELF AS REQ'D. DUNROCK ALL WALLS AS REQ'D

WINDOW HEAD HEIGHT AT 98 1/2" UNLESS OTHERWISE NOTED





1 Upper Level Floor Plan
 5 Scale 1/4" = 1'-0" 2606 Square Feet

DOOR SCHEDULE SYMBOL
 2468 REPRESENTS A 2'-4" WIDE
 x 6'-8" HIGH DOOR

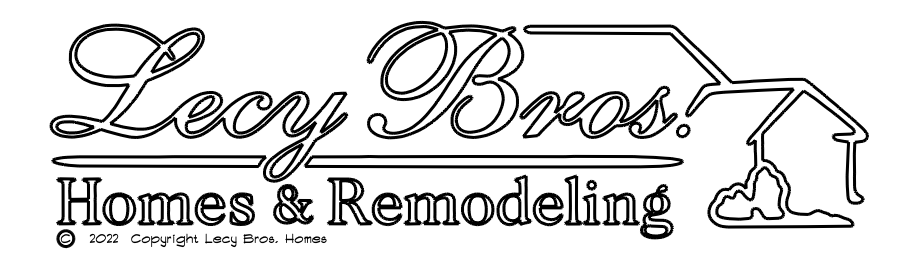
GENERAL NOTES

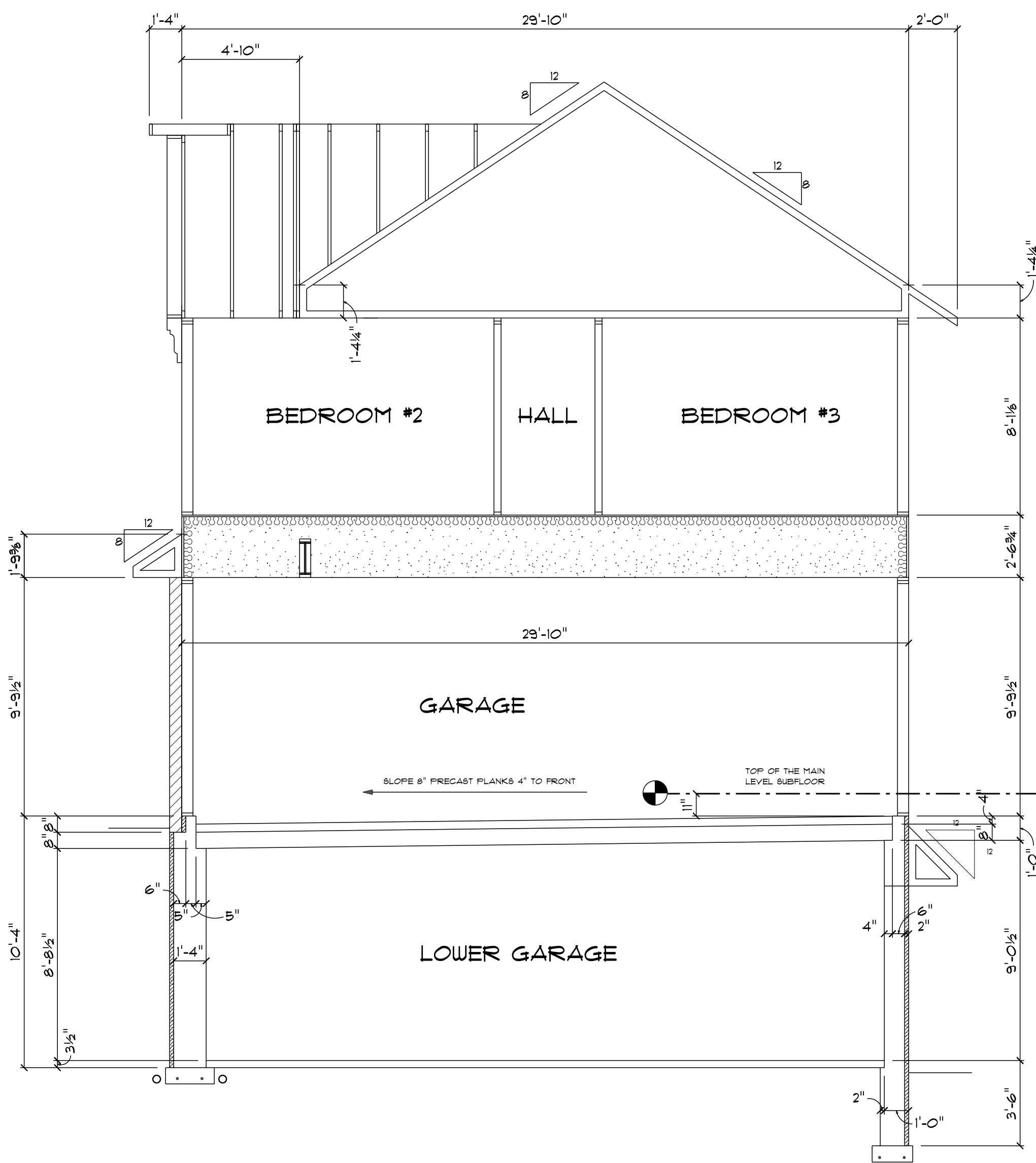
- BATH & LAUNDRY ROOM: SOUND PROOF ALL WALLS WITH INSULATION TO FLEET EXTENT SUPPLIER TO VERIFY ALL LVL BEAM SIZES.
- STANDARD WINDOW & DOOR HEADERS TO BE 2X10 HEAVY FR 1, 4 BETTER UNLESS OTHERWISE NOTED. TRUSS SUPPLIER TO VERIFY ANY POINT LOADS APPLIED TO OPENINGS & SIZE LVL'S ACCORDINGLY.
- EXACT LOCATION OF ALL GIRDERS & TRUSSES TO BE VERIFIED BY THE TRUSS SUPPLIER.
- GAS SERVICE TO BE LOCATED ON THE SIDE OF THE GARAGE.
- ALL DIMENSIONS ARE FRAME TO FRAME NOT SHEATHING.

BATH NOTES

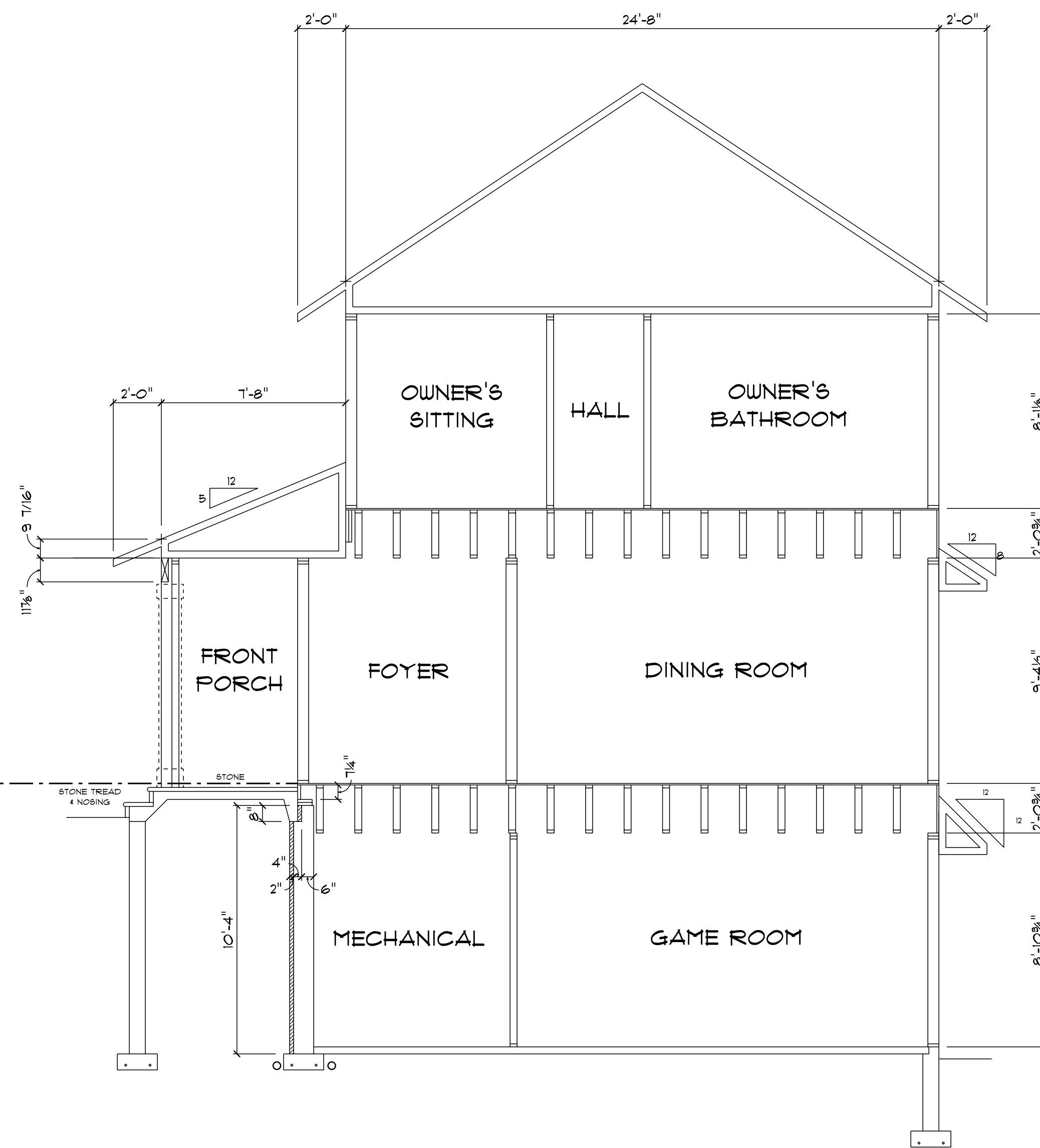
- KEEP ALL PIPING TO BACK WALL OF VANITIES FOR DRAIN STACK CLEARANCES.
- CERAMIC TILE BASE ENTIRE BATH AREA.
- CERAMIC TILE SHOWER & TUB WALLS TO 7'-6" CEILING HEIGHT.
- SHAMPOO SHELF AS REQ'D. DUNROCK ALL WALLS AS REQ'D.

WINDOW HEAD HEIGHT AT 84"
 UNLESS OTHERWISE NOTED

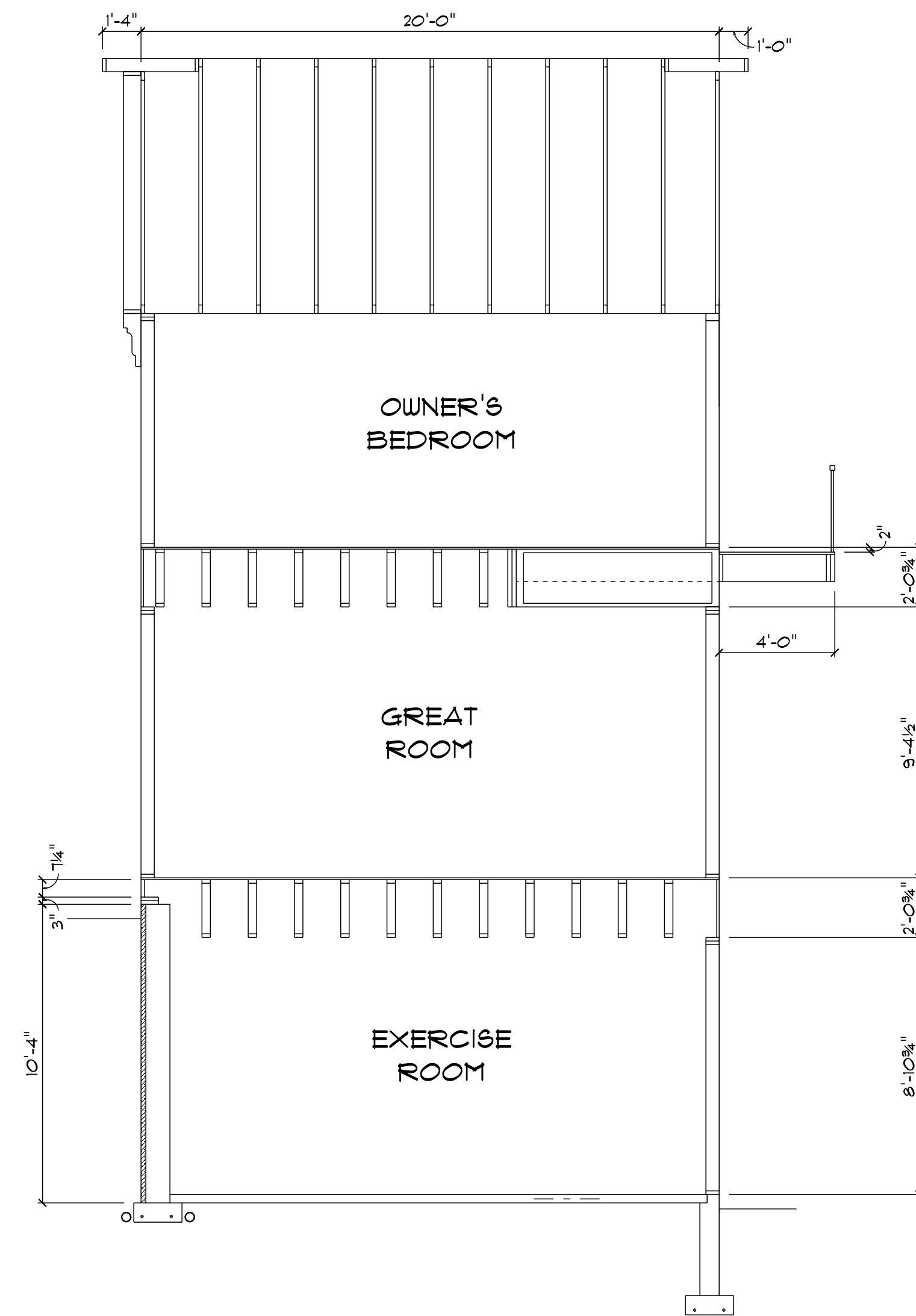




1 BUILDING CROSS SECTION
6 SCALE 1/4" = 1'-0"

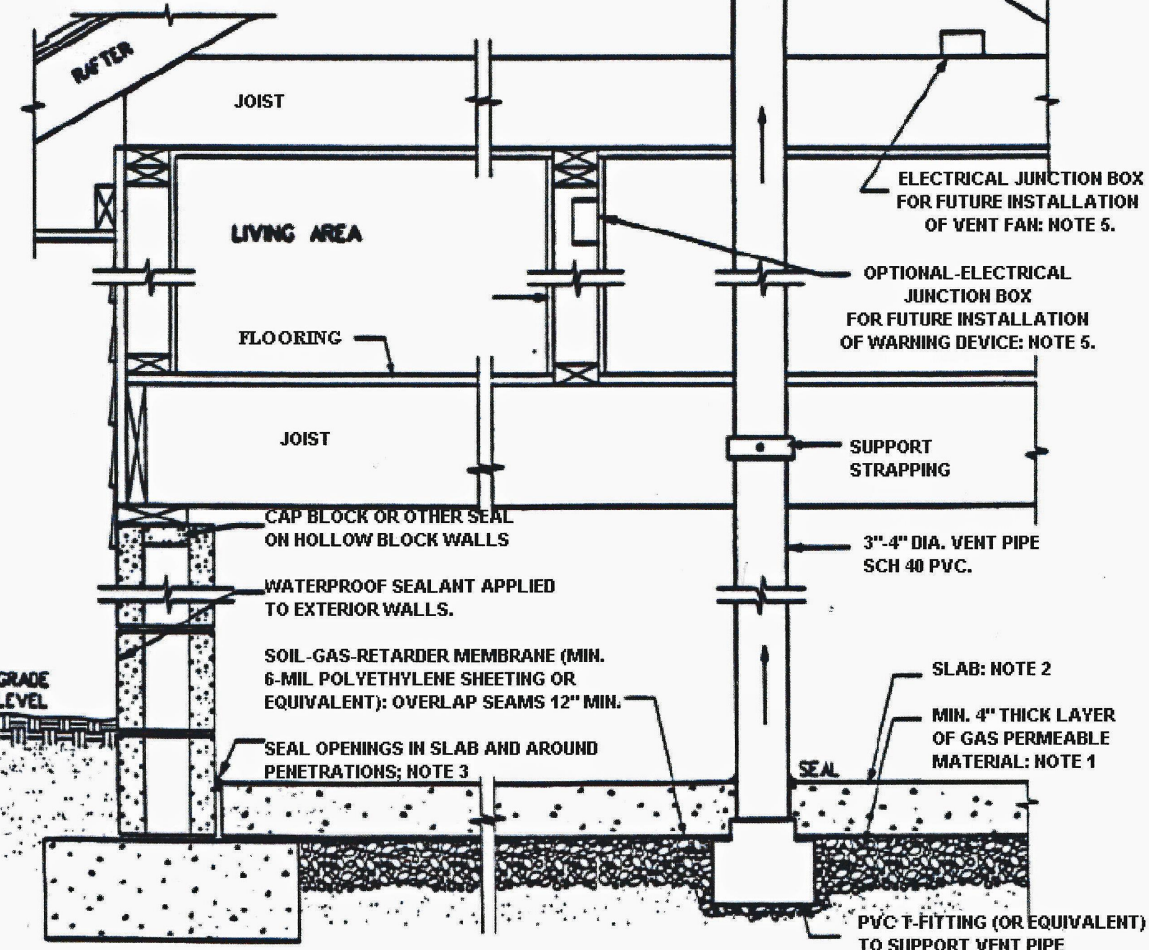


2 BUILDING CROSS SECTION
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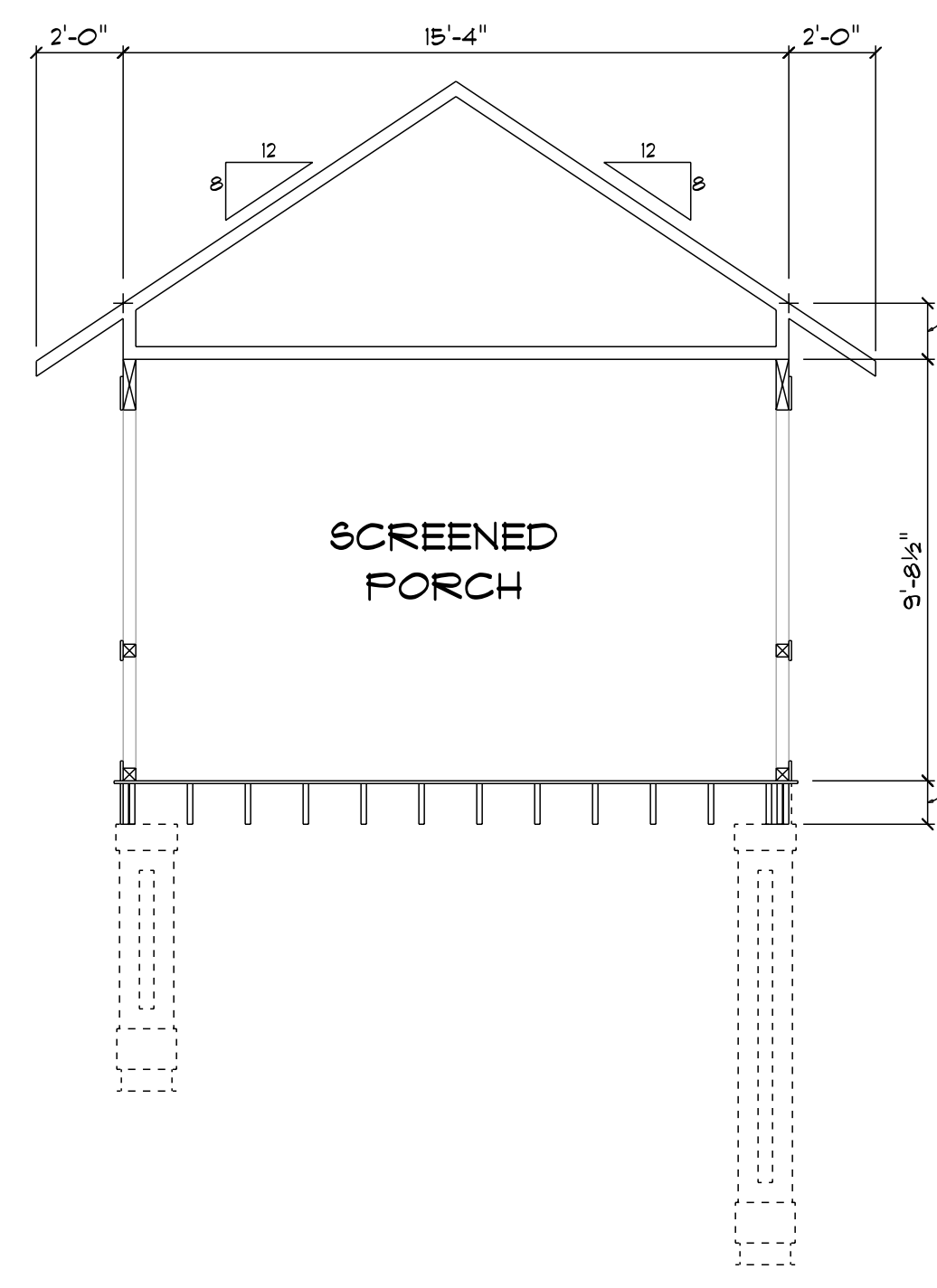


3 BUILDING CROSS SECTION
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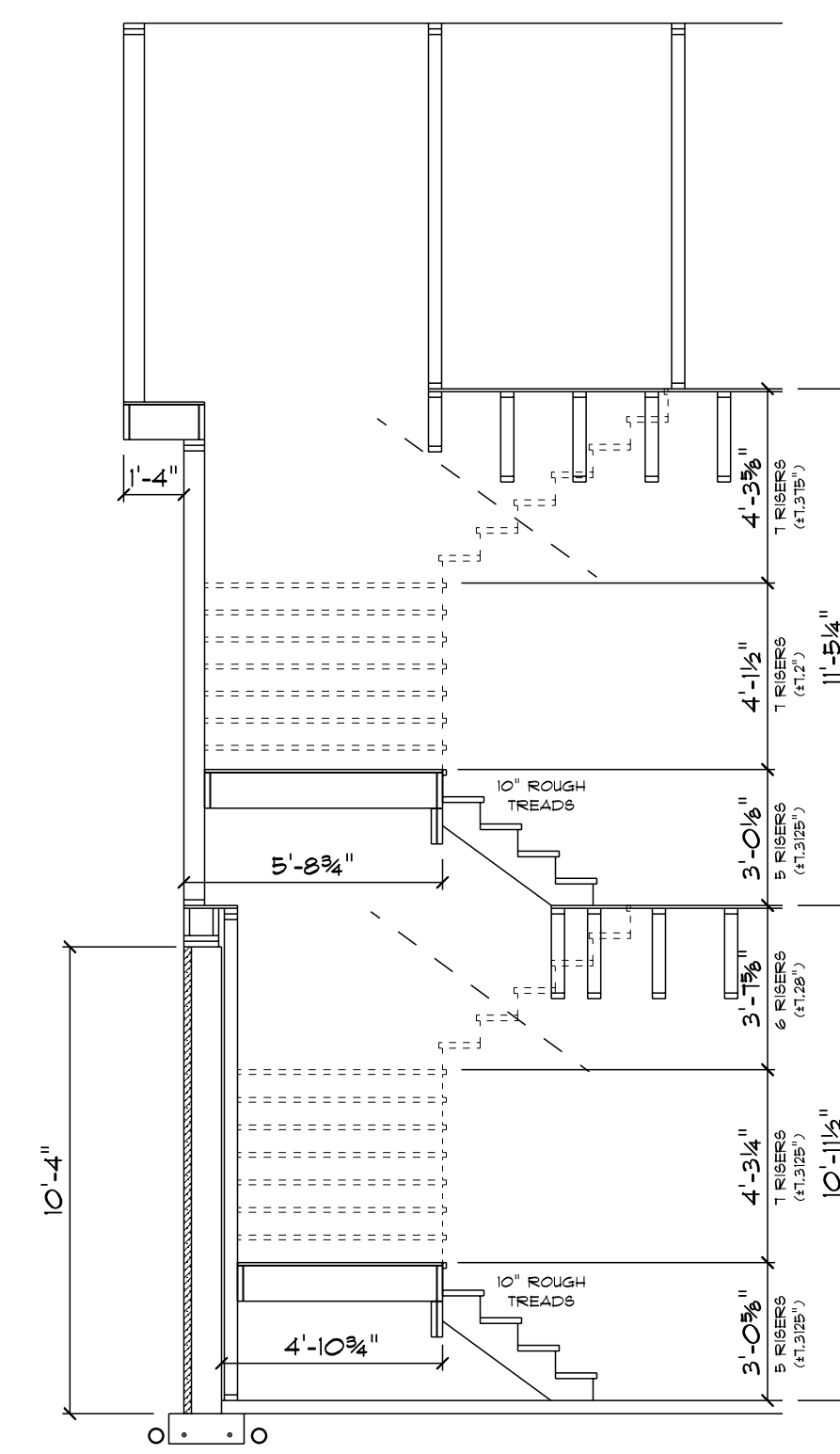
- NOTES:
1. ALL CONCRETE SLABS THAT COME IN CONTACT WITH THE GROUND SHALL BE LAD OVER A GAS PERMEABLE MATERIAL MADE UP OF EITHER A MINIMUM 4" THICK UNIFORM LAYER OF CLEAN AGGREGATE, OR A MINIMUM 4" THICK UNIFORM LAYER OF SAND, OVERLAIN BY A LAYER OR STRIPS OF MANUFACTURED MATTING DESIGNED TO ALLOW THE LATERAL FLOW OF SOIL GASES.
 2. ALL CONCRETE FLOOR SLABS SHALL BE DESIGNED AND CONSTRUCTED IN ACCORDANCE WITH LOCAL BUILDING CODES. ADDITIONAL REFS: AMERICAN CONCRETE INSTITUTE PUBLICATIONS, "AC308.2R" & "AC308.3R", OR THE POST-TENSIONING INSTITUTE MANUAL, "DESIGN AND CONSTRUCTION OF POST-TENSIONED SLABS ON GROUND".
 3. ALL OPENINGS, GAPS AND JOINTS IN FLOOR AND WALL ASSEMBLIES IN CONTACT WITH SOIL OR GAPS AROUND PIPES, TOILETS, BATH TUBS OR DRAIN PENETRATING THESE ASSEMBLIES SHALL BE FILLED OR CLOSED WITH MATERIALS THAT PROVIDE A PERMANENT AIR-TIGHT SEAL. SEAL LARGE OPENINGS WITH NON-SHRINK MORTAR, GROUTS OR EXPANDING FOAM MATERIALS AND SMALLER GAPS WITH AN ELASTOMERIC JOINT SEALANT, AS DEFINED IN ASTM C928-B7.
 4. VENT PIPES SHALL BE INSTALLED SO THAT ANY RAINWATER OR CONDENSATION DRAINS DOWNWARD INTO THE GROUND BENEATH THE SLAB OR SOIL-GAS-RETARDER MEMBRANE.
 5. CIRCUITS SHOULD BE A MINIMUM 15 AMP, 115 VOLT.



RADON MITIGATION

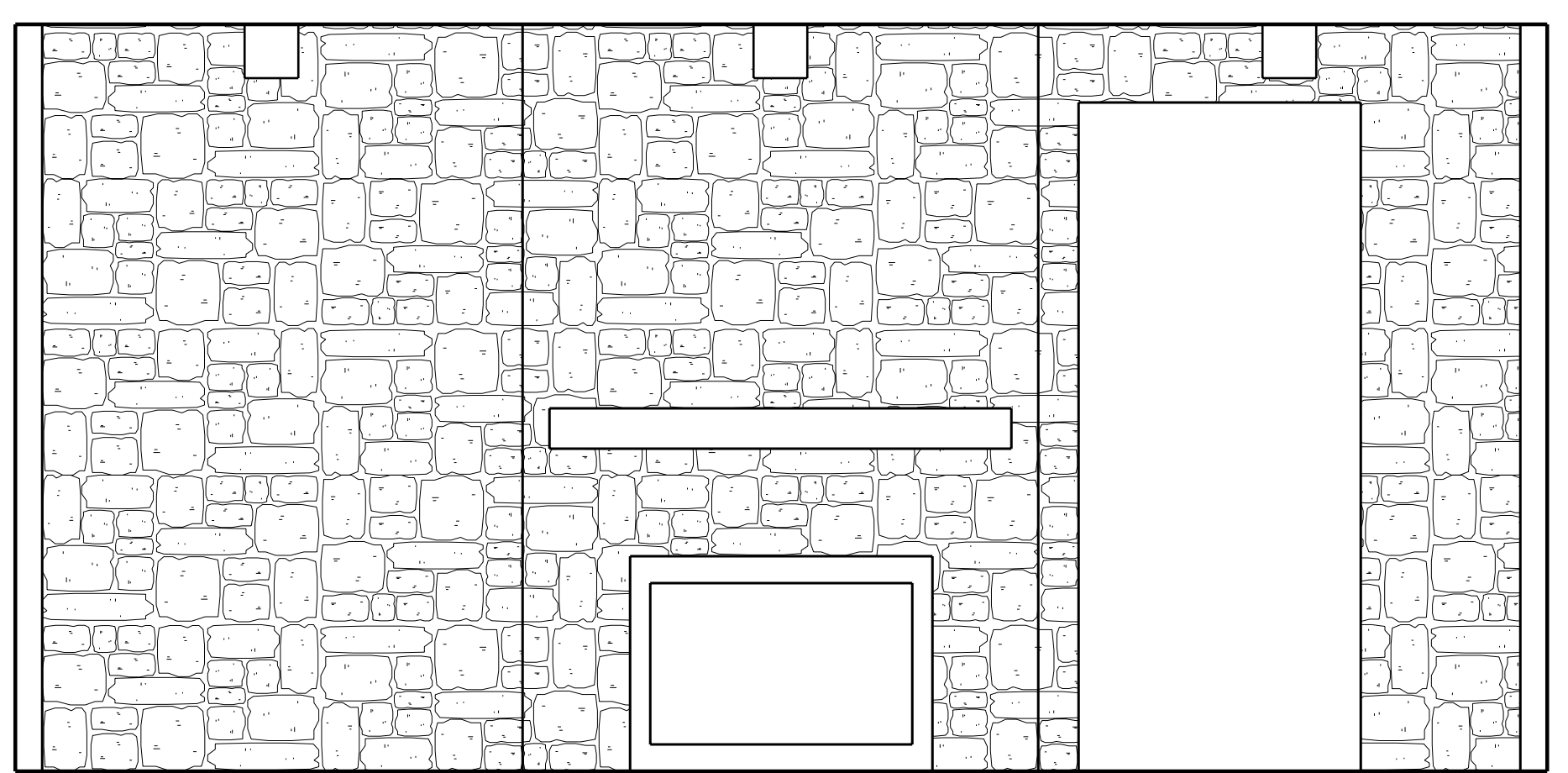
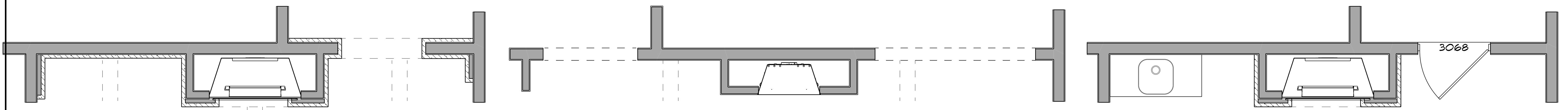
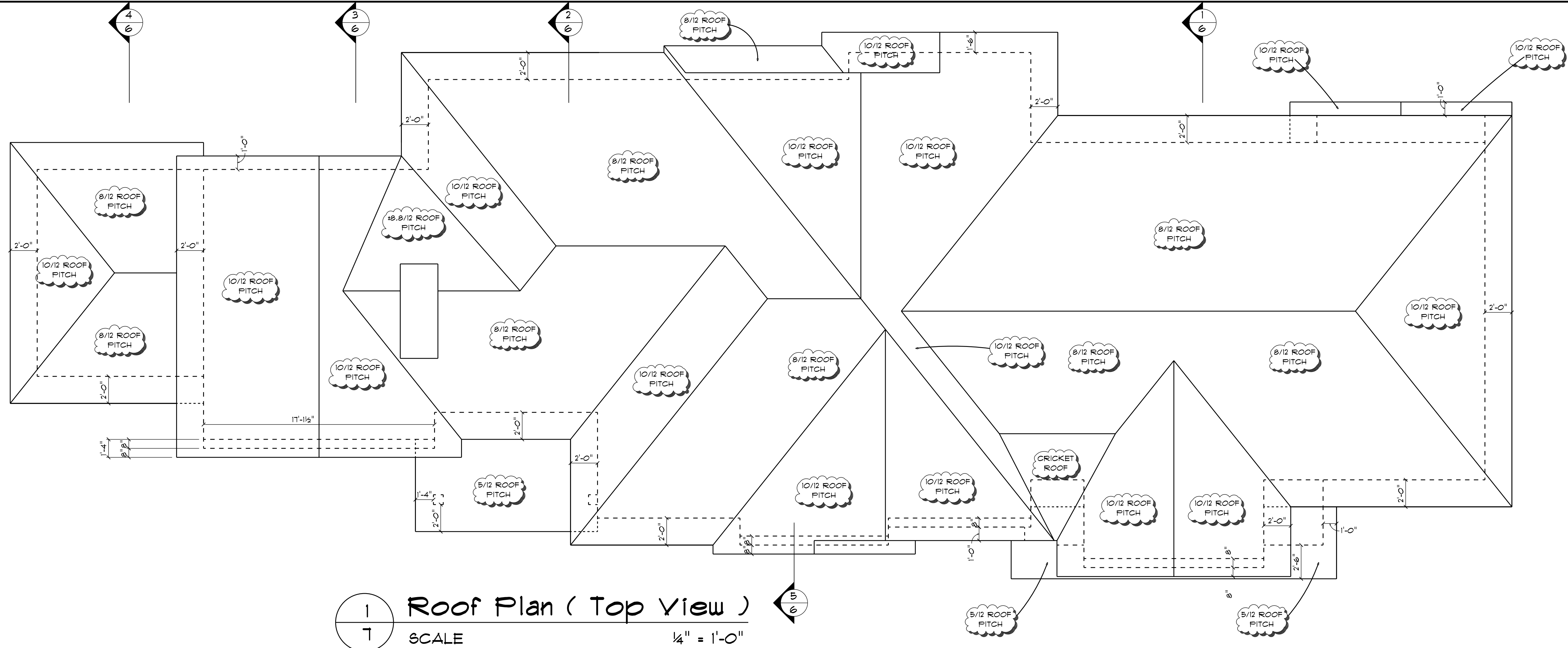


4 BUILDING CROSS SECTION
6 SCALE 1/4" = 1'-0"

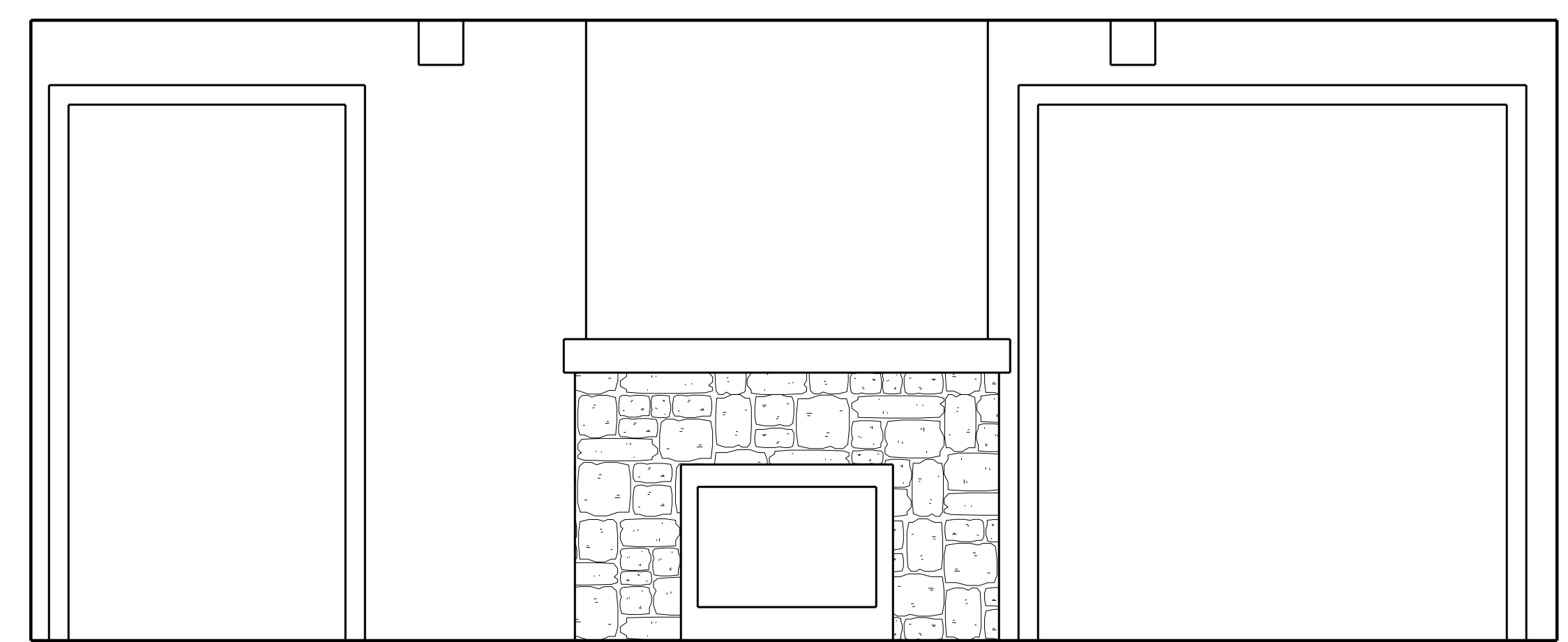


5 STAIR SECTION
6 SCALE 1/4" = 1'-0"

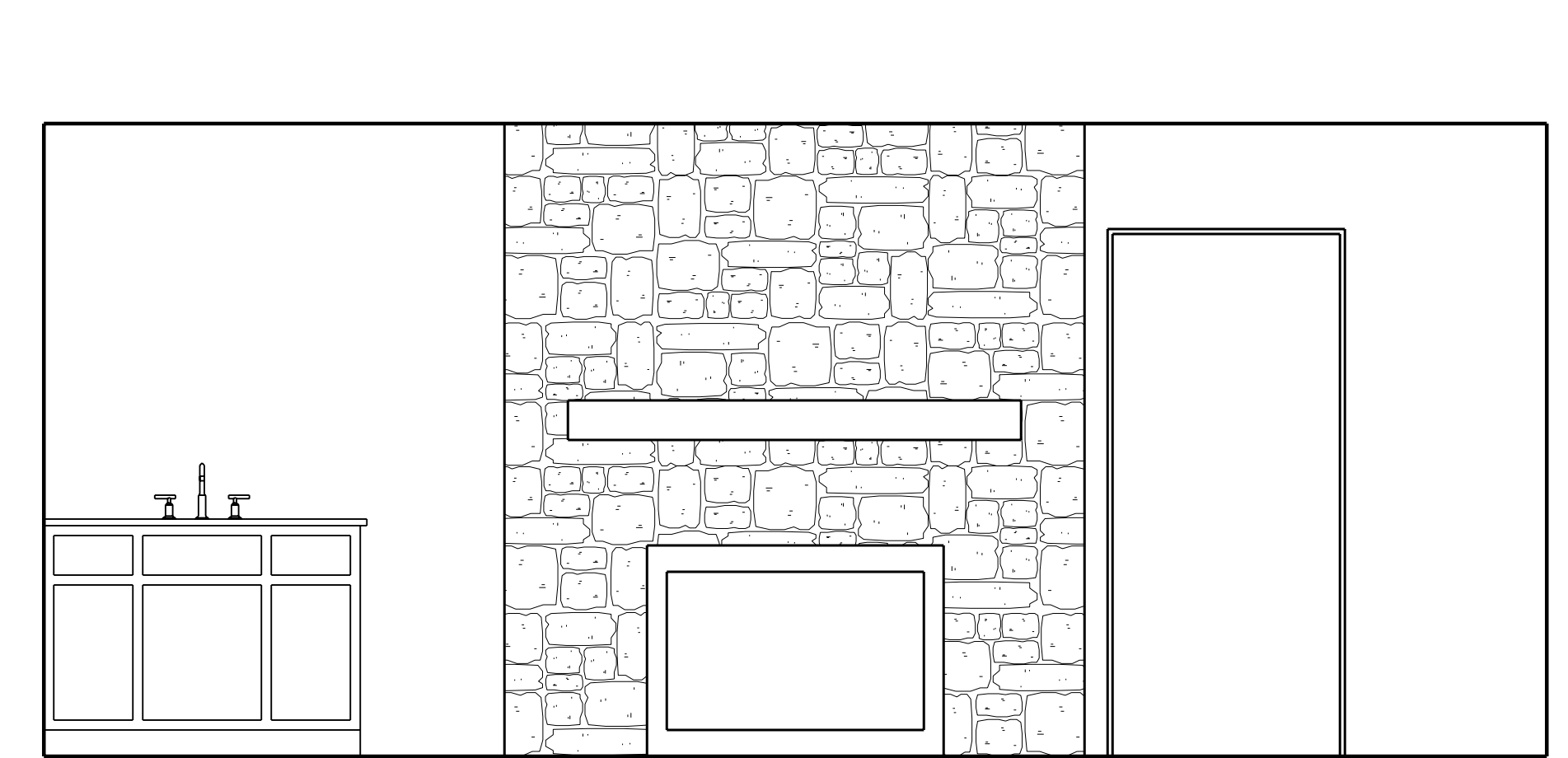
ADJUST RISERS HEIGHTS AS REQ'D FOR CHOSEN FINISHED FLOORING



GREAT ROOM FIREPLACE
SCALE $\frac{1}{2}'' = 1'-0''$



HEARTH ROOM FIREPLACE
SCALE $\frac{1}{2}'' = 1'-0''$



OWNER'S BEDROOM FIREPLACE
SCALE $\frac{1}{2}'' = 1'-0''$

Staff corrections
-- Applicant will revise to meet 25% 15033HC

Property Address: 700 NORTH ARM DRIVE LECY-LEVITT)
 Prepared by: DEMARS GABRIEL LAND SURVEYORS, INC. Date: 9/03/24

Step 2: PROPOSED HARDCOVER REVISED: 9/15/2024

In the following table, identify all items of proposed hardcover on the property, keyed by letter to Certificate of Survey (survey must accompany this form). Include all existing hardcover items that are intended to remain, as well as all proposed hardcover items that will be added. Use as many lines as necessary to accurately depict proposed hardcover status of the property.

Key to Survey	Hardcover Item (Describe)	Length x Width	Total (Square Feet)
(Example)	(Garage)	(24' x 30')	(720 S.F.)
A	DWELLING (house, garage, entry, porch, deck)	107x29.3	3,131 S.F.
B	DRIVEWAY	53x22	1,164.6 S.F.
C	FRONT SIDEWALK	44x5	169 S.F.
D	PATIO	15x15	225 S.F.
E	WALKWAY	7.5x18	135 S.F.
F	RETAINING WALLS	30+8+5+30+18	91 S.F.
G	LAKE STEPS	2.5x35	96 S.F.
H	RIP RAP	144x1.9	270 S.F.
I			S.F.
J			S.F.
K			S.F.
L			S.F.
M			S.F.
N			S.F.
O			S.F.
P			S.F.
Q			S.F.
R			S.F.
S			S.F.
T			S.F.
U			S.F.
V			S.F.
W			S.F.
X			S.F.
Y			S.F.
Z			S.F.
(1) Total Proposed Hardcover		4972	5,281.6 S.F.
Excludable Hardcover (See City Code Sec 78-1684):			
F	RETAINING WALLS		91 S.F.
H	RIP RAP		360 S.F.
			S.F.
			S.F.
(2) Total Excludable Hardcover			401 S.F.
(3) Net Proposed Hardcover [Subtract line (2) from line (1)]			4,830.6 S.F.
(4) Total Lot Area			19,400 S.F.
Proposed Hardcover Percentage [(3) ÷ (4)]			24.9 %

1216

91

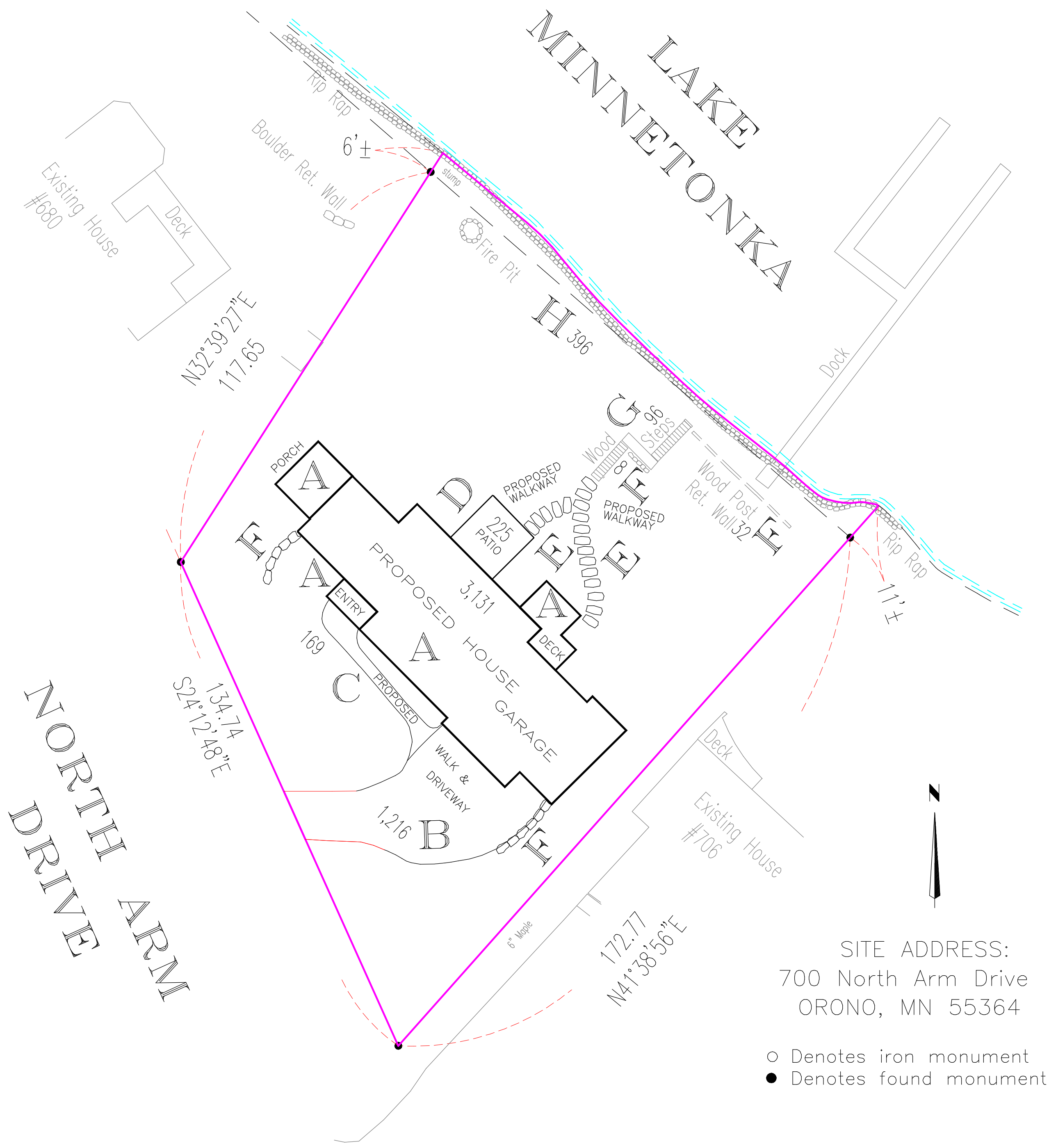
4881

25.1%

HARDCOVER EXHIBIT

of the:

LEVITT RESIDENCE



SITE ADDRESS:
700 North Arm Drive
ORONO, MN 55364

- Denotes iron monument
- Denotes found monument

LEGAL DESCRIPTION:

Lot 2, Auditor's Subdivision No. 362,
Hennepin County, Minnesota

**DEMARS-GABRIEL
LAND SURVEYORS, INC.**

2317 W. 93rd St.
Bloomington, MN 55431
Phone: (763) 559-0908
cell: (612) 751-6785
dec@qwestoffice.net

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

As surveyed by me this 17th day of January, 2024.

DEC
David E. Crook Minn. Reg. No. 22414

REVISED: 9/15/2024

File No.
15033EX

Book-Page

Scale
1"=20'

Prepared for:
**Lecy Bros. Homes
& Remodeling**

From: [Melanie Curtis](#)
To: "Mike Mann"
Cc: "Andy Johnsrud"; "Brenda Koehnen"; "akvacay624@icloud.com"
Subject: 700 North Arm Dr / LA24-000053 / 60-day Extension
Date: Tuesday, November 5, 2024 8:41:00 AM

Mike
Sorry for the multiple emails. Just this last one today, I promise.

The City has 60 days from the date of a complete application to review. Based on your submittal/completion date, your initial review timeline for this request would end on November 22, 2024. Because of the split recommendations no resolution will be provided for the upcoming November 12th meeting, a final City Council review is not possible within the initial 60-day review period.

The City hereby notifies you that we are extending the time period for City action under Minn. Stat. § 15.99, subd. 3(f). The initial 60-day period would normally end on November 22nd, therefore the application review time period is now hereby extended until **January 21, 2025**. In the unlikely event that further extensions beyond January 21 are required, the extension will need to be requested by you in writing (email).

This is an administrative extension, it does not change the currently planned meeting schedule. The City Council agenda and staff report packet will be emailed to you by Friday for this Tuesday's Council meeting.

Melanie



Melanie Curtis, Planner

2750 Kelley Parkway, Orono, MN 55356
Website: www.aronomn.gov
Email: mcurtis@aronomn.gov

Direct 952.249.4627
Planning & Zoning Department 952.249.4620



Minutes
Planning Commission Regular Meeting
Monday, October 21, 2024, 6:00 PM
City Council Chambers 2780 Kelley Parkway, Orono, MN 55356

5.2. LA24-00005, OUTDOOR ESCAPES O/B/O GREGORY AND MARIA SWENSON, 875 FOREST ARMS LANE, ALS VARIANCE, PUBLIC HEARING

The Planning Commission is requested to review the Staff report, receive a presentation, and discuss and approve an average lakeshore setback variance for a new, smaller deck to replace an existing deck.

The Planning Commission discussed the item and had no questions for the applicant, who was present.

Chair Bollis opened the public hearing at 6:11 p.m.

There were no public comments

Chair Bollis closed the public hearing at 6:11 p.m.

Commissioners said the project replaces one deck with another without coming any further forward toward the lake and may actually improve sightlines for the neighbors.

Kraemer moved, Kirchner seconded, to approve LA24-000052, 875 Forest Arms Lane, ALS Variance. VOTE: Ayes: 5, Nays 0.

5.3. LA24-000053 LECY BROTHERS HOMES & REMODELING, O/B/O KEN LEVITT, 700 NORTH ARM DRIVE, VARIANCES, PUBLIC HEARING

The Planning Commission is requested to review the Staff report, receive a presentation, and discuss and approve variances to build a new 2-story home replacing another two-story home on the lot. Staff was in support of the set-back and hardcover variances conditional on the applicant revising the deck so there is no new encroachment and correcting a .3 overage in hardcover prior to placement on the City Council agenda.

The Planning Commission discussed the item and asked questions of staff and the applicant, Ken Levitt, 700 North Arm Drive.

Chair Bollis opened the public hearing at 6:28 p.m.

There were no public comments.

Chair Bollis closed the public hearing at 6:28 p.m.

Commissioners said practical difficulty has been established and the proposal removes a two-story outcropping of the existing house and replaces it with a deck, which makes the additional foot and a half for the deck reasonable.

Kirchner moved, Schultze seconded, to approve LA24-000046, 700 North Arm Drive Variances as applied with the condition of adjusting hardcover. VOTE: Ayes: 5, Nays 0.

5.4. LA24-000055 CITY OF ORONO TEXT AMENDMENT, CANNABIS, PUBLIC HEARING

AGENDA ITEM



Date: November 12, 2024

Item: 17

Title: LA24-0000055, Cannabis setback text amendment - Ordinance 306

Presenter: Laura Oakden, Community Development Director

Section: Community Development Report

1. **Purpose:**

The City of Orono is proposing ordinance to amend the Zoning Code to allow cannabis businesses as permitted uses within business and industrial districts only when specific setbacks are met.

2. **Background:**

During the 2022 legislative session, the Minnesota Legislature legalized cannabis. In 2023, the City of Orono put a moratorium on cannabis businesses throughout the city. Throughout 2024, the city has been working with state guidelines and the Hennepin County licensing program to develop the appropriate local regulations for cannabis businesses. The State anticipates it will begin issuing cannabis licenses for high-potency cannabis beginning in 2025.

Per State Statute 342, the local municipality can implement registration, inspections, and zoning buffers for cannabis businesses. At the August 12, 2024 work session the city council reviewed the role and policies for the city. The council gave direction for city staff to work with Hennepin County regarding registration and inspection requirements. They also directed staff to develop a zoning amendment to apply buffers allowed by state legislation and amend the definition section of the City Code.

State statute allows for municipalities to apply the following buffers:

1. 1,000 feet from schools
2. 500 feet from daycare, parks with amenities for minors and residential treatment facilities.

3. **Analysis:**

Currently, if high potency cannabis businesses were to apply to develop in the city, they would need to meet the zoning requirements of the district, which include retail/store fronts in the business district and industrial uses in the industrial district. Within the business district, retail cannabis would only be permitted in the B-1, B-3, B-4, B-5, B-6 RPUD districts and warehousing/manufacturing would be permitted in the industrial District.

Staff suggests listing cannabis businesses as its own permitted use within the business and industrial districts, with the requirement that the stipulated buffers are met. Once a business registration application has been submitted, the governing body has thirty (30) days to approve or deny. Staff has drafted the proposed language for review that defines cannabis businesses and lists cannabis business as permitted uses when they meet the buffer standards within business and industrial zone districts.

4. **Planning Commission Vote and Comment:**

The Planning Commission reviewed the draft ordinance and held a public hearing at the October 21, 2024 meeting. The Commissioners raised some questions with allowing cannabis businesses as permitted uses. The commission discussed if churches could qualify as schools. Additionally,

the commissioners raised concerns with the cannabis licensing process through the state and county.

5. **Public Comment:**

No comments were submitted from the public.

6. **Staff Recommendation:**

Staff recommends approval of the proposed draft ordinance with summary ordinance.

COUNCIL ACTION REQUESTED

Council is asked to make a motion to adopt Ordinance 306 with summary ordinance amending the City Code for establishing cannabis business buffers.

Exhibits

[Ex A. DRAFT Cannabis Zoning Amendment](#)

[Ex. B. DRAFT Cannabis summary ordinance](#)

[Ex C. Cannabis Buffer Map](#)

[Ex D. Cannabis Buffer Map with Zoning](#)

[Ex E Minnesota_OCM_LG_Guide_.pdf](#)

**CITY OF ORONO
HENNEPIN COUNTY, MINNESOTA**

ORDINANCE NO. _____

**AN ORDINANCE AMENDING SECTIONS 78-1, 78-643, 78-704, 78-733, 78-763, 78-793,
AND 78-822 OF THE CITY CODE CONCERNING CANNABIS BUSINESSES**

THE CITY COUNCIL OF THE CITY OF ORONO ORDAINS:

SECTION 1. Orono City Code Title VI, Chapter 78, Article I, Section 78-1 is hereby amended by adding the underlined language as follows:

Camp means a parcel of land with permanent buildings, tents or other structures together with appurtenances thereon, established or maintained as living quarters where both food and lodging or facilities therefore are provided for ten or more people, operated continuously for a period of five days or more each year for educational, recreational, or vacation purposes, and the use of the camp or participation in its programs are provided to adults and/or children free of charge or for payment of a fee. This definition does not include cabin and trailers camps, fishing and hunting camps, resorts, penal and correctional camps, industrial and construction camps, nor does it include homes operated for care or treatment of children and for the operation of which a license is required by state law or structures used as a dwelling.

Cannabis producer means a cannabis business licensed or endorsed under Minnesota Statutes, Chapter 342 to cultivate cannabis plants or flower, manufacture, process, or extract cannabis and cannabis parts, sell cannabis or cannabis products to other cannabis businesses, or transport or deliver cannabis and cannabis products from one cannabis business or another or to consumers.

Cannabis retail business means a cannabis business licensed or endorsed under Minnesota Statutes, Chapter 342 to sell cannabis products to consumers, including for on-site consumption, and not for the purpose of resale. Cannabis retail businesses include businesses licensed as cannabis retailers, cannabis microbusinesses with a retail endorsement, and cannabis mezzobusinesses with a retail endorsement.

Carport means an automobile shelter having one or more sides open.

[. . .]

Curb cut means the opening along a street curb line or pavement edge for the purpose of motor vehicle ingress and egress from a roadway. Curb cut width shall include the width of the driveway approach and of the curb returns, if any.

Daycare means a location licensed by the Minnesota Department of Human Services to provide the care of a child in a residence outside the child's own home for gain or otherwise, on a regular basis, for any part of a 24-hour day.

Dog boarding means indoor overnight boarding services for more than three dogs aged greater than six months.

[. . .]

Public service structures means underground or overhead gas, electrical, steam or water transmission or distribution systems, collection, communication, supply or disposal systems, including poles, wires, mains, drains, sewers, pipes, conduits, cables, fire alarm boxes, traffic signals, hydrants or other similar equipment and accessories, but not including buildings or major structures located above ground level. Personal wireless services and commercial broadcasting antennas and towers shall not be considered public service structures.

Residential treatment facility means a location licensed for residential treatment as defined in Minnesota Statutes, Section 245.462, subdivision 23 or a facility licensed to provide residential substance use disorder treatment under Minnesota Statutes Chapter 245G.

Restaurants (class I) means a restaurant in which food is served to the customer and consumed by him while seated at a counter or table, and the restaurant does not serve intoxicating liquor or provide live entertainment. Food is selected by a customer while going through a serving line and taken to a table for consumption.

SECTION 2. Orono City Code Title VI, Chapter 78, Article IV, Division 12, Section 78-643(1) is hereby amended by adding the underlined language as follows:

hh. Cannabis retail businesses located not closer than 1,000 feet of a school or 500 feet of a day care, residential treatment facility, or an attraction within a public park that is regularly used by minors.

SECTION 3. Orono City Code Title VI, Chapter 78, Article IV, Division 14, Section 78-704(1) is hereby amended by adding the underlined language as follows:

ii. Cannabis retail businesses located not closer than 1,000 feet of a school or 500 feet of a day care, residential treatment facility, or an attraction within a public park that is regularly used by minors.

SECTION 4. Orono City Code Title VI, Chapter 78, Article IV, Division 15, Section 78-733 is hereby amended by adding the underlined language as follows:

(5) Cannabis retail businesses located not closer than 1,000 feet of a school or 500 feet of a day care, residential treatment facility, or an attraction within a public park that is regularly used by minors.

SECTION 5. Orono City Code Title VI, Chapter 78, Article IV, Division 16, Section 78-763 is hereby amended by adding the underlined language as follows:

(25) Cannabis retail businesses located not closer than 1,000 feet of a school or 500 feet of a day care, residential treatment facility, or an attraction within a public park that is regularly used by minors.

SECTION 6. Orono City Code Title VI, Chapter 78, Article IV, Division 17, Section 78-793 is hereby amended by adding the underlined language as follows:

(5) Cannabis retail businesses located not closer than 1,000 feet of a school or 500 feet of a day care, residential treatment facility, or an attraction within a public park that is regularly used by minors.

SECTION 7. Orono City Code Title VI, Chapter 78, Article IV, Division 18, Section 78-822(a) is hereby amended by adding the underlined language as follows:

(12) Cannabis producers located not closer than 1,000 feet of a school or 500 feet of a day care, residential treatment facility, or an attraction within a public park that is regularly used by minors.

SECTION 8. This ordinance shall become effective immediately upon its passage and publication.

ADOPTED this ____ day of October, 2024, by the City Council of the City of Orono, Minnesota.

CITY OF ORONO

By: _____
Dennis Walsh, Mayor

ATTEST:

Christine Lusian, City Clerk

**CITY OF ORONO
HENNEPIN COUNTY, MINNESOTA**

SUMMARY ORDINANCE NO. ____

**AN ORDINANCE AMENDING CITY CODE TITLE VI,
CHAPTER 78 REGULATING CANNABIS BUSINESSES**

NOTICE IS HEREBY GIVEN that, on _____, 2024, Ordinance No. _____ was adopted by the City Council of the City of Orono, Minnesota.

NOTICE IS FURTHER GIVEN that, due to the lengthy nature of Ordinance No. ____, the following summary of the ordinance has been prepared for publication and approved by the City Council as authorized by state law.

NOTICE IS FURTHER GIVEN that, Ordinance No. _____ amends City Code Title VI, Chapter 78 regarding regulation of cannabis businesses.

A printed copy of the whole ordinance is available for inspection by any person during the City's regular office hours or on the City's website.

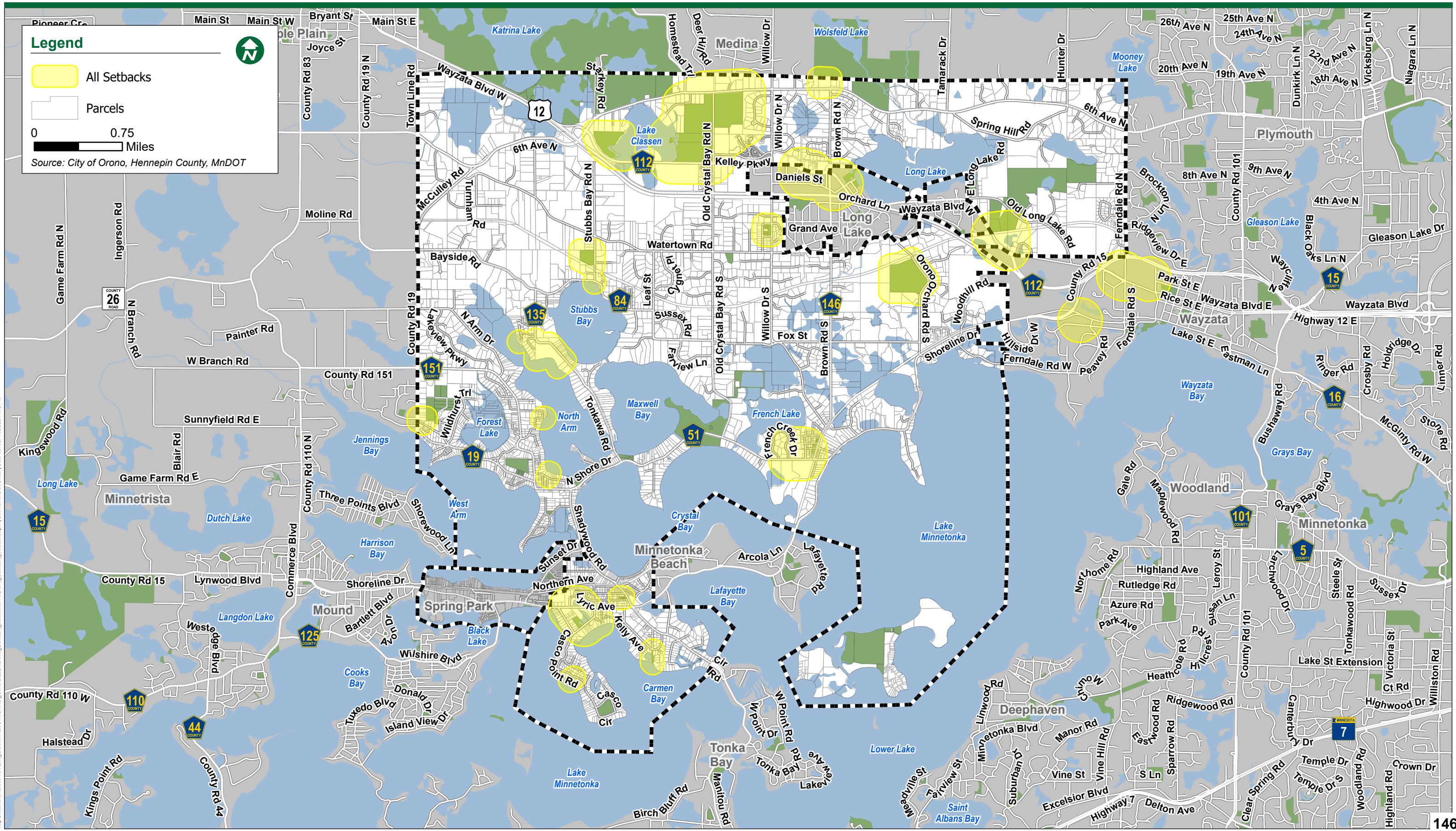
APPROVED for publication by the City Council of Orono, Minnesota this ____ day of October, 2024.

CITY OF ORONO

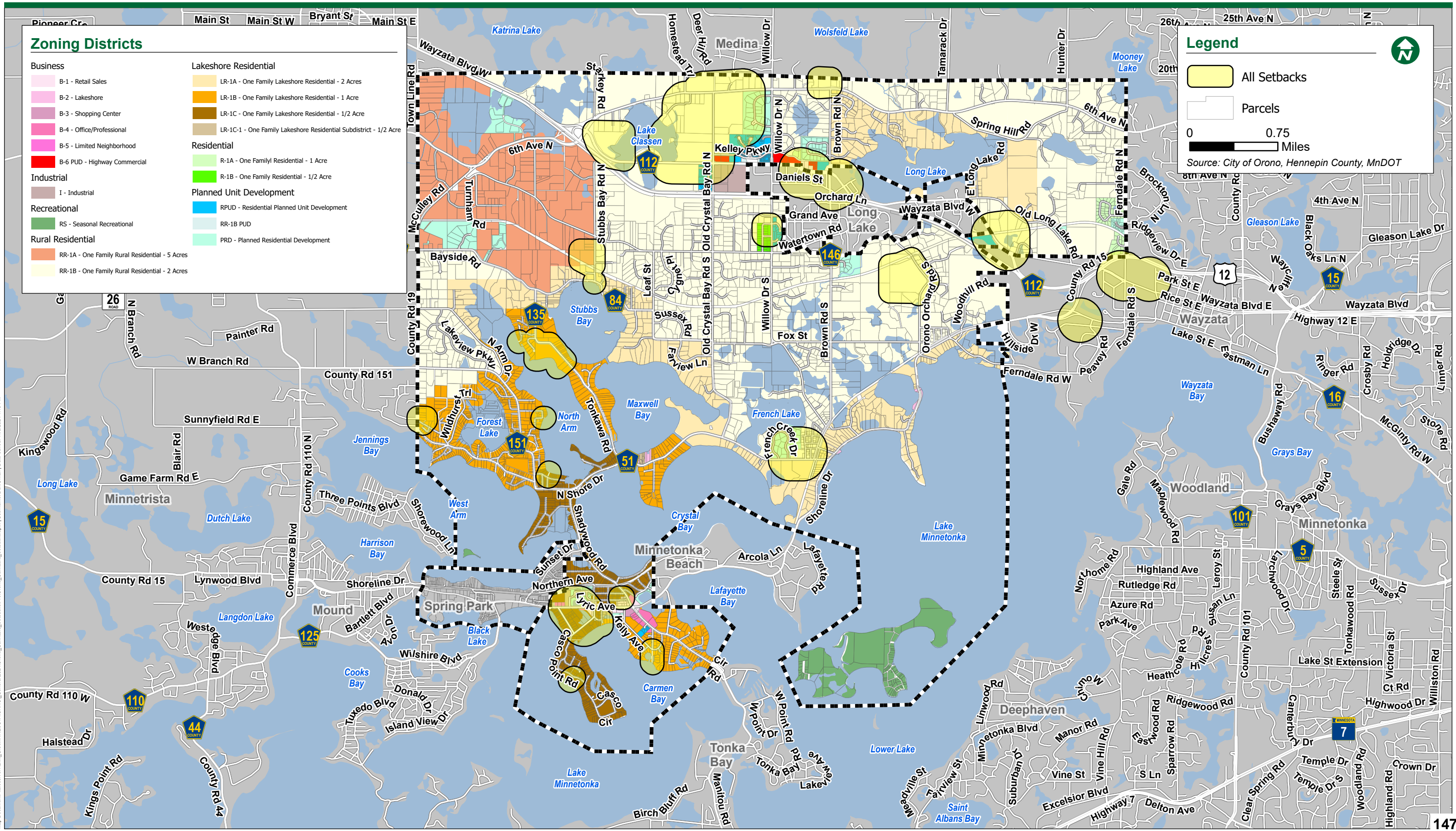
By _____
Dennis Walsh, Mayor

ATTEST:

Christine Lusian, City Clerk



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MINNESOTA

OFFICE OF CANNABIS MANAGEMENT



A Guide for Local Governments on Adult-Use Cannabis



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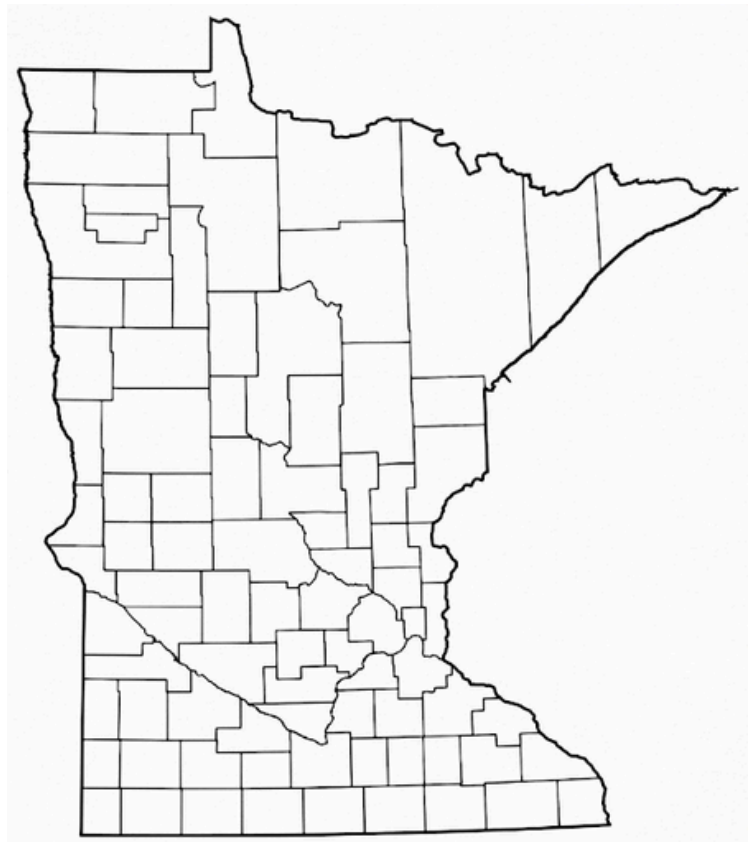
Introduction

This guide serves as a general overview of **Minnesota’s new adult-use cannabis law**, and how **local governments** can expect to be involved. The guide also provides important information about Minnesota’s new Office of Cannabis Management (OCM), and the office’s structure, roles, and responsibilities. While medical cannabis continues to play an important role in the state’s cannabis environment, this guide is primarily focused on the adult-use cannabis law and marketplace.

The following pages outline the variety of cannabis business licenses that will be issued, provide a broad summary of important aspects of the adult-use cannabis law, and cover a wide range of expectations and authorities that relate to local governments. This guide also provides best practices and important requirements for developing a local cannabis ordinance.

Chapter 342 of Minnesota law was established by the State Legislature in 2023 and was updated in 2024. Mentions of “adult-use cannabis law” or “the law” throughout this guide refer to Chapter 342 and the changes made to it.

As of this guide’s date of publication, state regulations governing the adult-use cannabis market have not yet been published—**this document will be updated** when such regulations become effective.



This guide is not a substitute for legal advice, nor does it seek to provide legal advice. Local governments and municipal officials seeking legal advice should consult an attorney.

About OCM

Minnesota's **Office of Cannabis Management** is the state regulatory office created to oversee the implementation and regulation of the adult-use cannabis market, the medical cannabis market, and the consumer hemp industry. Housed within OCM are the **Division of Medical Cannabis** (effective July 1, 2024), which operates the medical cannabis program, and the **Division of Social Equity**, which promotes development, stability, and safety in communities that have experienced a disproportionate, negative impact from cannabis prohibition and usage.



OCM, through Chapter 342, is tasked with establishing rules and policy and exercising its regulatory authority over the Minnesota cannabis industry. In its duties, OCM is mandated to:

- Promote public health and welfare.
- Protect public safety.
- Eliminate the illicit market for cannabis flower and cannabis products.
- Meet the market demand for cannabis flower and cannabis products.
- Promote a craft industry for cannabis flower and cannabis products.
- Prioritize growth and recovery in communities that have experienced a disproportionate, negative impact from cannabis prohibition.

OCM governs the application and licensing process for cannabis and hemp businesses, specific requirements for each type of license and their respective business activities, and conducts enforcement and inspection activities across the Minnesota cannabis and hemp industries.

License Types

Minnesota law allows for **13** different types of business licenses, each fulfilling a unique role in the cannabis and hemp supply chain. In addition to license types below, OCM will also issue endorsements to license holders to engage in specific activities, including producing, manufacturing, and sale of medical cannabis for patients.

Microbusiness

Microbusinesses may cultivate cannabis and manufacture cannabis products and hemp products, and package such products for sale to customers or another licensed cannabis business. Microbusiness may also operate a single retail location.

Mezzobusiness

Mezzobusinesses may cultivate cannabis and manufacture cannabis products and hemp products, and package such products for sale to customers or another licensed cannabis business. Mezzobusiness may also operate up to three retail locations.

Cultivator

Cultivators may cultivate cannabis and package such cannabis for sale to another licensed cannabis business.

Manufacturer

Manufacturers may manufacture cannabis products and hemp products, and package such products for sale to a licensed cannabis retailer.

Retailer

Retailers may sell immature cannabis plants and seedlings, cannabis, cannabis products, hemp products, and other products authorized by law to customers and patients.

Wholesaler

Wholesalers may purchase and/or sell immature cannabis plants and seedlings, cannabis, cannabis products, and hemp products from another licensed cannabis business.

Wholesalers may also import hemp-derived consumer products and lower-potency hemp edibles.

License Types (continued)

Transporter

Transporters may transport immature cannabis plants and seedlings, cannabis, cannabis products, and hemp products to licensed cannabis businesses.

Testing Facility

Testing facilities may obtain and test immature cannabis plants and seedlings, cannabis, cannabis products, and hemp products from licensed cannabis businesses.

Event Organizer

Event organizers may organize a temporary cannabis event lasting no more than four days.

Delivery Service

Delivery services may purchase cannabis, cannabis products, and hemp products from retailers or cannabis business with retail endorsements for transport and delivery to customers.

Medical Cannabis Combination Business

Medical cannabis combination businesses may cultivate cannabis and manufacture cannabis and hemp products, and package such products for sale to customers, patients, or another licensed cannabis business. Medical cannabis combination businesses may operate up to one retail location in each congressional district.

Lower-Potency Hemp Edible Manufacturer

Lower-potency hemp edible manufacturers may manufacture and package lower-potency hemp edibles for consumer sale, and sell hemp concentrate and lower-potency hemp edibles to other cannabis and hemp businesses.

Lower-Potency Hemp Edible Retailer

Lower-potency hemp edible retailers may sell lower-potency hemp edibles to customers.

Each license is subject to further restrictions on allowable activities. Maximum cultivation area and manufacturing allowances vary by license type. Allowable product purchase, transfer, and sale between licensees are subject to restrictions in the law.

The Adult-Use Cannabis Law

Minnesota's new adult-use cannabis law permits the personal use, possession, and transportation of cannabis by those 21 years of age and older, and allows licensed businesses to conduct cultivation, manufacturing, transport, delivery, and sale of cannabis and cannabis products.

For Individuals

- **Possession limits:**
 - Flower - 2 oz. in public, 2 lbs. in private residence
 - Concentrate - 8 g
 - Edibles (including lower-potency hemp) - 800 mg THC
- **Consumption** only allowed on private property or at licensed businesses with on-site consumption endorsements. Consumption not allowed in public.
- **Gifting** cannabis to another individual over 21 years old is allowed, subject to possession limits.
- **Home cultivation** is limited to four mature and four immature plants (eight total) in a single residence. Plants must be in an enclosed and locked space.
- **Home extraction** using volatile substances (e.g., butane, ethanol) is not allowed.
- **Unlicensed sales** are not allowed.



For Businesses

- **Advertising:**
 - May not include or appeal to those under 21 years old.
 - Must include proper warning statements.
 - May not include misleading claims or false statements.
 - Billboards are not allowed.
- The flow of all products through the supply chain must be tracked by the state-authorized **tracking system**.
- All products sold to consumers and patients must be **tested for contaminants**.
- **Home delivery** is allowed by licensed businesses.



The Cannabis Licensing Process

An applicant will take the following steps to proceed from application to active licensure. As described, processes vary depending on social equity status and/or whether the type of license being sought is capped or uncapped in the general licensing process.

License Preapproval: Early Mover Process for Social Equity Applicants

The license preapproval process is a one-time application process available for verified social equity applicants. State law requires OCM to open the application window on July 24, 2024, and close the window on August 12, 2024. The preapproval process is available for the following license types, and all are capped in this process: microbusiness, mezzobusiness, cultivator, retailer, wholesaler, transporter, testing facility, and delivery service.

Preapproval steps:

1. Applicant's social equity applicant (SEA) status verified.
2. Complete application and submit application fees.
3. Application vetted for minimum requirements by OCM.
4. Application (if qualified) entered into lottery drawing.
5. If selected in lottery, OCM completes background check of selected applicant and issues license preapproval.
6. Applicant with license preapproval* submits business location and amends application accordingly.
7. OCM forwards completed application to local government.
8. Local government completes certification of zoning compliance.
9. OCM conducts site inspection.
10. When regulations are adopted, license becomes active, operations may commence.

*For social equity applicants with license preapproval for microbusiness, mezzobusiness, or a cultivator license, they may begin growing cannabis plants prior to the adoption of rules if OCM receives approval from local governments in a form and manner determined by the office. This is only applicable to cultivation and does not authorize retail sales or other endorsed activities of the licenses prior to the adoption of rules.

The Cannabis Licensing Process (cont.)

The general licensing process will align with the adoption of rules and OCM will share more information about the timing of general licensing process. The general licensing process includes social equity applicants and non-social equity applicants.

General Licensing: Cultivator, Manufacturer, Retailer, Mezzobusiness

1. Complete application and submit application fees.
2. Application vetted for minimum requirements by OCM.
3. Application (if qualified) entered into lottery drawing.
4. If selected in lottery, OCM completes background check of selected applicant and issues preliminary approval.
5. Applicant with preliminary approval submits business location and amends application accordingly.
6. OCM forwards completed application to local government.
7. Local government completes certification of zoning compliance.
8. OCM conducts site inspection.
9. License becomes active, operations may commence.*

General Licensing: Microbusiness, Wholesaler, Transporter, Testing Facility, Event Organizer

1. Complete application and submit application fees.
2. Application vetted for minimum requirements by OCM.
3. For qualified applicants, OCM completes background check of vetted applicant and issues preliminary approval.
4. Selected applicant submits business location and amends application accordingly.
5. OCM forwards completed application to local government.
6. Local government completes certification of zoning compliance.
7. OCM conducts site inspection.
8. License becomes active, operations may commence.*

*For businesses seeking a retail endorsement (microbusiness, mezzobusiness, and retailer), a valid local retail registration is required prior to the business commencing any retail sales. See Page 16 for information on the local retail registration process.

General Authorities

Local governments in Minnesota have various means of oversight over the cannabis market, as provided by the adult-use cannabis law. Local governments may not issue outright bans on cannabis business, or limit operations in a manner beyond what is provided by state law.

Cannabis Retail Restrictions (342.13)

Local governments may limit the number of retailers and microbusiness/mezzobusinesses with retail endorsements allowed within their locality, as long as there is **at least one retail location per 12,500 residents**. Local units of government are not obligated to seek out a business to register as cannabis business if they have not been approached by any potential applicants, but cannot prohibit the establishment of a business if this population requirement is not met. Local units of government may also issue more than the minimum number of registrations. Per statutory direction, a municipal cannabis store (Page 19) cannot be included in the minimum number of registrations required. For population counts, the state demographer estimates will likely be utilized.

Tribal Governments (342.13)

OCM is prohibited from and will not issue state licenses to businesses in Indian Country without consent from a tribal nation. Tribal nations hold the authority to license tribal cannabis businesses on tribal lands – this process is separate than OCM’s licensing process and authority. Subject to compacting, Tribal nations may operate cannabis businesses off tribal lands. There will be more information available once the compacting processes are complete.

Taxes (295.81; 295.82)

Retail sales of taxable cannabis products are subject to the state and local sales and use tax and a 10% gross receipts tax. Cannabis gross receipts tax proceeds are allocated as follows: 20% to the local government cannabis aid account and 80% to the state general fund. Local taxes imposed solely on sale of cannabis products are prohibited.

Cannabis retailers will be subject to the same real property tax classification as all other retail businesses. Real property used for raising, cultivating, processing, or storing cannabis plants, cannabis flower, or cannabis products for sale will be classified as commercial and industrial property.

General Authorities (cont.)

Retail Timing Restrictions (342.13)

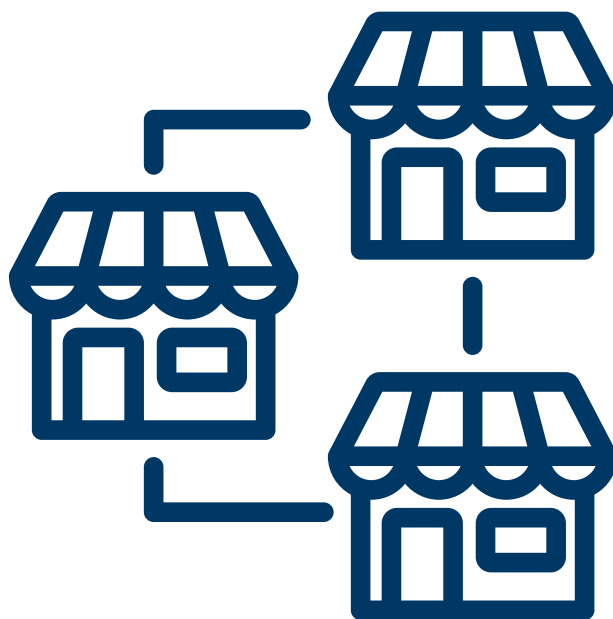
Local governments may prohibit retail sales of cannabis between the hours of 8 a.m. and 10 a.m. Monday-Saturday, and 9 p.m. and 2 a.m. the following day.

Operating Multiple Locations with One License

Certain cannabis licenses allow for multiple retail locations to be operated under a single license, with the following limitations:

- **Retailers:** up to five retail locations.
- **Mezzobusinesses:** up to three retail locations.
- **Microbusinesses:** up to one retail location.
- **Medical cannabis combination businesses:** one retail location per congressional district. Additionally, medical cannabis combination businesses may cultivate at more than one location within other limitations on cultivation.

For all other license types, one license permits the operation of one location. Each retail location requires local certification and/or registration.



Zoning and Land Use

Buffer Guidelines (342.13)

State law does not restrict how a local government conducts its zoning designations for cannabis businesses, except that they may prohibit the operation of a cannabis business within 1,000 feet of a school, or 500 feet of a day care, residential treatment facility, or an attraction within a public park that is regularly used by minors, including playgrounds and athletic fields.

Zoning Guidelines

While each locality conducts its zoning differently, a few themes have emerged across the country. For example, cannabis manufacturing facilities are often placed in industrial zones, while cannabis retailers are typically found in commercial/retail zones. Cannabis retail facilities align with general retail establishments and are prohibited from allowing consumption or use onsite, and are also required to have plans to prevent the visibility of cannabis and hemp-derived products to individuals outside the retail location. Industrial hemp is an agricultural product, and should be zoned as such.

Cannabis businesses should be zoned under existing zoning ordinances in accordance with the license type or endorsed activities held by the cannabis business. Note that certain types of licenses may be able to perform multiple activities which may have different zoning analogues. In the same way municipalities may zone a microbrewery that predominately sells directly to onsite consumers differently than a microbrewery that sells packaged beer to retailers and restaurants, so too might a municipality wish to zone two microbusinesses based on the actual activities that each business is undertaking. Table 1, included on Pages 13 and 14, explains the types of activities that cannabis businesses might undertake, as well as, some recommended existing zoning categories.

Zoning and Land Use (cont.)

Table 1: Cannabis and Hemp Business Activities

Endorsed Activity	License Type Eligible to Do Endorsed Activity	Description of Activity	Comparable Districts	Municipal Considerations
Cultivation	Cultivator Mezzobusiness Microbusiness Medical Cannabis Combination	"Cultivation" means any activity involving the planting, growing, harvesting, drying, curing, grading, or trimming of cannabis plants, cannabis flower, hemp plants, or hemp plant parts.	Indoor: Industrial, Commercial, Production Outdoor: Agricultural	Odor Potential need for transportation from facility Waste, water, and energy usage Security
Cannabis Manufacturing, Processing, Extraction	Manufacturer Mezzobusiness Microbusiness Medical Cannabis Combination	This group of endorsed activities turn raw, dried cannabis and cannabis parts into other types of cannabis products, e.g. edibles or topicals.	Industrial, Commercial, Production	Odor Potential need for transportation from facility Waste, water, and energy usage Security
Hemp Manufacturing	Lower-Potency Hemp Edible (LPHE) Manufacturing	These business convert hemp into LPHE edible products.	Industrial, Commercial, Production	Odor Waste, water, and energy
Wholesale	Wholesale Cultivator Manufacturer Mezzobusiness Microbusiness Medical Cannabis Combination	This activity and license type allows a business to purchase from a business growing or manufacturing cannabis or cannabis products and sell to a cannabis business engaged in retail.	Industrial, Commercial, Production	Need for transportation from facility Security

Zoning and Land Use (cont.)

Table 1: Cannabis and Hemp Business Activities (continued)

Endorsed Activity	License Type Eligible to Do Endorsed Activity	Description of Activity	Comparable Districts	Municipal Considerations
Cannabis Retail	Retail Mezzobusiness Microbusiness Medical Cannabis Combination	This endorsed activity and license types allow a business to sell cannabis and cannabis products directly to consumers.	Retail, Neighborhood Shopping Districts, Light Industrial, Existing districts where off-sale liquor or tobacco sales are allowed.	Micros may offer onsite consumption, similar to breweries. Micros and Mezzos may include multiple activities: cultivation, manufacture, and/or retail.
Transportation	Cannabis Transporter	This license type allows a company to transport products from one license type to another.		Fleet based business that will own multiple vehicles, but not necessarily hold a substantial amount of cannabis or cannabis products.
Delivery	Cannabis Delivery	This license type allows for transportation to the end consumer.		Fleet based business that will own multiple vehicles, but not necessarily hold a substantial amount of cannabis or cannabis products.
Events	Event Organizer	This license entitles license holder to organizer a temporary event lasting no more than four days.	Anywhere that the city permits events to occur, subject to other restrictions related to cannabis use.	On site consumption. Retail sales by a licensed or endorsed retail business possible.

Local Approval Process

Local governments play a critical role in the licensing process, serving as a near-final approval check on cannabis businesses nearing the awarding of a state license for operations. Once an applicant has been vetted by OCM and is selected for proceeding in the verification process, they are then required to receive the local government's certification of zoning compliance and/or local retail registration before operations may commence.



Local Certification of Zoning Compliance (342.13; 342.14)

Following OCM's vetting process, local governments must **certify** that the applicant with preliminary approval has achieved **compliance with local zoning ordinances** prior to the licensee receiving final approval from OCM to commence operations.

During the application and licensing process for cannabis businesses, OCM will notify a local government when an applicant intends to operate within their jurisdiction and request a certification as to whether a proposed cannabis business complies with local zoning ordinances, and if applicable, whether the proposed business complies with state fire code and building code.

According to Minnesota's cannabis law, a local unit of government has 30 days to respond to this request for certification of compliance. If a local government does not respond to OCM's request for certification of compliance within the 30 days, the cannabis law allows OCM to issue a license. OCM may not issue the final approval for a license if the local government has indicated they are not in compliance.

OCM will work with local governments to access the licensing software system to complete this zoning certification process.

Local Approval Process (cont.)

Local Retail Registration Process (342.22)

Once the licensing process begins, local government registration applies to cannabis retailers or other cannabis/hemp businesses seeking a retail endorsement. Local governments must issue a retail registration after verifying that:

- The business has a valid license or license preapproval issued by OCM.
- The business has paid a registration fee or renewal fee to the local government;
 - Initial registration fees collected by a local government may be \$500 or half the amount of the applicable initial license fee, whichever is less, and renewal registration fees may be \$1,000 or half the amount of the applicable renewal license fee, whichever is less.
- The business is found to be in compliance with Chapter 342 and local ordinances.
- If applicable, the business is current on all property taxes and assessments for the proposed retail location.

Local registrations may also be issued by counties if the respective local government transfers such authorities to the county.

Determining a Process for Limiting Retail Registrations

If a local government wishes to place a limitation on the number of retailers and microbusiness/mezzobusinesses with retail endorsements allowed within their locality (as long as there is at least one retail location per 12,500 residents, see Page 10), state law does not define the process for a local government's selection if there are more applicants than registrations available. A few options for this process include the use of a lottery, a first-come/first-serve model, a rolling basis, and others. Local governments should work with an attorney to determine their specific process for selection if they wish to limit the number of licensed cannabis retailers per 342.13. Local governments are not required to limit the number of licensed cannabis retailers.

Local Approval Process (cont.)

Local governments are permitted specific authorities for registration refusal and registration suspension, in addition to—and not in conflict with—OCM authorities.

Registration and Renewal Refusals

Local governments may refuse the registration and/or certification of a license renewal if the license is associated with an individual or business who no longer holds a valid license, has failed to pay the local registration or renewal fee, or has been found in noncompliance in connection with a preliminary or renewal compliance check.



Local Registration Suspension (342.22)

Local governments may suspend the local retail registration of a cannabis business or hemp business if the business is determined to not be operating in compliance with a local ordinance authorized by 342.13 or if the operation of the business poses an immediate threat to the health and safety of the public. The local government must immediately notify OCM of the suspension if it occurs. OCM will review the suspension and may reinstate the registration or take enforcement action.

Expedited Complaint Process (342.13)

Per state law, OCM will establish an expedited complaint process during the rulemaking process to receive, review, read, and respond to complaints made by a local unit of government about a cannabis business. Upon promulgation of rules, OCM will publish the complaint process.

At a minimum, the expedited complaint process shall require the office to provide an initial response to the complaint within seven days and perform any necessary inspections within 30 days. Within this process, if a local government notifies OCM that a cannabis business poses an immediate threat to the health or safety of the public, the office must respond within one business day.

Inspections & Compliance Checks

Local governments are permitted specific business inspection and compliance check authorities, in addition to—and not in conflict with—OCM authorities.

Inspections and Compliance Checks (342.22)

Local governments must conduct **compliance checks** for cannabis and hemp businesses holding retail registration **at least once per calendar year**. These compliance checks must verify compliance with age verification procedures and compliance with any applicable local ordinance established pursuant to 342.13. OCM maintains inspection authorities for all cannabis licenses to verify compliance with operation requirements, product limits, and other applicable requirements of Chapter 342.



Municipal Cannabis Stores

As authorized in Chapter 342.32, local governments are permitted to apply for a cannabis retail license to establish and operate a municipal cannabis store.

State law requires OCM issue a license to a city or county seeking to operate a single municipal cannabis store if the city or county:

- Submits required application information to OCM,
- Meets minimum requirements for licensure, and
- Pays applicable application and license fee.

A municipal cannabis store will not be included in the total count of retail licenses issued by the state under Chapter 342.

A municipal cannabis store cannot be counted as retail registration for purposes of determining whether a municipality's cap on retail registrations imposed by ordinance.



Creating Your Local Ordinance

As authorized in 342.13, a local government may adopt a local ordinance regarding cannabis businesses. Establishing local governments' ordinances on cannabis businesses in a timely manner is critical for the ability for local cities or towns to establish local control as described in the law, and is necessary for the success of the statewide industry and the ability of local governments to protect public health and safety. The cannabis market's potential to create jobs, generate revenue, and contribute to economic development at the local and state level is supported through local ordinance work. The issuance of local certifications and registrations to prospective cannabis businesses is also dependent on local ordinances.

- Local governments may not prohibit the possession, transportation, or use of cannabis, or the establishment or operation of a cannabis business licensed under state law.
- Local governments may adopt reasonable restrictions on the time, place, and manner of cannabis business operations (see Page 11).
- Local governments may adopt interim ordinances to protect public safety and welfare, as any studies and/or further considerations on local cannabis activities are being conducted, until January 1, 2025. A public hearing must be held prior to adoption of an interim ordinance.
- If your local government wishes to operate a municipal cannabis store, the establishment and operation of such a facility must be considered in a local ordinance.



Model Ordinance

For additional guidance regarding the creation of a cannabis related ordinance, please reference the addendum in this packet.

Additional Resources

OCM Toolkit for Local Partners

Please visit OCM webpage (mn.gov/ocm/local-governments/) for additional information, including a toolkit of resources developed specifically for local government partners. The webpage will be updated as additional information becomes available and as state regulations are adopted.

These resources are also included in the addendum of this packet.

Toolkit resources include:

- Appendix A: Model Ordinance
- Appendix B: Hemp Flower and Hemp-Derived Cannabinoid Product Checklist
- Appendix C: Enforcement Notice from the Office of Cannabis Management
- Appendix D: Notice to Unlawful Cannabis Sellers

Local Organizations

There are several organizations who also have developed resources to support local governments regarding the cannabis industry. Please feel free to contact the following for additional resources:

- League of Minnesota Cities
- Association of Minnesota Counties
- Minnesota Public Health Law Center

Appendix A: Model Ordinance

Cannabis Model Ordinance

The following model ordinance is meant to be used as a resource for cities, counties, and townships within Minnesota. The italicized text in red is meant to provide commentary and notes to jurisdictions considering using this ordinance and should be removed from any ordinance formally adopted by said jurisdiction. Certain items are not required to be included in the adopted ordinance: 'OR' and (optional) are placed throughout for areas where a jurisdiction may want to consider one or more choices on language.

Section 1	Administration
Section 2	Registration of Cannabis Business
Section 3	Requirements for a Cannabis Business (Time, Place, Manner)
Section 4	Temporary Cannabis Events
Section 5	Lower Potency Hemp Edibles
Section 6	Local Government as a Retailer
Section 7	Use of Cannabis in Public

AN ORDINANCE OF THE (CITY/COUNTY OF _____) TO REGULATE CANNABIS BUSINESSES

The (city council/town board/county board) of (city/town/county) hereby ordains:

Section 1. Administration

1.1 Findings and Purpose

(insert local authority) makes the following legislative findings:

The purpose of this ordinance is to implement the provisions of Minnesota Statutes, chapter 342, which authorizes (insert local authority) to protect the public health, safety, welfare of (insert local here) residents by regulating cannabis businesses within the legal boundaries of (insert local here).

(insert local authority) finds and concludes that the proposed provisions are appropriate and lawful land use regulations for (insert local here), that the proposed amendments will promote the community's interest in reasonable stability in zoning for now and in the future, and that the proposed provisions are in the public interest and for the public good.

1.2 Authority & Jurisdiction

A county can adopt an ordinance that applies to unincorporated areas and cities that have delegated authority to impose local zoning controls.

(insert local authority) has the authority to adopt this ordinance pursuant to:

- a) Minn. Stat. 342.13(c), regarding the authority of a local unit of government to adopt reasonable restrictions of the time, place, and manner of the operation of

a cannabis business provided that such restrictions do not prohibit the establishment or operation of cannabis businesses.

- b) Minn. Stat. 342.22, regarding the local registration and enforcement requirements of state-licensed cannabis retail businesses and lower-potency hemp edible retail businesses.
- c) Minn. Stat. 152.0263, Subd. 5, regarding the use of cannabis in public places.
- d) Minn. Stat. 462.357, regarding the authority of a local authority to adopt zoning ordinances.

Ordinance shall be applicable to the legal boundaries of (insert local here).

(Optional) (insert city here) has delegated cannabis retail registration authority to (insert county here). However, (insert city here) may adopt ordinances under Sections (2.6, 3 and 4) if (insert county here) has not adopted conflicting provisions.

1.3 Severability

If any section, clause, provision, or portion of this ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance shall not be affected thereby.

1.4 Enforcement

The elected body of a jurisdiction can choose to designate an official to administer and enforce this ordinance.

The (insert name of local government or designated official) is responsible for the administration and enforcement of this ordinance. Any violation of the provisions of this ordinance or failure to comply with any of its requirements constitutes a misdemeanor and is punishable as defined by law. Violations of this ordinance can occur regardless of whether or not a permit is required for a regulated activity listed in this ordinance.

1.5 Definitions

1. Unless otherwise noted in this section, words and phrases contained in Minn. Stat. 342.01 and the rules promulgated pursuant to any of these acts, shall have the same meanings in this ordinance.
2. Cannabis Cultivation: A cannabis business licensed to grow cannabis plants within the approved amount of space from seed or immature plant to mature plant. harvest cannabis flower from mature plant, package and label immature plants and seedlings and cannabis flower for sale to other cannabis businesses, transport cannabis flower to a cannabis manufacturer located on the same premises, and perform other actions approved by the office.
3. Cannabis Retail Businesses: A retail location and the retail location(s) of a mezzobusinesses with a retail operations endorsement, microbusinesses with a retail operations endorsement, medical combination businesses operating a retail location, (and/excluding) lower-potency hemp edible retailers.

4. Cannabis Retailer: Any person, partnership, firm, corporation, or association, foreign or domestic, selling cannabis product to a consumer and not for the purpose of resale in any form.
5. Daycare: A location licensed with the Minnesota Department of Human Services to provide the care of a child in a residence outside the child's own home for gain or otherwise, on a regular basis, for any part of a 24-hour day.
6. Lower-potency Hemp Edible: As defined under Minn. Stat. 342.01 subd. 50.
7. Office of Cannabis Management: Minnesota Office of Cannabis Management, referred to as "OCM" in this ordinance.
8. Place of Public Accommodation: A business, accommodation, refreshment, entertainment, recreation, or transportation facility of any kind, whether licensed or not, whose goods, services, facilities, privileges, advantages or accommodations are extended, offered, sold, or otherwise made available to the public.
9. Preliminary License Approval: OCM pre-approval for a cannabis business license for applicants who qualify under Minn. Stat. 342.17.
10. Public Place: A public park or trail, public street or sidewalk; any enclosed, indoor area used by the general public, including, but not limited to, restaurants; bars; any other food or liquor establishment; hospitals; nursing homes; auditoriums; arenas; gyms; meeting rooms; common areas of rental apartment buildings, and other places of public accommodation.
11. Residential Treatment Facility: As defined under Minn. Stat. 245.462 subd. 23.
12. Retail Registration: An approved registration issued by the (insert local here) to a state-licensed cannabis retail business.
13. School: A public school as defined under Minn. Stat. 120A.05 or a nonpublic school that must meet the reporting requirements under Minn. Stat. 120A.24.
14. State License: An approved license issued by the State of Minnesota's Office of Cannabis Management to a cannabis retail business.

Section 2. Registration of Cannabis Businesses

A city or town can delegate authority for registration to the County. A city or town can still adopt specific requirement regarding zoning, buffers, and use in public places, provided said requirements are not in conflict with an ordinance adopted under the delegated authority granted to the County.

2.1 Consent to registering of Cannabis Businesses

No individual or entity may operate a state-licensed cannabis retail business within (insert local here) without first registering with (insert local here).

Any state-licensed cannabis retail business that sells to a customer or patient without valid retail registration shall incur a civil penalty of (up to \$2,000) for each violation.

Notwithstanding the foregoing provisions, the state shall not issue a license to any cannabis business to operate in Indian country, as defined in United States Code, title 18, section 1151, of a Minnesota Tribal government without the consent of the Tribal government.

2.2 Compliance Checks Prior to Retail Registration

A jurisdiction can choose to conduct a preliminary compliance check prior to issuance of retail registration.

Prior to issuance of a cannabis retail business registration, (insert local here) (shall/shall not) conduct a preliminary compliance check to ensure compliance with local ordinances.

Pursuant to Minn. Stat. 342, within 30 days of receiving a copy of a state license application from OCM, (insert local here) shall certify on a form provided by OCM whether a proposed cannabis retail business complies with local zoning ordinances and, if applicable, whether the proposed business complies with the state fire code and building code.

2.3 Registration & Application Procedure

2.3.1 Fees.

(insert local here) shall not charge an application fee.

A registration fee, as established in (insert local here)'s fee schedule, shall be charged to applicants depending on the type of retail business license applied for.

An initial retail registration fee shall not exceed \$500 or half the amount of an initial state license fee under Minn. Stat. 342.11, whichever is less. The initial registration fee shall include the initial retail registration fee and the first annual renewal fee.

Any renewal retail registration fee imposed by (insert local here) shall be charged at the time of the second renewal and each subsequent renewal thereafter.

A renewal retail registration fee shall not exceed \$1,000 or half the amount of a renewal state license fee under Minn. Stat. 342.11, whichever is less.

A medical combination business operating an adult-use retail location may only be charged a single registration fee, not to exceed the lesser of a single retail registration fee, defined under this section, of the adult-use retail business.

2.3.2 Application Submittal.

The (insert local here) shall issue a retail registration to a state-licensed cannabis retail business that adheres to the requirements of Minn. Stat. 342.22.

(A) An applicant for a retail registration shall fill out an application form, as provided by the (insert local here). Said form shall include, but is not limited to:

- i. Full name of the property owner and applicant;
- ii. Address, email address, and telephone number of the applicant;
- iii. The address and parcel ID for the property which the retail registration is sought;
- iv. Certification that the applicant complies with the requirements of local ordinances established pursuant to Minn. Stat. 342.13.
- v. (Insert additional standards here)

(B) The applicant shall include with the form:

- i. the application fee as required in [Section 2.3.1];
 - ii. a copy of a valid state license or written notice of OCM license preapproval;
 - iii. (Insert additional standards here)
- (C) Once an application is considered complete, the (insert local government designee) shall inform the applicant as such, process the application fees, and forward the application to the (insert staff/department, or elected body that will approve or deny the request) for approval or denial.
- (D) The application fee shall be non-refundable once processed.

2.3.3 Application Approval

- (A) (Optional) A state-licensed cannabis retail business application shall not be approved if the cannabis retail business would exceed the maximum number of registered cannabis retail businesses permitted under Section 2.6.
- (B) A state-licensed cannabis retail business application shall not be approved or renewed if the applicant is unable to meet the requirements of this ordinance.
- (C) A state-licensed cannabis retail business application that meets the requirements of this ordinance shall be approved.

2.3.4 Annual Compliance Checks.

The (insert local here) shall complete at minimum one compliance check per calendar year of every cannabis business to assess if the business meets age verification requirements, as required under [Minn. Stat. 342.22 Subd. 4(b) and Minn. Stat. 342.24] and this/these [chapter/section/ordinances].

The (insert local here) shall conduct at minimum one unannounced age verification compliance check at least once per calendar year.

Age verification compliance checks shall involve persons at least 17 years of age but under the age of 21 who, with the prior written consent of a parent or guardian if the person is under the age of 18, attempt to purchase adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, or hemp-derived consumer products under the direct supervision of a law enforcement officer or an employee of the local unit of government.

Any failures under this section must be reported to the Office of Cannabis Management.

2.3.5 Location Change

A jurisdiction may decide to treat location changes as a new registration, or alternatively treat a location change as allowable subject to compliance with the rest of the registration process.

A state-licensed cannabis retail business shall be required to submit a new application for registration under Section 2.3.2 if it seeks to move to a new location still within the legal boundaries of (insert local here).

or

If a state-licensed cannabis retail business seeks to move to a new location still within the legal boundaries of (insert local here), it shall notify (insert local here) of the proposed location change, and submit necessary information to meet all the criteria in this paragraph.

2.4 Renewal of Registration

The (insert local here) shall renew an annual registration of a state-licensed cannabis retail business at the same time OCM renews the cannabis retail business' license.

A state-licensed cannabis retail business shall apply to renew registration on a form established by (insert local here).

A cannabis retail registration issued under this ordinance shall not be transferred.

2.4.1 Renewal Fees.

The (insert local here) may charge a renewal fee for the registration starting at the second renewal, as established in (insert local here)'s fee schedule.

2.4.2 Renewal Application.

The application for renewal of a retail registration shall include, but is not limited to:

- Items required under Section 2.3.2 of this Ordinance.
- Insert additional items here

2.5 Suspension of Registration

2.5.1 When Suspension is Warranted.

The (insert local here) may suspend a cannabis retail business's registration if it violates the ordinance of (insert local here) or poses an immediate threat to the health or safety of the public. The (insert local here) shall immediately notify the cannabis retail business in writing the grounds for the suspension.

2.5.2 Notification to OCM.

The (insert local here) shall immediately notify the OCM in writing the grounds for the suspension. OCM will provide (insert local here) and cannabis business retailer a response to the complaint within seven calendar days and perform any necessary inspections within 30 calendar days.

2.5.3 Length of Suspension.

A jurisdiction can wait for a determination from the OCM before reinstating a registration.

The suspension of a cannabis retail business registration may be for up to 30 calendar days, unless OCM suspends the license for a longer period. The business may not make sales to customers if their registration is suspended.

The (insert local here) may reinstate a registration if it determines that the violations have been resolved.

The (insert local here) shall reinstate a registration if OCM determines that the violation(s) have been resolved.

2.5.4 Civil Penalties.

Subject to Minn. Stat. 342.22, subd. 5(e) the (insert local here) may impose a civil penalty, as specified in the (insert local here)'s Fee Schedule, for registration violations, not to exceed \$2,000.

2.6 Limiting of Registrations

A jurisdiction may choose to set a limit on the number of retail registrations within its boundaries. The jurisdiction may not however, limit the number of registrations to fewer than one per 12,500 residents.

(Optional) The (insert local here) shall limit the number of cannabis retail businesses to no fewer than one registration for every 12,500 residents within (insert local legal boundaries here).

(Optional) If (insert county here) has one active cannabis retail businesses registration for every 12,500 residents, the (insert local here) shall not be required to register additional state-licensed cannabis retail businesses.

(Optional) The (insert local here) shall limit the number of cannabis retail businesses to (insert number <= minimum required).

Section 3. Requirements for Cannabis Businesses

State Statutes note that jurisdictions may “adopt reasonable restrictions on the time, place, and manner of the operation of a cannabis business.” A jurisdiction considering other siting requirements (such as a buffer between cannabis businesses, or a buffer from churches) should consider whether there is a basis to adopt such restrictions.

3.1 Minimum Buffer Requirements

A jurisdiction can adopt buffer requirements that prohibit the operation of a cannabis business within a certain distance of schools, daycares, residential treatment facilities, or from an attraction within a public park that is regularly used by minors, including a playground or athletic field. Buffer requirements are optional. A jurisdiction cannot adopt larger buffer requirements than the requirements here in Section 3.1. A jurisdiction should use a measuring system consistent with the rest of its ordinances, e.g. from lot line or center point of lot.

(Optional) The (insert local here) shall prohibit the operation of a cannabis business within [0-1,000] feet of a school.

(Optional) The (insert local here) shall prohibit the operation of a cannabis business within [0-500] feet of a day care.

(Optional) The (insert local here) shall prohibit the operation of a cannabis business within [0-500] feet of a residential treatment facility.

(Optional) The (insert local here) shall prohibit the operation of a cannabis business within [0-500] feet of an attraction within a public park that is regularly used by minors, including a playground or athletic field.

(Optional) The (insert local here) shall prohibit the operation of a cannabis retail business within [X] feet of another cannabis retail business.

Pursuant to Minn. Stat. 462.367 subd. 14, nothing in Section 3.1 shall prohibit an active cannabis business or a cannabis business seeking registration from continuing operation at the same site if a (school/daycare/residential treatment facility/attraction within a public park that is regularly used by minors) moves within the minimum buffer zone.

3.2 Zoning and Land Use

For jurisdictions with zoning, said jurisdiction can limit what zone(s) Cannabis businesses can operate in. As with other uses in a Zoning Ordinance, a jurisdiction can also determine if such use requires a Conditional or Interim Use permit. A jurisdiction cannot outright prohibit a cannabis business. A jurisdiction should amend their Zoning Ordinance and list what zone(s) Cannabis businesses are permitted in, and whether they are permitted, conditional, or interim uses. While each locality conducts its zoning differently, a few themes have emerged across the country. For example, cannabis manufacturing facilities are often placed in industrial zones, while cannabis retailers are typically found in commercial/retail zones. Cannabis retail facilities align with general retail establishments and are prohibited from allowing consumption or use onsite and are also required to have plans to prevent the visibility of cannabis and hemp-derived products to individuals outside the retail location. Cannabis businesses should be zoned under existing zoning ordinances in accordance with the license type or endorsed activities held by the cannabis business.

3.2.1. Cultivation.

Cannabis businesses licensed or endorsed for cultivation are permitted as a (type of use) in the following zoning districts:

- (Insert zoning districts use is permitted in here)
- (Insert zoning districts use is permitted in here)

3.2.1. Cannabis Manufacturer.

Cannabis businesses licensed or endorsed for cannabis manufacturer are permitted as a (type of use) in the following zoning districts:

- (Insert zoning districts use is permitted in here)
- (Insert zoning districts use is permitted in here)

3.2.1. Hemp Manufacturer.

Businesses licensed or endorsed for low-potency hemp edible manufacturers permitted as a (type of use) in the following zoning districts:

- (Insert zoning districts use is permitted in here)
- (Insert zoning districts use is permitted in here)

3.2.1. Wholesale.

Cannabis businesses licensed or endorsed for wholesale are permitted as a (type of use) in the following zoning districts:

- (Insert zoning districts use is permitted in here)
- (Insert zoning districts use is permitted in here)

3.2.1. Cannabis Retail.

Cannabis businesses licensed or endorsed for cannabis retail are permitted as a (type of use) in the following zoning districts:

- (Insert zoning districts use is permitted in here)
- (Insert zoning districts use is permitted in here)

3.2.1. Cannabis Transportation.

Cannabis businesses licensed or endorsed for transportation are permitted as a (type of use) in the following zoning districts:

- (Insert zoning districts use is permitted in here)
- (Insert zoning districts use is permitted in here)

3.2.1. Cannabis Delivery.

Cannabis businesses licensed or endorsed for delivery are permitted as a (type of use) in the following zoning districts:

- (Insert zoning districts use is permitted in here)
- (Insert zoning districts use is permitted in here)

3.3 Hours of Operation

A jurisdiction may adopt an ordinance limiting hours of operation between 10 a.m. and 9 p.m., seven days a week, and that State statute prohibits the sale of cannabis between 2 a.m. and 8 a.m., Monday through Saturday, and between 2 a.m. and 10 a.m. on Sundays.

(Optional) Cannabis businesses are limited to retail sale of cannabis, cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products between the hours of (insert time here) and (insert time here).

3.4 (Optional) Advertising

Cannabis businesses are permitted to erect up to two fixed signs on the exterior of the building or property of the business, unless otherwise limited by (insert local here)'s sign ordinances.

Section 4. Temporary Cannabis Events

Any individual or business seeking to obtain a cannabis event license must provide OCM information about the time, location, layout, number of business participants, and hours of operation. A cannabis event organizer must receive local approval, including obtaining any necessary permits or licenses issued by a local unit of government before holding a cannabis event.

4.1 License or Permit Required for Temporary Cannabis Events

4.1.1 License Required.

A cannabis event organizer license entitles the license holder to organize a temporary cannabis event lasting no more than four days. A jurisdiction should determine what type of approval is consistent with their existing ordinances for events.

A license or permit is required to be issued and approved by (insert local here) prior to holding a Temporary Cannabis Event.

4.1.2 Registration & Application Procedure

A registration fee, as established in (insert local here)'s fee schedule, shall be charged to applicants for Temporary Cannabis Events.

4.1.3 Application Submittal & Review.

The (insert local here) shall require an application for Temporary Cannabis Events.

- (A) An applicant for a retail registration shall fill out an application form, as provided by the (insert local here). Said form shall include, but is not limited to:
 - i. Full name of the property owner and applicant;
 - ii. Address, email address, and telephone number of the applicant;
 - iii. (Insert additional standards here)
- (B) The applicant shall include with the form:
 - i. the application fee as required in (Section 4.1.2);
 - ii. a copy of the OCM cannabis event license application, submitted pursuant to 342.39 subd. 2.

The application shall be submitted to the (insert local authority), or other designee for review. If the designee determines that a submitted application is incomplete, they shall return the application to the applicant with the notice of deficiencies.

(C) Once an application is considered complete, the designee shall inform the applicant as such, process the application fees, and forward the application to the (insert staff/department, or elected body that will approve or deny the request) for approval or denial.

(D) The application fee shall be non-refundable once processed.

(E) The application for a license for a Temporary Cannabis Event shall meet the following standards:

A jurisdiction may establish standards for Temporary cannabis events which the event organizer must meet, including restricting or prohibiting any on-site consumption. If there are public health, safety, or welfare concerns associated with a proposed cannabis event, a jurisdiction would presumably be authorized to deny approval of that event.

- **Insert standards here**

(G) A request for a Temporary Cannabis Event that meets the requirements of this Section shall be approved.

(H) A request for a Temporary Cannabis Event that does not meet the requirements of this Section shall be denied. The (insert city/town/county) shall notify the applicant of the standards not met and basis for denial.

(Optional) Temporary cannabis events shall only be held at **(insert local place)**.

(Optional) Temporary cannabis events shall only be held between the hours of **(insert start time)** and **(insert stop time)**.

Section 5. (Optional) Lower-Potency Hemp Edibles

A jurisdiction can establish different standards or requirements regarding Low-Potency Edibles. A jurisdiction can consider including the following section and subsections in their cannabis ordinance.

5.1 Sale of Low-Potency Hemp Edibles

The sale of Low-Potency Edibles is permitted, subject to the conditions within this Section.

5.2 Zoning Districts

If sales are permitted, a jurisdiction can limit what zone(s) the sales of Low-Potency Edibles can take place in. A jurisdiction can also determine if such activity requires a Conditional or Interim Use permit.

Low-Potency Edibles businesses are permitted as a (type of use) in the following zoning districts:

- (Insert zoning districts use is permitted in here)
- (Insert zoning districts use is permitted in here)

5.3 (Optional) Additional Standards

5.3.1 Sales within Municipal Liquor Store.

A jurisdiction that already operates a Municipal Liquor Store may sell Low-Potency Edibles within the same store.

The sale of Low-Potency Edibles is permitted in a Municipal Liquor Store.

5.3.2 Age Requirements.

A jurisdiction is able to restrict the sale of Low-Potency Edibles to locations such as bars.

The sale of Low-Potency Edibles is permitted only in places that admit persons 21 years of age or older.

5.3.3 Beverages.

The sale of Low-Potency Hemp Beverages is permitted in places that meet requirements of this Section.

5.3.4 Storage of Product.

A jurisdiction is able to set requirements on storage and sales of Low-Potency Edibles.

Low-Potency Edibles shall be sold behind a counter, and stored in a locked case.

Section 6. (Optional) Local Government as a Cannabis Retailer

(insert local here) may establish, own, and operate one municipal cannabis retail business subject to the restrictions in this chapter.

The municipal cannabis retail store shall not be included in any limitation of the number of registered cannabis retail businesses under Section 2.6.

(insert local here) shall be subject to all same rental license requirements and procedures applicable to all other applicants.

Section 7 Use in Public Places

No person shall use cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in a public place or a place of public accommodation unless the premises is an establishment or an event licensed to permit on-site consumption of adult-use.

Appendix B: Hemp Flower and Hemp-Derived Cannabinoid Product Checklist

Hemp Flower and Hemp-Derived Cannabinoid Product Checklist

Minnesota Statute 18K.02, Definitions
 Minnesota Statute 152.01, Subdivision 9
 Minnesota Statute 151.72, Sale of Certain Cannabinoid Products

Minnesota Statute 152.0264, Cannabis Sale Crimes
 Minnesota Statute 342.09, Personal Adult Use of Cannabis

Question	Yes	No	Comments	Additional Information
Business License and Registration Compliance				
Is the business registered with the Minnesota Department of Health?				All businesses selling hemp-derived cannabinoid products must be registered. See Hemp-Derived Cannabinoid Products (www.health.state.mn.us/people/cannabis/edibles/index.html)
If the business offers on-site consumption, do they have a liquor license?				Local authorities issue on-site consumption licenses. These are required for all businesses permitting on-site consumption of THC.
Product Compliance – All Products				
Does the business ensure that all sales are made to persons 21 years old or older?				Only persons 21 years of age or older may purchase hemp-derived cannabinoid products, with the exception of topicals. These products may be sold to anyone.
Does the business have all edible cannabinoid products, except beverages, behind the counter or in a locked cabinet?				Businesses must ensure all edible cannabinoid products are secure and inaccessible to customers.

Question	Yes	No	Comments	Additional Information
Only delta-8 and delta-9 are allowed for human consumption. Does the business sell edibles or beverages with any other intoxicating cannabinoids?				MDH has identified products containing many different intoxicating cannabinoids, such as HHC, THC-O, THC-P, PHC, delta-10, delta-11, delta-8p, delta-9p, etc. The product must contain only delta-8 and/or delta-9.
Does the business sell any edible products that are similar to a product marketed to or consumed by children?				Edible products that appear similar to candy or snacks marketed toward or consumed by children are not allowed.
Does the label on the edible or beverage state “Keep out of reach of children”?				All products must include the warning label “Keep out of reach of children.”
Is the manufacturer’s name, address, website, and contact phone number included on the label or provided through a QR code?				If not, the product is not in compliance.
Does the QR code on the product bring the user to a Certificate of Analysis on the website, which includes the name of the independent testing laboratory, cannabinoid profile, and product batch number?				All products must be tested by batch in an independent, accredited laboratory. The results must include the cannabinoid profile.
Does the label on the product indicate the cannabinoids by serving and in total?				The label must indicate the potency by individual serving as well as in total.

Question	Yes	No	Comments	Additional Information
Does the label on the product make any claim the product offers any kind of health benefit?				Health claims are not permitted on hemp or cannabis products unless approved by the FDA. At this time, there is not an approved statement.
Does the label on the product state that the product does not claim to diagnose, treat, cure or prevent any disease?				The manufacturer cannot claim the product will provide any health benefit unless the product has been formally approved by the FDA.
Does the business sell CBD (or other forms of cannabidiol) in the form of a softgel, tablet, or tincture?				Non-intoxicating cannabinoids may only be sold in the form of an edible, beverage, or topical. Therefore, softgels and tablets cannot be sold. Tinctures must be labeled as either an edible or beverage and comply with the edible or beverage requirements.
Product Compliance – Edibles				
Does the edible product contain more than 5 mg delta-8 and/or delta-9 per serving?				Edibles may not exceed 5 mg delta-8 and/or delta-9 per serving.
Does the edible product package/container contain more than 50 mg total THC (delta-8 and/or delta-9)?				Edibles may not exceed 50 mg total delta-8 or delta-9 per package. The edible cannot contain any other form of THC or intoxicating cannabinoid.
Are all the edible product's servings clearly marked, wrapped, or scored <u>on</u> the product?				Edible product servings must be clearly distinguished on the product. Bulk products that require the consumer to measure are not allowed.

Question	Yes	No	Comments	Additional Information
Does the business sell any edible products in the shape of bears, worms, fruits, rings, ribbons?				Edibles in shapes that appeal to children are not allowed.
Is the edible product in a child-proof, tamper-evident, opaque container?				All edibles must be in a container that is child-resistant and tamper evident. If the container is clear, the business must place the edible into an opaque bag at the point of sale. Clear bags are not allowed.
Product Compliance - Beverages				
Does the beverage product contain more than 5 mg delta-8 or delta-9 per serving?				Beverages may not exceed 5 mg delta-8 and/or delta-9 per serving.
Does the beverage product contain more than 2 servings?				Beverages cannot exceed two servings, regardless of the THC potency.
Is the beverage product in an opaque container?				If the beverage is in a clear container, the business must place the beverage in an opaque bag at the point of sale.
Product Compliance – Smokables (non-flower)				
Does the business sell vapes, pre-rolls, dabs, or other smokable products which contain more than 0.3% THC?				<p>A product’s certificate of analysis will show the concentration of THC the product contains. The certificate typically is found through the QR code on the product package. In MDH’s experience, most vapes contain 50% - 90%+ THC.</p> <p>Pre-rolls may consist of raw hemp flower. These products are not regulated by 151.72. However, if a pre-roll is labeled as “infused” or “coated” have additional cannabinoids applied to the material, of which the product typically exceeds the 0.3% THC limit.</p>

Question	Yes	No	Comments	Additional Information
Does the business sell vapes, pre-rolls, dabs, or other smokeable products that contain other intoxicating cannabinoids, such as HHC?				MN Statutes do not allow any cannabinoid, other than delta-8 or delta-9, to be sold if the cannabinoid is intended to alter the structure or function of the body. HHC is a cannabinoid known to have potency greater than THC.
Does the business sell vapes, pre-rolls, dabs, or other smokable products which contain CBD?				Non-intoxicating cannabinoids cannot be smoked, vaped, or inhaled.
Product Compliance – Flower				
Does the business sell raw hemp flower?				<p>Raw hemp flower must contain 0.3% or less of delta-9 on a dry weight basis. Products exceeding 0.3% delta-9 dry weight are marijuana, and are illegal for sale.</p> <p>THC-A is the non psychoactive precursor to delta-9. Once heated THC-A converts to delta-9. In that process some amount of THC-A is lost.</p> <p>To determine whether, once heated, the hemp flower will exceed the allowable 0.3% of delta-9, one can use a decarboxylation formula which takes into account the conversion of THC-A into delta-9.</p> <p>That formula is as follows: Total THC = (0.877 X THC-A) + d-9 THC)</p> <p>Raw flower must include a certificate of analysis to show testing below 0.3% delta-9.</p> <ul style="list-style-type: none"> • A lack of a certificate of analysis would constitute an illegal sale.

Question	Yes	No	Comments	Additional Information
				<ul style="list-style-type: none"> A certificate of analysis showing that under the decarboxylation formula that delta-9 would exceed the 0.3% threshold would also indicate the flower is cannabis and not hemp and therefore being sold illegally.
Product Compliance – On-Site Consumption				
If the business offers on-site consumption, do they serve the edible or beverage in its original packaging?				The business may not pour out or remove an edible from its original packaging.
If the business offers on-site consumption, do they mix a cannabis-infused beverage with alcohol?				The business may not mix cannabis-infused products with alcohol.
If the business offers on-site consumption, do they permit customers to remove from the premises products which have been removed from their original packaging?				Products which have been removed from their original packaging cannot be removed from the premises by the customer.

NOTE: If a person suspects that a hemp-derived cannabinoid product is being sold in violation of Minnesota law, they can use the complaint form at [Submitting Hemp-Derived Cannabinoid Product Complaints \(www.health.state.mn.us/people/cannabis/edibles/complaints.html\)](http://www.health.state.mn.us/people/cannabis/edibles/complaints.html).

Appendix C: Enforcement Notice from the Office of Cannabis Management

Enforcement Notice from the Office of Cannabis Management

Dear Registered Hemp Derived Cannabinoid Business:

The Office of Cannabis Management (OCM), established in 2023, is charged with developing and implementing the operational and regulatory systems to oversee the cannabis industry in Minnesota as provided in Minnesota Statutes Chapter 342.

When Minnesota legalized the sale of adult-use of cannabis flower, cannabis products, and lower-potency hemp edibles/ hemp-derived consumer products, the Minnesota Legislature included statutory provisions, [Minnesota Statutes, chapter 152.0264](#), making the sale of cannabis illegal until a business is licensed by OCM. The Office of Cannabis Management has not yet issued licenses for the cultivation, manufacture, wholesale, transportation or retail sale of cannabis, therefore any retail sales of cannabis products, including cannabis flower, are illegal.

The Office of Cannabis Management has received complaints of retailers selling cannabis flower under the label of hemp flower. Under an agreement between The Minnesota Department of Health (MDH) and OCM, inspectors from MDH will begin to examine any flower products being sold during their regular inspections to determine whether they are indeed hemp flower or cannabis flower.

In distinguishing between hemp and cannabis flower, OCM, consistent with federal rules and regulations related to hemp under 7 CFR 990.1, will consider the total concentration of THC post- decarboxylation, which is the process by which THC-A is converted into Delta-9 to produce an intoxicating effect. The examination of raw flower products will include reviewing the certificate of analysis for compliance in several areas, including:

Compliance with the requirement that raw flower listed for sale includes a Certificate of Analysis (COA). Products for sale without a COA will constitute an illegal sale.

A COA that affirms concentrations of 0.3% or less of Delta-9 on a dry weight basis. Products exceeding 0.3% Delta-9 dry weight are considered marijuana and are therefore illegal to sell.

A COA that confirms that the total levels of Delta-9 and THC-A after the decarboxylation process do not exceed 0.3%. A COA that indicates the raw flower will exceed 0.3 percent Delta-9 post-decarboxylation, or a subsequent test conducted by an independent laboratory utilized by OCM that confirms Delta-9 in excess of 0.3 percent will be considered illegal.

[Minnesota Statutes, Chapter 342](#) governs Minnesota’s cannabis market, and empowers OCM to ensure regulatory compliance. [Minnesota Statutes, chapter 342.09, subdivision 4](#) prohibits the retail sale of cannabis flower and cannabis products “without a license issued under this chapter that authorizes the sale.”

To date, the Office of Cannabis Management has not issued any cannabis licenses, applications for licenses are expected to be available in the first half of 2025. As such, selling cannabis is a clear violation of law. Be aware that under [Minnesota Statutes, 342.09, subdivision 6](#), OCM may assess fines in excess of a \$1 million for violations of this law. Likewise, under [Minnesota Statutes, chapter 342.19](#), OCM is empowered to embargo any product that it has “probable cause to believe . . . is being distributed in violation of this chapter or rules adopted under this chapter[.]” Furthermore, violations of law may be considered in future licensing decisions made by OCM.

As inspectors enter the field, we encourage you to review the products you are currently selling to ensure they fall within the thresholds outlined above. If you have any questions related to the products you are selling, please send an email to cannabis.info@state.mn.us.

Thank you for your attention to this matter.

A handwritten signature in black ink, appearing to read "Charlene Briner", with a long horizontal flourish extending to the right.

Charlene Briner
Interim Director
Office of Cannabis Management

Appendix D: Notice to Unlawful Cannabis Sellers

Notice to Unlawful Cannabis Sellers

This notice is to inform you that your current course of action may run afoul of Minnesota law, and continuing this course of action may result in civil actions and potential criminal prosecution. To avoid such outcomes, you should immediately cease and desist any plans to engage in the unlicensed sale of cannabis and cannabis products.

[Minnesota Statutes, Chapter 342 \(www.revisor.mn.gov/statutes/cite/342\)](http://www.revisor.mn.gov/statutes/cite/342) governs Minnesota’s cannabis market, and empowers OCM to ensure regulatory compliance. [Minnesota Statutes, chapter 342.09, subdivision 4 \(www.revisor.mn.gov/statutes/cite/342.09#stat.342.09.4\)](http://www.revisor.mn.gov/statutes/cite/342.09#stat.342.09.4) prohibits the retail sale of cannabis flower and cannabis products “without a license issued under this chapter that authorizes the sale.” To date the Office of Cannabis Management has not issued any retail, or other, cannabis licenses. As such, your plan to sell cannabis in a retail setting at this date would be in flagrant violation of the law. Be aware that under [Minnesota Statutes, 342.09, subdivision 6 \(www.revisor.mn.gov/statutes/cite/342.09#stat.342.09.6\)](http://www.revisor.mn.gov/statutes/cite/342.09#stat.342.09.6), OCM may assess fines in excess of a \$1,000,000 for violations of this law.

Likewise, under [Minnesota Statutes, chapter 342.19 \(www.revisor.mn.gov/statutes/cite/342.19\)](http://www.revisor.mn.gov/statutes/cite/342.19), OCM is empowered to embargo any product that it has “probable cause to believe . . . is being distributed in violation of this chapter or rules adopted under this chapter[.]” It is believed that products attempted to be sold at your retail location might be distributed in violation of the law, and would therefore be subject to embargo by OCM. Under [Minnesota Statutes, chapter 342.19, subd. 2 \(www.revisor.mn.gov/statutes/cite/342.19#stat.342.19.2\)](http://www.revisor.mn.gov/statutes/cite/342.19#stat.342.19.2), once embargoed OCM “shall release the cannabis plant, cannabis flower, cannabis product, artificially derived cannabinoid, lower-potency hemp edible, or hemp-derived consumer product when this chapter and rules adopted under this chapter have been complied with or the item is found not to be in violation of this chapter or rules adopted under this chapter.”

While Minnesota has legalized the sale of adult-use of cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products, the legislature did add new statutory provisions, [Minnesota Statutes, chapter 152.0264 \(www.revisor.mn.gov/statutes/cite/152.0264\)](http://www.revisor.mn.gov/statutes/cite/152.0264), making illegal the unlawful sale of cannabis. As there are not yet any licenses issued by OCM for the cultivation, manufacture, wholesale, transportation, or retail of cannabis, any sales of cannabis products in excess of the limits in 152.0264 is illegal.

If you are only planning to sell cannabinoid products that are derived from hemp, you should ensure that the sale of those products is consistent with [Minnesota Statutes, chapter 151.72 \(www.revisor.mn.gov/statutes/cite/151.72\)](http://www.revisor.mn.gov/statutes/cite/151.72), including but not limited to the requirement that your business be registered with the Commissioner of Health, and that all products are in compliance with the relevant statutes.

Finally, in addition to the state laws outlined above, please be aware that any retail location must be in compliance with local government ordinances and zoning requirements.

OCM takes seriously its charge to enforce Minnesota Statutes, Chapter 342, and its responsibility to ensure a safe and legal cannabis market. In order to avoid the above-described actions, all attempts to open a cannabis retail dispensary in Minnesota without the appropriate license should be ceased.

AGENDA ITEM



Date: November 12, 2024

Item: 18

Title: Long Lake Fire Department Fire Truck Purchase / 2025 CIP Approval.

Presenter: Adam Edwards, City Administrator / Engineer

Section: Public Safety Report

1. **Purpose:**

The purpose of this item is to approve the proposed Long Lake Fire Department (LLFD) 2025 Capital Improvement Plan (CIP) and approve the procurement of a new Brush-Medical Response Utility vehicle.

2. **Background:**

The City of Long Lake submitted the LLFD CIP for 2025. This submission added a Brush-Medical Response vehicle for purchase in 2025. The vehicle will be used to provide service to the city of Orono during 2025. The vehicle will replace Utility 11 (U11) which has been in service since 1999 and is beyond its recommended useful life. The City of Long Lake did place the vehicle on order earlier this year and as of the last FAB meeting was expecting it to be delivered by the end of the year.

The addition of such a large capital outlay in the closing year of the contract combined with a failure of negotiations to gain agreement from Long Lake on the post contract disposition of existing capital equipment¹ does create ambiguity for Orono's long term return on investment.

When this version of the LLFD CIP was presented to the Fire Advisory Board (FAB), the Orono FAB members expressed and willingness to support the approval of the CIP if the City of Long Lake would formally commit to purchasing Orono's portion of the vehicle at the end of the current fire service contract. At their September 17, 2024 meeting the Long Lake Council did vote to indicate their willingness to do so. Below is an excerpt from their meeting minutes on the subject.

Council member Dyvik reported that at the last Fire Advisory Board meeting, the Board had discussed inclusion of the utility/rescue truck on the CIP. They had communicated with the Board that it had been a need for a number of years, the vehicle had already been ordered, and they had asked if all three cities would participate in that purchase per the contract terms. Orono had indicated that they would participate if the City would commit to buying the vehicle back at the end of the contract. A motion was made by Dyvik, seconded by Miner, to communicate to the City of Orono that Long Lake would buy the utility/rescue truck outright at the end of the current fire services agreement/contract. Ayes: all. (<https://mccmeetings.blob.core.usgovcloudapi.net/longlakemn-pubu/MEET-Minutes-d6ea2217a8df48e1bf316d7ee36939c3.pdf> see page 20.)

The City of Long Lake has expressed a need to this vehicle to mee the long term/ post contract needs of their city. The City of Orono has made purchase order for the same type of equipment to meet its long term fire needs.

¹The 2002fire service contract gives the city of Long Lake first right of refusal to purchase the other contract cities' owners interest in existing equipment at the original amount funded by that city.

3. **Cost:**

Per the 2002 Fire Service Agreement capital cost formula the break down of the vehicle purchase cost is depicted in the table below.

Expense	Amount
Vehicle Purchase	\$ 240,000
Orono Portion	\$ 184,900
Long Lake Portion	\$ 33,262
Medina Portion	\$ 21,836

4. **Funding:**

Funding for the Orono portion of the purchase will come from the Fire Capital Fund. This unexpected purchase request does resulting the the Orono Fire Fund having a negative cash balance for 2025. The Fire Capital Fund will be credited by the same amount in 2026 when Long Lake buys out Orono's share in the vehicle.

5. **Staff Recommendation:**

I recommend the approval of the 2025 LLFD CIP. I recommend approval of the purchase of the brush utility vehicle with the condition that Long Lake purchase Orono's ownership share at the purchase price at the end of the contract.

COUNCIL ACTION REQUESTED

1. Move to approve approve the 2025 LLFD CIP.
2. Move to approve the purchase of Medical Brush-Medical Response Utility vehicle with the Orono amount not to exceed \$184,900 contingent upon a written agreement with the City of Long Lake to buy Orono's Ownership share at the purchase price in January of 2026.
3. Move to direct the City Attorney to draft an agreement for City of Long Lake to buy Orono's ownership share.

Exhibits

[A. 2025 - 2039 Fire Department CIP Vehicle, Equip and Building.pdf](#)

[B. Equip Brush Medical REsposn Sutility LLFD 2025 Capital Improvement Plan.pdf](#)

2025 - 2039 CIP for Vehicles, Equip and Building

Item	2025	2026	2027	2028	2029	2030	2025-2030	Notes
Replace U21 with a new Utility Vehicle			\$200,000				\$200,000	re-roof building-New AC units
Refurbish B11 - new motor, electronics, lights, pump		\$125,000					\$125,000	
Replace T12 with new tanker				\$390,000			\$390,000	
Fire Stations Remodel & Refurbishment							\$0	
Replace U11 with a new Utility Vehicle	\$240,000						\$240,000	
							\$0	
							\$0	
Subtotal Fire Equipment	\$240,000	\$125,000	\$200,000	\$390,000	\$0	\$0	\$955,000	

Item	2031	2032	2033	2034	2035	2036	2031-2036	Notes
Replace CMD2 with new command vehicle						\$105,000	\$105,000	
Replace CMD1 with new command vehicle		\$110,000					\$110,000	
Radio Replacement					\$90,000		\$90,000	
Extrication Equipment		\$25,000					\$25,000	
Subtotal Fire Equipment		\$135,000	\$0	\$0	\$90,000	\$105,000	\$330,000	

Item	2037	2038	2039	2040	2041	2042	2033-2037	Notes
Replace T11 with new tanker			\$370,000				\$370,000	
Replace new U11 with a utility vehicle						\$415,000	\$415,000	
							\$0	
Extrication Equipment		\$35,000					\$35,000	
Replace SCBAs				\$450,000			\$450,000	
Radio Replacement					\$115,000		\$115,000	
Subtotal Fire Equipment		\$35,000	\$370,000	\$450,000	\$115,000	\$415,000	\$1,385,000	

Equipment: Brush-Medical Response Utility for LLFD

Description: Provide short term funding for LLFD to procure a new Brush-Medical Response Utility.

Justification: This vehicle is used to respond to brush fire and medicals along with other calls. It is the most widely used vehicle in the fleet.

Discussion: Long Lake added this vehicles to the CIP for purchase in 2025. In light of the contract ending at the end of 2025, the Long Lake council has agreed to guarantee the buy out of Orono's portion of the purchase at the end of the contract. Orono's LLFD FAB members indicated Orono would be amenable to this arrangement.



Budget Estimate:

Expense	Amount
Vehicle Purchase	\$ 240,000
Orono Portion	\$ 184,900
Long Lake Portion	\$ 33,262
Medina Portion	\$ 21,836

Funding:

Source	Amount
Fire Capital Fund	\$184,900

