



**Agenda**  
**City Council Meeting**  
**Monday, January 13, 2025, 6:00 PM**  
**City Council Chambers | 2780 Kelley Parkway, Orono, MN 55356**  
952-249-4600 / [oronomn.gov](http://oronomn.gov)

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**Oath of Office**

1. Oaths of Office - Mayor, Councilmembers

**Roll Call**

**Pledge of Allegiance**

**Approval of Agenda**

**Consent Agenda**

*These items are considered routine and will be enacted by one motion with no discussion unless a council member or staff requests, in which event the item will be removed from the consent agenda for separate discussion and action.*

2. City Council Minutes
3. Claims/Bills
4. Recognize Years of Service - Resolutions 7549, 7550, 7551
5. Annual Appointments - Resolution 7548
6. 2025 Pay Equity Report
7. Tobacco Licenses
8. Hire Parks and Facilities Superintendent
9. Hire Administrative Assistant to Administration
10. Hire Administrative Assistant to Public Works, Parks and Facilities
11. Hire Utility Maintenance Worker - Jason Holms
12. Hire Utility Maintenance Worker - Lance Kraemer
13. Hire Firefighter
14. Job Title Rename and Pay Adjustment - Records Technician

**Public Comments**

*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.*

**Public Works Report**

15. Replace Equipment - Sewer Cleaning Easement Machine
16. Replace Equipment - Mini Loader, Mini Excavator and Trailer
17. Replace Vehicle - Street/Stormwater Service Truck

**Attorney Report**

**City Administrator/Engineer Report**

18. Work Session Schedule
19. 2025 Sanitary Sewer Rehabilitation Design (24-014)
20. Public Works Commodities Yard Design and Engineering (24-035)

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21. City Hall and Police Parking Lot Maintenance Design (25-035)
22. Stormwater Improvement Projects Design and Engineering (25-022, 24-024, 25-020)
23. Navarre Water Treatment Plant Electrical System Upgrade - Design and Engineering (22-022)

### **Mayor/Council Report**

### **Adjournment**

### **Closed Session**

24. Closed session to discuss open litigation

### **Upcoming Events**

Jan 20 Holiday - offices closed

Jan 21 Planning Commission

Jan 27 City Council

Feb 04 Park Commission

Feb 10 City Council

Feb 17 Holiday - offices closed

Feb 18 Planning Commission

Feb 24 City Council

## AGENDA ITEM



**Date:** January 13, 2025

**Item:** 1

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**Title:** Oaths of Office - Mayor, Councilmembers

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**Presenter:** Christine Lusian, City Clerk

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**Section:** Oath of Office

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1. **Purpose:**  
The purpose of this items to swear in our newest elected officials.
2. **Summary:**  
The following individuals will take their Oaths of Office:
  - Bob Tunheim, Mayor
  - Steve Persian, Councilmember
  - Jacqueline Ricks, Councilmember

### **Exhibits**

[Oath of Office for Mayor - Tunheim](#)

[Oath of Office for Councilmember - Persian](#)

[Oath of Office for Councilmember - Ricks](#)

STATE OF MINNESOTA )  
COUNTY OF HENNEPIN ) ss:  
CITY OF ORONO )



ORONO, MINNESOTA  
**OATH OF OFFICE**  
Mayor

I, Bob Tunheim, do solemnly swear that I will support the constitution of the United States, the constitution of the state of Minnesota, and impartially execute the duties of city council for the city of Orono, county of Hennepin, state of Minnesota, to the best of my judgement and ability.

ATTEST

MAYOR

\_\_\_\_\_  
Christine Lusian, City Clerk

\_\_\_\_\_  
Bob Tunheim, Mayor

STATE OF MINNESOTA )  
COUNTY OF HENNEPIN ) ss:  
CITY OF ORONO )



ORONO, MINNESOTA  
**OATH OF OFFICE**  
City Council Member

I, Steve Persian, do solemnly swear that I will support the constitution of the United States, the constitution of the state of Minnesota, and impartially execute the duties of city council for the city of Orono, county of Hennepin, state of Minnesota, to the best of my judgement and ability.

ATTEST

COUNCIL MEMBER

\_\_\_\_\_  
Christine Lusian, City Clerk

\_\_\_\_\_  
Steve Persian, City Council Member

STATE OF MINNESOTA )  
COUNTY OF HENNEPIN ) ss:  
CITY OF ORONO )



ORONO, MINNESOTA  
**OATH OF OFFICE**  
City Council Member

I, Jacqueline Ricks, do solemnly swear that I will support the constitution of the United States, the constitution of the state of Minnesota, and impartially execute the duties of city council for the city of Orono, county of Hennepin, state of Minnesota, to the best of my judgement and ability.

ATTEST

COUNCIL MEMBER

\_\_\_\_\_  
Christine Lusian, City Clerk

\_\_\_\_\_  
Jacqueline Ricks, City Council Member

**AGENDA ITEM**



**Date:** January 13, 2025

**Item:** 2

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**Title:** City Council Minutes

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**Presenter:** Christine Lusian, City Clerk

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**Section:** Consent Agenda

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1. **Purpose:**

The purpose of this item is to approve the City Council meeting minutes.

2. **Staff Recommendation:**

Approve the City Council regular meeting minutes.

**COUNCIL ACTION REQUESTED**

Approve the City Council regular meeting minutes of December 9, 2024.

**Exhibits**

[12-09-2024 CC Minutes](#)



Minutes  
City Council Regular Meeting  
Monday, December 9, 2024, 6:00 PM  
City Council Chambers 2780 Kelley Parkway, Orono, MN 55356

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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 Alisa Benson, Richard Crosby III, Claire Berrett, and Maria Veach. Members absent: None

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

## **PLEDGE OF ALLEGIANCE**

## **APPROVAL OF AGENDA**

## **CONSENT AGENDA**

1. City Council Minutes
2. Claims/Bills
3. Rental Licenses
4. Donation to Tree Lighting Event – Resolution 7547
5. Surplus Disposal of Firearms
6. Agreements – Prosecution Services – Resolutions 7540, 7541
7. Agreements – Franchise for Cable Services – Ordinance 309
8. Hire Firefighter
9. Adopt 2025 General Fund Budget and Tax Levy – Resolutions 7536,7537
10. Adopt 2025 Special Revenue Fund Budgets – Resolution 7538
11. Adopt 2025 Enterprise Fund Budgets – Resolution 7539
12. Adopt 2025 Fee Schedule – Ordinance 308
13. Adopt 2025 Capital Improvement Plan
14. LA24- 000060, 755 Tonkawa Rd., Conditional Use Permit – Resolution 7545
15. LA24-000058, 975 Wildhurst Trail, Variances – Resolution 7544
16. LA24-000040, 2300 6<sup>th</sup> Ave. N., Preliminary Plat – Resolution 7542
17. LA24-000050, 1449 Shoreline Dr. Variance and Commercial Site Plan Review – Resolution 7543
18. LA24-000064, Text Amendment: Driveway, Road, and Tree Alteration Standards – Ordinance 311
19. LA24-000057, Bracketts Point Rd, Final Plat “Bracketts Point 3<sup>rd</sup> Addition” – Resolution 7534
20. LA24-000062, Text Amendment: Sections 78-1 and 78-823 Industrial Uses – Ordinance 31

*This Items was moved to the Consent Agenda from the Community Development Report*

**Walsh moved, Crosby seconded, to approve the Agenda and the Consent Agenda with Item 20 moved to the Consent Agenda. VOTE: Ayes 4, Nays 1 (Benson).**

## **COMMUNITY DEVELOPMENT REPORT**

20. LA24-000062, Text Amendment: Sections 78-1 and 78-823 Industrial Uses – Ordinance 310  
*This Item was moved to the Consent Agenda*

Community Development Director Oakden said her department was still working through land use applications and permits. The construction season is still active due to the mild weather.





Minutes  
City Council Regular Meeting  
Monday, December 9, 2024, 6:00 PM  
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**FINANCE DIRECTOR REPORT**

Finance Director Jin said her department is working through year-end cleanup and transition of staff.

**ATTORNEY REPORT**

None.

**CITY ADMINISTRATOR/ENGINEER REPORT**

City Administrator Edwards reported staff is doing its year-end close-out and transitioning for the new year.

**COUNCIL COMMITTEE REPORTS**

None

**PUBLIC COMMENTS**

Nancy Brantingham, 3185 County Road 6; Jay Nygard, 1386 Rest Point Road; Kathy Sweetman, 475 Deborah Drive; and Kelly Grady, Long Lake, provided comments.

**MAYOR/COUNCIL REPORT**

Mayor and Council provided reports. Outgoing Mayor Walsh and outgoing Council members Crosby and Veach gave final reports.

**ADJOURNMENT**

**Walsh moved, Crosby seconded, to adjourn the meeting at 6:22 p.m. to Monday, January 13, 2025 at 6:00 p.m. VOTE: Ayes 5, Nays 0.**

ATTEST:

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Christine Lusian, City Clerk

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Bob Tunheim, Mayor

Minutes approved by Orono City Council January 13, 2025. Meeting videos and transcripts available at [oronomn.gov](http://oronomn.gov).

**AGENDA ITEM**



**Date:** January 13, 2025

**Item:** 3

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**Title:** Claims/Bills

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**Presenter:** Kellie Hoen, Administrative Assistant

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**Section:** Consent Agenda

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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 124957 to 125241, and ACH transactions 20130588 to 20130611 totaling \$1,648,797.57.

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 2025-01-08](#)

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
GEARGRID, LLC	12/23/2024	124905	0025264-IN	101-42260-240	HANGERS FOR ICE RESCUE SUITS	Fire Protection Services	82.49-
Total 124905:							82.49-
CHARLIE'S AUTO BODY	12/12/2024	124957	11.2024 TAH	701-49800-402	PD 271 ACCIDENT REPAIR	Fleet Services	17,033.46
Total 124957:							17,033.46
A 1 RENT IT	12/13/2024	124958	211766-1	701-49800-212	PROPANE	Fleet Services	31.00
Total 124958:							31.00
ACME TOOLS	12/13/2024	124959	13712746	101-43000-221	M18 GREESE GUN	Public Works Department	229.00
Total 124959:							229.00
Advance Auto Parts	12/13/2024	124960	6974-480104	701-49800-222	PD SQUAD CARS	Fleet Services	69.99
Advance Auto Parts	12/13/2024	124960	6974-480529	701-49800-240	MECHANICS TOOL	Fleet Services	22.42
Total 124960:							92.41
ANGELA HAMM	12/13/2024	124961	629 EAST BL	999-10015	UB REFUND - 629 EAST BLOSSOM CIR-HAMM		319.86
Total 124961:							319.86
ASPECT DESIGN BUILD LLC	12/13/2024	124962	LA24-000042	101-22205	ESCROW REFUND - LA24-000042 - 3465 6TH AV		2,500.00
Total 124962:							2,500.00
AT&T MOBILTY	12/13/2024	124963	2873263283	101-42110-321	AT&T BILL 10/26/24-11/25/24	Police Department	76.46
AT&T MOBILTY	12/13/2024	124963	2873263283	101-42400-321	AT&T BILL 10/26/24-11/25/24	Building & Zoning	166.22
AT&T MOBILTY	12/13/2024	124963	2873263283	101-45200-321	AT&T BILL 10/26/24-11/25/24	Parks	76.46
AT&T MOBILTY	12/13/2024	124963	2873263283	613-49830-321	AT&T BILL 10/26/24-11/25/24	Golf Course	83.11
AT&T MOBILTY	12/13/2024	124963	2873263283	101-41900-321	AT&T BILL 10/26/24-11/25/24	Central Services	384.32
AT&T MOBILTY	12/13/2024	124963	2873263283	101-43000-321	AT&T BILL 10/26/24-11/25/24	Public Works Department	350.72
AT&T MOBILTY	12/13/2024	124963	2873263283	601-49400-321	AT&T BILL 10/26/24-11/25/24	Water	118.02
AT&T MOBILTY	12/13/2024	124963	2873263283	602-49450-321	AT&T BILL 10/26/24-11/25/24	Sewer	79.78
AT&T MOBILTY	12/13/2024	124963	2873263283	101-43100-321	AT&T BILL 10/26/24-11/25/24	Brush Site	38.23
AT&T MOBILTY	12/13/2024	124963	2873263283	701-49800-321	AT&T BILL 10/26/24-11/25/24	Fleet Services	44.88

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
Total 124963:							1,418.20
BIFFS INC	12/13/2024	124964	INV229529	101-43290-800	BIFF RENTAL - TREE LIGHTING	Special Projects-Contingencies	91.00
Total 124964:							91.00
BOLTON & MENK INC.	12/13/2024	124965	0351259	602-16500	24-014 SANITARY SEWER REHAB (CIPP)		83.00
BOLTON & MENK INC.	12/13/2024	124965	0351260	602-49450-305	GIS MAINTENANCE SEWER	Sewer	644.00
BOLTON & MENK INC.	12/13/2024	124965	0351260	601-49400-305	GIS MAINTENANCE WATER	Water	513.00
BOLTON & MENK INC.	12/13/2024	124965	0351260	651-49910-305	GIS MAINTENANCE STORM SEWER	Storm Water	986.00
BOLTON & MENK INC.	12/13/2024	124965	0351260	101-43170-305	GIS MAINTENANCE GENERAL	Engineering	1,026.00
BOLTON & MENK INC.	12/13/2024	124965	0351260	101-43000-305	GIS FOR STREETS	Public Works Department	669.50
BOLTON & MENK INC.	12/13/2024	124965	0351260	101-42400-305	GIS FOR CDD	Building & Zoning	1,102.50
BOLTON & MENK INC.	12/13/2024	124965	0351261	435-48978-304	24-001 2024 STREETS IMPROVEMENTS PROJE		812.00
BOLTON & MENK INC.	12/13/2024	124965	0351262	601-16500	AT&T ANTENNA REVISIONS SOUTH WATER TO		201.00
BOLTON & MENK INC.	12/13/2024	124965	0351263	402-48050-304	25-002 BROWN ROAD IMPROVEMENTS		5,230.50
BOLTON & MENK INC.	12/13/2024	124965	0351471	101-43280-304	LA21-000036 ORONO CROSSINGS	Special Services	766.00
BOLTON & MENK INC.	12/13/2024	124965	0351472	101-43280-304	LA24-000042 HONEY HILL	Special Services	1,289.00
BOLTON & MENK INC.	12/13/2024	124965	0351473	101-43280-304	LA24-000051 - 1505 TANGLEWOOD ROAD PLAN	Special Services	644.00
BOLTON & MENK INC.	12/13/2024	124965	0351474	101-43280-304	LA24-000054 GARAGE CONDOS	Special Services	377.50
BOLTON & MENK INC.	12/13/2024	124965	0351475	101-43280-304	LA07-3311 CRYTAL BAY BUSINESS CENTER-IND	Special Services	828.00
BOLTON & MENK INC.	12/13/2024	124965	0351476	101-43280-304	LA24-000057 BRACKETS POINT 3 ADN	Special Services	184.00
BOLTON & MENK INC.	12/13/2024	124965	0351477	651-16500	25-020 2025 STORMWATER IMPROVEMENTS		702.00
BOLTON & MENK INC.	12/13/2024	124965	0351477	101-43170-305	GIS MAINTENANCE GENERAL	Engineering	262.00
BOLTON & MENK INC.	12/13/2024	124965	0351477	101-42400-305	GIS FOR CDD	Building & Zoning	655.00
BOLTON & MENK INC.	12/13/2024	124965	0351477	101-19999	23-020 LEAD SERVICE LINE STUDY		30.00
BOLTON & MENK INC.	12/13/2024	124965	0351478	435-48979-304	25-001 2025 STREETS IMPROVEMENT		17,355.50
Total 124965:							34,360.50
BOND TRUST SERVICES CORP	12/13/2024	124966	90904	324-47000-601	2021A BONDS		355,000.00
BOND TRUST SERVICES CORP	12/13/2024	124966	90904	324-47000-611	2021A BONDS		184,721.88
BOND TRUST SERVICES CORP	12/13/2024	124966	91078	324-47000-620	PAYING AGENT FEE - 2021A		475.00
Total 124966:							540,196.88
Bratt Tree Company	12/13/2024	124967	16548	101-43000-405	TREE REMOVAL IN ROW 1199 ELMWOOD TASK	Public Works Department	4,500.00
Bratt Tree Company	12/13/2024	124967	16553	101-43000-405	TREE REMOVAL IN ROW TASK 90342	Public Works Department	3,500.00
Bratt Tree Company	12/13/2024	124967	16570	101-43000-405	TASK#90341	Public Works Department	1,800.00

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
Total 124967:							9,800.00
CAMPBELL KNUTSON	12/13/2024	124968	2717-0000G	101-41600-307	ADMINISTRATION/GENERAL MATTERS 11/24	Law/Legal Services	7,358.46
CAMPBELL KNUTSON	12/13/2024	124968	2717-0000G	101-43280-307	STONEBAY COMMON ELEMENT PARCEL	Special Services	765.00
CAMPBELL KNUTSON	12/13/2024	124968	2717-0000G	101-42260-307	FIRE MATTER 11/24	Fire Protection Services	85.00
CAMPBELL KNUTSON	12/13/2024	124968	2717-0000G	614-49840-307	CABLE FRANCHISE AGREEMENT - MIDCO	Cable Franchise	238.00
CAMPBELL KNUTSON	12/13/2024	124968	2717-0000G	101-42260-307	FIRE LEASE 11/24	Fire Protection Services	69.00
CAMPBELL KNUTSON	12/13/2024	124968	2717-0004G	101-42110-307	POLICE MATTERS 11/24	Police Department	1,020.00
CAMPBELL KNUTSON	12/13/2024	124968	2717-0201G	101-41600-307	MISC RECORDINGS 11/24	Law/Legal Services	537.40
CAMPBELL KNUTSON	12/13/2024	124968	2717-0801G	101-41600-307	COUNCIL MEETINGS AGENDA REVIEW	Law/Legal Services	255.00
CAMPBELL KNUTSON	12/13/2024	124968	2717-0804G	101-42260-307	BRUSH MEDICAL UTILITY VEHICLE LEASE REVI	Fire Protection Services	68.00
CAMPBELL KNUTSON	12/13/2024	124968	2717-0844G	703-49960-379	LMCD/DRAGONFLY HILL		136.00
Total 124968:							10,531.86
CENTRAL PENSION FUND SOU	12/13/2024	124969	12.12.24 FU	101-21705	CENTRAL PENSION FUND 12.12.2024		1,910.00
Total 124969:							1,910.00
CENTURYLINK	12/13/2024	124970	12.2024 WP	601-49400-321	WTP PHONE/INTERNET 12/04/2024-1/03/2025	Water	149.05
Total 124970:							149.05
CERTIFIED POWER INC	12/13/2024	124971	50361356	701-49800-402	427 SANDER CONTROL REPLACEMENT	Fleet Services	2,970.58
Total 124971:							2,970.58
CITY OF LONG LAKE	12/13/2024	124972	11.2024 UTIL	601-49400-387	NOVEMBER WATER 2024	Water	1,826.94
CITY OF LONG LAKE	12/13/2024	124972	11.2024 UTIL	602-49450-387	NOVEMBER SEWER 2024	Sewer	2,450.94
Total 124972:							4,277.88
CLINT SCHUMANN	12/13/2024	124973	12.2024 PLO	101-43000-331	REIMBURSE MILAGE TO CLASS	Public Works Department	40.20
Total 124973:							40.20
DR POWER LLC	12/13/2024	124974	1288	101-42110-404	RELACE TWO EXTERIOR LIGHTS AT PD	Police Department	1,672.00

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
Total 124974:							1,672.00
EARL F ANDERSEN & ASSOC	12/13/2024	124975	0138313-IN	101-43000-224	SIGNS	Public Works Department	162.25
EARL F ANDERSEN & ASSOC	12/13/2024	124975	0138324-IN	101-43000-224	SIGNS	Public Works Department	136.30
EARL F ANDERSEN & ASSOC	12/13/2024	124975	0138387-IN	101-43000-224	SIGNS	Public Works Department	824.45
Total 124975:							1,123.00
ECM PUBLISHERS INC	12/13/2024	124976	1026432	101-45200-352	TREE LIGHTING ADVERTISING	Parks	363.00
Total 124976:							363.00
FACTORY MOTOR PARTS	12/13/2024	124977	1-10262770	701-49800-222	428 PARTS	Fleet Services	1,185.00
FACTORY MOTOR PARTS	12/13/2024	124977	1-10270411	701-49800-222	433 FUEL FILTER	Fleet Services	99.00
FACTORY MOTOR PARTS	12/13/2024	124977	1-10281945	701-49800-222	SQUAD CAR FILTERS	Fleet Services	93.81
FACTORY MOTOR PARTS	12/13/2024	124977	GV12081202	701-49800-222	428 PARTS	Fleet Services	1,185.00
Total 124977:							192.81
FAST SIGNS	12/13/2024	124978	100-101758	101-42260-226	PAR TAGS, NAME PLATES	Fire Protection Services	177.42
FAST SIGNS	12/13/2024	124978	100-102532	101-42260-226	PAR TAGS, NAME PLATES	Fire Protection Services	251.92
Total 124978:							429.34
FERGUSON WATERWORKS #25	12/13/2024	124979	0540991	601-49400-227	WATER METER RECEIVER CHORD	Water	325.00
Total 124979:							325.00
FIRE SAFETY USA INC	12/13/2024	124980	194654	415-42260-580	ANGLE DISCHARGES FOR E1		1,129.95
Total 124980:							1,129.95
FITZSIMMONS, KATIE	12/13/2024	124981	12.2024 HOL	101-41300-489	EMPLOYEE RECOGNITION	Administration	33.91
Total 124981:							33.91
GENUINE PARTS COMPANY/NA	12/13/2024	124982	611817	701-49800-215	SHOP SUPPLIES	Fleet Services	17.09
GENUINE PARTS COMPANY/NA	12/13/2024	124982	613075	701-49800-222	624 TPMS SENSOR	Fleet Services	51.29
GENUINE PARTS COMPANY/NA	12/13/2024	124982	613105	701-49800-222	PD PARTS	Fleet Services	79.99

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
GENUINE PARTS COMPANY/NA	12/13/2024	124982	613556	701-49800-222	PD PARTS	Fleet Services	79.47
Total 124982:							227.84
GOPHER ACE	12/13/2024	124983	022995/1	101-45200-221	PARK SUPPLIES	Parks	14.99
GOPHER ACE	12/13/2024	124983	023004/1	101-41900-223	BUILDING MAINTENANCE SUPPLIES	Central Services	13.99
GOPHER ACE	12/13/2024	124983	023011/1	101-43000-224	NUTS AND BOLTS	Public Works Department	6.00
GOPHER ACE	12/13/2024	124983	023020/1	101-42260-240	ITEMS FOR TREE, LIGHTS AND MOTION SENSO	Fire Protection Services	280.58
GOPHER ACE	12/13/2024	124983	023054/1	101-45200-221	PARK SUPPLIES	Parks	32.98
GOPHER ACE	12/13/2024	124983	023075/1	440-48960-530	ELECTRICAL ITEMS FOR FIRE HQ	Temporary North Fire Station	178.49
GOPHER ACE	12/13/2024	124983	023084/1	101-45200-221	PARK SUPPLIES	Parks	13.99
GOPHER ACE	12/13/2024	124983	023093/1	101-43000-224	POWER TOOLS FOR STREETS	Public Works Department	179.00
GOPHER ACE	12/13/2024	124983	023095/1	101-41110-489	NEW COUNCIL ORIENTATION - WATER	Mayor & Council	5.99
GOPHER ACE	12/13/2024	124983	023098/1	101-42260-223	MOTION SENSOR AND COMMAND STRIPES	Fire Protection Services	64.96
GOPHER ACE	12/13/2024	124983	23015/1	101-43000-224	SMALL TOOLS	Public Works Department	2.99
GOPHER ACE	12/13/2024	124983	23028/1	101-45200-221	PARK SUPPLIES	Parks	22.00
GOPHER ACE	12/13/2024	124983	23057/1	101-43000-224	TOOLS AND SUPPLY	Public Works Department	36.57
GOPHER ACE	12/13/2024	124983	23101/1	701-49800-215	SHOP SUPPLIES	Fleet Services	2.34
Total 124983:							824.89
HENDEL HOMES	12/13/2024	124984	12.04.2024	101-34240	ENCROACHMENT AGREEMENT DUPLICATE - 97		165.00
Total 124984:							165.00
HENNEPIN COUNTY ACCOUNT	12/13/2024	124985	1000236315	101-42110-414	RADIO/MDC LEASES	Police Department	3,303.34
HENNEPIN COUNTY ACCOUNT	12/13/2024	124985	1000236336	101-43000-414	PW RADIO LEASE	Public Works Department	305.58
HENNEPIN COUNTY ACCOUNT	12/13/2024	124985	1000236387	101-42260-414	FIRE RADIO FEES 11.1.24 - 11.30.24	Fire Protection Services	500.04
Total 124985:							4,108.96
HOLLYWOOD PYROTECHNICS I	12/13/2024	124986	12.07.2024 T	101-43290-800	HOLIDAY TREELIGHTING FIREWORKS	Special Projects-Contingencies	10,000.00
Total 124986:							10,000.00
HOTSY MINNESOTA	12/13/2024	124987	23428	701-49800-222	TRUCK EQUIPMENT WASH BULK	Fleet Services	455.95
Total 124987:							455.95
LEAGUE OF MN CITIES INS TR	12/13/2024	124988	9344	703-49960-379	DEFAMATION CLAIM 292087		2,500.00

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Total 124988:							2,500.00
LEO WEB PROTECT INC.	12/13/2024	124989	8076816691	101-42110-416	MONTHLY SUBSCRIPTION 12/24	Police Department	143.06
Total 124989:							143.06
MACQUEEN EQUIPMENT LLC	12/13/2024	124990	P40141	415-42260-580	TURNOUT GEAR BOOT		602.61
MACQUEEN EQUIPMENT LLC	12/13/2024	124990	P61085	701-49800-221	SWEEPER PARTS	Fleet Services	781.82-
MACQUEEN EQUIPMENT LLC	12/13/2024	124990	P61098	701-49800-221	SWEEPER PARTS	Fleet Services	108.25
MACQUEEN EQUIPMENT LLC	12/13/2024	124990	W06623	101-42260-402	FIX CRACKED WELD ON AERIAL	Fire Protection Services	583.96
Total 124990:							513.00
MHSRC/Range	12/13/2024	124991	337900-1144	101-42110-437	TRAINING - EVOC/PIT REFRESHER SHERMAN	Police Department	525.00
Total 124991:							525.00
MINNEAPOLIS OXYGEN COMPA	12/13/2024	124992	0000136432	701-49800-215	ACETYLENE, OXYGEN	Fleet Services	78.50
MINNEAPOLIS OXYGEN COMPA	12/13/2024	124992	0000136433	101-42110-221	MEDICAL OXYGEN REFILL	Police Department	154.91
Total 124992:							233.41
MINNESOTA DEPARTMENT OF	12/13/2024	124993	12.2024 HUN	601-49400-441	WATER LICENSE - HUNTER	Water	23.00
Total 124993:							23.00
MINNESOTA STATE FIRE CHIEF	12/13/2024	124994	8247	101-42260-437	STATE CHIEFS CONFERENCE	Fire Protection Services	425.00
Total 124994:							425.00
MISSION COMMUNICATIONS LL	12/13/2024	124995	2002053	602-49450-406	LS #28 MOTHER BOARD N RADIO FOR MISSION	Sewer	901.90
Total 124995:							901.90
MN DEPT OF LABOR & INDUST	12/13/2024	124996	Q1 2023 SU	101-39610	2023 QUARTER 1 SURCHARGE - MARCH		421.54-
MN DEPT OF LABOR & INDUST	12/13/2024	124996	Q1 2023 SU	101-20802	2023 QUARTER 1 SURCHARGE - MARCH		10,538.48
MN DEPT OF LABOR & INDUST	12/13/2024	124996	Q1 2024 Sur	101-20802	2024 QUARTER 1 SURCHARGE - MARCH		5,047.85
MN DEPT OF LABOR & INDUST	12/13/2024	124996	Q1 2024 Sur	101-39610	2024 QUARTER 1 SURCHARGE - MARCH		201.91-
MN DEPT OF LABOR & INDUST	12/13/2024	124996	Q2 2023 SU	101-39610	2023 QUARTER 2 SURCHARGE - JUNE		353.59-



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MN DEPT OF LABOR & INDUST	12/13/2024	124996	Q2 2023 SU	101-20802	2023 QUARTER 2 SURCHARGE - JUNE		8,839.87
MN DEPT OF LABOR & INDUST	12/13/2024	124996	Q2 2024 Sur	101-20802	2024 QUARTER 2 SURCHARGE - JUNE		14,310.84
MN DEPT OF LABOR & INDUST	12/13/2024	124996	Q2 2024 Sur	101-39610	2024 QUARTER 2 SURCHARGE - JUNE		572.43-
MN DEPT OF LABOR & INDUST	12/13/2024	124996	Q3 2023 SU	101-39610	2023 QUARTER 3 SURCHARGE - SEPTEMBER		472.73-
MN DEPT OF LABOR & INDUST	12/13/2024	124996	Q3 2023 SU	101-20802	2023 QUARTER 3 SURCHARGE - SEPTEMBER		11,818.36
MN DEPT OF LABOR & INDUST	12/13/2024	124996	Q3 2024 Sur	101-20802	2024 QUARTER 3 SURCHARGE - SEPTEMBER		6,663.94
MN DEPT OF LABOR & INDUST	12/13/2024	124996	Q3 2024 Sur	101-39610	2024 QUARTER 3 SURCHARGE - SEPTEMBER		266.56-
MN DEPT OF LABOR & INDUST	12/13/2024	124996	Q4 2022 Sur	101-39610	2022 QUARTER 4 SURCHARGE - DECEMBER		451.24-
MN DEPT OF LABOR & INDUST	12/13/2024	124996	Q4 2022 Sur	101-20802	2022 QUARTER 4 SURCHARGE - DECEMBER		11,280.91
MN DEPT OF LABOR & INDUST	12/13/2024	124996	Q4 2023 SU	101-20802	2023 QUARTER 4 SURCHARGE - DECEMBER		14,291.78
MN DEPT OF LABOR & INDUST	12/13/2024	124996	Q4 2023 SU	101-39610	2023 QUARTER 4 SURCHARGE - DECEMBER		571.67-
Total 124996:							79,480.36
MOUND WESTONKA ROTARY C	12/13/2024	124997	12.2024	101-42110-439	ROTARY MEETING - CORREY/TONY	Police Department	60.00
Total 124997:							60.00
NAVARRE HARDWARE	12/13/2024	124998	348692	602-49450-227	POINT OF SALE SUPPLIES	Sewer	34.98
NAVARRE HARDWARE	12/13/2024	124998	348731	440-48960-530	ELECTRICAL ITEMS FOR FIRE HQ IMPROVEME	Temporary North Fire Station	274.14
Total 124998:							309.12
NORTH MEMORIAL	12/13/2024	124999	11292024	101-42260-437	EMS REFRESHER	Fire Protection Services	700.00
NORTH MEMORIAL	12/13/2024	124999	11292024 - 8	101-42110-437	EMR REFRESHER/CABLE	Police Department	100.00
Total 124999:							800.00
NOVA TECHNOLOGIES	12/13/2024	125000	175522	710-49970-401	PHONE SUPPORT - ZAC SYSTEM	IT Services	47.50
NOVA TECHNOLOGIES	12/13/2024	125000	175523	710-49970-401	PHONE SUPPORT - PHONE SCRIPT CHANGE	IT Services	47.50
NOVA TECHNOLOGIES	12/13/2024	125000	176435	710-49970-329	ANNUAL PHONE SOFTWARE	IT Services	4,372.00
Total 125000:							4,467.00
ORONO MARKET LLC	12/13/2024	125001	11212024	101-42110-437	UOF TRAINING/LUNCHES FOR DEPARTMENT	Police Department	698.75
Total 125001:							698.75
OUTDOOR EXCAPES OF LAKE	12/13/2024	125002	LA24-000052	101-22205	ESCROW REFUND - LA24-000052 - 875 FOREST		700.00

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Total 125002:							700.00
QUADIENT INC	12/13/2024	125003	12.2024	101-41900-322	POSTAGE REFILL	Central Services	1,000.00
Total 125003:							1,000.00
QUALITY FLOW SYSTEMS INC	12/13/2024	125004	48073	602-49450-406	LS#29 CONTROL PANEL STARTER REPAIR	Sewer	848.00
Total 125004:							848.00
REPUBLIC SERVICES #894	12/13/2024	125005	0894-006924	101-45200-404	TRASH SERVICE 11/1/24-11/30/24 - PARKS	Parks	1,167.83
REPUBLIC SERVICES #894	12/13/2024	125005	0894-006924	101-41900-404	TRASH SERVICE 11/1/24-11/30/24 - CITY HALL	Central Services	396.95
REPUBLIC SERVICES #894	12/13/2024	125005	0894-006924	613-49830-404	TRASH SERVICE 11/1/24-11/30/24 - GOLF COUR	Golf Course	539.80
REPUBLIC SERVICES #894	12/13/2024	125005	0894-006924	101-41900-404	TRASH SERVICE 11/1/24-11/30/24 - POLICE DEPA	Central Services	174.68
REPUBLIC SERVICES #894	12/13/2024	125005	0894-006924	101-43100-404	TRASH SERVICE 11/1/24-11/30/24 - BRUSH SITE	Brush Site	51.81
Total 125005:							2,331.07
Riverside Design	12/13/2024	125006	4551	101-42110-352	OFFICE SUPPLIES	Police Department	27.50
Total 125006:							27.50
ROSENBAUER MINNESOTA LLC	12/13/2024	125007	0000073787	701-49800-222	FIRE TRUCK PARTS	Fleet Services	153.29
Total 125007:							153.29
SECOND NATURE GRAPHICS	12/13/2024	125008	499	601-49400-201	INDICIA WINDOW ENVELOPES	Water	130.67
SECOND NATURE GRAPHICS	12/13/2024	125008	499	602-49450-201	INDICIA WINDOW ENVELOPES	Sewer	130.67
SECOND NATURE GRAPHICS	12/13/2024	125008	499	651-49910-201	INDICIA WINDOW ENVELOPES	Storm Water	130.66
SECOND NATURE GRAPHICS	12/13/2024	125008	499	101-41900-201	BUSINESS CARDS - NELSON, INTLEKOFER, KA	Central Services	135.50
Total 125008:							527.50
SECURITY & SOUND CO	12/13/2024	125009	28980	101-41900-319	FIRE ALARM MONITORING - CITY HALL	Central Services	216.00
SECURITY & SOUND CO	12/13/2024	125009	28980	101-41900-319	FIRE ALARM MONITORING - POLICE	Central Services	216.00
SECURITY & SOUND CO	12/13/2024	125009	28980	101-41900-319	FIRE ALARM MONITORING - FIRE STATION #1	Central Services	432.00
SECURITY & SOUND CO	12/13/2024	125009	29046	710-49970-401	SECURITY DOOR MAINTENANCE	IT Services	200.00
SECURITY & SOUND CO	12/13/2024	125009	29071	101-41900-404	GATE FUNCTION INSTALLATION AT PW/ PARKS	Central Services	345.00

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
Total 125009:							1,409.00
SNAP-ON INDUSTRIAL	12/13/2024	125010	ARV/559114	701-49800-240	MECHANIC TOOLS	Fleet Services	693.73
SNAP-ON INDUSTRIAL	12/13/2024	125010	ARV/570145	701-49800-240	MECHANIC TOOLS	Fleet Services	373.26
SNAP-ON INDUSTRIAL	12/13/2024	125010	ARV/570170	701-49800-240	MECHANIC TOOLS	Fleet Services	172.73
SNAP-ON INDUSTRIAL	12/13/2024	125010	ARV/570245	701-49800-240	MECHANIC TOOLS	Fleet Services	443.55
SNAP-ON INDUSTRIAL	12/13/2024	125010	ARV/574722	701-49800-240	MECHANIC TOOLS	Fleet Services	14.79
SNAP-ON INDUSTRIAL	12/13/2024	125010	ARV/579816	701-49800-416	SHOP SCANNER UPDATE	Fleet Services	760.75
SNAP-ON INDUSTRIAL	12/13/2024	125010	ARV/624696	701-49800-416	DIAGNOSTIC SUBSCRIPTION	Fleet Services	432.37
SNAP-ON INDUSTRIAL	12/13/2024	125010	ARV/629236	701-49800-240	MECHANIC TOOLS	Fleet Services	529.40
SNAP-ON INDUSTRIAL	12/13/2024	125010	ARV/891186	701-49800-240	MECHANIC TOOLS	Fleet Services	437.82
Total 125010:							3,858.40
STREICHER'S	12/13/2024	125011	1732442	101-42110-226	UNIFORMS/PALM	Police Department	129.99
STREICHER'S	12/13/2024	125011	11733052	101-42110-226	UNIFORMS/SAULTER	Police Department	364.98
STREICHER'S	12/13/2024	125011	11733054	101-42110-226	UNIFORMS/SONNEK	Police Department	14.98
STREICHER'S	12/13/2024	125011	11733705	101-42110-226	UNIFORMS/PALM	Police Department	11.99
Total 125011:							521.94
STREICHER'S	12/13/2024	125012	11733714	101-42260-226	DUTY UNIFORM ITEMS	Fire Protection Services	198.94
STREICHER'S	12/13/2024	125012	11734072	101-42260-226	DUTY UNIFORM ITEMS	Fire Protection Services	683.93
STREICHER'S	12/13/2024	125012	11734073	101-42260-226	DUTY UNIFORM ITEMS	Fire Protection Services	99.99
Total 125012:							982.86
SUMMIT FIRE PROTECTION	12/13/2024	125013	2842146	101-41900-319	ANNUAL FIRE EXTINGUISHER INSPECTION-CH	Central Services	121.50
SUMMIT FIRE PROTECTION	12/13/2024	125013	2842164	613-49830-319	ANNUAL FIRE EXTINGUISHER TESTING GC	Golf Course	208.80
SUMMIT FIRE PROTECTION	12/13/2024	125013	2842175	601-49400-319	ANNUAL FIRE EXTINGUISHER INSPECTION-WE	Water	304.50
Total 125013:							634.80
SUN AUTO TIRE & SERVICE	12/13/2024	125014	520803511	701-49800-402	428 ALIGNMENT	Fleet Services	129.59
SUN AUTO TIRE & SERVICE	12/13/2024	125014	520803813	701-49800-402	268 ALIGNMENT	Fleet Services	129.59
Total 125014:							259.18
TERMINAL SUPPLY INC.	12/13/2024	125015	81805-00	701-49800-215	SHOP SUPPLIES	Fleet Services	1,594.21

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TERMINAL SUPPLY INC.	12/13/2024	125015	82708-00	701-49800-215	SHOP SUPPLIES	Fleet Services	244.92
TERMINAL SUPPLY INC.	12/13/2024	125015	82708-01	701-49800-215	SHOP SUPPLIES	Fleet Services	1,822.40
Total 125015:							3,661.53
THOMPSON, KAITLYN	12/13/2024	125016	651 SANDST	999-10015	UB REFUND - 651 SANDSTONE CIR-THOMPSON		28.08
Total 125016:							28.08
THOMSON REUTERS - WEST	12/13/2024	125017	851117620	101-42110-311	DATA PROCESSING/THOMSON REUTERS	Police Department	318.14
Total 125017:							318.14
TONY WHITE	12/13/2024	125018	12.2024	101-41300-489	EMPLOYEE RECOGNITION WATCH	Administration	350.00
Total 125018:							350.00
TULKKI, MIKE	12/13/2024	125019	1005 WILLO	999-10015	UB REFUND - 1005 WILLOW VIEW DR		908.62
Total 125019:							908.62
UNIFIRST CORPORATION	12/13/2024	125020	1410106367	101-41900-404	RUGS - CH	Central Services	90.36
UNIFIRST CORPORATION	12/13/2024	125020	1410106373	101-43000-404	RUGS-PW	Public Works Department	28.73
UNIFIRST CORPORATION	12/13/2024	125020	1410106373	101-41900-223	MOPS/CLEANING TOWELS	Central Services	39.37
UNIFIRST CORPORATION	12/13/2024	125020	1410106373	701-49800-221	SHOP TOWELS - PW	Fleet Services	3.96
UNIFIRST CORPORATION	12/13/2024	125020	1410106373	101-45200-226	UNIFORMS-PARKS	Parks	16.42
UNIFIRST CORPORATION	12/13/2024	125020	1410106373	613-49830-226	UNIFORMS-GOLF COURSE	Golf Course	16.42
UNIFIRST CORPORATION	12/13/2024	125020	1410106373	101-41900-226	UNIFORMS-FACILITY	Central Services	6.56
UNIFIRST CORPORATION	12/13/2024	125020	1410106373	101-43000-226	UNIFORMS-STREETS	Public Works Department	62.94
UNIFIRST CORPORATION	12/13/2024	125020	1410106373	651-49910-226	UNIFORMS - STORMWATER	Storm Water	62.94
UNIFIRST CORPORATION	12/13/2024	125020	1410106373	601-49400-226	UNIFORMS PW-WATER DEPT	Water	21.19
UNIFIRST CORPORATION	12/13/2024	125020	1410106373	602-49450-226	UNIFORMS PW-SEWER DEPT	Sewer	21.19
UNIFIRST CORPORATION	12/13/2024	125020	1410106373	701-49800-226	UNIFORMS - FLEET	Fleet Services	40.59
Total 125020:							410.67
VALLEY RICH CO	12/13/2024	125021	34015	601-49400-405	2715 CAROLINE WATER LEAK	Water	10,555.28
Total 125021:							10,555.28

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WILDTHREADS	12/13/2024	125022	30747	101-43000-226	EMBROIDERING CLOTHES	Public Works Department	240.12
Total 125022:							240.12
WILLIAMS TOWING INC	12/13/2024	125023	24-19874	701-49800-402	PD SQUAD TOW	Fleet Services	174.00
Total 125023:							174.00
XCEL ENERGY	12/13/2024	125024	905144199	101-41900-381	ELECTRIC SERVICE 11/04/24-12/02/24	Central Services	1,071.40
XCEL ENERGY	12/13/2024	125024	905144199	101-42110-381	ELECTRIC SERVICE 11/04/24-12/02/24	Police Department	1,071.39
XCEL ENERGY	12/13/2024	125024	905144199	101-42110-381	ELECTRIC SERVICE 11/04/24-12/02/24	Police Department	32.76
XCEL ENERGY	12/13/2024	125024	905144199	101-43000-381	ELECTRIC SERVICE 11/04/24-12/02/24	Public Works Department	47.02
XCEL ENERGY	12/13/2024	125024	905144199	101-43000-386	ELECTRIC SERVICE 11/04/24-12/02/24	Public Works Department	2,765.87
XCEL ENERGY	12/13/2024	125024	905144199	101-45200-381	ELECTRIC SERVICE 11/04/24-12/02/24	Parks	37.61
XCEL ENERGY	12/13/2024	125024	905144199	601-49400-381	ELECTRIC SERVICE 11/04/24-12/02/24	Water	5,419.79
XCEL ENERGY	12/13/2024	125024	905144199	602-49450-381	ELECTRIC SERVICE 11/04/24-12/02/24	Sewer	2,675.87
XCEL ENERGY	12/13/2024	125024	905144199	613-49830-381	ELECTRIC SERVICE 11/04/24-12/02/24	Golf Course	665.82
XCEL ENERGY	12/13/2024	125024	905144199	101-42260-381	ELECTRIC SERVICE 11/04/24-12/02/24	Fire Protection Services	968.45
Total 125024:							14,755.98
ZUMBRO TOOLS	12/13/2024	125025	12042411291	701-49800-240	MECHANICS TOOLS	Fleet Services	433.00
Total 125025:							433.00
KELLY JOHNSON	12/18/2024	125026	2024 AUCTI	101-19999	AUCTION 2024		2,026.00
Total 125026:							2,026.00
Aspen Mills	12/20/2024	125027	344723	101-42110-226	UNIFORMS/SONNEK - HATS	Police Department	152.36
Total 125027:							152.36
BEAUDRY OIL & SERVICE INC	12/20/2024	125028	2791922	701-49800-212	UNLEADED FUEL	Fleet Services	6,386.01
BEAUDRY OIL & SERVICE INC	12/20/2024	125028	2801114	701-49800-212	UNLEADED FUEL SHORT CHARGE	Fleet Services	432.18
Total 125028:							6,818.19
CECE'SIGNS INC	12/20/2024	125029	9726	101-45200-352	SIGNS FOR TREE LIGHTING EVENT	Parks	86.82

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Total 125029:							86.82
CITY OF BLOOMINGTON	12/20/2024	125030	24427	601-49400-489	BACTERIAL WATER TESTING	Water	42.00
Total 125030:							42.00
Derek Nikko Excavating Inc	12/20/2024	125031	7753	651-49910-592	TASK#89595 CREEK CLEANING	Storm Water	525.00
Total 125031:							525.00
DISCOUNT SNOW STAKES	12/20/2024	125032	0188959	101-45200-223	SNOW STAKE MARKERS	Parks	341.44
Total 125032:							341.44
ECM PUBLISHERS INC	12/20/2024	125033	1027465	101-45200-352	JOB POSTING- ADMIN ASSISTANT	Parks	116.40
ECM PUBLISHERS INC	12/20/2024	125033	1027465	601-49400-352	JOB POSTING- ADMIN ASSISTANT	Water	116.40
ECM PUBLISHERS INC	12/20/2024	125033	1027465	602-49450-352	JOB POSTING- ADMIN ASSISTANT	Sewer	116.40
ECM PUBLISHERS INC	12/20/2024	125033	1027466	602-49450-352	JOB POSTING- UTILITY WORKER	Sewer	174.60
ECM PUBLISHERS INC	12/20/2024	125033	1027466	601-49400-352	JOB POSTING- UTILITY WORKER	Water	174.60
Total 125033:							698.40
FACTORY MOTOR PARTS	12/20/2024	125034	1-10307723	701-49800-222	PD 268 PARTS	Fleet Services	743.76
FACTORY MOTOR PARTS	12/20/2024	125034	1-10332461	701-49800-222	LLFD U-11 PARTS	Fleet Services	1,186.48
FACTORY MOTOR PARTS	12/20/2024	125034	1-10332832	701-49800-222	LLFD U-11 PARTS	Fleet Services	28.64
FACTORY MOTOR PARTS	12/20/2024	125034	1-10332950	701-49800-222	PD 268 PARTS	Fleet Services	199.83
FACTORY MOTOR PARTS	12/20/2024	125034	1-10333229	701-49800-222	PD 268 PARTS	Fleet Services	140.72
FACTORY MOTOR PARTS	12/20/2024	125034	1-10335807	701-49800-222	LLFD U-11 PARTS	Fleet Services	29.22
FACTORY MOTOR PARTS	12/20/2024	125034	128-207093	701-49800-222	LLFD U-11 PARTS	Fleet Services	21.60
FACTORY MOTOR PARTS	12/20/2024	125034	17-897710	701-49800-222	LLFD U-11 PARTS	Fleet Services	280.50
FACTORY MOTOR PARTS	12/20/2024	125034	70-576651	701-49800-222	PD 269 PARTS	Fleet Services	104.16
FACTORY MOTOR PARTS	12/20/2024	125034	70-577200	701-49800-222	U-11 PARTS	Fleet Services	214.78
FACTORY MOTOR PARTS	12/20/2024	125034	GV12081213	701-49800-222	PD 269 PARTS	Fleet Services	104.16-
Total 125034:							2,845.53
FLEXIBLE PIPE TOOL CO	12/20/2024	125035	30618	602-49450-402	#711 JETTER PARTS	Sewer	4,163.45

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
Total 125035:							4,163.45
GENUINE PARTS COMPANY/NA	12/20/2024	125036	3270-582131	701-49800-222	PD BATTERY EXCHANGE	Fleet Services	99.59
GENUINE PARTS COMPANY/NA	12/20/2024	125036	584272	701-49800-213	PD TAHOE OIL	Fleet Services	110.97
GENUINE PARTS COMPANY/NA	12/20/2024	125036	593671	701-49800-222	PD PARTS	Fleet Services	35.10
GENUINE PARTS COMPANY/NA	12/20/2024	125036	601903	701-49800-222	PD BATTERY	Fleet Services	275.39
GENUINE PARTS COMPANY/NA	12/20/2024	125036	603696	701-49800-221	PRESSURE WASHER BATTERY	Fleet Services	78.83
GENUINE PARTS COMPANY/NA	12/20/2024	125036	613557	701-49800-222	PD PARTS	Fleet Services	39.13
Total 125036:							639.01
GOPHER ACE	12/20/2024	125037	023167/1	601-49400-223	KEYS	Water	23.94
GOPHER ACE	12/20/2024	125037	023170/1	101-41900-223	BUILDING MAINTENANCE SUPPLIES	Central Services	597.87
GOPHER ACE	12/20/2024	125037	023181/1	101-43000-224	DRILL BITES	Public Works Department	23.30
GOPHER ACE	12/20/2024	125037	023184/1	101-41900-223	BUILDING MAINTENANCE SUPPLIES	Central Services	5.59
GOPHER ACE	12/20/2024	125037	023212/1	101-45200-221	PARK SUPPLIES	Parks	34.36
GOPHER ACE	12/20/2024	125037	22208/1	101-41900-223	BUILDING MAINTENANCE SUPPLIES	Central Services	33.06
GOPHER ACE	12/20/2024	125037	23144/1	101-41900-223	BUILDING MAINTENANCE SUPPLIES	Central Services	23.99
Total 125037:							742.11
GUARDIAN FLEET SAFETY	12/20/2024	125038	301439	701-49800-222	FIRE TRUCK PARTS	Fleet Services	601.00
GUARDIAN FLEET SAFETY	12/20/2024	125038	301439	703-49960-379	SQUAD 271 REPAIR		357.74
Total 125038:							958.74
HAWKINS INC	12/20/2024	125039	6938083	601-49400-216	WATER PLANT CHEMICALS	Water	110.00
Total 125039:							110.00
HENTGES, ANNE	12/20/2024	125040	12.2024 AH	101-41300-489	MILEAGE 12.2024 - STAFF APPRECIATION EVEN	Administration	21.51
HENTGES, ANNE	12/20/2024	125040	12.2024 AH	101-41300-489	STAFF APPRECIATION EVENT	Administration	7.78
HENTGES, ANNE	12/20/2024	125040	12.2024 AH	101-41500-331	MILEAGE 12.2024	Finance Department	6.70
Total 125040:							35.99
James Nelson	12/20/2024	125041	12/2024	601-49400-226	WORK BOOTS	Water	150.00
James Nelson	12/20/2024	125041	12/2024	602-49450-226	WORK BOOTS	Sewer	150.00

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
Total 125041:							300.00
KLUKAS, MELISSA	12/20/2024	125042	12.2024	101-42110-226	UNIFORM/KLUKAS	Police Department	239.60
Total 125042:							239.60
LANO EQUIPMENT INC	12/20/2024	125043	03-1124824	701-49800-221	604 FILTERS	Fleet Services	193.60
Total 125043:							193.60
MARTIN, JAKE	12/20/2024	125044	12.2024 JAK	101-42260-215	FLOOR DRY - GAS SPILL (FOR A CALL)	Fire Protection Services	27.98
Total 125044:							27.98
MN DEPT OF AGRICULTURE	12/20/2024	125045	20256697 R	613-49830-441	PESTICIDE LICENSE	Golf Course	15.00
Total 125045:							15.00
NASSCO INC	12/20/2024	125046	CP-002988	601-49400-437	NASSCO POINT OF SALE TRAINING	Water	2,480.00
Total 125046:							2,480.00
PLUNKETT'S	12/20/2024	125047	8916947	101-41900-404	BUILDING MAINT- GENERAL PEST CONTROL	Central Services	271.71
Total 125047:							271.71
Reinders Inc.	12/20/2024	125048	3407007-00	101-45200-216	BUCKTHORN HERBICIDE	Parks	301.63
Reinders Inc.	12/20/2024	125048	3407007-00	101-45200-216	SIDEWALK SALT	Parks	504.70
Total 125048:							806.33
RYAN AUTO MALL	12/20/2024	125049	687801	701-49800-402	PD VEHICLE REPAIR	Fleet Services	2,144.41
RYAN AUTO MALL	12/20/2024	125049	688770	701-49800-402	PD 259 REPAIR	Fleet Services	1,137.80
Total 125049:							3,282.21
SNAP-ON INDUSTRIAL	12/20/2024	125050	ARV/576266	601-49400-240	WATER TOOL FOR HYDRANTS	Water	205.97



Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
Total 125050:							205.97
STANDARD SPRING PARTS	12/20/2024	125051	407360	701-49800-222	LONF LAKE FIRE U-11 TRUCK PARTS	Fleet Services	2,555.18
Total 125051:							2,555.18
STEVE STURM	12/20/2024	125052	12.2024 REI	101-42110-226	REIMB -INV CLOTHING	Police Department	45.99
Total 125052:							45.99
STREICHER'S	12/20/2024	125053	I1734384	101-42110-226	UNIFORMS/SAULTER	Police Department	333.98
STREICHER'S	12/20/2024	125053	I1734880	101-42110-226	UNIFORMS/SHERMAN	Police Department	329.97
STREICHER'S	12/20/2024	125053	I1735083	101-42110-226	UNIFORMS/MCCOY	Police Department	129.99
STREICHER'S	12/20/2024	125053	I1735084	101-42110-226	UNIFORMS/SILTALA	Police Department	686.93
Total 125053:							1,480.87
STREICHER'S	12/20/2024	125054	I1734162	101-42260-226	DUTY UNIFORM FOR PAUL WILSON	Fire Protection Services	200.98
STREICHER'S	12/20/2024	125054	I1734408	101-42260-226	CLASS A UNIFORM COAT - SWERDFIGER	Fire Protection Services	124.99
Total 125054:							325.97
SUMMIT FIRE PROTECTION	12/20/2024	125055	2846523	101-42260-403	ANNUAL FIRE EXTINGUISHER TESTING FOR PD	Fire Protection Services	625.00
SUMMIT FIRE PROTECTION	12/20/2024	125055	2846523	101-42260-403	ANNUAL FIRE EXTINGUISHER TESTING FOR PD	Fire Protection Services	623.55
Total 125055:							1,248.55
TimeSaver Off Site Secretarial Inc	12/20/2024	125056	M29728	101-41110-319	CITY COUNCIL MINUTES 11/25, 12/9	Mayor & Council	413.00
Total 125056:							413.00
UNIFIRST CORPORATION	12/20/2024	125057	1410108000	101-45200-226	UNIFORMS-PARKS	Parks	16.62
UNIFIRST CORPORATION	12/20/2024	125057	1410108000	613-49830-226	UNIFORMS-GOLF COURSE	Golf Course	16.62
UNIFIRST CORPORATION	12/20/2024	125057	1410108000	101-41900-226	UNIFORMS-FACILITY	Central Services	6.76
UNIFIRST CORPORATION	12/20/2024	125057	1410108000	651-49910-226	UNIFORMS - STORMWATER	Storm Water	65.18
UNIFIRST CORPORATION	12/20/2024	125057	1410108000	101-43000-226	UNIFORMS-STREETS	Public Works Department	65.18
UNIFIRST CORPORATION	12/20/2024	125057	1410108000	601-49400-226	UNIFORMS PW-WATER DEPT	Water	13.64
UNIFIRST CORPORATION	12/20/2024	125057	1410108000	602-49450-226	UNIFORMS PW-SEWER DEPT	Sewer	13.64
UNIFIRST CORPORATION	12/20/2024	125057	1410108000	701-49800-226	UNIFORMS - FLEET	Fleet Services	41.03

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
UNIFIRST CORPORATION	12/20/2024	125057	1410108000	101-41900-223	MOPS/CLEANING TOWELS	Central Services	30.52
UNIFIRST CORPORATION	12/20/2024	125057	1410108000	701-49800-221	SHOP TOWELS - PW	Fleet Services	3.91
UNIFIRST CORPORATION	12/20/2024	125057	1410108000	101-43000-404	RUGS-PW	Public Works Department	28.73
UNIFIRST CORPORATION	12/20/2024	125057	1410109441	101-45200-226	UNIFORMS-PARKS	Parks	16.85
UNIFIRST CORPORATION	12/20/2024	125057	1410109441	613-49830-226	UNIFORMS-GOLF COURSE	Golf Course	16.85
UNIFIRST CORPORATION	12/20/2024	125057	1410109441	101-41900-226	UNIFORMS-FACILITY	Central Services	6.99
UNIFIRST CORPORATION	12/20/2024	125057	1410109441	101-43000-226	UNIFORMS-STREETS	Public Works Department	64.32
UNIFIRST CORPORATION	12/20/2024	125057	1410109441	651-49910-226	UNIFORMS - STORMWATER	Storm Water	64.32
UNIFIRST CORPORATION	12/20/2024	125057	1410109441	701-49800-226	UNIFORMS - FLEET	Fleet Services	41.52
UNIFIRST CORPORATION	12/20/2024	125057	1410109441	101-41900-223	MOPS/CLEANING TOWELS	Central Services	30.52
UNIFIRST CORPORATION	12/20/2024	125057	1410109441	701-49800-221	SHOP TOWELS - PW	Fleet Services	3.91
UNIFIRST CORPORATION	12/20/2024	125057	1410109441	101-43000-404	RUGS-PW	Public Works Department	28.73
UNIFIRST CORPORATION	12/20/2024	125057	1410109441	602-49450-226	UNIFORMS PW-SEWER DEPT	Sewer	13.81
UNIFIRST CORPORATION	12/20/2024	125057	1410109441	601-49400-226	UNIFORMS PW-WATER DEPT	Water	13.81
Total 125057:							603.46
US Bank Equipment Finance	12/20/2024	125058	544790157	710-49970-413	COPIERS - 12/24	IT Services	1,518.00
Total 125058:							1,518.00
WASTE MANAGEMENT	12/20/2024	125059	0119635-280	603-49500-444	ORGANICS NOV 2024	Recycling	180.56
WASTE MANAGEMENT	12/20/2024	125059	0119635-280	603-49500-316	RECYCLING OCT 2024	Recycling	19,473.33
WASTE MANAGEMENT	12/20/2024	125059	8010222-159	603-49500-442	DUMPSTER FOR ROADSIDE DEBRIS	Recycling	38.02
Total 125059:							19,691.91
WHITE, ANTHONY	12/20/2024	125060	12.2024	101-42110-226	UNIFORMS/WHITE	Police Department	325.08
Total 125060:							325.08
ZIEGLER	12/20/2024	125061	IN001674688	701-49800-221	CHIPPER PARTS	Fleet Services	352.57
Total 125061:							352.57
CENTRAL PENSION FUND SOU	12/23/2024	125062	12.26.24 FU	101-21705	CENTRAL PENSION FUND 12.26.2024		1,920.00
Total 125062:							1,920.00
Corporate 4 Insurance Agency Inc	12/23/2024	125063	1728340	703-49960-370	2025 INSURANCE AGENT FEE		8,000.00

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
Total 125063:							8,000.00
FIDELITY SECURITY LIFE INSU	12/23/2024	125064	166560728	101-21716	VISION PLAN 12/2024		297.52
Total 125064:							297.52
HENNEPIN COUNTY TREASUR	12/23/2024	125065	12.23.2024	101-19999	STONEBAY LAND ACQUISITION 33-118-23-11-004		78.73
HENNEPIN COUNTY TREASUR	12/30/2024	125065	12.23.2024	101-19999	STONEBAY LAND ACQUISITION 33-118-23-11-004		78.73-
Total 125065:							.00
International Union Local #49	12/23/2024	125066	12.2024	101-21707	LOCAL 49 DUES - 12/2024		420.00
Total 125066:							420.00
LAW ENFORCEMENT LABOR S	12/23/2024	125067	12.2024	101-21707	LELS DUES - LOCAL 168 12/2024		352.50
LAW ENFORCEMENT LABOR S	12/23/2024	125067	12.2024	101-21707	LELS DUES - LOCAL 40 12/2024		1,375.66
Total 125067:							1,728.16
NCPERS GROUP LIFE INS.	12/23/2024	125068	6732001202	101-21710	PERA LIFE 01/2025		432.00
Total 125068:							432.00
OPEIU - LOCAL 12	12/23/2024	125069	12.2024	101-21707	UNION DUES - LOCAL 12 12/2024		826.00
Total 125069:							826.00
SUN LIFE FINANCIAL	12/23/2024	125070	12.2024	101-21714	STD- 12/2024		1,035.20
SUN LIFE FINANCIAL	12/23/2024	125070	12.2024 SUP	101-21710	LIFE INSURANCE - 12/2024		1,173.38
Total 125070:							2,208.58
THE HARTFORD	12/23/2024	125071	12.2024	101-21713	LTD 12/2024		1,780.88
Total 125071:							1,780.88
Wright-Hennepin Coop Electric	12/23/2024	125072	3503179870	101-43100-381	BRUSH SITE 11/01-12/01	Brush Site	39.41
Wright-Hennepin Coop Electric	12/23/2024	125072	3503179870	613-49830-381	GC SECURITY TO 01/31/2025	Golf Course	42.21

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
Wright-Hennepin Coop Electric	12/23/2024	125072	3503179870	101-43000-381	ELECTRICAL SERVICE 11/01/24-12/01/24	Public Works Department	216.90
Total 125072:							298.52
HENNEPIN COUNTY TREASUR	12/30/2024	125073	12.23.2024	101-19999	STONEBAY LAND ACQUISITION 33-118-23-11-004		78.73
Total 125073:							78.73
ACME TOOLS	12/31/2024	125074	13767777	101-45200-240	PARK SUPPLIES	Parks	160.49
ACME TOOLS	12/31/2024	125074	13767804	101-45200-240	CHAINSAW	Parks	669.99
Total 125074:							830.48
ANDREW & GILLIAN ROTSCH	12/31/2024	125075	650 GANDE	999-10015	UB REFUND - 650 GANDER RD - ROTSCH		20.90
Total 125075:							20.90
BIFFS INC	12/31/2024	125076	INV230856	101-45200-415	BIFF RENTAL-LURTON PARK	Parks	121.00
BIFFS INC	12/31/2024	125076	INV230857	101-43100-415	BIFF RENTAL-BRUSH SITE	Brush Site	43.22
Total 125076:							164.22
BOYER TRUCKS - ST MICHAEL	12/31/2024	125077	093P24955	701-49800-222	428 PARTS	Fleet Services	1,244.66-
BOYER TRUCKS - ST MICHAEL	12/31/2024	125077	093P26000	701-49800-222	425 PARTS	Fleet Services	392.49
BOYER TRUCKS - ST MICHAEL	12/31/2024	125077	093P26001	701-49800-222	DUMP TRUCK PARTS	Fleet Services	757.80
BOYER TRUCKS - ST MICHAEL	12/31/2024	125077	093P26008	701-49800-222	425 PARTS	Fleet Services	12.99
BOYER TRUCKS - ST MICHAEL	12/31/2024	125077	093S6392	701-49800-402	428 ALIGNMENT	Fleet Services	328.90
Total 125077:							247.52
Bratt Tree Company	12/31/2024	125078	12388	101-43000-405	TREE REMOVAL IN ROW TASK 81808	Public Works Department	2,970.00
Bratt Tree Company	12/31/2024	125078	14055	101-43000-405	TREE REMOVAL IN ROW 1199 ELMWOOD TASK	Public Works Department	1,250.00
Bratt Tree Company	12/31/2024	125078	14620	101-43000-405	STUMP GRINDING	Public Works Department	255.00
Total 125078:							4,475.00
CAMPBELL KNUTSON	12/31/2024	125079	2717-0908G	101-43280-307	ORTLIP LEGAL FEE - 4865 WEST BRANCH	Special Services	275.00
CAMPBELL KNUTSON	12/31/2024	125079	2717-0938G	101-43280-307	LA24-000057 1480 BRACKETTS PT RD	Special Services	137.50
CAMPBELL KNUTSON	12/31/2024	125079	2717-0939G	101-43280-307	RAS24-000071 1205 TONKAWA RD	Special Services	205.00
CAMPBELL KNUTSON	12/31/2024	125079	2717-0940G	101-43280-307	LA24-000046 865 PARTENWOOD RD	Special Services	82.50

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
CAMPBELL KNUTSON	12/31/2024	125079	2717-0941G	101-43280-307	LA24-000052 875 FOREST ARMS LANE	Special Services	82.50
CAMPBELL KNUTSON	12/31/2024	125079	2717-0942G	101-43280-307	LA24-000053 700 NORTH ARM DR	Special Services	165.00
CAMPBELL KNUTSON	12/31/2024	125079	2717-0943G	101-43280-307	LA24-000059 215 NORTH ARM LANE	Special Services	330.00
Total 125079:							1,277.50
CECE'SIGNS INC	12/31/2024	125080	9734	101-45200-223	TREE DROP OFF SIGNS	Parks	125.00
Total 125080:							125.00
CENTURYLINK	12/31/2024	125081	12.2024 CEN	613-49830-321	GC PHONE/INTERNET 12/19/24-12/31/24	Golf Course	75.02
CENTURYLINK	12/31/2024	125081	12.2024 CEN	613-49830-321	GC PHONE/INTERNET 01/01/2025-01/18/2025	Golf Course	136.31
Total 125081:							211.33
CITY OF MONTICELLO	12/31/2024	125082	0034844	101-42110-317	ANIMAL CARE/ORONO CASE 24-10388	Police Department	388.00
Total 125082:							388.00
CITY OF ORONO	12/31/2024	125083	LA24-000051	101-22205	ESCROW REFUND - LA24-000051		700.00
Total 125083:							700.00
City of Orono Utilities	12/31/2024	125084	12.2024 UB	101-41900-382	12.2024 CH	Central Services	77.01
City of Orono Utilities	12/31/2024	125084	12.2024 UB	101-42110-382	12.2024 PD	Police Department	77.01
City of Orono Utilities	12/31/2024	125084	12.2024 UB	101-42260-382	12.2024 NORTH TEMP FIRE	Fire Protection Services	266.72
City of Orono Utilities	12/31/2024	125084	12.2024 UB	613-49830-382	12.2024 UB GC	Golf Course	74.27
City of Orono Utilities	12/31/2024	125084	12.2024 UB	101-41900-382	12.2024 PO	Central Services	87.94
City of Orono Utilities	12/31/2024	125084	12.2024 UB	101-41900-382	12.2024 PW	Central Services	61.59
City of Orono Utilities	12/31/2024	125084	12.2024 UB	601-49400-382	12.2024 PW	Water	61.59
City of Orono Utilities	12/31/2024	125084	12.2024 UB	651-49910-382	12.2024 PW	Storm Water	61.60
City of Orono Utilities	12/31/2024	125084	12.2024 UB	602-49450-382	12.2024 PW	Sewer	61.59
City of Orono Utilities	12/31/2024	125084	12.2024 UB	601-49400-382	12.2024 UB WTP	Water	159.72
Total 125084:							989.04
ECM PUBLISHERS INC	12/31/2024	125085	1029063	101-41900-352	ORDINANCE NOTICE - FEE SCHEDULE	Central Services	36.60
ECM PUBLISHERS INC	12/31/2024	125085	1029064	101-41900-352	ORDINANCE NOTICE - CABLE FRANCHISE	Central Services	48.80
ECM PUBLISHERS INC	12/31/2024	125085	1029065	101-42400-352	ORDINANCE NOTICE - GARAGE CONDO ZONIN	Building & Zoning	42.71
ECM PUBLISHERS INC	12/31/2024	125085	1029066	101-42400-352	ORDINANCE NOTICE - SHORELAND ZONING	Building & Zoning	42.71

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
Total 125085:							170.82
ESS BROTHERS & SONS	12/31/2024	125086	EE10506	101-41900-404	COVER FOR NEW PW BUILDING	Central Services	308.00
Total 125086:							308.00
ESSAY HOLDINGS	12/31/2024	125087	RPS22-0001	101-22205	ESCROW REFUND - RPS22-000164 - 2615 CASC		1,000.00
ESSAY HOLDINGS	12/31/2024	125087	RPS22-0001	101-22205	ESCROW REFUND - RPS22-000165 - 2613 CASC		1,000.00
ESSAY HOLDINGS	12/31/2024	125087	RPS22-0001	101-22205	ESCROW REFUND - RPS22-000166 - 2611 CASC		1,000.00
Total 125087:							3,000.00
FERGUSON WATERWORKS #25	12/31/2024	125088	0541588	601-49400-227	WATER METER GASKETS	Water	36.99
Total 125088:							36.99
FIRE SAFETY USA INC	12/31/2024	125089	195822	415-42260-580	ELBOWS FOR E1		944.95
Total 125089:							944.95
G&H Distributing & Supply Inc	12/31/2024	125090	00182874	701-49800-222	426 HYDRAULIC PARTS	Fleet Services	27.13
Total 125090:							27.13
GENUINE PARTS COMPANY/NA	12/31/2024	125091	614214	701-49800-222	U-11 PARTS	Fleet Services	242.70
GENUINE PARTS COMPANY/NA	12/31/2024	125091	614351	701-49800-222	U-11 PARTS	Fleet Services	98.95
Total 125091:							341.65
GOPHER ACE	12/31/2024	125092	023234/1	101-41900-223	BUILDING MAINTENANCE SUPPLIES	Central Services	23.98
GOPHER ACE	12/31/2024	125092	023256/1	101-45200-221	PARK SUPPLIES	Parks	68.99
GOPHER ACE	12/31/2024	125092	023281/1	101-45200-225	CHAINSAW CHAIN SHARPENING	Parks	24.00
GOPHER ACE	12/31/2024	125092	023283/1	101-41900-223	BUILDING MAINTENANCE SUPPLIES	Central Services	7.99
GOPHER ACE	12/31/2024	125092	023288/1	101-45200-223	NUTS AND BOLTS	Parks	4.02
Total 125092:							128.98
GREG PERRILL	12/31/2024	125093	UB REFUND	999-10015	UB REFUND - 3220 NOHNS POINT LN		188.88

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
Total 125093:							188.88
HENNEPIN COUNTY ACCOUNT	12/31/2024	125094	100236684	101-41600-309	JAIL CHARGES/ALL CITIES	Law/Legal Services	150.00
Total 125094:							150.00
HOLTON ELECTRIC CONTRACT	12/31/2024	125095	7696	101-43000-408	STREET LIGHTS	Public Works Department	1,175.74
Total 125095:							1,175.74
JOHN KRAEMER & SONS	12/31/2024	125096	RPS23-0001	101-22205	ESCROW REFUND - RPS23-000120 - 1461 BAY R		1,000.00
Total 125096:							1,000.00
KATY GAGNE	12/31/2024	125097	495 SANDHI	999-10015	UB REFUND - 495 SANDHILL DR - GAGNE		34.21
Total 125097:							34.21
KURT & JULIA JENSEN	12/31/2024	125098	4550 WOLVE	999-10015	UB REFUND - 4550 WOLVERSTON PL - JENSEN		18.29
Total 125098:							18.29
MACQUEEN EQUIPMENT LLC	12/31/2024	125099	P40867	415-42260-580	TURNOUT GEAR BOOT		602.61
Total 125099:							602.61
METLIFE	12/31/2024	125100	01.2025 DEN	101-21709	DENTAL INSURANCE 01/25		3,052.55
Total 125100:							3,052.55
METRO CHIEF FIRE OFFICERS	12/31/2024	125101	12.2024 JV	101-42260-433	ANNUAL DUES FOR METRO CHIEFS 2025	Fire Protection Services	100.00
Total 125101:							100.00
MICHAEL PAUL DESIGN BUILD	12/31/2024	125102	RPS19-0001	101-22205	ESCROW REFUND - RPS19-000125 3530 NORTH		1,000.00
Total 125102:							1,000.00
MIDWEST SEWER SERVICES	12/31/2024	125103	6185	101-42400-310	SEPTIC CONTRACTOR - PLAN REVIEW	Building & Zoning	11,520.00

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Total 125103:							11,520.00
MN RURAL WATER ASSOCIATI	12/31/2024	125104	FEB 2025-JA	601-49400-433	MRWA 2024 MEMBERSHIP	Water	1,121.00
Total 125104:							1,121.00
NAVARRE HARDWARE	12/31/2024	125105	348839	101-43000-224	WD40	Public Works Department	6.99
Total 125105:							6.99
OPD BUSINESS SOLUTIONS LL	12/31/2024	125106	4028638040	101-42110-201	OFFICE SUPPLIES	Police Department	110.63
OPD BUSINESS SOLUTIONS LL	12/31/2024	125106	4028671750	101-42110-201	OFFICE SUPPLIES	Police Department	17.54
Total 125106:							128.17
PATNODE, CHRISTOPHER	12/31/2024	125107	RPS23-0000	101-22205	ESCROW REFUND - RPS23-000094 1425 CHERR		1,000.00
Total 125107:							1,000.00
Perry's Truck Repair	12/31/2024	125108	2426	701-49800-402	UTILITIES PLOW TRUCK	Fleet Services	337.50
Perry's Truck Repair	12/31/2024	125108	2471	701-49800-402	UTILITIES PLOW TRUCK	Fleet Services	761.50
Perry's Truck Repair	12/31/2024	125108	2532	101-43000-222	433 PLOW CONTROL	Public Works Department	69.60
Total 125108:							1,168.60
QUADIENT INC	12/31/2024	125109	Q1654322	710-49970-413	POSTAGE MACHING LEASE 01.28.25-04.27.25	IT Services	878.94
Total 125109:							878.94
QUALITY FLOW SYSTEMS INC	12/31/2024	125110	48216	602-49450-406	LIFT STATION #28 CONTROL PANEL REPAIR	Sewer	2,812.50
Total 125110:							2,812.50
ROADKILL ANIMAL CONTROL	12/31/2024	125111	11.2024	101-42110-317	PICK UP ROADSIDE DEER KILL	Police Department	103.00
Total 125111:							103.00
STEVE STURM	12/31/2024	125112	12.2024 -SS	101-42110-226	UNIFORM/STURM	Police Department	314.00



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Total 125112:							314.00
STREICHER'S	12/31/2024	125113	11733926	101-42110-580	UNIFORMS/SHERMAN	Police Department	329.99
STREICHER'S	12/31/2024	125113	11734041	101-42110-580	UNIFORMS/SLIPKA	Police Department	14.99
STREICHER'S	12/31/2024	125113	11734267	101-42110-580	UNIFORMS/WITTKE	Police Department	1,866.88
STREICHER'S	12/31/2024	125113	11735779	101-42110-226	UNIFORMS/SLIPKA	Police Department	139.99
Total 125113:							2,351.85
STREICHER'S	12/31/2024	125114	11733397	101-42110-580	UNIFORM/SLIPKA	Police Department	364.99
STREICHER'S	12/31/2024	125114	11734948	101-42260-226	DUTY UNIFORM ITEMS	Fire Protection Services	774.75
STREICHER'S	12/31/2024	125114	11734950	101-42260-226	DUTY UNIFORM ITEMS	Fire Protection Services	2,213.00
Total 125114:							3,352.74
TONY ARMAND	12/31/2024	125115	495 OXFOR	999-10015	UB REFUND - 495 OXFORD RD		115.70
Total 125115:							115.70
TWIN CITY GARAGE DOOR CO	12/31/2024	125116	398339296	101-41900-404	FD GARAGE DOOR REPAIR	Central Services	350.50
Total 125116:							350.50
UNIFIRST CORPORATION	12/31/2024	125117	1410111257	101-41900-223	MOPS/CLEANING TOWELS	Central Services	30.52
UNIFIRST CORPORATION	12/31/2024	125117	1410111257	101-43000-404	RUGS-PW	Public Works Department	28.73
UNIFIRST CORPORATION	12/31/2024	125117	1410111257	701-49800-221	SHOP TOWELS - PW	Fleet Services	3.91
UNIFIRST CORPORATION	12/31/2024	125117	1410111257	613-49830-226	UNIFORMS-GOLF COURSE	Golf Course	16.62
UNIFIRST CORPORATION	12/31/2024	125117	1410111257	101-45200-226	UNIFORMS-PARKS	Parks	16.62
UNIFIRST CORPORATION	12/31/2024	125117	1410111257	101-41900-226	UNIFORMS-FACILITY	Central Services	6.76
UNIFIRST CORPORATION	12/31/2024	125117	1410111257	101-43000-226	UNIFORMS-STREETS	Public Works Department	63.58
UNIFIRST CORPORATION	12/31/2024	125117	1410111257	651-49910-226	UNIFORMS - STORMWATER	Storm Water	63.58
UNIFIRST CORPORATION	12/31/2024	125117	1410111257	602-49450-226	UNIFORMS PW-SEWER DEPT	Sewer	13.64
UNIFIRST CORPORATION	12/31/2024	125117	1410111257	601-49400-226	UNIFORMS PW-WATER DEPT	Water	13.64
UNIFIRST CORPORATION	12/31/2024	125117	1410111257	701-49800-226	UNIFORMS - FLEET	Fleet Services	41.03
Total 125117:							298.63
WELD AND SON'S PLUMBING C	12/31/2024	125118	P24-000214 -	101-32590	BP REFUND - P24-000214 - 1437 NORTH ARM DR		21.39

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Total 125118:							21.39
WESTSIDE WHOLESALE TIRE	12/31/2024	125119	412095	701-49800-222	428 RIM	Fleet Services	205.00
Total 125119:							205.00
XCEL ENERGY	12/31/2024	125120	907674185	101-41900-381	PW BUILDING ELECTRICITY 11/16/24-12/17/24	Central Services	2,164.56
XCEL ENERGY	12/31/2024	125120	907864247	101-43000-386	OCB TRAFFIC SIGNAL 11/26/24-12/17/24	Public Works Department	12.73
Total 125120:							2,177.29
ZAYO GROUP LLC	12/31/2024	125121	21144212	613-49830-321	PHONE SERVICE 12/23/24-12/31/24	Golf Course	20.95
ZAYO GROUP LLC	12/31/2024	125121	21144212	101-42110-321	PHONE SERVICE 12/23/24-12/31/24	Police Department	29.89
ZAYO GROUP LLC	12/31/2024	125121	21144212	101-41900-321	PHONE SERVICE 12/23/24-12/31/24	Central Services	76.51
ZAYO GROUP LLC	12/31/2024	125121	21144212	601-49400-321	PHONE SERVICE 12/23/24-12/31/24	Water	30.59
ZAYO GROUP LLC	12/31/2024	125121	21144212	602-49450-321	PHONE SERVICE 12/23/24-12/31/24	Sewer	29.91
ZAYO GROUP LLC	12/31/2024	125121	21144212	613-49830-321	PHONE SERVICE 01/01/25-01/22/25	Golf Course	60.25
ZAYO GROUP LLC	12/31/2024	125121	21144212	101-42110-321	PHONE SERVICE 01/01/25-01/22/25	Police Department	85.92
ZAYO GROUP LLC	12/31/2024	125121	21144212	101-41900-321	PHONE SERVICE 01/01/25-01/22/25	Central Services	219.95
ZAYO GROUP LLC	12/31/2024	125121	21144212	601-49400-321	PHONE SERVICE 01/01/25-01/22/25	Water	87.93
ZAYO GROUP LLC	12/31/2024	125121	21144212	602-49450-321	PHONE SERVICE 01/01/25-01/22/25	Sewer	85.99
Total 125121:							727.89
ACTIVE911 INC	01/13/2025	125122	602911	101-42110-433	ACTIVE 911 ANNUAL RENEWAL	Police Department	173.25
Total 125122:							173.25
All Flags LLC	01/13/2025	125123	641966	101-43000-224	FLAGS AND POLES	Public Works Department	1,317.77
Total 125123:							1,317.77
ANCOM TECHNICAL CENTER	01/13/2025	125124	125646	415-42260-580	FIRECOM HEADSETS FOR RECUE PUMPER E2		6,638.80
ANCOM TECHNICAL CENTER	01/13/2025	125124	125647	415-42260-580	FIRECOM HEADSETS FOR BRUSH/MEDIC U2AL		6,638.80
Total 125124:							13,277.60
AT&T MOBILTY	01/13/2025	125125	2873263270	101-42110-321	POLICE PHONES AND HOTSPOTS 11/26-12/25/24	Police Department	1,867.20
AT&T MOBILTY	01/13/2025	125125	2873263270	101-42260-321	FIRE - PHONE SERVICE 11/26-12/25/24	Fire Protection Services	44.88

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AT&T MOBILTY	01/13/2025	125125	2873263283	701-49800-321	AT&T BILL 11/26/24-12/25/24	Fleet Services	44.88
AT&T MOBILTY	01/13/2025	125125	2873263283	101-43100-321	AT&T BILL 11/26/24-12/25/24	Brush Site	38.23
AT&T MOBILTY	01/13/2025	125125	2873263283	601-49400-321	AT&T BILL 11/26/24-12/25/24	Water	118.02
AT&T MOBILTY	01/13/2025	125125	2873263283	602-49450-321	AT&T BILL 11/26/24-12/25/24	Sewer	79.78
AT&T MOBILTY	01/13/2025	125125	2873263283	101-41900-321	AT&T BILL 11/26/24-12/25/24	Central Services	241.07
AT&T MOBILTY	01/13/2025	125125	2873263283	101-43000-321	AT&T BILL 11/26/24-12/25/24	Public Works Department	350.72
AT&T MOBILTY	01/13/2025	125125	2873263283	613-49830-321	AT&T BILL 11/26/24-12/25/24	Golf Course	83.11
AT&T MOBILTY	01/13/2025	125125	2873263283	101-45200-321	AT&T BILL 11/26/24-12/25/24	Parks	76.46
AT&T MOBILTY	01/13/2025	125125	2873263283	101-42400-321	AT&T BILL 11/26/24-12/25/24	Building & Zoning	166.22
AT&T MOBILTY	01/13/2025	125125	2873263283	101-42110-321	AT&T BILL 11/26/24-12/25/24	Police Department	76.46
AT&T MOBILTY	01/13/2025	125125	2873432947	101-42260-321	FIRE - PHONE SERVICE 11/26-12/25/24	Fire Protection Services	267.61
Total 125125:							3,454.64
BCA TRAINING	01/13/2025	125126	38391	101-42110-437	TRAINING/DMT/HENNESSY	Police Department	75.00
Total 125126:							75.00
BEAUDRY OIL & SERVICE INC	01/13/2025	125127	2663482 - 2	701-49800-212	DIESEL FUEL	Fleet Services	3,155.09
BEAUDRY OIL & SERVICE INC	01/13/2025	125127	2811922	701-49800-212	DIESEL FUEL	Fleet Services	1,644.98
BEAUDRY OIL & SERVICE INC	01/13/2025	125127	2811926	701-49800-212	UNLEADED FUEL	Fleet Services	4,328.33
BEAUDRY OIL & SERVICE INC	01/13/2025	125127	2823615	701-49800-212	DIESEL FUEL	Fleet Services	1,228.49
Total 125127:							10,356.89
BIFFS INC	01/13/2025	125128	INV230855	101-43290-800	BIFF RENTAL - TREE LIGHTING	Special Projects-Contingencies	43.22
Total 125128:							43.22
BLUEBEAM INC	01/13/2025	125129	2165675	710-49970-416	2025 BLUEBEAM LICENSING	IT Services	348.00
Total 125129:							348.00
BOLTON & MENK INC.	01/13/2025	125130	0352232	710-49970-575	24-036 ARCGIS ONLINE UPGRADE PROJECT	IT Services	720.50
BOLTON & MENK INC.	01/13/2025	125130	0353077	601-16500	22-022 SOUTH WATERPLANT CONTROL UPGRA		920.50
Total 125130:							1,641.00
BOND TRUST SERVICES CORP	01/13/2025	125131	92153	322-47000-611	INTEREST 2014A		23,806.25
BOND TRUST SERVICES CORP	01/13/2025	125131	92153	322-47000-601	DEBT SERVICE SERIES 2014A		340,000.00

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BOND TRUST SERVICES CORP	01/13/2025	125131	93182	322-47000-620	SERIES 2014A AGENT FEE		475.00
Total 125131:							364,281.25
BOYER TRUCKS - ST MICHAEL	01/13/2025	125132	09P10125	701-49800-222	VEHICLE PARTS	Fleet Services	19.24
Total 125132:							19.24
CAMPBELL KNUTSON	01/13/2025	125133	2717-0943G	101-43280-307	LA24-000059 215 NORTH ARM LANE	Special Services	110.00
CAMPBELL KNUTSON	01/13/2025	125133	2717-0000G	101-41600-307	ADMINISTRATION/GENERAL MATTERS 12/24	Law/Legal Services	5,672.35
CAMPBELL KNUTSON	01/13/2025	125133	2717-0000G	614-49840-307	CABLE FRANCHISE AGREEMENT - MIDCO	Cable Franchise	102.00
CAMPBELL KNUTSON	01/13/2025	125133	2717-0000G	614-49840-307	CABLE FRANCHISE AGREEMENT - CELLCO	Cable Franchise	34.00
CAMPBELL KNUTSON	01/13/2025	125133	2717-0004G	101-42110-307	POLICE MATTERS 12/24	Police Department	272.00
CAMPBELL KNUTSON	01/13/2025	125133	2717-0201G	101-41600-307	MISC RECORDINGS 12/24	Law/Legal Services	289.75
CAMPBELL KNUTSON	01/13/2025	125133	2717-0801G	101-41600-307	COUNCIL MEETINGS AGENDA REVIEW	Law/Legal Services	391.00
CAMPBELL KNUTSON	01/13/2025	125133	2717-0802F	101-42400-307	B&Z ASSISTANCE 11/24	Building & Zoning	1,156.00
CAMPBELL KNUTSON	01/13/2025	125133	2717-0802G	101-42400-307	B&Z ASSISTANCE 12/24	Building & Zoning	680.00
CAMPBELL KNUTSON	01/13/2025	125133	2717-0803G	101-41600-307	CAR CONDO ORDINANCE	Law/Legal Services	85.00
CAMPBELL KNUTSON	01/13/2025	125133	2717-0844G	703-49960-379	LMCD/DRAGONFLY HILL		102.00
CAMPBELL KNUTSON	01/13/2025	125133	2717-0908G	101-43280-307	ORTLIP LEGAL FEE - 4865 WEST BRANCH	Special Services	1,100.00
CAMPBELL KNUTSON	01/13/2025	125133	2717-0933G	101-43280-307	LA24-000042 3465 6TH AVE N	Special Services	110.00
CAMPBELL KNUTSON	01/13/2025	125133	2717-0938G	101-43280-307	LA24-000057 1480 BRACKETTS PT RD	Special Services	82.50
CAMPBELL KNUTSON	01/13/2025	125133	2717-0944G	101-43280-307	LA24-000040 2300 6TH AVE N	Special Services	82.50
CAMPBELL KNUTSON	01/13/2025	125133	2717-0945G	101-43280-307	LA24-000050 1449 SHORELINE DR	Special Services	110.00
CAMPBELL KNUTSON	01/13/2025	125133	2717-0946G	101-43280-307	LA24-000058 975 WILDHURST TRAIL	Special Services	82.50
CAMPBELL KNUTSON	01/13/2025	125133	2717-0947G	101-43280-307	LA24-000060 755 TONKAWA RD	Special Services	82.50
CAMPBELL KNUTSON	01/13/2025	125133	2717-0948G	101-43280-307	LA24-000056 4375 BAYSIDE RD	Special Services	137.50
CAMPBELL KNUTSON	01/13/2025	125133	2717-0999G	101-41600-306	PROSECUTION SERVICES 12/24	Law/Legal Services	367.20
Total 125133:							11,048.80
CENTERPOINT ENERGY MAIN	01/13/2025	125134	12.2024-	601-49400-381	GAS SERVICE 11/21/24-12/18/24	Water	1,400.30
CENTERPOINT ENERGY MAIN	01/13/2025	125134	12.2024-	602-49450-381	GAS SERVICE 11/21/24-12/18/24	Sewer	1,435.68
CENTERPOINT ENERGY MAIN	01/13/2025	125134	12.2024-	101-41900-381	GAS SERVICE 11/21/24-12/18/24	Central Services	2,601.40
CENTERPOINT ENERGY MAIN	01/13/2025	125134	12.2024-	101-42110-381	GAS SERVICE 11/21/24-12/18/24	Police Department	649.64
CENTERPOINT ENERGY MAIN	01/13/2025	125134	12.2024-	101-42260-381	GAS SERVICE 11/21/24-12/18/24	Fire Protection Services	2,000.61
CENTERPOINT ENERGY MAIN	01/13/2025	125134	12.2024-	613-49830-381	GAS SERVICE 11/21/24-12/18/24	Golf Course	513.60
Total 125134:							8,601.23

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CENTRAL PENSION FUND SOU	01/13/2025	125189	01.09.2025 F	101-21705	CENTRAL PENSION FUND 01.09.2025		1,920.00
Total 125189:							1,920.00
CITY OF BLOOMINGTON	01/13/2025	125190	24489	601-49400-489	BACTERIAL WATER TESTING	Water	42.00
Total 125190:							42.00
CITY OF WAYZATA	01/13/2025	125191	12.2024 UTIL	602-49450-387	DECEMBER 2024 SEWER	Sewer	5,092.20
CITY OF WAYZATA	01/13/2025	125191	12.2024 UTIL	601-49400-387	DECEMBER 2024 WATER	Water	1,532.85
Total 125191:							6,625.05
DOUGLAS WELTY OR MAMIE JI	01/13/2025	125192	UB REFUND	999-10015	UB REFUND - 3721 CASCO AVE		178.22
Total 125192:							178.22
Duininck Inc. MN	01/13/2025	125193	563705	101-43000-224	COLD MIX FOR PATCHING	Public Works Department	1,237.50
Total 125193:							1,237.50
EMBEDDED SYSTEMS INC.	01/13/2025	125194	344808	101-42110-403	SIREN MAINTENANCE FEE 01/01/2025	Police Department	1,199.28
Total 125194:							1,199.28
FACTORY MOTOR PARTS	01/13/2025	125195	1-10362110	701-49800-222	U-11 PARTS	Fleet Services	579.66
FACTORY MOTOR PARTS	01/13/2025	125195	1-10369265	701-49800-222	U-11 PARTS	Fleet Services	48.08
FACTORY MOTOR PARTS	01/13/2025	125195	70-577866	701-49800-222	PD VEHICLE PARTS	Fleet Services	16.50
FACTORY MOTOR PARTS	01/13/2025	125195	GV12081223	701-49800-222	U-11 PARTS	Fleet Services	309.14-
FACTORY MOTOR PARTS	01/13/2025	125195	GV12081223	701-49800-222	U-11 PARTS	Fleet Services	15.49-
Total 125195:							319.61
FLOCK GROUP INC	01/13/2025	125196	INV-55907	101-42110-319	LPR CAMERAS 25/26	Police Department	6,000.00
Total 125196:							6,000.00
GENUINE PARTS COMPANY/NA	01/13/2025	125197	614657	701-49800-221	SCHOOL PLOW	Fleet Services	47.48

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Total 125197:							47.48
GOPHER ACE	01/13/2025	125198	023290/1	101-41900-223	PLUMBING SUPPLIES	Central Services	42.98
GOPHER ACE	01/13/2025	125198	023302/1	613-49830-225	GOLF COURSE SUPPLIES	Golf Course	69.98
GOPHER ACE	01/13/2025	125198	023303/1	613-49830-223	GC BUILDING MAINTENANCE SUPPLIES	Golf Course	10.58
GOPHER ACE	01/13/2025	125198	023308/1	101-41900-223	FACILITIES SUPPLIES	Central Services	19.98
GOPHER ACE	01/13/2025	125198	023326/1	101-41900-223	FACILITIES PLUMBING SUPPLIES	Central Services	68.55
GOPHER ACE	01/13/2025	125198	23299/1	101-45200-223	CREDIT ON SOFTNER SALT	Parks	117.18-
GOPHER ACE	01/13/2025	125198	23361/1	613-49830-226	GLOVE FOR LANDSCAPING	Golf Course	17.99
Total 125198:							112.88
GOPHER STATE ONE CALL	01/13/2025	125199	4120664	602-49450-406	LOCATES - SEWER	Sewer	64.80
GOPHER STATE ONE CALL	01/13/2025	125199	4120664	601-49400-405	LOCATES - WATER	Water	64.80
Total 125199:							129.60
GREGERSON ROSOW JOHNSO	01/13/2025	125200	52115	101-41600-306	PROSECUTION SERVICES 12/2024	Law/Legal Services	3,686.63
Total 125200:							3,686.63
GUARDIAN FLEET SAFETY	01/13/2025	125201	231800	701-49800-222	PD SQUADS SPOTLIGHT	Fleet Services	539.86
Total 125201:							539.86
HENNEPIN COUNTY ACCOUNT	01/13/2025	125202	1000236741	603-49500-444	ORGANICS RECYCLING GRANT RETURN CONT	Recycling	6,651.47
Total 125202:							6,651.47
HENNEPIN COUNTY TREASUR	01/13/2025	125203	24ORO	101-41410-221	MAINTENANCE - DS200S	Elections	1,236.00
HENNEPIN COUNTY TREASUR	01/13/2025	125203	24ORO	101-41410-221	MAINTENANCE - EXPRESS VOTE	Elections	740.00
HENNEPIN COUNTY TREASUR	01/13/2025	125203	24ORO	101-41410-221	PRINTING - BALLOTS	Elections	426.00
HENNEPIN COUNTY TREASUR	01/13/2025	125203	24ORO	101-41410-221	PRINTING - VOTER REGISTRATION CARDS	Elections	533.26
HENNEPIN COUNTY TREASUR	01/13/2025	125203	24ORO	101-41410-322	COURIER - TO/FROM HENNEPIN COUNTY	Elections	280.25
HENNEPIN COUNTY TREASUR	01/13/2025	125203	24ORO	101-41410-221	SUPPLIES - CHARGER CORDS	Elections	45.00
HENNEPIN COUNTY TREASUR	01/13/2025	125203	24ORO	101-33800	CREDIT FROM STATE OF MINNESOTA - VOTER		2,687.55-
Total 125203:							572.96

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
HOLIDAY COMPANIES	01/13/2025	125204	0796010125	101-42110-402	CAR WASHES / HOLIDAY	Police Department	291.50
Total 125204:							291.50
HOLTON ELECTRIC CONTRACT	01/13/2025	125205	7310	101-41900-404	PD ELECTRICAL REPAIR	Central Services	202.00
Total 125205:							202.00
JR'S ADVANCED RECYCLERS	01/13/2025	125206	114648	603-49500-442	TIRE RECYCLING	Recycling	810.00
Total 125206:							810.00
KEITH OR LEANNA ERICKSON	01/13/2025	125207	UB REFUND	999-10015	UB REFUND - 2040 NORTH SHORE DR		106.63
Total 125207:							106.63
LAKE MTKA CONSERVATION DI	01/13/2025	125208	2025Q1ORO	651-49910-433	1ST QTR 2025 LEVY PMT	Storm Water	10,200.25
Total 125208:							10,200.25
LeadsOnline	01/13/2025	125209	416191	101-42110-311	INVESTIGATION SYSTEM SERVICE 3/1/25-2/28/2	Police Department	4,158.00
Total 125209:							4,158.00
LEAGUE OF MINNESOTA CITIE	01/13/2025	125210	2025 MAYOR	101-41110-433	2025 MEMBERSHIP - TUNHEIM	Mayor & Council	30.00
Total 125210:							30.00
LEAGUE OF MN CITIES	01/13/2025	125211	418880	101-41110-433	2025 MEMBERSHIP DUES - CITY OF ORONO	Mayor & Council	9,922.00
Total 125211:							9,922.00
LECY BROS HOME & REMODEL	01/13/2025	125212	LA24-000053	101-22205	ESCROW REFUND - LA24-000053 700 NORTH A		700.00
Total 125212:							700.00
LEO WEB PROTECT INC.	01/13/2025	125213	8081609537	101-42110-433	MONTHLY SUBSCRIPTION 1/25	Police Department	143.06
Total 125213:							143.06

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
MACQUEEN EQUIPMENT LLC	01/13/2025	125214	P41308	101-42260-221	SPARE ADAPTERS	Fire Protection Services	1,099.28
MACQUEEN EQUIPMENT LLC	01/13/2025	125214	P41360	101-42260-240	HYDRANT VALVES	Fire Protection Services	1,707.34
Total 125214:							2,806.62
METLIFE	01/13/2025	125215	01.2025 ACC	101-21721	ACCIDENT 01.2025		357.06
METLIFE	01/13/2025	125215	01.2025 CRI	101-21721	CRITICAL INS 01.2025		154.74
METLIFE	01/13/2025	125215	HOSPITAL 0	101-21721	HOSPITAL 01.2025		275.40
Total 125215:							787.20
METROPOLITAN COUNCIL ENVI	01/13/2025	125216	0001181414	602-49450-383	WASTWATER SERVICE 2/2025	Sewer	60,575.15
Total 125216:							60,575.15
MINNEAPOLIS OXYGEN COMPA	01/13/2025	125217	0000137833	701-49800-215	OXYGEN, ACETYLENE	Fleet Services	81.05
MINNEAPOLIS OXYGEN COMPA	01/13/2025	125217	0000137834	101-42110-221	MEDICAL OXYGEN/TANK FEE	Police Department	160.00
Total 125217:							241.05
MINNESOTA FIRE SERVICE CE	01/13/2025	125218	13399	101-42260-437	INSPECTOR TEST FOR TAYLOR ANDRES	Fire Protection Services	131.00
Total 125218:							131.00
MINNETONKA SPORTSMEN INC	01/13/2025	125219	4589	101-42110-433	2025 RANGE MEMBERSHIP ORONO PD	Police Department	263.68
Total 125219:							263.68
MOTOROLA	01/13/2025	125220	8282042817	415-42260-580	MULTI UNIT CHARGER FOR E2 - 2025 CIP		4,358.94
MOTOROLA	01/13/2025	125220	8282042926	415-42260-580	MOBILE RADIO BATTERIES FOR E2 AND U2 (202		1,227.76
MOTOROLA	01/13/2025	125220	8282046688	415-42260-580	MOBILE RADIO FOR U2 (2025 CIP)		5,823.36
MOTOROLA	01/13/2025	125220	8282049596	415-42260-580	PORTABLE RADIO CHARGERS FOR E2 AND U2		2,340.00
Total 125220:							13,750.06
NAVARRE HARDWARE	01/13/2025	125221	348896	101-42110-240	EXTENSION CORD/PD1	Police Department	64.99
NAVARRE HARDWARE	01/13/2025	125221	348907	101-43000-224	BATTERY	Public Works Department	9.99
NAVARRE HARDWARE	01/13/2025	125221	348909	101-42110-201	OFFICE SUPPLIES	Police Department	12.36



Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
Total 125221:							87.34
NOVA TECHNOLOGIES	01/13/2025	125222	IN-80009186	710-49970-329	MONTHLY PHONE SIP CHARGE 1/25	IT Services	229.16
Total 125222:							229.16
OPENGOV, INC	01/13/2025	125223	INV17723	710-49970-416	2025 LICENSE-ASSET MANAGEMENT SOFTWARE	IT Services	19,622.27
Total 125223:							19,622.27
ORONO LIONS CLUB	01/13/2025	125224	1002	613-49830-340	ADVERTISING AT SNOWBALL OPEN	Golf Course	250.00
Total 125224:							250.00
PERFORMANCE PLUS LLC dba	01/13/2025	125225	11062167	101-42260-319	FLU SHOTS FOR FIREFIGHTERS	Fire Protection Services	370.00
Total 125225:							370.00
Perry's Truck Repair	01/13/2025	125226	2663	101-43000-222	PLOW CURB GUARDS BOSS	Public Works Department	260.00
Total 125226:							260.00
REPUBLIC SERVICES #894	01/13/2025	125227	0894-006966	101-43100-404	TRASH SERVICE 12/1/24-12/30/24 - BRUSH SITE	Brush Site	51.81
REPUBLIC SERVICES #894	01/13/2025	125227	0894-006966	101-41900-404	TRASH SERVICE 12/1/24-12/30/24 - CITY HALL	Central Services	396.95
REPUBLIC SERVICES #894	01/13/2025	125227	0894-006966	101-45200-404	TRASH SERVICE 12/1/24-12/30/24 - LURTON PAR	Parks	231.00
REPUBLIC SERVICES #894	01/13/2025	125227	0894-006966	613-49830-404	TRASH SERVICE 12/1/24-12/30/24 - GOLF COUR	Golf Course	624.13
REPUBLIC SERVICES #894	01/13/2025	125227	0894-006966	101-41900-404	TRASH SERVICE 12/1/24-12/31/24 - POLICE DEP	Central Services	174.68
Total 125227:							1,478.57
STEVE STURM	01/13/2025	125228	STURM REI	101-42110-226	UNIFORM/STURM	Police Department	19.99
Total 125228:							19.99
STEVE WHITE	01/13/2025	125229	LA24-000028	101-22205	ESCROW REFUND - LA24-000028 - 4375 BAYSID		5,000.00
Total 125229:							5,000.00
STORM TRAINING GROUP LLC	01/13/2025	125230	79459100-00	101-42110-437	TRAINING/LANGE	Police Department	499.00

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STORM TRAINING GROUP LLC	01/13/2025	125230	79459100-00	101-42110-437	TRAINING/PALM	Police Department	499.00
Total 125230:							998.00
STREICHER'S	01/13/2025	125231	11736727	101-42110-226	UNIFORMS/SZCZEPANIK	Police Department	269.99
STREICHER'S	01/13/2025	125231	11738326	101-42110-226	UNIFORMS/WIEBUSCH	Police Department	124.97
STREICHER'S	01/13/2025	125231	11738330	101-42110-226	UNIFORMS/SILTALA	Police Department	84.99
STREICHER'S	01/13/2025	125231	11738484	101-42110-226	UNIFORMS/LANGE	Police Department	229.99
STREICHER'S	01/13/2025	125231	1737527	101-42110-226	UNIFORMS/SAULTER	Police Department	1,548.90
Total 125231:							2,258.84
STREICHER'S	01/13/2025	125232	11736994	101-42260-226	DUTY JACKET FOR KRAHL	Fire Protection Services	74.99
STREICHER'S	01/13/2025	125232	11737131	101-42260-226	DUTY UNIFORM FOR PAUL WILSON	Fire Protection Services	700.90
STREICHER'S	01/13/2025	125232	11737150	101-42260-226	UNIFORM FOR CHIRS BROOKS	Fire Protection Services	79.99
STREICHER'S	01/13/2025	125232	11737167	101-42260-226	UNIFORM FOR CHRIS BROOKS	Fire Protection Services	318.96
STREICHER'S	01/13/2025	125232	11737260	101-42260-226	DUTY UNIFORM ITEMS	Fire Protection Services	40.00
Total 125232:							1,214.84
STRYKER SALES LLC	01/13/2025	125233	9208046002	415-42260-580	SPARE BATTERY FOR LUCAS DEVICE FOR U2		597.17
STRYKER SALES LLC	01/13/2025	125233	9208113389	415-42260-580	LUCAS POWER CORD FOR U2		317.62
STRYKER SALES LLC	01/13/2025	125233	920945554	415-42260-580	LUCAS DEVICE FOR CPR FOR U2 (2025 CIP)		18,898.43
Total 125233:							19,813.22
T W TUPY INC	01/13/2025	125234	38502	601-49400-227	ROCK FOR WATER MAIN BREAKS	Water	847.90
Total 125234:							847.90
TARGETSOLUTIONS LEARNING	01/13/2025	125235	INV110304	710-49970-416	FIRE ONLINE TRAINING SOFTWARE AND TRUC	IT Services	4,713.75
Total 125235:							4,713.75
TERMINAL SUPPLY INC.	01/13/2025	125236	87787-00	701-49800-215	HYDRAULIC HOSE SUPPLIES	Fleet Services	144.82
Total 125236:							144.82
THOMSON REUTERS - WEST	01/13/2025	125237	851270266	101-42110-311	DATA PROCESSING/THOMSON REUTERS	Police Department	318.14

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
Total 125237:							318.14
TOLL GAS & WELDING SUPPLY	01/13/2025	125238	0040205745	701-49800-215	OXYGEN ACETYLENE TANKS	Fleet Services	13.64
Total 125238:							13.64
UNIFIRST CORPORATION	01/13/2025	125239	1410112363	101-41900-404	RUGS - CH	Central Services	90.36
UNIFIRST CORPORATION	01/13/2025	125239	1410112367	101-45200-226	UNIFORMS-PARKS	Parks	16.62
UNIFIRST CORPORATION	01/13/2025	125239	1410112367	613-49830-226	UNIFORMS-GOLF COURSE	Golf Course	16.62
UNIFIRST CORPORATION	01/13/2025	125239	1410112367	101-41900-226	UNIFORMS-FACILITY	Central Services	6.76
UNIFIRST CORPORATION	01/13/2025	125239	1410112367	651-49910-226	UNIFORMS - STORMWATER	Storm Water	66.15
UNIFIRST CORPORATION	01/13/2025	125239	1410112367	101-43000-226	UNIFORMS-STREETS	Public Works Department	66.16
UNIFIRST CORPORATION	01/13/2025	125239	1410112367	601-49400-226	UNIFORMS PW-WATER DEPT	Water	13.64
UNIFIRST CORPORATION	01/13/2025	125239	1410112367	602-49450-226	UNIFORMS PW-SEWER DEPT	Sewer	13.64
UNIFIRST CORPORATION	01/13/2025	125239	1410112367	701-49800-226	UNIFORMS - FLEET	Fleet Services	41.03
UNIFIRST CORPORATION	01/13/2025	125239	1410112367	701-49800-221	SHOP TOWELS - PW	Fleet Services	3.91
UNIFIRST CORPORATION	01/13/2025	125239	1410112367	101-41900-223	MOPS/CLEANING TOWELS	Central Services	30.52
UNIFIRST CORPORATION	01/13/2025	125239	1410112367	101-43000-404	RUGS-PW	Public Works Department	28.73
Total 125239:							394.14
WASTE MANAGEMENT	01/13/2025	125240	0120447-280	603-49500-444	ORGANICS DEC 2024	Recycling	180.56
WASTE MANAGEMENT	01/13/2025	125240	0120447-280	603-49500-316	RECYCLING JAN 2025	Recycling	20,262.85
Total 125240:							20,443.41
WELDON, BRENT	01/13/2025	125241	BRENT 2025	101-43000-226	PPE BOOTS BRENT W.	Public Works Department	292.48
Total 125241:							292.48
AMAZON CAPITAL SERVICE	12/13/2024	20130588	193P-X97Y-7	101-42260-201	WALL DECOR	Fire Protection Services	30.98
AMAZON CAPITAL SERVICE	12/13/2024	20130588	193P-X97Y-7	101-42260-201	WALL D	Fire Protection Services	7.99
AMAZON CAPITAL SERVICE	12/13/2024	20130588	193P-X97Y-7	101-42260-223	DISHWASHER SOAP PODS	Fire Protection Services	19.86
AMAZON CAPITAL SERVICE	12/13/2024	20130588	193P-X97Y-7	101-42260-223	FROSTED GLASS FILM	Fire Protection Services	13.98
AMAZON CAPITAL SERVICE	12/13/2024	20130588	193P-X97Y-7	101-42260-223	TOOLS TO APPLY FROSTED GLASS	Fire Protection Services	9.98
AMAZON CAPITAL SERVICE	12/13/2024	20130588	193P-X97Y-7	101-42260-201	SHARPIE MARKERS	Fire Protection Services	3.48
AMAZON CAPITAL SERVICE	12/13/2024	20130588	193P-X97Y-7	101-42260-221	HAVIS FILLER PLATE	Fire Protection Services	28.97
AMAZON CAPITAL SERVICE	12/13/2024	20130588	193P-X97Y-7	101-42260-223	GOO GONE	Fire Protection Services	19.94
AMAZON CAPITAL SERVICE	12/13/2024	20130588	193P-X97Y-7	101-42260-223	ANT KILLER	Fire Protection Services	13.20

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
AMAZON CAPITAL SERVICE	12/13/2024	20130588	193P-X97Y-7	101-42260-223	GLADE PLUG INS	Fire Protection Services	19.95
AMAZON CAPITAL SERVICE	12/13/2024	20130588	193P-X97Y-7	101-42260-240	PFDS	Fire Protection Services	112.80
AMAZON CAPITAL SERVICE	12/13/2024	20130588	193P-X97Y-7	101-42260-201	ADDRESS LABELS	Fire Protection Services	8.88
AMAZON CAPITAL SERVICE	12/13/2024	20130588	193P-X97Y-7	101-42260-201	BATTERIES FOR GARAGE DOOR OPENERS	Fire Protection Services	11.99
AMAZON CAPITAL SERVICE	12/13/2024	20130588	193P-X97Y-7	101-42260-223	GLADE PLUG INS	Fire Protection Services	3.98
AMAZON CAPITAL SERVICE	12/13/2024	20130588	193P-X97Y-7	101-42260-228	FIREFIGHTING BOOK	Fire Protection Services	62.10
AMAZON CAPITAL SERVICE	12/13/2024	20130588	1DTN-Y7MR-	710-49970-575	IPAD FOR THE MAYOR	IT Services	639.08
AMAZON CAPITAL SERVICE	12/13/2024	20130588	1HPT-6J4L-3	701-49800-215	SHOP SUPPLIES	Fleet Services	89.51
AMAZON CAPITAL SERVICE	12/13/2024	20130588	1XND-VVNT-	101-43000-386	FUSES FOR STREET LIGHTS	Public Works Department	92.00
AMAZON CAPITAL SERVICE	12/13/2024	20130588	1XND-VVNT-	101-43000-221	CONTAIRS FOR CHAINS FOR SAWS	Public Works Department	45.68
AMAZON CAPITAL SERVICE	12/13/2024	20130588	1XND-VVNT-	101-43000-224	WALL CALENDERS	Public Works Department	90.65
AMAZON CAPITAL SERVICE	12/13/2024	20130588	1XND-VVNT-	101-41900-223	URINAL SCREEN	Central Services	61.36
Total 20130588:							1,386.36
INNOVO BENEFITS ADMINISTR	12/13/2024	20130589	1464356	601-49400-135	HEALTH INSURANCE - 01.2025-BR	Water	730.68
INNOVO BENEFITS ADMINISTR	12/13/2024	20130589	1464356	101-42110-135	HEALTH INSURANCE - 1.2025-JW	Police Department	730.68
INNOVO BENEFITS ADMINISTR	12/13/2024	20130589	1464356	101-42110-135	HEALTH INSURANCE - 01.2025-DM	Police Department	730.68
INNOVO BENEFITS ADMINISTR	12/13/2024	20130589	1464356	101-21706	HEALTH INSURANCE - 01.2025		62,783.10
Total 20130589:							64,975.14
LOGIS-WIRE	12/13/2024	20130590	80040	710-49970-401	NETWORK SERVICE THROUGH 8/31/24	IT Services	580.00
Total 20130590:							580.00
MEDSURETY LLC	12/13/2024	20130591	12.6.24 DCA	101-21719	FSA DCAP J. CUTA		250.00
MEDSURETY LLC	12/13/2024	20130591	36730	101-41900-319	DECEMBER 2024 FEES	Central Services	206.00
Total 20130591:							456.00
MN DEPT OF REVENUE-WIRE	12/13/2024	20130592	11.2024 Sale	101-34650	POLICE REPORTS		13.00
MN DEPT OF REVENUE-WIRE	12/13/2024	20130592	11.2024 Sale	601-39610	WATER METER SALES		12.00
MN DEPT OF REVENUE-WIRE	12/13/2024	20130592	11.2024 Sale	601-20806	WATER TAXABLE SALES		766.00
MN DEPT OF REVENUE-WIRE	12/13/2024	20130592	11.2024 Sale	601-20806	WATER TAXABLE SALES BULK WATER		7.00
MN DEPT OF REVENUE-WIRE	12/13/2024	20130592	11.2024 Sale	613-37910	GREEN FEES		60.00
MN DEPT OF REVENUE-WIRE	12/13/2024	20130592	11.2024 Sale	613-37920	GOLF CART RENTAL		10.00
MN DEPT OF REVENUE-WIRE	12/13/2024	20130592	11.2024 Sale	613-37930	BEER - SALES TAX		15.00
MN DEPT OF REVENUE-WIRE	12/13/2024	20130592	11.2024 Sale	613-37940	CONCESSIONS - SALES TAX		3.00
MN DEPT OF REVENUE-WIRE	12/13/2024	20130592	11.2024 Sale	613-37960	GOLF BALL SALES		1.00

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MN DEPT OF REVENUE-WIRE	12/13/2024	20130592	11.2024 Sale	613-37970	PRO SHOP SALES - SALES TAX		5.00
MN DEPT OF REVENUE-WIRE	12/13/2024	20130592	11.2024 Sale	613-37980	CLOTHING (HAT) SALES TAX		4.00
MN DEPT OF REVENUE-WIRE	12/13/2024	20130592	11.2024 Sale	101-39610	CREDIT - WRITE OFF		3.00
Total 20130592:							893.00
PSN: PAYMENT SERVICE INVOI	12/13/2024	20130593	304185	602-49450-312	SEWER FUND PSN FEES	Sewer	330.05
PSN: PAYMENT SERVICE INVOI	12/13/2024	20130593	304185	601-49400-312	WATER FUND PSN FEES	Water	330.05
PSN: PAYMENT SERVICE INVOI	12/13/2024	20130593	304185	651-49910-312	STORMWATER PSN FEES	Storm Water	330.05
PSN: PAYMENT SERVICE INVOI	12/13/2024	20130593	304428	101-41900-312	BUILDING PERMIT PSN FEES	Central Services	12.10
Total 20130593:							1,002.25
SQUARE SERVICES	12/13/2024	20130594	12.2024	613-49830-312	GC SQUARE FEE 12/1/2024-1/1/2025	Golf Course	35.00
Total 20130594:							35.00
STREET FLEET COURIER & LO	12/13/2024	20130595	564887	701-49800-221	CASE LOADER PARTS	Fleet Services	47.09
Total 20130595:							47.09
MEDSURETY LLC	12/20/2024	20130596	DCAP 12.20.	101-21719	FSA DCAP J. CUTA		250.00
Total 20130596:							250.00
STREET FLEET COURIER & LO	12/20/2024	20130597	566151	701-49800-222	VEHICLE PARTS DELIVERY	Fleet Services	324.56
Total 20130597:							324.56
Carmen Bay Lake Improvement D	12/23/2024	20130598	12.2024 TAX	239-25694-489	2ND HALF CBLID PAYMENT		14,514.04
Total 20130598:							14,514.04
AMAZON CAPITAL SERVICE	12/31/2024	20130599	1FYX-QLWY-	601-49400-227	UTILITY TOOLS	Water	466.73
AMAZON CAPITAL SERVICE	12/31/2024	20130599	1HG-OYKX-3	440-48960-530	WORKOUT EQUIPMENT RACK	Temporary North Fire Station	86.97
AMAZON CAPITAL SERVICE	12/31/2024	20130599	1HG-OYKX-3	101-42260-240	SCOTT TRAINING REQUATORS	Fire Protection Services	476.00
AMAZON CAPITAL SERVICE	12/31/2024	20130599	1HG-OYKX-3	101-42260-228	TRAINING BOOK	Fire Protection Services	37.05
AMAZON CAPITAL SERVICE	12/31/2024	20130599	1HG-OYKX-3	440-48960-530	DOOR MAT	Temporary North Fire Station	62.09
AMAZON CAPITAL SERVICE	12/31/2024	20130599	1HG-OYKX-3	440-48960-530	DOOR MAT	Temporary North Fire Station	89.99
AMAZON CAPITAL SERVICE	12/31/2024	20130599	1HG-OYKX-3	440-48960-530	DOOR MAT	Temporary North Fire Station	93.98

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AMAZON CAPITAL SERVICE	12/31/2024	20130599	1HG-OYKX-3	101-42260-201	TOWELS FOR KITCHEN	Fire Protection Services	25.98
AMAZON CAPITAL SERVICE	12/31/2024	20130599	1HG-OYKX-3	101-42260-223	TOILET PAPER	Fire Protection Services	85.20
AMAZON CAPITAL SERVICE	12/31/2024	20130599	1HG-OYKX-3	101-42260-223	PAPER TOWELS	Fire Protection Services	41.99
AMAZON CAPITAL SERVICE	12/31/2024	20130599	1HG-OYKX-3	101-42260-201	STREAMING DEVICE FOR MONITORS	Fire Protection Services	24.99
AMAZON CAPITAL SERVICE	12/31/2024	20130599	1JK3-99F4-6	101-41900-201	CREDIT - OFFICE SUPPLIES	Central Services	25.91-
AMAZON CAPITAL SERVICE	12/31/2024	20130599	1RG1-C6M1-	101-19999	EMPLOYEE RECOGNITION WATCH		1.98
AMAZON CAPITAL SERVICE	12/31/2024	20130599	1RG1-C6M1-	101-41300-489	EMPLOYEE RECOGNITION WATCH	Administration	350.00
AMAZON CAPITAL SERVICE	12/31/2024	20130599	1RG1-C6M1-	101-41300-489	EMPLOYEE RECOGNITION EVENT	Administration	32.62
AMAZON CAPITAL SERVICE	12/31/2024	20130599	1RG1-C6M1-	101-41900-201	OFFICE SUPPLIES - KLEENEX, PLATES	Central Services	117.93
AMAZON CAPITAL SERVICE	12/31/2024	20130599	1VGY-T4WM	701-49800-240	MECHANICS TOOLS	Fleet Services	185.25
AMAZON CAPITAL SERVICE	12/31/2024	20130599	1VGY-T4WM	701-49800-215	SHOP SUPPLIES	Fleet Services	190.44
AMAZON CAPITAL SERVICE	12/31/2024	20130599	1VGY-T4WM	701-49800-222	MRAP PARTS	Fleet Services	49.99
AMAZON CAPITAL SERVICE	12/31/2024	20130599	1VGY-T4WM	701-49800-226	PPE	Fleet Services	38.30
AMAZON CAPITAL SERVICE	12/31/2024	20130599	1WFL-MLTN-	710-49970-221	BATTERY FOR SCANNER	IT Services	24.93
AMAZON CAPITAL SERVICE	12/31/2024	20130599	1YGQ-HMHL	601-49400-201	OFFICE SUPPLIES	Water	76.14
AMAZON CAPITAL SERVICE	12/31/2024	20130599	1YGQ-HMHL	613-49830-201	PRINTER INK FOR GOLF	Golf Course	50.99
AMAZON CAPITAL SERVICE	12/31/2024	20130599	1YGQ-HMHL	101-43000-224	HOLIDAY LIGHTS /STREET LIGHTS	Public Works Department	73.97
Total 20130599:							2,657.60
HOME DEPOT CREDIT SERVIC	12/31/2024	20130600	2015942	101-45200-223	PARK SUPPLIES	Parks	427.96
HOME DEPOT CREDIT SERVIC	12/31/2024	20130600	6015228	101-45200-223	PARK SUPPLIES	Parks	177.72
HOME DEPOT CREDIT SERVIC	12/31/2024	20130600	6015246	101-43000-224	WOOD LATCH FOR TEMP SIGNS	Public Works Department	29.98
HOME DEPOT CREDIT SERVIC	12/31/2024	20130600	6015246	101-41900-223	WALL HANGING BRACKETS FOR TOOLS IN NEW	Central Services	78.83
HOME DEPOT CREDIT SERVIC	12/31/2024	20130600	6752581	101-45200-221	PARK SUPPLIES	Parks	324.49
HOME DEPOT CREDIT SERVIC	12/31/2024	20130600	8014886	101-45200-221	PARKS SUPPLIES	Parks	73.87
Total 20130600:							1,112.85
INTERNAL REVENUE SERVICE	12/31/2024	20130601	06.30.24 IRS	101-41900-489	06.2024 TAX PERIOD	Central Services	1,619.02
Total 20130601:							1,619.02
MEDSURETY LLC	12/31/2024	20130602	01.01.25 DC	101-21719	FSA DCAP J. CUTA & L. OAKDEN		3,810.00
Total 20130602:							3,810.00
UNITED STATES POSTAL SERVI	12/31/2024	20130603	12.2024 UB	602-49450-322	12.2024 UB POSTAGE	Sewer	557.75
UNITED STATES POSTAL SERVI	12/31/2024	20130603	12.2024 UB	601-49400-322	12.2024 UB POSTAGE	Water	557.75
UNITED STATES POSTAL SERVI	12/31/2024	20130603	12.2024 UB	651-49910-322	12.2024 UB POSTAGE	Storm Water	557.75

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
Total 20130603:							1,673.25
AMAZON CAPITAL SERVICE	01/13/2025	20130604	1Q61-ND46-	601-49400-227	WATER PLANT FILTER TIPS	Water	28.99
AMAZON CAPITAL SERVICE	01/13/2025	20130604	19N6-FX36-	101-42260-226	DUTY UNIFORMS STOCK	Fire Protection Services	178.60
AMAZON CAPITAL SERVICE	01/13/2025	20130604	1GG7-JCHR-	101-41900-201	NOTEBOOKS	Central Services	19.98
AMAZON CAPITAL SERVICE	01/13/2025	20130604	1GG7-JCHR-	101-41900-201	PENS/PENCILS/POST-ITS	Central Services	116.12
AMAZON CAPITAL SERVICE	01/13/2025	20130604	1GG7-JCHR-	101-41900-201	MONITOR RISER	Central Services	19.98
AMAZON CAPITAL SERVICE	01/13/2025	20130604	1GG7-JCHR-	101-41900-201	W-2 ENVELOPES	Central Services	68.98
AMAZON CAPITAL SERVICE	01/13/2025	20130604	1GG7-JCHR-	101-41900-201	SPACE HEATER	Central Services	35.99
AMAZON CAPITAL SERVICE	01/13/2025	20130604	1X3C-GPGV-	710-49970-221	PORTABLE DRIVE FOR IT	IT Services	108.89
AMAZON CAPITAL SERVICE	01/13/2025	20130604	1X3C-GPGV-	710-49970-221	SOLAR PANEL - PW ARLO	IT Services	15.99
AMAZON CAPITAL SERVICE	01/13/2025	20130604	1X3C-GPGV-	710-49970-221	DETACHABLE KEYBOARD, LENS PROTECTOR F	IT Services	45.18
Total 20130604:							638.70
CARDMEMBER SERVICE	01/13/2025	20130605	12.2024 CAR	701-49800-221	EQUIPMENT PARTS	Fleet Services	610.34
CARDMEMBER SERVICE	01/13/2025	20130605	12.2024 CAR	701-49800-222	MRAP PARTS	Fleet Services	261.52
CARDMEMBER SERVICE	01/13/2025	20130605	12.2024 CAR	701-49800-222	PD SQUAD PARTS	Fleet Services	243.75
CARDMEMBER SERVICE	01/13/2025	20130605	12.2024 CAR	701-49800-402	PD SQUAD ALIGNMENT	Fleet Services	134.50
CARDMEMBER SERVICE	01/13/2025	20130605	12.2024 CAR	101-42110-201	NOTARY STAMP - HEATHER	Police Department	52.95
CARDMEMBER SERVICE	01/13/2025	20130605	12.2024 CAR	101-42110-433	PELTON MEMBERSHIP	Police Department	47.76
CARDMEMBER SERVICE	01/13/2025	20130605	12.2024 CAR	101-42110-439	ITEMS FOR POLICE COMMISSION MEETING	Police Department	33.28
CARDMEMBER SERVICE	01/13/2025	20130605	12.2024 CAR	101-41110-437	2025 LMC ELECTED OFFICIAL - BERRETT	Mayor & Council	350.00
CARDMEMBER SERVICE	01/13/2025	20130605	12.2024 CAR	101-41110-439	MEETING MATERIALS - ROBERTS RULES	Mayor & Council	43.30
CARDMEMBER SERVICE	01/13/2025	20130605	12.2024 CAR	101-41110-439	CC MEETING MEALS	Mayor & Council	119.56
CARDMEMBER SERVICE	01/13/2025	20130605	12.2024 CAR	601-49400-322	UPS SHIPPING WATER SAMPLE	Water	23.88
CARDMEMBER SERVICE	01/13/2025	20130605	12.2024 CAR	602-49450-201	INDICIA WINDOW ENVELOPES	Sewer	130.66
CARDMEMBER SERVICE	01/13/2025	20130605	12.2024 CAR	601-49400-201	INDICIA WINDOW ENVELOPES	Water	130.66
CARDMEMBER SERVICE	01/13/2025	20130605	12.2024 CAR	651-49910-201	INDICIA WINDOW ENVELOPES	Storm Water	130.68
CARDMEMBER SERVICE	01/13/2025	20130605	12.2024 CAR	101-41900-201	BUSINESS CARD - NELSON, INTLEKOFER, KAR	Central Services	135.50
CARDMEMBER SERVICE	01/13/2025	20130605	12.2024 CAR	101-42260-240	METAL HANGERS FOR DRY SUITS	Fire Protection Services	82.49
CARDMEMBER SERVICE	01/13/2025	20130605	12.2024 CAR	101-42260-402	REMOVAL OF GRAPHICS ON RENTED TANKER	Fire Protection Services	90.13
CARDMEMBER SERVICE	01/13/2025	20130605	12.2024 CAR	101-42260-433	WORKOUT SUBSCRIPTION PELOTON	Fire Protection Services	632.70
CARDMEMBER SERVICE	01/13/2025	20130605	12.2024 CAR	101-42260-215	PAK TRAK MOUNTING	Fire Protection Services	39.26
CARDMEMBER SERVICE	01/13/2025	20130605	12.2024 CAR	101-42260-219	MEDICAL EQUIP	Fire Protection Services	202.44
CARDMEMBER SERVICE	01/13/2025	20130605	12.2024 CAR	101-42260-219	MEDICAL EQUIP	Fire Protection Services	111.45
CARDMEMBER SERVICE	01/13/2025	20130605	12.2024 CAR	101-43290-800	TREE LIGHTING SUPPLIES	Special Projects-Contingencies	488.24
CARDMEMBER SERVICE	01/13/2025	20130605	12.2024 CAR	101-43290-800	TREE LIGHTING - TEMP FOOD LICENSE	Special Projects-Contingencies	98.00
CARDMEMBER SERVICE	01/13/2025	20130605	12.2024 CAR	101-41300-489	EMPLOYEE RECOGNITION EVENT	Administration	1,024.85

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
CARDMEMBER SERVICE	01/13/2025	20130605	12.2024 CAR	710-49970-311	ZOOM SUBSCRIPTION	IT Services	15.99
CARDMEMBER SERVICE	01/13/2025	20130605	12.2024 CAR	101-41300-489	PEGS - EMPLOYEE RECOGNITION EVENT	Administration	135.66
CARDMEMBER SERVICE	01/13/2025	20130605	12.2024 CAR	101-42260-319	BACKGROUND CHECK - LAUGHTON	Fire Protection Services	69.85
CARDMEMBER SERVICE	01/13/2025	20130605	12.2024 CAR	101-41110-489	WATER - COUNCIL ORIENTATION	Mayor & Council	53.91
CARDMEMBER SERVICE	01/13/2025	20130605	12.2024 CAR	101-43000-437	DRIVING SIM FOR 4 PEOPLE	Public Works Department	500.00
CARDMEMBER SERVICE	01/13/2025	20130605	12.2024 CAR	101-43000-433	CLASS FOR BRENT	Public Works Department	435.00
Total 20130605:							6,428.31
LOGIS-WIRE	01/13/2025	20130606	109019	710-49970-329	INTERNET - LOCATES	IT Services	2.70
LOGIS-WIRE	01/13/2025	20130606	109019	710-49970-401	NETWORK SERVICE THROUGH 11/23/24	IT Services	906.25
LOGIS-WIRE	01/13/2025	20130606	109020	710-49970-416	ADOBE LICENSES 01/01/25-10/29/25	IT Services	2,427.25
LOGIS-WIRE	01/13/2025	20130606	109020	710-49970-416	ADOBE LICENSES 10/30/24-12/31/24	IT Services	485.45
Total 20130606:							3,821.65
MEDSURETY LLC	01/13/2025	20130607	01.07.25 LPF	101-21719	LPFSA K. LINDER		446.53
MEDSURETY LLC	01/13/2025	20130607	37460	101-41900-319	JANUARY 2025 FEES	Central Services	306.50
Total 20130607:							753.03
METROPOLITAN COUNCIL- SAC	01/13/2025	20130608	12.2024 SAC	101-20809	SAC 12/2024		4,970.00
Total 20130608:							4,970.00
PSN: PAYMENT SERVICE INVOI	01/13/2025	20130609	305488	602-49450-312	SEWER FUND PSN FEES 12/24	Sewer	322.33
PSN: PAYMENT SERVICE INVOI	01/13/2025	20130609	305488	601-49400-312	WATER FUND PSN FEES 12/24	Water	322.33
PSN: PAYMENT SERVICE INVOI	01/13/2025	20130609	305488	651-49910-312	STORMWATER PSN FEES 12/24	Storm Water	322.34
PSN: PAYMENT SERVICE INVOI	01/13/2025	20130609	305591	101-41900-312	MISC PSN FEES 12/24	Central Services	2.20
PSN: PAYMENT SERVICE INVOI	01/13/2025	20130609	305724	101-41900-312	BUILDING PERMIT PSN FEES 12/24	Central Services	4.40
Total 20130609:							973.60
SQUARE SERVICES	01/13/2025	20130610	01.2025	613-49830-312	GC SQUARE FEE 01/01/25-02/01/25	Golf Course	35.00
Total 20130610:							35.00
WEX BANK	01/13/2025	20130611	101741333	701-49800-212	NON OXY GAS FOR MIX (SMALLTOOLS)	Fleet Services	39.99



Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
Total 20130611:							39.99
Grand Totals:							1,648,797.57

## AGENDA ITEM



**Date:** January 13, 2025

**Item:** 4

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**Title:** Recognize Years of Service - Resolutions 7549, 7550, 7551

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**Presenter:** Adam Edwards, City Administrator / Engineer

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**Section:** Consent Agenda

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1. **Purpose:**

The purpose of this action item is to adopt resolution of appreciations r ecognize the public service of the outgoing mayor and council members

2. **Background:**

It is customary for the city to recognize the public service of elected officials as the complete their terms of service. Mayor Denny Walsh served as mayor for eight years and as a city council member for two year before that. Council Member Richard Crosby served for eight years. Council member Maria Veach served for 2 years.

3. **Staff Recommendation:**

I recommend adoption of the attached resolutions of appreciation.

### **COUNCIL ACTION REQUESTED**

Move to adopt resolution 7549 recognizing the service of Mayor Denny Walsh, resolution 7550 recognizing the service of Council Member Richard Crosby and resolution 7551 recognizing the service of Council Member Maria Veach.

### **Exhibits**

[Resolution 7549 - Appreciation Walsh](#)

[Resolution 7550 - Appreciation Crosby](#)

[Resolution 7551 - Appreciation Veach](#)



**CITY OF ORONO**  
RESOLUTION OF THE CITY COUNCIL

NO. **7549**

**A RESOLUTION OF APPRECIATION MR. DENNIS WALSH FOR  
DISTINGUISHED SERVICE AS MAYOR AND MEMBER OF CITY COUNCIL**

**WHEREAS**, Dennis Walsh has served this community with distinction during his eight years as mayor and two years as city council member; and

**WHEREAS**, his years of service have been marked by exemplary dedication to the best interests of the community; and

**WHEREAS**, his focus on responsible and long-term budgeting to allocate the appropriate resources to ensure the provision of city services; and

**WHEREAS**, his commitment to the preservation of Orono’s character has been reflected in his decision making; and

**WHEREAS**, the performance of his duties and responsibilities as Mayor has been characterized by his constructive contributions to the community as a member of the Code Review Committee, Budget Committee, Human Resources Committee, Communication Committee and Police Commission, to name but a few.

**RESOLVED**, that the Orono City Council does hereby express its sincere appreciation and thanks to Dennis Walsh for his service to the community.

**FURTHER**, that the City Council extends to him their best wishes for continued success in his future endeavors.

Adopted by the City Council of Orono, Minnesota at a regular meeting held January 13, 2025.

**ATTEST:**

**CITY OF ORONO**

\_\_\_\_\_  
Christine Lusian, City Clerk

\_\_\_\_\_  
Bob Tunheim, Mayor



**CITY OF ORONO**  
RESOLUTION OF THE CITY COUNCIL

NO. 7550

**A RESOLUTION OF APPRECIATION TO MR. RICHARD CROSBY FOR  
DISTINGUISHED SERVICE AS A MEMBER OF THE ORONO CITY COUNCIL**

**WHEREAS**, Richard Crosby has served this community with distinction during his eight years as a city council member; and

**WHEREAS**, his years of service have been marked by exemplary dedication to the best interests of the community; and

**WHEREAS**, his passion for emergency services and municipal parks led to the creation of the Orono Fire department and improvements within the park system; and

**WHEREAS**, his commitment to the preservation of Orono's character has been reflected in his decision making; and

**WHEREAS**, the performance of his duties and responsibilities as Council Member has been characterized by constructive contributions to the community in efforts such as the Long Lake Fire Advisory Board, the Highway 12 Safety Commission, and the Fire Negotiation Committee to name but a few.

**RESOLVED**, that the City Council of the City of Orono does hereby express its sincere appreciation and thanks to Richard Crosby for his service to the community.

**FURTHER**, that the City Council extends to him their best wishes for continued success in his future endeavors.

Adopted by the City Council of Orono, Minnesota at a regular meeting held January 13, 2025.

**ATTEST:**

**CITY OF ORONO**

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Christine Lusian, City Clerk

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Bob Tunheim, Mayor



**CITY OF ORONO**  
RESOLUTION OF THE CITY COUNCIL

NO. **7551**

**A RESOLUTION OF APPRECIATION TO MS. MARIA VEACH FOR  
DISTINGUISHED SERVICE AS A MEMBER OF CITY COUNCIL**

**WHEREAS**, Maria Veach has served this community with distinction during her two years as a city council member; and

**WHEREAS**, her service has been marked by exemplary dedication to the best interests of the community; and

**WHEREAS**, her commitment to public service and willingness to share ideas improved communication within the community; and

**WHEREAS**, her commitment to the preservation of Orono's character has been reflected in her decision making; and

**WHEREAS**, the performance of her duties and responsibilities as Council Member has been characterized by constructive contributions to the community in efforts such as the Long Lake Fire Advisory Board, the Communications Committee, and the Budget Committee to name but a few.

**RESOLVED**, that the City Council of the City of Orono does hereby express its sincere appreciation and thanks to Maria Veach for her service to the community.

**FURTHER**, that the City Council extends to her their best wishes for continued success in her future endeavors.

Adopted by the City Council of Orono, Minnesota at a regular meeting held January 13, 2025.

**ATTEST:**

**CITY OF ORONO**

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Christine Lusian, City Clerk

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Bob Tunheim, Mayor

## AGENDA ITEM



**Date:** January 13, 2025

**Item:** 5

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**Title:** Annual Appointments - Resolution 7548

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**Presenter:** Christine Lusian, City Clerk

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**Section:** Consent Agenda

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1. **Purpose:**

Appoint city officials and duties.

2. **Background:**

The framework of services we provide is directed by a law or rule and tends to be cyclical and predictable. Cities are required by laws and other authorities to complete certain tasks ahead of specific deadlines. The League of Minnesota Cities (LMC) provides a [calendar of important dates](#) as an easy to follow guide.

Tasks include formally and publicly assigning city officials to groups that steer the direction, vision, and goals of the city, like commissions, boards, committees. Another important task is to list where city funds are deposited for transparency and avoiding conflicts of interest.

The attached resolution provides a list of each duty, the authority it is directed by, and the proposed appointment or designation.

3. **Staff Recommendation:**

Approve appointments for 2025.

### **COUNCIL ACTION REQUESTED**

Approve resolution 7548 appointing city officials and duties for 2025.

### **Exhibits**

[Resolution 7548 - Annual Appointments 2025](#)



**CITY OF ORONO**  
RESOLUTION OF THE CITY COUNCIL

NO. 7548

**A RESOLUTION APPOINTING CITY OFFICIALS AND DUTIES**

**BE IT RESOLVED**, by the City Council of the city of Orono, Minnesota that the appointments and designations for the year 2025 are as follows:

<b>Duty</b>	<b>Authority or Reference</b>	<b>Appointee</b>
Acting Mayor	<i>Minn. Stat. 412.121</i>	Alisa Benson
Association of Metropolitan Municipalities Legislative Contact	<a href="https://www.metrocitiesmn.org/about-us">https://www.metrocitiesmn.org/about-us</a>	Bob Tunheim
Association of Metropolitan Municipalities Representative	<a href="https://www.metrocitiesmn.org/about-us">https://www.metrocitiesmn.org/about-us</a>	Adam Edwards
Attorney- Civil	<i>Minn. Stat. 412.111</i> <i>Agreement for Legal Services dated 1/1/2019 inc. amendments</i>	Campbell Knutson Soren Mattick
Attorney- Prosecuting	<i>Minn. Stat. 412.111</i> <i>Agreement for Legal Services dated 10/14/2024</i>	Campbell Knutson Alina Schwartz
Auditor	<i>Minn. Stat 275.065</i>	Abdo
Data Compliance Official - Responsible Authority and Designee	<i>Minn. Stat. 13.05.13</i>	Christine Lusian Correy Farniok (Police)
Development Review Committee	<i>Minn. Stat. 13D.01</i> <i>Orono Code 78-1005-1007</i>	Laura Oakden Melanie Curtis Matthew Karney
Emergency Preparedness Director	<i>Minn. Stat. 12.25</i>	Correy Farniok
Engineer- Consulting	<i>Minn. Stat. 412.111</i> <i>Agreement for City Engineering Services dated 11/23/2020</i>	Bolton & Menk David Martini
Fiscal Agents	<i>Minn. Stat. 427.05; 118A.04</i>	Ehlers & Associates
Fire Code Official	<i>Resolution 7428</i> <i>Orono Code 5-46-32</i>	James Van Eyll
Fire Relief Board of Trustees	<i>Minn. Stat. 13D.01, 424A.04</i> <i>Orono Firefighters' Relief Association Bylaws Article III, Section 2</i>	Bob Tunheim Adam Edwards James Van Eyll
Gillespie Center Representative	<i>Minn. Stat. 412.111</i> <i>Agreement for Services date November 12, 2024</i>	Jacqueline Ricks
Hennepin County Emergency Communications Organization	<i>Minn. Stat. 12.25</i> <a href="https://hennepin.us/en/residents/emergencies/emergency-management">hennepin.us/en/residents/emergencies/emergency-management</a>	Correy Farniok
Housing and Redevelopment Authority	<i>Minn. Stat. 469.003, 13D.01</i>	Bob Tunheim, Chair Alisa Benson Claire Berrett Steve Persian Jacqueline Ricks Maggie Jin, Secretary
Insurance Agent of Record	<i>Minn. Stat. 60K.30</i>	Corporate Four Ronald Youngdahl



**CITY OF ORONO**  
RESOLUTION OF THE CITY COUNCIL

NO. 7548

<b>Duty</b>	<b>Authority or Reference</b>	<b>Appointee</b>
Lake Minnetonka Conservation District (LMCD)	<i>Minn. Stat. 103B.611 &amp; 13D.01</i>	Richard Anderson <i>Term Expires 1/31/2026</i>
LOGIS Board of Directors	<i>Minn. Stat. 13D.01</i>	Correy Farniok Maggie Jin (alternate)
Long Lake Fire Advisory Board	<i>Minn. Stat. 424A.04-014, 13D.01 Agreement for Fire Protection dated 10/15/2002</i>	Bob Tunheim Steve Persian Adam Edwards James Van Eyll
Mayor's Association	<a href="https://www.lmc.org/wp-content/uploads/documents/Minn-esota-Mayors-Handbook.pdf">https://www.lmc.org/wp-content/uploads/documents/Minn-esota-Mayors-Handbook.pdf</a>	Bob Tunheim
Official Newspaper	<i>Minn. Stat. 412.831</i>	The Laker & Pioneer
Official Depositories/Investment Vendors	<i>Minn. Stat. 118A.02 &amp; 427.01-02 Office of the State Auditor</i>	Bank Hapoalim BM - NY Bank United - Miami, FL Bankwest Inc - Pierre, SD BMO Harris Bank - Chicago, IL Bridgewater Bank— Navarre, MN Capital One Bank - Mclean, VA Comenity Bank - DE Customers Bank - PA Fannie Mae Federal Home Loan Bank Federated Hermes FNB Oxford Bank - MS Generation Bank - Hampton, Arkansas JP Morgan Chase Bank NA-Columbus, OH League of MN Cities - 4M Fund Manufacturers & Traders Bank-Buffalo, NY Medallion Bank - Utah Merrick Bank - South Jordan, UT Morgan Stanley Bank -South Jordan, UT Morgan Stanley Private Bank Nicolet National Bank - Green Bay, WI Northwest Bank - Boise, Idaho Optum Bank Inc - Salt Lake City, UT Popular Bank - NY Sallie Mae Bank - Salt Lake City, UT Sofi Bank NA - UT Synchrony Bank - Draper, UT Texas Exchange Bank - Crowley, TX UBS Bank - Salt Lake City, UT UBS Financial Services - Wayzata Morgan Stanley Bank - NA US RBC Wealth Mgmt - MN Valley National Bank - Passaic, NJ Northwest Bank-Lake Oswego, ID WellsFargo Bank - Advisors WellsFargo Bank NA - CA Western Alliance – AZ





**CITY OF ORONO**  
RESOLUTION OF THE CITY COUNCIL

NO. 7548

<b>Duty</b>	<b>Authority or Reference</b>	<b>Appointee</b>
Park Commission	<i>Minn. Stat 412.111 &amp; 13D.01</i> <i>Orono Ordinance 22-31</i>  <i>Appointed by separate resolution(s)</i>	Brian Roath <i>Term Expires 3/1/2026</i> Rick Carter <i>Term Expires 3/1/2025</i> Gordy Stofer <i>Term Expires 3/1/2026</i> Cameron Porter <i>Term Expires 3/1/2025</i> Michael Huddy <i>Term Expires 3/1/2026</i> VACANT VACANT
Park Commission Chair	<i>Orono Ordinance 22-31</i>	Brian Roath Deputy: Cameron Porter
Park Commission Ex Officio (Councilmember)	<i>Orono Ordinance 22-32</i>	
Planning Commission	<i>Minn. Stat 412.111, 462.354, 13D.01</i> <i>Orono Ordinance 74-1</i>  <i>Appointed by separate resolution(s)</i>	Chris Bollis <i>Term Expires 2/25/2025</i> Scott Kirchener <i>Term Expires 3/0/2026</i> Jon Ressler <i>Term Expires 3/20/2027</i> Bob Erickson <i>Term Expires 3/20/2027</i> Mark McCutcheon <i>Term Expires 2/25/2025</i> Gary Kraemer <i>Term Expires 3/21/2026</i> VACANT
Planning Commission Chair	<i>Orono Ordinance 74-2</i>	Chris Bollis
Planning Commission Ex Officio (Councilmember)	<i>Orono Code 74-2(b)(3)</i>	
Appeals and Adjustments Board	<i>Minn. Stat. 462.354 Subd. 2</i> <u>City Code 78-96</u>	Planning Commission
Police Advisory Commission	<i>Minn. Stat. 412.111 &amp; 13D.01</i>  <i>Contracts for law enforcement with Spring Park of 7/24/2017, Mound of 9/10/2012, Minnetonka Beach of 8/23/2010</i>	Jaqueline Ricks Alisa Benson Adam Edwards Correy Farniok
Suburban Rate Authority	<i>Minn. Stat. 471.59</i> <a href="https://www.kennedy-graven.com/practice-areas/public-utility/">https://www.kennedy-graven.com/practice-areas/public-utility/</a>	DJ Goman
Weed Inspector (Mayor)	<i>Minn. Stat. 18.80</i>	Bob Tunheim
Weed Inspector (Assistant)	<i>Minn. Stat. 18.80</i>	Joe Ruthenberg

Adopted by the City Council of the city of Orono, Minnesota, at a regular meeting held January 13, 2025.

ATTEST

CITY OF ORONO

\_\_\_\_\_  
Christine Lusian, City Clerk

\_\_\_\_\_  
Bob Tunheim, Mayor

## AGENDA ITEM



**Date:** January 13, 2025

**Item:** 6

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**Title:** 2025 Pay Equity Report

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**Presenter:** Maggie Jin, Finance Director

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**Section:** Consent Agenda

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1. **Purpose:**

The purpose of this action item is to approve the City's 2025 Pay Equity Report.

2. **Background:**

Every three years the City is required to submit a Pay Equity Report to the State Department of Employee Relations (DOER) to demonstrate compliance with the requirements of the State Pay Equity Act. The Pay Equity Act requires that reasonable pay relationships be maintained between job classes regardless of the gender of the incumbents of those job classes. The City's Pay Equity Report is attached. The report is based on the salary and benefit data in place as of December 31, 2024.

Minnesota Management and Budget requires the Pay Equity Implementation Report to be approved by the governing body of the government and submitted electronically using their pay equity software. The software computes compliance data based on information entered by the local jurisdiction. Based on the State's criteria and reports generated by the pay equity software, it appears the City is in compliance with the requirements of the Pay Equity Act. After formal review of the Pay Equity Implementation Report, the city will receive a notice of compliance.

3. **Cost:**

There is no cost associated with this reporting.

4. **Staff Recommendation:**

Staff recommends approval of the 2025 Pay Equity Report.

### **COUNCIL ACTION REQUESTED**

Motion to approve the 2025 Pay Equity Report.

### **Exhibits**

[Exhibit B. Interpreting Results  
2025 Pay Equity Report](#)

## Interpreting Results of Compliance Tests

Your jurisdiction is required to pass four tests to be in compliance with pay equity law. For more information about compliance tests, refer to the [Guide to Understanding Pay Equity Compliance](#).

- 1. Completeness and Accuracy Test** - Report is submitted on time, data is correct, and required information has been provided
- 2. Statistical or Alternative Test**- Compares salary data to determine if female classes are paid consistently below male classes of comparable work value (job points). The Minnesota Pay Equity Management System will generate results applying the Statistical Analysis Test. Underpayment ratio results of 80 and above are passing. In some cases, the Alternative Analysis is required and consists of a manual review of the data. Refer to the following page to determine which test applies to your report.
- 3. Salary Range Test** - Compares the average number of years required for female classes to move through a salary range consisting of a time-phased step progression to the average number of years required for male classes. Results of 0 or 80 and above are passing scores. (Test does not apply if years to achieve maximum salary are not defined or if salary ranges are not defined).
- 4. Exceptional Service Pay Test** - Compares the percentage of female classes receiving longevity or performance pay to the percentage of male classes receiving longevity or performance pay. In noting exceptional service pay, recipients must exceed the maximum salary reported. Results of 0 or 80 and above are passing scores. (Test does not apply if exceptional service pay is not available in your jurisdiction).

## Compliance Determination Questionnaire

Answer the questions below to interpret results of a jurisdiction's compliance report.

**Please note that MMB will make all final compliance determinations**, this should be used for informational review purposes only.

1. Is the underpayment ratio at or above 80%?
  - A. Yes- Compliance (Go to question 4)
  - B. No- Are there 6 or more male classes and at least one class with a salary range?
    - I. YES- Move on to [T-test](#) and then go to question 2.
    - II. NO- Use alternative analysis test; go to question 3.
  
2. Is the value of T and degrees of freedom within range according to the t-test table?
  - A. Yes- Compliance (Go to question 4)
  - B. No- Out of compliance (Go to question 4, please note that even if the other tests listed in questions 4 and 5 have passing scores the jurisdiction may still be out of compliance)
  
3. Alternative Analysis Test - If the answer is yes to any of the statements below, the jurisdiction may be out of compliance, even if the other tests listed in questions 4 and 5 have passing scores.
  - *Is there a female job class with more points and less pay than a male class and the difference cannot be explained by years of service?*
  
  - *Is there a female job class with the same points as a male class and less pay and the difference cannot be explained by years of service?*
  
  - *Is there a female job class between 2 male classes and the female job class receives less pay than either male class and the difference cannot be explained by years of service?*
  
  - *Is there a female class rated lower than all male classes and pay is not reasonably proportionate to points as other classes and the difference cannot be explained by years of service?*
  - I. Did you answer yes to any of the questions above?
    - A. NO- Compliance, go to question 4
    - B. Yes- Jurisdiction may be out of compliance (Go to question 4, please note that even if the other tests listed in questions 4 and 5 have passing scores the jurisdiction may still be out of compliance)

**4. Is the salary range test 0%, or at or above 80%?**

A. Yes- Compliance (Go to question 5)

B. No- Out of compliance (Go to question 5, Jurisdiction may be out of compliance with pay equity law, even if there is a passing score on a test from a previous question)

**5. Is the exceptional service pay test 0%, or at or above 80%?**

A. Yes- Compliance (End)

B. No- Out of compliance (Jurisdiction might be out of compliance with pay equity law, even if there is a passing score on a test from a previous question)

# Compliance Report

Jurisdiction: Orono  
2750 Kelley Parkway

Report Year: 2025  
Case: 3 - 2024 DATA (Shared (Jur and MMB))

Orono, MN 55356

Contact: Maggie Jin

Phone: (952) 249-4611

E-Mail: mjin@oronomn.gov

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

## I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	19	13	3	35
# Employees	24	14	26	64
Avg. Max Monthly Pay per employee	8459.60	7209.30		7959.20

## II. STATISTICAL ANALYSIS TEST

### A. Underpayment Ratio = 107.5188 \*

	Male Classes	Female Classes
a. # At or above Predicted Pay	8	6
b. # Below Predicted Pay	11	7
c. TOTAL	19	13
d. % Below Predicted Pay (b divided by c = d)	57.89	53.85

\*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

### B. T-test Results

Degrees of Freedom (DF) = 36	Value of T = 2.526
------------------------------	--------------------

a. Avg. diff. in pay from predicted pay for male jobs = -1

b. Avg. diff. in pay from predicted pay for female jobs = -169

## III. SALARY RANGE TEST = 99.25 (Result is A divided by B)

A. Avg. # of years to max salary for male jobs = 6.95

B. Avg. # of years to max salary for female jobs = 7.00

## IV. EXCEPTIONAL SERVICE PAY TEST = 100.00 (Result is B divided by A)

A. % of male classes receiving ESP = 100.00 \*

B. % of female classes receiving ESP = 100.00

\*(If 20% or less, test result will be 0.00)

## Job Class Data Entry Verification List

Case: 2024 DATA

Orono

LGID: 907

Job Nbr	Class Title	Nbr Males	Nbr Females	Non-Binary	Class Type	Jobs Points	Min Mo Salary	Max Mo Salary	Yrs to Max Salary	Yrs of Service	Exceptional Service Pay
29	Building Maintenance/Custodian	0	1		F	101	3964.13	4905.33	7.00	0.00	Longevity
30	Administrative Assistant - CH	1	0		M	114	4484.13	5550.13	7.00	0.00	Longevity
1	Administrative Assistant - Pol	0	2		F	114	4484.13	5550.13	7.00	0.00	Longevity
7	Administrative Assistant - PW	0	1		F	114	4484.13	5550.13	7.00	0.00	Longevity
14	Community Service Officer	1	0		M	124	4484.13	5550.13	7.00	0.00	Longevity
25	Management Assistant	0	1		F	149	5075.20	6279.87	7.00	0.00	Longevity
33	Accounting Technician	0	1		F	151	5075.20	6279.87	7.00	0.00	Longevity
11	Planning Assistant	0	1		F	151	5075.20	6279.87	7.00	0.00	Longevity
17	PW Maintenance Worker	3	1		B	164	5073.47	6279.87	7.00	0.00	Longevity
32	Parks Maintenance Worker	1	0		M	164	5073.47	6279.87	7.00	0.00	Longevity
38	IT Technician	1	0		M	169	5399.33	6682.00	7.00	0.00	Longevity
31	Utility Worker	2	0		M	177	5399.33	6682.00	7.00	0.00	Longevity
34	Mechanic	1	0		M	183	5399.33	6682.00	7.00	0.00	Longevity
36	Clubhouse Mgr/Event Coordinato	0	1		F	184	5075.20	6281.60	7.00	0.00	Longevity
35	Golf Course Superintendent	1	0		M	189	5560.53	6881.33	7.00	0.00	Longevity
16	Office Manager	0	1		F	219	5687.07	7039.07	7.00	0.00	Longevity
27	Building Inspector	1	0		M	260	6110.00	7562.53	7.00		Longevity
19	Public Works Supervisor	1	0		M	282	6110.00	7562.53	7.00	0.00	Longevity
37	Fleet Supervisor	1	0		M	282	6110.00	7562.53	7.00	0.00	Longevity
21	Patrol Officer	15	5		B	299	6252.13	8210.80	6.00	0.00	Longevity
4	Accountant	0	1		F	306	6500.00	8046.13	7.00	0.00	Longevity
9	City Planner	1	1		B	324	6500.00	8046.13	7.00	0.00	Longevity
40	Public Utilities Supervisor	1	0		M	324	6500.00	8046.13	7.00	0.00	Longevity
3	City Clerk	0	1		F	339	6437.60	7968.13	7.00	0.00	Longevity
6	IT Manager	1	0		M	353	6916.00	8559.20	7.00	0.00	Longevity
8	Building Official	0	1		F	354	6916.00	8559.20	7.00	0.00	Longevity
18	Public Works Superintendent	1	0		M	415	7358.00	9106.93	7.00	0.00	Longevity
28	Parks/Facilities Superintenden	1	0		M	415	7358.00	9106.93	7.00	0.00	Longevity
22	Sergeant	5	0		M	432	8574.80	9656.40	6.00	0.00	Longevity
15	Deputy Chief	1	0		M	550	8330.40	10309.87	7.00	0.00	Longevity
39	Fire Chief	1	0		M	560	8330.40	10309.87	7.00	0.00	Longevity
10	Community Development Director	0	1		F	745	8862.53	10968.53	7.00	0.00	Longevity

## Job Class Data Entry Verification List

Case: 2024 DATA

Orono

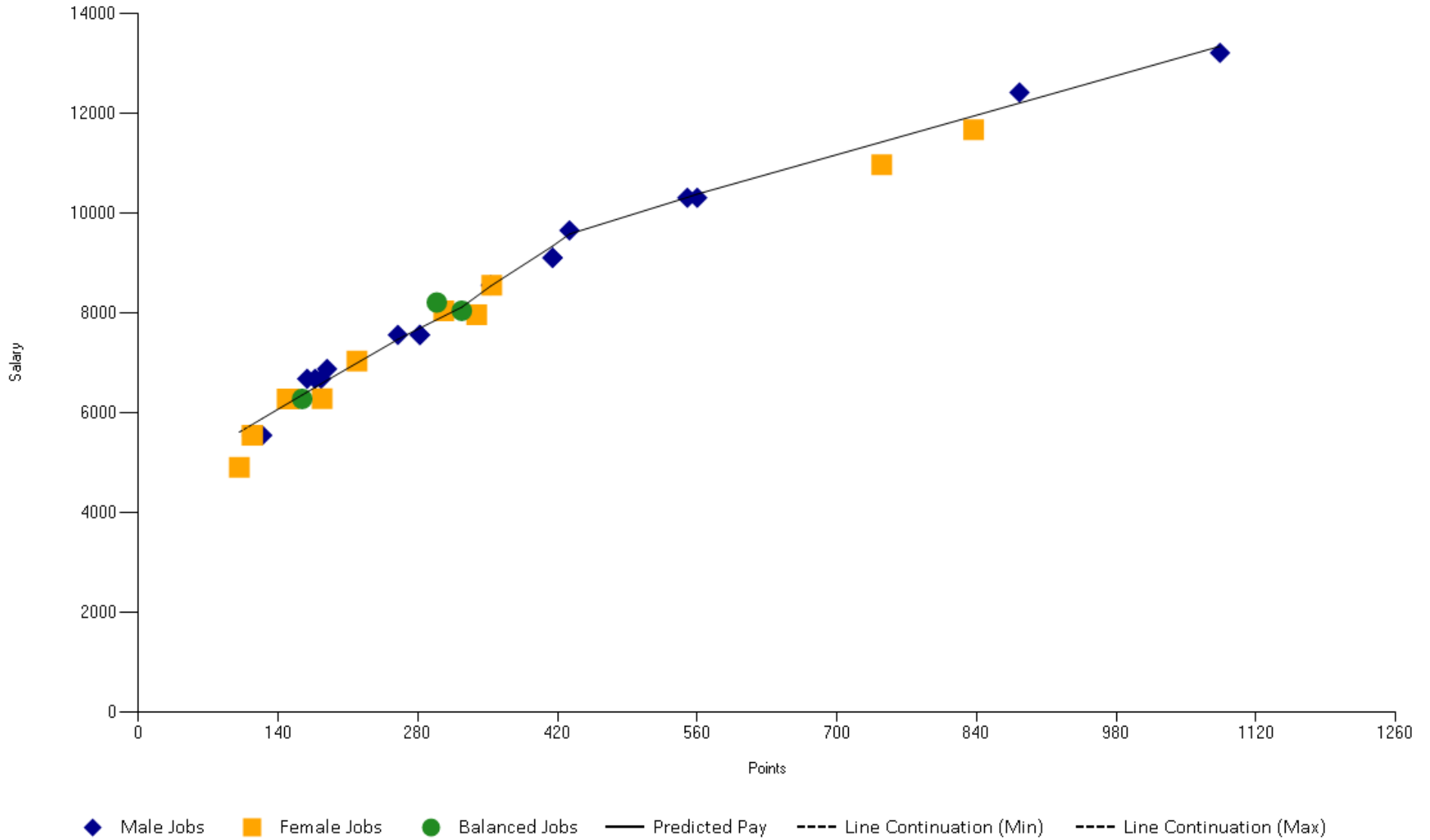
LGID: 907

Job Nbr	Class Title	Nbr Males	Nbr Females	Non-Binary	Class Type	Jobs Points	Min Mo Salary	Max Mo Salary	Yrs to Max Salary	Yrs of Service	Exceptional Service Pay
5	Finance Director	0	1		F	837	9431.07	11672.27	7.00	0.00	Longevity
13	Police Chief	1	0		M	883	10034.27	12419.33	7.00	0.00	Longevity
2	City Administrator/Engineer	1	0		M	1084	10675.60	13213.20	7.00	0.00	Longevity

**Job Number Count: 35**



## Predicted Pay Report for: Orono Case: 2024 DATA



## Predicted Pay Report for: Orono

### Case: 2024 DATA

Job Nbr	Job Title	Nbr Males	Nbr Females	Non-Binary	Total Nbr	Job Type	Job Points	Max Mo Salary	Predicted Pay	Pay Difference
29	Building Maintenance/Custodian	0	1			Female	101	4905.3300	5613.9353	-708.6053
7	Administrative Assistant - PW	0	1			Female	114	5550.1300	5767.1686	-217.0386
1	Administrative Assistant - Pol	0	2			Female	114	5550.1300	5767.1686	-217.0386
30	Administrative Assistant - CH	1	0			Male	114	5550.1300	5767.1686	-217.0386
14	Community Service Officer	1	0			Male	124	5550.1300	5884.9958	-334.8658
25	Management Assistant	0	1			Female	149	6279.8700	6180.4344	99.4356
11	Planning Assistant	0	1			Female	151	6279.8700	6204.2320	75.6380
33	Accounting Technician	0	1			Female	151	6279.8700	6204.2320	75.6380
17	PW Maintenance Worker	3	1			Balanced	164	6279.8700	6357.4654	-77.5954
32	Parks Maintenance Worker	1	0			Male	164	6279.8700	6357.4654	-77.5954
38	IT Technician	1	0			Male	169	6682.0000	6416.6692	265.3308
31	Utility Worker	2	0			Male	177	6682.0000	6511.2792	170.7208
34	Mechanic	1	0			Male	183	6682.0000	6582.0916	99.9084
36	Clubhouse Mgr/Event Coordinato	0	1			Female	184	6281.6000	6593.7002	-312.1002
35	Golf Course Superintendent	1	0			Male	189	6881.3300	6652.9040	228.4260
16	Office Manager	0	1			Female	219	7039.0700	7015.7048	23.3652
27	Building Inspector	1	0			Male	260	7562.5300	7472.1078	90.4222
19	Public Works Supervisor	1	0			Male	282	7562.5300	7698.8884	-136.3584
37	Fleet Supervisor	1	0			Male	282	7562.5300	7698.8884	-136.3584
21	Patrol Officer	15	5			Balanced	299	8210.8000	7844.9361	365.8639
4	Accountant	0	1			Female	306	8046.1300	7924.3625	121.7675
9	City Planner	1	1			Balanced	324	8046.1300	8116.5495	-70.4195
40	Public Utilities Supervisor	1	0			Male	324	8046.1300	8116.5495	-70.4195
3	City Clerk	0	1			Female	339	7968.1300	8360.6874	-392.5574
6	IT Manager	1	0			Male	353	8559.2000	8541.5627	17.6373
8	Building Official	0	1			Female	354	8559.2000	8554.2557	4.9443
18	Public Works Superintendent	1	0			Male	415	9106.9300	9340.8920	-233.9620
28	Parks/Facilities Superintenden	1	0			Male	415	9106.9300	9340.8920	-233.9620
22	Sergeant	5	0			Male	432	9656.4000	9582.9750	73.4250
15	Deputy Chief	1	0			Male	550	10309.8700	10316.2400	-6.3700
39	Fire Chief	1	0			Male	560	10309.8700	10383.4985	-73.6285
10	Community Development Director	0	1			Female	745	10968.5300	11391.5911	-423.0611

## Predicted Pay Report for: Orono

### Case: 2024 DATA

Job Nbr	Job Title	Nbr Males	Nbr Females	Non-Binary	Total Nbr	Job Type	Job Points	Max Mo Salary	Predicted Pay	Pay Difference
5	Finance Director	0	1			Female	837	11672.2700	11946.4354	-274.1654
13	Police Chief	1	0			Male	883	12419.3300	12206.7891	212.5409
2	City Administrator/Engineer	1	0			Male	1084	13213.2000	13344.4455	-131.2455

**Job Number Count: 35**

**AGENDA ITEM**



**Date:** January 13, 2025

**Item:** 7

**Title:** Tobacco 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 tobacco.

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

The following establishments have submitted applications for tobacco sales licenses:

<b>Business</b>	<b>Address</b>	<b>Status</b>
Orono Station	2160 Wayzata Blvd	complete
Holiday Stationstore 2746516	3340 Shoreline Dr	complete
Holiday Stationstore 2746515	2420 Shadywood Dr	complete
Wayzata Country Club	200 Wayzata Blvd	pending payment
Spring Hill Golf Club	725 County Road 6	pending payment
Navarre Minnoco	3360 Shoreline Dr	complete
Navarre Liquors	3421 Shoreline Dr	complete
Orono Smoke Shop	3502 Shoreline Dr	complete

City approval and establishment insurance information will be shared with the state for certification/approval and the licenses will authorize sales through January 31, 2026.

3. **Staff Recommendation:**

Approve the licenses.

**COUNCIL ACTION REQUESTED**

Approve the tobacco sales licenses, contingent on complete application requirements.

## AGENDA ITEM



**Date:** January 13, 2025

**Item:** 8

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**Title:** Hire Parks and Facilities Superintendent

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**Presenter:** Adam Edwards, City Administrator / Engineer

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**Section:** Consent Agenda

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1. **Purpose:**

The purpose of this action item is to accept the resignation of the Parks and Facilities Superintendent and appoint the new Parks and Facilities Superintendent.

2. **Background:**

The Parks and Facilities Superintendent position is a critical position within the city staff. The position leads the Parks and Facilities Department and is responsible for the maintenance and care of the City's parks, trails, beaches, facilities and golf course.

On December 13th, Taylor Zinnel tendered his resignation. His last day with the city was December 27th.

3. **Recruitment:**

Rather than restart the recruitment process that was just initiated in August of 2024, staff recommends making an appointment from the list of previous finalists for the position. The selection process included advertising the position, application screening, interview panels and background checks. First round interviews were completed by a panel made up of city staff and the second round by a panel of City staff, the Mayor and Councilmember Benson.

4. **Recommended Candidate:**

Mr. Joe Ruthenberg is the recommended candidate for the position. Joe has 20 years of experience in municipal government, including here in Orono. Joe has previous experience as a facilities manager and supervising a parks and recreation team. Joe's education and experiences make him uniquely suited to be Orono's next Parks and Facilities Superintendent.

5. **Recommended Compensation:**

Staff recommends Joe Ruthenberg be appointed as the Orono Parks And Facilities Superintendent with an effective start date of January 13, 2025.

**a. Salary.** Grade 13 / Step Start (\$91,104.00/year) of the City's Non-Union Employee 2025 Pay Scale.

**b. Vacation.** He will continue to earn vacation at his current rate with increases to follow the city's personnel policy using his initial hire date.

**c. Benefits.** As a full-time employee, the position is eligible for all benefits as outlined in the personnel policy. His service time will be calculated from his initial date of hire with the city.

### COUNCIL ACTION REQUESTED

Motion to accept Taylor Zinnel's resignation and to appoint Joe Ruthenberg as the Parks and Facilities Superintendent at Grade 13, Start Step with a start date of January 13, 2025.

## AGENDA ITEM



**Date:** January 13, 2025

**Item:** 9

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**Title:** Hire Administrative Assistant to Administration

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**Presenter:** Christine Lusian, City Clerk

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**Section:** Consent Agenda

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1. **Purpose:**

The purpose of this action item is to gain council approval of hiring an Administrative Assistant for the Administration department.

2. **Background:**

On tonight's agenda, is the council action to promote Joe Ruthenberg from Administrative Assistant to Parks and Facilities Superintendent. This creates a vacancy for the Administrative Assistant position in the Administration department.

3. **Recruitment:**

Staff reviewed the pool of applications received for the Administrative Assistant - Public Works, Parks, and Facilities departments and five of those applicants were interviewed by a panel in person on November 19 and 23. Staff spoke with references, conducted background investigation, and selected a candidate to fill the position.

4. **Recommended Candidate:**

Tano (Jason) Meija has past experience in state park administration, county elections, campaigns and canvassing, and as a congressional intern.

5. **Recommended Compensation:**

Staff recommends that Mr. Meija be appointed to the position of Administrative Assistant for the Administration department with a start date of January 14, 2025.

a. **Salary.** Starting wage of \$27.47 (Grade 5, Step 1 of Local 12 Union agreement).

b. **Benefits.** Vacation will accrue at a rate of 15 days per year and follow collective bargaining agreement with Office and Professional Employees International Union (OPEIU) 12.

Vacation and sick leave accrual will begin on the start date. Jason will be eligible to participate in the city's benefit package starting the first day of the month following 30 days of employment and a full-time employee is eligible for benefits as outlined in the OPEIU 12 agreement and personnel handbook, which includes enrollment in the Public Employees Retirement Association (PERA).

### COUNCIL ACTION REQUESTED

Motion to appoint Tano (Jason) Meija to the position of Administrative Assistant for the Administration department with a start date of January 14, 2025.

### Exhibits

[Administration - Administrative Assistant - Job Description](#)



## CITY OF ORONO

Position Title: Administrative Assistant

~~Revision Document~~ Date: ~~September 25, 2023~~ January 13, 2025

Department: Administration

Accountable to: City Clerk

FLSA Status: Non-exempt

Union Status: Office and Professional Employees International Union, Local No. 12, AFL-CIO

### **Nature of Work**

The Administrative Assistant is responsible for providing higher level administrative support to all departments within the City of Orono and is the main point of contact for visitors entering and calling into City Hall. This position is also responsible for creating a welcoming atmosphere for visitors and must be able to work during core business hours.

### **Supervision Received and Exercised**

This position reports to the City Clerk and does not supervise any other position within the City.

### **Essential Functions**

Essential functions listed below are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is similar, related or a logical assignment to the position.

- Serves as the first point of contact to visitors, residents, and contractors who visit, call, or email city hall.
- Provides customer service to residents, contractors and the general public regarding information related to the City and/or may refer them to the appropriate resource. (In person, phone, e-mail, and in writing).
- Receives applications, obtains required data, and makes necessary determinations, answers questions and explains procedures regarding permits, certificates, licenses, assessments, and other matters requiring knowledge of city ordinances, departmental policies and regulations.
- Assists in completing forms, applications, permits and licenses, and arranges appointments and inspections.
- Processes payments.

- Provides operational support, including: creating, filing, and maintaining calendars, correspondence, reports, website maintenance, communications, and completion of special projects.
- Assists with meeting(s) preparation.
- Assists with processing Official City documents.
- Maintains ~~and orders~~ office supplies.
- Reviews administrative license and permit applications and other forms for completeness and accuracy.
- Responds to individuals seeking information, takes detailed messages and forwards to the appropriate department.
- Assists in coordinating city programs such as recycling and organics.
- Opens, sorts, distributes incoming mail. Routes mail to the appropriate personnel.
- Assists in the response to data requests as required under MN Data Practice regulations.
- Maintains records according to the MN Records Retention schedule and the City's adopted policies.
- Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.
- Performs other related duties as assigned or as the situation dictates within the scope of this position.
- Assists the City Clerk with elections, including: administrative tasks, responding to general questions, and processing of absentee ballots.
- Day-to-day use of various data management and communication software/equipment, including but not limited to: website, social media, City land line and cellular phone systems, and email.

### **Required Knowledge, Skills and Abilities**

#### Knowledge:

- Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Computers and Electronics — Knowledge of electronic equipment, and computer hardware and software, including applications and programming.

#### Skills:

- Active Listening — Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Reading Comprehension — Understand written sentences and paragraphs in work related documents.
- Speaking — Talk to others to convey information effectively.
- Service Orientation — Look for ways to help people.
- Writing — Communicate effectively in writing as appropriate for the needs of the



audience.

Abilities:

- Written Comprehension — Able to read and understand information and ideas presented in writing.
- Oral Comprehension — Able to listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression — Able to communicate information and ideas in speaking so others will understand.
- Speech Recognition — Able to identify and understand the speech of another person.
- Written Expression — Able to communicate information and ideas in writing so others will understand.

**Minimum Requirements**

- High School Diploma or equivalent.
- Three (3) years of practical experience in a position of similar complexity, or equivalent combination of education in clerical, secretarial, or office management fields and experience.
- Notary public or ability to obtain licensure.
- Demonstrated competence in Microsoft Office, Excel, and Adobe software.

**Desirable Qualifications**

- Two (2) or four (4) years post-secondary education.
- Work experience in municipal government, document management/imaging technology and/or IT desirable.
- Municipal Clerk Certification.

**Physical Demands and Working Environment**

This position operates in an office environment, where employees are protected from weather conditions or contaminants, but not necessarily occasional temperature changes.

## AGENDA ITEM



**Date:** January 13, 2025

**Item:** 10

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**Title:** Hire Administrative Assistant to Public Works, Parks and Facilities

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**Presenter:** DJ Goman, Public Works Superintendent

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**Section:** Consent Agenda

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1. **Purpose:**

The purpose of this action item is to gain council approval to appoint a new Administrative Assistant - Public Works, Parks and Facilities.

2. **Background:**

At the November 25, 2024 council meeting, Kellie Intlekofer was promoted to the Accounting Technician position which left an opening for the Administrative Assistant - Public Works, Parks and Facilities.

3. **Recruitment:**

Staff posted the position through December 10th and received 20 applications. The interview process was conducted and staff have selected Heather Smieja to fill the Administrative Assistant position - Public Works, Parks and Facilities.

4. **Recommended Candidate:**

Heather Smieja is the recommended candidate for the Administrative Assistant for the Public Works and Parks and Facilities Department. Ms. Smieja has over 11 years of customer service and is a registered notary.

5. **Recommended Compensation:**

Staff recommends that Ms. Smieja be appointed to the position of Administrative Assistant effective January 27, 2025.

a. **Salary.** Starting wage of \$29.19 (Grade 5, Step 3 of Local 12 Union Agreement).

b. **Benefits.** Vacation will accrue at a rate of 10 days per year and follow Local 12 Union agreement. This is a full-time position and is eligible for city benefits as outlined in the Local 12 Union Agreement and personnel handbook.

### COUNCIL ACTION REQUESTED

Motion to appoint Heather Smieja to the position of Administrative Assistant - Public Works, Parks and Facilities effective January 27, 2025.

## AGENDA ITEM



**Date:** January 13, 2025

**Item:** 11

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**Title:** Hire Utility Maintenance Worker - Jason Holms

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**Presenter:** DJ Goman, Public Works Superintendent

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**Section:** Consent Agenda

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1. **Purpose:**

The purpose of the action item is to gain authorization to fill a vacancy in the Public Works Utility division and to appoint Jason Holms as a full-time Utility Maintenance Worker.

2. **Background:**

The Public Works Utility Division currently has three full-time staff with two open positions. The Utility Maintenance Worker positions are critical to meet current service needs of the City's utility infrastructure and are essential to city operations.

3. **Recruitment:**

The selection process for the position involved advertising the position, application screening, interviews by Public Works Supervisors and Public Work Superintendent. The process included background and reference checks.

4. **Recommended Candidate:**

Jason Holms has 20 plus years of prior city public works experience. Jason is excited about the opportunity to work for the City of Orono Public Works Department.

5. **Recommended Compensation:**

Staff recommend the hiring of Jason Holms as a full-time Utility Maintenance Worker with an effective start date of January 14, 2025.

- **Salary.** Starting rate of \$37.36/hour (Grade 8/Step 5 of the IUOE Local 49 Agreement pay scale).
- **Benefits.** Vacation will accrue at a rate of 15 days per year and follow IUOE Local 49 Union agreement. Vacation and sick leave will begin on the start date. The employee will be eligible to participate in the City's benefit package starting the first day of the month following 30 days of employment. As a full-time employee, Jason is eligible for benefits as outlined in the IUOE Local 49 Agreement and personnel handbook. This includes enrollment in the Public Employees Retirement Association (PERA).

### COUNCIL ACTION REQUESTED

Motion to approve the hiring of Jason Holms as a full-time Utility Maintenance Worker at the rate of \$37.36 per hour with a start date of January 14, 2025.

## AGENDA ITEM



**Date:** January 13, 2025

**Item:** 12

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**Title:** Hire Utility Maintenance Worker - Lance Kraemer

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**Presenter:** DJ Goman, Public Works Superintendent

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**Section:** Consent Agenda

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1. **Purpose:**

The purpose of the action item is to gain authorization to fill a vacancy in the Public Works Utility Division by appointing Lance Kraemer as a full-time Utility Maintenance Worker.

2. **Background:**

The Public Works Utility division currently has three full-time staff with two open positions. The Utility Maintenance Worker positions are critical to meet current service needs of the City's utility infrastructure and are essential to city operations.

3. **Recruitment:**

The selection process for the position involved advertising the position, application screening, interviews by Public Works Supervisors and Public Works Superintendent. The process included background and reference checks.

4. **Recommended Candidate:**

Lance Kraemer has project management and concrete construction experience. Lance is excited about the opportunity to work for the City of Orono Public Works Department.

5. **Recommended Compensation:**

Staff recommend the hiring of Lance Kraemer as a full-time Utility Maintenance Worker with an effective start date of January 14, 2025.

- **Salary.** Starting rate of \$32.08/hour (Grade 8/Start Step of the IUOE Local 49 Agreement pay scale).
- **Benefits.** Vacation will accrue at a rate of 10 days per year and follow IUOE Local 49 Union agreement. Vacation and sick leave will begin on the start date. The employee will be eligible to participate in the City's benefit package starting the first day of the month following 30 days of employment. As a full-time employee, Lance is eligible for benefits as outlined in the IUOE Local 49 Agreement and personnel handbook. This includes enrollment in the Public Employees Retirement Association (PERA).

### COUNCIL ACTION REQUESTED

Motion to approve the hiring of Lance Kraemer as a full-time Utility Maintenance Worker at the rate of \$32.08 per hour with a start date of January 14, 2025.

**AGENDA ITEM**



**Date:** January 13, 2025

**Item:** 13

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**Title:** Hire Firefighter

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**Presenter:** James Van Eyll, Fire Chief

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**Section:** Consent Agenda

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1. **Purpose:**

This action item aims to gain approval to hire a part-time firefighter/lieutenant and accept the resignation of a part-time firefighter/lieutenant.

2. **Background:**

The Orono Fire Department is currently seeking part-time and paid-on-call firefighters.

3. **Recruitment:**

The selection process for the position involved application screening and an interview. The Fire Chief and Deputy Fire Chief conducted the interview. Since the candidate was previously employed by the City of Orono, Orono Fire, the psychological and physical (pre-employment medical) exams were previously completed. He will still need to complete a probationary period.

4. **Recommended Candidate:**

John Jackson has 6 years of experience as a firefighter with other departments. He has passed Firefighter 1 & 2 and EMR. He is excited to become a charter member of the Orono Fire Department and looks forward to creating the best department. John Jackson was previously a part-time firefighter for the City of Orono Fire Department from January 2024 to September 2024. Firefighter Jackson left on good terms to pursue other opportunities.

5. **Recommended Compensation:**

Staff recommend accepting the resignation of part-time firefighter/lieutenant Jason Huber. Staff recommend hiring John Jackson as a part-time firefighter/lieutenant with a start date effective January 14, 2025.

**Pay.** Starting rate of \$21.00/hour.

**Benefits.** Per the City Personal Policy, including enrollment in Police and Fire PERA.

**COUNCIL ACTION REQUESTED**

Motion to approve hiring John Jackson as part-time firefighter/lieutenant at the rate of \$21.00 per hour with a start date of January 14, 2025, and accept the resignation of part-time firefighter/lieutenant Jason Huber.

## AGENDA ITEM



**Date:** January 13, 2025

**Item:** 14

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**Title:** Job Title Rename and Pay Adjustment - Records Technician

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**Presenter:** Christine Lusian, City Clerk

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**Section:** Consent Agenda

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1. **Purpose:**

The purpose of this action item is to approve renaming the Scanning Clerk positions to Records Technicians and approve cost of living adjustment for the positions.

2. **Background:**

Two part-time scanning clerk positions in the administrative department are not included on any compensation scale and have not historically received cost of living adjustments or step increases. The scanning clerks were seasonal positions prior to 2023 and on June 12, 2023, were transitioned to part-time positions. At the time of hire, pay increases were not officially addressed. Staff recommends the current scanning clerk positions follow the non-union cost-of-living adjustment (COLA) percentage increase going forward (2025 is 3% increase). In addition, staff is recommending renaming the position from Scanning Clerk to Records Technician to better reflect the work they do currently and into the future.

3. **Cost:**

The position currently pays a range of \$14.00-\$16.00 per hour based on employee's years of service. With COLA, pay would increase to \$14.42-\$16.48 per hour in 2025.

4. **Staff Recommendation:**

Rename the Scanning Clerk positions to Records Technicians and approve the cost of living adjustment.

### **COUNCIL ACTION REQUESTED**

Rename the Scanning Clerk positions to Records Technicians and approve the cost of living adjustment.

### **Exhibits**

[Records Technician job description](#)



CITY OF ORONO

Position Title: ~~Scanning Clerk~~ Temporary Records Technician  
Document Date: January 13, 2025  
Department: Administration  
Accountable to: City Clerk  
FLSA Status: Non-exempt

**Nature of Work**

This position will be responsible for producing and organizing digital copies of the City's documents for official records retention purposes. The position will assist with the City's transition of paper to electronic filing system.

**Supervision Received and Exercised**

This position receives supervision by the City Clerk. This position does not supervise the work of other employees.

**Examples of Work**

Essential functions listed below are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is similar, related or a logical assignment to the position.

- Producing and organizing digital copies of documents;
- Producing legible, accurate scans, and of highest quality possible;
- Preparing documents for scanning
- Tracking documents for destruction;
- Using the Records Retention Schedule for MN Cities;
- Performs other duties and assumes other responsibilities as assigned.

## **Required Knowledge, Skills and Abilities**

### Knowledge:

- Active Listening — Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Reading Comprehension — Understand written sentences and paragraphs in work related documents.
- Speaking — Talk to others to convey information effectively.
- Service Orientation — Look for ways to help people.

### Abilities:

- Written Comprehension — Able to communicate effectively, take and understand direction, and should be highly organized.
- Oral Comprehension — Able to listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression — Able to communicate information and ideas in speaking so others will understand.
- Speech Recognition — Able to identify and understand the speech of another person.
- Written Expression — Able to communicate information and ideas in writing so others will understand.

## **Minimum Requirements**

- High School Diploma or equivalent.
- Available to work varied schedule up to 20 hours per week

## **Desirable Qualifications**

- Previous experience working with Laserfische and/or Microfiche

## **Physical Demands and Working Environment**

- Ability to perform repetitive tasks throughout their shift.
- Some lifting is required (less than 50 lbs)
- This position operates in an indoor environment, where employees are protected from weather conditions or contaminants, but not necessarily occasional temperature changes.



**AGENDA ITEM**



**Date:** January 13, 2025

**Item:** 15

**Title:** Replace Equipment - Sewer Cleaning Easement Machine

**Presenter:** DJ Goman, Public Works Superintendent

**Section:** Public Works Report

1. **Purpose:**

To replace unit 714 a 2001 sewer and pipe cleaning machine with a 2024 Eco combo sewer and pipe cleaning easement machine

2. **Background:**

714 is a Sanitary Sewer and Stormwater cleaning machine that is used by Sanitary Sewer and Stormwater department. This machine cleans sewage, storm sewer pipes, and is used in conjunction with our combination sewer cleaning and vacuum truck. The machine accesses pipes that are off the roadway in our easement areas behind houses and along lake shore areas where the bigger equipment can't go, .

3. **Options:**

4. **Cost:**

The city received quote, listed below, for a new Easement Machine including allowance for trade in of existing equipment from Flexible Pipe Tools & Equipment a state contractor.

<u>Company</u>	<u>Model / Description</u>	<u>Cost</u>
Flexible Pipe	2024 SECA JAJ-600WH Track Driven Easement Machine	
		\$83,599.00

5. **Funding:**

This replacement will be funded through the equipment fund. This replacement was identified in the 2025 Capital Improvement Plan (CIP) for \$100,000.

6. **Staff Recommendation:**

I recommend that the council accept the quote from Flexible Pipe Tools & Equipment for \$ 83,599.00

**COUNCIL ACTION REQUESTED**

Motion to approve quote from Flexible Pipe Tools & Equipment for the replacement of unit 714 for a total of \$ 83,599.00

**Exhibits**

[Easement Machine 2025.docx](#)



**AGENDA ITEM**



**Date:** January 13, 2025

**Item:** 16

**Title:** Replace Equipment - Mini Loader, Mini Excavator and Trailer

**Presenter:** DJ Goman, Public Works Superintendent

**Section:** Public Works Report

1. **Purpose:**

The purpose of this council action to authorize the purchase of an mini excavator, an loader to replace the current backhoe.

2. **Background:**

These pieces of equipment will help maintain our streets, sidewalks and trails along with our underground infrastructure. The city is responsible for more maintenance as developments and road projects have been completed in the past few years and have added to our infrastructure that the city is responsible for maintaining. The mini loader will reduce snow removal time and be more efficient in this process. The Mini excavator will help maintain our Storm Sewer systems by improving stormwater flow in roadside ditches and easement area's. This unit will allow us to dig and make minor repairs to underground infrastructure and would replace the existing tractor backhoe that is being traded in.

3. **Cost:**

The city received quotes, listed below, for a new Mini Loader, Mini Excavator, and Trailer and related attachments. including allowance for trade in of existing Tractor Backhoe from Lano Equipment and Ziegler Cat Equipment, Ziegler was a no bid on the trailer trailer. Both are state contractors.

Company	Model / Description	Cost
Lano Equipment	Lano Mini Loader and attachments	\$125,190.30
	Kubota Mini Excavator and attachments	\$121,158.52
	Trailer	\$ 32,000.00
	Sub Total:	\$278,348.82
	Less Trade Tractor Backhoe	-\$26,000.00
	<b>Grand Total</b>	<b>\$252,348.82</b>
Ziegler Cat Equipment	Caterpillar Mini Loader and attachments	\$127,577.13
	Caterpillar Mini Excavator and attachments	\$127,795.26
	Trailer	No Bid
	Total:	\$255,372.39
	<b>Total Purchase Lano Eq.</b>	<b>\$252,348.82</b>

4. **Funding:**

This purchase and replacement was identified in the 2025 Capital Improvement Plan (CIP) for \$285,000. combined and will be funded through the equipment fund.

5. **Staff Recommendation:**

I recommend that the council accept the quote and trade in from Lano Equipment for \$252,348.82

**COUNCIL ACTION REQUESTED**

Motion to approve quote from Lano Equipment for the purchase of new Mini Loader and Excavator, Trailer and related attachments for a total of \$252,348.82

**Exhibits**

[Equipment.docx](#)



**AGENDA ITEM**



**Date:** January 13, 2025

**Item:** 17

**Title:** Replace Vehicle - Street/Stormwater Service Truck

**Presenter:** DJ Goman, Public Works Superintendent

**Section:** Public Works Report

1. **Purpose:**

To replace unit 408 a 2005 pick up truck with over 100,000 miles, with a 2024 extended cap pick up truck with service body to service the residents and business more effectively.

2. **Background:**

408 is a 2005 pick up truck used in streets and stormwater department. The body is rusted is starting to show its age with over 100,000 miles and used daily to support Street and Stormwater operations.

3. **Summary:**

The city received quote listed below, for new chassis. Morrie's buffalo ford is a state contractor has the truck in stock for immediate delivery.

4. **Options:**

Continue daily use and delay replacement and have higher operating and maintenance costs.

5. **Cost:**

Company:	<u>Cost</u>
Morrie's Buffalo Ford	\$64,777.00
Warning Lights, Graphics, Misc. components	\$8,000.00
<b>Total</b>	<b>\$ 72,777.00</b>

6. **Funding:**

This replacement will be funded through the equipment fund. This replacement was identified in the 2025 Capital Improvement Plan (CIP) for \$75,000.

7. **Staff Recommendation:**

I recommend that the council accept the quote from Morrie's Buffalo Ford for \$ 64,777.00 and related components for \$8,000.00 totaling: 72,777.00

**COUNCIL ACTION REQUESTED**

Motion to approve quote from Morrie's Buffalo Ford for the replacement of unit 408 and related components for a total of \$72,777.00





**AGENDA ITEM**



**Date:** January 13, 2025

**Item:** 18

**Title:** Work Session Schedule

**Presenter:** Adam Edwards, City Administrator / Engineer

**Section:** City Administrator/Engineer Report

**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.

<b>2025</b>			
<b>Date</b>	<b>Subject</b>	<b>Date</b>	
13 Jan	Council Vision and Goal Setting	14 Jul	
27 Jan	<i>Elected Officials Procedures and Code of Conduct Special Elections</i>	28 Jul	General Fund Budget Update
10 Feb	<i>Elected Officials Procedures and Code of Conduct (Part 2)</i>	11 Aug	
24 Feb	Interview Commissioner Applicants (Parks/Planning)	25 Aug	Enterprise Budget Update
10 Mar	Average Lakeshore set back (Part 6)	8 Sep	Preliminary Levy / Budget
14 Apr	Street Maintenance 2026	22 Sep	
28 Apr		13 Oct	Draft Capital Improvement Plans
12 May		27 Oct	Draft Capital Improvement Plans
26 May		10 Nov	
9 Jun		24 Nov	Fee Schedule Update
23 Jun	Preliminary Budget Guidance 2026	8 Dec	None

**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:** January 13, 2025

**Item:** 19

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**Title:** 2025 Sanitary Sewer Rehabilitation Design (24-014)

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**Presenter:** Adam Edwards, City Administrator / Engineer

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**Section:** City Administrator/Engineer Report

---

1. **Purpose:**

The purpose of this action item is to gain council approval to commence the planning and engineering of the 2025 Sanitary Sewer Improvements Project.

2. **Background:**

Since 2005, MCES has identified Orono as one of the communities who contribute excessive Inflow and Infiltration (I & I). The City has been executing a sanitary sewer rehabilitation project annually to reduce I&I. Each year the City works to identify inflow and infiltration points within the sanitary sewer system through our annual inspection program. These inspections then inform our rehabilitation efforts for the upcoming years.

3. **Scope:**

- a. **Project Scope of Work.** This Sanitary Sewer Rehabilitation project will consist of Sanitary sewer manhole sealing and select Cured in Place Pipe (CIPP) lining of infiltration susceptible sanitary sewer pipes. The purpose of the project is to reduce Inflow and Infiltration (I&I) into the sanitary sewer systems and extend the life to the existing pipes.
- b. **Design and Engineering Scopes of Work.** Planning and engineering will consist of reviewing televising, preparation of plans and specification and solicitation of bids. Proposal at Exhibit A

4. **Cost:**

BMI provide a not to exceed cost of \$ 31,814 for design work.

5. **Funding:**

The design and engineering as well as the construction of the project will come from the Sanitary Sewer Fund. The 2025 CIP budgeted \$300,000 for the project.

6. **Staff Recommendation:**

I recommend approval of the proposals from Bolton and Menk and that Council authorize staff to begin design and planning for these projects.

### COUNCIL ACTION REQUESTED

Move to direct the City Engineer to move forward with planning for the 2025 Sanitary Sewer Rehabilitation Project and accept the Bolton and Menk's proposal for design and engineering of the same.

### Exhibits

[A. Fee Estimate - 2025 Sewer Improvements.pdf](#)



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Suite 200  
Chaska, MN 55318-1172

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Fax: (952) 448-8805  
Bolton-Menk.com

January 7, 2025

City of Orono  
Attn: Adam Edwards  
P.O. Box 66  
Orono, MN 55323

RE: 2025 Sanitary Sewer Rehabilitation Project – Design and Bidding Services

Dear Adam:

As requested, we have prepared a scope of services and fee estimate for the 2025 Sanitary Sewer Rehabilitation Project. It is our understanding that the scope of the project will include cured in place sewer lining and manhole rehabilitation.

**Proposed Scope of Services**

To assist the city with this improvement project, Bolton & Menk proposes the following scope of services:

Staff Design Meetings – Our team will work with City staff to develop the scope of the project and to get input on design details. The goal of these meetings is to ensure that the project is designed consistent with City standards and that the City’s maintenance practices and operations are considered throughout the design process

Detailed Design and Bidding – Bolton & Menk will provide design and bidding services, which will include the following tasks:

- Reviewing CCTV televising information to identify pipe repair needs
- Take 360-degree interior photos of up to 40 manhole structures to identify structure repair needs
- Preparation of plans, specifications, and cost estimate for the proposed improvements
- Bidding assistance and award recommendations

Based on the above-mentioned scope of work, we propose a not-to-exceed fee of **\$31,814** to be billed on an hourly basis. Once a construction contract is awarded, we will prepare a separate scope and fee estimate for construction phase services.

Please let me know if you have questions or need additional information.

Sincerely,

**Bolton & Menk, Inc.**

A handwritten signature in black ink that reads "David P. Martini". The signature is written in a cursive style with a clear, legible font.

**David P. Martini, P.E.**  
Senior Principal

## AGENDA ITEM



**Date:** January 13, 2025

**Item:** 20

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**Title:** Public Works Commodities Yard Design and Engineering (24-035)

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**Presenter:** Adam Edwards, City Administrator / Engineer

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**Section:** City Administrator/Engineer Report

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1. **Purpose:**

The purpose of this action item is to gain council approval to commence the planning and engineering of the public works salt shed and commodities area.

2. **Background:**

The salt shed and commodities storage area are a critical component to the city's public works operations. The purpose of the facility is to provide an environmentally sound storage facility for the bulk materials needed to support public infrastructure maintenance operations. In addition to Orono the facility supports Spring Park, Minnetonka Beach and the Orono Public School District. The commodities area was originally included in the design for the new public works facility but was removed due to the dramatic increase in construction costs coming out of the pandemic at the time of project bid. Sufficient funds to complete the project are now available in the facilities fund. The old site is not well suited to purpose with its suboptimal shape, minimal storage capacity, proximity to wetlands and proximity to high density residential housing.

3. **Scope:**

The project scope consists of construction of a salt shed and commodities bins at the new public works facility.

4. **Cost:**

Bolton and Menk has provided a scope of services for a fee estimate not to exceed \$32,100 (Exhibit A).

5. **Funding:**

The 2025 Capital improvement budgeted \$1,300,000 for the project from the Facilities Fund.

6. **Staff Recommendation:**

I recommend Council authorize the design and engineering for the Public Works Commodities Area..

### COUNCIL ACTION REQUESTED

Move to direct the City Engineer to move forward with design and engineering for the Public Works Commodities area project and acceptance of the Bolton and Menk's proposal for design.

### Exhibits

[A. Fee Estimate - 2025 Public Works Salt Shed.pdf](#)



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3300 Fernbrook Lane  
Suite 300  
Plymouth, MN 55447

Ph: (763) 544-7129  
Bolton-Menk.com

January 6, 2025

Adam Edwards  
City Administrator/City Engineer  
City of Orono  
2750 Kelley Parkway  
Orono, MN 55356

Re: Orono Public Works Salt Storage

Dear Adam,

Bolton & Menk, Inc. is pleased to provide this proposal for professional services related to the site work related to the new salt shed, storage bin, and general storage area on the western side of the site at the Public Works Facility. We understand the project will include general site civil engineering in support of the new facility.

The salt shed and storage bin areas were master planned as part of the original project design. We anticipate there will be minimal impact to the site as a result. The salt shed has since taken on a different shape and we anticipate, at a minimum, resubmitting calculations and supporting documents to demonstrate the original design has accounted for all resulting impervious areas. We will work closely with Minnehaha Creek Watershed District staff to satisfy permitting requirements they have.

Bolton & Menk, Inc. proposes the following work program to accomplish the project in an efficient, thorough manner which will satisfy the needs and objectives of the City of Orono and their project.

1. Data Collection and Schematic Design (SD)
  - a. Obtain a topographic survey for the area. The cost of the survey is not included in this proposal.
    - i. *As an alternative, Construction Documents will be used as the base drawings for the project. This will be reviewed with City staff during the design phase.*
  - b. Assist the Owner in writing a Request for Proposal for soil borings and a subsurface exploration report with analysis on structural capabilities of soils. The cost of the soil borings and subsurface exploration report is not included in this proposal.
  - c. Meet with City staff to understand design parameters and goals that may influence the design.
  - d. Analyze collected data, including a review of the Owner's program.
  - e. Refine the proposed site work scope with the City.
  - f. Attend one design team meeting during this design phase.
  - g. Understand requirements related to stormwater management and review proposed site improvements with the Watershed District.
  - h. Prepare Opinion of Probable Construction Costs.

- i. Review SD plans and construction budget studies with the City prior to moving into the Design Development phase.
  - j. Deliverables:
    - i. Site Plan
    - ii. Opinion of Probable Construction Costs – SD Phase
2. Design Development (DD)
- a. Prepare DD Plans incorporating design elements identified in the SD phase.
  - b. Attend up to two DD phase design team meetings.
  - c. Prepare a removals plan, site plan, grading plan, stormwater management related plans for submittal to MCWD, and site details.
  - d. Refine Opinion of Probable Construction Costs for the DD phase.
  - e. Review DD plans and Opinion of Probable Construction Costs with the City and revise plans to meet the refined work scope and to fit within the approved construction budget.
  - f. Upon approval of the DD plans and construction budget, submit plans to appropriate review agencies for necessary approval. We anticipate submitting to the City of Orono and to the Minnehaha Creek Watershed District.
  - g. Submit DD plans to the City and obtain approval to proceed to Construction Documents phase.
  - h. Deliverables:
    - i. Removals Plan
    - ii. Site Plan
    - iii. Grading Plan
    - iv. Details
    - v. Stormwater Management Plan
    - vi. Opinion of Probable Construction Costs – DD Phase
3. Construction Documents (CD)
- a. Prepare CD's based on approved DD plans, including final signed drawings and technical specifications.
  - b. Attend up to two design team meetings.
  - c. Respond to agency comments and incorporate comments into the CD documents. It is anticipated that both City of Orono and the Minnehaha Creek Watershed District will have comments on the submitted plans.
  - d. Submit final signed utility related CD's, including drawings and specifications, to the Department of Labor and Industry for Plumbing Code review.
  - e. Submit 95% complete construction drawings for review prior to issuing final CD drawings. Provide specification table of contents along with the drawing submittal.
  - f. Refine Opinion of Probable Construction Costs for the CD phase.

- g. Deliverables:
    - i. Opinion of Probable Construction Costs – CD Phase
    - ii. Construction Documents:
      - 1. Drawings:
        - a. Removals Plan
        - b. Site Plan
        - c. Grading Plan
        - d. Erosion Control Plan
        - e. Details
      - 2. Specifications:
        - a. Technical Specifications
- 4. Bidding
    - a. Contact potential interested Contractors to generate interest in Bidding.
    - b. Review product substitution requests.
    - c. Answer questions regarding the site plans to assist Contractors in their understanding of the Construction Documents.
    - d. Prepare addenda.
  - 5. Construction Administration Services and Construction Observation
    - a. Not included with this Proposal. This will be submitted to the City as a separate Proposal once the Contract has been awarded.

As important as it is to understand what is included with our proposal it is equally important to understand what is not included with our proposal. The following items are not included in our scope of service:

- 1. Field measurements
- 2. Topographic Surveying
- 3. Tree inventories
- 4. Soil Borings / Subsurface Exploration
- 5. Site electrical design / site lighting design
- 6. Salt Shed Design (assumed to be covered by the Architect)
- 7. Structural components for the salt shed (assumed to be covered by the Architect)
- 8. Storage Bins (assumed to be covered by the Architect)
- 9. Poured-in-Place Retaining Walls (assumed to be covered by the Architect)
- 10. Irrigation Plans and Specifications
- 11. Agency review meetings (Planning Commission, City Council, Watershed Board) meetings. We do not anticipate these meetings will require attendance by the Civil Engineer.
- 12. Construction Document printing
- 13. Pre-Bid Meeting



- 14. Construction observation / inspection services (will be submitted to the City as a separate Proposal once the Contract has been awarded)
- 15. Construction Testing Services
- 16. Construction Staking
- 17. Construction Inspection, implying surveying or other forms of measurements of the Contractor's work
- 18. As-Built plan preparation
- 19. As-Built Survey

Bolton & Menk proposes to provide design services described above for a lump sum fee of **\$32,100**. This lump sum fee is all inclusive. Unless otherwise stated or described, the above fee includes vehicle and personal expenses, mileage, telephone, and routine expendable supplies; no separate charges will be made for these activities and materials.

Phase breakdown of fee (for invoicing purposes):

Schematic Design	15%
Design Development (75% Progress)	35%
Construction Documents (95% progress)	45%
Bidding	<u>5%</u>
	100%

We will notify you if there are additional costs and seek your approval to proceed with additional services prior to billing for any additional services. If additional services are requested of Bolton & Menk, Inc. which go beyond or are outside of the services described herein, we can either provide an amended proposal or invoice at the hourly rates shown on the attached rate schedule.

The Bolton & Menk team is available immediately to work with you on this project. We will work with you and the Architect to meet the design and bidding schedules.

Adam, we trust we have described the services you desire. If we have misunderstood the limits of our involvement or if you have questions related to this proposal, please do not hesitate to contact me. We look forward to working with you and your team!

Sincerely,  
Bolton & Menk, Inc.



David A. Rey, PE

cc: David Martini, Bolton & Menk

## AGENDA ITEM



**Date:** January 13, 2025

**Item:** 21

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**Title:** City Hall and Police Parking Lot Maintenance Design (25-035)

---

**Presenter:** Adam Edwards, City Administrator / Engineer

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**Section:** City Administrator/Engineer Report

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1. **Purpose:**

The purpose of this action item is to gain council approval to complete design work and solicit quotes for sealing and stripping the City Hall and Police parking lot.

2. **Background:**

Preventive maintenance is critical to maintaining the durability and extending the operational life of pavement structures.

3. **Scope:**

The project scope consists of the seal coating and restriping of the city hall and police department parking lot.

4. **Cost:**

Bolton and Menk has provided a scope of services for a fee estimate not to exceed \$4,570 (Exhibit A).

5. **Funding:**

The 2025 Capital improvement budgeted \$35,000 for the project from the Facilities Fund.

6. **Staff Recommendation:**

I recommend Council authorize the design and engineering for the parking lot preventive maintenance.

### COUNCIL ACTION REQUESTED

Move to direct the City Engineer to move forward with design and engineering for the parking lot project and acceptance of the Bolton and Menk's proposal for design.

### Exhibits

[A. Fee Estimate - 2025 Parking Lot Improvements.pdf](#)



**BOLTON  
& MENK**

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Fax: (952) 448-8805  
Bolton-Menk.com

January 7, 2025

City of Orono  
Attn: Adam Edwards  
PO Box 66  
Orono, MN 55323

RE: City Hall Parking Lot Improvements – Design and Bidding Services

Dear Adam:

As requested, we have prepared a scope of services and design fee estimate for the proposed City Hall Parking Lot Improvements Project. It is our understanding that the scope of the project will consist of a bituminous fog seal and restriping of City Hall/ PD parking lots.

**Proposed Scope of Services**

To assist the city with this improvement project, Bolton & Menk proposes the following scope of services:

*Staff Design Meetings* – Our team will work with City staff to develop the scope of the project and to get input on design details. The goal of these meetings is to ensure that the project is designed consistent with City standards and that the City's maintenance practices and operations are considered throughout the design process

*Detailed Design and Bidding* – Bolton & Menk will prepare plans and specifications for the project. Upon authorization, Bolton & Menk will obtain quotes for the work and will ultimately make recommendations to the City Council about awarding the project.

**Fee Estimate**

Based on the scope of services described above, we propose a not-to-exceed fee of **\$4,570** to be billed on an hourly basis. Once the Construction Contract is awarded, Bolton & Menk will prepare a separate scope and fee estimate for construction phase services.

Please let me know if you have questions or need additional information.

Sincerely,

**Bolton & Menk, Inc.**

**David P. Martini, P.E.**  
Senior Principal

## AGENDA ITEM



**Date:** January 13, 2025

**Item:** 22

**Title:** Stormwater Improvement Projects Design and Engineering (25-022, 24-024, 25-020)

**Presenter:** Adam Edwards, City Administrator / Engineer

**Section:** City Administrator/Engineer Report

1. **Purpose:**

The purpose of this action item is to gain council approval to complete design work for three Stormwater improvement projects: the Casco Cove bioretention basin, the McCulley Road outlet reconfiguration, and the Kenobi Pond improvement project.

2. **Background:**

Each year the city programs projects to improve our storm water system. Some projects are identified in our Surface Water Management Plan and other arise based on inspection results. For 2025 there are the projects staff requires engineering support for.

a. The Casco Cove Stormwater Improvement (25-022). The improvement intends to address flooding potential, adequately convey runoff and improve water quality. The current stormwater infrastructure is insufficient to address localized flooding issues and offers limited to no treatment prior to release into Lake Minnetonka. This project need was identified in the City's Surface Water Management Plan.

b. The McCulley Road Storm Sewer improvement (24-024). Runoff from the east side of McCulley Road, from approximately Bayside Road to Watertown Road, currently drains to a submerged 24" pipe crossing just north of the Luce Line Trail crossing. Due to the submerged design and beaver activity, maintenance is difficult and flooding of the adjacent trail frequently occurs. In order to limit flooding potential and adequately convey runoff. This project need was identified in the City's Surface Water Management Plan.

c. Kenobi Pond (25-020). Kenobi pond is large storm pond located south of the industrial district and north of Highway 12. It receives run off from the northern part of the city around the Stone Bay development area. Last year's inspections identified a breach in one of the embankments. While repairs were made it was noted that there are several other embankment penetrations that will cause future issues and that this is largely due to the current lay out of the pond and ditch system. This project would reconfigure the inlet from the ditch into the pond and adjust the embankment. The work will also result in a slight increase in the capacity of the pond.

3. **Scope:**

a. The Casco Cove Stormwater Improvement (25-022). Construct a bioretention basin and outlet control structure.

b. The McCulley Road Storm Sewer improvement (24-024). Replacement of inlet and outlet structures.

c. Kenobi Pond (25-020). Move the pond inlet and adjust the western embankment.

4. **Cost:**

Bolton and Menk has provided a scope of services for a fee estimate not to exceed \$69,000 (Exhibit A).

5. **Funding:**

The 2025 Capital improvement budgeted \$181,100 for the projects from the Stormwater Fund.

6. **Staff Recommendation:**

I recommend Council authorize the design and engineering for the Stormwater Projects.

**COUNCIL ACTION REQUESTED**

Move to direct the City Engineer to move forward with design and engineering for the stormwater projects and acceptance of the Bolton and Menk's proposal for design.

**Exhibits**

[A. Fee Estimate - 2025 Drainage Improvements.pdf](#)



**BOLTON  
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January 7, 2025

City of Orono  
Attn: Adam Edwards  
P.O. Box 66  
Orono, MN 55323

RE: 2025 Drainage Improvements – Design and Bidding Services

Dear Adam:

As requested, we have prepared a scope of services and fee estimate for the 2025 Drainage Improvements Project. It is our understanding that the scope of the project will include storm sewer improvements on McCulley Road, a bioretention basin and new outlet in Casco Cove, and ditch and sewer improvements near the Kenobi Pond.

**Proposed Scope of Services**

To assist the city with these improvements, Bolton & Menk proposes the following scope of services:

Staff Design Meetings – Our team will work with City staff to develop the scope of the project and to get input on design details. The goal of these meetings is to ensure that the project is designed consistent with City standards and that the City’s maintenance practices and operations are considered throughout the design process. We will also plan a review meeting with Minnehaha Creek Watershed District staff.

Topographic Survey – We will document existing conditions within the project areas as necessary. Survey information to be obtained will include manholes, sewer, topography, wetlands, water surface, and any other data pertinent to improvements outlined above. This work will include research into existing easements within project areas as necessary.

Wetland Delineation and Watershed Permitting – We will delineate wetlands as necessary and coordinate delineation approvals with reviewing agencies. We will also submit necessary documents for Minnehaha Creek Watershed District permitting and coordinate permit approvals. Documents may include construction plans, specifications, and analysis as necessary for connections to wetlands, lakes, and 1<sup>st</sup> order streams.

Detailed Design and Bidding – Once the final scope of the project is determined, Bolton & Menk will prepare detailed plans and specifications for the project. This work will include coordination with private property owners as needed. Upon authorization, the project will be advertised for competitive bids. Bolton & Menk will administer the bidding process and will ultimately make recommendations to the City Council about awarding the project.

**Fee Estimate**

Based on the above-mentioned scope of work, we propose a not-to-exceed fee to be billed on an hourly basis for each project. Once a construction contract is awarded, we will prepare a separate scope and fee estimate for construction phase services.

McCulley Road Storm Sewer Improvements

Survey	\$	4,000
Wetland Delineation		3,000
Drainage Model / MCWD Permit		4,000
Construction Plans and Bidding		<u>12,000</u>
<b>Total Not-to-Exceed Fee</b>	<b>\$</b>	<b>23,000</b>

Casco Cove Stormwater Improvements

Survey	\$	6,000
Wetland Delineation		5,000
Drainage Model / MCWD Permit		6,000
Construction Plans and Bidding		<u>18,000</u>
<b>Total Not-to-Exceed Fee</b>	<b>\$</b>	<b>35,000</b>

Kenobi Pond Drainage Improvements

Survey	\$	3,000
Construction Plans and Bidding		<u>8,000</u>
<b>Total Not-to-Exceed Fee</b>	<b>\$</b>	<b>11,000</b>

Please let me know if you have questions or need additional information.

Sincerely,

**Bolton & Menk, Inc.**



**David P. Martini, P.E.**  
Senior Principal

## AGENDA ITEM



**Date:** January 13, 2025

**Item:** 23

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**Title:** Navarre Water Treatment Plant Electrical System Upgrade - Design and Engineering (22-022)

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**Presenter:** DJ Goman, Public Works Superintendent

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**Section:** City Administrator/Engineer Report

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1. **Purpose:**

The purpose of this action item is to gain council approval to design and engineering for the the Navarre Water Plant electrical system replacement.

2. **Background:**

The existing switch gear and Scada controls, that are at the end of it life. The components have corrosion caused from the chemicals in the water plant and soon will no longer be able to get parts for repairs. At the July 22, 2024 city council meeting, the Council authorized a needs study for the Navarre water plant electrical system replacement that was completed and this action is the next step for approve to move the project forward.

3. **Scope:**

This project includes the replacement/ upgrade of the switch gear for the Navarre Water Plant.

4. **Cost:**

- a. Bolton and Menk has provided a scope of services for a fee estimate not to exceed \$52,700 (Exhibit A).
- b. The preliminary cost estimate for the project is \$727,000.00

5. **Funding:**

The engineering as well as the eventual projects will be funded thru the Water Funds.

<b>Fund</b>	<b>Cost Estimate</b>	<b>Est. 2025 End of Year Fund Balance</b>
Water Fund	\$727,000	\$ 1,262,509
<b>Total</b>	<b>\$727,000</b>	

6. **Staff Recommendation:**

I recommend Council authorize the design and bidding for the Navarre Water Treatment Plant electrical replacement.

### COUNCIL ACTION REQUESTED

Move to direct the staff to move forward with the design for the Navarre Water Plant Electrical Replacement and acceptance of the Bolton and Menk's proposal for design.

### Exhibits

[Navarre WTP electrical rehab design.pdf](#)





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December 17, 2024

D.J. Goman  
Public Works Superintendent  
2750 Kelley Parkway  
Orono, MN 55356

RE: Navarre WTP – Electrical Replacement  
City of Orono, MN

Dear Mr. Goman,

Bolton & Menk is pleased to submit the following scope and fee letter to complete the design for the electrical replacement work at the Navarre WTP. As you know, Bolton & Menk has the experience and qualifications to provide this service to you and our scope and fee letter outlines the tasks necessary to complete this design work.

### Project Understanding

We completed a technical memorandum outlining the needs and several options for the City to consider. The City has elected to move forward with Option 1 and is described in further detail. The space currently used for electrical equipment will be reused for new electrical equipment. The replacements will be done in phases.

This option aims to minimize the duration of any one downtime event by splitting the work into multiple phases. The facility could operate somewhat normally through the project, as the longest estimated downtime is 4-6 hours. Phasing the electrical replacement in this way creates additional work, increasing the cost and the construction duration.

Besides the electrical work, the work also will include valve replacements, miscellaneous chemical feed improvements and work to replace the existing filter window.

In addition, an optional radio path study and radio was explored and the City would like to continue to consider this option. We have included a separate line item to assist the City with the radio path study and radio upgrade.

### Scope of Work

The work will include preparation of plans and specifications for the work described in Option 1 of the technical memo as well as the valve replacement, miscellaneous chemical feed items, and filter window repair.

We will prepare plans and specifications and publicly bid the project. We plan to utilize Design Tree as our electrical engineering sub-consultant. Design Tree did the work for the technical memorandum. We will provide draft plans and specifications for the City's review prior to issuing final bid documents.

This scope of work only includes the design services, including bidding, and a separate construction scope and fee letter will be submitted once the project is successfully bid.

Name: D. J. Goman  
Date: December 17, 2024  
Page: 2

We can begin work on the design immediately and we expect that the plans and specifications will be completed within 10-14 weeks after authorization.

### Estimated Fees

Bolton & Menk proposes to complete the design work for Option 1 noted above for a fee of \$49,500. In addition, we will complete the radio path study for a fee of \$3,200. Total fees should the City want to proceed with both items is \$52,700.

As always, we appreciate our partnership and the opportunity to serve the City of Orono. We look forward to working with you and the city on this project. If you have any questions regarding our scope and fee letter, please do not hesitate to contact me.

Sincerely,

**Bolton & Menk, Inc.**



**Seth A. Peterson, P.E. (MN, WI)**  
Senior Principal Engineer

Cc: David P. Martini P.E., Senior Principal Engineer

**AGENDA ITEM**



**Date:** January 13, 2025

**Item:** 24

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**Title:** Closed session to discuss open litigation

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**Presenter:** Adam Edwards, City Administrator / Engineer

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**Section:** Closed Session

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1. **Purpose:**

Pursuant to Minnesota Statute Section 13D.05, subdivision 3(b), the Council will close the meeting for a confidential discussion of strategy and settlement negotiation status in the following matters:

- Kendall Nygard v. Orono, Case No. 022-CV-03191-JFB-DTS
- Lake Minnetonka Real Estate II, LLC v Feldshon et. al. Hennepin County District Court File No. 27-CV-23-3538
- Paul J. Taunton vs. City of Orono.
- City of Long Lake v. City of Orono; Hennepin County District Court File No. 27-CV-23-9758

The Council has balanced this decision to close the meeting against the purposes of the open meeting law, and the Council has determined that there is a demonstrated need for absolute confidentiality. The Council will be considering settlement negotiation status and strategy and must do so confidentially.

2. **Staff Recommendation:**

None

**COUNCIL ACTION REQUESTED**

None