



Agenda
City Council Meeting
Monday, August 11, 2025, 6:00 PM
City Council Chambers | 2780 Kelley Parkway, Orono, MN 55356
952-249-4600 / oronomn.gov

Roll Call

Pledge of Allegiance

Housing and Redevelopment Authority
[HRA Annual Meeting](#)

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 and the item will be removed from the consent agenda for separate discussion and action.

1. [City Council Minutes](#)
2. [Claims/Bills](#)
3. [Annual Appointments - Resolution 7603](#)
4. [Fireworks Display, SEP25-000008 - August 20](#)
5. [Contract - School Resource Officer - Westonka School District](#)
6. [Resignation of Part-Time Firefighter](#)
7. [Hire Part-Time Firefighters](#)
8. [Alcohol Sales - Compliance Review](#)
9. [Request for Proposals - Health Insurance](#)
10. [Request for Proposals - Recycling Collection](#)
11. [LA25-000016, 2545 Dunwoody Avenue, Conditional Use Permit - Resolution 7605](#)
12. [LA25-000023, 1390 Rest Point Road, Variances - Resolution 7606](#)
13. [LA24-000069, 2300 6th Avenue N, Green Haven Farm, Final Plat - Resolution 7604](#)
14. [LA25-000026, 1080 Ferndale Rd West, Variances - Resolution 7607](#)
15. [Donation for Park Signs - Resolution 7602](#)
16. [Hire Seasonal Employee](#)

Presentations

17. [Gillespie Center Update](#)

Public Comments - (limit 3 minutes per person)

This is an opportunity for the public to address the City Council. The council will not engage in discussion or take action on items presented at this time. However, the council may refer issues to staff for follow up or consideration at a future meeting. Speakers should state their name and home address at the podium before speaking. Speakers should be mindful of time and limit their remarks to three (3) minutes to allow sufficient opportunity for others to speak. We encourage speakers to address their comments to the mayor and council and to keep their remarks respectful and relevant. Please no personal attacks. Criticism of ideas is acceptable, but attacks against individuals are not tolerated. Please make your statements in a civil manner. Similarly, we ask everyone in the audience to be respectful of speakers and refrain from disruptive behavior, such as shouting, heckling, or making excessive noise.

Community Development Report

18. [LA25-000025, 1530 Orchard Beach Place, Variance](#)

Sign up for email notifications at oronomn.gov

Finance Report

19. [Request for Proposals - Professional Auditing Services](#)

Attorney Report

City Administrator/Engineer Report

20. [Work Session and Council Training Schedule](#)

Council Committee Reports

Mayor/Council Report

Closed Session

21. [Annual Performance Review of the City Administrator](#)

Adjournment

Upcoming Events

- Aug 18 Planning Commission
- Aug 25 City Council
- Sept 01 Office Closed - Holiday
- Sept 08 City Council
- Sept 15 Planning Commission
- Sept 20 Fall Clean-up Day
- Sept 22 City Council

AGENDA ITEM



Date: August 11, 2025

Item:

Title: HRA Annual Meeting

Presenter: Maggie Jin, Finance Director

Section: Housing and Redevelopment Authority

1. **Purpose:**
To hold the annual meeting of the Housing and Redevelopment Authority (HRA).
2. **Background:**
The Bylaws of the Housing and Redevelopment Authority (HRA) provide for a meeting to be held annually. Due to staff turnover, the 2024 annual meeting was not held.
3. **Staff Recommendation:**
Staff recommends holding the annual HRA meeting to follow the agenda attached.

COUNCIL ACTION REQUESTED

Motion to hold the annual HRA meeting.

Exhibits

[08-11-2025 HRA Agenda](#)

[Item 1 - HRA Meeting Minutes](#)

[Item 2 - HRA Officer Election](#)



Agenda
Annual HRA Meeting
Monday, August 11, 2025, 6:00 PM
Orono Council Chambers | 2780 Kelley Parkway, Orono, Minnesota 55356
952-249-4600 | www.oronomn.gov

Roll Call

Approval of Agenda

Approval of Minutes

1. HRA Meeting of March 13, 2023

Bills and Communication

Election of Officers

2. Election of Officers

Reports of Committees

Unfinished Business

New Business

Adjournment

AGENDA ITEM



Date: August 11, 2025

Item: 1

Title: HRA Meeting Minutes

Presenter: Maggie Jin, Secretary

Section: HRA Meeting

1. Purpose:

The purpose of this item is to approve the March 13, 2023 HRA meeting minutes.

2. Staff Recommendation:

Staff recommends approval of the March 13, 2023 HRA meeting minutes.

COUNCIL ACTION REQUESTED

Approve the March 13, 2023 HRA meeting minutes.

Exhibits

A. 03-13-2023 HRA Meeting Minutes

Minutes
ORONO HRA MEETING
Monday, March 13, 2023, 6:00 PM
Orono Council Chambers | 2780 Kelley Parkway, Orono, Minnesota 55356

ROLL CALL

The Orono HRA met on the above-mentioned date with the following members present: Mayor Dennis Walsh, City Council Members Matt Johnson, Alisa Benson, and Victoria Seals. City Council Members Richard Crosby, III was absent. Representing Staff were City Administrator/Engineer Adam Edwards Interim, Community Development Director Laura Oakden, Finance Director Ron Olson, and City Attorney Soren Mattick.

Mayor Walsh called the meeting to order at 6:00 p.m.

APPROVAL OF AGENDA

1. APPROVAL OF HRA MEETING MINUTES OF MARCH 13, 2023

Walsh moved, Johnson seconded, to approve the minutes of the HRA meeting of March 13, 2023, as submitted. VOTE: Ayes 4, Nays 0.

BILLS AND COMMUNICATIONS

None.

2. ELECTION OF OFFICERS

Walsh moved, Johnson seconded, to elect Mayor Dennis Walsh as HRA Chair, Victoria Seals as HRA vice-chair, and Ron Olson as HRA Secretary. VOTE: Ayes 4, Nays 0.

REPORTS OF COMMITTEES

None.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

ADJOURNMENT

Walsh moved, Seals seconded, to adjourn the Orono HRA meeting at 6:02 p.m. VOTE: Ayes 4, Nays 0.

ATTEST:

Christine Lusian, City Clerk

Bob Tunheim, HRA Chair

AGENDA ITEM



Date: August 11, 2025

Item: 2

Title: Election of Officers

Presenter: Maggie Jin, Secretary

Section: HRA Meeting

1. Purpose:

To elect the HRA Officers.

2. Background:

The Bylaws of the Housing and Redevelopment Authority (HRA) provide for a meeting to be held annually at which time the officers are elected. Article II of the bylaws of the HRA identify the five members of the City Council as Commissioners and designate the City's Finance Director, as the Secretary and non-voting member of the HRA. Historically the Mayor and Acting-Mayor have filled the positions of Chair and Vice-Chair. If the Council wishes to continue this practice, The 2025 officers would be:

The recommended officers are:

- a) Chair – Bob Tunheim
- b) Vice-Chair – Alisa Benson
- c) Secretary – Maggie Jin

The HRA bylaws are attached for reference. The bylaws were last amended February of 2019.

3. Staff Recommendation:

Staff recommends making a motion to elect officers for the HRA.

COUNCIL ACTION REQUESTED

Motion to elect the officers of the HRA as presented.

Exhibits

A. HRA Bylaws

**BYLAWS OF THE HOUSING AND
REDEVELOPMENT AUTHORITY OF MINNESOTA**

ARTICLE I – THE AUTHORITY

Section 1. Name of Authority. The name of the Authority shall be the “Housing and Redevelopment Authority of Orono, Minnesota”.

Section 2. Seal of Authority. The seal of the Authority shall be in the form of a circle and shall bear the name of the Authority and the year of its organization.

Section 3. Office of Authority. The offices of the Authority shall be at City offices of the City of Orono, State of Minnesota, but the Authority may hold its meetings at such other place or places as it may designate by resolution.

ARTICLE II – COMMISSIONERS

Section 1. The five members of the Orono City Council shall serve as Commissioners of the HRA pursuant to the Resolution of City Council Resolution 2998, passed on July 22, 1991 and amended on August 12, 1991. Pursuant to the same resolution a Commissioner’s term of office shall be concurrent with their term as City Council members. A successor Council member shall succeed to a term as Commissioner upon taking the oath of office as a Council member.

ARTICLE III – OFFICERS

Section 1. Officers. The officers of the Authority shall be a Chairman, a Vice-Chairman, and a Secretary.

Section 2. Chairman. The Chairman shall preside at all meetings of the Authority. Except as otherwise authorized by resolution of the Authority, the Chairman shall sign all contracts, deeds and other instruments made by the Authority. At each meeting the Chairman

shall submit such recommendations and information as he/she may consider proper concerning the business, affairs and policies of the Authority.

Section 3. Vice-Chairman. The Vice-Chairman shall perform the duties of the Chairman in the absence or incapacity of the Chairman; and in case of the resignation or death of the Chairman, the Vice-Chairman shall perform such duties as are imposed on the Chairman until such time as the Authority shall select a new Chairman.

Section 4. Secretary. The City Finance Director shall serve as the Secretary, who shall be a non-voting member, and shall perform the duties of a Secretary for the Authority. (amended May 29, 2007) The Secretary shall sign all orders and checks for the payment of money and shall pay out and disburse such monies under the direction of the Authority. All such orders and checks shall be counter-signed by the Chairman except as otherwise authorized by resolution of the Authority.

Section 5. Executive Director. The Authority may employ an Executive Director or Consultant who may have general supervision over the administration of its business and affairs, subject to the direction of the Authority. He/she may be charged with the management of the housing projects of the Authority.

As assistant to the Secretary, the Executive Director or Consultant in his/her own name and title shall keep the records of the Authority, shall act as Secretary of the meeting of the Authority and record all votes, and shall keep a record of the proceedings of the Authority in a journal of proceedings to be kept for such purposes, and shall perform all duties incident to his/her office. He/she shall keep in safe custody the seal of the Authority and shall have power to affix such seal to all contracts and instruments authorized to be executed by the Authority. Under the direction of the Secretary, the Executive Director shall have the care and custody of all funds of the Authority and shall deposit the same in the name of the Authority in such bank or

banks as the Authority may select. He/she shall keep regular books of accounts showing receipts and expenditures and shall render to the Authority, at each regular meeting (or oftener when requested), an account of his/her transactions and also of the financial condition of the Authority. He/she shall give such bond for the faithful performance of his/her duties as the Authority may determine.

The compensation of the Executive Director shall be determined by the Authority.

Section 6. Additional Duties. The officers of the Authority shall perform such other duties and functions as may from time to time be required by the Authority of the bylaws or rules and regulations of the Authority.

Section 7. Election or Appointments. The first Chairman shall, pursuant to his/her appointment, serve in the capacity of Chairman until continuation or expiration of his/her term of office as Commissioner. The Vice-Chairman, Secretary, and except in the case of the first Chairman, the Chairman shall be elected at the annual meeting of the Authority from order of the Commissioner of the Authority, and shall hold office for one year or until their successors are elected and qualified.

The Executive Director shall be appointed by the Authority. Any person approved to fill the office of Executive Director, or vacancy therein, shall have terms as the Authority fixes, but no Commissioner of the Authority shall be eligible to this office.

Section 8. Vacancies. Should the office of Chairman, Vice-Chairman, or Secretary become vacant the Authority shall elect a successor from its membership at the next regular meeting, and such election shall be for the unexpired term of that office. When the office of Executive Director becomes vacant, the Authority shall appoint a successor, as aforesaid.

Section 9. Additional Personnel. The Authority may from time to time employ such personnel as it deems necessary to exercise its powers, duties and functions as prescribed by the

Municipal Housing and Redevelopment Laws of Minnesota applicable thereto. The selection and compensation of such personnel (including the Executive Director) shall be determined by the Authority subject to the laws of the State of Minnesota.

ARTICLE IV – MEETINGS

Section 1. Annual Meeting. The annual meeting of the Authority shall be held on the second Monday in January, 1992 at 8:00 o'clock P.M. at the regular meeting place of the Authority. All future annual meetings will be held in February at the regular place of the Authority.

Section 2. Regular Meeting. Regular meetings, to the extent they are held, shall be held at a convenient time with proper notification. (amended May 29, 2007)

Section 3. Special Meetings. Special meetings of the Authority may be called by the Chairman, or two members of the Authority for the purpose of transacting any business designated in the call. The call for a special meeting may be delivered at any time prior to the time of the proposed meeting to each member of the Authority or may be mailed to the business or home address of each member of the Authority at least two (2) days prior to the date of such special meeting. All appropriate news media offices must be contacted two (2) days prior to the call of a special meeting. At such special meeting no business shall be considered other than as designated in the call, but if all of the members of the Authority are present at a special meeting, any and all business may be transacted as such special meeting.

Section 4. Quorum. The powers of the Authority shall be vested in the Commissioners thereof in office from time to time. Three Commissioners shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. When a quorum is in

attendance, action may be taken by the Authority upon a vote of a majority of the Commissioners present.

Section 5. Order of Business. At the regular meetings of the Authority the following shall be the order of business:

1. Roll Call
2. Reading and approval of the minutes of the previous meeting
3. Bills and communication
4. Report of the Secretary/Executive Director
5. Reports of Committees
6. Unfinished business
7. New business
8. Adjournment

All resolutions shall be in writing and shall be copied in the journal of the proceedings of the Authority.

Section 6. Manner of Voting. The voting on all questions coming before the Authority shall be by roll call, and the yeas and nays shall be entered upon the minutes of such meeting.

ARTICLE V – INDEMNIFICATION

Section 1. Indemnification. The HRA shall be authorized to the fullest extent permitted by law to indemnify any person against expenses and liabilities arising by reason of the fact that the person is or was a Commissioner, officer, employee, or agent of the HRA.

Section 2. Insurance. The HRA may purchase and maintain insurance ‘on behalf of any indemnified person in that person’s official capacity against any liability asserted against that person and incurred by that person in such capacity whether or not the HRA would have been required to indemnify the person against the liability under Section 1 hereof.

ARTICLE VI – AMENDMENTS

Amendments to Bylaws. The bylaws of the Authority shall be amended only with the approval of at least three (3) of the members of the Authority at a regular or a special meeting.

AGENDA ITEM



Date: August 11, 2025

Item: 1

Title: City Council Minutes

Presenter: Christine Lusian, City Clerk

Section: Consent Agenda

1. **Purpose:**

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

2. **Staff Recommendation:**

Approve the City Council work session and regular meeting minutes.

COUNCIL ACTION REQUESTED

Approve the City Council work session and regular meeting minutes.

Exhibits

A. [07-28-2025 CC Minutes - work session](#)

B. [07-28-2025 CC Minutes](#)



Minutes
City Council Work Session
Monday, July 28, 2025, 4:00 PM
City Council Chambers | 2780 Kelley Parkway, Orono, MN 55356

ROLL CALL

City Council members present: Mayor Bob Tunheim, City Council Members Jacqueline Ricks, Jon Schwingler, Steve Persian (5:15). Absent: Alisa Benson.

Staff present: City Administrator Adam Edwards, Police Chief Correy Farniok, Interim Fire Chief Shea Chwialkowski, Community Development Director Laura Oakden, Public Works Superintendent DJ Goman, Parks/Facilities Superintendent Joe Ruthenberg, Finance Director Maggie Jin, Accountant Anne Hentges, City Clerk Christine Lusian.

GENERAL FUND, TAX LEVY, INTERNAL SERVICE FUNDS

Staff provided a preliminary update on the general fund, tax levy, and internal service fund budgets. The process is about one-third complete. At this point, the tax rate is estimated at 16.797%, representing a small increase from 2025. For the median-value home in Orono (\$1.11 million), this would mean about \$14 more per month.

The group expressed interest in keeping the tax rate as stable as possible, while recognizing rising costs associated with priorities like community engagement, technology, and tree removal. Key cost drivers include inflation, health insurance changes, new family medical leave law requirements, maintenance of streets and trees, and union employee compensation packages (currently in negotiation). Departments are planning for initiatives such as enhanced police staffing and software, an updated comprehensive 10-year plan, increased tree care and park maintenance, and the administration of two elections.

Staff will continue refining the budget and present an updated proposal at the September 8 work session for further discussion.

ADJOURNMENT

Work session ended at 5:48 p.m.

ATTEST:

CITY COUNCIL

Christine Lusian, City Clerk

Bob Tunheim, Mayor



Minutes
City Council Regular Meeting
Monday, July 28, 2025, 6:00 PM
City Council Chambers 2780 Kelley Parkway, Orono, MN 55356

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

ROLL CALL

Orono City Council members present: Mayor Bob Tunheim, City Council Members Steve Persian, Jacqueline Ricks, and Jon Schwingler. Members absent: Alisa Benson

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

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

The agenda was approved by consensus.

CONSENT AGENDA

1. City Council Minutes
2. Claims/Bills
3. Accepted Donation from the Minnetonka Beach Civic Association - Resolution 7598
4. Donation to Big Island Park - Resolution 7599
5. Hire Seasonal Employee
6. Appoint Interim Deputy Fire Chief
7. Summary Ordinance Publications, Ordinance 314 & 315
8. LA25-000028, City Code Recodification, Ordinance 312
9. Upcoming Work Session/Council Training Schedule

Ricks moved, Persian seconded, to approve the Consent Agenda as submitted. VOTE: Ayes 4, Nays 0.

PRESENTATIONS

10. Acceptance of CenterPoint Energy Community Safety Grant Award - Resolution 7600

Roger Smith of CenterPoint Energy presented a Community Safety Grant for \$2,500.

Persian moved, Ricks seconded, to adopt Resolution 7600 accepting the CenterPoint Energy Community Safety Grant. VOTE: Ayes 4, Nays 0.

PUBLIC COMMENTS

There were no public comments.

COMMUNITY DEVELOPMENT REPORT

11. LA25-000029, City of Orono, Comprehensive Plan Amendment #8, Resolution 7601



The City Council is requested to review the Staff report, receive a presentation, and discuss and adopt the resolution amending the Comprehensive Plan to clarify a discrepancy.

Ricks moved, Persian seconded, to adopt Resolution 7601 for LA25- 000029 approving Comprehensive Plan Amendment #8. VOTE: Ayes 4, Nays 0.

FINANCE DIRECTOR REPORT

12. 2025 Expenditure Budget Overage

The City Council is requested to review the Staff report, receive a presentation, and discuss and approve the 2025 Expenditure Budget overages in the areas of tree service, fleet vehicles, fire equipment, data processing, office equipment rental, and software licensing, totaling an overage of \$181,000, with \$50,000 of that in the general fund. Some are a result of moving line items within the budget. Some are the result of moving expenditures within the budget, and others may be offset by underspending in different areas, so the final amount is likely to be less, according to Finance Director Jin.

The Council discussed the item and asked questions of staff.

Persian moved, Ricks seconded, to approve the overages as proposed. VOTE: Ayes 4, Nays 0.

PARKS REPORT

13. Purchase Park Signs

The City Council is requested to review the Staff report, receive a presentation, and discuss and approve the purchase of park signs. Parks Superintendent Ruthenberg explained \$25,000 had been budgeted for six signs. The City can complete the project with 11 new signs for \$27,995.

The Council discussed the item and asked questions of staff.

Ricks moved, Persian seconded, to purchase 11 new park signs. VOTE: Ayes 4, Nays 0.

Claire Berrett, 1085 Brown Road South, president of the board of directors of the Orono Garden Club, thanked the City Council for approving 11 signs and indicated the Club wanted to donate the cost of the signs that exceeded the budgeted amount.

Ricks moved, Schwingler seconded, to accept the donation of the Orono Garden Club for the purchase of park signs. VOTE: Ayes 4, Nays 0.

CITY ATTORNEY REPORT

None.

CITY ADMINISTRATOR/ENGINEER REPORT



Minutes
City Council Regular Meeting
Monday, July 28, 2025, 6:00 PM
City Council Chambers 2780 Kelley Parkway, Orono, MN 55356

City Administrator/Engineer Edwards updated the Council on street and sewer improvement projects.

COUNCIL COMMITTEE REPORTS

14. Council Committee and Board Reports

Ricks reported on the police commission meeting and the topics of addressing e-bikes and Night to Unite on Aug. 5.

Persian reported on progress working out the Fire Department Joint Powers Agreement with the City of Long Lake.

MAYOR/COUNCIL REPORT

Mayor and Council provided reports.

ADJOURNMENT

Persian moved, Ricks seconded, to adjourn the meeting at 6:30 p.m. to Monday, August 11, 2025, at 6:00 p.m. VOTE: Ayes 4, Nays 0.

ATTEST:

Christine Lusian, City Clerk

Bob Tunheim, Mayor

Minutes approved by Orono City Council August 11, 2025. Meeting videos and transcripts available at oronomn.gov.

AGENDA ITEM



Date: August 11, 2025

Item: 2

Title: Claims/Bills

Presenter: Kellie Hoen, Administrative Assistant

Section: Consent Agenda

1. **Purpose:**

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

2. **Background:**

The attached claims for payment have been received by the City. Staff has reviewed the claims and is recommending approval of the listing for payment. The claims will be paid by checks 126512 to 126588, and ACH transactions 20130721 to 20130727 totaling \$299,126.21.

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

A. [Check Register 2025-08-06](#)

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
ACROSS THE STREET PRODU	08/11/2025	126512	28283	101-42260-437	ONLINE BLUECARD TRAINING AND CE	Fire Protection Services	2,788.01
Total 126512:							2,788.01
AHMED ADEEB OR NARIMAN S	08/11/2025	126513	UB REFUND	999-10015	UB REFUND - 3703 LIVINGSTON AVE - ADEEB/S		747.84
Total 126513:							747.84
ALLEN'S SERVICE	08/11/2025	126514	25-44581	701-49800-402	PD SQUAD TOWED	Fleet Services	145.00
Total 126514:							145.00
AT&T MOBILTY	08/11/2025	126515	2873263283	701-49800-321	AT&T BILL 06/26/25-07/25/25	Fleet Services	43.69
AT&T MOBILTY	08/11/2025	126515	2873263283	101-43100-321	AT&T BILL 06/26/25-07/25/25	Brush Site	38.23
AT&T MOBILTY	08/11/2025	126515	2873263283	602-49450-321	AT&T BILL 06/26/25-07/25/25	Sewer	120.75
AT&T MOBILTY	08/11/2025	126515	2873263283	601-49400-321	AT&T BILL 06/26/25-07/25/25	Water	158.98
AT&T MOBILTY	08/11/2025	126515	2873263283	101-41900-321	AT&T BILL 06/26/25-07/25/25	Central Services	241.08
AT&T MOBILTY	08/11/2025	126515	2873263283	101-43000-321	AT&T BILL 06/26/25-07/25/25	Public Works Department	440.51
AT&T MOBILTY	08/11/2025	126515	2873263283	613-49830-321	AT&T BILL 06/26/25-07/25/25	Golf Course	81.92
AT&T MOBILTY	08/11/2025	126515	2873263283	101-42110-321	AT&T BILL 06/26/25-07/25/25	Police Department	76.46
AT&T MOBILTY	08/11/2025	126515	2873263283	101-42400-321	AT&T BILL 06/26/25-07/25/25	Building & Zoning	163.84
AT&T MOBILTY	08/11/2025	126515	2873263283	101-45200-321	AT&T BILL 06/26/25-07/25/25	Parks	38.23
Total 126515:							1,403.69
BAYCOM, Inc. c/o OwnersEdge, I	08/11/2025	126516	EQUIPINV_0	710-49970-575	BAYCOM/3 SQUAD COMPUTERS	IT Services	11,100.00
Total 126516:							11,100.00
BCA TRAINING	08/11/2025	126517	42052	101-42110-437	TRAINING/DMT/SCHULTZ	Police Department	75.00
Total 126517:							75.00
BOB TUNHEIM	08/11/2025	126518	07.2025 B. T	101-41110-437	LMC ANNUAL CONFERENCE - TUNHEIM	Mayor & Council	683.36
Total 126518:							683.36
BOYER TRUCKS - ST MICHAEL	08/11/2025	126519	092P13745	701-49800-222	712 VEHICLE PARTS CREDIT	Fleet Services	.50-
BOYER TRUCKS - ST MICHAEL	08/11/2025	126519	093S9424	701-49800-402	428 ALIGNMENT	Fleet Services	110.00

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
Total 126519:							109.50
BUSINESS ESSENTIALS	08/11/2025	126520	WO-1335924	101-41900-201	COPY PAPER	Central Services	266.94
Total 126520:							266.94
CAPITOL BEVERAGE SALES L.P	08/11/2025	126521	3166604	613-49830-091	BEER	Golf Course	206.10
CAPITOL BEVERAGE SALES L.P	08/11/2025	126521	3166604	613-49830-092	POP RESALE	Golf Course	336.70
CAPITOL BEVERAGE SALES L.P	08/11/2025	126521	3169649	613-49830-092	POP	Golf Course	249.99
CAPITOL BEVERAGE SALES L.P	08/11/2025	126521	3169649	613-49830-091	BEER	Golf Course	72.00
Total 126521:							864.79
CARGILL INCORPORATED	08/11/2025	126522	2911262507	601-49400-216	NAVARRE WATER PLANT SALT	Water	6,579.71
Total 126522:							6,579.71
CENTERPOINT ENERGY MAIN	08/11/2025	126523	07.2025	601-49400-381	GAS SERVICE 06/20/25-07/22/25	Water	659.56
CENTERPOINT ENERGY MAIN	08/11/2025	126523	07.2025	602-49450-381	GAS SERVICE 06/20/25-07/22/25	Sewer	678.40
CENTERPOINT ENERGY MAIN	08/11/2025	126523	07.2025	101-41900-381	GAS SERVICE 06/20/25-07/22/25	Central Services	225.90
CENTERPOINT ENERGY MAIN	08/11/2025	126523	07.2025	101-42110-381	GAS SERVICE 06/20/25-07/22/25	Police Department	84.63
CENTERPOINT ENERGY MAIN	08/11/2025	126523	07.2025	101-42260-381	GAS SERVICE 06/20/25-07/22/25	Fire Protection Services	124.69
CENTERPOINT ENERGY MAIN	08/11/2025	126523	07.2025	613-49830-381	GAS SERVICE 06/20/25-07/22/25	Golf Course	36.65
Total 126523:							1,809.83
CENTRAL PENSION FUND SOU	08/11/2025	126524	08.07.25 FU	101-21705	CENTRAL PENSION FUND 08.07.2025		2,238.00
Total 126524:							2,238.00
CITY OF BLOOMINGTON	08/11/2025	126525	25211	601-49400-489	WATER BACTI SAMPLES	Water	42.00
Total 126525:							42.00
CITY OF LONG LAKE	08/11/2025	126526	20250014	101-42260-318	MAY 2025 JOINT DUTY CREW; LFLD REIMBURS	Fire Protection Services	2,560.00
CITY OF LONG LAKE	08/11/2025	126526	20250025-1	101-42260-318	JUNE 2025 JOINT DUTY CREW; LFLD REIMBURS	Fire Protection Services	2,980.00
Total 126526:							5,540.00

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
City of Orono Utilities	08/11/2025	126527	07.2025 CH	101-41900-382	07.2025 CH	Central Services	249.72
City of Orono Utilities	08/11/2025	126527	07.2025 CH	101-42110-382	07.2025 PD	Police Department	249.72
City of Orono Utilities	08/11/2025	126527	07.2025 FIR	101-42260-382	07.2025 NORTH TEMP FIRE	Fire Protection Services	115.60
City of Orono Utilities	08/11/2025	126527	07.2025 PO	101-41900-382	07.2025 PO	Central Services	89.53
City of Orono Utilities	08/11/2025	126527	07.2025 PW	101-41900-382	07.2025 PW	Central Services	131.80
City of Orono Utilities	08/11/2025	126527	07.2025 PW	602-49450-382	07.2025 PW	Sewer	131.80
City of Orono Utilities	08/11/2025	126527	07.2025 PW	601-49400-382	07.2025 PW	Water	131.80
City of Orono Utilities	08/11/2025	126527	07.2025 PW	651-49910-382	07.2025 PW	Storm Water	131.81
City of Orono Utilities	08/11/2025	126527	07.2025 WP	601-49400-382	05.2025 WTP	Water	162.74
Total 126527:							1,394.52
CITY OF WAYZATA	08/11/2025	126528	07.2025 UTIL	602-49450-387	JULY 2025 SEWER	Sewer	9,667.30
CITY OF WAYZATA	08/11/2025	126528	07.2025 UTIL	601-49400-387	JULY 2025 WATER	Water	4,621.28
Total 126528:							14,288.58
DAHLHEIMER BEVERAGE MON	08/11/2025	126529	2529556	613-49830-094	WATER	Golf Course	86.40
DAHLHEIMER BEVERAGE MON	08/11/2025	126529	2529556	613-49830-091	BEER	Golf Course	303.90
DAHLHEIMER BEVERAGE MON	08/11/2025	126529	2529556	613-49830-093	SNACKS	Golf Course	117.30
DAHLHEIMER BEVERAGE MON	08/11/2025	126529	2535723	613-49830-094	WATER	Golf Course	89.40
DAHLHEIMER BEVERAGE MON	08/11/2025	126529	2535723	613-49830-091	BEER	Golf Course	185.60
Total 126529:							782.60
DALCO	08/11/2025	126530	4407114	101-41900-223	TRASH CAN LINERS & PAPER TOWELS	Central Services	1,012.12
Total 126530:							1,012.12
DEAN THOMSON	08/11/2025	126531	LA24-000066	101-22205	ESCROW REFUND - LA24-000066 - 430 EAST LO		617.50
Total 126531:							617.50
DELANO CARQUEST	08/11/2025	126532	6829-327036	701-49800-222	PD NEW EXPLORER FILTERS	Fleet Services	120.48
DELANO CARQUEST	08/11/2025	126532	6829-327038	701-49800-222	PD EXPLORER FILTERS	Fleet Services	126.34
Total 126532:							246.82
ENDE SEPTIC SERVICE	08/11/2025	126533	5095071425	602-49450-406	LS#18 FORCE MAIN BREAK	Sewer	875.00

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
Total 126533:							875.00
FACTORY MOTOR PARTS	08/11/2025	126534	1-10958694	701-49800-222	PUBLIC WORKS TRUCKS OIL FILTERS	Fleet Services	213.36
FACTORY MOTOR PARTS	08/11/2025	126534	1-10979237	701-49800-213	DUMP TRUCK REAR DIFFERENTIAL GEAR OIL	Fleet Services	383.97
FACTORY MOTOR PARTS	08/11/2025	126534	229-030997	701-49800-222	PD EXPLORER CABIN AIR FILTERS	Fleet Services	40.44
FACTORY MOTOR PARTS	08/11/2025	126534	70-595740	701-49800-222	PD EXPLORER ENGINE AIR FILTERS AND ENGIN	Fleet Services	56.90
FACTORY MOTOR PARTS	08/11/2025	126534	70-596468	701-49800-213	DUMP TRUCK REAR DIFFERENTIAL GEAR OIL	Fleet Services	127.99
Total 126534:							822.66
FLEETPRIDE INC	08/11/2025	126535	127689912	701-49800-222	426 MAIN AIR LINE FROM AIR COMPRESSOR TO	Fleet Services	328.40
Total 126535:							328.40
Fricke & Sons Sod Inc	08/11/2025	126536	66340	101-43000-224	TASK 95444-SOD	Public Works Department	61.20
Total 126536:							61.20
GOPHER ACE	08/11/2025	126537	025923/1	613-49830-221	PROPANE	Golf Course	24.99
GOPHER ACE	08/11/2025	126537	025923/1	613-49830-212	OIL	Golf Course	28.49
GOPHER ACE	08/11/2025	126537	025927/1	701-49800-221	CHAINSAW PARTS	Fleet Services	42.46
GOPHER ACE	08/11/2025	126537	025947/1	101-42260-201	OFD OFFICE SUPPLIES	Fire Protection Services	89.52
GOPHER ACE	08/11/2025	126537	025999/1	101-45200-223	FLOOR CLEANING SUPPLIES	Parks	58.98
GOPHER ACE	08/11/2025	126537	026002/1	101-43000-224	TASK 96316	Public Works Department	56.98
GOPHER ACE	08/11/2025	126537	25956/1	701-49800-212	FUEL FOR CHAINSAW REPAIRS	Fleet Services	29.99
GOPHER ACE	08/11/2025	126537	25987/1	101-45200-223	CLEANING SUPPLIES FOR BIG ISLAND	Parks	38.96
Total 126537:							370.37
GOPHER STATE ONE CALL	08/11/2025	126538	25965/1	101-41900-223	WATER TREATMENT SALT	Central Services	480.69
GOPHER STATE ONE CALL	08/11/2025	126538	5070662	601-49400-319	SPLIT DISTRIBUTION	Water	268.65
GOPHER STATE ONE CALL	08/11/2025	126538	5070662	602-49450-319	SPLIT DISTRIBUTION	Sewer	268.65
Total 126538:							1,017.99
HAWKINS INC	08/11/2025	126539	7148484	601-49400-216	CHLORINE TANKS FOR WATER PLANTS	Water	1,256.81
Total 126539:							1,256.81

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
HEIMAN INC	08/11/2025	126540	0945199-IN	101-42260-402	FIRE ENGINE 1 LIGHT REPAIR	Fire Protection Services	550.00
Total 126540:							550.00
HENNEPIN COUNTY ACCOUNT	08/11/2025	126541	1000250955	101-42400-319	PROPERTY RESEARCH	Building & Zoning	2.50
Total 126541:							2.50
HIGHVIEW PLUMBING INC	08/11/2025	126542	17696	602-49450-319	I&I INSPECTION BY HIGHVIEW PLUMBING	Sewer	1,750.00
Total 126542:							1,750.00
HOLIDAY COMPANIES	08/11/2025	126543	0796010825	101-42110-402	CAR WASHES / HOLIDAY	Police Department	275.00
Total 126543:							275.00
INDEPENDANT PET PARTNERS	08/11/2025	126544	PS-INV1044	101-42110-230	K9 FOOD	Police Department	83.84
Total 126544:							83.84
INTOXIMETERS INC	08/11/2025	126545	792704	101-42110-221	REPAIR PBT	Police Department	126.95
Total 126545:							126.95
JN BUILT LLC	08/11/2025	126546	RPS24-0000	101-22205	ESCROW REFUND - RPS24-000036		1,000.00
Total 126546:							1,000.00
JOHN HENRY FOSTER MN INC	08/11/2025	126547	10777398-00	101-41900-404	REPAIR AIR COMPRESSOR FOR THE OPW/PAR	Central Services	1,127.50
Total 126547:							1,127.50
KODIAK POWER SOLUTIONS	08/11/2025	126548	20547139	602-49450-406	GENERATOR REPAIR LS # 13	Sewer	1,963.94
KODIAK POWER SOLUTIONS	08/11/2025	126548	20547267	602-49450-406	LS# 13 GENERATOR NO START	Sewer	672.90
KODIAK POWER SOLUTIONS	08/11/2025	126548	20620862	602-49450-406	GENERATOR REPAIR LS # 21	Sewer	579.00
Total 126548:							3,215.84
LANO EQUIPMENT INC	08/11/2025	126549	03-1171811	701-49800-221	BOBCAT 604 FILTERS	Fleet Services	72.64

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
Total 126549:							72.64
LEAGUE OF MN CITIES INS TR	08/11/2025	126550	2025 LMC P	703-49960-361	2025 PROPERTY/CASUALTY INSURANCE		69,136.00
Total 126550:							69,136.00
MANSFIELD OIL COMPANY	08/11/2025	126551	26765532	701-49800-212	UNLEADED FUEL	Fleet Services	1,548.74
Total 126551:							1,548.74
MATT JOHNSON	08/11/2025	126552	UB REFUND	999-10015	UB REFUND - 285 LEAF ST - JOHNSON		131.06
Total 126552:							131.06
METROPOLITAN COUNCIL ENVI	08/11/2025	126553	0001189459	602-49450-441	2025 INDUSTRIAL DISCHARGE PERMIT	Sewer	151.85
METROPOLITAN COUNCIL ENVI	08/11/2025	126553	0001191177	602-49450-383	WASTWATER SERVICE 9/2025	Sewer	60,575.15
Total 126553:							60,727.00
MINNEAPOLIS OXYGEN COMPA	08/11/2025	126554	0000147831	701-49800-215	OXYGEN, ACETYLENE	Fleet Services	87.50
MINNEAPOLIS OXYGEN COMPA	08/11/2025	126554	0000147832	101-42110-221	MEDICAL OXYGEN/TANK FEE	Police Department	114.75
MINNEAPOLIS OXYGEN COMPA	08/11/2025	126554	0000147835	101-42260-219	MEDICAL OXYGEN/TANK FEE	Fire Protection Services	60.25
Total 126554:							262.50
MINNESOTA FIRE SERVICE CE	08/11/2025	126555	14537	101-42260-437	MN CERTIFICATION FOR FIRE	Fire Protection Services	236.25
Total 126555:							236.25
MISSION COMMUNICATIONS LL	08/11/2025	126556	2010571	602-49450-406	MISSION ANNUAL SERVICE	Sewer	10,179.00
Total 126556:							10,179.00
MN SECRETARY OF STATE NOT	08/11/2025	126557	08.2025 H. S	101-43000-433	ADMIN NOTARY H. SMIEJA	Public Works Department	120.00
Total 126557:							120.00
MTI DISTRIBUTING INC	08/11/2025	126558	1486955-00	613-49830-221	GOLF COURSE ROUGH MOWER DECK PIVOT PI	Golf Course	61.82

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
Total 126558:							61.82
NAVARRE HARDWARE	08/11/2025	126559	350690	101-42110-201	OFFICE SUPPLIES	Police Department	27.17
NAVARRE HARDWARE	08/11/2025	126559	350738	710-49970-221	CAMERA MEMORY CARD - NAVARRE ORGANIC	IT Services	19.99
NAVARRE HARDWARE	08/11/2025	126559	350821	101-45200-221	FLAPPER CHAIN	Parks	6.59
Total 126559:							53.75
NOVA TECHNOLOGIES	08/11/2025	126560	IN-80009186	710-49970-329	MONTHLY PHONE SIP CHARGE 8/25	IT Services	229.39
Total 126560:							229.39
ODP BUSINESS SOLUTIONS LL	08/11/2025	126561	4277247770	101-41900-201	11X17 PAPER	Central Services	128.80
Total 126561:							128.80
OTTEN BROTHERS	08/11/2025	126562	1-1834789	101-43000-224	SHOULDER REPAIRS ON WATERTOWN RD	Public Works Department	62.90
OTTEN BROTHERS	08/11/2025	126562	1-1834810	101-43000-224	SHOULDER WORK ON WATERTOWN RD	Public Works Department	157.25
Total 126562:							220.15
PERFORMANCE PLUS LLC dba	08/11/2025	126563	070860	101-42260-319	MEDICAL EVAL FOR DEJEWSKI AND BURTON	Fire Protection Services	1,032.00
Total 126563:							1,032.00
QUADIENT INC	08/11/2025	126564	17775525	602-49450-322	06.2025 UB POSTAGE	Sewer	326.68
QUADIENT INC	08/11/2025	126564	17775525	651-49910-322	06.2025 UB POSTAGE	Storm Water	561.60
QUADIENT INC	08/11/2025	126564	17775525	601-49400-322	06.2025 UB POSTAGE	Water	326.67
QUADIENT INC	08/11/2025	126564	17775525	101-41900-322	06.2025 UB POSTAGE - SEPTIC	Central Services	234.92
QUADIENT INC	08/11/2025	126564	17775525	601-49400-352	06.2025 UB MAILING SERVICE	Water	114.37
QUADIENT INC	08/11/2025	126564	17775525	602-49450-352	06.2025 UB MAILING SERVICE	Sewer	114.38
QUADIENT INC	08/11/2025	126564	17775525	101-41900-352	06.2025 UB MAILING SERVICE - SEPTIC	Central Services	54.83
QUADIENT INC	08/11/2025	126564	17775525	651-49910-352	06.2025 UB MAILING SERVICE	Storm Water	114.38
QUADIENT INC	08/11/2025	126564	17775525	101-41430-325	06.2025 UB INSERT	Communications	293.28
Total 126564:							2,141.11
QUADIENT INC	08/11/2025	126565	08.2025 POS	101-41900-322	POSTAGE REFILL JULY 2025	Central Services	1,000.00

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
Total 126565:							1,000.00
REPUBLIC SERVICES #894	08/11/2025	126566	0894-007220	101-41900-404	TRASH SERVICE 7/1/25- 7/31/25 - CITY HALL	Central Services	488.25
REPUBLIC SERVICES #894	08/11/2025	126566	0894-007220	101-41900-404	TRASH SERVICE 7/1/25-7/31/25 - POLICE DEPAR	Central Services	214.85
REPUBLIC SERVICES #894	08/11/2025	126566	0894-007220	613-49830-404	TRASH SERVICE 7/1/25-7/31/25- GOLF COURSE	Golf Course	663.94
REPUBLIC SERVICES #894	08/11/2025	126566	0894-007220	101-45200-404	TRASH SERVICE 7/1/25-7/31/25 - LURTON PARK	Parks	231.00
REPUBLIC SERVICES #894	08/11/2025	126566	0894-007220	101-41900-404	TRASH SERVICE 7/1/25-7/31/25- BRUSH SITE	Central Services	55.50
Total 126566:							1,653.54
REVOLUTION DESIGN +BUILD	08/11/2025	126567	RPS24-0000	101-22205	ESCROW REFUND - RPS24-000067 - 2890 GOLD		1,000.00
Total 126567:							1,000.00
Riverside Design	08/11/2025	126568	4856	101-42110-352	OFFICE SUPPLIES/GENARIC OPD BUSINESS CA	Police Department	120.63
Riverside Design	08/11/2025	126568	4863	101-42110-352	POLICE LETTERHEAD/ENVELOPES	Police Department	389.42
Total 126568:							510.05
RYAN AUTO MALL	08/11/2025	126569	276336	701-49800-222	PD CHARGER PARTS AND BODY COMPONENTS	Fleet Services	293.88
Total 126569:							293.88
SAFEBUILT LLC LOCKBOX 8813	08/11/2025	126570	2171237	101-42400-310	BUILDING REVIEW SERVICES	Building & Zoning	465.00
Total 126570:							465.00
SCHULTZ, SUSAN	08/11/2025	126571	07.2025 S. S	101-42110-439	WATER FOR VOLUNTEERS/SOL	Police Department	4.79
Total 126571:							4.79
SCOTT & LORI GENGLER	08/11/2025	126572	RPS24-0001	101-22205	ESCROW REFUND - RPS24-000106 -4215 FORE		11,000.00
Total 126572:							11,000.00
STOP STICK LTD	08/11/2025	126573	0039080-IN	101-42110-221	STOP STICKS	Police Department	534.00
Total 126573:							534.00

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
STREETER	08/11/2025	126574	RPS23-0001	101-22205	ESCROW REFUND - RPS23-000176 - 1800 SHOR		1,000.00
Total 126574:							1,000.00
STREICHER'S	08/11/2025	126575	I1773881	101-42110-226	UNIFORMS/KKECK NEW HIRE	Police Department	10.00
STREICHER'S	08/11/2025	126575	I1774288	101-42110-226	UNIFORMS/KKECK NEW HIRE	Police Department	326.99
STREICHER'S	08/11/2025	126575	I1774544	101-42110-226	UNIFORMS/SLIPKA	Police Department	35.00
STREICHER'S	08/11/2025	126575	I1775632	101-42110-226	UNIFORMS/KKECK NEW HIRE	Police Department	1,570.00
Total 126575:							1,941.99
SUREFITTERS	08/11/2025	126576	79494	101-43000-222	421 BUCKET TRUCK EMERGENCY LIGHT REPLA	Public Works Department	235.20
Total 126576:							235.20
THOMSON REUTERS - WEST	08/11/2025	126577	852294520	101-42110-311	DATA PROCESSING/THOMSON REUTERS	Police Department	334.05
Total 126577:							334.05
TIMESAVER OFF SITE SECRET	08/11/2025	126578	30834	101-41110-319	CITY COUNCIL MINUTES 7/14/2025	Mayor & Council	253.00
TIMESAVER OFF SITE SECRET	08/11/2025	126578	30835	101-41110-319	CITY COUNCIL MINUTES 7/28/2025	Mayor & Council	172.00
TIMESAVER OFF SITE SECRET	08/11/2025	126578	30836	101-42400-319	PLANNING COMMISSION MINUTES 7/21/2025	Building & Zoning	212.50
Total 126578:							637.50
TOLL GAS & WELDING SUPPLY	08/11/2025	126579	0040216272	701-49800-215	GAS CYLINDER RENTAL	Fleet Services	13.64
Total 126579:							13.64
U.S. AutoForce	08/11/2025	126580	CR00145042	701-49800-222	PD EXPLORER TIRES	Fleet Services	942.56
U.S. AutoForce	08/11/2025	126580	INV0010437	701-49800-222	PD EXPLORER TIRES	Fleet Services	942.56
U.S. AutoForce	08/11/2025	126580	INV0010464	701-49800-222	PD EXPLORER TIRES	Fleet Services	552.00
Total 126580:							552.00
UNIFIRST CORPORATION	08/11/2025	126581	1410158727	613-49830-223	MATS AND TOWEL -GC	Golf Course	17.74
UNIFIRST CORPORATION	08/11/2025	126581	1410160556	613-49830-223	MATS AND TOWEL -GC	Golf Course	109.92
Total 126581:							127.66

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
US Bank Equipment Finance	08/11/2025	126582	561222159	710-49970-413	FLEET DEPT COPIER - 07/25/25-08/25/25	IT Services	145.69
Total 126582:							145.69
UTILITY BILL REFUND	08/11/2025	126583	UB REFUND	999-10015	UB REFUND - 3585 CRYSTAL PL - LANGE		235.33
Total 126583:							235.33
WASTE MANAGEMENT	08/11/2025	126584	0126283-280	603-49500-444	ORGANICS JULY 2025	Recycling	194.10
WASTE MANAGEMENT	08/11/2025	126584	0126283-280	603-49500-316	RECYCLING AUGUST 2025 - CRYSTAL BAY RD M	Recycling	380.80-
WASTE MANAGEMENT	08/11/2025	126584	0126283-280	603-49500-316	RECYCLING AUGUST 2025	Recycling	20,298.31
Total 126584:							20,111.61
WRIGHT, BRADY	08/11/2025	126585	08.2025 B. W	101-43000-226	WORK BOOTS	Public Works Department	279.97
Total 126585:							279.97
XCEL ENERGY	08/11/2025	126586	938178152	602-49450-381	3425 LYRIC 06/25/25-07/27/25	Sewer	27.45
XCEL ENERGY	08/11/2025	126586	938644581	613-49830-381	ELECTRIC SERVICE 6/25/25-07/26/25	Golf Course	574.10
XCEL ENERGY	08/11/2025	126586	938644581	101-42260-381	ELECTRIC SERVICE 6/25/25-07/26/25	Fire Protection Services	917.21
XCEL ENERGY	08/11/2025	126586	938644581	101-41900-381	ELECTRIC SERVICE 6/25/25-07/26/25	Central Services	1,590.15
XCEL ENERGY	08/11/2025	126586	938644581	101-42110-381	ELECTRIC SERVICE 6/25/25-07/26/25	Police Department	1,590.15
XCEL ENERGY	08/11/2025	126586	938644581	101-42110-381	ELECTRIC SERVICE 6/25/25-07/26/25	Police Department	41.61
XCEL ENERGY	08/11/2025	126586	938644581	101-43000-381	ELECTRIC SERVICE 6/25/25-07/26/25	Public Works Department	205.55
XCEL ENERGY	08/11/2025	126586	938644581	101-43000-386	ELECTRIC SERVICE 6/25/25-07/26/25	Public Works Department	2,737.37
XCEL ENERGY	08/11/2025	126586	938644581	101-45200-381	ELECTRIC SERVICE 6/25/25-07/26/25	Parks	75.96
XCEL ENERGY	08/11/2025	126586	938644581	601-49400-381	ELECTRIC SERVICE 6/25/25-07/26/25	Water	9,177.56
XCEL ENERGY	08/11/2025	126586	938644581	602-49450-381	ELECTRIC SERVICE 6/25/25-07/26/25	Sewer	4,348.30
Total 126586:							21,285.41
Yamaha Golf & Utility	08/11/2025	126587	01-311449	613-49830-415	GOLF CART RENTAL	Golf Course	3,911.53
Total 126587:							3,911.53
ZUMBRO TOOLS	08/11/2025	126588	0730251900	701-49800-240	MECHANICS TOOLS AND IMPACT REBUILD	Fleet Services	236.75
Total 126588:							236.75

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
AMAZON CAPITAL SERVICE	08/11/2025	20130721	197X-VLGL-	101-41900-223	FIRE EXTINGUISHER TAGS	Central Services	9.99
AMAZON CAPITAL SERVICE	08/11/2025	20130721	1DLK-VTKJ-	603-49500-444	COMPOSTABLE ORGANICS DROP-OFF WELCO	Recycling	76.80
AMAZON CAPITAL SERVICE	08/11/2025	20130721	1J33-K39V-Y	101-43000-226	PPE FOR NEW PERSON AND REPLACEMENT F	Public Works Department	407.44
AMAZON CAPITAL SERVICE	08/11/2025	20130721	1PV7-QLKJ-	710-49970-221	PD PHONE CASE	IT Services	7.89
AMAZON CAPITAL SERVICE	08/11/2025	20130721	1PWV-1QHX	101-43000-222	EMERGENCY LIGHTS/ VEHICLE PARTS	Public Works Department	188.02
AMAZON CAPITAL SERVICE	08/11/2025	20130721	1PWV-1QHX	701-49800-226	PPE GLOVES	Fleet Services	47.12
AMAZON CAPITAL SERVICE	08/11/2025	20130721	1PWV-1QHX	701-49800-215	SHOP SUPPLIES - OIL FUNNEL/ OIL CHANGE ST	Fleet Services	77.52
AMAZON CAPITAL SERVICE	08/11/2025	20130721	1XWM-PDK	601-49400-489	PUBLIC EDUCATION SUPPLIES	Water	37.98
Total 20130721:							852.76
Carmen Bay Lake Improvement D	08/11/2025	20130722	MAY/JUNE T	240-25695-489	1ST HALF CBLID PAYMENT		16,657.74
Total 20130722:							16,657.74
MEDSURETY LLC	08/11/2025	20130723	43342	101-41900-319	AUGUST 2025 FEES	Central Services	211.00
MEDSURETY LLC	08/11/2025	20130723	6.27.25-8.3.2	101-21719	MFSA 6.27.25-8.3.25 MSA FUNDS		125.91
MEDSURETY LLC	08/11/2025	20130723	DCAP J. CUT	101-21719	DCAP J. CUTA		104.17
MEDSURETY LLC	08/11/2025	20130723	MFSA 2025	101-21719	MFSA 6.20.25-7.27.25 FUNDS		294.00
Total 20130723:							735.08
PSN: PAYMENT SERVICE INVOI	08/11/2025	20130724	313745	101-41900-312	MISC PSN FEES 07.25	Central Services	3.30
PSN: PAYMENT SERVICE INVOI	08/11/2025	20130724	314230	602-49450-312	SEWER FUND PSN FEES 07.25	Sewer	356.18
PSN: PAYMENT SERVICE INVOI	08/11/2025	20130724	314230	651-49910-312	STORMWATER PSN FEES 07.25	Storm Water	356.18
PSN: PAYMENT SERVICE INVOI	08/11/2025	20130724	314230	601-49400-312	WATER FUND PSN FEES 07.25	Water	356.19
PSN: PAYMENT SERVICE INVOI	08/11/2025	20130724	314449	101-41900-312	BUILDING PERMIT PSN FEES 07.25	Central Services	20.90
Total 20130724:							1,092.75
SQUARE SERVICES	08/11/2025	20130725	08.2025 SQU	613-49830-312	GC SQUARE FEE 08.01.25-09.01.25	Golf Course	35.00
Total 20130725:							35.00
STREET FLEET EXPEDITED LL	08/11/2025	20130726	583811	701-49800-222	ORONO FIRE DEPARTMENT PARTS DELIVERY	Fleet Services	280.83
STREET FLEET EXPEDITED LL	08/11/2025	20130726	584361	701-49800-403	GOLF ROUGH MOWER PARTS DELIVERY	Fleet Services	44.62
Total 20130726:							325.45
WEX BANK	08/11/2025	20130727	106153141	101-45200-212	FUEL FOR PONTOON	Parks	37.76

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
Total 20130727:							37.76
Grand Totals:							299,126.21

AGENDA ITEM



Date: August 11, 2025

Item: 3

Title: Annual Appointments - Resolution 7603

Presenter: Christine Lusian, City Clerk

Section: Consent Agenda

1. **Purpose:**

The purpose of this action item is to amend the appointments.

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, and committees. Another important task is to list where city funds are deposited for transparency and to avoid conflicts of interest.

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

3. **Staff Recommendation:**

Approve updated appointments for 2025.

COUNCIL ACTION REQUESTED

Approve Resolution 7603 updating appointments for 2025.

Exhibits

[A. Resolution 7603 Annual Appointments - 2025 Amended](#)



CITY OF ORONO
RESOLUTION OF THE CITY COUNCIL

NO. 7603

AMENDING RESOLUTION 7576 APPOINTING CITY OFFICIALS AND DUTIES

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

Duty	Authority or Reference	Appointee
Acting Mayor	<i>Minn. Stat. 412.121</i>	Alisa Benson
Association of Metropolitan Municipalities Legislative Contact	https://www.metrocitiesmn.org/about-us	Bob Tunheim
Association of Metropolitan Municipalities Representative	https://www.metrocitiesmn.org/about-us	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 Designees	<i>Minn. Stat. 13.05.13</i>	Christine Lusian Correy Farniok (Police) Nola Dickhausen, Jessica Rasmussen
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>	Shea Chwialkowski
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 Shea Chwialkowski
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> hennepin.us/en/residents/emergencies/emergency-management	Correy Farniok
Housing and Redevelopment Authority	<i>Minn. Stat. 469.003, 13D.01</i>	Bob Tunheim, Chair Alisa Benson Jon Schwinger 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. 7603

Duty	Authority or Reference	Appointee
Lake Minnetonka Conservation District (LMCD)	<i>Minn. Stat. 103B.611 & 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 Shea Chwialkowski
Mayor's Association	https://www.lmc.org/wp-content/uploads/documents/Minn-esota-Mayors-Handbook.pdf	Bob Tunheim
Official Newspaper	<i>Minn. Stat. 412.831</i>	The Laker & Pioneer
Official Depositories/Investment Vendors	<i>Minn. Stat. 118A.02 & 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. 7603

Duty	Authority or Reference	Appointee
Park Commission	<i>Minn. Stat 412.111 & 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> Janie Delaney <i>Term Expires 3/1/2028</i> Gordy Stofer <i>Term Expires 3/1/2026</i> Mollie Reynolds <i>Term Expires 3/1/2028</i> Michael Huddy <i>Term Expires 3/1/2026</i> Kim Carswell <i>Term Expires 3/1/2028</i> Jacob Selseth <i>Term Expires 3/1/2028</i>
Park Commission Chair	<i>Orono Ordinance 22-31</i>	Chair: Brian Roath Vice Chair: Janie Delaney
Park Commission Ex Officio (Councilmember)	<i>Orono Ordinance 22-32</i>	Alisa Benson - May 6; Steve Persian - June 3; Jacqueline Ricks - August 5; Bob Tunheim - October 7; Jon Schwingler - November 4.
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 3/31/2028</i> Kelly Prchal <i>Term Expires 3/31/2028</i> Jon Ressler <i>Term Expires 3/31/2027</i> Andrew Jarnot <i>Term Expires 3/31/2027</i> Thomas Brandabur <i>Term Expires 3/31/2027</i> Sam Tift <i>Term Expires 3/31/2026</i> Shane Weltzin <i>Term Expires 3/31/2026</i>
Planning Commission Chair	<i>Orono Ordinance 74-2</i>	Chair: Chris Bollis Vice Chair: Jon Ressler
Planning Commission Ex Officio (Councilmember)	<i>Orono Code 74-2(b)(3)</i>	Bob Tunheim April 21; Jacqueline Ricks May 19; Steve Persian June 16; Alisa Benson July 21; Jon Schwingler August 18; Bob Tunheim September 15; Jacqueline Ricks October 20; Steve Persian November 17.
Appeals and Adjustments Board	<i>Minn. Stat. 462.354 Subd. 2</i> <u><i>City Code 78-96</i></u>	Planning Commission
Police Advisory Commission	<i>Minn. Stat. 412.111 & 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> https://www.kennedy-graven.com/practice-areas/public-utility/	DJ Goman
Weed Inspector (Mayor)	<i>Minn. Stat.18.80</i>	Bob Tunheim
Weed Inspector (Assistant)	<i>Minn. Stat.18.80</i>	Joe Ruthenberg



CITY OF ORONO
RESOLUTION OF THE CITY COUNCIL

NO. 7603

Adopted by the City Council of Orono, Minnesota, at its meeting held August 11, 2025.

ATTEST

CITY OF ORONO

Christine Lusian, City Clerk

Bob Tunheim, Mayor

AGENDA ITEM



Date: August 11, 2025

Item: 4

Title: Fireworks Display, SEP25-000008 - August 20

Presenter: Christine Lusian, City Clerk

Section: Consent Agenda

1. **Purpose:**

The purpose of this action item is to review fireworks display plans for Special Event Permit 25-000008.

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

City code section 66-224(d) and (f)(2) requires city council review of special events requesting the use of city land and involving fireworks.

RES Pyro completed an application to launch fireworks Wednesday, August 20 from a floating platform for a class reunion at 1500 Brackett's Point Road. The fireworks will launch at 10pm from the water south of Brackett's Point between Smith and Browns Bays. Plans included with the application are attached.

3. **Staff Recommendation:**

Staff from Administration, Community Development, Fire, Parks, and Police have reviewed and approved the application.

COUNCIL ACTION REQUESTED

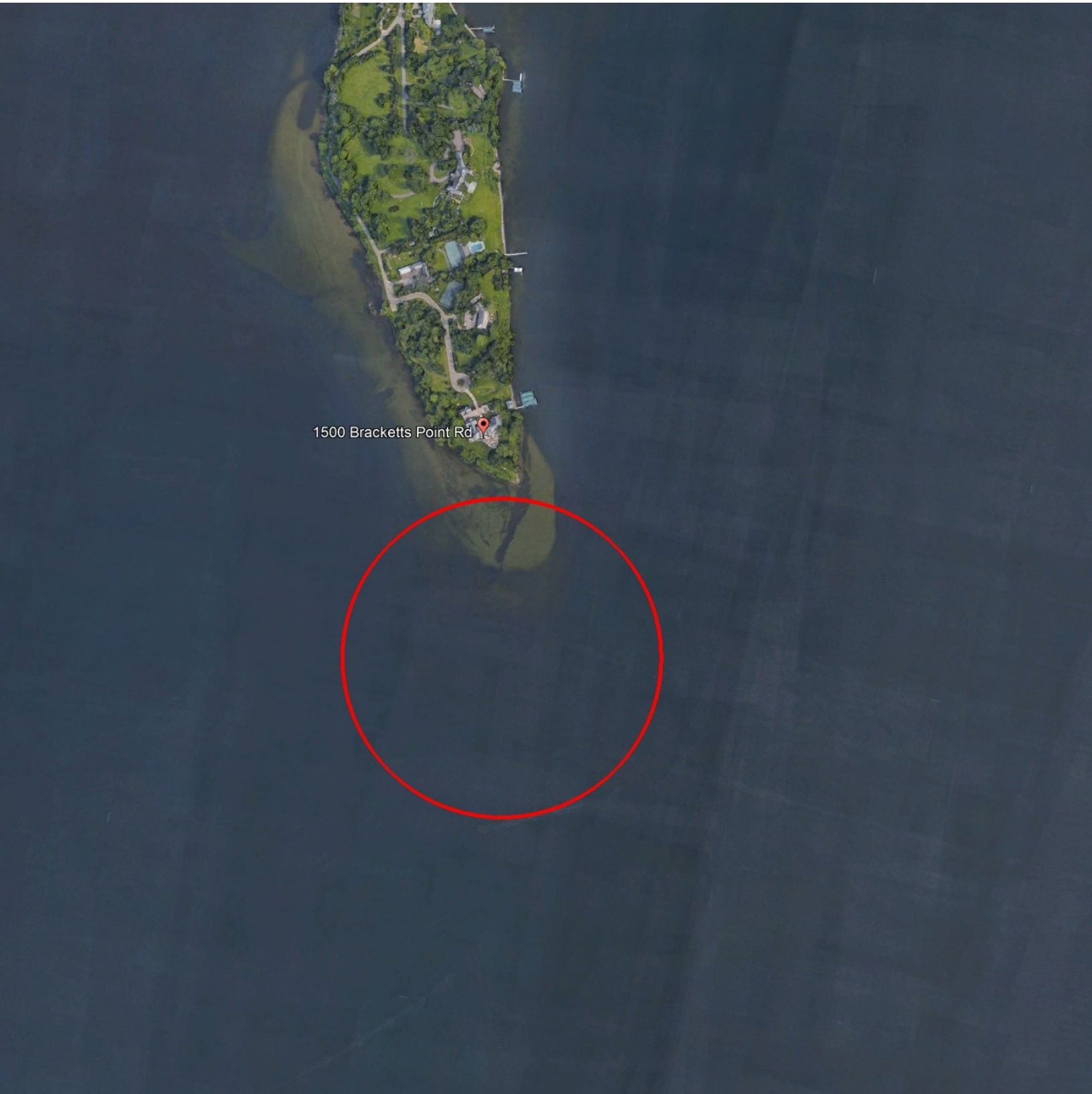
Review the fireworks display plans.

Exhibits

A. Location

B. Operator

C. Notice



1500 Bracketts Point Rd

Fireworks Display for a class reunion on Lake Minnetonka

August 20, 2025

1500 Brackett's Point Rd, Wayzata, MN 55391

Lead Technician

Jason LaDouceur - License # O-1133

218-232-3772



State of Minnesota Department of Public Safety State Fire Marshal eApplication Public Portal

Home Minnesota State Fire Marshal's Website Licensing and Permits Webpage Explosives Webpage Fireworks Webpage Sprinklers Webpage

Account Login

Education

Lookup

User

Company

Complaints

Public User Lookup Detail

NOTE: If you are looking for additional information, please submit an SFM data request.

User: LaDouceur, Jason

Primary Certification Type: NFPA 1123
Primary Certification Issue Date: 01/01/2024
Primary Certification Status: Current

Primary Certification Number: FW1133
Primary Certification Expiration Date: 12/31/2028
Account Identifier: None

Certification Type	Certification Number	Certification Level	Certification Issue Date	Certification Expiration Date	Certification Status
Fireworks Operator	FW1133	NFPA 1123	01/01/2024	12/31/2028	Current

Assistants:

Alexis LaDouceur DOB: 8/16/06

Riley Kollman DOB: 5/4/07

Alicia Erkenbrack DOB: 12/14/07

Kelly Erkenbrack DOB: 10/10/89

List of Materials:

(192)-3" shells

(144)-4" shells

(56)-5" shells

(18)-6" shells

(5)-8" shells

Monday, July 21, 2025



Dear Resident:

We are writing as a courtesy to inform you that there will be a fireworks display taking place by Brackett's/Orono Point in Lake Minnetonka on Wednesday, August 20th for a private event. This display will take place around 10:00pm and should be approximately ten minutes in duration.

Sincerely,

A handwritten signature in black ink, appearing to read "Cory Stinar".

Cory Stinar
RES Pyro

AGENDA ITEM



Date: August 11, 2025

Item: 5

Title: Contract - School Resource Officer - Westonka School District

Presenter: Correy Farniok, Police Chief

Section: Consent Agenda

1. **Purpose:**

The purpose of this action item is to gain approval of the School Resource Officer contract with Westonka School District.

2. **Background:**

The Orono Police Department has been partnering with Westonka School District for more than 14 years to have a school resource officer in the schools. The contract has been updated and includes the most current laws and regulations related to school resource officers.

3. **Staff Recommendation:**

Staff recommend approval of the School Resource Officer contract with Westonka School District.

COUNCIL ACTION REQUESTED

Motion to approve the School Resource Officer contact with Westonka School District.

Exhibits

[A. Agreement - Westonka SRO](#)

AGREEMENT

This Agreement is entered into this _____ day of _____, 2025 by and between the City of Orono, a municipal corporation under the laws of Minnesota, hereinafter referred to as “City” and the Westonka School District, a political subdivision of the State of Minnesota, hereinafter referred to as “District.”

WITNESSETH

For and in consideration of the mutual promises, terms, covenants, and conditions set forth herein, the City and the District agree as follows:

1. Purpose of Agreement. The purpose of this Agreement is for the City to assign a policy officer to provide law enforcement services at Shirley Hills Primary School and Wesonka Middle School. The officer assigned is referred to as a School Resource Officer “SRO”. The SRO will work with school personnel, provide a visible police presence and promote safety in the schools.
2. Term. The term of this Agreement shall be the 2025-2026 school-year and will automatically renew each school-year for 2026-2027 and 2027-2028 unless written notice is given by either party by June 30 prior to the start of the next school year. The length of the school-year may be mutually extended by the parties as they deem necessary to satisfy attendance requirements that may have been affected by weather or other factors.
3. Termination. This Agreement may be terminated for any reason by either party upon 90 days prior written notice.
4. Relationship to Parties. The SRO assigned to the District shall remain and be considered an employee of the City and not of the District. The assigned SRO will be subject to current procedures in effect for Orono police officers, including attendance at all mandated training and testing to maintain state law enforcement officer certification. This Agreement is not intended to and will not constitute, create, give rise to, or otherwise recognize a joint venture, partnership, or formal business association or organization of any kind between parties, and the rights and obligations of the parties shall be only those expressly set forth in this Agreement. The parties agree that no person assigned by the District to accomplish the goals of this Agreement is a City employee and that no rights under City contracts or personnel rules accrue to such person.
5. Consideration. In consideration of the assignment of the SRO, the District agrees to pay the City. Payment from the District to the City is due in full on October 15th of each year

this Agreement is in effect. This payment covers the school year which includes that date. The District will not be responsible for payment of overtime, unless it is requested by the District. The SRO's weekly District schedule will be mutually agreed upon in consultation with the principal of the school or designee and the City's public safety director. The SRO may be asked to attend afternoon or evening events in lieu of regular day duty. Each party will maintain a budget for expenditures under this Agreement.

- 5.1. Payment on October 15, 2025 will cover the 2025-2026 school year and will be in the amount of one-half of the District's 2025 payable 2026 Safe School Levy Dollars.
 - 5.2. Payments in future years will continue to be in the amount of one-half of the District's Safe Schools Levy dollars as follows: the 2026-2027 allocation will come from the 2025 payable 2026 Safe Schools Levy dollars, and the 2027-2028 allocation will come from the 2026 payable 2027 Safe Schools Levy dollars.
6. Officer Responsibilities. The SRO's contractual duties with the school district shall include:
- 6.1. fostering a positive school climate through visibility, relationship building and open communication;
 - 6.2. protecting students, staff, and visitors to the school grounds from criminal activity;
 - 6.3. serving as a liaison from law enforcement to school officials;
 - 6.4. providing advice on safety drills;
 - 6.5. identifying vulnerabilities in school facilities and safety protocols;
 - 6.6. educating and advising students and staff on law enforcement topics;
 - 6.7. enforcement of criminal laws;
 - 6.8. acting as a communication liaison with law enforcement agencies, providing basic information concerning students on campuses served by the SRO;

- 6.9. providing informational in-services and being a general resource for the staff on issues related to alcohol, and other drugs, crime, violence prevention, gangs, safety and security;
 - 6.10. presenting educational programs to students and school staff on topics agreed upon by both parties;
 - 6.11. referring students and/or their families to the appropriate agencies for assistance when a need is determined;
 - 6.12. unless the SRO's opinion circumstances prevent it, attempting to advise the school principal and/or assistant principal prior to taking legal action, subject to the SRO's duties under the law.
 - 6.13. shall not use force or the authority of their office solely to enforce school rules or policies or participate in the enforcement of discipline for violations of school rules;
 - 6.14. as time assignments allow, assisting school staff with lunchroom duties, and hall and parking lot monitoring. If there is an unusual/temporary problem in one of these areas, the SRO may assist District employees until the problem is solved;
 - 6.15. working with school staff to plan for safety services at special events such as large athletic events or graduations.;
 - 6.16. nothing required herein is intended to nor will it constitute a relationship or duty for the assigned SRO or the City beyond the general duties that exist for law enforcement officers within the state. This position does not create any duty different from the duty owed to the public as a whole.
7. Time and Place of Performance. The City will endeavor to have a SRO available for duty at their assigned school each day that school is in session during the regular school year. The City is not required to furnish a substitute SRO on days when the regular SRO is absent due to use of the SRO's leave time or City police department requirements. The SRO's activities will be restricted to their assigned school grounds except for:
- 7.1. Follow up home visits when needed as a result of school related student problems.
 - 7.2. School related off-campus activities when SRO participation is requested by the principal and/or assistant principal and approved by the Chief of Police.

- 7.3. In response to off-campus, but school related, criminal activity.
 - 7.4. In response to emergency police activities.
 - 7.5. Or other duties as directed by the director of public safety. In these instances the SRO will notify school administrative staff.
8. District Responsibilities.
- 8.1. The District will provide the SRO with a secure and equipped office. The equipment shall include basic furniture, a telephone, secure filing space and internet access to a secure police records website.
 - 8.2. The District will identify the principal or designee who will be the primary contact person among the school staff for the SRO.
9. Indemnification. The District and the City agree to indemnify and hold each other, including their respective agents, employees, and officers, harmless from all liabilities, except in cases of gross negligence or willful misconduct by the party seeking indemnification. Nothing in this Agreement shall be deemed a waiver of immunity or limits on liability available to either party under Minnesota Statutes, Chapter 466.
10. Notices. All notices required under this Agreement shall be in writing and shall be deemed delivered upon placement in the U.S. mail, postage prepaid, certified and return receipt requested or by personal delivery:
- A. To the District: Westonka Public Schools ISD 277
Educational Service Center
Attn: Superintendent
5901 Sunnyfield Road East
Minnetrista, MN 55364
 - B. To the City: City of Orono
Attn: Chief of Police
2730 Kelley Parkway
Orono, MN 55356

Or to such other address or party as either party may notify the other pursuant to this notice requirement.

11. Miscellaneous.

- 11.1. This agreement constitutes the entire agreement between the City and the District and supersedes any other written or oral agreements between the parties regarding the subject matter of this Agreement.
- 11.2. This Agreement shall be construed under the laws of Minnesota. Any dispute shall be brought in Hennepin County district court.
- 11.3. This Agreement may be executed simultaneously in any number of counterparts, all of which shall be original and shall constitute one and the same instrument.
- 11.4. No amendments or changes to this Agreement are valid and effective unless set forth in writing and signed by both parties.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the day and year first above written.

WESTONKA SCHOOL DISTRICT NO. 277

BY:

CHAIR, BOARD OF EDUCATION

ATTESTED BY:

CLERK, BOARD OF EDUCATION

APPROVED AS TO FORM:

BOARD ATTORNEY

CITY OF ORONO

BY:

MAYOR, CITY OF ORONO

ATTESTED BY:

CLERK, CITY OF ORONO

AGENDA ITEM



Date: August 11, 2025

Item: 6

Title: Resignation of Part-Time Firefighter

Presenter: Shea Chwialkowski, Interm Fire Chief

Section: Consent Agenda

1. **Purpose:**

The purpose of this agenda item is to accept the resignation of Part-Time Firefighter Sam Goecke.

2. **Background:**

Sam joined the Orono Fire Department last September. We thank Sam for his time with the Orono Fire Department and wish him well in future endeavors.

3. **Staff Recommendation:**

Staff recommends accepting Firefighter Sam Goecke's resignation.

COUNCIL ACTION REQUESTED

Motion to accept the resignation of Firefighter Sam Goecke.

AGENDA ITEM



Date: August 11, 2025

Item: 7

Title: Hire Part-Time Firefighters

Presenter: Shea Chwialkowski, Interm Fire Chief

Section: Consent Agenda

1. **Purpose:**

The purpose of this action is to request approval to hire two part-time firefighters to join the Orono Fire Department.

2. **Background:**

The Orono Fire Department has completed a detailed assessment of staffing requirements to effectively support the Joint Duty Crew schedule. This evaluation concluded that 12 part-time firefighters are necessary to maintain consistent shift coverage while allowing for time off and operational flexibility. Following a recent resignation, the department currently has 8 active part-time firefighters.

Orono Firefighters work collaboratively with Long Lake Fire Department's personnel to deliver dependable, high-quality emergency services. Furthermore, all current and prospective Orono Firefighters are expected to demonstrate a commitment to the long-term success and sustainability of the future consolidated fire department.

3. **Recruitment:**

The selection process for the position involved a public job posting, comprehensive application screening, formal interviews, and an in-depth background investigation. Interviews were conducted by the Interim Fire Chief in collaboration with other fire officers. All candidates also completed pre-employment medical and psychological evaluations as part of the final screening phase.

4. **Recommended Candidate:**

Adler Burton has nearly two years of firefighting experience with another metro-area fire department. He holds certifications in Firefighter I & II, Haz-Mat Operations, and Emergency Medical Technician. DeShawn Collins has served for one year as a paid-on-call firefighter with another department and holds certifications in Firefighter I & II, Haz-Mat Operations, and Emergency Medical Technician. Both individuals are enthusiastic about joining the Orono Fire Department and are eager to contribute to the long-term success of the future consolidated fire department.

5. **Recommended Compensation:**

Staff recommend extending job offers to Adler Burton and DeShawn Collins for part-time firefighter positions with an effective start date of August 12, 2025.

Compensation: Starting wage of \$20.00 per hour

Benefits: Enrollment in the Police and Fire PERA pension plan

COUNCIL ACTION REQUESTED

Motion to approve job offers to Adler Burton and DeShawn Collins for part-time firefighter positions at a rate of \$20.00 per hour, with a start date of August 12th, 2025.

AGENDA ITEM



Date: August 11, 2025

Item: 8

Title: Alcohol Sales - Compliance Review

Presenter: Christine Lusian, City Clerk

Section: Consent Agenda

1. **Purpose:**

To present a compliance matter related to alcohol sales for review and approval.

2. **Background:**

The Orono police department regularly conducts compliance checks of licensed alcohol and tobacco sales businesses. On June 29, an employee of Navarre Liquors sold alcohol to an underage person, which does not comply with state law or city code Section 34-1. City code section 34-23 establishes a \$500 penalty for a first occurrence and Navarre Liquors paid this in full on July 25. The Stipulation of Facts and Civil Sanction Agreement is included as Exhibit A.

3. **Staff Recommendation:**

Approve the Stipulation of Facts and Civil Sanction Agreement.

COUNCIL ACTION REQUESTED

Consider a motion to approve the Stipulation of Facts and Civil Sanction Agreement.

Exhibits

[A. Stipulation of Facts and Civil Sanction Agreement](#)

**CITY OF ORONO
HENNEPIN COUNTY, MINNESOTA**

In Re:

City of Orono Liquor Licensing
Complaint against Wood &
Associates Inc., dba Navarre Liquor

**STIPULATION OF FACTS
AND CIVIL SANCTION**

The City of Orono (“City”) and its undersigned attorney, and Wood & Associates Inc., dba Navarre Liquors (“Navarre”) through its undersigned authorized officer, hereby agree and stipulate as follows:

1. Navarre is licensed under Orono City Code Section 34-10, to sell liquor for consumption off its premises at 3421 Shoreline Dr. Orono, MN 55391. The premises to which the license applies are specified in the license.
2. On June 29, 2025, Christopher Joseph Taylor, an employee at Navarre Liquors did sell alcohol to a person under 21 years of age in violation of Orono City Code § 34-1.
3. This constitutes Navarre’s first liquor license violation in the past three years pursuant to Orono City Code § 34-23
4. Navarre shall pay a civil sanction in the amount of \$500.00.
5. Navarre waives its right to the hearing provided by Minnesota Statute § 340A.415 and Orono City Code § 34-23.
6. The civil sanction set forth in Section 4 is contingent upon the Orono City Council’s approval. If the City Council rejects the sanction agreed to in this Stipulation in favor of more

severe sanction, Navarre has the absolute right to withdraw its waiver of hearing and to have a hearing before the City Council.

Dated: 7/29/25

CAMPBELL KNUTSON
Professional Association

By: 

Soren M. Mattick
Attorney for the City
Grand Oak Office Center I
860 Blue Gentian Road, Suite 290
Eagan, MN 55121
Telephone: (651) 452-5000

Dated: 7-25-25

WOOD & ASSOCIATES INC. DBA
NAVARRE LIQUORS

By: 

Its Owner - Navarre Liquor
3421 Shoreline Dr.
Orono, MN 55391

**CITY OF ORONO
HENNEPIN COUNTY, MINNESOTA**

In Re:

City of Orono Liquor Licensing
Complaint against Wood &
Associates Inc., dba Navarre Liquor

**HEARING NOTICE REGARDING
ALLEGED LIQUOR LICENSE VIOLATIONS**

TO: WOOD & ASSOCIATES INC., DBA NAVARRE LIQUOR, 3421 SHORELINE
DR. ORONO, MN 55391
FROM: SOREN M. MATTICK, ATTORNEY FOR THE CITY OF ORONO.

YOU, AS A LIQUOR LICENSEE, ARE HEREBY INFORMED that on August 11, 2025 at 6:00 PM, in the Council Chambers of Orono, 2780 Kelley Parkway, Orono, MN 55356, the Orono City Council will conduct a hearing pursuant to Orono City Code § 34-23 and Minnesota Statute § 340A.415, regarding allegations that the licensee violation provisions of State law and City ordinance regulating liquor establishments as follows:

On June 29, 2025, Christopher Joseph Taylor, an employee at Navarre Liquors did sell alcohol to a person under 21 years of age in violation of Orono City Code § 34-1.

If your establishment is found to be in violation as charged, the City Council may revoke the license, impose a suspension for up to sixty (60) days, or impose a civil fine not to exceed \$2,000.00 for each violation.

You are entitled to be present at the hearing and to be represented by an attorney. If the hearing is contested, you are entitled to call witnesses, present probative evidence, cross-examine witnesses, and submit rebuttal evidence, all as allowed by Minnesota Statute § 14.60.

Dated: 7/9/25

CITY OF ORONO

By: 
Soren M. Mattick, City Attorney



July 29, 2025

Christine Lusian
City Clerk
City of Orono
2750 Kelley Parkway
Orono, MN 55356

Via Courier

Re: Navarre Liquor – Liquor License Violation

Dear Christine,

Please see enclosed to find a check for \$500.00 regarding the above-mentioned matter from Shannon Wood, d/b/a Navarre Liquor. Let us know if you have any questions or concerns.

Sincerely,

 /s/ Ash Smith

Ash Smith
Legal Assistant
E-mail: asmith@ck-law.com
Direct phone: (651) 234-6215

GRAND OAK OFFICE CENTER I
860 BLUE GENTIAN ROAD, SUITE #290
EAGAN, MN 55121

 CK-LAW.COM  651-452-5000  651-234-6237

AGENDA ITEM



Date: August 11, 2025

Item: 9

Title: Request for Proposals - Health Insurance

Presenter: Maggie Jin, Finance Director

Section: Consent Agenda

1. **Purpose:**

The purpose of this council item is to inform City Council of the upcoming request for proposals for the 2026 health insurance plan for employees.

2. **Background:**

Back in May 2020, the City left the LOGIS health insurance pool and Gallagher broker service with the goal of providing better quality benefits at a more reasonable cost. The City switched to Health Partners through Paychex brokerage. However, in 2022, the rates were showing a significant increase of 25%, thus the City went back to Gallagher as the health insurance broker and transitioned to the Public Employees Insurance Plan (PEIP) for 2022 and 2023 plan years. The City automatically renewed with PEIP for another 2-year term covering 2024 and 2025 plan years. Both years' rates decreased, which was the opposite of market trend.

With the April 2024 legislature session, the house, governor, and senate recently passed a new bill for PEIP. Changes to the program includes participants to sign up for a four-year commitment (current is two-year). The new bill also changed the threshold for groups to exit the pool when premiums increase 20% or more (current threshold is 50% or more).

To follow best practice, since the City is at the end of its two-year contract with PEIP, the City will be going out for request for proposals (RFP) for employee health insurance plan in August with the anticipated quotes to be received late September. The RFP process is intended to fall in line with receiving Public Employees Insurance Plan's (PEIP) renewal rates. Current trend in health insurance cost is anticipating an average of 9-12% increase, however, can easily exceed 20%.

3. **Process:**

The RFP for health insurance will be conducted by Gallagher with the results to be received in late September.

4. **Staff Recommendation:**

No action is required. This is an information item only.

COUNCIL ACTION REQUESTED

No action is required. This is an information item only.

AGENDA ITEM



Date: August 11, 2025

Item: 10

Title: Request for Proposals - Recycling Collection

Presenter: Christine Lusian, City Clerk

Section: Consent Agenda

1. **Purpose:**

The purpose of this item is to obtain City Council approval to solicit proposals for recycling services.

2. **Background:**

Staff review professional service contracts about every five years and the last time recycling services were reviewed was in 2019. Since then, the city has partnered with Waste Management for residential single-sort recycling collection. While the service has been solid, the purpose of the RFP is to solicit competitive proposals from qualified vendors to ensure cost-effective, reliable, and high-quality service for the residents of Orono. The RFP reflects input from relevant departments. It outlines the scope of services, evaluation criteria, and contract requirements necessary to secure a vendor that aligns with the city's service expectations and budget considerations.

3. **Process:**

Staff recommends forming an ad-hoc committee to review proposals consisting of the City Administrator, Finance Director, and City Clerk. The committee will evaluate proposals and recommend a hauler to the City Council, which will make the final selection. The proposed timeline is as follows:

<u>Activity</u>	<u>Target Date</u>
Solicitation opens	August 12
Legal publication	August 16
Proposals due	August 24
Proposal review	August 25-29
Hauler recommendation	September 08
Contract approval	September 22
Service begins	October 01

4. **Staff Recommendation:**

Staff recommends approving an RFP for Recycling Services and establishing an ad-hoc committee to review proposals.

COUNCIL ACTION REQUESTED

Consider a motion to approve an RFP for Recycling Services and establish an ad-hoc committee to review proposals.

AGENDA ITEM



Date: August 11, 2025

Item: 11

Title: LA25-000016, 2545 Dunwoody Avenue, Conditional Use Permit - Resolution 7605

Presenter: Matt Karney, Planner

Section: Consent Agenda

1. **Purpose:**

The applicant requests a conditional use permit for replacing retaining walls within the lakeshore setback.

2. **MN§15.99 Application Deadline:**

The application was made on April 2, 2025 and deemed complete on April 17, 2025. The 60-day review period has been extended by staff an additional 60 days, to expire on August 15, 2025. The applicant waived their review timeline on July 3, 2025.

3. **Background:**

The applicant requests a Conditional Use Permit (CUP) for a new retaining wall system to support a lake stair where existing walls and a lake stair are in need of repair. The walls are proposed in a similar location to the existing conditions, but will involve a change in material to both the lake stair and walls. A landscape plan has been provided to depict how the walls will be screened from Lake Minnetonka. The primary residence on the property is permitted and currently under construction, as a separate project.

The applicant has revised their landscape plan following the July 21, 2025 Planning Commission to address a planting that was found to be on the Department of Agriculture's restricted noxious weeds list. The updated plan is included as Exhibit C.

[Link to July 21, 2025 Planning Commission Packet](#)

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

On May 19, 2025, the Planning Commission held a public hearing and discussed the CUP application. No public comment was made. The Commission noted that the proposed retaining wall improvements were excessive and the application was missing information including a landscape plan and an engineering letter. The Planning Commission voted to table the application to allow the applicant to revise their submittal to address concerns the proposed walls were more impactful than the existing walls to be replaced. ([Link to Meeting Video](#))

On July 21, 2025, the Planning Commission discussed the CUP application, following the applicant revising their proposal. The Planning Commission discussed the project, and concluded the revisions made addressed the concerns raised during the first meeting. The Planning Commission voted 4-0 to recommend approval of the CUP, contingent on the applicant submitting an engineer's letter prior to the City Council meeting on August 8, 2025. The applicant has submitted an engineering letter supporting the proposal included as Exhibit D

[Link to Meeting Video](#)

5. **Public Comment:**

No public comments have been received.

6. **Staff Recommendation:**

Planning Staff recommends approval of the CUP application.

COUNCIL ACTION REQUESTED

The Council should move to adopt Resolution 7605.

Exhibits

[A. Resolution 7605](#)

[B. Engineering Letter](#)

[C. Landscape Plan](#)

[D. 7/21 PC Draft Minutes](#)



CITY OF ORONO
RESOLUTION OF THE CITY COUNCIL

NO. **7605**

**A RESOLUTION APPROVING
A CONDITIONAL USE PERMIT PURSUANT WITH
MUNICIPAL ZONING CODE
SECTION 6.12.6240**

FILE NO. LA25-000016

WHEREAS, on April 2, 2025, on behalf of the property owners Steven M. Hentges and Jeanette M. Hentges, husband and wife (hereinafter the “Owners”), Charles Cudd Co. (hereinafter the “Applicant”), applied for a conditional use permit from the City Code for the property addressed **2545 Dunwoody Avenue** and legally described as:

Lot 10, Block 8, Townsite of Langdon Park, Hennepin County, Minnesota (hereinafter the “Property”)

WHEREAS, the Applicant made an application to the City of Orono for a conditional use permit pursuant to Orono Municipal Zoning Code Section 6.12.6240 to construct replacement retaining walls within the lakeshore setback; and

WHEREAS, on May 19, 2025, after published and mailed notice in accordance with Minnesota Statutes and the City Code, the Planning Commission held a public hearing, at which time all persons desiring to be heard concerning this application were given the opportunity to speak thereon; and

WHEREAS, on May 19, 2025, the Planning Commission voted 6 to 1 in favor of a motion to table the application for redesign of the walls, vegetative screening and engineering report; and

WHEREAS, on July 16, 2025, the Applicant provided a revised site plan and landscape plan addressing the Planning Commission’s concerns; and

WHEREAS, on July 21, 2025, the Planning Commission voted 4 to 0 in favor of a motion to recommend approval of the revised application, conditioned on the submittal of the engineering report; and

WHEREAS, on July 30, 2025, the Applicant provided an engineering report to meet the condition of the Planning Commission’s recommendation of approval; and

WHEREAS, on August 11, 2025, the City Council reviewed the application and the recommendations of the Planning Commission and City staff; and



CITY OF ORONO
RESOLUTION OF THE CITY COUNCIL

NO. **7605**

NOW, THEREFORE, BE IT RESOLVED that the City Council of Orono, Minnesota hereby approves the application for a conditional use permit to construct replacement retaining walls within the lakeshore setback described above based on one or more of the following findings of fact concerning the Property:

FINDINGS OF FACT:

- A1. The analysis contained within staff memos and the exhibits attached to the aforesaid memos, all minutes from the above-mentioned meetings, and all other materials distributed at these meetings are hereby incorporated by reference.
- A2. The Property is located in the LR-1C (One-Family Lakeshore Residential) Zoning District.
- A3. The lakeside slope on the Property is not defined as a Bluff.
- A4. The Property is within Tier 1 and hardcover is limited to 25% according to the Stormwater Quality Overlay District. The Applicant proposes 24.93% total site hardcover.
- A5. The Applicant requests a conditional use permit to construct replacement retaining walls within the lakeshore setback.
- A6. In considering this application for a conditional use permit, the Council has considered the advice and recommendation of the Planning Commission and the effect of the proposed conditional use permit upon the health, safety and welfare of the community, existing and anticipated traffic conditions, light and air, danger of fire, risk to the public safety, and the effect on values of property in the surrounding area.

CONDITIONAL USE PERMIT ANALYSIS:

The City Council may approve a conditional use permit for the construction of retaining walls as long as the walls are:

- B1. Designed to correct an established erosion problem; *the applicant submitted an engineer's letter indicating the walls provide erosion control to the slope and are in a state of disrepair. This criterion is met; and*
- B2. Suitable given the demonstrated need; *the proposed retaining walls around the lake stairs are suitable, as they have been redesigned in the location of the existing walls. This criterion is met; and*



CITY OF ORONO
RESOLUTION OF THE CITY COUNCIL

NO. **7605**

- B3. Designed by a registered engineer or landscape architect, depending on the project scope; *the proposed retaining walls were designed by a licensed professional. This criterion is met; and*
- B4. Designed to be the minimum size necessary to control the erosion problem; *the proposed walls have been designed to address the existing conditions at a similar size and scale. This criterion is met.*

Based on the application and the evidence submitted, the Council finds that the proposed use at the proposed location is or will be:

- B5. Consistent with the community management plan; *the proposed walls support a lake access stair and provides stabilization for steep slopes is consistent with the Comprehensive Plan; and*
- B6. Compliant with the zoning code, including any conditions imposed on specific uses as required by article V, division 3 of the City Code; *retaining walls within the lakeyard are permitted where they are deemed necessary to protect the integrity of the slope. The proposed walls meet the conditions imposed by the City Code; and*
- B7. Adequately served by police, fire, roads, and stormwater management; *the Property meets this standard; and*
- B8. Provided with an adequate water supply and sewage disposal system; *the Property meets this standard; and*
- B9. Not expected to generate excessive demand for public services at public cost; *this proposal is not anticipated to impact public services; and*
- B10. Compatible with the surrounding area as the area is used both presently and as it is planned to be used in the future; *the proposed walls substantially reflect the location and height of the existing walls, and are consistent with the use of the surrounding area; and*
- B11. Consistent with the character of the surrounding area, unless a change of character is called for in the community management plan; *the replacement of walls that are in a declining condition is consistent with the character of the surrounding area; and*
- B12. Compatible with the character of buildings and site improvements in the surrounding area, unless a change of character is called for in the community management plan;



CITY OF ORONO
RESOLUTION OF THE CITY COUNCIL

NO. **7605**

the walls are consistent with the character of other buildings and improvements in the area; and

- B13. Not expected to substantially impair the use and enjoyment of the property in the area or have a materially adverse impact on the property values in the area when compared to the impairment or impact of generally permitted uses; the walls are proposed in the location of the existing walls with landscaping and a change of material, and *should not create an adverse impact on properties in the neighborhood; and*
- B14. Provided with screening and buffering adequate to mitigate undesirable views and activities likely to disturb surrounding uses; *a landscape plan has been submitted that has been deemed by Staff and the Planning Commission to adequately screen the proposed walls from the lake; and*
- B15. Not create a nuisance that generates smoke, noise, glare, vibration, odors, fumes, dust, electrical interference, general unsightliness, or other means; *the proposal is not anticipated to create a nuisance; and*
- B16. Not cause excessive non-residential traffic on residential streets, parking needs that cause a demonstrable inconvenience to adjoining properties, traffic congestion, or unsafe access; *the proposal is not anticipated to create excessive traffic burdens on the nearby road network; and*
- B17. Designed to take into account the natural, scenic, and historic features of the area and to minimize environmental impact; *although not an in-kind replacement, the walls were designed to utilize the location of the existing walls with a change in material, and will be screened adequately to minimize potential impacts; and*
- B18. All exterior lighting shall be so directed so as not to cast glare toward or onto the public right-of-way or neighboring residential uses or districts; *the proposal does not include the installation of any exterior lighting; and*
- B19. Not detrimental to the public health, public safety, or general welfare; *the proposal does not come at a detriment to the public health, safety, or welfare of residents and landowners of the City of Orono.*



CITY OF ORONO
RESOLUTION OF THE CITY COUNCIL

NO. **7605**

CONCLUSIONS, ORDER AND CONDITIONS:

Based upon one or more of the above findings, the Orono City Council hereby grants a conditional use permit pursuant to Orono Municipal Zoning Code Section 6.12.6240 to allow for replacement retaining walls within the lakeshore setback.

- C1. Council approval is based on the entire record and, the above Findings.
- C2. The approved project shall conform to the site plan and landscape plan submitted by the Applicant and annotated by City staff, attached to this Resolution as **Exhibits A & B**.
- C3. Any amendments to the Plans that are not in conformity with City codes may require further Planning Commission and City Council review.
- C4. Authorities granted by this resolution run with the Property not with the Applicant, but are permissive only and must be exercised by obtaining a permit for the proposed retaining walls, commencing construction of said project. A permit must be obtained within one year of the date of Council approval, or the conditional use permit will expire on that date (August 11, 2026).
- C5. The Applicant agrees to comply with all permitting requirements of all applicable jurisdictions including but not limited to MCWD. Copies of all required permits must be provided to the City with the submittal materials for the permit for the proposed walls.
- C6. The conditional use permit shall remain in effect as long as the conditions imposed by the City Council are observed, but nothing in this section shall prevent the city from enacting or amending official controls to change the status of conditional uses.
- C7. The undersigned are the owners of the Property and agree to the conditions herein.
- C8. Violation of or non-compliance with any of the terms and conditions of this resolution may result in the termination of any authority granted herein.



CITY OF ORONO
RESOLUTION OF THE CITY COUNCIL

NO. **7605**

ADOPTED by the Orono City Council on this 11th day of August, 2025.

ATTEST:

CITY OF ORONO:

Christine Lusian, City Clerk

Bob Tunheim, Mayor



CITY OF ORONO
RESOLUTION OF THE CITY COUNCIL

NO. **7605**

Steven M. Hentges, Property Owner

Jeanette M. Hentges, Property Owner

STATE OF MINNESOTA

COUNTY OF HENNEPIN

This instrument was acknowledged before me this _____ day of _____,
20____, by Steven M. Hentges, husband of Jeanette M. Hentges

Notary Public

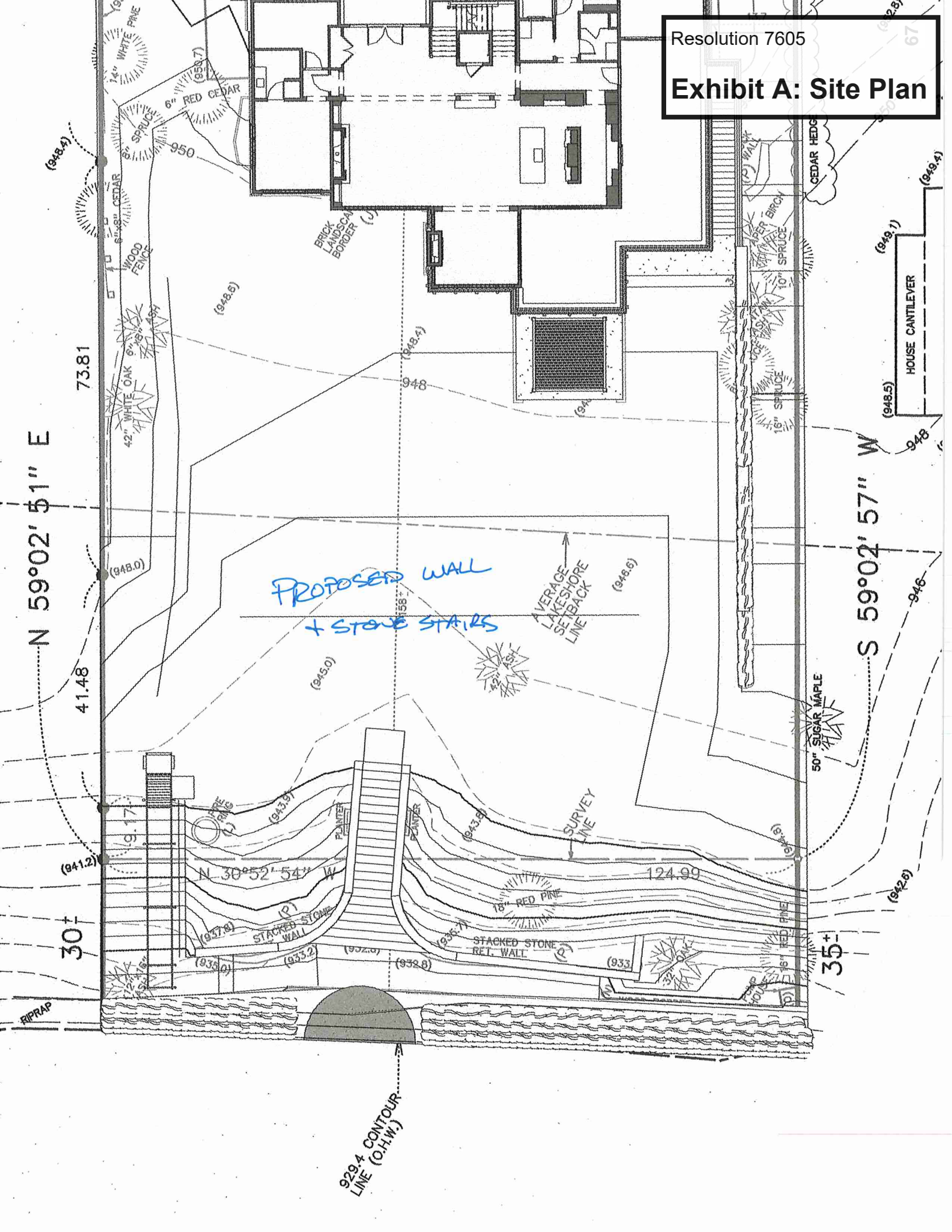
STATE OF MINNESOTA

COUNTY OF HENNEPIN

This instrument was acknowledged before me this _____ day of _____,
20____, by Jeanette M. Hentges, wife of Steven M. Hentges.

Notary Public

Exhibit A: Site Plan



PROPOSED WALL
+ STONE STAIRS

AVERAGE
LAKESHORE
SETBACK
LINE

SURVEY
LINE

929.4 CONTOUR
LINE (O.H.W.)

N 59°02' 51" E

S 59°02' 57" W

N 30°52' 54" W

RIPRAP

HOUSE CANTILEVER

**Exhibit B:
Landscape Plan**



Wichita Blue Juniper



Green Velvet Boxwood



Minuet Weigela



Ruby Stella Daylily



Sapphire Indigo Clematis Vine



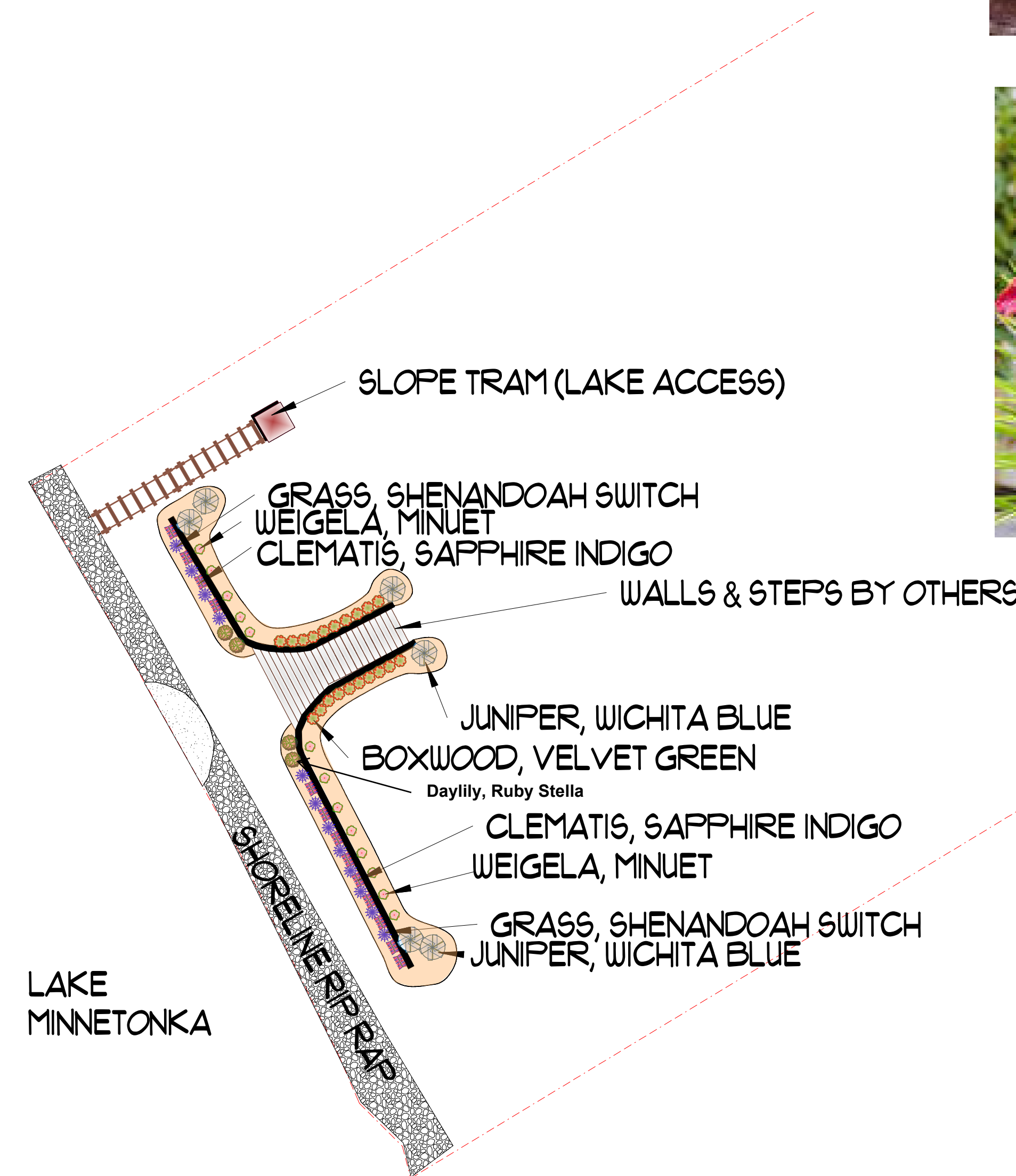
Shenandoah Switchgrass






1.5" Granite w/ Weed Barrier



Concrete Bullet Edger



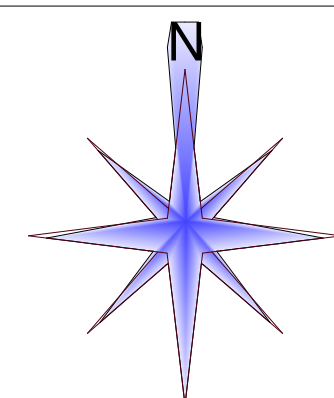
Legend	
Qty	Common Name
Flower, Grass	
12	Grass, Shenandoah Switch 
Flower, Vine	
13	Clematis, Purple  SAPPHIRE INDIGO
Shrub, Deciduous	
4	Ruby Stella Daylily 
13	Weigela, Minuet 
Shrub, Evergreen Broadleaf	
20	Boxwood, Velvet Green 
Tree, Evergreen	
6	Juniper, Wichita Blue 

Revision #: Navarre

Date: 7/11/2025

Scale:

1/16" = 1'



Landscape Plan: Dunwoody
Henges Res.

Landscape Design by: Mike Kuka
L&K Tree & Shrub Inc.

GRONBERG & ASSOCIATES, INC.

SURVEYING, ENGINEERING AND LAND PLANNING

445 N. WILLOW DRIVE

LONG LAKE, MINNESOTA 55356

952-473-4141

FAX: 952-473-4435

July 29, 2025

John Sonnek

Charles Cudd Co.

15050 23rd Ave. N.

Plymouth, MN 55447

Re: Steven & Jeanette Hentges

2545 Dunwoody Ave., Orono

Retaining wall responses

1. The existing limestone retaining walls are in disrepair and are subject to erosion problems.
2. Replacing the existing crumbling limestone walls with heavy stone blocks is suitable for this site for long term sustainability keeping the existing slopes intact.
3. I am a registered professional engineer in the State of Minnesota.
4. The proposed walls are the minimum size necessary to control erosion on site.

Sincerely,

Gronberg & Associates, Inc.



Mark S. Gronberg, PE & LS



Wichita Blue Juniper



Green Velvet Boxwood



Minuet Weigela



Ruby Stella Daylily



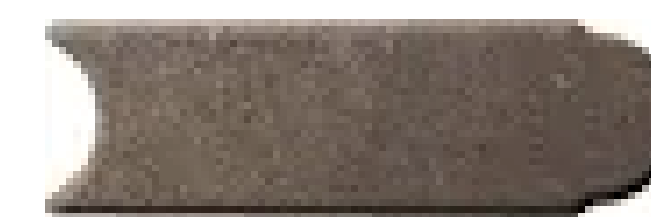
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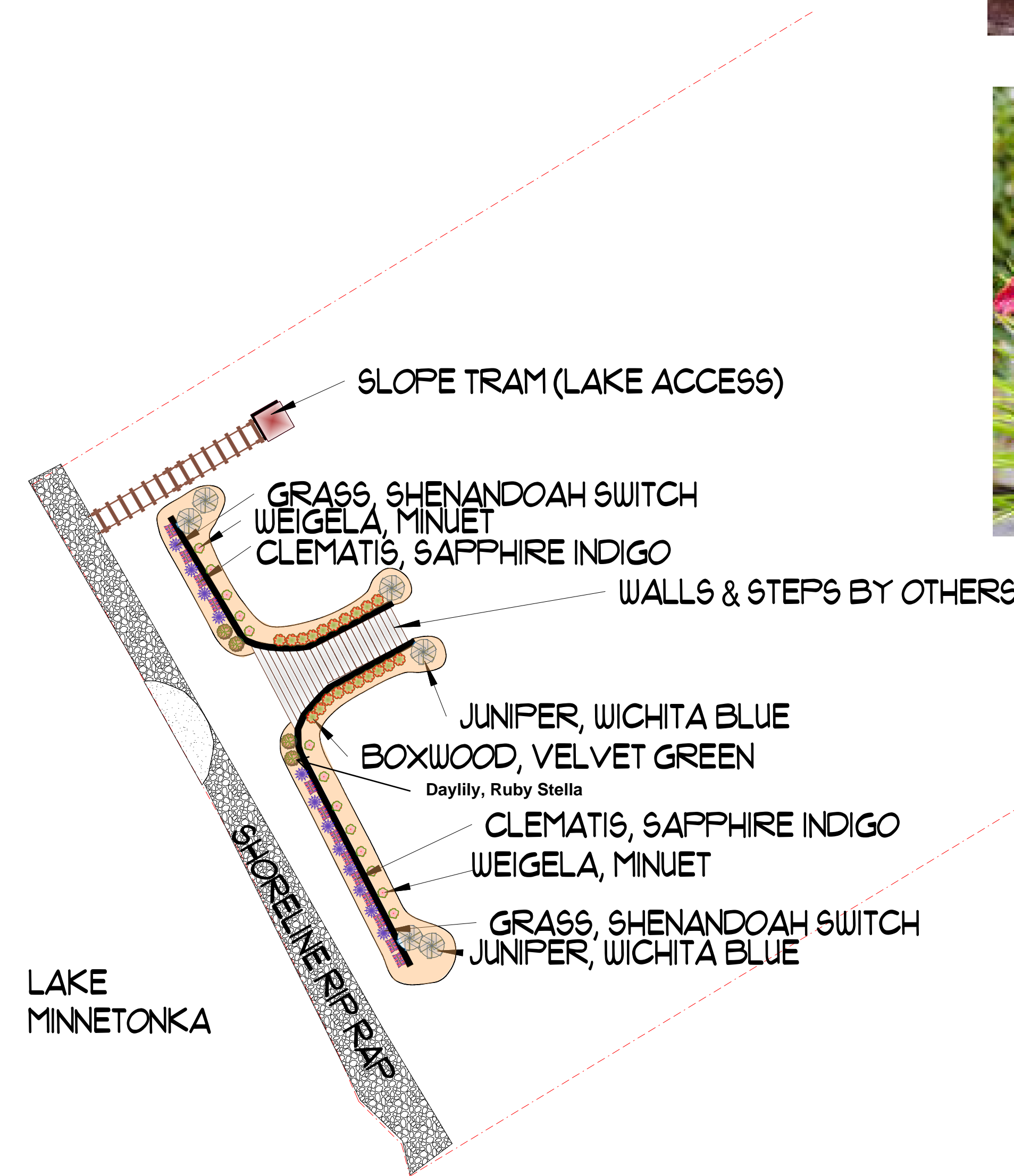
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






1.5" Granite w/ Weed Barrier



Concrete Bullet Edger



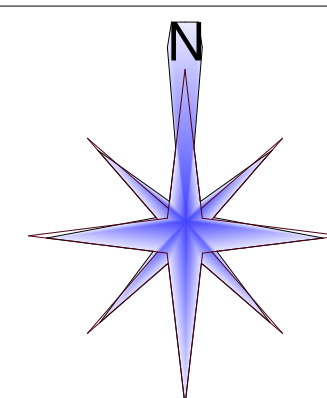
Legend	
Qty	Common Name
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12	Grass, Shenandoah Switch 
Flower, Vine	
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Shrub, Deciduous	
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13	Weigela, Minuet 
Shrub, Evergreen Broadleaf	
20	Boxwood, Velvet Green 
Tree, Evergreen	
6	Juniper, Wichita Blue 

Revision #: Navarre

Date: 7/11/2025

Scale:

1/16" = 1'



Landscape Plan: Dunwoody
Henges Res.

Landscape Design by: Mike Kuka
L&K Tree & Shrub Inc.



Draft Minutes
Planning Commission Regular Meeting
Monday, July 21, 2025, 6:00 PM
City Council Chambers 2780 Kelley Parkway, Orono, MN 55356

6. OLD BUSINESS

6.1 LA25-000016, CHARLES CUDD CO LLC, 2545 DUNWOODY AVENUE, CONDITIONAL USE PERMIT

The Planning Commission is requested to review the Staff report, receive a presentation, and discuss and approve a Conditional Use Permit for retaining walls. The request was tabled in May, and the plan has been reduced and is closer to an in-kind replacement. Staff recommended making approval contingent upon providing additional engineering information prior to the City Council meeting.

The Planning Commission discussed the item and asked questions of staff and the applicant, John Sonnek, Charles Cudd Co., Shorewood.

Commissioners said the plan has been reduced from the original proposal and now replaces the existing wall, and the tramway has been moved so it aligns with the recommendations made by the Planning Commission in May. They indicated it is a positive improvement for the property.

Tift moved, Prchal seconded, to approve LA25-000016, 2545 Dunwoody Avenue, Conditional Use Permit, contingent on an engineer's letter being submitted. VOTE: Ayes: 4, Nays 0.

AGENDA ITEM



Date: August 11, 2025

Item: 12

Title: LA25-000023, 1390 Rest Point Road, Variances - Resolution 7606

Presenter: Melanie Curtis, Planner

Section: Consent Agenda

1. **Purpose:**

The purpose of this request is to consider variances from the 75-foot lake setback, average lakeshore setback, and rear yard setback to allow construction of an expanded 2nd story addition over the existing home and a minimal increase in the elevation of the existing deck.

2. **MN§15.99 Application Deadline:**

The application was submitted on June 16th, and considered to be complete on June 25, 2025. The 60-day review timeline will expire on August 24, 2025.

3. **Background:**

The property is nonconforming in size. The existing home encroaches lakeward of the average lakeshore setback line (ALS) and the 75-foot lake setback; it also encroaches 10 feet into the required 30-foot rear setback. The new owners are proposing 2nd story additions to increase the living space on the 2nd level of the home while maintaining the existing footprint. They also propose a minimal increase in height of the existing low-level deck to create a level threshold (no step down). No footprint expansions are proposed. Please refer to the Planning Report attached as **Exhibit C** for a detailed analysis. Page 7 of **Exhibit B** is a 3D rendering showing the new massing areas.

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

On [July 21st the Planning Commission](#) held a public hearing and discussed the requested variances. There were no public comments provided during the meeting. The Planning Commission voted 4 to 0 in favor of approving the variances as applied. The draft minutes are attached as **Exhibit D**.

5. **Public Comment:**

Public comments were received in favor of the project. Comments are attached as **Exhibit E**.

6. **Staff Recommendation:**

Staff recommends approval as applied.

COUNCIL ACTION REQUESTED

Council should adopt Resolution No. 7606, approving the variances as applied.

Exhibits

- [A. Resolution 7606](#)
- [B. Plans + Survey](#)
- [C. Planning Report](#)
- [D. Draft PC Minutes](#)
- [E. Public comment](#)



CITY OF ORONO
RESOLUTION OF THE CITY COUNCIL

NO. **7606**

**A RESOLUTION
APPROVING VARIANCES FROM
MUNICIPAL ZONING CODE
SECTIONS 6.12.1450 & 6.12.6240**

FILE NO. LA25-000023

WHEREAS, on June 16, 2025, on behalf of the property owners, David Charlez Designs (hereinafter the “Applicant”), applied for a variance from the City Code for the property addressed **1390 Rest Point Road**, and legally described as:

Lot 4, Subdivision of Lot 14, Rest Point Park, Hennepin County, Minnesota (hereinafter the “Property”);

WHEREAS, the Applicant has made application to the City of Orono for a variance from Orono Municipal Zoning Code Section 6.12.1450 to allow a 2nd story addition to be set back 20.7 feet from the rear, street property line where a 20.7-foot setback exists and 30 feet is required; and

WHEREAS, the Applicant has made application to the City of Orono for variances from Section 6.12.6240 to allow a 2nd story addition to be constructed 67 feet from the OHWL, where a 75-foot setback is required over the existing home footprint and 4 feet lakeward of the average lakeshore setback line. A minimal increase in the elevation of the existing deck is also requested within the 75-foot setback to meet the door threshold; and

WHEREAS, on July 21, 2025, after published and mailed notice in accordance with Minnesota Statutes and the City Code, the Planning Commission held a public hearing, at which time all persons desiring to be heard concerning this application were given the opportunity to speak thereon; and

WHEREAS, on July 21, 2025, the Planning Commission recommended approval of the requested variances; and

WHEREAS, on August 11, 2025, the City Council reviewed the application and the recommendations of the Planning Commission and City staff; and

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



CITY OF ORONO
RESOLUTION OF THE CITY COUNCIL

NO. **7606**

FINDINGS OF FACT:

- A1. The analysis contained within staff memos and the exhibits attached to the aforesaid memos, all minutes from the above-mentioned meetings, and all other materials distributed at these meetings are hereby incorporated by reference.
- A2. The Property is located in the LR-1B, One Family Lakeshore Residential Zoning District.
- A3. The Property contains 0.21 acres in area and has a defined lot width of 65 feet.
- A4. The Property is within Tier 1 and hardcover is limited to 25% according to the Stormwater Quality Overlay District. The existing hardcover level of 35% will not be changed or increased by this application.
- A5. Applicant has applied for the following variances:
 - a. Average Lakeshore Setback Variance
 - b. 75-Foot Lakeshore Setback Variance
 - c. Rear, Street Setback Variance
- A6. In considering this application for variances, the Council has considered the advice and recommendation of the Planning Commission and the effect of the proposed variances upon the health, safety and welfare of the community, existing and anticipated traffic conditions, light and air, danger of fire, risk to the public safety, and the effect on values of property in the surrounding area.

ANALYSIS:

- B1. "Variances shall only be permitted when they are in harmony with the general purposes and intent of the ordinance" The Property includes difficulties in its area and width, and location of the existing home. No footprint expansions are proposed. The 2nd story within the average lakeshore setback should not further impact the existing views of the lake for the adjacent properties. All proposed expansions maintain the existing building setbacks on the non-conforming property. This criterion is met.
- B2. "Variances shall only be permitted . . . when the variances are consistent with the comprehensive plan." The proposed variances for the 2nd story additions are consistent with the comprehensive plan by maintaining the use of the single-family home.



CITY OF ORONO
RESOLUTION OF THE CITY COUNCIL

NO. **7606**

- B3. “Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the zoning ordinance. ‘Practical difficulties,’ as used in connection with the granting of a variance, means that:
- a. *The property owner in question proposes to use the property in a reasonable manner, however, the proposed use is not permitted by the official controls.* The request for variances to expand the home with a 2nd story over the existing footprint (within the setbacks) appears to be reasonable, considering the location and orientation of the subject home, the neighboring homes, and the substandard size of the Property. The additions should not adversely impact the view of the lake for the neighbors compared to the existing condition.
 - b. *The plight of the landowner is due to circumstances unique to his property not created by the landowner.* The location of the home results in limited options for additions. The addition to the home over the existing footprint should not impact the view of the lake for the neighbors. The orientation of the roof and the conforming side yard setbacks will allow more air and open space between the subject home and neighboring homes. The circumstances are unique to the Property, and
 - c. *The variance, if granted, will not alter the essential character of the locality.”* The variances are requested to permit the construction of a 2nd story over the home, with no footprint expansions, that will not adversely impact the character of the neighborhood.
- B4. “Economic considerations alone do not constitute practical difficulties.” Economic considerations have not been a factor in the variance approval determination.
- B5. “Practical difficulties also include but are not limited to inadequate access to direct sunlight for solar energy systems. Variances shall be granted for earth-sheltered construction as defined in Minn. Stat. § 216C.06, subd. 2, when in harmony with Orono City Code Chapter.” This condition is not applicable.
- B6. “The board or the council may not permit as a variance any use that is not permitted under Orono City Code Chapter for property in the zone where the affected person's land is located.” This condition is not applicable, as a single-family home is an allowed use in the LR-1B District.
- B7. “The board or council may permit as a variance the temporary use of a one-family dwelling as a two-family dwelling.” This condition is not applicable.



CITY OF ORONO
RESOLUTION OF THE CITY COUNCIL

NO. **7606**

- B8. "The special conditions applying to the structure or land in question are peculiar to such property or immediately adjoining property." The Property's short depth, the existing home location and proximity to the lakeshore, and the relationship to adjacent homes create difficulties for improving the Property consistent with the homes in their neighborhood.
- B9. "The conditions do not apply generally to other land or structures in the district in which the land is located." The Property's substandard area and width, shallow depth, the location of the existing home, adjacent homes, and the home's proximity to the lake create difficulties for the owners
- B10. "The granting of the application is necessary for the preservation and enjoyment of a substantial property right of the applicant." Granting the setback variances to construct a 2nd story over the existing footprint is necessary for the preservation of the owners' property rights.
- B11. "The granting of the proposed variance will not in any way impair health, safety, comfort or morals, or in any other respect be contrary to the intent of this chapter." Granting the requested variances in this unique situation is not contrary to the intent of the zoning chapter.
- B12. "The granting of such variance will not merely serve as a convenience to the applicant, but is necessary to alleviate demonstrable difficulty." The requested variances are necessary and do not merely serve as a convenience to the owners.

CONCLUSIONS, ORDER AND CONDITIONS:

Based upon one or more of the above findings, the Orono City Council hereby grants a variance to Orono Municipal Zoning Code Sections 6.12.1450 and 6.12.6240 to allow construction of a 2nd story addition to the home over the existing footprint 20.7 feet from the rear property line and 67 feet from the OHWL, and a minimal increase in the height of the grade-level deck 54 feet from the OHWL, subject to the following conditions:

- C1. Council approval is based on the entire record, above Findings.
- C2. The approved project shall conform to the survey dated 10/25/2021 and building plans submitted by the Applicant and annotated by City staff, attached to this Resolution as **Exhibits A & B.**
- C3. Any amendments to the plans that do not conform to City codes may require additional review by the Planning Commission and City Council.



CITY OF ORONO
RESOLUTION OF THE CITY COUNCIL

NO. **7606**

C4. Authorities granted by this resolution run with the Property, not with the Applicant, but are permissive only and must be exercised by obtaining a building permit for the new construction and commencing construction of said project. A building permit must be obtained within one year of the date of Council approval, or the variances will expire on that date (August 11, 2026).

C5. Violation of or non-compliance with any of the terms and conditions of this resolution may result in the termination of any authority granted herein.

ADOPTED by the Orono City Council on this 11th day of August 2025.

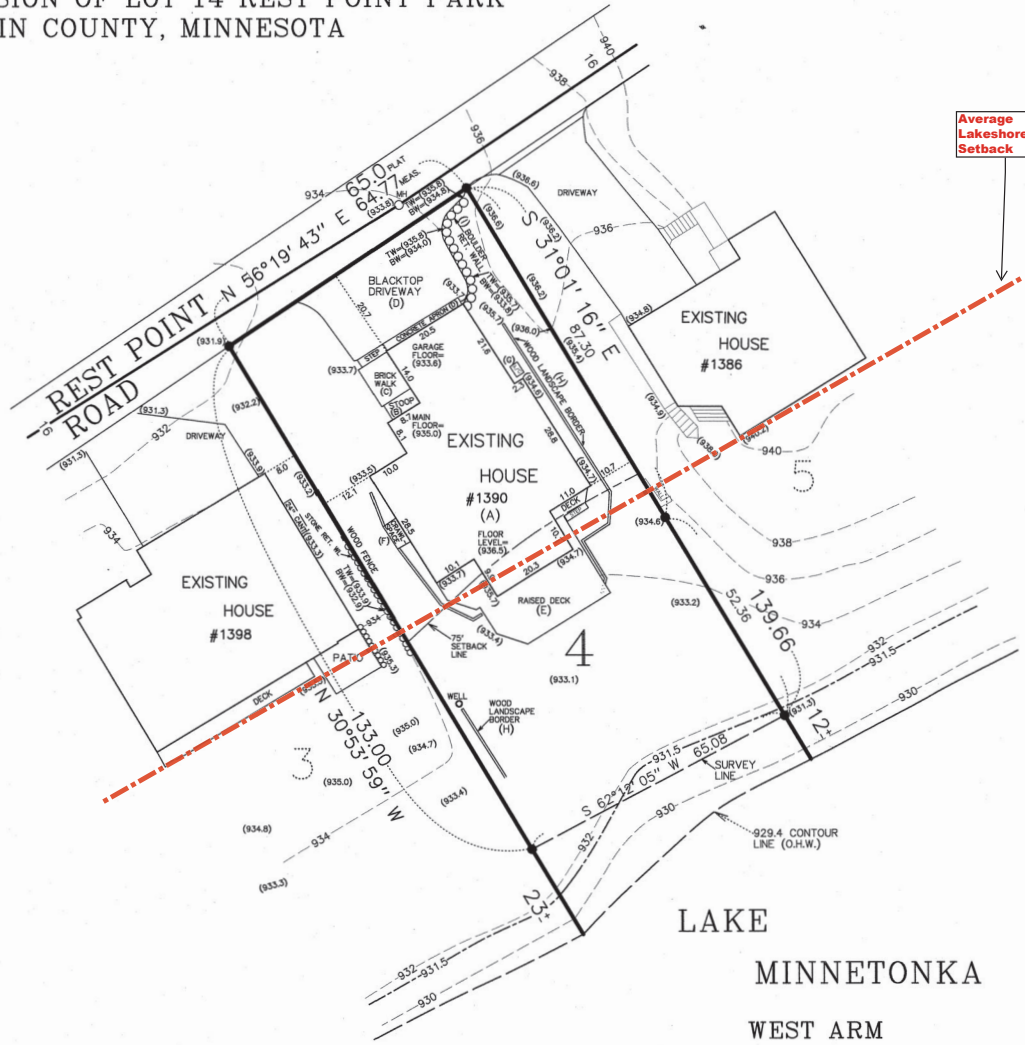
ATTEST:

CITY OF ORONO:

Christine Lusian, City Clerk

Bob Tunheim, Mayor

CERTIFICATE OF SURVEY FOR
DREW HUELER
OF LOT 4, SUBDIVISION OF LOT 14 REST POINT PARK
HENNEPIN COUNTY, MINNESOTA



Average
Lakeshore
Setback

LEGAL DESCRIPTION OF PREMISES :

Lot 4, SUBDIVISION OF LOT 14, REST POINT PARK

● : denotes iron marker found

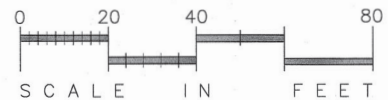
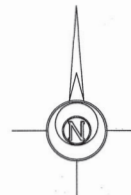
(908.3) : denotes existing spot elevation, mean sea level datum

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

Bearings shown are based upon an assumed datum.

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

9,289 SQ. FT. LOT



DATE	DESCRIPTION

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

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

Mark S. Gronberg
Mark S. Gronberg Minnesota License Number 12755

SCALE	1"=20'
DATE	10-25-21
JOB NO.	21-255



STADHEIM REMODEL

1390 REST POINT RD
ORONO, MN



ISPIRI
On the Lakes

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THIS IS A PRELIMINARY ARCHITECTURAL RENDERING. THE ARCHITECT ASSUMES NO LIABILITY FOR THE ACCURACY OF THE INFORMATION PROVIDED HEREIN. THE ARCHITECT'S RESPONSIBILITY IS LIMITED TO THE DESIGN AND CONSTRUCTION OF THE PROJECT AS SHOWN ON THE DRAWINGS. THE ARCHITECT DOES NOT WARRANT THE ACCURACY OF THE INFORMATION PROVIDED HEREIN. THE ARCHITECT'S RESPONSIBILITY IS LIMITED TO THE DESIGN AND CONSTRUCTION OF THE PROJECT AS SHOWN ON THE DRAWINGS. THE ARCHITECT DOES NOT WARRANT THE ACCURACY OF THE INFORMATION PROVIDED HEREIN. THE ARCHITECT'S RESPONSIBILITY IS LIMITED TO THE DESIGN AND CONSTRUCTION OF THE PROJECT AS SHOWN ON THE DRAWINGS. THE ARCHITECT DOES NOT WARRANT THE ACCURACY OF THE INFORMATION PROVIDED HEREIN.



STADHEIM REMODEL

1390 REST POINT RD
ORONO, MN



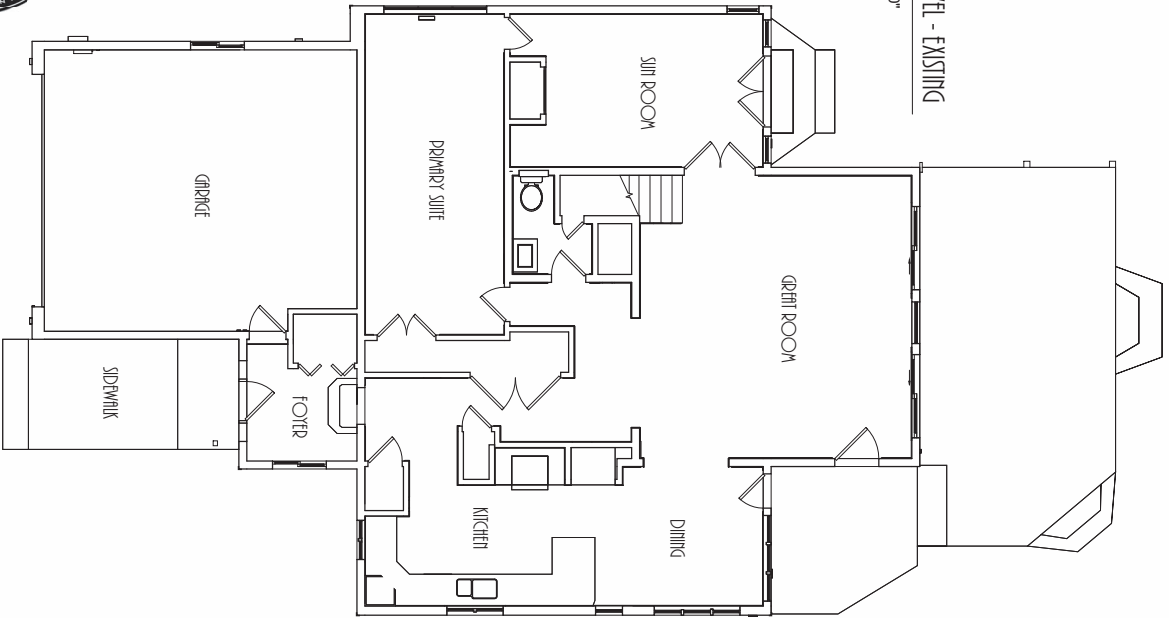
On the Edge
INSPIRI

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1 | MAIN LEVEL - EXISTING
1/4" = 1'-0"



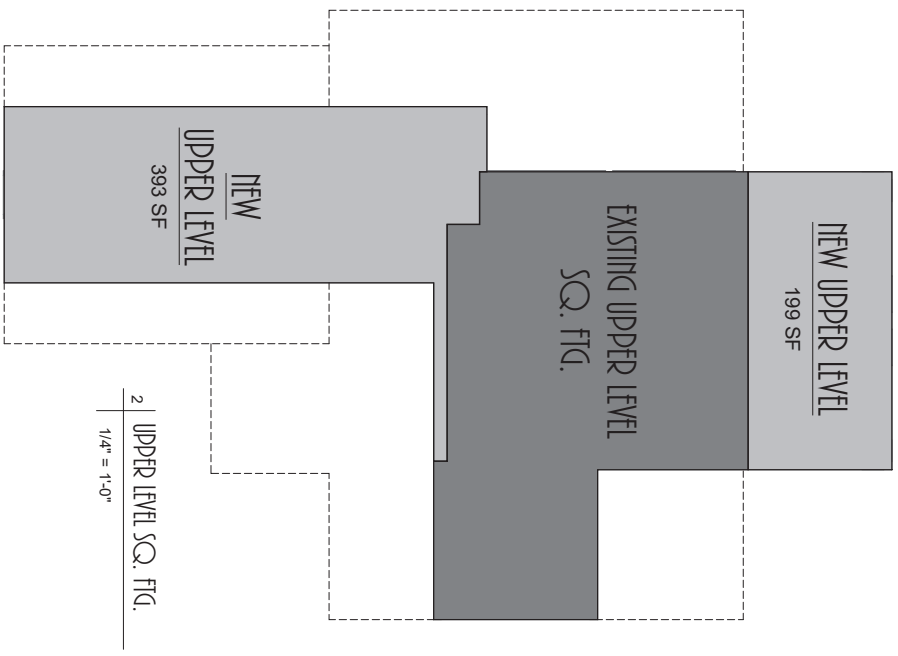
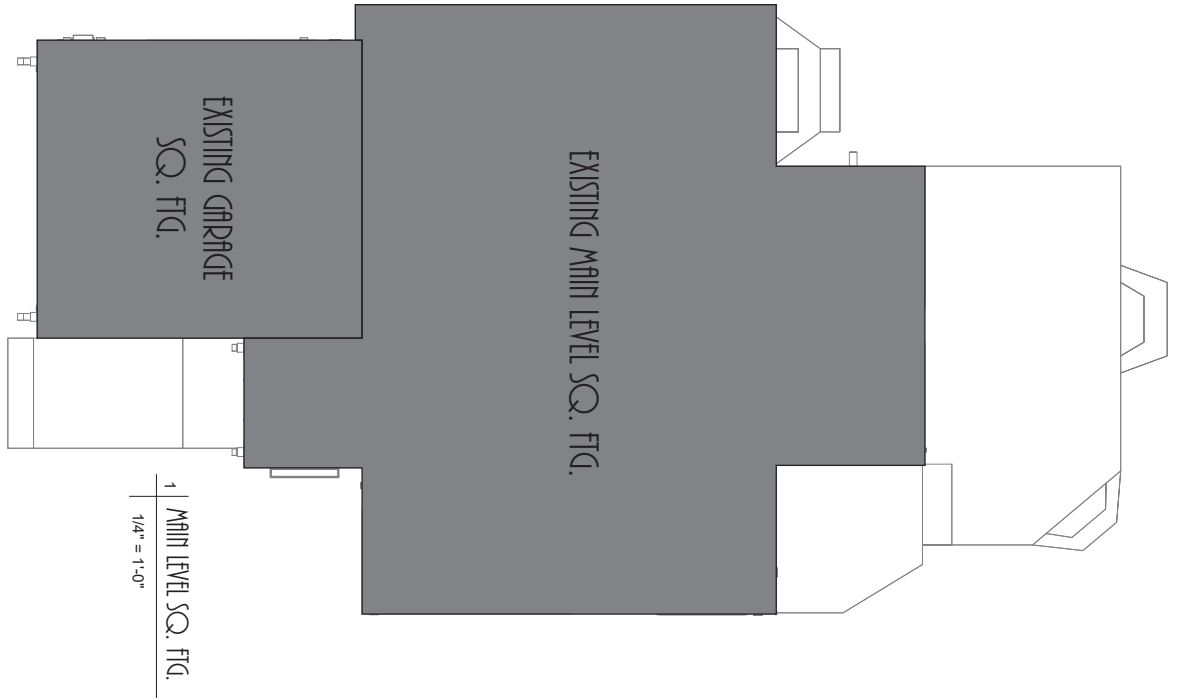
2 | MAIN LEVEL - PROPOSED
1/4" = 1'-0"

NOTE:
MODIFIED SPACES DO NOT ADD TO THE EXISTING MAIN LEVEL FOOTPRINT.

ISPURI
On the Isles

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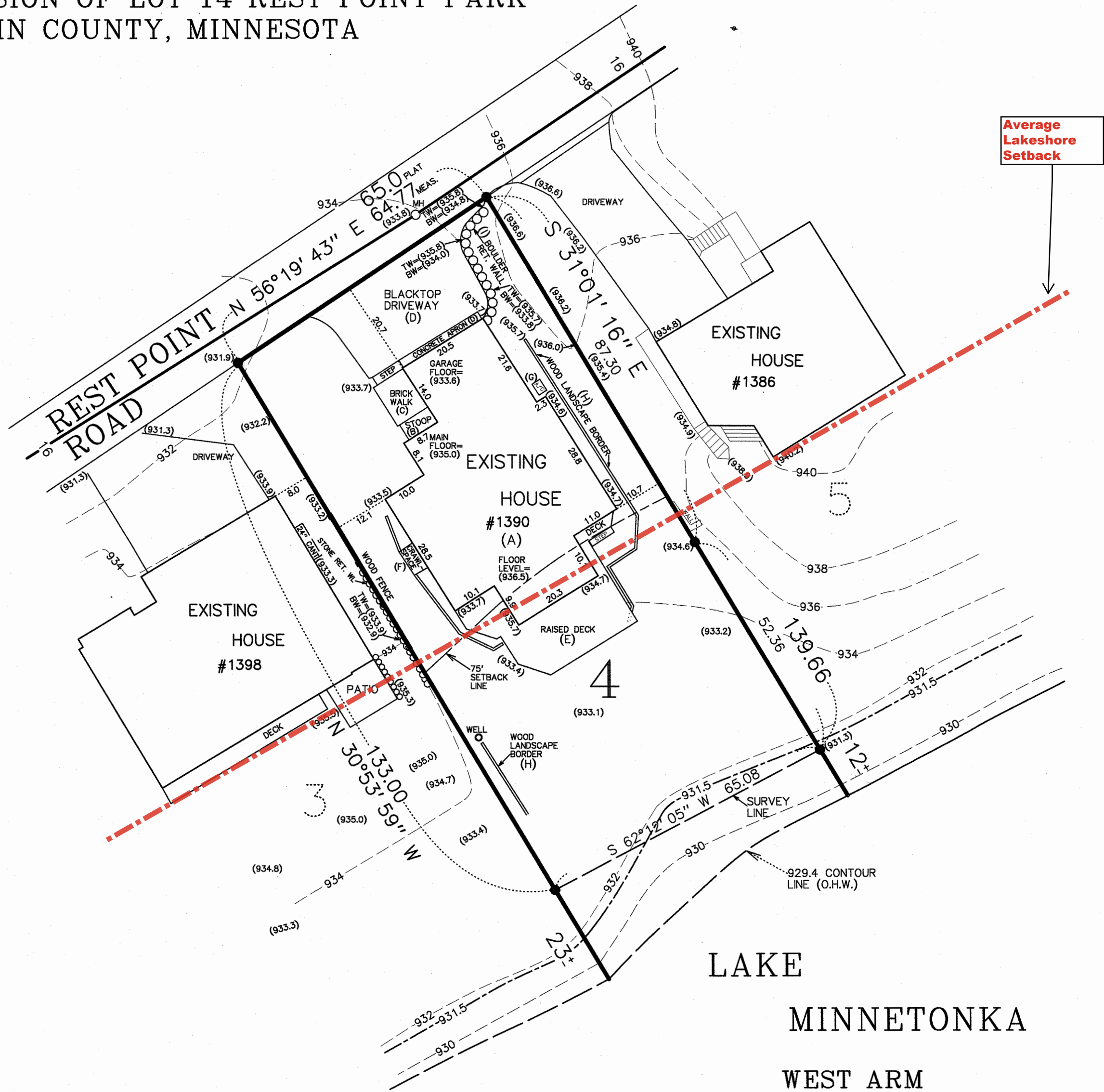
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CERTIFICATE OF SURVEY FOR
DREW HUELER
 OF LOT 4, SUBDIVISION OF LOT 14 REST POINT PARK
 HENNEPIN COUNTY, MINNESOTA



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Lot 4, SUBDIVISION OF LOT 14, REST POINT PARK

● : denotes iron marker found

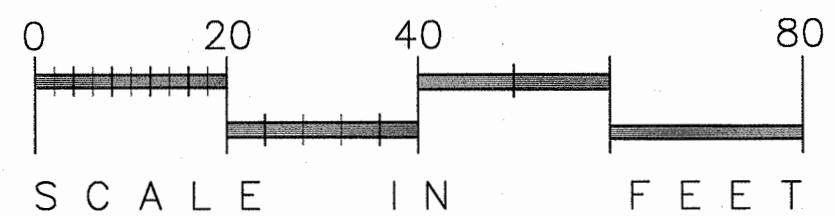
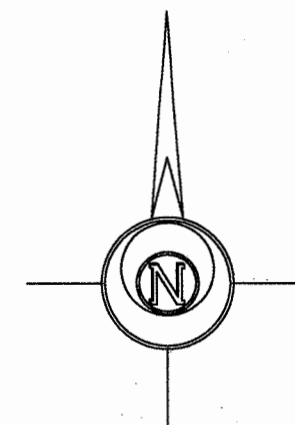
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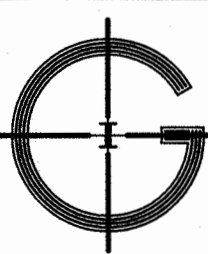
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9,289 SQ. FT. LOT



DATE	DESCRIPTION



GRONBERG AND ASSOCIATES, INC.
 CONSULTING ENGINEERS, LAND SURVEYORS, & SITE PLANNERS
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 LONG LAKE, MN. 55356
 952-473-4141

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Mark S. Gronberg
 Mark S. Gronberg Minnesota License Number 12755

SCALE	1"=20'
DATE	10-25-21
JOB NO.	21-255



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STADHEIM REMODEL

1390 REST POINT RD
ORONO, MN

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On the Lakes

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Notes: Dimensions, details and conformation to all local codes are to be verified by owner and contractor prior to the start of construction. The designer of the home is not a licensed structural engineer or architect and will assume no responsibility for items including, but not limited to: construction technique, quality of material, workmanship, code adherence, safety, water proofing, insulation, radon, mold/mildew or other designs, specification or construction issues. It is recommended that a licensed engineer review all plans for structural integrity and verify that the home meets code for extraordinary wind or other natural stresses such as flooding, snowfall or substandard bearing soil. All structural members on the plans should be verified by the manufacturer and their licensed engineering staff. It is also recommended that a licensed contractor be commissioned to construct the home. All door and window size are approximate rough openings. Specific manufacturer sizes vary and egress openings should be confirmed prior to construction. The home should be finished and enclosed to meet local code. Sizes of material and products reflect accepted industry standards and in no way indicate a specific manufacturer. All building components to be installed and constructed to selected manufacturer specified installation techniques and in accordance with local building codes. Optional items may be shown on the home, within the landscaping/site plan or in the rendering for illustrative purpose only. Consult builder for standard or included features. © David Charlez Designs 2025. Do not replicate with out permission (652)428-6200. David Charlez Design retains rights to all plans and detail shown.



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1390 REST POINT RD
ORONO, MN

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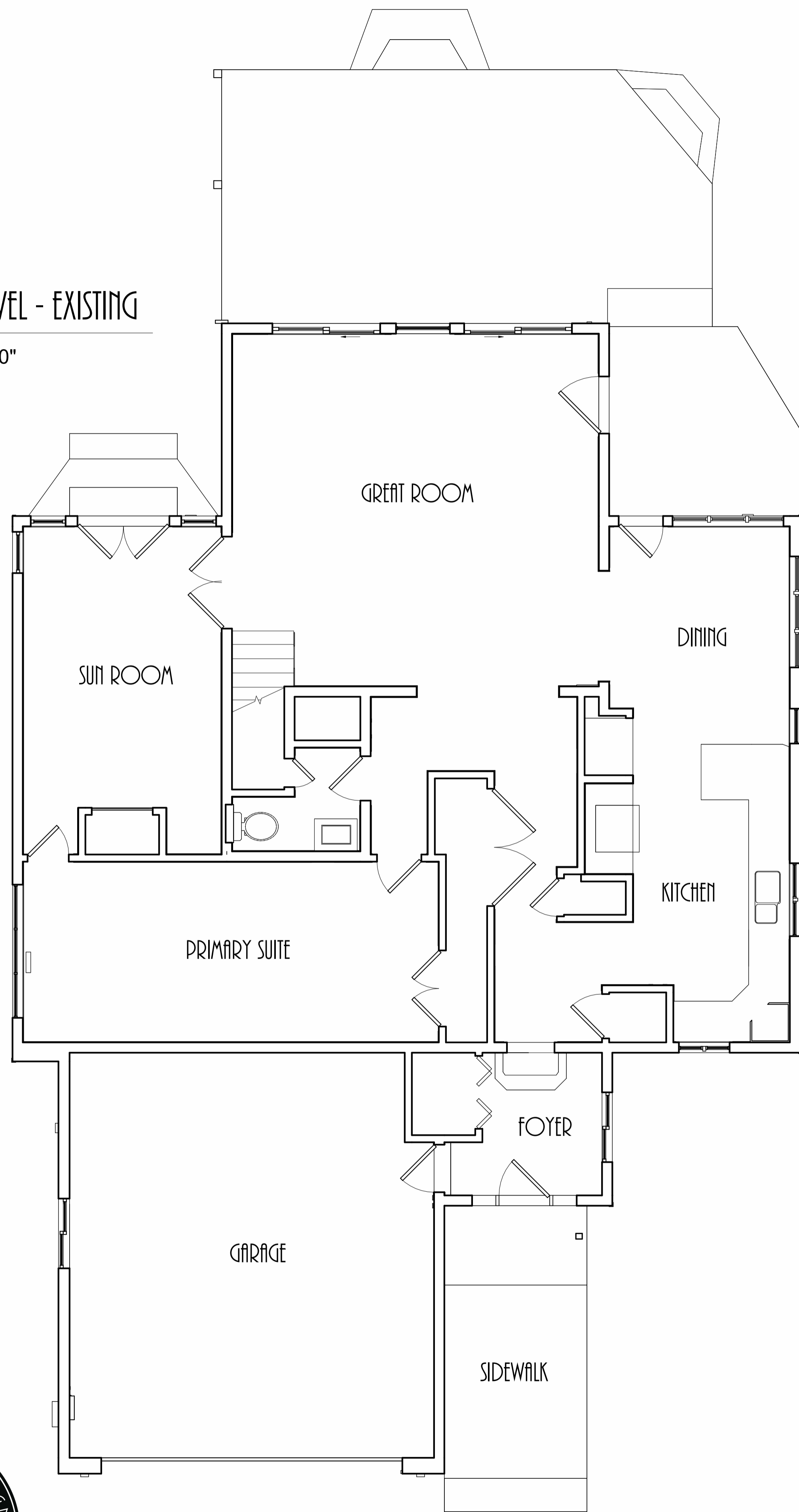
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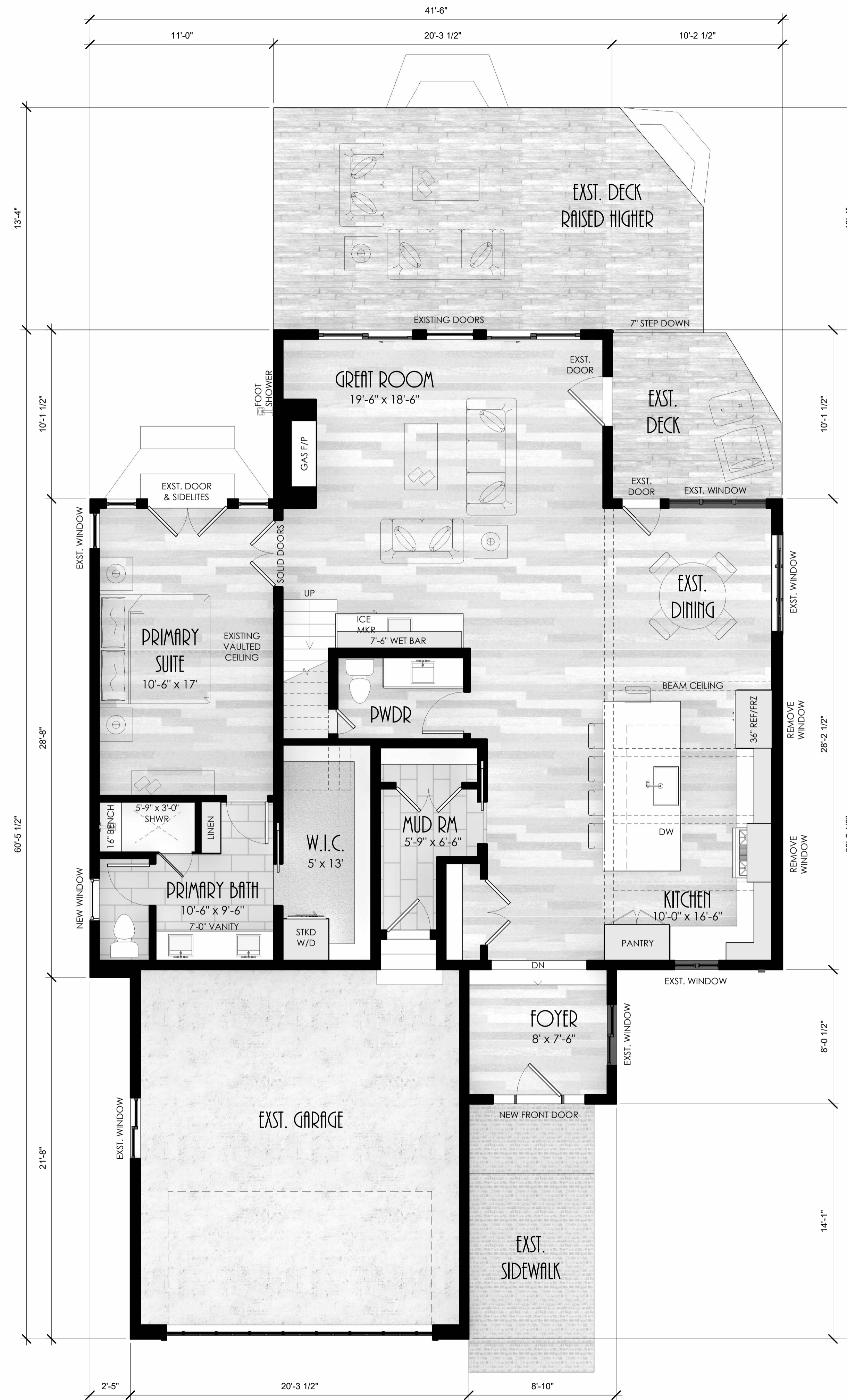
1 MAIN LEVEL - EXISTING

1/4" = 1'-0"



2 MAIN LEVEL - PROPOSED

1/4" = 1'-0"



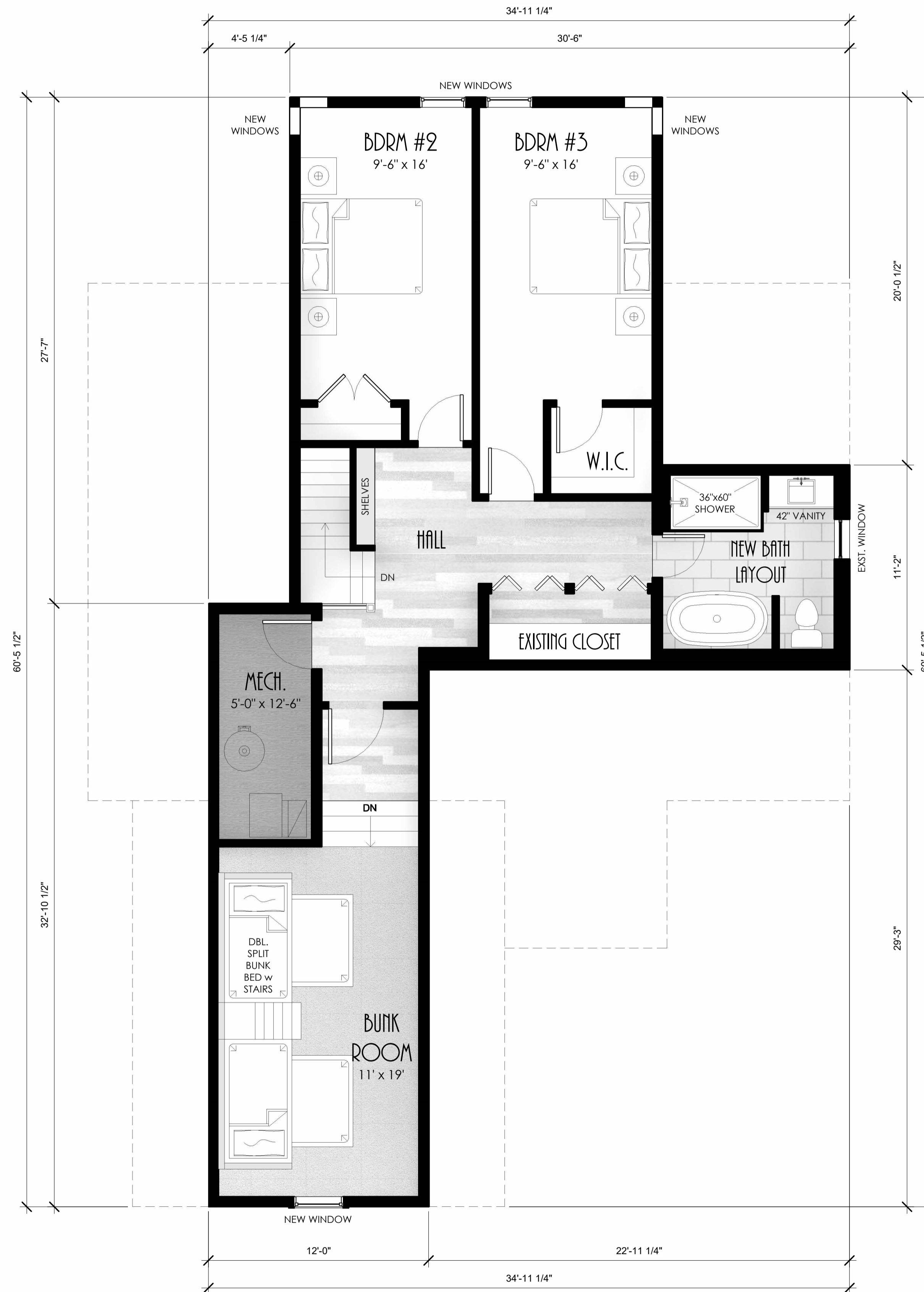
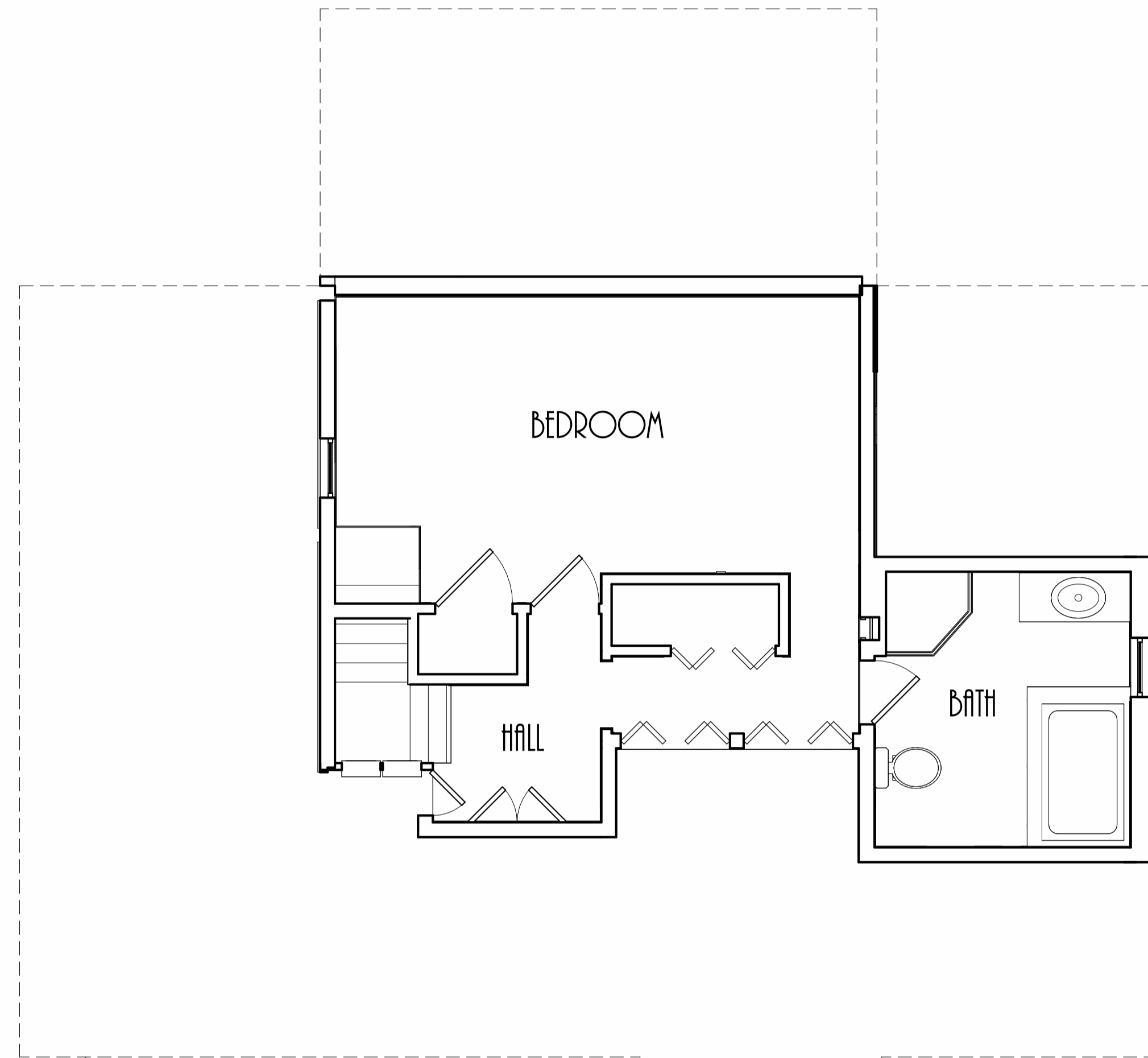
NOTE:
MODIFIED SPACES DO NOT ADD TO THE EXISTING MAIN LEVEL FOOTPRINT.



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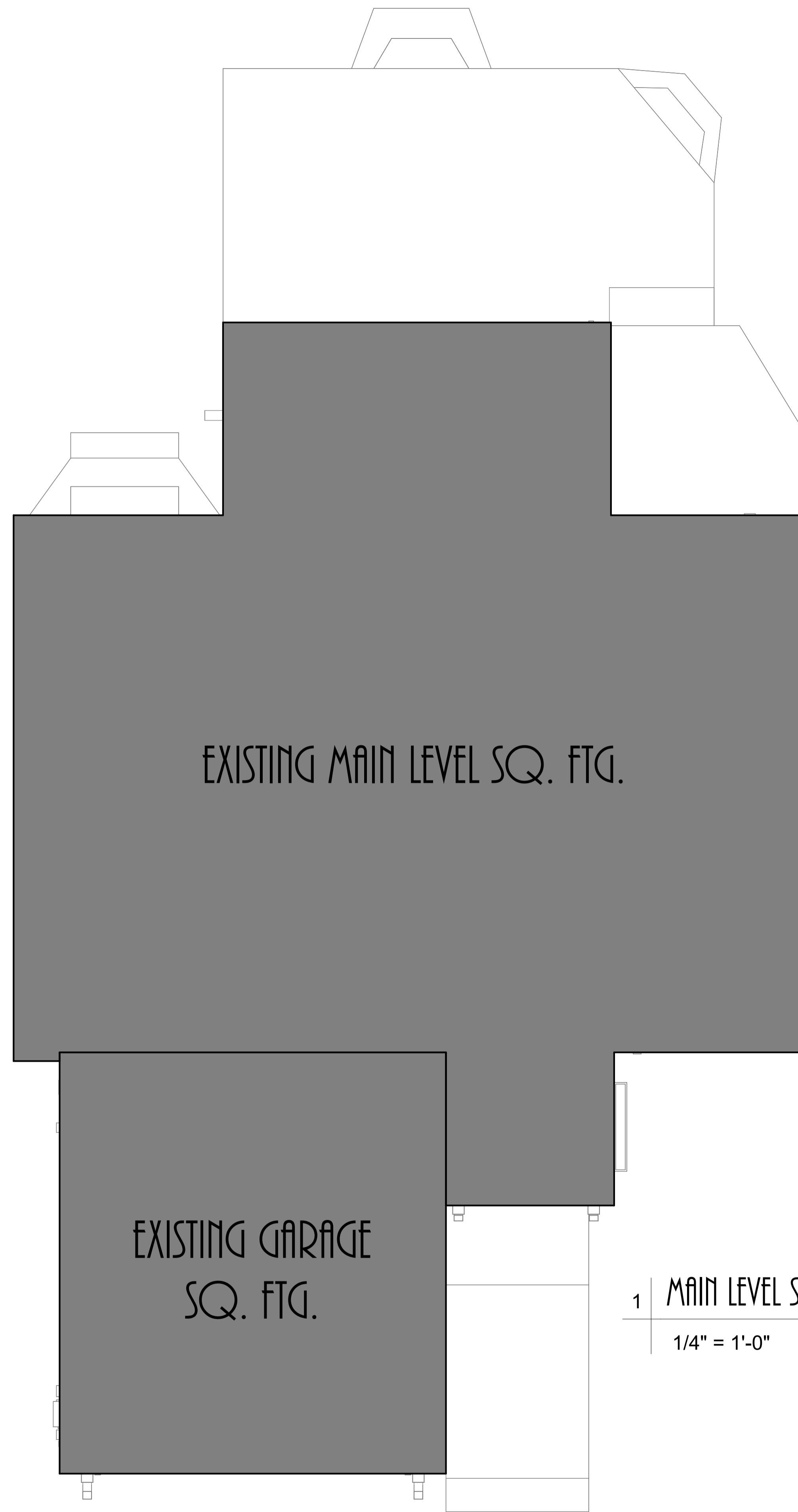
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1 | MAIN LEVEL SQ. FTG.
1/4" = 1'-0"



2 | UPPER LEVEL SQ. FTG.
1/4" = 1'-0"



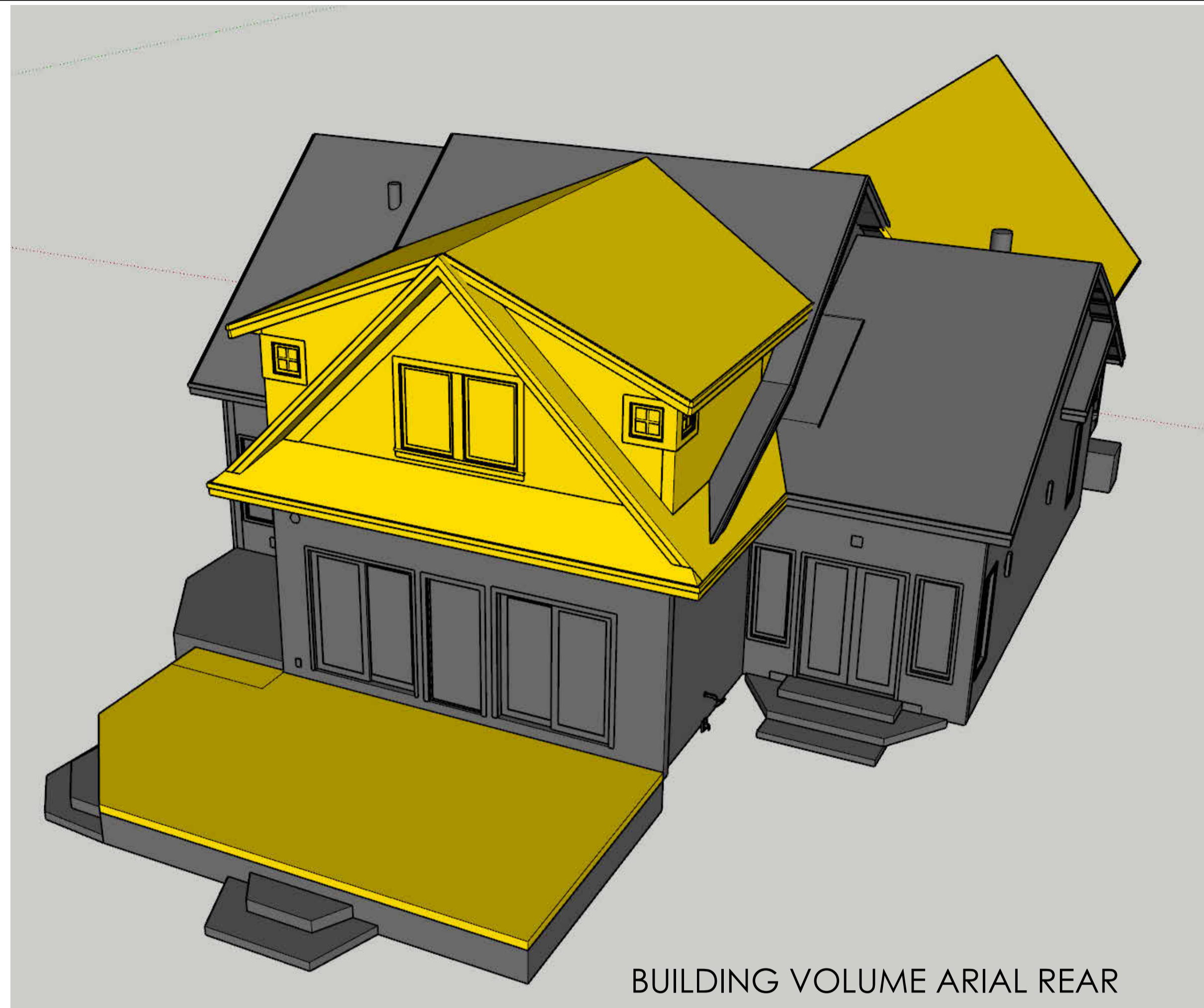
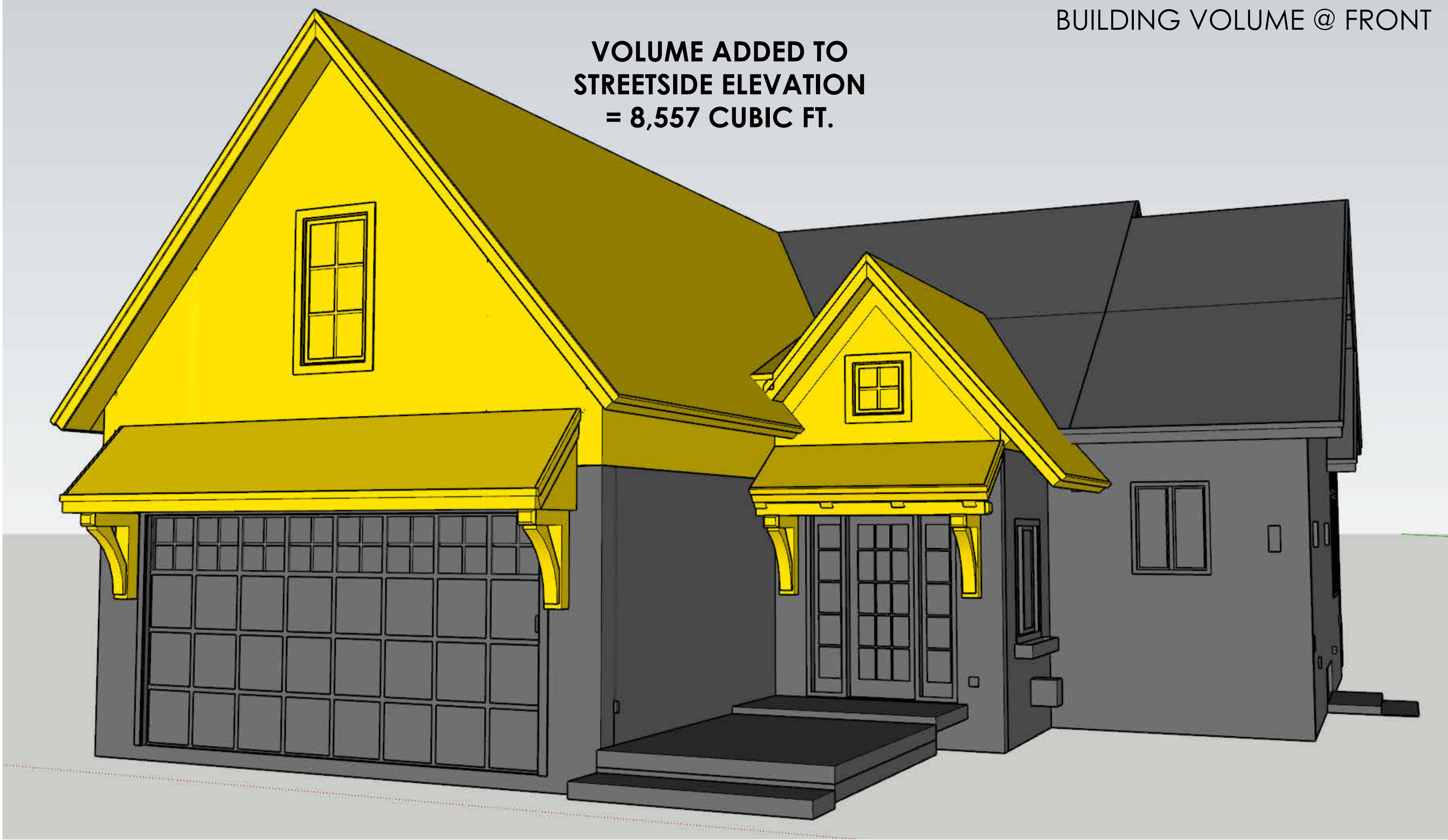
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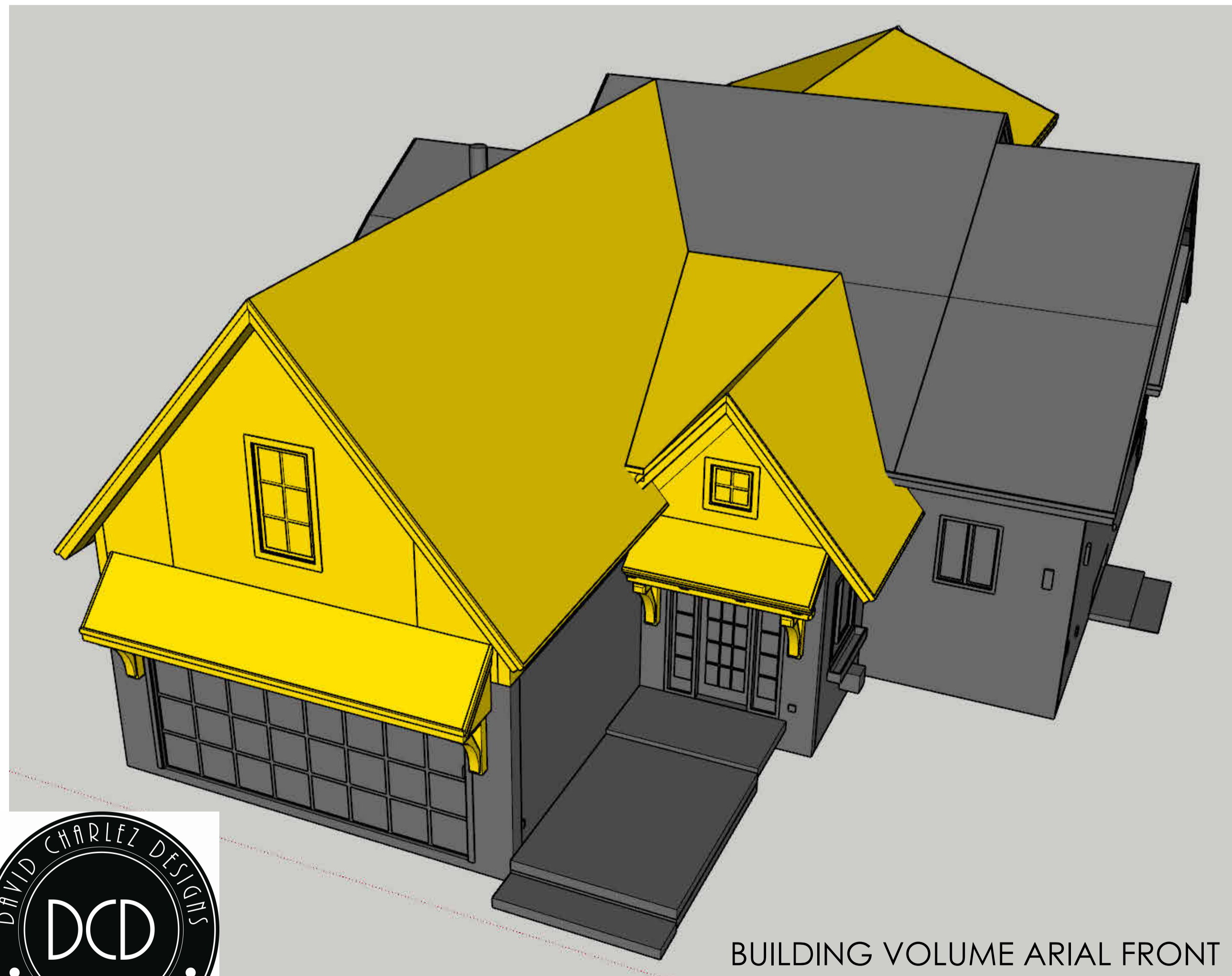
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BUILDING VOLUME @ FRONT

VOLUME ADDED TO
STREETSIDE ELEVATION
= 8,557 CUBIC FT.



BUILDING VOLUME ARIAL REAR



BUILDING VOLUME ARIAL FRONT

BUILDING VOLUME @ REAR

VOLUME ADDED TO
LAKESIDE ELEVATION
= 5,275 CUBIC FT.



**YELLOW AREAS
INDICATE
PROPOSED
VOLUME
ADDITION**



ISPIRI
On the Lakes

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Date Application Received: 06/16/2025
Date Application Considered as Complete: 06/25/2025
60-Day Review Period Expires: 08/24/2025



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

From: Melanie Curtis, Planner MCC

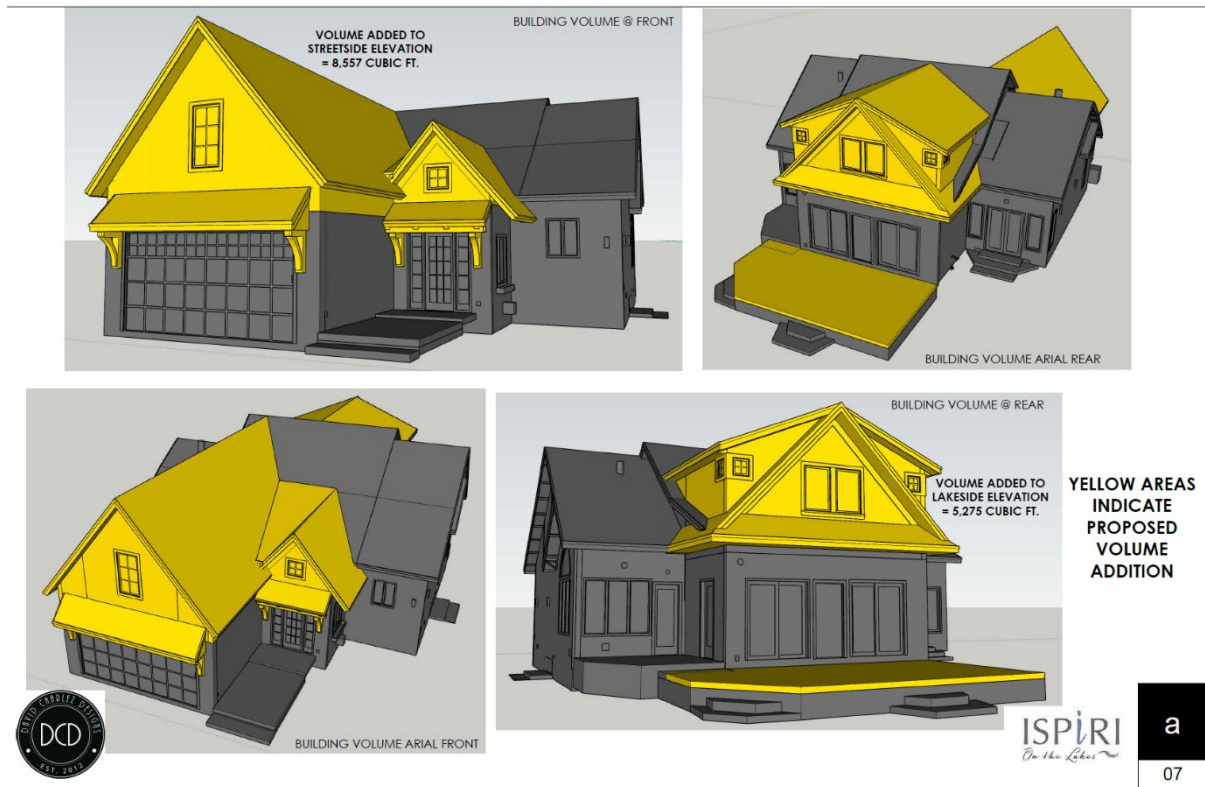
Date: 21 July 2025

Subject: #LA25-000023, David Charlez Designs o/b/o Mark Stadheim, 1390 Rest Point Road
Variances
Public Hearing

Application Summary: The applicant is requesting variances from the 75-foot (lake) setback, average lakeshore setback, and rear yard setback to construct an expanded 2nd story addition over most of the existing home and a minimal increase in the elevation of the existing deck.
Staff Recommendation: Planning Department Staff recommends approval.

Background

The property is nonconforming in size, and the existing home encroaches lakeward of the average lakeshore setback line (ALS) and the 75-foot lake setback. It also encroaches 10 feet into the required 30-foot rear setback. The new owners are proposing 2nd story additions to increase the living space on the 2nd level of the home while maintaining the existing footprint. They also propose a minimal increase in height of the existing low-level deck to create a level threshold (no step down). No footprint expansions are proposed.



Practical Difficulties Analysis

Applicant Submittal Information: The applicant has identified the existing conditions and substandard lot size as practical difficulties supporting the requested variances. Additionally, they have provided supporting documentation regarding Practical Difficulties (**Exhibit C**), they have provided a written narrative (**Exhibit B**), and should be asked for additional testimony regarding the application.

Planning Staff Practical Difficulty Analysis: Staff finds that the existing conditions (the nonconforming size and depth of the lot and existing home location) may support the requested setback variances. The request for variances to expand the 2nd story of the home over the existing footprint appears to be reasonable, considering the location and orientation of the subject home, the neighboring homes, and the substandard lot size. The additions should not adversely impact the view of the lake for the neighbors compared to the existing condition.

LOT ANALYSIS WORKSHEET

Section 78-330 + 78-1279 – Setbacks:

LR-1B	Required	Existing	Proposed
Lake	75'	67' home 54' grade level deck	No change
Rear/Street	30'	20.7'	No change
Northeast Side	7.5' *	10.7'	No change
Southwest Side	7.5' *	12.1'	No change
Average Lakeshore	The existing home encroaches approximately 4 feet lakeward of the ALS. The proposed expansions will not encroach closer toward the lake.		

* 65' wide lot / Exception 78-330(b)(1)

Section 78-330 – Lot Area/Width:

LR-1B	Lot Area	Lot Width
Required	43,560 s.f. (1.0 acres)	140'
Actual	9,289 s.f. (acre)	65' @ 75' / 65' @ OHWL

Section 78-1403 – Structural Building Coverage:

Total Lot Area	Total Structural Coverage
9,289 s.f. (0.21 acre)	Allowed: 2,000 s.f. [Sec 78-1403(a)(2)] Existing: 1,913 s.f. Proposed: 1,913 s.f.

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

Stormwater Overlay District Tier	Total Area in Zone	Allowed Hardcover	Existing Hardcover		Proposed Hardcover
Tier 1	9,289 s.f.	2,322 s.f. (25 %)	3,252 s.f. (35%)	571 s.f. w/in 75'	No change

Applicable Regulations:

75-foot Lake Setback + Average Lakeshore Setback Variance (Section 78-1279)

The purpose of the average lakeshore setback requirement is to protect and preserve views of the lake over a subject property from the neighboring homes. The applicant is proposing to expand the existing home upwards, which will result in new encroachments into the lake and the average lakeshore setback area.

The expanded 2nd-story will not increase the overall roof peak height. No changes to the existing footprint of the home are proposed. The new encroachments will maintain the existing building setbacks. The minor increase in deck height will not impact views of the lake over the subject property for the neighbors.

Rear Yard Setback Variance (Section 78-330)

The existing home is situated 20.7 feet from the street property line where a 30-foot setback is required. The proposal will not increase the encroachment.

Governing Regulation: Variance (Section 78-123)

In reviewing applications for variance, the Planning Commission shall consider the effect of the proposed variance upon the health, safety and welfare of the community, existing and anticipated traffic conditions, light and air, danger of fire, risk to the public safety, and the effect on values of property in the surrounding area. The Planning Commission shall consider recommending approval for variances from the literal provisions of the Zoning Code in instances where their strict enforcement would cause practical difficulties because of circumstances unique to the individual property under consideration, and shall recommend approval only when it is demonstrated that such actions will be in keeping with the spirit and intent of the Orono Zoning Code. Economic considerations alone do not constitute practical difficulties. Practical difficulties also include but are not limited to inadequate access to direct sunlight for solar energy systems. Variances shall be granted for earth-sheltered construction as defined in Minn. Stat. §216C.06, subd. 14, when in harmony with this chapter. The board or the council may not permit as a variance any use that is not permitted under this chapter for property in the zone where the affected person's land is located. The board or council may permit as a variance the temporary use of a one-family dwelling as a two-family dwelling.

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

1. The variance is in harmony with the general intent and purpose of the Ordinance. **The Property includes difficulties in its area and width, and location of the existing home. There are no footprint expansions. The 2nd story within the average lakeshore setback should not further impact the existing views of the lake for the adjacent properties. All proposed expansions maintain the existing building setbacks on the non- conforming property. This criterion is met.**
2. The variance is consistent with the comprehensive plan. **The proposed variances for the 2nd story additions are consistent with the comprehensive plan by maintaining the use of the single-family home.**
3. The applicant establishes that there are practical difficulties.
 - a. The property owner proposes to use the property in a reasonable manner not permitted by the official controls; **The request for variances to expand the home with a 2nd story over the existing footprint (within the setbacks) appears to be reasonable, considering the location and orientation of the subject home, the neighboring homes, and the substandard lot size. The additions should not**

adversely impact the view of the lake for the neighbors compared to the existing condition.

- b. There are circumstances unique to the property not created by the landowner; **The location of the home results in limited options for additions. The addition to the home over the existing footprint should not impact the view of the lake for the neighbors. The orientation of the roof and the conforming side yard setbacks will allow more air and open space between the subject home and neighboring homes. The circumstances are unique to the Property,** and
- c. The variance will not alter the essential character of the locality. **The variances are requested to permit the construction of a 2nd story over the home, with no footprint expansions, that will not adversely impact the character of the neighborhood.**

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

4. Economic considerations alone do not constitute practical difficulties. **Economic considerations have not been a factor in the variance approval determination.**
5. Practical difficulties also include but are not limited to, inadequate access to direct sunlight for solar energy systems. Variances shall be granted for earth-sheltered construction as defined in Minn. Stat. § 216C.06, subd. 17, when in harmony with Orono City Code Chapter 78. **This condition is not applicable.**
6. The board or the council may not permit as a variance any use that is not permitted under Orono City Code Chapter 78 for property in the zone where the affected person's land is located. **This condition is not applicable, as a single-family home is an allowed use in the LR-1B District.**
7. The board or council may permit as a variance the temporary use of a one-family dwelling as a two-family dwelling. **This condition is not applicable.**
8. The special conditions applying to the structure or land in question are peculiar to such property or immediately adjoining property. **The Property's short depth, the existing home location and proximity to the lakeshore, and the relationship to adjacent homes create difficulties for improving the property consistent with the homes in their neighborhood.**
9. The conditions do not apply generally to other land or structures in the district in which the land is located. **The Property's substandard area and width, shallow depth, the location of the existing home, adjacent homes, and the home's proximity to the lake create difficulties for the owners.**
10. The granting of the application is necessary for the preservation and enjoyment of a substantial property right of the applicant. **Granting the setback variances to construct a 2nd story over the existing footprint are necessary for the preservation of the property rights of the owners.**
11. The granting of the proposed variance will not in any way impair health, safety, comfort or morals, or in any other respect be contrary to the intent of this chapter. **Granting the requested variances in this unique situation is not contrary to the intent of the zoning chapter.**
12. The granting of such variance will not merely serve as a convenience to the applicant, but is necessary to alleviate demonstrable difficulty. **The requested variances are necessary and do not merely serve as a convenience to the Applicants.**

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

Public Comments

The applicant provided signed acknowledgement forms from three closest neighbors (**Exhibit H**). A letter in support of the project was received from the owners of 1405 Rest Point Road; no other public comments have been received.

Issues for Consideration

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

Planning Staff Recommendation

Planning Staff recommends approval of the variances as applied.



Minutes
Planning Commission Regular Meeting
Monday, July 21, 2025, 6:00 PM
City Council Chambers 2780 Kelley Parkway, Orono, MN 55356

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

1. ROLL CALL

Orono Planning Commission members present: Alternate Planning Commissioner and Chair Pro Tem Mark McCutcheon, Commissioners Thomas Brandabur, Kelly Prchal, and Sam Tift. Chair Chris Bollis and Commissioners Jon Ressler, Andrew Jarnot, and Shane Weltzin were absent.

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

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA

Brandabur moved, Prchal seconded, to approve the Agenda. VOTE: Ayes 4, Nays 0.

4. APPROVAL OF PLANNING COMMISSION MEETING MINUTES OF JUNE 16, 2025

Tift moved, Prchal seconded, to approve the minutes of the Orono Planning Commission meeting of June 16, 2025. VOTE: Ayes 4, Nays 0.

5. PUBLIC HEARINGS

5.1. LA25-000023, DAVID CHARLEZ DESIGNS O/B/O MARK STADHEIM, 1390 REST POINT ROAD, VARIANCES

The Planning Commission is requested to review the Staff report, receive a presentation, and discuss and approve variances to construct an expanded second level and slightly raised deck. The lot is non-conforming, and the addition would not be higher than the existing roofline or be closer to the lake, or enlarge the footprint of the home.

The Planning Commission discussed the item and was invited to ask questions of staff and the applicant, Dave Zweber of David Charlez Design.

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

There were public comments.

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

Commissioners noted the plan did not expand the roofline or footprint, and is supported by the immediate neighbors.

Prchal moved, Brandabur seconded, to approve LA25-000023, 1390 Rest Point Road, Variances. VOTE: Ayes: 4, Nays 0.

Neighbors Name(s):

Jay Nygard

Neighbors Address:

1386 Rest Pt Rd

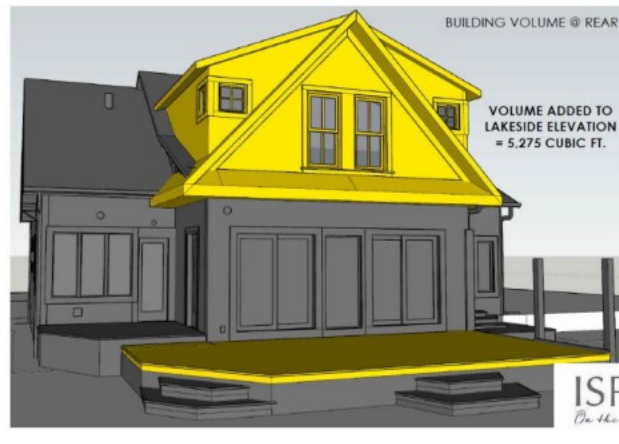
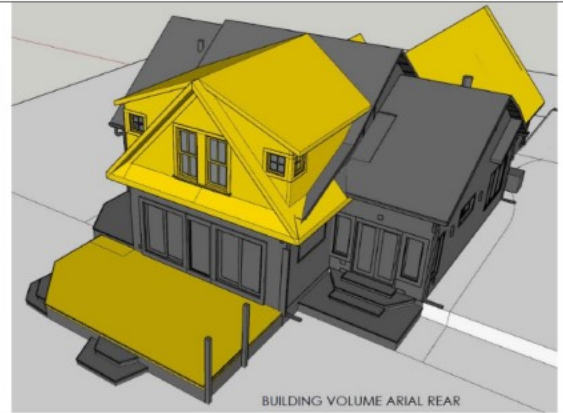
I, Jay Nygard have reviewed the proposed plans for the property at 1390 Rest Pt. Road.

I understand that the property footprint is not increasing and that the added structure is stacking over the existing main level and garage. I also understand that the deck platform is raising roughly 8" from it's current height.

I support of the project as proposed.

JJN
(Signature)

6/13/25
(Date)



YELLOW AREAS INDICATE PROPOSED VOLUME ADDITION



Neighbors Name(s): Tami Greiber

Neighbors Address: 1398 Rest Point rd. Mound, MN 55364

I, Tami Greiber have reviewed the proposed plans for the property at 1390 Rest Pt. Road.

I understand that the property footprint is not increasing and that the added structure is stacking over the existing main level and garage. I also understand that the deck platform is raising roughly 8" from it's current height.

I support of the project as proposed.

Tami Greiber
(Signature)

6/14/2025
(Date)

Neighbors Name(s):

DAVID A. WIEMER

Neighbors Address:

1405 REST POINT RD

I, DAVID A. WIEMER have reviewed the proposed plans for the property at 1390 Rest Pt

I understand that the property footprint is not increasing and that the added structure is stacking over the main level and garage. I also understand that the deck platform is raising roughly 8" from it's current height.

I support of the project as proposed.

DAVID A. WIEMER
(Signature)

6/14/25
(Date)



David A. and Kathryl L. Wiemer
1405 Rest Point Road
Mound, MN. 55364
612-845-3901

July 10, 2025

Regarding: LA25-000023 – 1390 Rest Point Road construction proposal (Hearing)

CITY OF ORONO
2750 Kelley Parkway
Orono, MN. 55356

Dear Melanie Curtis and Planning Commission,

Since we are unable to attend the July 21st meeting in person, we would like to submit comments via letter.

Kathy and I reside directly across the street from the proposed land use application. We have reviewed the drawings and elevations provided by the homeowner and are very much in favor of the enhancements that they are planning. It is our understanding the project stays within the existing footprint of the dwelling. The project when completed is in keeping with the character of the neighborhood and will provide them more usable space without altering or hampering our, or our neighbors sight-lines.

Thank you for this opportunity to provide input.

Dave and Kathy Wiemer

A handwritten signature in blue ink that reads "Dave & Kathryl Wiemer". The signature is written in a cursive, flowing style.

AGENDA ITEM



Date: August 11, 2025

Item: 13

Title: LA24-000069, 2300 6th Avenue N, Green Haven Farm, Final Plat - Resolution 7604

Presenter: Melanie Curtis, Planner

Section: Consent Agenda

1. **Purpose:**

The applicant has completed the requirements outlined in Preliminary Plat Approval Resolution 7542 (File #LA24-000040), submitted the required documents and information, and paid the required fees. They request final plat approval for Green Haven Farm.

2. **Background:**

The applicant is proposing a 2-lot subdivision of the property at 2300 6th Avenue North to create one additional buildable lot. The proposed access to both lots will be a shared driveway over the existing access on 6th Avenue North. The existing home will remain on proposed Lot 2. A new home is proposed on Lot 1; the existing oversized barn is proposed to remain, and the shed will be removed.

On [December 9, 2024](#), the City Council approved Resolution 7542 (**Exhibit C**), approving the 2-lot subdivision at 2300 6th Avenue North to be named Green Haven Farm.

3. **Staff Recommendation:**

The applicant has provided all of the necessary information and documentation to fulfill the final plat application requirements. Staff recommends approval as applied.

COUNCIL ACTION REQUESTED

Council should make a motion approving the final plat of Green Haven Farm and authorize the Mayor to sign the mylars.

Exhibits

[A. Resolution 7604](#)

[B. Final Plat Green Haven Farm](#)

[C. Resolution 7542 - Prelim Plat](#)

[D. Payment Detail](#)



CITY OF ORONO
RESOLUTION OF THE CITY COUNCIL

NO. **7604**

**A RESOLUTION
APPROVING THE PLAT OF
GREEN HAVEN FARM**

FILE NO. LA24-000069

WHEREAS, the City of Orono (hereinafter the “City”) is a municipal corporation organized and existing under the laws of the State of Minnesota; and

WHEREAS, the City Council of the City of Orono (hereinafter “City Council”) has adopted subdivision and land development regulations for the orderly, economic, and safe development of land within the City; and

WHEREAS, Eva Kotilinek (hereinafter the “Developer”) represents Barry and Robin O’Rourke, the owners of the property addressed **2300 6th Avenue North** within the City of Orono (hereinafter the “City”) and legally described as:

All that part of the southwest quarter (sw 1/4) of Section Twenty-Seven (27), Township One Hundred Eighteen (118), Range Twenty-Three (23), beginning at the quarter section post of the southwest and northwest Quarters of said Section Twenty-Seven (27); thence running South on the Section line 36.3 perches to the Minneapolis and Fort Ridgely Road; thence along said road North 89 1/8 degrees east and 60.2 perches; thence Due North 33.1 perches to the quarter section line of the northwest and southwest quarter of said section; and thence along said quarter section line 60 1/4 perches to the place of beginning, except the West 300 feet thereof and except roads, according to the Government survey thereon, Hennepin County, Minnesota (Doc. No. 5993396) (hereinafter the “Property”);

WHEREAS on July 16, 2024, the Developer applied for Preliminary Plat approval to subdivide the Property into two (2) buildable lots.

WHEREAS, at its regular meeting on December 9, 2024, the Orono City Council granted approval for the Preliminary Plat per the findings and conditions of Resolution No. 7542 on the Consent Agenda by a 4 to 1 vote; and

WHEREAS, on December 16, 2024, the Developer applied for final plat approval. The final plat application was deemed to be substantially complete on August 4, 2025; and

WHEREAS, the Developer has agreed to comply with all conditions of Resolution No. 7542 and has completed or has agreed to complete all other requirements of the platting regulations of the City.



CITY OF ORONO
RESOLUTION OF THE CITY COUNCIL

NO. **7604**

NOW, THEREFORE, BE IT RESOLVED, based upon the findings of Resolution No. 7542, the Orono City Council and the City of Orono do hereby approve the plat of GREEN HAVEN FARM, Hennepin County, Minnesota (a copy of which is attached as **Exhibit A**), subject to the following conditions:

- 1) Development within GREEN HAVEN FARM is subject to the Conclusions, Orders, and Conditions enumerated within Preliminary Plat Resolution No. 7542 dated December 9, 2024.
- 2) Dedication on the plat of the perimeter Drainage and Utility Easements as required in Resolution 7542.
- 3) Establishment of a Private Driveway Easement and Maintenance Agreement over the shared driveway to serve both lots.
- 4) The approvals granted in this Resolution shall become effective only when all conditions of approval requiring actions by the Developer have been satisfied.
- 5) Minnehaha Creek Watershed District (MCWD)-approved permits for the grading, stormwater management facilities, stormwater pollution prevention plan (SWPPP), and erosion control plan shall be submitted as needed.
- 6) A title opinion for the Property and certified copies of all recorded easements currently affecting the Property have been submitted.
- 7) A demolition permit must be issued and final inspection completed for the shed to be removed on Lot 1 before issuance of the new home and septic system permits for Lot 1.
- 8) The properties are not within the MUSA and will be served by private water supply wells and septic systems.
- 9) Payment of Development Fees Required: **Total: \$14,420.81**
 - a. Final Plat application fee: \$550.00 (2024 application fee).
 - b. Park Dedication Fee: \$3,310.81.
 - c. Stormwater and Drainage Trunk Fee: \$8,060.00
 - d. Final Plat Escrow: \$2,500.00
- 10) The City Clerk shall release the plat documents for filing only upon certification by the City Attorney, Community Development Director, and City Engineer that all requirements of the platting regulations have been satisfied.



CITY OF ORONO
RESOLUTION OF THE CITY COUNCIL

NO. **7604**

- 11) According to *City Code Section 6.20.550*, the aforesaid plat shall be filed by the City of Orono with Hennepin County within one year of Council approval (on or before August 11, 2026), together with a certified original copy of this resolution and executed copies of the easements and covenants pertinent thereto.
- 12) Violation of or non-compliance with any of the terms and conditions of this resolution may result in the termination of any authority granted herein.

ADOPTED by the Orono City Council on this 11th day of August, 2025.

ATTEST:

CITY OF ORONO:

Christine Lusian, City Clerk

Bob Tunheim, Mayor

GREEN HAVEN FARM

C.R.DOC.NO. _____

KNOW ALL PERSONS BY THESE PRESENTS: That Barry M. O'Rourke and Robin L. O'Rourke, husband and wife, the owners of the following described property: All that part of the Southwest Quarter of Section 07, Township 118, Range 20, Hennepin County, Minnesota, beginning at the Southeast corner of said Section 07, thence north to the South line of the Section line 38.57 feet, thence East 89.95 feet to the Minnesota and Fort Ridgely Road, thence along said road North 89.18 feet, East 89.95 feet, South 89.95 feet, West 89.95 feet, North 33.1 (544.15 feet) parcels to the quarter section line of the Northwest and Southwest Quarters of said Section; and thence along said quarter section 60 1/4 (984.13 feet) parcels to the place of beginning, except the West 300 feet thereof and except roads.

Have caused the same to be surveyed and platted as GREEN HAVEN FARM, and do hereby dedicate to the public for public use the public way and the drainage and utility easements as created by this plat.

In witness whereof said Barry M. O'Rourke and Robin L. O'Rourke, husband and wife, have hereunto set their hands this _____ day of _____, 20____.

Barry M. O'Rourke _____
 Robin L. O'Rourke _____

STATE OF _____
 I, _____, Notary Public,
 do hereby certify that this instrument was acknowledged before me this _____ day of _____, 20____, by Barry M. O'Rourke and Robin L. O'Rourke.

Signature _____ Notary's printed name _____
 My commission expires _____ County _____

I, Mark S. Gronberg, do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year that all water boundaries and wetlands, as defined in Minnesota Statutes, Section 253.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this _____ day of _____, 20____.

Mark S. Gronberg, Licensed Land Surveyor
 Minnesota License Number 12735

STATE OF _____
 I, _____, Notary Public,
 do hereby certify that this instrument was acknowledged before me this _____ day of _____, 20____, by Mark S. Gronberg.

Signature _____ Notary's printed name _____
 My commission expires _____ County _____

City Council, City of Onota, Minnesota
 This plat of GREEN HAVEN FARM was approved and accepted by the City Council of the City of Onota, Minnesota, at a regular meeting thereof held this _____ day of _____, 20____, and said plat is in compliance with the provisions of Minnesota Statutes, Section 505.03, Subd. 2.

City Council, City of Onota, Minnesota
 _____, Mayor
 _____, Clerk

COUNTY AUDITOR, Hennepin County, Minnesota
 I hereby certify that taxes payable in 20____ and prior years have been paid for land described on this plat, dated this _____ day of _____, 20____.

Daniel Rogan, County Auditor By _____ Deputy

SURVEY DIVISION, Hennepin County, Minnesota
 Pursuant to MN. STAT. Sec. 383B.565, (1969), this plat has been approved this _____ day of _____, 20____.

Chris F. Maves, County Surveyor By _____

COUNTY RECORDER, Hennepin County, Minnesota
 I hereby certify that the within plat of GREEN HAVEN FARM was recorded in this office this _____ day of _____, 20____, at _____ o'clock _____ M.

Amber Bougie, County Recorder By _____ Deputy

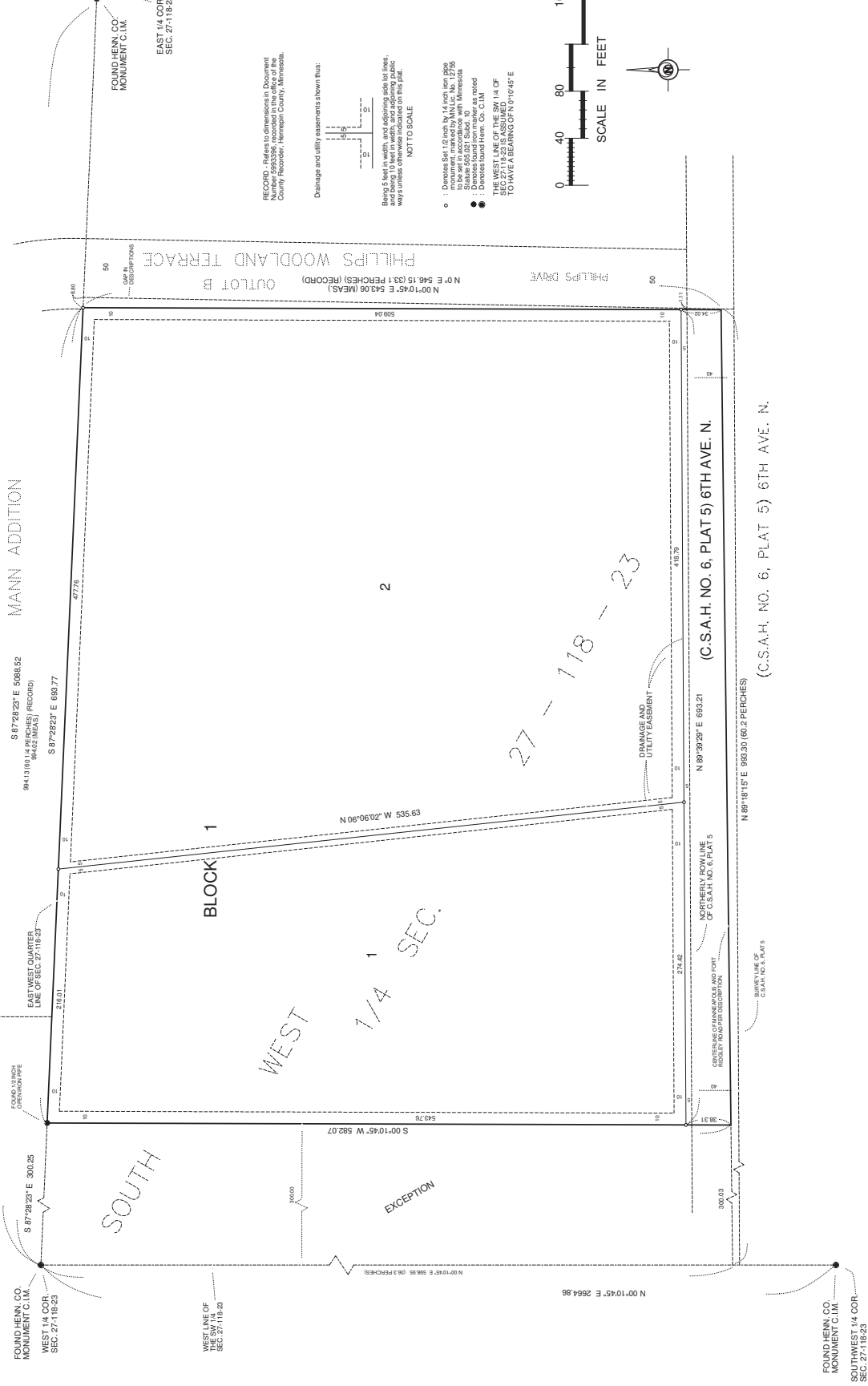
GRONBERG & ASSOCIATES, INC. ENGINEERS, LAND SURVEYORS, PLANNERS

SHEET 1 OF 2

GREEN HAVEN FARM

C. R. DOC. NO.

COX BROTHERS FARM

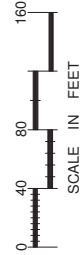


RECORD - Refers to dimensions in Document
 County Recorder, Hennepin County, Minnesota.



Being 5 feet in width, and adjoining side lot lines,
 and being 10 feet in width, and adjoining public
 ways unless otherwise noted on the plat.
 NOT TO SCALE

- Delineates 1/2 inch by 1/4 inch iron pipe
 - Delineates 1/2 inch by 1/4 inch iron pipe
 - Delineates 1/2 inch by 1/4 inch iron pipe
 - Delineates 1/2 inch by 1/4 inch iron pipe
 - Delineates 1/2 inch by 1/4 inch iron pipe
 - Delineates 1/2 inch by 1/4 inch iron pipe
- THE WEST LINE OF THE SW 1/4 OF
 TO HAVE A BEARING OF N 01°04'5" E



GREEN HAVEN FARM

C.R.DOC.NO. _____

KNOW ALL PERSONS BY THESE PRESENTS: That Barry M. O'Rourke and Robin L. O'Rourke, husband and wife, fee owners of the following described property:

All that part of the Southwest Quarter of Section 27, Township 118, Range 23, Hennepin County, Minnesota, beginning at the quarter section post of the Southwest and Northwest Quarters of said Section 27; thence running South on the Section line 36.3 perches to the Minneapolis and Fort Ridgely Road; thence along said road North 89 1/8 degrees East and 60.2 perches; thence due North 33.1 perches to the quarter section line of the Northwest and Southwest Quarters of said Section; and thence along said quarter section 60 1/4 perches to the place of beginning, except the West 300 feet thereof and except roads, according to the Government Survey thereof.

Have caused the same to be surveyed and platted as GREEN HAVEN FARM, and do hereby dedicate to the public for public use the public way and the drainage and utility easements as created by this plat.

In witness whereof said Barry M. O'Rourke and Robin L. O'Rourke, husband and wife, have hereunto set their hands this _____ day of _____, 20____.

Barry M. O'Rourke

Robin L. O'Rourke

STATE OF _____
COUNTY OF _____
This instrument was acknowledged before me this _____ day of _____, 20____, by Barry M. O'Rourke and Robin L. O'Rourke.

Signature Notary's printed name
Notary Public, _____ County _____
My commission expires _____

I Mark S. Gronberg do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this _____ day of _____, 20____.

Mark S. Gronberg, Licensed Land Surveyor
Minnesota License Number 12755

STATE OF _____
COUNTY OF _____
This instrument was acknowledged before me this _____ day of _____, 20____ by Mark S. Gronberg.

Signature Notary's printed name
Notary Public, _____ County _____
My commission expires _____

City Council, City of Orono, Minnesota

This plat of GREEN HAVEN FARM was approved and accepted by the City Council of the City of Orono, Minnesota, at a regular meeting thereof held this _____ day of _____, 20____, and said plat is in compliance with the provisions of Minnesota Statutes, Section 505.03, Subd. 2.

City Council, City Of Orono, Minnesota
_____, Mayor _____, Clerk

COUNTY AUDITOR, Hennepin County, Minnesota

I hereby certify that taxes payable in 20____ and prior years have been paid for land described on this plat, dated this _____ day of _____, 20____.

Daniel Rogan, County Auditor By _____ Deputy

SURVEY DIVISION, Hennepin County, Minnesota

Pursuant to MN. STAT. Sec. 383B.565, (1969), this plat has been approved this _____ day of _____, 20____.

Chris F. Mavis, County Surveyor By _____

COUNTY RECORDER, Hennepin County, Minnesota

I hereby certify that the within plat of GREEN HAVEN FARM was recorded in this office this _____ day of _____, 20____, at _____ o'clock ____M

Amber Bougie, County Recorder By _____, Deputy

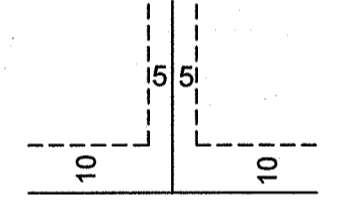
GREEN HAVEN FARM

C.R.DOC.NO. _____



RECORD - Refers to dimensions in Document Number 5993396, recorded in the office of the County Recorder, Hennepin County, Minnesota.

Drainage and utility easements shown thus:

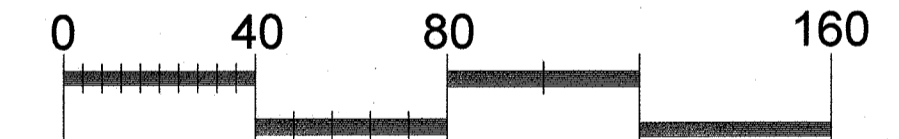
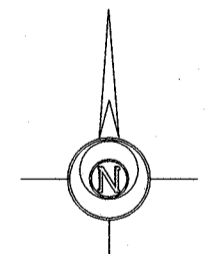


Being 5 feet in width, and adjoining lot lines, and being 10 feet in width, and adjoining public ways unless otherwise indicated on this plat.

NOT TO SCALE

- : Denotes Set 1/2 inch by 14 inch iron pipe monument, marked by MN Lic. No. 12755
- : Denotes found iron marker as noted
- ⦿ : Denotes found Henn. Co. C.I.M

THE WEST LINE OF THE SW 1/4 OF SEC 27-118-23 IS ASSUMED TO HAVE A BEARING OF N 0°10'45" E



SCALE IN FEET



CITY OF ORONO
RESOLUTION OF THE CITY COUNCIL

NO. **7542**

Preliminary Plat

A RESOLUTION
APPROVING A PRELIMINARY PLAT FOR
THE PROPERTY LOCATED AT
2300 6TH AVENUE NORTH

FILE NO. LA24-000040

WHEREAS, Eva Kotilinek (hereinafter the "Developer") on behalf of Barry O'Rourke and Robin O'Rourke, the owners of the property addressed **2300 6th Avenue North** and legally described as:

All that part of the southwest quarter (sw 1/4) of Section Twenty-Seven (27), Township One Hundred Eighteen (118), Range Twenty-Three (23), beginning at the quarter section post of the southwest and northwest Quarters of said Section Twenty-Seven (27); thence running South on the Section line 36.3 perches to the Minneapolis and Fort Ridgely Road; thence along said road North 89 1/8 degrees east and 60.2 perches; thence Due North 33.1 perches to the quarter section line of the northwest and southwest quarter of said section; and thence along said quarter section line 60 1/4 perches to the place of beginning, except the West 300 feet thereof and except roads, according to the Government survey thereon, Hennepin County, Minnesota (Doc. No. 5993396) (hereinafter the "Property");

WHEREAS on July 16, 2024, the Developer applied for Preliminary Plat approval to subdivide the Property into two buildable lots.

WHEREAS, after due published and mailed notice in accordance with Minnesota Statutes 462.358 et. seq. and the City of Orono Zoning and Subdivision Codes, on November 18, 2024, the Orono Planning Commission held a public hearing for the application at which time all persons desiring to be heard concerning the application were given the opportunity to speak thereon; and

WHEREAS, on November 18, 2024, the Planning Commission reviewed the application and recommended by a vote of 4 – 0 that the City Council grant preliminary plat approval as applied; and

WHEREAS, the City Council reviewed the proposal at a regular meeting held on December 9, 2024, and hereby makes the following findings with regards to this application:

FINDINGS

A1. This application was reviewed as Zoning File LA24-000040.



CITY OF ORONO
RESOLUTION OF THE CITY COUNCIL

NO. **7542**

- A2. The Property is guided in the 2040 Orono Community Management Plan (CMP) for Rural Residential, 1 unit per 2 acres. The proposal involves the creation of 2 lots at 0.23 units per acre. The proposal is consistent with the comprehensive plan.
- A3. The proposal is consistent with surrounding development.
- A4. The Property is not located within the MUSA and will be served with private on-site septic systems and private water supply wells.
- A5. The Property is zoned RR-1B Single Family Rural Residential District, which requires a minimum lot area of 2 acres and minimum lot width of 200 feet.
- A6. The Property contains a total area of approximately 368,517 s.f. or 8.46 acres and has a width of approximately 692 along 6th Avenue North.
- A7. The proposed plat would create one new buildable lot. There are no identified wetlands or bluffs on the Property. The proposed lots meet the minimum zoning district standards.
- a. Lot 1 is proposed to be 3.06 acres and will have 268 feet in width.
 - b. Lot 2 is proposed to be 5.4 acres and will have 424 feet in width.
- A8. Access to both new lots will be via a single shared driveway entrance from 6th Avenue North.

CONCLUSIONS, ORDERS, AND CONDITIONS

NOW, THEREFORE, BE IT RESOLVED, that based upon one or more of the findings noted above, the City Council of the City of Orono hereby grants Preliminary Plat Approval for a 2-lot subdivision per the Preliminary Plat survey/drawing by Mark S. Gronberg of Gronberg & Associates, Inc. dated October 21, 2024 and attached hereto as **Exhibit A**, subject to the following conditions:

- B1. Lot Standards.** Any proposed improvements must meet all setbacks requirements of the Zoning Code.
- B2. Shared Driveway Access.** Driveway access to Lots 1 and 2 shall be a shared driveway utilizing the existing driveway on Lot 2. All other curb cuts or access points onto the adjacent County Road shall be removed. The Developer shall establish the appropriate shared driveway easements and maintenance covenants over the shared driveway area identified on Exhibit A.
- B3. Drainage and Utility Easements.** On the final plat, Drainage and Utility Easements shall be dedicated to the public 10 feet along all exterior property lines, and 5 feet either side of interior property lines, except such easements shall be increased to accommodate drainage where required, subject to City staff approval. If applicable, Drainage Easements shall be granted over any



CITY OF ORONO
RESOLUTION OF THE CITY COUNCIL

NO. **7542**

stormwater facilities required by the Minnehaha Creek Watershed District; the Drainage Easements shall be shown on the Plat.

- B4. Removals.** A demolition permit must be issued and final inspection completed for the shed to be removed on Lot 1 prior to issuance of the Septic System permit for Lot 1.
- B5. Development Fees.** *Final fee amounts will be provided at the time of Final Plat.
- a. Park Dedication Fee. The subdivision is subject to the standard Park Dedication Fee requirement. The Park Dedication Fee is outlined in the City's current Fee Schedule and applied to each newly created lot on a per lot basis. Park dedication fees are based on Hennepin County assessed value of the predeveloped land. The Park Fee for Lot 1 will be based on the current Fee Schedule at the time of Final Plat approval.
 - b. Stormwater and Drainage Trunk Fee. The development is subject to the Stormwater and Drainage Trunk Fee, as established in the City's Official Fee Schedule at the time of Final Plat approval. Currently, based on the 2024 Fee Schedule, the development of a property within a 2-acre residential zone requires payment of \$8,060 per each new lot and as proposed, the Developer will be subject to payment of a SWDT fee for one new lot or \$8060.00.
- B6. City Engineer Approval.** Approval of the plat is subject to recommendations of City Engineer Adam Edwards.
- B7. Plans and Specifications.** The plans and specifications submitted for review and approval by the City and other appropriate jurisdictions prior to approval of the Final Plat.
- B8. Expiration.** The Preliminary Plat approval granted by this Resolution shall expire one-year from the approval date or December 9, 2025.

FINAL SUBMITTALS

The following list of final submittals must be submitted to the Community Development Department at least four (4) weeks prior to the regularly scheduled Council meeting (on the second and fourth Mondays of the month). The required submittals are as follows:

- C1. Record plat drawings** in the form of (1) to-scale digital copy; two (2) mylar copies (one copy for the City's records and one for filing with Hennepin County); and one (1) copy reduced to 1" = 200'. Drawing to include:
- a. Lot lines platted per preliminary plat survey/drawing by Gronberg & Associates, Inc., dated October 21, 2024 attached hereto as Exhibit A, except as modified herein.



CITY OF ORONO
RESOLUTION OF THE CITY COUNCIL

NO. **7542**

- b. Dedication of Drainage and Utility Easements 10' along exterior property lines and 5' along the interior property line, with exceptions and additions as noted herein.
- c. Dedication of Drainage Easements over all drainageways.
- d. Naming of plat.

C2. Legal documents required:

- a. Title opinion addressed to the City or a title insurance policy in favor of the City. All owners, mortgage holders or others with property interest indicated therein shall sign the plat and all other documents affected by such interest.
- b. Executed Private Driveway Easement and Maintenance Agreement.
- c. The Developer must provide certified copies of all recorded easements currently affecting the Property.

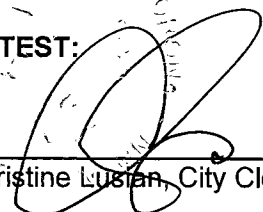
C3. Plat approval fees to be paid: Total due: ** Final Plat development fees will be determined by the official fee schedule at the time of Final Plat review.****

- a. Final plat fee: \$800.00
- b. Park Dedication Fee: \$ _____**
- c. Stormwater and Drainage Trunk Fee: \$ 8,060.00**
- d. Final Plat Escrow: \$2,500.00

C4. This Approval shall be effective until December 9, 2025 per the provisions of Zoning Code Section 82-116. If Final Plat Approval is not granted by that date, the terms and conditions of this resolution shall be null and void. The City Council at its sole discretion may extend this effective period.

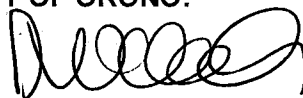
ADOPTED by the Orono City Council on this 9th day of December, 2024.

ATTEST:



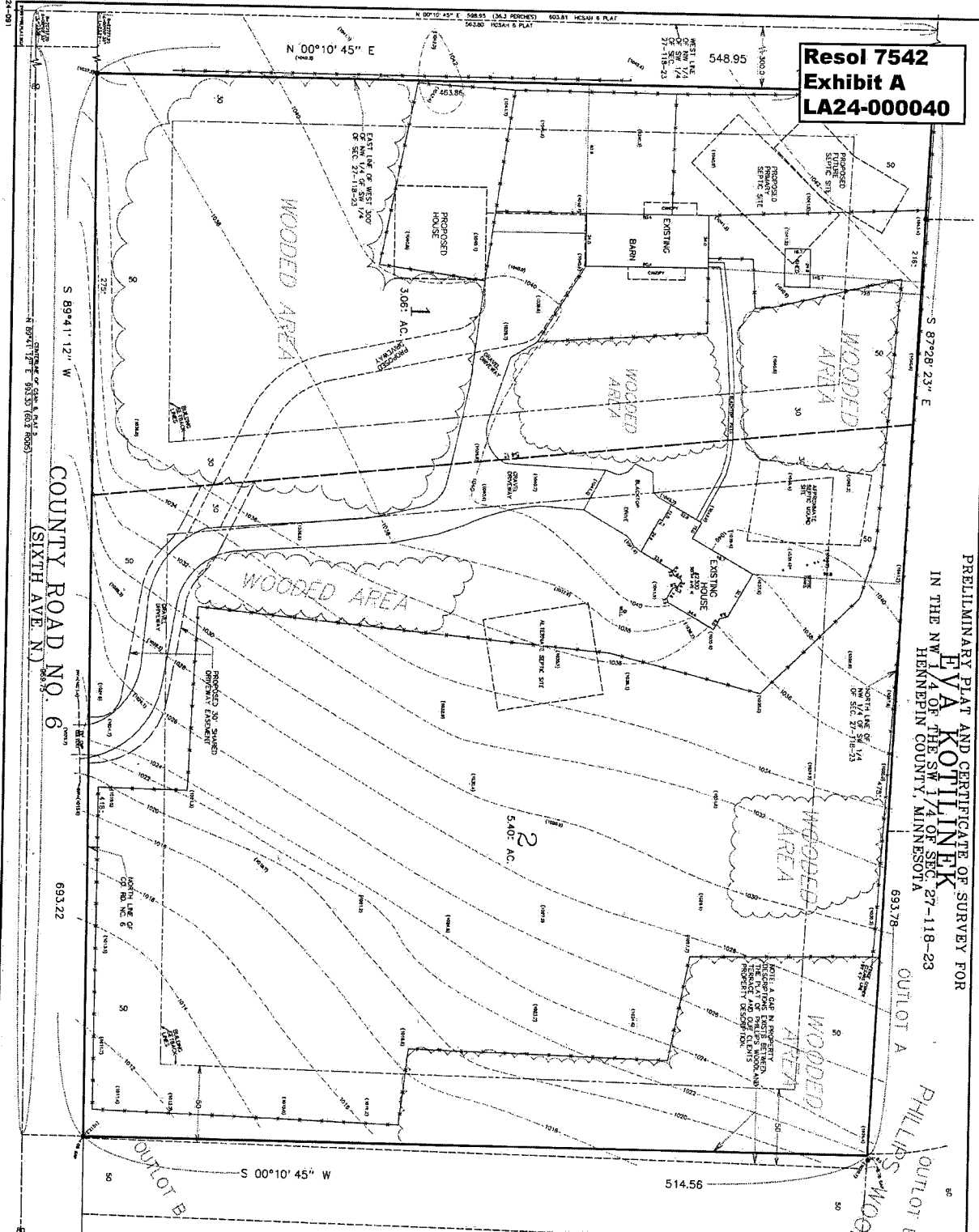
Christine Lusian, City Clerk

CITY OF ORONO:



Dennis Walsh, Mayor

**Resol 7542
Exhibit A
LA24-000040**



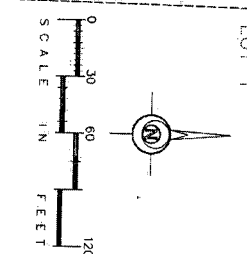
PRELIMINARY PLAT AND CERTIFICATE OF SURVEY FOR
EVA KOTLINIK
IN THE NW 1/4 OF THE SW 1/4 OF SEC. 27-118-23
HENNEPIN COUNTY, MINNESOTA

OWNER & SURVIVOR:
EVA KOTLINIK
Aberville, MN 55301
Total area = 846± Ac
Zoning = BR-1B

LEGAL DESCRIPTION: (per Doc. No. 5993358)
All that part of the southwest quarter (SW 1/4) of Section 1, Tenth Range (27), Range 123 North, 118th Street (27), the quarter section east of said Section 1, on the Section that 36.3 acres to the east and west of 118th Street, thence and 60.2± perches; thence Due North 33.1± the northeast corner of said section, and thence along said quarter section, and thence along said quarter of 118th Street, except the West 100± feet thereof and except roads according to the Government survey thereon.

• : denotes iron marker found
(GMS): denotes existing spot elevation, mean sea level datum
--97'± : means sea level datum
Bearings shown are based upon the Hennepin County coordinate datum.

This survey intends to show the boundaries of the above described property, and the direction of those existing buildings, fences, and topography thereon. It does not enclose, nor show any other improvements.



LOT 1
LOT 2
BLOCK 1
PHILLIPS WOODLAND TERRACE
OUTLOT A
OUTLOT B

DATE	REVISIONS
5-1-24	PRELIMINARY PLAT
5-1-24	REVISION 1
5-1-24	REVISION 2

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

Mark S. Gronberg Minnesota License Number 12755

PROJECT

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



CITY OF ORONO

2750 KELLEY PARKWAY, ORONO, MINNESOTA 55356

www.oronomn.gov

Permit Number: LA24-000069

Date: August 05, 2025

Customer Name: Eva Kotilinek

Address: 2300 6th Avenue North

Description: Final plat subdivision

File #: 24-001682

Fees:

Description	Total Cost
Subdivision - Final Plat Application Fee	550.00
Escrow Fee	2,500.00
Misc Fee Park Dedication Fee	3,310.81
Misc Fee Stormwater Drainage Trunk Fee	8,060.00
Total Fees:	\$14,420.81

Payments:

Date	Type	Reference	Receipt Received	From	Amount
04/10/2025	Credit	1020250420126117323 374		Eva Kotilinek	3050.00
06/10/2025	Credit	1020250628597553248 671		Eva Kotilinek	11370.81

Total Amount Paid: \$14,420.81

Balance Due: \$0.00

Hennepin County Treasurer

A600 Government Center
Minneapolis MN 55487- 0060

Property ID number: 27-118-23-32-0002 HOMESTEAD
Property address: 2300 SIXTH AVE N
Owner name: B & R O'ROURKE
Taxpayer name and address: BARRY & ROBIN O'ROURKE
2300 6TH AVE N
LONG LAKE MN 55356

2025 taxes	Tax	Penalty	Totals
1st half tax (due 05/15/2025)	\$5,447.06		
2nd half tax (due 10/15/2025)	\$5,447.06		
Penalty through month end		\$0.00	
Total payable	\$10,894.12	\$0.00	\$10,894.12
Net paid - year to date	\$10,894.12	\$0.00	\$10,894.12
Total Due	\$0.00	\$0.00	\$0.00

Property ID number: 27-118-23-32-0002 1st half tax due through 07/31/2025 \$0.00
Note: If you are using this page in lieu of Hennepin County payment stub to remit payment; after printing the page, please check the box in front of the payment amount that you are remitting. 2nd half tax due through 10/15/2025 \$0.00
Total due - 2025 tax \$0.00

There are no prior year taxes due on this property.



AGENDA ITEM



Date: August 11, 2025

Item: 14

Title: LA25-000026, 1080 Ferndale Rd West, Variances - Resolution 7607

Presenter: Melanie Curtis, Planner

Section: Consent Agenda

1. **Purpose:**

This application contemplates setback and hardcover variances to reconstruct lakeside decks on a substandard property.

2. **MN§15.99 Application Deadline:**

The application was submitted on June 18, 2025, and was considered complete as of July 1, 2025. The 60-day review timeline will expire on August 30, 2025.

3. **Background:**

The applicant requests variances to rebuild existing decks in a different, more functional configuration. The existing decks consisted of two circular areas; the new decks are proposed to be configured with squared-off, rectangular areas, in the same general location, and a hot tub is shown abutting the western deck (**Exhibit B**).

The existing improvements have been verified and removed. The decks were located within the 75-foot setback from the OHWL and the 25-foot wetland setback (the existing home also encroaches as it is situated 28 feet from the OHWL). The existing eastern deck was located approximately 24 feet from the OHWL and wetland, and the western deck was 43 feet from the OHWL and wetland.

The new east deck is proposed to be 20 feet from the OHWL, and the new west deck is proposed to be 38 feet from the OHWL, resulting in new encroachments for both. A 59 square foot increase in hardcover is also proposed. Refer to the Planning Report attached as **Exhibit C** for a full analysis.

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

The Planning Commission reviewed the application and held a [public hearing on July 21st](#). After some [discussion](#), the Commission voted 4 to 0 in favor of approval as applied.

5. **Public Comment:**

Public comments in support of the request were received. The comments are attached as **Exhibit D**.

6. **Staff Recommendation:**

Originally, Planning Staff recommended approval of the setback variances supporting the deck footprint changes and denial of the variance to increase the site hardcover. The Planning Commission deliberated about the hardcover and determined there were few to no areas where the minimal reduction could be removed to offset the additional 59 square feet. Staff recommends approval as applied, consistent with the Planning Commission's recommendation.

COUNCIL ACTION REQUESTED

Council should adopt Resolution 7607 approving the variances as applied.

Exhibits

- A. Resolution 7607
- B. Plans
- C. Planning Report
- D. Neighbor Comment
- E. Draft PC Minutes
- F. Updated Hard Cover Calculations



CITY OF ORONO
RESOLUTION OF THE CITY COUNCIL

NO. **7607**

**A RESOLUTION
APPROVING VARIANCES FROM
MUNICIPAL ZONING CODE CHAPTER 6.12
SECTIONS 6240; 8210; 9110; AND 9210**

FILE NO. LA25-000026

WHEREAS, on June 18, 2025, Griffin Dooling (hereinafter the “Owner”), applied for variances from the City Code for the property addressed **1080 Ferndale Road West** and legally described as:

Parcel 1:

That part of Lot 6, North Shore Cottage Acres, Lake Minnetonka, lying Northwesternly of the following described line: Commencing at the most Easterly corner of said Lot 6; thence Northwesternly along the Northeasterly line of said Lot 6 a distance of 40 feet to the point of beginning of line to be described; thence Southwesterly parallel with the Southeasterly line of said Lot 6 to the Southwesterly line of said Lot 6 and said line there terminating, Hennepin County, Minnesota.

And

Parcel 2:

That part of Lot 9, North Shore Cottage Acres, Lake Minnetonka, described as follows: Commencing at the Northwest corner of said Lot 9; thence South along the Westerly line of said Lot 9 a distance of 25 feet; thence at an angle Southeasterly parallel with the Northeasterly line of said Lot 9 a distance of 25 feet; thence at right angles Northeasterly parallel with the Westerly line of said Lot 9 a distance of 25 feet to the Northeasterly line of said Lot 9, also being the County Road; thence Northwesternly along said Northeasterly line to the point of beginning, Hennepin County, Minnesota.

(hereinafter the “Property”);

WHEREAS, the Owner has made application to the City of Orono for variances from Orono Municipal Zoning Code Sections 6.12.6420 and 6.12.8210 to allow construction of two replacement decks within 75 feet of the OHWL of Lake Minnetonka, lakeward of the average lakeshore setback, and within 25 feet of the edge of wetland; and

WHEREAS, the Owner has made application to the City of Orono for variances from Orono Municipal Zoning Code Sections 6.12.9110 and 6.12.9210 to permit 59 square feet of additional hardcover within the 75-foot lake setback and 33.33% hardcover overall, where 25% is allowed and 33.29% currently exists in conjunction with the construction of two new decks; and



CITY OF ORONO
RESOLUTION OF THE CITY COUNCIL

NO. **7607**

WHEREAS, on July 21, 2025, after published and mailed notice following Minnesota Statutes and the City Code, the Planning Commission held a public hearing, at which time all persons desiring to be heard concerning this application were allowed to speak thereon; and

WHEREAS, on July 21, 2025, the Planning Commission recommended approval of the variances as applied; and

WHEREAS, on August 11, 2025, the City Council reviewed the application and the recommendations of the Planning Commission and City staff; and

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

FINDINGS OF FACT:

- A1. The analysis contained within staff memos and the exhibits attached to the aforesaid memos, all minutes from the above-mentioned meetings, and all other materials distributed at these meetings are hereby incorporated by reference.
- A2. The Property is located in the LR-1A Single Family Lakeshore Residential Zoning District.
- A3. The Property contains 0.5 acre in area and has a defined lot width of approximately 192 feet at the 75-foot setback and approximately 226 feet at the OHWL.
- A4. The Property is within Tier 1, and hardcover is limited to 25% according to the Stormwater Quality Overlay District.
- A5. The wetland edge is consistent with the 929.4-foot OHWL elevation.
- A6. Owner has applied for the following variances]
 - a. Lake Setback Variance
 - b. Wetland Setback
 - c. Average Lakeshore Setback Variance
 - d. Hardcover Variances
- A7. In considering this application for variances, the Council has considered the advice and recommendation of the Planning Commission and the effect of the proposed variances upon the health, safety and welfare of the community, existing and anticipated traffic conditions, light and air, danger of fire, risk to the public safety, and the effect on values of property in the surrounding area.



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ANALYSIS:

- B1. “Variances shall only be permitted when they are in harmony with the general purposes and intent of the ordinance” The variances for the construction of new decks are supported by practical difficulties. Much of the existing improvements are located within the 75-foot lake setback. Therefore, hardcover exists within the lake setback as well. The new decks will maintain similar setbacks from the lake and wetland. The placement of the new decks is limited by the existing wetland and lake setback and existing improvements. The project is in harmony with the general intent of the Ordinance due to the practical difficulties of the Property’s existing conditions and absence of a legal building footprint area. This criterion is met.
- B2. “Variances shall only be permitted . . . when the variances are consistent with the comprehensive plan.” The variances supporting the new decks are consistent with the Comprehensive Plan. The Owner has identified the necessary practical difficulties inherent in the land, supporting their requests. The proposed increase in hardcover for the site overall and within the 75-foot setback is necessary as the Property does not have extraneous hardcover to offset the minimal increase. The criterion is met.
- B3. “Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the zoning ordinance. ‘Practical difficulties,’ as used in connection with the granting of a variance, means that:
- a. *The property owner in question proposes to use the property in a reasonable manner, however, the proposed use is not permitted by the official controls.* The Property has no legal buildable area. The existing nonconforming decks can be rebuilt in-kind. The proposed construction of reconfigured decks in a similar location at a similar setback is a reasonable use of the Property. This criterion is met.
 - b. *The plight of the landowner is due to circumstances unique to his property not created by the landowner.* The existing improvements were not built by the Owners. The existing conditions of the lot, including the location of the existing structures and improvements, were not created by the Owners. Additionally, the lake, wetland, topography, and vegetation further limit the placement of conforming decks, and that is not a circumstance created by the Owners; and
 - c. *The variance, if granted, will not alter the essential character of the locality.”* The proposed variances are supported by practical difficulties and will not alter the character of the area. The proposed decks are a different shape but smaller in size. The setbacks from the lake and wetland remain similar to those of the



CITY OF ORONO
RESOLUTION OF THE CITY COUNCIL

NO. **7607**

existing improvements. The average lakeshore setback encroachment will not impact views enjoyed by the neighboring property. This criterion is met.

- B4. "Economic considerations alone do not constitute practical difficulties." Economic considerations have not been a factor in the variance approval determination.
- B5. "Practical difficulties also include but are not limited to inadequate access to direct sunlight for solar energy systems. Variances shall be granted for earth-sheltered construction as defined in Minn. Stat. § 216C.06, subd. 2, when in harmony with Orono City Code Chapter 78." This condition is not applicable.
- B6. "The board or the council may not permit as a variance any use that is not permitted under Orono City Code Chapter 78 for property in the zone where the affected person's land is located." This condition is not applicable, as improvements to a single-family home are an allowed use in the LR-1A District.
- B7. "The board or council may permit as a variance the temporary use of a one-family dwelling as a two-family dwelling." This condition is not applicable.
- B8. "The special conditions applying to the structure or land in question are peculiar to such property or immediately adjoining property." The existing conditions of the Property, including the substandard size, existing location of improvements, and their proximity to the lake and wetland edge, topography, and vegetation, are unique conditions to this Property. This criterion is met.
- B9. "The conditions do not apply generally to other land or structures in the district in which the land is located." The existing home is in a nonconforming location. The proposal is to construct decks in a similar location and maintain similar setbacks. This criterion is met.
- B10. "The granting of the application is necessary for the preservation and enjoyment of a substantial property right of the applicant." The setbacks impacting the Property overlap, eliminating any buildable area. The existing home is in a nonconforming location. The proposal is to construct replacement lakeside decks in a similar location and with similar setbacks. This criterion is met.
- B11. "The granting of the proposed variance will not in any way impair health, safety, comfort or morals, or in any other respect be contrary to the intent of this chapter." Granting the requested variances will not adversely impact health, safety, comfort, or morals of the community. This criterion is met.
- B12. "The granting of such variance will not merely serve as a convenience to the applicant, but is necessary to alleviate demonstrable difficulty." The variances allow for the construction



CITY OF ORONO
RESOLUTION OF THE CITY COUNCIL

NO. **7607**

of new decks in a similar location to that of the existing improvements. This criterion is met.

CONCLUSIONS, ORDER, AND CONDITIONS:

Based upon one or more of the above findings, the Orono City Council hereby grants a variance to Orono Municipal Zoning Code Sections to allow construction of two replacement decks lakeward of the average lakeshore setback, the east deck 24 feet from the OHWL and the west deck 43 feet from the OHWL where a 75 foot setback from the OHWL, and 25 foot setback from the edge of wetland are required; and from Sections 6.12.9110 and 6.12.9210 to permit 59 square feet of additional hardcover within the 75-foot lake setback and 33.33% hardcover overall, where 25% is allowed and 33.29% currently exists, subject to the following conditions:

- C1. Council approval is based on the entire record, above Findings.
- C2. The approved project shall conform to the survey dated 06/30/2025 and building plans submitted by the Owner and annotated by City staff, attached to this Resolution as **Exhibits A & B.**
- C3. Any amendments to the plans that do not conform to City codes may require additional review by the Planning Commission and City Council.
- C4. Authorities granted by this resolution run with the Property, not with the Owner, but are permissive only and must be exercised by obtaining a building permit for the new construction and commencing construction of said project. A building permit must be obtained within one year of the date of Council approval, or the variances will expire on that date (August 11, 2026).
- C5. Violation of or non-compliance with any of the terms and conditions of this resolution may result in the termination of any authority granted herein.

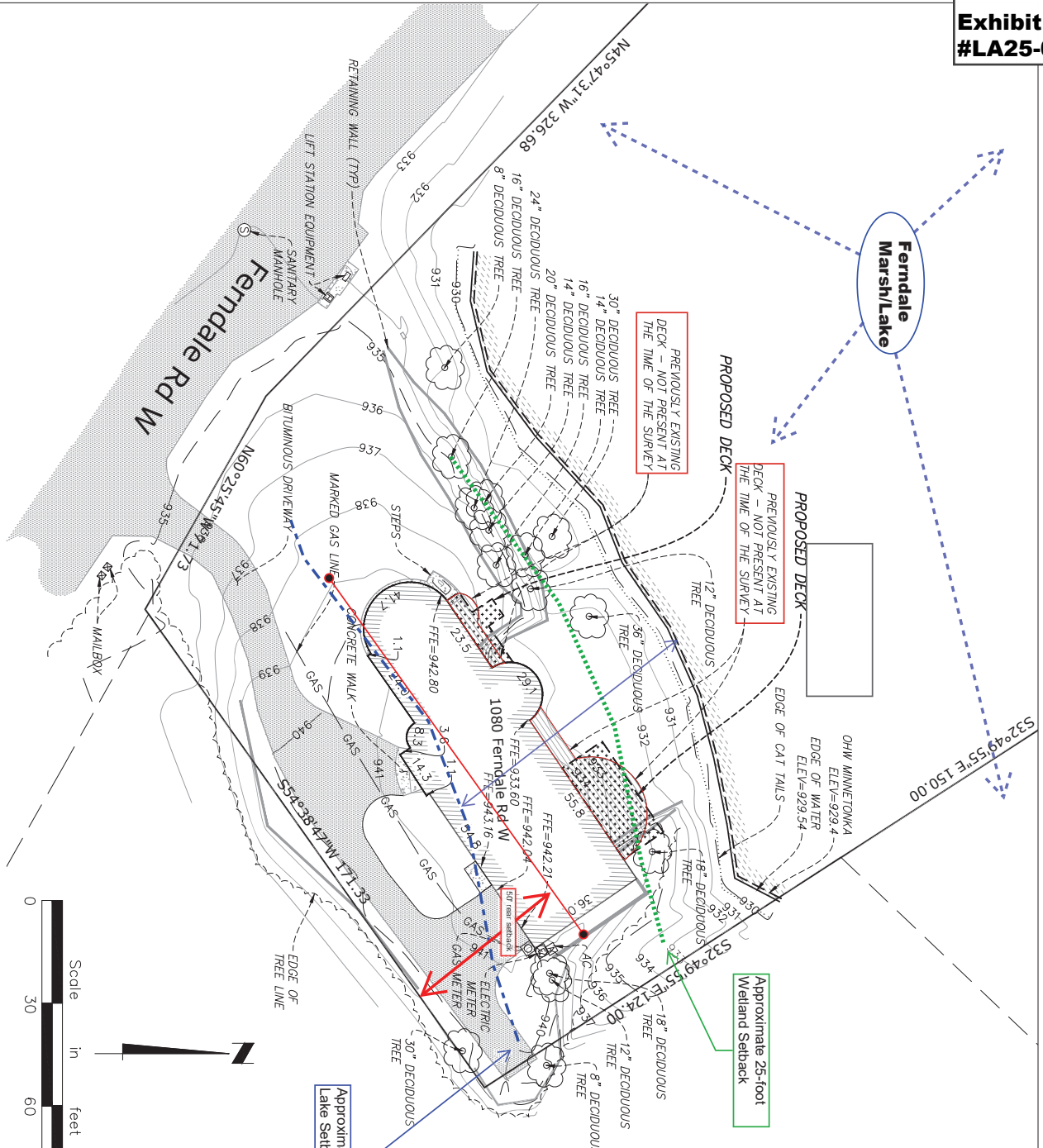
ADOPTED by the Orono City Council on this 11th day of August, 2025.

ATTEST:

CITY OF ORONO:

Christine Lusian, City Clerk

Bob Tunheim, Mayor



DESCRIPTION OF PROPERTY SURVEYED
That Part Of Lot 6 Lying Northwesternly Of A Straight Line Par With Extreme Southeasternly Line Of Lot 6 Running Thru A Pt In The Northeasternly Line Of Said Lot, Distant 40 Ft

- Survey Notes**
- Bearings are based on the Hennepin County Coordinate System.
 - Client Name: Decks Elevated
 - Site Address: 1080 Ferndale Rd W
 - This survey is based on the legal description as provided by the Client
 - This Surveyor has not abstracted the land shown hereon for assessments, rights of way or restrictions of record which may affect the title or use of the land
 - Do not reconstruct property lines from building ties
 - Only visible utilities located
 - Impervious areas include: House, ancillary structures, proposed structures, proposed decks, driveways, concrete pads, paths and decks.
 - 8.1. Lot size for impervious calculations measured from area inside cat tails.
 - 8.2. Building impervious category covers main residence only
 - Elevation of Lake Minnesota measured at was 929.15 at the time of the survey. The Ordinary High Water of Lake Minnesota is 929.40

IMPERVIOUS CALCULATIONS		
	EXISTING	PROPOSED
BUILDING (S.F.)	3756.32	3756.32
IMPERVIOUS (S.F.)	7460.55	7579.83
LOT SIZE (S.F.)	22740.53	22740.53
AMOUNT IMPERVIOUS (%)	32.81	33.33

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

Dated this 30th day of June, 2025.
Kelly D Ness
Minnesota License No. 45847

Linetype & Symbol Legend

- FOUND IRON MONUMENT
- SET IRON MONUMENT

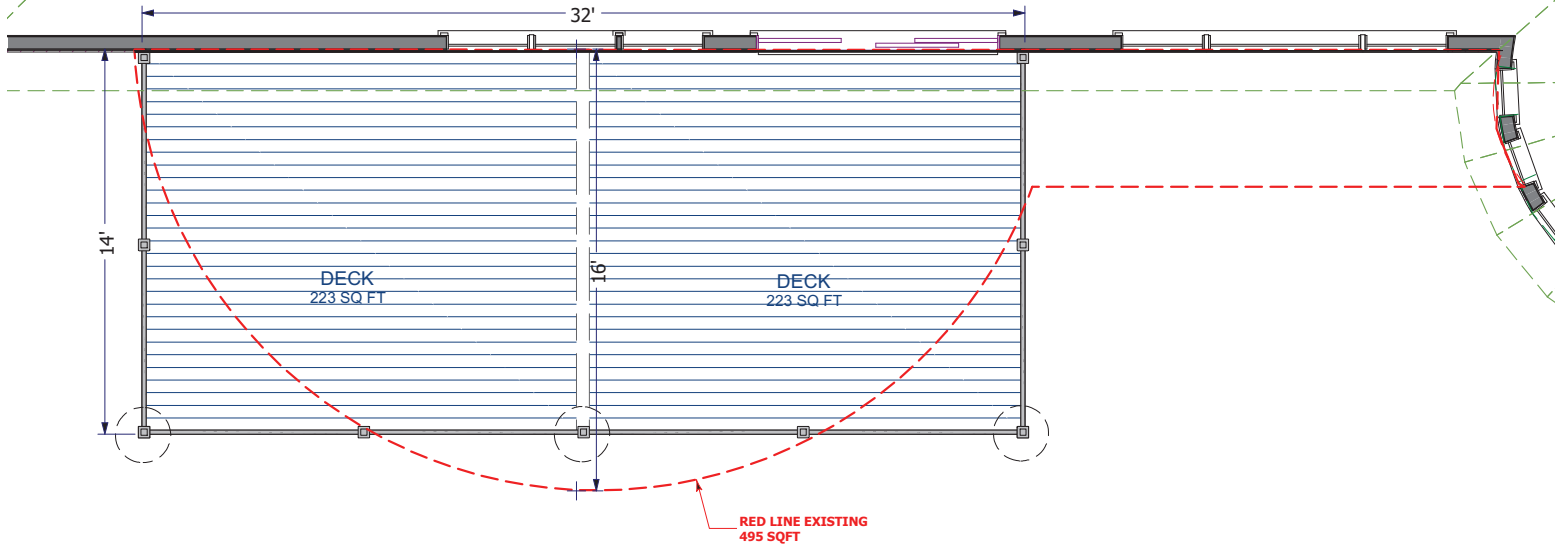


5775 Wayzata Blvd #700
St Louis Park, MN 55416
info@skysurv.us

Certificate of
Survey

Drawn By	Checked By
6/25/25	6/25/25
6/25/25	6/25/25
6/25/25	6/25/25

East Deck



DESIGN FOR

Faith Jones
1080 Ferndale Rd W
Orono, MN 55391

SHEET TITLE

Project Design Version 1
Main Deck

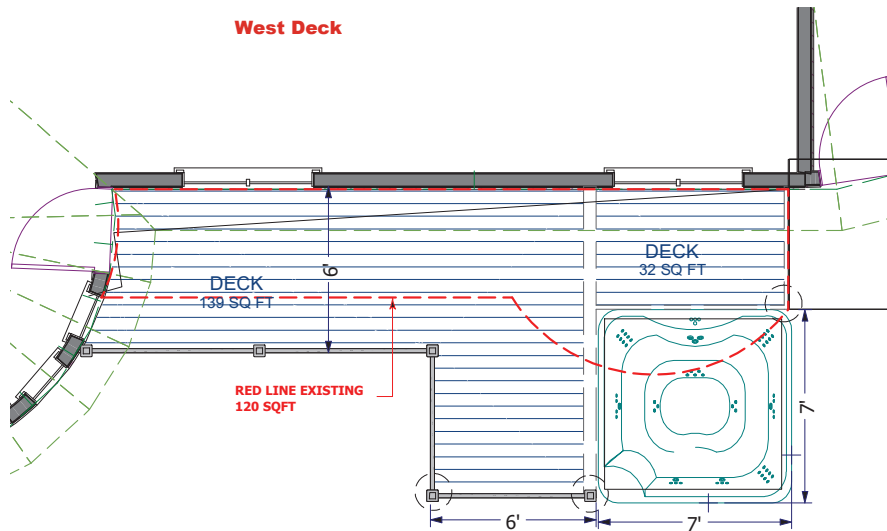
SHEET DETAILS

DATE 5/5/2025 SHEET NUMBER: 4
SCALE 1/4"

DESIGN BY

DECKS ELEVATED
1161 E WAYZATA BLVD #29
WAYZATA, MN 55391
LIC: BC804638

West Deck



DESIGN FOR

Faith Jones
1080 Ferndale Rd W
Orono, MN 55391

SHEET TITLE

Project Design Version 1
Walkway Deck

SHEET DETAILS

DATE 5/5/2025 SHEET NUMBER: 5
SCALE 1/4"

DESIGN BY

DECKS ELEVATED
1161 E WAYZATA BLVD #29
WAYZATA, MN 55391
LIC: BC804638

DESCRIPTION OF PROPERTY SURVEYED

That Part Of Lot 6 Lying Northwesternly Of A Straight Line Pa
Southeasterly Line Of Lot 6 Running Thru A Pt In The Northe
Lot, Distant 40 Ft

Survey Notes

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AMOUNT IMPERVIOUS (%)	32.81	33.33

MINNESOTA LAND SURVEYOR CERTIFICATION

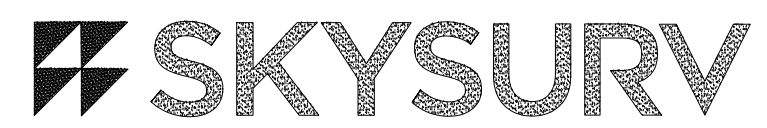
I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Dated this 30th day of June, 2025.

Kelly D Ness
Kelly D Ness Minnesota License No. 45847

Linetype & Symbol Legend

- FOUND IRON MONUMENT
- SET IRON MONUMENT

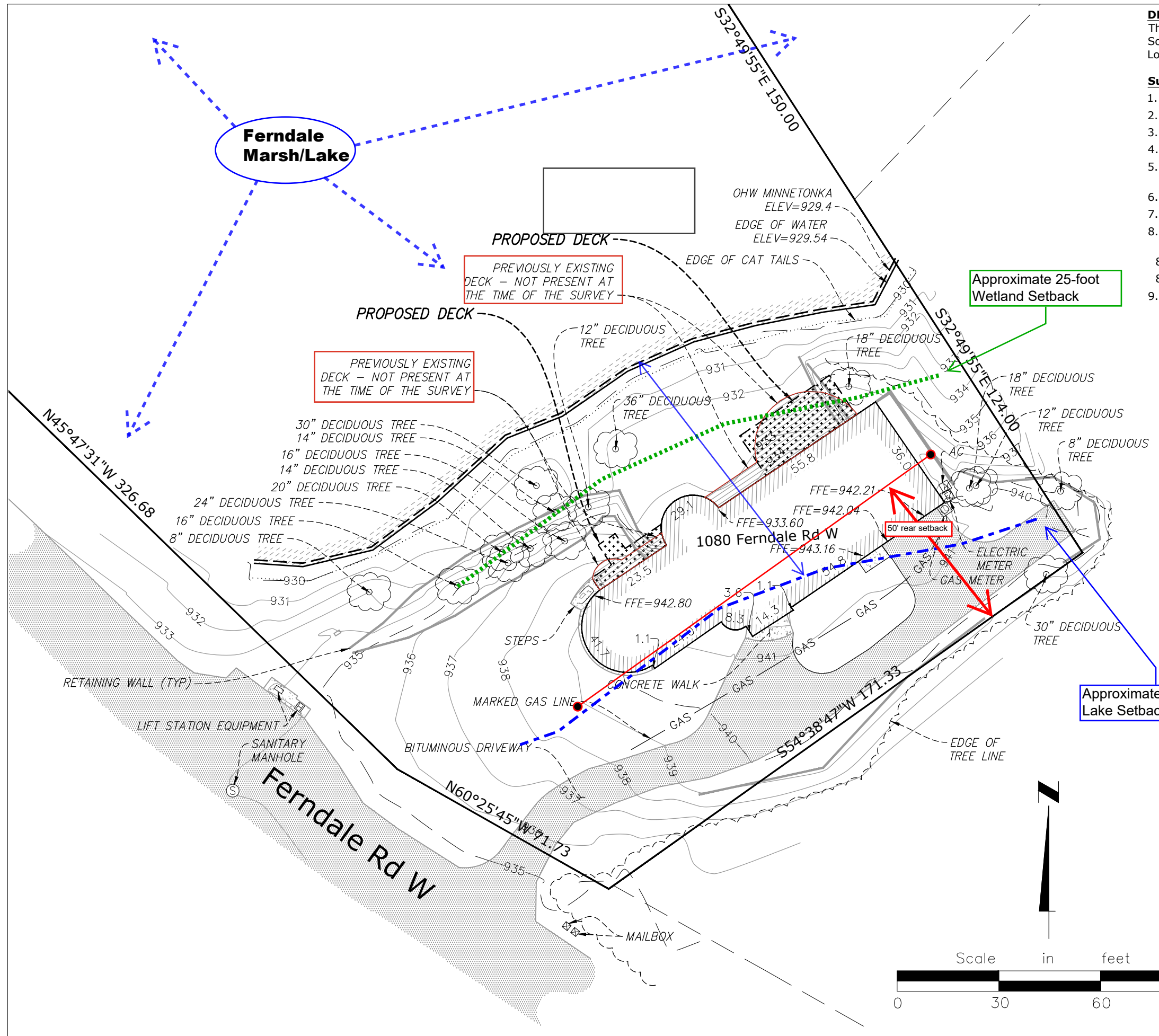


5775 Wayzata Blvd #700
St Louis Park, MN 55416
info@skysurv.us

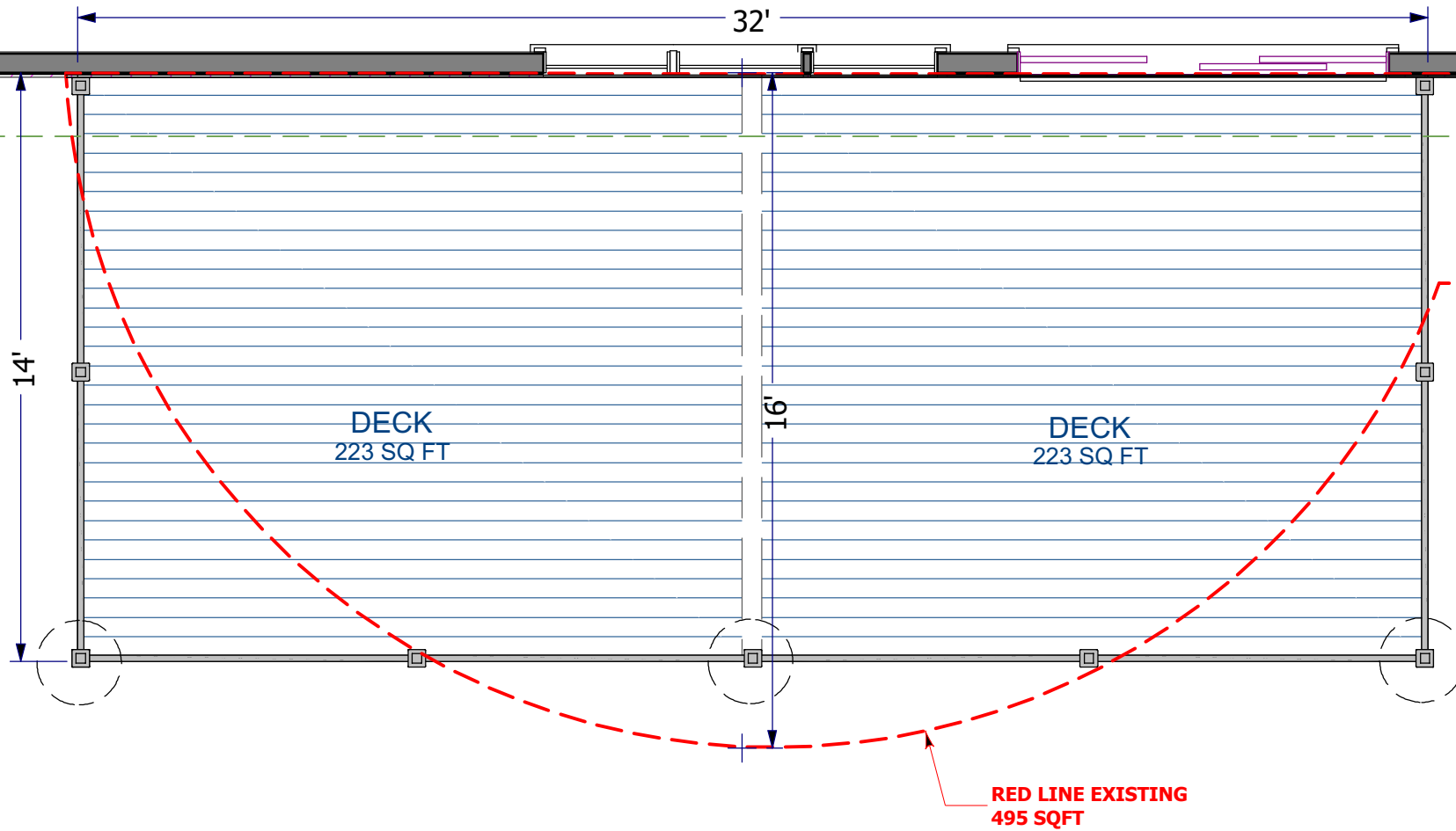
Certificate of Survey

Revision	Project No.
6/3/25 Proposed Deck	Drawn by AJM
6/5/25 Client Comments	Checked by KDN
6/16/25 Imp. Calcs	Book/Page X
6/30/25 OHW	
X	

20250515 1080 FerndaleRdW SkySURV-1080 FerndaleRdW.dwg



East Deck



DESIGN FOR

Faith Jones
1080 Ferndale Rd W
Orono, MN 55391

SHEET TITLE

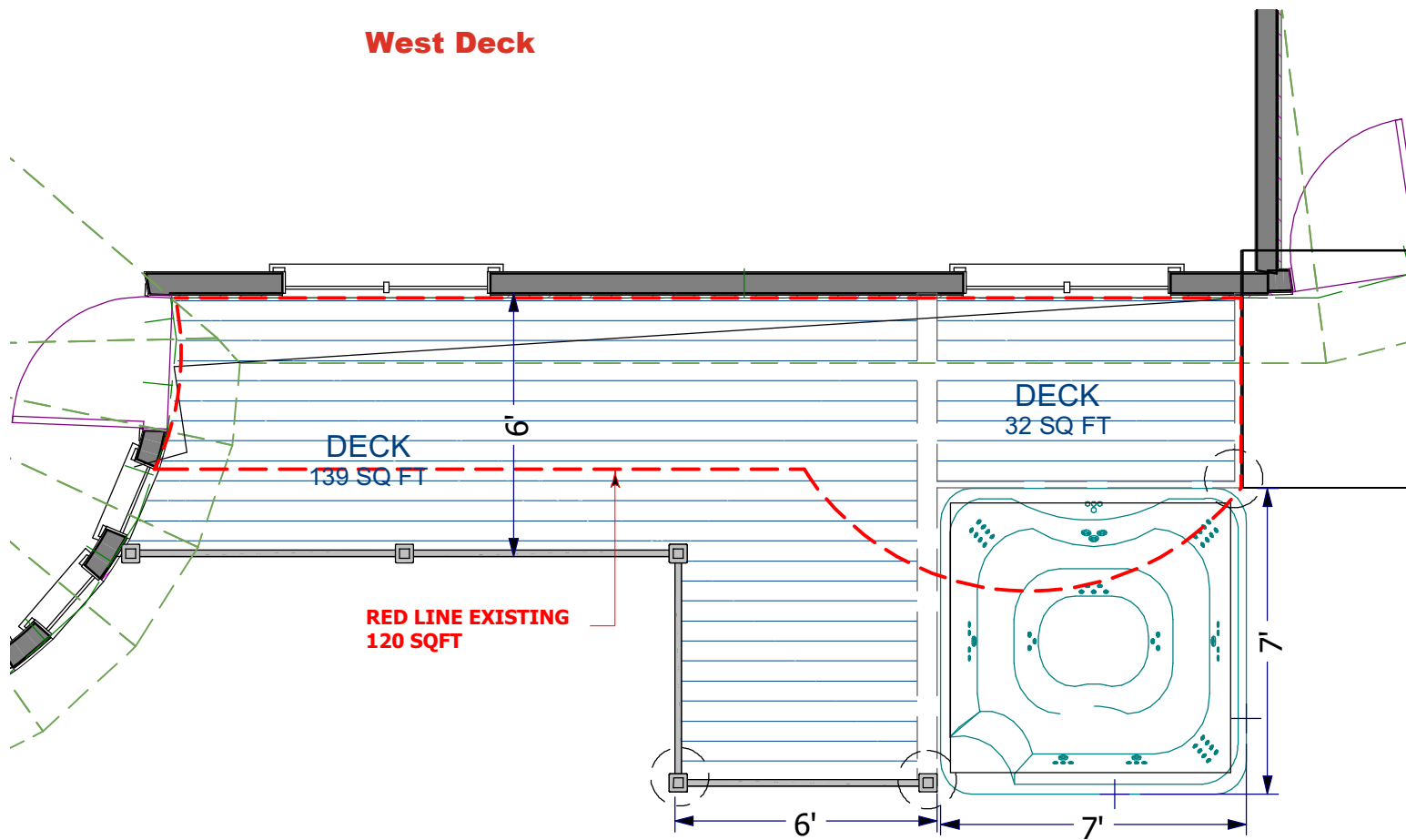
Project Design Version 1
Main Deck

SHEET DETAILS

DATE 5/5/2025 SHEET NUMBER: **4**
SCALE 1/4"

DESIGN BY

DECKS ELEVATED
1161 E WAYZATA BLVD #29
WAYZATA, MN 55391
LIC: BC804638



DESIGN FOR

Faith Jones
1080 Ferndale Rd W
Orono, MN 55391

SHEET TITLE

**Project Design Version 1
Walkway Deck**

SHEET DETAILS

DATE 5/5/2025 SHEET NUMBER: **5**
SCALE 1/4"

DESIGN BY

DECKS ELEVATED
1161 E WAYZATA BLVD #29
WAYZATA, MN 55391
LIC: BC804638



Date Application Received: 06/18/2025
 Date Application Considered as Complete: 07/01/2025
 60-Day Review Period Expires: 08/30/2025

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

From: Melanie Curtis, Planner MCC

Date: 21 July 2025

Subject: #LA25-000026, Griffin Dooling, 1080 Ferndale Rd West,
 Variances
 Public Hearing

Application Summary: The applicant is requesting a lake setback, average lakeshore setback, wetland setback, and hardcover variances to reconstruct an existing deck in a different configuration.

Staff Recommendation: Planning Department Staff recommends approval with conditions (see the staff recommendation on page 5).

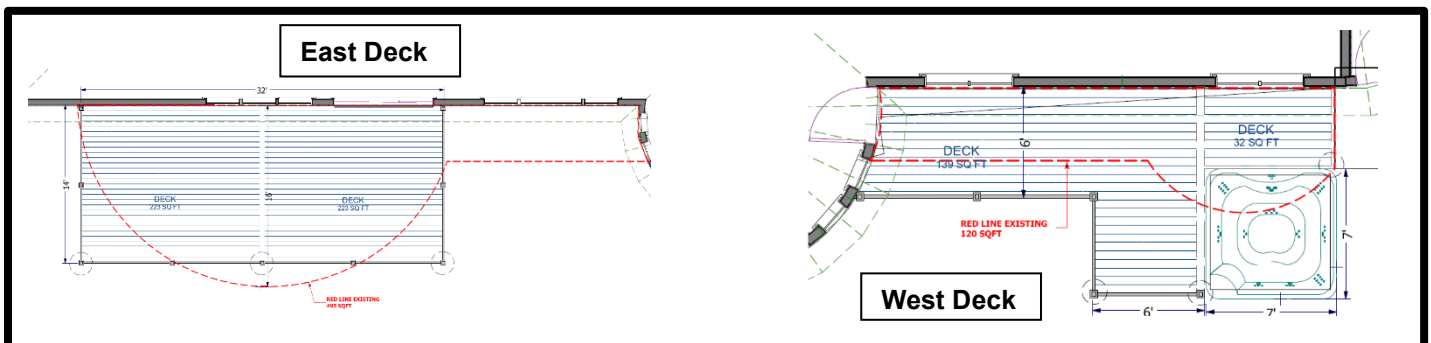
Background

The subject property is located on Ferndale Marsh, which is hydraulically contiguous with Lake Minnetonka, requiring a 75-foot setback from the 929.4’ OHWL contour and a 25-foot setback from the edge of the wetland. According to the Minnehaha Creek Watershed District (MCWD), the edge of the wetland is consistent with the OHWL, based on the 2004 wetland delineation on the neighboring property (1070 Ferndale Rd West) (**Exhibit H**). The wetland and lake setbacks are therefore measured from the 929.4’ OHWL contour.

The applicant requests variances to rebuild the decks with a slightly different, more functional configuration. The existing decks were documented and have since been removed. The existing decks consisted of two circular areas; the new decks are configured with squared-off, rectangular areas in the same general location, and a hot tub is shown abutting the western deck.

The existing improvements are located within the 75-foot setback from the OHWL and the 25-foot wetland setback (the existing home also encroaches as it is situated 28 feet from the OHWL). The (pre-) existing eastern deck was located approximately 24 feet from the OHWL and wetland, and the western deck was 43 feet from the OHWL and wetland. As proposed, the east deck is shown at 20 feet and the west deck is shown at 38 feet from the OHWL, resulting in new encroachments for both.

In the plan images below, the previously existing deck is shown in red dashed lines. Combined, the existing decks account for 615 square feet of hardcover. The proposed decks, including the hot tub (as shown), will result in 662 square feet of hardcover. As proposed, the hardcover will increase by 47 square feet more than the existing amount within the 75-foot setback.



Practical Difficulties Analysis

Applicant Submittal Information: The applicant has identified the large area of Ferndale Marsh as impacting the developability of the property, with additional lake and wetland setbacks, as practical difficulties supporting the requested variances. Additionally, they have provided supporting documentation regarding Practical Difficulties attached as **Exhibit C**, and should be asked for additional testimony regarding the application.

Planning Staff Practical Difficulty Analysis: Regarding practical difficulty, Staff finds the significant impact of Ferndale Marsh from a setback and lake designation standpoint results in no legal buildable area. These factors, combined with the location of the existing improvements, serve as practical difficulties generally supporting the requested variances.

Due to the nonconforming conditions on the property, any change to the footprint of the decks resulting in new footprint areas will require variances. The purpose of the proposed changes, to improve the functionality of the deck areas, appears to be reasonable, and although minimal, Staff does not support the increase in hardcover. The additional hardcover proposed within the 75-foot setback should be offset by equal or greater hardcover removals elsewhere on the property.

LOT ANALYSIS WORKSHEET

Section 78-305 + 78-1279 – Setbacks:

LR-1A	Required	Existing	Proposed East Deck	Proposed West Deck
Rear (south)	50'	35' Home	No change	No change
Side Street	30'	61' Home 80' West Deck	No change	No change
Northeast Side	30'	27.3' Home 33.8' East Deck	No change	No change
Wetland	25'	24' East Deck	20'	38'
Lakeshore	75'	43' West Deck		
Average Lakeshore	The adjacent home (1070 Ferndale Rd W) is situated as close as 52 feet from the OHWL. The new (east) deck is proposed to increase its ALS encroachment by 4 feet. The new (west) deck is proposed to increase its ALS encroachment by 5 feet.			

Section 78-305 – Lot Area/Width:

LR-1A	Lot Area	Lot Width
Required	87,120 s.f. 2.0 acres)	200'
Actual	22,740 s.f. (0.5 acre) above the OHWL	~ 192' @ 75' / ~226' @ OHWL

Section 78-1403 – Structural Building Coverage:

Total Lot Area	Total Structural Coverage
22,740 s.f. (0.5 acre)	Allowed: 4,548 s.f. (20%) Existing: 3,756 s.f. (16.5%) Proposed: 3,756 s.f. (16.5%)

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

Stormwater Overlay District Tier	Total Area in Zone	Allowed Hardcover	Existing Hardcover	Proposed Hardcover
Tier 1	22,740 s.f.	5,685 s.f. (25 %)	* 7,460.5 s.f. (32.8%)	* 7,579 s.f. (33.3%)

The submitted hardcover calculations (Exhibit F**) were not itemized. Staff calculated estimated hardcover but the application should provide clarification prior to placement on the Council’s agenda for consideration.*

Applicable Regulations:

Variances: 75-foot Lake Setback + Average Lakeshore Setback (Sec 78-1279); Wetland Setback (Sec 78-1605); Hardcover (Sec 78-1680 & 78-1700)

The new decks result in a 47 square foot increase in hardcover within the 75-foot setback; and the project reflect a total of approximately 118 square feet of new hardcover overall. Also, the new footprint will create 4-foot and 5-foot increases in the deck encroachments into the average lakeshore setback, lake setback, and partially within the wetland setback.

Governing Regulation: Variance (Section 78-123)

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

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

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

1. The variance is in harmony with the general intent and purpose of the Ordinance. **The variances for the construction of new decks are supported by practical difficulties. Much of the existing improvements are located within the 75-foot lake setback. Therefore, there is existing hardcover within the lake setback as well. The new decks will maintain similar setbacks from the lake and wetland. The placement of the new decks is limited by the existing wetland and lake setback and existing improvements. The project is in harmony with the general intent of the Ordinance due to the practical difficulties of the property’s existing conditions and absence of a legal building footprint area. This criterion is met.**
2. The variance is consistent with the comprehensive plan. **The variances supporting the new decks are consistent with the Comprehensive Plan. The applicant has identified the necessary practical difficulties inherent in the land, supporting their requests. The proposed increase in hardcover for the site overall and within the 75-foot setback is not consistent with the comprehensive plan and should be offset by equal or greater removals. The criterion is met with a reduction in the hardcover.**
3. The applicant establishes that there are practical difficulties.

- a. The property owner proposes to use the property in a reasonable manner not permitted by the official controls; **The property has no legal buildable area. The existing nonconforming decks can be rebuilt in-kind. The proposed construction of reconfigured decks in a similar location at a similar setback is a reasonable use of the property. However, Staff does not find practical difficulties supporting the overall increase in hardcover. This criterion is met with an amendment to the hardcover.**
- b. There are circumstances unique to the property not created by the landowner; **The existing house/decks were not built by the current owners. The existing conditions of the lot, including the location of the existing structures and improvements, were not created by the owners. Additionally, the lake, wetland, topography, and vegetation further limit the placement of conforming decks and that is not a circumstance created by the landowners;** and
- c. The variance will not alter the essential character of the locality. **The proposed variances are supported by practical difficulties and will not alter the character of the area. The proposed decks are smaller in size. The setbacks from the lake and wetland remain similar to those of the existing improvements. The average lakeshore setback encroachment will not impact views enjoyed by the neighboring property. This criterion is met.**

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

4. Economic considerations alone do not constitute practical difficulties. **Economic considerations have not been a factor in the variance approval determination.**
5. Practical difficulties also include but are not limited to inadequate access to direct sunlight for solar energy systems. Variances shall be granted for earth-sheltered construction as defined in Minn. Stat. § 216C.06, subd. 17, when in harmony with Orono City Code Chapter 78. **This condition is not applicable.**
6. The board or the council may not permit as a variance any use that is not permitted under Orono City Code Chapter 78 for property in the zone where the affected person's land is located. **This condition is not applicable, as improvements to a single-family home are an allowed use in the LR-1A District.**
7. The board or council may permit as a variance the temporary use of a one-family dwelling as a two-family dwelling. **This condition is not applicable.**
8. The special conditions applying to the structure or land in question are peculiar to such property or immediately adjoining property. **The existing conditions of the property, including the standard size, existing location of structures, and their proximity to the lake and wetland edge, topography, and vegetation are unique conditions to this specific property. This criterion is met.**
9. The conditions do not apply generally to other land or structures in the district in which the land is located. **The existing home is in a nonconforming location. The proposal is to construct a new single-family home in a similar location and maintain the current setbacks. However, the house size will be reduced and the overall hardcover will be reduced on the site. This criterion is met.**
10. The granting of the application is necessary for the preservation and enjoyment of a substantial property right of the applicant. **The setbacks impacting the property overlap, eliminating any buildable area. The existing home is in a nonconforming location. The proposal is to construct replacement lakeside decks in a similar location and with similar setbacks. However, the 75-foot hardcover should not increase, and the overall hardcover should be reduced by the amount added on the site. This criterion is met with an amendment to the hardcover.**
11. The granting of the proposed variance will not in any way impair health, safety, comfort or morals, or in any other respect be contrary to the intent of this chapter. **Granting the requested variances will not adversely impact health, safety, comfort, or morals of the community. This criterion is met.**

12. The granting of such variance will not merely serve as a convenience to the applicant, but is necessary to alleviate demonstrable difficulty. **The variances allow for the construction of new decks in a similar location to that of the existing improvements. This criterion is met.**

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

Public Comments

To date, no public comments have been received.

Issues for Consideration

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

Planning Staff Recommendation

Planning Staff recommends as follows:

- Approval of the setback variances supporting the deck footprint changes; and
- Denial of the variance to increase the site's hardcover.

The applicant should submit corrected hardcover calculations and demonstrate the hardcover reduction before placement on the City Council's agenda for consideration.

From: [Chip Truwit](#)
To: [Melanie Curtis](#)
Cc: [Paula Picard](#)
Subject: 1080 Ferndale Road West variance application
Date: Sunday, July 20, 2025 2:22:01 PM
Attachments: [preview.webp](#)

Melanie

I have been meaning to send a note to you in support of the neighbors (across the street) who have asked to restore their deck now that they have all but finished the remodeling of their home, with some variation, eliminating the curve.

6344488_0_Y6FzIU_p

Image · 54 KB

Paula and I have no objections.

More importantly, the new neighbors, Griffin and Faith Dooling have done a terrific job with that home and property.

In short, we support the proposed variance application.

Regards,

Chip Truwit and Paula Picard

Sent from my iPhone

1105 Ferndale Road W





Minutes
Planning Commission Regular Meeting
Monday, July 21, 2025, 6:00 PM
City Council Chambers 2780 Kelley Parkway, Orono, MN 55356

5.2. LA25-000025, SOUTHVIEW DESIGN, 1530 ORCHARD BEACH PLACE, VARIANCES

The Planning Commission is requested to review the Staff report, receive a presentation, and discuss and deny the request for variances to construct an accessory cabana lakeward of the primary residence. The residents have permits for several other improvements, including a patio and pool, that do not impact the lakeshore setback.

The Planning Commission discussed the item and asked questions of staff and the applicant, Josh Koller, Southview Designs, and the homeowner, Brett Schraber, 1530 Orchard Beach Place.

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

There were no public comments. A letter from a neighbor supporting the project was read into the record.

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

Commissioners noted that no structures are allowed in the average lakeshore setback, but that a road easement on one side made a unique average lakeshore setback, and that the structure would not impact the view of any neighbor. If the easement were not there, the project would not require a variance. However, past practice has been to deny accessory structures in the setback. Commissioners were not in favor of the variance to have the cabana and the primary structure less than 10 feet apart.

Brandabur moved, Prchal seconded, to approve LA25-000025, 1530 Orchard Beach Place, Average Lakeshore Setback Variance with the condition that the cabana would adhere to the 10-foot separation from the principal structure and the side-yard setback. VOTE: Ayes: 4, Nays 0.

5.3. LA25-000026, GRIFFIN DOOLING, 1080 FERNDAL RD WEST, VARIANCES.

The Planning Commission is requested to review the Staff report, receive a presentation, and discuss and approve variances to setbacks and hardcover to reconstruct an existing deck with a different configuration. Since the lot has no buildable envelope, staff agreed that there is a practical difficulty, but they would recommend requiring hard cover reduction. The new deck is necessitated by structural problems with the existing home.

The Planning Commission discussed the item and asked questions of staff and the applicant, Griffin Dooling, 1080 Ferndale Rd. W.

Chair McCutcheon opened the public hearing at 6:53 p.m.

There were no public comments.

Chair McCutcheon closed the public hearing at 6:53 p.m.

Commissioners agreed there was a practical difficulty, and they could understand the recommendation that the applicant should show where they can reduce hardcover before it goes to the City Council, although they could not see a lot of places to remove hardcover, and they did not find the request egregious.

Brandabur moved, Tift seconded, to approve LA25-000026, 1080 Ferndale Rd West, Variances as applied. VOTE: Ayes: 4, Nays 0.



UPDATED

City of Orono

Hardcover Calculation Worksheet

Council Exhibit F

Property Address: 1080 Ferndale Rd W

Prepared by: Nick Rukamp per info from Survey

Date: 6/26/25

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

Step 1: EXISTING HARDCOVER

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

Key to Survey	Hardcover Item (Describe)	Length x Width	Total (Square Feet)
(Example)	(Garage)	(24' x 30')	(720 S.F.)
A	Building		3756.32 S.F.
B	Driveway		3043.82 S.F.
C	Concrete walk		53.10 S.F.
D	Concrete pad		34.23 S.F.
E	Concrete steps		79.15 S.F.
F	Decks		603.01 S.F.
G			S.F.
H			S.F.
I			S.F.
J			S.F.
K			S.F.
L			S.F.
M			S.F.
N			S.F.
O			S.F.
P			S.F.
Q			S.F.
R			S.F.
S			S.F.
T			S.F.
U			S.F.
V			S.F.
W			S.F.
X			S.F.
Y			S.F.
Z			S.F.
(1) Total Existing Hardcover			7,569.63 S.F.
Excludable Hardcover (See City Code Sec 78-1684):			
			S.F.
			S.F.
			S.F.
			S.F.
			S.F.
(2) Total Excludable Hardcover			S.F.
(3) Net Existing Hardcover [Subtract line (2) from line (1)]			S.F.
(4) Total Lot Area			22740.53 S.F.
Existing Hardcover Percentage [(3) ÷ (4)]			33.29 %



City of Orono Hardcover Calculation Worksheet

Property Address: 1080 Ferndale Rd W

Prepared by: Nick Rukamp per info from Survey

Date: 6/26/25

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

Step 2: PROPOSED HARDCOVER

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

Key to Survey	Hardcover Item (Describe)	Length x Width	Total (Square Feet)
(Example)	(Garage)	(24' x 30')	(720 S.F.)
A	Building		3756.32 S.F.
B	Driveway		3043.82 S.F.
C	Concrete walk		53.10 S.F.
D	Concrete pad		34.23 S.F.
E	Concrete steps		79.15 S.F.
F	New decks		613.59 S.F.
G			S.F.
H			S.F.
I			S.F.
J			S.F.
K			S.F.
L			S.F.
M			S.F.
N			S.F.
O			S.F.
P			S.F.
Q			S.F.
R			S.F.
S			S.F.
T			S.F.
U			S.F.
V			S.F.
W			S.F.
X			S.F.
Y			S.F.
Z			S.F.
(1) Total Proposed Hardcover			7580.21 S.F.
Excludable Hardcover (See City Code Sec 78-1684):			
			S.F.
			S.F.
			S.F.
			S.F.
			S.F.
(2) Total Excludable Hardcover			S.F.
(3) Net Proposed Hardcover [Subtract line (2) from line (1)]			S.F.
(4) Total Lot Area			22740.53 S.F.
Proposed Hardcover Percentage [(3) ÷ (4)]			33.33 %

AGENDA ITEM



Date: August 11, 2025

Item: 15

Title: Donation for Park Signs - Resolution 7602

Presenter: Joe Ruthenberg, Superintendent - Parks, Facilities

Section: Consent Agenda

1. **Purpose:**

The purpose of this agenda item is to accept a donation to be used towards the purchase of park signs.

2. **Background:**

The City has established a Park Donation Program to give individuals, families, and organizations the ability to enrich and grow our parks, trails and open spaces. As part of this program, the City has received a donation from the Orono Garden Club in the amount of \$2,995. The donation is for the purchase of park signs. By accepting this donation, the City agrees to use these funds for park signs.

At the July 28th Council meeting, the City Council verbally accepted the donation; however, in accordance with Minnesota Statute 465.03 regarding the acceptance of donations by a municipality, a formal resolution is required.

3. **Staff Recommendation:**

Staff recommends acceptance of the donation to help purchase park signs. .

COUNCIL ACTION REQUESTED

Motion to adopt a resolution formally accepting the donation of \$2,995 from the Orono Garden Club for the purchase of park signage

Exhibits

[A. Resolution 7602 Garden Club Donation - Park Signs](#)



CITY OF ORONO
RESOLUTION OF THE CITY COUNCIL
NO. 7602

**RESOLUTION ACCEPTING
ORONO GARDEN CLUB
PARK SIGNS DONATION**

WHEREAS, the City of Orono is authorized by Minn. Stat. § 465.03 to accept donations of property for the benefit of its people and is specifically authorized to accept gifts; and

WHEREAS, the Orono Garden Club wishes to make a donation to the City of Orono (“City”) for the purchase of park signs; and

WHEREAS, the value of this donation is \$2,995; and

WHEREAS, the donation has been donated to Orono for the benefit of its residents; and

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

NOW, THEREFORE, BE IT RESOLVED, that the Orono City Council gratefully accepts the donation of \$2,995 to be used specifically for park signs.

FURTHER, City of Orono will acknowledge receipt of the donation and express appreciation to the Orono Garden Club.

Adopted by the City Council of Orono, Minnesota at a regular meeting held on August 11, 2025.

ATTEST:

CITY OF ORONO

Christine Lusian, City Clerk

Bob Tunheim, Mayor

AGENDA ITEM



Date: August 11, 2025

Item: 16

Title: Hire Seasonal Employee

Presenter: Maggie Jin, Finance Director

Section: Consent Agenda

1. **Purpose:**

The purpose of this agenda item is to gain approval to hire a seasonal employee.

2. **Background:**

The City hires seasonal employees to accomplish a variety of tasks. The hourly pay is proposed to be \$14.50-\$17.50 for the Golf Course Clubhouse Attendants and Brush Site Attendants; \$14.50-\$18.50 for Parks/Golf Course Maintenance Employees and Public Works Maintenance Workers. Seasonal employees fall under the 6-month PERA Classification and are therefore excluded from PERA membership.

3. **Seasonal Employee Appointments and Candidates:**

Seasonal Employee Appointment and Candidates

Name	Position	Wage (Per Hour)	Remarks
Lewis Conway	Seasonal Parks Maintenance Worker	\$17.75	New Hire

COUNCIL ACTION REQUESTED

Motion to approve hiring the seasonal employee listed in the table above.

AGENDA ITEM



Date: August 11, 2025

Item: 17

Title: Gillespie Center Update

Presenter: Christine Lusian, City Clerk

Section: Presentations

1. **Purpose:**

The purpose of this item is for the Gillespie Center to present information to City Council.

2. **Background:**

Rhonda Nelson, Executive Director of the Gillespie Center, wants to extend sincere thanks to the City of Orono for the generous support in 2024 on behalf of the Gillespie Center. Orono contributed \$12,000 to the Gillespie Center in 2024. The funds made a meaningful impact on their programs and the lives of their members, helping advance the mission to provide a supportive environment, space, and culture that enriches the lives of community members. Gillespie Center appreciates the opportunity to attend the Orono City Council meeting to provide a brief update on how the funds were used and the positive outcomes it generated, as well as request consideration for continued funding support for 2025.

3. **Staff Recommendation:**

Receive the update from the Gillespie Center and provide direction on the 2025 funding support for the Gillespie Center.

COUNCIL ACTION REQUESTED

Receive the update from the Gillespie Center and provide direction on the 2025 funding support for the Gillespie Center.

Exhibits

[A. Gillespie Center Request to Present](#)

[B. Gillespie Presentation](#)

Christine Lusian

From: Rhonda Nelson <Director@gillespiecenter.org>
Sent: Wednesday, July 23, 2025 4:54 PM
To: Bob Tunheim
Cc: Christine Lusian
Subject: Request to Provide Update on Gillespie Center at Upcoming Council Meeting

Dear Mayor Tunheim,

I hope this message finds you well.

On behalf of the Gillespie Center, I want to extend our sincere thanks to the City of Orono for your generous support in 2024. Your donation made a meaningful impact on our programs and the lives of our members, helping us advance our mission to provide a supportive environment, space, and culture that enriches the lives of our community members.

We would greatly appreciate the opportunity to attend an upcoming Orono City Council meeting to provide a brief update on how your contribution was used and the positive outcomes it generated. Additionally, we would like to formally request consideration for continued funding support in 2026.

Please let me know if we can be added to the agenda of an upcoming meeting. I look forward to the opportunity to share the important work your support has made possible.

Warm regards,

Rhonda Nelson
Executive Director, Gillespie Center
Director@GillespieCenter.org
(952) 472-6501
(612) 802-1143

Presentation to the Orono City Council

August 11, 2025

6:00 pm





OUR STRATEGY

VISION

We envision a thriving community!

MISSION

We are dedicated to providing a prosperous and supportive environment, culture, and space to enrich the lives of our community members of all ages.

VALUES

Dignity | We are thoughtful of all who interact with the Gillespie Center.

Inclusion | We welcome, value, respect, and hear all voices and diverse points of view.





Innovation | We invent a better future learning from the past.

Sustainability | We are fiscally responsible to ensure a safe and secure space for future generations.

Trust | We embrace an honest, genuine, and transparent culture for all.

Goals Aligned to Strategy

In order define SUCCESS we created GOALS that align to our Vision, Mission and Values...

GOAL	MEASURE FREQUENCY	BASELINE (MAY 2024)	2025 GOAL	PROGRESS	CURRENT STATUS
Increase Membership	Quarterly	343	429 (+25%)		357 (+4%)
Increase Profit	Yearly	-\$67,479	Break Even		+ 25.9K
Increase Programming Usage (Monthly)	Quarterly	722	833 (+20%)		1002 (+39%)
NPS (Customer Satisfaction)	Yearly	44	53 (+20%)		86 (+95%)

Services & Programming

COMMUNITY SERVICES

- Free Income Tax Preparation
- Free Health Insurance Counseling
- Defensive Driving Classes
- Hearing Services
- Foot Care Services
- Eye Glass Services
- Free Flu Shot Clinic
- Dementia Screening
- Free Tech Support
- Mound Westonka Blood Drive
- Election Site
- Lunch & Breakfast Program

PROGRAMMING

- Fitness Classes (Fitness, Strength & Cardio, Tai Chi, Chair Yoga, Walking Club)
- Coffeehouse
- Card and Game Clubs
- Art Group
- Photography Group
- Crafting Group
- Ukelele Group
- Vocal Choir Group
- Square Dancing (popular among home-schooled kids)
- Gardening, partnership with Westonka Garden Guild
- Men's Shed

Educational Programs

EDUCATIONAL SEMINARS

- Health seminars hosted by Ridgeview Medical – Cancer Prevention, Fall Prevention, Strategies for Urinary Incontinence, Skilled vs Private Pay home care services, Medication Management, Brain Health, Diabetes Prevention
- Health & Wellness series hosted by CareInSight Partners
- Financial (Estate Planning, Market Outlook, CDs vs Annuities)
- PrePlanning (Medical Assistance, Legal Planning, Advance Planning)
- Medicare Informational series
- Aging Matters: Video & Discussion Series
- Technology Seminars (Apple Tech Talk)

SPECIAL INTEREST

- Historical Seminars
- Author Speakers
- Community Talks: Fire Chief, Police, Mayor
- Heists, Forgeries, & Scandals in the Art World
- Real Estate (Fraud, Downsizing)

EXCURSIONS

- Theaters
- Sporting Events
- Casino
- Museums
- Holiday Lights

Marketing Update



- ✓ New Logo
- ✓ Building Refresh
- ✓ Updated Website
- ✓ Expanded Social Media
- ✓ Expand partnerships with local community centers and senior living housing
- ✓ Newsletter Sponsorship Program

Fundraising

2025

- Discount Bakery
- Spring Fling
 - Spaghetti Dinner
 - 2 Cash Bingo events
- Paint & Sip Event
- Al & Alma's Cruises
- Lunch with Scotty B (Quarterly)
- Spirit of the Lakes Cornhole Tournament & Family Fun Day
- Culver's Community Nights

2025 PLANNED

- Summer Concert – The Arcades – August 15
- Back Channel Community Night – August 26
- Fashion Show & Luncheon – September 19
- Family Bingo – September 28
- Scotty B Lunches – Aug 27 & November
- Culver's Community Night - October
- Holiday Boutique - November
- Christmas Brunch – December
- Pancake Breakfast with Santa - December
- **25th Anniversary Celebration!**



25th Anniversary Celebration

October 25, 2025

PLEASE JOIN US IN CELEBRATING 25 YEARS OF THE GILLESPIE

Doors Open at 5:00 PM

Pork Chop Dinner served at 6:00 PM

Program honoring Bill Gillespie “Through the Years and Beyond”

Music by the Abiders from 7:00 - 11:00 PM

Cash Bar, Silent Auction & Wine Pull

TICKETS: \$25



Our Ask...

While we are making every effort to rebrand, enhance programming, and increasing fundraising efforts, we can not do it alone.

We need your help to fulfill our Vision of a Thriving Community and our Mission to provide a prosperous and supportive environment, culture, and space to enrich the lives of our community members of all ages.

Please continue supporting this wonderful Community Asset!

Other Ways You Can Support

- ✓ City Communications (Newsletter, Website, Social Media)
- ✓ Like Us on Facebook & Instagram
- ✓ Invite others and Share our Posts
- ✓ Consider a donation
- ✓ Consider becoming a Supporter (Member)
- ✓ Volunteer Opportunities
- ✓ Attend our Events, Programs & Fundraisers!
- ✓ Tell your friends, families & neighbors!

MEMBERSHIP LEVEL		BUSINESS SPONSORSHIP
<input type="checkbox"/> \$40 Individual (Basic)	<input type="checkbox"/> \$125 Silver Supporter	<input type="checkbox"/> \$300 Silver Supporter
<input type="checkbox"/> \$50 Household/Family	<input type="checkbox"/> \$250 Gold Supporter	<input type="checkbox"/> \$700 Gold Supporter
<input type="checkbox"/> \$100 Bronze Supporter	<input type="checkbox"/> \$500 Platinum Supporter	<input type="checkbox"/> \$1000 Platinum Supporter
	<input type="checkbox"/> \$1000 Diamond Supporter	<input type="checkbox"/> \$2000 Diamond Supporter

Questions?



AGENDA ITEM



Date: August 11, 2025

Item: 18

Title: LA25-000025, 1530 Orchard Beach Place, Variance

Presenter: Matt Karney, Planner

Section: Community Development Report

1. **Purpose:**

The applicant requests approval of an average lakeshore setback variance to construct an accessory building.

2. **MN§15.99 Application Deadline:**

The application was made on June 17, 2025 and deemed complete on June 20, 2025. The 60-day review period expires on August 19, 2025.

3. **Background:**

The applicant proposes an accessory building, a pool cabana, in the lakeyard of the property, where a permitted patio and pool are under construction. As the property is adjacent to right-of-way, the average lakeshore setback is defined by the distance between the ordinary high water level (OHWL) and the adjacent residence to the east, making a setback of 129 feet from the OHWL.

[Link to Planning Commission Packet](#)

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

On July 21, 2025, the Planning Commission held a public hearing for the requested variance. The Planning Commission, in their discussion, determined the application of the average lakeshore setback created a practical difficulty for the applicant. The Commission noted that right-of-way for Orchard Beach Place creates a unique setback line. If the subject property were to measure the average lakeshore setback using the residence on the property to the west of the right of way, there would be a conforming building envelope for an accessory building. Additionally, the Commission noted that the sightlines from the property to the east would not be impacted by the proposed building and there is established vegetation along the property line to create additional screening.

A variance for building separation was requested with the original application, as the proposed accessory building was within the required 10 feet of separation with the primary residence. The Planning Commission provided a recommendation of approval on a vote of 4 to 0 for the ALS variance, contingent on the applicant revising their plans to meet the 10 feet of separation between the accessory building and the residence, while not impacting the side-to-street setback to the west. The applicant has submitted an updated plan addressing the Commission's motion, included as Exhibit A

[Link to Planning Commission Video](#)

5. **Public Comment:**

One (1) public comment has been received in support of the application, attached as Exhibit C.

6. **Staff Recommendation:**

As applied, Planning Staff recommends denial. Staff contends a practical difficulty has not been established as the applicant has full use of the property for a single family home and there are possible conforming locations for an accessory building exist on the property along the north side of the home, and the proposed location serves as a convenience.

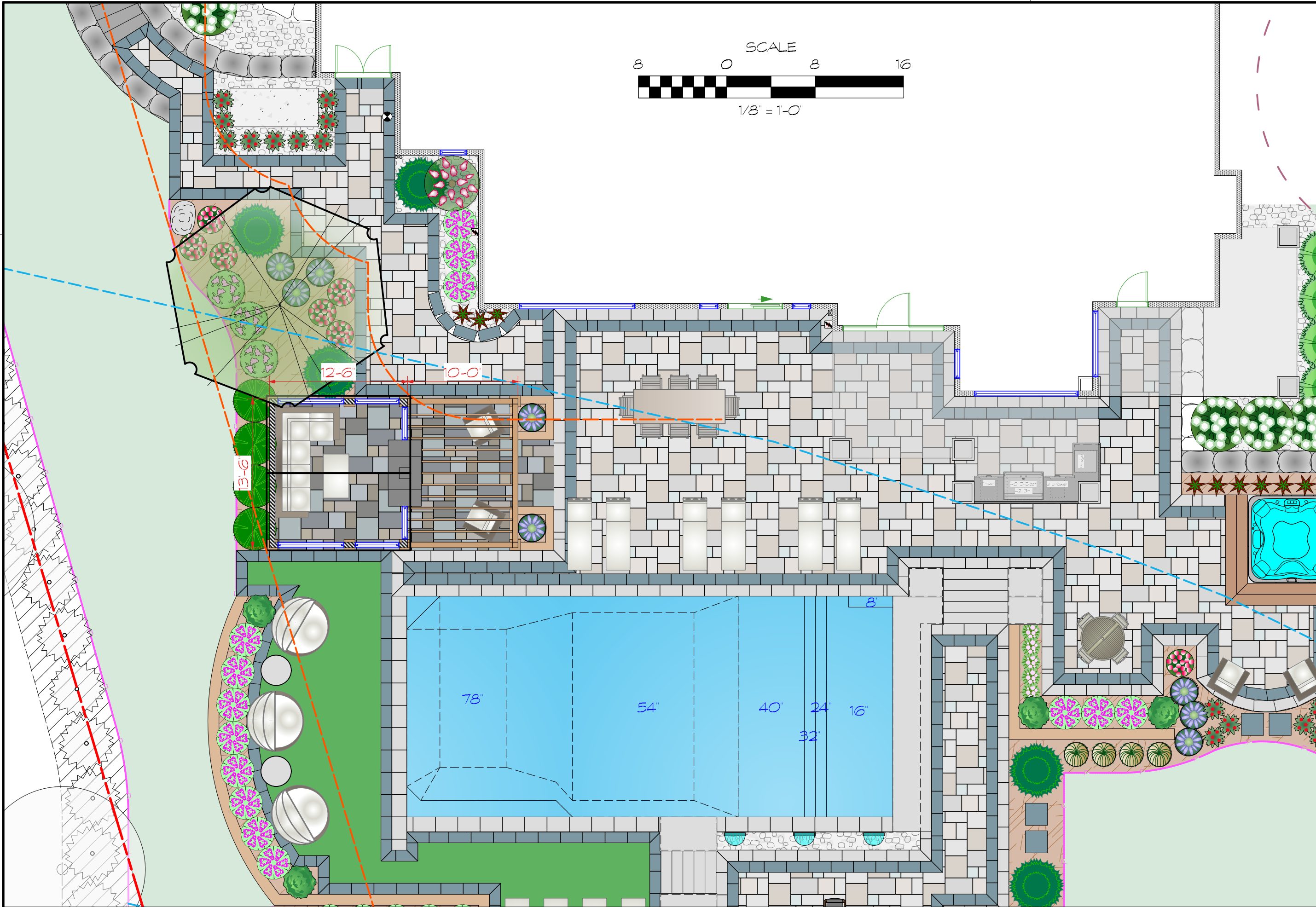
Staff requests the Council review the revised plan along with the practical difficulty standards to provide direction to City Staff for drafting a resolution.

COUNCIL ACTION REQUESTED

The Council should direct Staff to draft a resolution with the determined findings for the August 25, 2025 City Council meeting.

Exhibits

- A. Revised Site Plan
- B. 7/21 PC Draft Minutes
- C. Public Comment
- D. Application & Practical Difficulties
- E. PC Staff Report



2383 Pilot Knob Rd
Mendota Heights, MN 55120
Phone: 651-203-3000
Fax: 651-455-1734
SouthviewDesign.com

NO.	Date	Issue Notes
NO.	Date	Revision Notes

Brett Schrabler
Cabana OP1
1530 Orchard Beach Place
Mound, MN. 55364

Designer:
Josh Koller
Design Associate:
Nick Heiling
Measure Team:
CB, SH
Measure Input:
SH
Print Date: 2025-07-29
File Name:
2025-06-06_Schraber.wx

This drawing contains proprietary information which belongs to Southview Design Inc. Any unauthorized duplication or use is strictly prohibited.

Released By: _____
Date Released: / /

Sheet
17 of 20

Scale:
1/8" = 1'-0"





Draft Minutes
Planning Commission Regular Meeting
Monday, July 21, 2025, 6:00 PM
City Council Chambers 2780 Kelley Parkway, Orono, MN 55356

5. PUBLIC HEARINGS

5.2. LA25-000025, SOUTHVIEW DESIGN, 1530 ORCHARD BEACH PLACE, VARIANCES

The Planning Commission is requested to review the Staff report, receive a presentation, and discuss and deny the request for variances to construct an accessory cabana lakeward of the primary residence. The residents have permits for several other improvements, including a patio and pool, that do not impact the lakeshore setback.

The Planning Commission discussed the item and asked questions of staff and the applicant, Josh Koller, Southview Designs, and the homeowner, Brett Schraber, 1530 Orchard Beach Place.

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

There were no public comments. A letter from a neighbor supporting the project was read into the record.

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

Commissioners noted that no structures are allowed in the average lakeshore setback, but that a road easement on one side made a unique average lakeshore setback, and that the structure would not impact the view of any neighbor. If the easement were not there, the project would not require a variance. However, past practice has been to deny accessory structures in the setback. Commissioners were not in favor of the variance to have the cabana and the primary structure less than 10 feet apart.

Douglas and Diane Waldoch
4215 North Shore Drive
Orono, MN 55364

7-21-2025

To Whom It May Concern,

I, Diane Waldoch, the owner of the property located at 4215 North Shore Drive, am writing to confirm that I am aware of and have no objection to the proposed location of the cabana project planned at Brett Schrabers property located at 1530 Orchard Beach Place.

I have reviewed the plans and understand the proposed location of the cabana relative to our shared property line. I have no concerns with the placement and support the project moving forward as described. I believe the cabana will be a tasteful addition to the property and will not negatively impact the surrounding homes.

Please feel free to contact me if further information is needed.

Sincerely,




Diane Waldoch

Land Use Application Summary

Application Date: 06/17/2025
Address: 1530 Orchard Beach Place
Orono, MN 55364
Parcel Number: 0711723430003
Land Use Number: LA25-000025
Application Submitted By: Agent on behalf of property owner
Owner:
Name: NORTH SHORE FUNDING LLC
Address: - Brett Schraber
Applicant:
Name: Stephen Filloon
Company: Southview Design
Address: 2383 Pilot Knob Rd
Mendota Heights, MN 55120-
permits@southviewdesign.com

Contact Information:
Associated Contact: Willie Dorniden
wdorniden@southviewdesign.com
Associated Contact:
Associated Contact:
Associated Contact:

Project Description: Back yard renovation including cabana
Land Use Application Type:
Amendmend Application
Appeal of Admin Decision
Concept Application
Conditional Use Permit
Site Plan Application
Subdivision Application
Subdivision Exception
Vacation Application
Variance Application

Applicant Signature: 

PRACTICAL DIFFICULTIES DOCUMENTATION FORM
LA25-000025

1. The property owner proposes to use the property in a reasonable manner not permitted by the Zoning Chapter.

Response: yes

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

Response: The lakeshore juts in toward the home which yields no room for any improvements within the back yard of the home. The average lakeshore setback is within 5 feet of the corner of the existing home.

3. The variance, if granted, will not alter the essential character of the locality.

Response: The addition of a cabana will not alter the essential character.

4. Economic considerations alone do not constitute practical difficulties if reasonable use for the property exists under the terms of the Zoning Chapter.

Response: NA

5. Practical difficulties include, but are not limited to, inadequate access to direct sunlight for solar energy systems. Variances shall be granted for earth-sheltered construction as defined in Minnesota Statutes, Section 116J.06, Subd. 2, when in harmony with this Chapter.

Response: NA

6. The Board of Appeals and Adjustments or the Council may not permit as a variance any use that is not allowed under this Chapter for property in the zone where the affected person's land is located.

Response: NA

7. The Board or Council may permit as a variance the temporary use of a one-family dwelling as a two-family dwelling.

Response: NA

8. The special conditions applying to the structure or land in question are peculiar to such property or immediately adjoining property.

Response: There is an outlot to the west of the property which adversely affects the average lakeshore setback.

9. The conditions do not apply generally to other land or structures in the district in which said land is located.

Response: Generally the adjacent properties vary in distance from the lake shore as the waterline does move in and out throughout the properties. There is a drastic change in the distance from the home to the shoreline from the east property line to the west property line.

10. The granting of the application is necessary for the preservation and enjoyment of a substantial property right of the applicant.

Response: yes

11. The granting of the proposed variance will not in any way impair health, safety, comfort, morals, or in any other respect be contrary to the intent of the Zoning Code.

Response: Yes. There will be no adverse affects to the adjacent neighbors and the structure is not contrary to the intent of the zoning code.

12. The granting of such variance will not merely serve as a convenience to the applicant but is necessary to alleviate demonstrable difficulty.

Response: The calculated average lakeshore setback does not accurately represent the intended purpose of the ordinance in this case. The adjacent home is lakeward of the proposed structure and will not impact lake views.

Date Application Received: 06/17/2025
Date Application Deemed Complete: 06/20/2025
60-Day Review Period Expires: 08/19/2025



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

From: Matthew Karney, Planner

Date: 21 July 2025

Subject: #LA25-00025, Southview Design, 1530 Orchard Beach Place
Variances – Public Hearing

Application Summary: The applicant requests approval of average lakeshore setback and separation between buildings variances to construct an accessory building.
Staff Recommendation: Planning Department Staff recommends denial of the variance.

Background

The applicant proposes an accessory building, a pool cabana, in the lakeyard of the property. Recently, multiple permits have been issued on the property for the construction of patios, walls, and a pool in conforming locations. Variances are requested to construct the proposed accessory building within the average lakeshore setback (ALS) and roughly 7 feet from the home where a 10-foot separation between buildings is required. There ALS is determined by the measured distance between the home and the lake on the property to the east. Adjacent to the property, on the west, is right-of-way for Orchard Beach Place, which runs north-to-south up to the OHWL of Lake Minnetonka.

The proposed hardcover is within the 25% of lot area as stipulated with Tier 1 of the Stormwater Quality Overlay District, and the hardcover associated with the accessory building is mostly captured by the patio space underneath. The applicant has received an erosion control permit from the Minnehaha Creek Watershed District for proposed work on the property.

Practical Difficulties Analysis

Applicant Submittal Information:

The applicant has indicated that the property is a uniquely shaped lot, with a shoreline that varies in depth in relation to the existing house. To eliminate impacts on lake views of the adjacent neighbor (4215 North Shore Drive), the accessory building is proposed roughly 115' feet from the OHWL close to the principal building. Due to the diagonal shoreline there is no conforming building envelope for an accessory building on the property. As proposed the accessory building encroaches on the ALS and does not meet the building separation of 10 feet apart.

Planning Staff Practical Difficulty Analysis:

Staff contends there is no practical difficulty for a new accessory building lakeward of the primary residence. The property has use of the land with the principle building on the site. Due to the orientation of the land and the current vegetative screening the protected sightlines imposed by the ALS would be minimally impacted.

However, the primary residence has similar setback to the OHWL that 4215 North Shore Drive (neighbor to the east) which supports the notion the ALS is not imposing a practical difficulty on this property. Area exists on the street side (north) of the residence that would conform to zoning requirements where an accessory building could be located. The proposed location of the accessory building, within the ALS and with limited separation of the residence, appears to provide convenience solely to the property owners.

LOT ANALYSIS WORKSHEET

Section 78-330 & 78-1279 – Setbacks: Accessory Building

LR-1B District	Required	Existing	Proposed
Street Side (West)	20'	Not Applicable	20.5' Proposed Building
Lakeshore	75'	Not Applicable	115' Proposed Building
Average Lakeshore	The southwest corner of the accessory building is proposed ~20' lakeward of the ALS line, with the northeast corner proposed behind the ALS line.		

Section 78-1403 – Structural Building Coverage:

Total Lot Area	Total Structural Coverage
58,037 s.f. 1.33 acres	Allowed: 11,607 s.f. * Existing: 4,607 s.f. (7.9%) Proposed: 4,950 s.f. (8.5%)

*Maximum footprint of structures cannot exceed 20% of lot size on lots >10,000 s.f. Code Sec. 78-1403 (a)(1)

Section 78-1438 – Building Placement:

All principal and accessory buildings on the same lot must be separated by a ten (10) foot setback from other buildings.

The separation between existing residence and proposed accessory building is approximately seven (7) feet.

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

Stormwater Overlay District Tier	Total Area in Zone	Allowed Hardcover	Existing Hardcover		Proposed Hardcover	
Tier 1	58,037 s.f.	14,509 s.f. (25 %)	9,466 s.f. (16.31%)	0 s.f. within 75' setback	12,577 s.f. (21.67%)	0 s.f. within 75' setback

Applicable Regulations:

Average Lakeshore Setback Variances (Section 78-1279)

As the subject property is located adjacent to Orchard Beach Place (right-of-way) to the west, the distance between the adjacent residence to the east and the OHWL establishes the ALS on the subject property. This distance is 129 feet, 54 feet further inland than the 75-foot lakeshore setback. The proposed accessory building encroaches approximately 20 feet into the ALS at most, and the existing home conforms to the ALS. The applicant has proposed the building location in respect to the pool and patio currently permitted for construction. This was done on the western portion of the patio to better address any impact of the building on the neighboring property's lake views.

Building Placement (Section 78-1438)

The zoning regulations stipulate that buildings must provide at least 10 feet of separation, and the location of the accessory building is proposed approximately 7 feet from the residence.

Governing Regulation: Variance (Section 78-123)

In reviewing applications for variance, the Planning Commission shall consider the effect of the proposed variance upon the health, safety and welfare of the community, existing and anticipated traffic conditions, light and air, danger of fire, risk to the public safety, and the effect on values of

property in the surrounding area. The Planning Commission shall consider recommending approval for variances from the literal provisions of the Zoning Code in instances where their strict enforcement would cause practical difficulties because of circumstances unique to the individual property under consideration, and shall recommend approval only when it is demonstrated that such actions will be in keeping with the spirit and intent of the Orono Zoning Code. Economic considerations alone do not constitute practical difficulties. Practical difficulties also include but are not limited to inadequate access to direct sunlight for solar energy systems. Variances shall be granted for earth-sheltered construction as defined in Minn. Stat. §216C.06, subd. 14, when in harmony with this chapter. The board or the council may not permit as a variance any use that is not permitted under this chapter for property in the zone where the affected person's land is located. The board or council may permit as a variance the temporary use of a one-family dwelling as a two-family dwelling.

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

1. The variance is in harmony with the general intent and purpose of the Ordinance:

*The average lakeshore setback (ALS) is intended to protect lake views from the homes on adjacent lakeshore properties. The proposed placement of the building would have minimal impact to the neighboring sightlines due to the orientation of the lot and the established vegetation on the site. Staff contends there are other portions of the applicant's property, although streetward of the house, that the proposed accessory building could be constructed to be fully outside of the ALS. A variance in this case, where conforming alternatives exist, conflicts with the intent and purpose of the average lakeshore setback. **This criterion is not met.***

2. The variance is consistent with the comprehensive plan:

The proposed variance to construct a building, accessory to an existing primary residential use is consistent with the Comprehensive Plan. This criterion is met.

3. The applicant establishes that there are practical difficulties.

- a. The property owner proposes to use the property in a reasonable manner not permitted by the official controls:

*Reasonable use is established by the principal building on the property. The request to construct an accessory building may be a reasonable request of the property owner to get more beneficial use of their property. However, the accessory building should be proposed in a location that meets the applicable official zoning controls. **This criterion is not met.***

- b. There are circumstances unique to the property not created by the landowner:

*Staff does not find there are circumstances unique to the property. **This criterion is not met.***

- c. The variance will not alter the essential character of the locality:

*The character of the locality may be altered by approval of this variance. The character of the locality is based on Lake Minnetonka. However, part of this character involves utilization of outdoor patios and similar spaces that do not impact lake views of adjacent properties. An accessory building within the average lakeshore setback could impact this character in a negative way. **This criterion is not met.***

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

4. Economic considerations alone do not constitute practical difficulties:

*Staff does not find any economic considerations pertinent to the applicant's request. **This criterion is not met.***

5. Practical difficulties also include but are not limited to inadequate access to direct sunlight for solar energy systems. Variances shall be granted for earth-sheltered construction as defined in Minn. Stat. § 216C.06, subd. 17, when in harmony with Orono City Code Chapter 78:

This condition is not applicable.

6. The board or the council may not permit as a variance any use that is not permitted under Orono City Code Chapter 78 for property in the zone where the affected person's land is located:

The property is allowed up to 2,000 square feet of accessory buildings based on the 1.3-acre property size within the LR-1B zoning district. This criterion is met.

7. The board or council may permit as a variance the temporary use of a one-family dwelling as a two-family dwelling:

This condition is not applicable.

8. The special conditions applying to the structure or land in question are peculiar to such property or immediately adjoining property:

*Staff does not find there are special conditions applying to the property or the proposed accessory building. Additionally, Staff does not find special conditions applying to the land as the primary residence of the subject property is situated at approximately the same distance from the ordinary high water level as the adjacent residence to the east. **This criterion is not met.***

9. The conditions do not apply generally to other land or structures in the district in which the land is located:

*The conditions of this property do apply generally to other land or structures in the district, and in the general area. The shoreline of Lake Minnetonka creates unique property boundaries for the land in the area and not just for this property. **This criterion is not met.***

10. The granting of the application is necessary for the preservation and enjoyment of a substantial property right of the applicant:

*The applicant has an existing primary use of the property with a single-family residence, and the proposal for an accessory building in a non-conforming location is not reasonable for the preservation and enjoyment of the owners' property rights. **This criterion is not met.***

11. The granting of the proposed variance will not in any way impair health, safety, comfort or morals, or in any other respect be contrary to the intent of this chapter:

Approval of variances to permit an accessory building within the average lakeshore setback and the without the required separation between buildings would be contrary to the intent and purpose of the zoning regulations.

*The average lakeshore setback and its application on this property is significantly more restrictive than the 75-foot lakeshore setback. Despite this, the existing home meets the average lakeshore setback, and the area of the property outside of this setback is sufficient in size to support the location of the proposed accessory building. **This criterion is not met.***

12. The granting of such variance will not merely serve as a convenience to the applicant but is necessary to alleviate demonstrable difficulty:

Staff finds the granting of the requested variance would not alleviate a demonstrable difficulty and would only serve as a convenience to the applicant. There has not been a hardship established by the applicant as to why a conforming location on the property for this building cannot be used. This criterion is not met.

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

Public Comments

No public comments have been received by staff as of the writing of this report.

Planning Staff Recommendation

Planning Staff recommends denial as applied.

List of Exhibits

- Exhibit A. Staff Report
- Exhibit B. Application
- Exhibit C. Imagery
- Exhibit D. Cover Letter
- Exhibit E. Site Plans & Project Details
- Exhibit F. Building Details
- Exhibit G. Survey
- Exhibit H. Hardcover Information
- Exhibit I. MCWD Permit
- Exhibit J. Mailing List & Map

AGENDA ITEM



Date: August 11, 2025

Item: 19

Title: Request for Proposals - Professional Auditing Services

Presenter: Maggie Jin, Finance Director

Section: Finance Report

1. **Purpose:**

The purpose of this council item is to gain council approval to publish the Request for Proposals (RFP) for Auditing Services.

2. **Background:**

Staff continuously reviews professional services contracted by the City, with the practice of a 5-year review cycle. The last Request for Proposals (RFP) for Auditing Service was complete in 2019. Since then, the City has been with Abdo for its auditing service. Even with satisfactory service, it is best practice to still go out for RFPs to ensure the City continues receiving exceptional service for a competitive price.

3. **Process:**

With the RFP process, staff recommends the establishment of an ad-hoc Professional Auditing Services RFP review committee with the following individuals: City Administrator, Finance Director and Accountant/HR Representative. The committee will follow the evaluation process and will make a recommendation to City Council upon selection of a firm. Final appointment will be made by City Council. The timeline of the RFP process is as follows:

Proposal Calendar

Request for proposal issued: August 12, 2025

Due date for proposals: October 1, 2025, 4:30 pm

Possibility of interviews: October 6-17, 2025

Firm Selection

Selected firm notified: October 28, 2025

4. **Staff Recommendation:**

Staff recommends approval of the Professional Auditing Services RFP and to establish an ad-hoc Professional Auditing Services RFP review committee.

COUNCIL ACTION REQUESTED

Motion to approve Request for Proposals for Professional Auditing Services and the appointment of an ad-hoc Professional Legal Services RFP review committee.

Exhibits

[A. Professional Auditing Services Request for Proposal](#)



City of Orono
Minnesota

**Request for Proposals
for
Professional Auditing Services**

For the periods ending
December 31, 2025
December 31, 2026
December 31, 2027

CITY OF ORONO
2750 Kelley Parkway
Orono, MN 55356

Maggie Jin
Finance Director
952-249-4611
Mjin@oronomn.gov

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I. INTRODUCTION

A. General Information

The City of Orono is requesting proposals from qualified certified public accounting firms to audit its financial statements for the three (3) fiscal years ending December 31, 2025, 2026 and 2027. The audits are to be performed in accordance with U.S. Generally Accepted Auditing Standards (GAAP). These are the standards set forth for financial audits in the General Accounting Office's (GAO) Government Auditing Standards, the provisions of the Federal Single Audit Act as amended, and U.S. Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments, and Non-profit Organizations.

In order to ensure a fair review and selection process, firms submitting proposals are specifically prohibited from contacting other staff and City Council members regarding the proposals. Any firm that does not abide by this prohibition will be presumed to have withdrawn its proposal by so doing, and will not be considered.

There is no expressed or implied obligation for the City of Orono to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

B. Instructions

To be considered, qualified firms must submit electronic copies of their proposal to Maggie Jin, Finance Director, via e-mail mjin@oronomn.gov **by 4:30 p.m. on October 1, 2025**. The City of Orono reserves the right to reject any or all proposals submitted.

Inquiries about the engagement or the request for proposal should be addressed to:

Maggie Jin
Finance Director
Mjin@oronomn.gov
952-249-4611

The City of Orono reserves the right, where it may serve the City's best interest, to request additional information or clarification from proposers or to allow corrections of errors or omissions. At the discretion of the City, firms submitting proposals may be requested to make oral presentations as part of the evaluation process. Following a review of the proposals, a recommendation for award will be made by the Finance Director to the City Council. A final decision for award of the work will be made by majority vote of the City Council.

The City of Orono reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the proposing firm of the conditions contained in this request for proposal, unless clearly and specifically noted in the proposal submitted and confirmed in the written contract between the City of Orono and the firm selected.

It is anticipated the selection of a firm will be on **October 27, 2025**. Following the notification of the selected firm, it is expected a Letter of Engagement will be executed.

C. Term of Engagement

An initial three-year contract is contemplated, subject to annual review and renewal. Based on satisfactory performance, the concurrence of the Orono City Council and the annual availability of an appropriation, the City may extend the agreement annually without solicitations from other firms. In the event of unsatisfactory performance, or when in the best interest of the City, proposals may be solicited before the end of the three-year period.

The City reserves the right to negotiate all terms and conditions of the contract. In the event the City and the firm are unable to agree upon all contract provisions, the City reserves the right to cease negotiations, reject the firm's proposal, and proceed to negotiate with the next selected firm.

D. Subcontracting

Following the award of the audit contract, no subcontracting will be allowed without the express prior written consent of the City of Orono.

II. NATURE OF SERVICES REQUIRED

A. General

The City of Orono is soliciting the services of qualified firms of certified public accountants to audit its financial statements for the fiscal years ending December 31, 2025, 2026, and 2027. These audits are to be performed in accordance with the provisions contained in this request for proposal.

B. Scope of Work to be Performed

The City of Orono will retain the accounting firm to perform the following tasks:

1. Audit the City's financial processes, records and statements in order to express an opinion on the fairness of the presentation of its government-wide, governmental major fund, business-type major fund and aggregate remaining non-major governmental and business-type fund financial statements in conformity with generally accepted accounting principles.
2. Perform the tests and procedures involving required supplementary information required by the Governmental Accounting Standards Board (GASB) as mandated by generally accepted auditing standards.
3. Review the presentation of the statistical section of the financial statements insofar as current generally accepted auditing standards require such review.

4. The auditor is required to prepare the Annual Comprehensive Financial Report and perform an annual review to determine necessary steps so that the City may apply to try to receive a Certificate of Achievement for Excellence in Financial Reporting during this engagement.

C. Auditing Standards to be Followed

To meet the requirements of this Request for Proposal, the auditor's work shall be performed in accordance with:

- Generally accepting auditing standards in the United States of America;
- The standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.
- The provisions of U.S. Office of Management and Budget (OMB) Circular A-133, *Audits of State and Local Governments*;
- The provisions of the *Minnesota Legal Compliance Audit Guide for Local Governments*;
- The provisions of the Single Audit Act (as amended).
- Any other Federal, State and local requirements in effect now or placed into effect during the engagements.

D. Reports to be Issued

Following the completion of the audit of the fiscal year's financial statements, the auditor shall:

1. Issue a report on the fair presentation of the financial statements in conformity with generally accepted accounting principles.
2. Issue a report on the internal control structure based on the auditor's understanding of the control structure and assessment of control risk.
3. Issue a report on compliance with applicable laws and regulations.
4. Communicate in a letter to City management any reportable conditions found during the audit. A reportable condition shall be defined as a significant deficiency in the design or operation of the internal control structure, which could adversely affect the organization's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements.

Reportable conditions that are also material weaknesses shall be identified as such in the reports.

Non-reportable conditions discovered by the auditors will be reported in the separate letter to City management, which shall be referred to in the report(s) on internal controls.

The audit firm will be required to make an immediate, written report of all irregularities and illegal acts or indications of illegal acts of which they become aware to the City Administrator, the Finance Director, and the Mayor of the City.

5. If applicable, issue a report on the Schedule of Expenditures of Federal Awards required by OMB Circular A-133.
6. Prepare any other requested or required reports agreed upon in the annual engagement letter.

Final reporting to the City Council. Auditors will ensure that the partner in charge of the audit and/or the Audit Manager is available to attend public meetings for discussion of the final report should his/her attendance be requested by the City Council. Auditors will assure themselves that the Orono City Council is informed of each of the following:

- a) The auditor's responsibility under generally accepted auditing standards and government auditing standards.
- b) Significant accounting policies.
- c) Management judgments and accounting estimates.
- d) Significant audit adjustments.
- e) Other information in documents containing audited financial statements.
- f) Disagreements with management.
- g) Management consultation with other accountants.
- h) Major issues discussed with management prior to retention.
- i) Difficulties encountered in performing the audit.
- j) Performance/efficiency of the City in the fiscal year versus prior years and as compared to other government agencies.
- k) Assumed potential that a single audit may need to be performed and the reports that may have to be included.

E. Special Conditions

1. The City of Orono may occasionally request the auditors to present information or provide routine guidance related to new GASB requirements to the City Council or City staff.

F. Working Paper Retention and Access to Working Papers

All working papers and reports must be retained, at the auditor's expense, for a minimum of six (6) years following the issuance of an opinion, unless the firm is notified in writing by the City of Orono of the need to extend the retention period. The auditor will be required to make working papers available, upon request, to the following parties or their designees:

1. City of Orono
2. Office of the State Auditor
3. U.S. General Accounting Office (GAO)
4. Parties designated by the federal or state governments or by the City of Orono as part of an audit quality review process
5. Auditors of entities of which the City of Orono is a sub-recipient of grant funds

In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

G. Contract Termination

Either party may cancel the contract for an audit year by giving notice in writing to the other party at least ninety (90) days prior to January first of the audit year.

III. DESCRIPTION OF THE GOVERNMENT

A. Principal Contact

The auditor's principal contact with the City of Orono will be the Finance Director, Maggie Jin, who will coordinate the assistance to be provided by the City to the auditor.

B. City Background Information

The City of Orono is located in Hennepin County approximately 15 miles west of downtown Minneapolis on the North Shore of Lake Minnetonka. The City encompasses a total area of approximately 25 square miles, with 16 square miles of land and 9 square miles of lake. The Metropolitan Council has estimated the City of Orono to have population of 8,382. Moody's Investors Service has assigned an AAA rating for the City's general obligation bond rating. Copies of the most recent Comprehensive Annual Financial Report are available on the website www.oronomn.gov or upon request.

The City has approximately 66 full time equivalent employees. City enterprise funds include water utility, sewer utility, storm water utility, recycling program, golf and cable franchise. The City of Orono's fiscal year begins on January 1st and ends on December 31st.

The City's governing body consists of a Mayor and four Council members, all elected at large. Council members serve overlapping terms of office.

The present Mayor and Council members and their respective terms are:

Robert Tunheim	Mayor	December 31, 2028
Alisa Benson	Council Member	December 31, 2026
Jon Schwingler	Council Member	December 31, 2026
Steve Persian	Council Member	December 31, 2028
Jacqueline Ricks	Council Member	December 31, 2028

Adam Edwards, the City Administrator / Engineer has been in the role since March 2021 and previously was Public Works Director for the City since September 2014.

Maggie Jin, the Finance Director, has been with the City since January 2024 as Finance Director and previously was in the Accountant role with the City between February 2018 and July 2021.

C. Budgetary Basis of Accounting

The City of Orono prepares its budgets on a basis consistent with generally accepted accounting principles.

D. Pension Plans

All full-time and certain part-time employees of the City are covered by defined benefit pension plans administered by the Public Employees Retirement Association of Minnesota (PERA). The association administers the Public Employees Retirement Fund and the Public Employees Police and Fire Fund, which are cost sharing multiple employer retirement plans.

E. Personnel Assigned

The City's Finance Department is headed by the Finance Director and consists of an Accountant/HR Representative and an Accounting Clerk. Typical functions include accounts payable, accounts receivable, cash management, utility billing, debt management and financial reporting.

F. Technology Infrastructure

The City's accounting system (Caselle Connect) consists of the General Ledger, Payroll, Accounts Payable, Accounts Receivable, Cash Receipts, and Utility Billing. The system is fully automated.

The City has 2 IT personnel, an IT Manager and an IT Technician. The City of Orono is a member of LOGIS, a computer consortium of 52 member organizations that share hardware and software operations.

G. Internal Audit Function

The City of Orono does not maintain an independent internal audit function other than internal checks performed by the Finance Department.

H. Availability of Prior Audit Reports and Working Papers

Interested proposers who wish to review prior years' audit reports and management letters can find these via the City's website (www.oronomn.gov) or can contact:

Maggie Jin, Finance Director
2570 Kelley Parkway
Orono, Minnesota 55356
Mjin@orononm.gov
952-249-4611

The City of Orono will make its best efforts to make prior audit reports and supporting working papers available to proposers if requested.

IV. TIME REQUIREMENTS

A. Proposal Calendar

Request for proposal issued	August 12, 2025
Due date for proposals	October 1, 2025, 4:30 pm
Possibility of interviews	October 6-17, 2025

B. Firm Selection

Selected firm notified	October 28, 2025
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C. Schedule for the 2025 Fiscal Year Audit

1. Detailed Audit Plan: The auditor will provide the City of Orono both a detailed audit plan and a list of all schedules to be prepared by the City of Orono no later than December 31, 2025.
2. Fieldwork: The auditor will complete all fieldwork by April 30, 2026. A schedule for interim work, fieldwork and draft reports will be determined upon completion of this selection process. A similar time schedule will be developed for audits of future fiscal years.

D. Entrance Conferences and Exit Conferences

At a minimum, the following conferences should be held by the dates indicated on the schedule. These dates may be changed by mutual, written agreement between the City of Orono and the selected auditor.

Week of January 12, 2026: Entrance conference with Finance Director. The purpose of this meeting will be to discuss any potential audit problems and the interim work to be performed. This meeting will also be used to establish overall liaison for the audit and to make arrangements for work space and other needs of the auditor. Discussions of a preliminary audit could be discussed at this time.

No Later than the Week of May 12, 2026: Exit conference with City Administrator and Finance Director. The purpose of this meeting will be to summarize the results of the field work and to review results and findings.

A similar meeting schedule will be developed for audits of future fiscal years.

E. Date Final Report is Due

The Finance Director will complete a review of the draft report as expeditiously as possible. It is not expected that this process should exceed one (1) week. During that review period, the auditor should be available for any meetings that may be necessary to discuss the audit reports. Once all issues for discussion are resolved, the final signed report shall be delivered to the City no later than June 1, 2026. The audit and final report presentation to the City Council will be scheduled for the second Monday in June of 2026.

A similar reporting schedule will be developed for audits of future fiscal years.

V. ASSISTANCE TO BE PROVIDED TO THE AUDITOR AND REPORT PREPARATION

A. Finance Division and Clerical Assistance

The finance division staff and responsible management personnel will be available during the audit to assist the firm by providing information, documentation and explanations. The preparation of any confirmations desired by the auditor will be the responsibility of the City of Orono using the format provided by the auditor.

B. Work Area

The City of Orono will provide the auditor with reasonable workspace, table and chairs. The auditor will also be provided with access to the internet, telephone lines, photocopying facilities. Remote fieldwork will be considered.

C. Report Preparation

City's Annual Comprehensive Financial Report: Report preparation, editing, printing and binding shall be the responsibility of the audit firm. The City completes the Introductory, MD&A, and Statistical sections of the CAFR. The city shall do report editing and proofing.

All Other Reports (as needed): Report preparation, editing, printing and binding shall be the responsibility of the audit firm.

VI. PROPOSAL REQUIREMENTS

A. General Requirements

Responses to this Request should include the following information in the order prescribed below. Submissions must be received by **4:30 p.m. on Wednesday, October 1, 2025** for a consideration by the City:

1. Title Page: Title page showing the request for proposal subject; the firm's name; the name, address and telephone number of the contact person; and the date of the proposal.
2. Transmittal Letter: A signed letter of transmittal which briefly states the proposers' understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes itself to be best qualified to perform the engagement and an acknowledgement that the proposal is a firm and irrevocable offer for the three-year period.
3. Proposal: The Proposal should follow the order set forth in Section VI – B below.
4. An executed copy of the Proposer Warranties attached to this Request for Proposal (Appendix A).
5. Dollar Cost Proposal: The Dollar Cost Proposal should follow the order set forth in Section VI – C below (Appendix B).

Once a firm is selected, an executive copy of the Professional Services Agreement will be required from the selected firm. During the bidding process, firms should reference the sample Professional Services Agreement (Appendix C) to ensure their ability to meet all of the requirements outlined in the agreement.

Proposers should send electronic copies to the following address:

Maggie Jin
Finance Director
City of Orono
Mjin@orononm.gov

Please mark the Subject line of the e-mail as “Audit RFP”.

B. Proposal

1. General Requirements

The purpose of the Technical Proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake an independent audit of the City of Orono in conformity with the requirements of this request for proposal. The Technical Proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the request for proposal requirements.

The Technical Proposal should address all the points outlined in the request for proposal (excluding any cost information, which should only be included in the dollar cost proposal). The Technical Proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposal. While additional data may be presented, the following items must be included. They represent the primary criteria against which the proposal will be evaluated:

2. Independence

The firm should provide an affirmative statement that it is independent of the City of Orono as defined by generally accepted auditing standards.

The firm also should provide an affirmative statement that it is independent of all of the City's agencies and component units.

The firm should also list and describe the firm's professional relationships involving the City or any of its agencies or component units for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit.

In addition, the firm shall give the City written notice of any relevant professional relationships entered into during the period of this agreement.

3. License to Practice in Minnesota:

An affirmative statement should be included that the firm and all assigned key professional staff are properly licensed to practice in Minnesota.

4. Firm Qualifications and Experience

The proposer should state the size of the firm, the size of the firm's governmental audit staff, the location of the office or offices from which the work on this engagement is to be performed, the number and nature of the professional staff to be employed in this engagement on a full-time basis and the number and nature of the staff to be so employed on a part-time basis.

The firm is also required to submit a copy of the report on its most recent external quality control review, with a statement whether that quality control review included a review of specific city engagements.

The firm shall also provide information on the results of any federal or state desk review of field reviews of its audits during the past three (3) years. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations.

The firm shall include the number of clients it has assisted in implementing, and that have received awards in, the GFOA certificate program.

5. Partner, Supervisory and Staff Qualifications and Experience

Identify the principal supervisory and management staff, including engagement partner, managers, other supervisors and specialists, who would be assigned to the engagement. Indicate whether each such person is licensed to practice as a certified public accountant in Minnesota. Provide information on the government auditing experience of each person.

Provide information regarding the number, qualifications, experience and training, including relevant continuing professional education, of the specific staff to be assigned to this engagement. Indicate how the quality of the staff, over the term of the engagement, will be assured.

Engagement partners, managers, other supervisory staff and firm specialists mentioned in the response to this request for proposal may be changed if those personnel leave the firm, are promoted or are assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of the City. However, in either case, the City retains the right to approve or reject replacements.

Other audit personnel may be changed at the discretion of the proposer provided that replacements have substantially the same or better qualifications or experience.

6. Prior Engagements with the City of Orono

List separately by type of engagement (i.e., audit, management advisory services, other) all engagements within the last five years for the City of Orono, ranked on the basis of total staff hours. Indicate the scope of work, date, engagement partners, total hours, the location of the firm's office from which the engagement was performed and the name and telephone number of the principal client contact.

7. Similar Engagements with Other Government Entities

For the firm's office that will be assigned responsibility for the audit, list the most significant engagements performed in the last five (5) years that are similar to the engagement described in this request for proposal. These engagements should be ranked on the basis of total staff hours. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact.

8. Specific Audit Approach

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed to perform the services required in Section II of this request for proposal. In developing the work plan, reference should be made to such sources of information as the City of Orono's budget and related materials, Capital Improvements Program, organizational charts, manuals and programs, and financial and other management information systems.

Proposers will be required to provide the following information on their audit approach:

- a) Proposed segmentation of the engagement
- b) Level of staff and number of hours to be assigned to each proposed segment of the engagement
- c) Sample size and the extent to which statistical sampling is to be used in the engagement

9. Identification of Anticipated Potential Audit Problems

The proposal should identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from the City of Orono.

10. Report Format

The proposal should include sample formats for required reports.

C. Dollar Cost Proposal

1. Total All-Inclusive Maximum Price

The dollar cost proposed should contain all pricing information relative to performing the audit engagement as described in this request for proposal. The total all-inclusive maximum price to be bid is to contain all direct and indirect costs including all out-of-pocket expenses.

The City of Orono will not be responsible for expenses incurred in preparing and submitting the proposal or the dollar cost bid. Such costs should not be included in the proposal.

The following information should be included in the Dollar Cost Proposal:

- a) Name of Firm
- b) Certification that the person signing the proposal is empowered to submit the proposal, and authorized to sign a contract with the City of Orono if the firm is selected
- c) A total all-inclusive maximum price for the 2025, 2026 and 2027 engagements
- d) Rates by Partner, Specialist, Supervisory and Staff Level and hours anticipated for each ¹
- e) A schedule of professional fees and expenses, presented in the format provided in the attached Appendix B, which supports the total all-inclusive maximum price for each year. The cost of special services should be disclosed as separate components of the total all-inclusive maximum price
- f) Out-of-pocket expenses included in the total all-inclusive maximum price and reimbursement rates: All reimbursable expenses by category as included in the total all-inclusive maximum price submitted by the firm
- g) Manner of Payment: The City expects that payments will be made on the basis of hours of work completed during the course of the engagement and out-of-pocket expenses incurred in accordance with the firm's dollar cost proposal. Interim billing shall cover a period of not less than a calendar month. Payment of the final billing will be held by the City pending the delivery of the firm's final reports.

¹ If it should become necessary for the City of Orono to request the firm selected to render any additional services to either supplement the services requested in this RFP or to perform additional work as a result of the specific recommendations included in any report issued under the engagement, then such additional work will be performed only if set forth in an addendum to the contract between City of Orono and the firm. Any such additional work agreed to between City of Orono and the firm will be performed at the same rates set forth in the schedule of fees and expenses included in the dollar cost bid.

VII. EVALUATION PROCEDURES

A. Review of Proposal

The City of Orono reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected.

B. Evaluation Criteria

Proposals will be evaluated using three sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated for both technical qualifications and price. The following represent the principal selection criteria which will be considered during the evaluation process.

1. Mandatory Elements

- a) The audit firm is independent and licensed to practice in Minnesota.
- b) The firm has no conflict of interest with regard to any other work performed by the firm for the City.
- c) The firm adheres to the instructions in this request for proposal for preparing and submitting the proposal.
- d) The firm submits a copy of its last external quality control review report and the firm has a record of quality audit work.

2. Technical Quality

- a) Expertise and Experience
 - 1) The firm's past experience and performance on comparable government engagements.
 - 2) The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation.
 - 3) The firm's expertise with the GFOA Certificate of Excellence in Financial Reporting.
- b) Audit Approach
 - 1) Adequacy of proposed staffing plan for various segments of the engagement.
 - 2) Adequacy of sampling techniques.
 - 3) Adequacy of analytical procedures.

3. Price

- a) Cost will be a factor in the selection of an audit firm. However, price will not be the sole or dominating factor in the selection process.

C. Oral Presentation

During the evaluation process, the City may, at its discretion, request any one or all firms submitting proposals to make oral presentations. Such presentation will provide firms with an opportunity to answer any questions the City may have on a firm's proposal. Not all firms may be asked to make such oral presentations.

D. Final Selection

Staff will recommend to the City Council the appointment of an independent CPA firm judged to be in the best interests of the City for the auditing services required. The final decision with respect to the appointment will be made by the City Council.

E. Right to Reject Proposals

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of Orono and the firm selected.

The City of Orono reserves the right to reject any or all proposals.

F. Disclaimer

There is no expressed or implied obligation for the City of Orono to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

APPENDIX A

CITY OF ORONO

PROPOSER WARRANTIES

- A. Proposer warrants that it is willing and able to comply with State of Minnesota laws with respect to foreign (non-state of Minnesota) corporations.
- B. Proposer warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts or omissions of any officers, employees or agents thereof.
- C. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the City of Orono and the Firefighters' Relief Association.
- D. Proposer warrants that all information provided in connection with this proposal is true and accurate.
- E. Proposer certifies that it can and will provide and make available, at a minimum, all services set forth in Section II of the City's request for proposals, "Services Requested."

Signature of Official: _____

Name (typed): _____

Title: _____

Firm: _____

Date: _____

APPENDIX B-1

CITY OF ORONO

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES

ALL INCLUSIVE AUDIT COSTS

Year	Total All Inclusive Cost – City Audit
2025	\$
2026	\$
2027	\$
Total	\$

APPENDIX B-2

**SCHEDULE OF PROFESSIONAL FEES AND EXPENSES
FOR THE AUDIT OF THE DECEMBER 31, 2025 FINANCIAL STATEMENTS
FOR THE CITY OF ORONO**

NOTE: The rate quoted should not be presented as a general percentage of the standard hourly rate or as a gross deduction from the total all-inclusive maximum price.

	<u>Hours</u>	<u>Standard Hourly Rates</u>	<u>Quoted Hourly Rates</u>	<u>Total</u>
Partners		\$	\$	\$
Managers		\$	\$	\$
Supervisory Staff		\$	\$	\$
Other (Specify)		\$	\$	\$
Subtotal		\$	\$	\$ _____
Out-of-Pocket Expenses				\$
Meals and Lodging				\$
Transportation				\$
Other (Specify)				\$
Total All- inclusive Price for 2025 Audit Services				\$ _____

APPENDIX B-3

**SCHEDULE OF PROFESSIONAL FEES AND EXPENSES
FOR THE AUDIT OF THE DECEMBER 31, 2026 FINANCIAL STATEMENTS
FOR THE CITY OF ORONO**

NOTE: The rate quoted should not be presented as a general percentage of the standard hourly rate or as a gross deduction from the total all-inclusive maximum price.

	<u>Hours</u>	<u>Standard Hourly Rates</u>	<u>Quoted Hourly Rates</u>	<u>Total</u>
Partners		\$	\$	\$
Managers		\$	\$	\$
Supervisory Staff		\$	\$	\$
Other (Specify)		\$	\$	\$
Subtotal		\$	\$	\$ _____
Out-of-Pocket Expenses				\$
Meals and Lodging				\$
Transportation				\$
Other (Specify)				\$
Total All- inclusive Price for 2026 Audit Services				\$ _____

APPENDIX B-4

**SCHEDULE OF PROFESSIONAL FEES AND EXPENSES
FOR THE AUDIT OF THE DECEMBER 31, 2027 FINANCIAL STATEMENTS
FOR THE CITY OF ORONO**

NOTE: The rate quoted should not be presented as a general percentage of the standard hourly rate or as a gross deduction from the total all-inclusive maximum price.

	<u>Hours</u>	<u>Standard Hourly Rates</u>	<u>Quoted Hourly Rates</u>	<u>Total</u>
Partners		\$	\$	\$
Managers		\$	\$	\$
Supervisory Staff		\$	\$	\$
Other (Specify)		\$	\$	\$
Subtotal		\$	\$	\$ _____
Out-of-Pocket Expenses				\$
Meals and Lodging				\$
Transportation				\$
Other (Specify)				\$
Total All- inclusive Price for 2027 Audit Services				\$ _____

ATTACHMENT C

SAMPLE COPY OF STANDARD AGREEMENT FOR PROFESSIONAL SERVICES PROFESSIONAL SERVICES AGREEMENT

AGREEMENT made this _____ day of _____, 2025, by and between the **CITY OF ORONO**, a Minnesota municipal corporation ("City") and _____, _____ ("Consultant").

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

1. **SCOPE OF SERVICES.** The City retains Consultant to furnish the services set forth in the Contract Documents. The Consultant agrees to perform the services.
2. **CONTRACT DOCUMENTS.** The following documents shall be referred to as the "Contract Documents," all of which shall be taken together as a whole as the contract between the parties as if they were set verbatim and in full herein:
 - A. This Professional Services Agreement.
 - B. Consultant's proposal dated _____ re: City of Orono Professional Auditing Services.
 - C. Insurance certificate.

In the event of conflict among the provisions of the Contract Documents, the order in which they are listed above shall control in resolving any such conflicts with Contract Document "A" has the first priority and Contract Document "C" having the last priority.

3. **COMPENSATION.** Consultant shall be paid by the City for the services described in Contract Documents on an hourly basis but not to exceed \$_____, inclusive of reimbursables, taxes and other charges. The not to exceed fee shall not be adjusted if the estimated hours to perform a task, the number of estimated required meetings or any other estimate or assumption is exceeded. Consultant shall request payment for services rendered on a monthly basis. The monthly payment applications from Consultant shall identify work completed.

4. **CHANGE ORDERS.** All change orders, regardless of amount, must be approved in advance and in writing by the City. No payment will be due or made for work done in advance of such approval.

5. **DOCUMENTS.** The City shall be the owner of all documents, reports, studies, analysis and the like prepared by the Consultant in conjunction with this contract.

6. STANDARD OF CARE. Consultant shall exercise the same degree of care, skill, and diligence in the performance of the services as is ordinarily possessed and exercised by members of the profession under similar circumstances in ~~Dakota~~ Hennepin County, Minnesota. Consultant shall be liable to the fullest extent permitted under applicable law, without limitation, for any injuries, loss or damages proximately caused by Consultant's breach of this standard of care. City shall not be responsible for discovering deficiencies in the accuracy of Consultant's services. Consultant shall be responsible for the accuracy of the work and shall promptly make necessary revisions or corrections resulting from errors and omissions on the part of Consultant without additional compensation.

7. COMPLIANCE WITH LAWS AND REGULATIONS. In providing services hereunder, Consultant shall abide by all statutes, ordinances, rules and regulations pertaining to the provisions of services to be provided.

8. INDEMNIFICATION. The Consultant shall indemnify and hold harmless the City, its officers, agents, and employees, of and from any and all claims, demands, actions, causes of action, including costs and attorney's fees, arising out of or by reason of the execution or performance of the work or services provided for herein to the comparative extent they are caused by Consultant's negligent acts or omissions or those negligent acts or omissions of persons for whom Consultant is legally responsible.

9. COPYRIGHT. Consultant shall defend actions or claims charging infringement of any copyright or patent by reason of the use or adoption of any designs, drawings or specifications supplied by them, and they shall hold harmless the City from loss or damage resulting therefrom.

10. INSURANCE. Consultant shall secure and maintain such insurance as will protect Consultant from claims under the Worker's Compensation Acts, automobile liability, and from claims for bodily injury, death, or property damage which may arise from the performance of services under this Agreement. Such insurance shall be written for amounts not less than:

Commercial General Liability (or in combination with an umbrella policy)
\$2,000,000 Each Occurrence
\$2,000,000 Products/Completed Operations Aggregate
\$2,000,000 Annual Aggregate

The following coverages shall be included:

Premises and Operations Bodily Injury and Property Damage
Personal and Advertising Injury
Blanket Contractual Liability
Products and Completed Operations Liability

Automobile Liability

\$2,000,000 Combined Single Limit – Bodily Injury & Property Damage
Including Owned, Hired & Non-Owned Automobiles

Workers Compensation

Workers' Compensation insurance in accordance with the statutory requirements of the State of Minnesota, including Employer's Liability with minimum limits is as follows:

- \$500,000 – Bodily Injury by Disease per employee
- \$500,000 – Bodily Injury by Disease aggregate
- \$500,000 – Bodily Injury by Accident

The City shall be named as an additional insured on the general liability and umbrella policies on a primary and non-contributory basis.

The Consultant shall secure and maintain a professional liability insurance policy. Said policy shall insure payment of damages for legal liability arising out of the performance of professional services for the City, in the insured's capacity as Consultant, if such legal liability is caused by a negligent act, error or omission of the insured or any person or organization for which the insured is legally liable. The policy shall provide minimum limits of \$2,000,000 with a deductible maximum of \$25,000 unless the City agrees to a higher deductible.

Before commencing work, the Consultant shall provide the City a certificate of insurance evidencing the required insurance coverage in a form acceptable to City.

11. INDEPENDENT CONTRACTOR. The City hereby retains the Consultant as an independent contractor upon the terms and conditions set forth in this Agreement. The Consultant is not an employee of the City and is free to contract with other entities as provided herein. Consultant shall be responsible for selecting the means and methods of performing the work. Consultant shall furnish any and all supplies, equipment, and incidentals necessary for Consultant's performance under this Agreement. City and Consultant agree that Consultant shall not at any time or in any manner represent that Consultant or any of Consultant's agents or employees are in any manner agents or employees of the City. Consultant shall be exclusively responsible under this Agreement for Consultant's own FICA payments, workers compensation payments, unemployment compensation payments, withholding amounts, and/or self-employment taxes if any such payments, amounts, or taxes are required to be paid by law or regulation.

12. SUBCONTRACTORS. Consultant shall not enter into subcontracts for services provided under this Agreement without the express written consent of the City. Consultant shall comply with Minnesota Statute § 471.425. Consultant must pay subcontractor for all undisputed services provided by Subcontractor within ten days of Consultant's receipt of payment from City. Consultant must pay interest of 1.5 percent per month or any part of a month to subcontractor on any undisputed amount not paid on time to subcontractor. The minimum monthly interest penalty payment for an unpaid balance of \$100 or more is \$10.

13. ASSIGNMENT. Neither party shall assign this Agreement, or any interest arising herein, without the written consent of the other party.

14. WAIVER. Any waiver by either party of a breach of any provisions of this Agreement shall not affect, in any respect, the validity of the remainder of this Agreement.

15. ENTIRE AGREEMENT. The entire agreement of the parties is contained herein. This Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof as well as any previous agreements presently in effect between the parties relating to the subject matter hereof. Any alterations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only when expressed in writing and duly signed by the parties, unless otherwise provided herein.

16. CONTROLLING LAW. This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota.

17. RECORDS. The Consultant shall maintain complete and accurate records of time and expense involved in the performance of services.

18. AUDIT DISCLOSURE AND DATA PRACTICES. Any reports, information, data, etc. given to, or prepared or assembled by the Consultant under this Agreement which the City requests to be kept confidential, shall not be made available to any individual or organization without the City's prior written approval. The books, records, documents and accounting procedures and practices of the Consultant or other parties relevant to this Agreement are subject to examination by the City and either the Legislative Auditor or the State Auditor for a period of six (6) years after the effective date of this Agreement. This Agreement is subject to the Minnesota Government Data Practice Act, Minnesota Statutes Chapter 13 (Data Practices Act). All government data, as defined in the Data Practices Act Section 13.02, Subd. 7, which is created, collected, received, stored, used, maintained, or disseminated by Consultant in performing any of the functions of the City during performance of this Agreement is subject to the requirements of the Data Practice Act and Consultant shall comply with those requirements as if it were a government entity. All subcontracts entered into by Consultant in relation to this Agreement shall contain similar Data Practices Act compliance language.

CITY OF ORONO

BY: _____
Bob Tunheim, Mayor

BY: _____
Its

AND _____
Adam Edwards, City Administrator

AND _____
Its

AGENDA ITEM



Date: August 11, 2025

Item: 20

Title: Work Session and Council Training Schedule

Presenter: Adam Edwards, City Administrator / Engineer

Section: City Administrator/Engineer Report

1. Purpose:

The purpose of the action item is to schedule future work sessions, council training, and/or orientations.

2. Background:

a. Work Sessions. 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.

Date	Subject	Date	Subject
13 Jan		14 Jul	Code Enforcement Average Lakeshore set back (Part 6)
27 Jan	Council Code of Conduct	28 Jul 4PM Start	Budget - General Fund and Internal Services Funds
	Special Elections		
	Council Goals		
10 Feb	Council Code of Conduct (Part 2)	11 Aug	Communications Update
24 Feb	Interview Commissioner Applicants (Parks/Planning)	25 Aug	Budget - Enterprise Funds
10 Mar	Fire Service Coverage Discussion	8 Sep	Budget - Preliminary Levy
14 Apr	Joint Meeting With Parks Commission	22 Sep	City Facilities Review
28 Apr	Street Maintenance 2026	13 Oct	Capital Improvement Plans Draft
	Average Lakeshore set back (Part 6)		
12 May	Request for Proposal (RFP) process summary	27 Oct	Capital Improvement Plans Draft
27 May	City Goals and Vision Discussion - Comp Plan look ahead	10 Nov	Community Management Plan Overview
9 Jun	City Goals and Vision Discussion Part 2	24 Nov	Fee Schedule Update
23 Jun	Budget - Preliminary Guidance 2026	8 Dec	None

b. Council Trainings and Orientations. This is an opportunity for council members to propose and agree to additional trainings or orientations for council.. Staff will then prepare and execute the trainings. The table below lists upcoming *proposed* subjects and dates.

Date and Time	Subject	Location	Staff Lead
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March 7, 8:30-10:00	Salt and Commodities Tours	Wayzata and Medina	DJ
April 4, 10:00-12:00	Orono's Conservation Design Code Orientation	Council Chambers	Laura
May 21st and 22nd	New Council Member Orientation (CM Schwingler)	City Hall	Dept Heads
<i>Date and Time TBD</i>	<i>Resiliency and the Environment (Exact title TBD)</i>	<i>City Hall</i>	<i>Adam, Laura, DJ, Joe</i>

3. **Process:**

The work session dates and times are set by the city's annual meeting calendar, which the staff presents and the council approves in the November time frame, for the following year. Historically, the city has scheduled 2 hours per month for work sessions. Some times that has been one 2-hour session per month with more recent schedules having two one-hour sessions per month. These regularly scheduled meetings have then been augmented by special meeting to cover specific topics that do not fit within the regular schedule or require additional time to adequately cover a given topic.

4. **Staff Recommendation:**

Staff recommend the next work session occur as scheduled. If the council would like to adjust the schedule, please provide that guidance and the adjustment will be made.

COUNCIL ACTION REQUESTED

Move to approve the draft work session schedule.

AGENDA ITEM



Date: August 11, 2025

Item: 21

Title: Annual Performance Review of the City Administrator

Presenter: Adam Edwards, City Administrator / Engineer

Section: Closed Session

1. **Purpose:**

The meeting will be closed as permitted by §13D.05, Subd. 3(a), to evaluate the performance of the City Administrator. The purpose of this item is for the City Council to provide feedback on the City Administrator's performance over the preceding year.

2. **Background:**

At the June 23, 2025 council meeting, at Council Member Ricks' request, the city council provided direction to reopen the City Administrator review process.

3. **Staff Recommendation:**

Conduct the closed session in accordance with §13D.05, Subd. 3(a).

COUNCIL ACTION REQUESTED

Discuss and agree to goals and expectations of the City Administrator for 2025.