

CITY OF ALEXANDRIA, MINNESOTA

CITY COUNCIL - REGULAR MEETING

AGENDA • MAY 11, 2026

COUNCIL CHAMBERS

7:00 PM

**704 BROADWAY
ALEXANDRIA, MN 56308**



Mayor

Bobbie Osterberg

**Council Member -
Ward 1**

Bill Franzen

**Council Member -
Ward 2**

Roger Thalman

**Council Member -
Ward 3**

Scott Allen

**Council Member -
Ward 4**

Nicole Mace

**Council Member -
Ward 5**

Carl Kvale

****Subject to the requirements of Minnesota Statutes, Section 13D.02, the Mayor and City Council Members may participate in the meeting by interactive technology****

1. 7:00PM - Call to Order

2. Pledge of Allegiance

3. Moment of Silence

4. Public Comment

5. Approve Agenda

6. Consent Agenda

1. Minutes of April 27, 2026 - 4:00 PM
2. Minutes of April 27, 2026 - 7:00 PM
3. April 2026 Liquor Open Payables & Monthly Operating Expenses
4. April 2026 City Open Payables & Monthly Operating Expenditures
5. Unanimous Consent to Dispense with the Reading of Resolutions

7. 7:05 PM - Proclamation

1. Proclamation - 20th Anniversary of Legacy of the Lakes Museum & Gardens

8. 7:10 PM - Licenses

1. 2026 License - Mobile Food Truck/Vendor
2. 2026 License Renewals - Transient Merchant (Temporary Vendor)
3. Motorized Vehicle Racing (2 Cylinder or Less Engines) - Runestone Go Kart Association

9. 7:15 PM - Kreg Anderson, Airport Manager

1. Authorization to Bid Runway 13/31 Reconstruction

10. 7:20 PM - RCC Phase 3 Expansion and Renovation Project - Communications Services Proposal

1. PrimeWest Health RCC Phase 3 Expansion and Renovation Project - Communications Services Proposal

11. 7:25 PM - Ordinances and Resolutions

1. Second Reading - An Ordinance Amending Section 3.24, Microdistillery Off-Sale Licenses, of the Alexandria City Code
2. Resolution to Restrict Parking Along McKay Avenue

12. 7:30 PM - Brian Yavarow, Public Works Director

1. Knute Nelson Memorial Park 3rd Base Improvements
2. Highway Committee (HC) Reports - March & April 2026

13. 7:40 PM - Tom Jacobson, City Attorney

14. 7:45 PM - Marty Schultz, City Administrator

15. 7:50 PM - Old and Other Business

16. 8:00 PM - Adjournment

17. Informational Items

1. Alexandria Airport Commission - April 2026 Minutes

CITY OF ALEXANDRIA, MINNESOTA

City Council - Special Meeting

MINUTES • APRIL 27, 2026

**KNUTE NELSON MEMORIAL PARK AND
CITY HALL CONFERENCE ROOM**

4:00 PM

**704 BROADWAY
ALEXANDRIA, MN 56308**

*****Subject to the requirements of Minnesota Statutes, Section 13D.02, the Mayor and City Council Members may participate in the meeting by interactive technology*****

1. 4:00 PM - Call to Order at Knute Nelson Memorial Park

The meeting was called to order by Mayor Osterberg.

Attendee Name	Title	Status
Bobbie Osterberg	Mayor	Present
Bill Franzen	Council Member - Ward 1	Present
Roger Thalman	Council Member - Ward 2	Present
Scott Allen	Council Member - Ward 3	Present
Nicole Mace	Council Member - Ward 4	Present
Carl Kvale	Council Member - Ward 5	Present

2. 2026 Knute Nelson Memorial Park Improvements

1. 2026 Knute Nelson Memorial Park Improvements

Staff and Council met on-site at Knute Nelson Memorial Park to review several 2026 improvement projects.

Mayor Osterberg recessed the meeting at 4:30 PM.

3. Reconvene Special Meeting in the City Hall Conference Room

Mayor Osterberg reconvened the meeting at 4:40 PM.

4. PrimeWest Health RCC Phase 3 Project

1. PrimeWest Health RCC Phase 3 Project

Todd Stone, Rapp Strategies, Inc., reviewed their proposal for a communications campaign for the local sales tax referendum.

Staff reviewed the issues found during the commissioning process and discussed how they were being taken care of.

5. ALP Upcoming Bond Issuance

1. ALP Upcoming Bond Issuance

Bruce Kimmel from Ehlers joined the meeting to talk about the upcoming ALP bond issuance to finance their water tower project.

6. Habitat for Humanity

1. Habitat for Humanity

Habitat for Humanity Executive Director Christine Reilly walked through the process of buying a home through Habitat for Humanity.

7. 2026 Sealcoat and Overlay Project

1. 2026 Sealcoat and Overlay Project

Public Works Director Brian Yavarow reviewed the proposed 2026 sealcoat and overlay project.

8. Strategic Plan Update

1. Strategic Plan Update

Staff provided a quarterly update on the strategic plan.

9. HRA Nokomis Crossing Project

1. HRA Nokomis Crossing Project

Staff and Council discussed the HRA Nokomis Crossing Project.

10. Adjournment

There being no further business, the meeting was adjourned at 6:54 PM.

Bobbie Osterberg, Mayor

Attest:

Martin D. Schultz, City Administrator

CITY OF ALEXANDRIA, MINNESOTA

City Council - Regular Meeting

MINUTES • APRIL 27, 2026

COUNCIL CHAMBERS

7:00 PM

**704 BROADWAY
ALEXANDRIA, MN 56308**

*****Subject to the requirements of Minnesota Statutes, Section 13D.02, the Mayor and City Council Members may participate in the meeting by interactive technology*****

1. 7:00PM - Call to Order

The meeting was called to order by Mayor Osterberg.

Attendee Name	Title	Status
Bobbie Osterberg	Mayor	Present
Bill Franzen	Council Member - Ward 1	Present
Roger Thalman	Council Member - Ward 2	Present
Scott Allen	Council Member - Ward 3	Present
Nicole Mace	Council Member - Ward 4	Present
Carl Kvale	Council Member - Ward 5	Present

2. Pledge of Allegiance

3. Moment of Silence

4. Public Comment

Michael Stormoen, 3231 County 21, Browerville, MN; addressed the City Council stating he was at the meeting to answer any questions regarding the Micro Distillery items that are on tonight's agenda.

5. Approve Agenda

Mayor Osterberg called for any changes to the agenda. City Administrator Martin Schultz requested Item 19, Closed Session, be removed from the agenda.

A motion was made by Council Member Mace to approve the agenda as amended by removing Item 19, Closed Session. The motion was seconded by Council Member Franzen.

RESULT: **ADOPTED (UNANIMOUS)**
MOVER: Nicole Mace, Council Member - Ward 4
SECONDER: Bill Franzen, Council Member - Ward 1
AYES: Franzen, Thalman, Allen, Mace and Kvale

6. Consent Agenda

A motion was made by Council Member Mace to approve the Consent Agenda as presented. The motion was seconded by Council Member Thalman.

RESULT: **ADOPTED (UNANIMOUS)**
MOVER: Nicole Mace, Council Member - Ward 4
SECONDER: Roger Thalman, Council Member - Ward 2
AYES: Franzen, Thalman, Allen, Mace and Kvale

1. Minutes of April 13, 2026 - 4:30 PM
2. Minutes of April 13, 2026 - 7:00 PM
3. Unanimous Consent to Dispense with the Reading of Resolutions

7. Proclamation - Building Safety Month - May 2026

1. Proclamation - Building Safety Month - May 2026

Mayor Osterberg read the Proclamation for Building Safety Month - May 2026.

8. Special Event Permits

1. Special Event Permit - Pride in the Park

Background

Ian Heseltine, Lakes Area Pride, has submitted a Special Event Permit application for the "Pride in the Park" event that will be held July 11, 2026, from 10:00 a.m. to 4:00 p.m., at City Park.

The application has been routed to the necessary departments for approval. A copy of the Certificate of Liability Insurance will be submitted prior to the event.

Recommendation

Recommend approval of the Special Event Permit for the "Pride in the Park" event to be held at City Park on July 11, 2026, submitted by Lakes Area Pride.

A motion was made by Council Member Allen to approve the Special Event Permit for the "Pride in the Park" event to be held at City Park on July 11, 2026, submitted by Lakes Area Pride. The motion was seconded by Council Member Mace.

RESULT: **ADOPTED (UNANIMOUS)**
MOVER: Scott Allen, Council Member - Ward 3
SECONDER: Nicole Mace, Council Member - Ward 4
AYES: Franzen, Thalman, Allen, Mace and Kvale

2. Special Event Permit - Ride of Silence

Background

Brad Dumm is requesting a special event permit for the "Ride of Silence" event to be held on Wednesday, May 20, 2026, from 6:30 pm to 7:30 pm. The event will start and end at Big Ole Central Park.

Financial Impact

None

Recommendation

Recommend approval of the Special Event Permit for the "Ride of Silence" on May 20, 2026.

Brad Dumm addressed the City Council and gave an overview of the event.

A motion was made by Council Member Allen to approve the "Ride of Silence" on May 20, 2026. The motion was seconded by Council Member Mace.

RESULT: **ADOPTED (UNANIMOUS)**
MOVER: Scott Allen, Council Member - Ward 3
SECONDER: Nicole Mace, Council Member - Ward 4
AYES: Franzen, Thalman, Allen, Mace and Kvale

9. Licenses

1. Fireworks (Indoor Sales) - Walmart Inc. dba Walmart 1632

Background

Ashley Miller, representing Walmart 1632, has submitted a Fireworks (Indoor Sales) License application. The required Certificate of Liability Insurance has been submitted.

Financial Impact

License fee has been received.

Recommendation

Recommend approval of the 2025 Fireworks (Indoor Sales) License for Walmart Inc. dba Walmart 1632 located at 4611 Hwy. 29 S.

A motion was made by Council Member Mace to approve the 2026 Fireworks (Indoor Sales) License for Walmart Inc. dba Walmart 1632 located at 4611 Hwy. 29 S. The motion was seconded by Council Member Kvale.

RESULT: ADOPTED (UNANIMOUS)

MOVER: Nicole Mace, Council Member - Ward 4

SECONDER: Carl Kvale, Council Member - Ward 5

AYES: Franzen, Thalman, Allen, Mace and Kvale

2. Mobile Food Truck/Vendor - El Fuego The Fire

Background

Emanuel Rungel has submitted a Mobile Food Truck/Vendors License renewal for El Fuego The Fire, which according to the City Code requires City Council approval.

Financial Impact

All application fees have been received.

Recommendation

Recommend approval of the 2026 Mobile Food Truck/Vendors License for El Fuego The Fire as submitted.

A motion was made by Council Member Mace to approve the 2026 Mobile Food Truck/Vendors License for El Fuego The Fire as submitted. The motion was seconded by Council Member Thalman.

RESULT: ADOPTED (UNANIMOUS)

MOVER: Nicole Mace, Council Member - Ward 4

SECONDER: Roger Thalman, Council Member - Ward 2

AYES: Franzen, Thalman, Allen, Mace and Kvale

3. Mobile Food Truck/Vendor - Mimi's Mini Donuts and More

Background

Andrea Haggenmiller has submitted a new Mobile Food Truck/Vendors

License for Mimi's Mini Donuts and More, which according to the City Code requires City Council approval.

Financial Impact

All application fees have been received.

Recommendation

Recommend approval of the 2026 Mobile Food Truck/Vendors License for Mimi's Mini Donuts and More as submitted.

A motion was made by Council Member Franzen to approve the 2026 Mobile Food Truck/Vendors License for Mimi's Mini Donuts and More as submitted. The motion was seconded by Council Member Mace.

RESULT:	ADOPTED (UNANIMOUS)
MOVER:	Bill Franzen, Council Member - Ward 1
SECONDER:	Nicole Mace, Council Member - Ward 4
AYES:	Franzen, Thalman, Allen, Mace and Kvale

4. Mobile Food Truck/Vendor - Papa Don's Burgers and Wings

Background

Anthony Jensen has submitted a Mobile Food Truck/Vendors License renewal for Papa Don's Burgers and Wings, which according to the City Code requires City Council approval.

Financial Impact

All application fees have been received.

Recommendation

Recommend approval of the 2026 Mobile Food Truck/Vendors License for Papa Don's Burgers and Wings as submitted.

A motion was made by Council Member Mace to approve the 2026 Mobile Food Truck/Vendors License for Papa Don's Burgers and Wings as submitted. The motion was seconded by Council Member Allen.

RESULT:	ADOPTED (UNANIMOUS)
MOVER:	Nicole Mace, Council Member - Ward 4
SECONDER:	Scott Allen, Council Member - Ward 3
AYES:	Franzen, Thalman, Allen, Mace and Kvale

5. Temporary Liquor License - Alexandria Fire Department Relief Association

Background

The Alexandria Fire Department Relief Association is requesting a Temporary Liquor License for a fundraising event to be held at the PrimeWest Health RCC on May 15 & 16, 2026, which is attached for your review.

A Certificate of Liability Insurance showing liquor liability and listing the City as an additional insured has been submitted.

This license also requires approval by the State Alcohol and Gambling Enforcement Division.

Financial Impact

The license fee has been received.

Recommendation

Recommend approval of the Temporary Liquor/Application and Permit for a 1 Day to 4 Day Temporary On-Sale Liquor License submitted by the Alexandria Fire Department Relief Association for the Bull O Rama event at the PrimeWest Health RCC on May 15-16, 2026. Subject to approval of the application by the State AGED.

Lukas Gotto, representing the Alexandria Fire Department Relief Association, addressed the City Council and gave an overview of the event.

A motion was made by Council Member Kvale to approve the Temporary Liquor/Application and Permit for a 1 Day to 4 Day Temporary On-Sale Liquor License submitted by the Alexandria Fire Department Relief Association for the Bull O Rama event at the PrimeWest Health RCC on May 15-16, 2026. Subject to approval of the application by the State AGED. The motion was seconded by Council Member Mace.

RESULT:	ADOPTED (UNANIMOUS)
MOVER:	Carl Kvale, Council Member - Ward 5
SECONDER:	Nicole Mace, Council Member - Ward 4
AYES:	Franzen, Thalman, Allen, Mace and Kvale

6. Transient Merchant (Temporary Vendor) - Westby Enterprises LLC dba The Country Stop

Background

Phillip Westby, Westby Enterprises LLC dba The Country Stop, has submitted a Transient Merchant (Temporary Vendor) License application. The required Certificate of Liability Insurance has been submitted.

Financial Impact

The license fee has been received.

Recommendation

Recommend approval of the 2026 Transient Merchant (Temporary Vendor) License for Westby Enterprises LLC dba The Country Stop.

A motion was made by Council Member Mace to approve the 2026 Transient Merchant (Temporary Vendor) License for Westby Enterprises LLC dba The Country Stop. The motion was seconded by Council Member Franzen.

RESULT: ADOPTED (UNANIMOUS)

MOVER: Nicole Mace, Council Member - Ward 4

SECONDER: Bill Franzen, Council Member - Ward 1

AYES: Franzen, Thalman, Allen, Mace and Kvale

7. Micro Distillery Off Sale License - Four, Inc. dba Little Round Still

Background

Michael Stormoen has submitted a new 2026 Micro Distillery Off Sale Intoxicating Liquor License application for Four, Inc. dba Little Round Still located at 317 Broadway, Suite 500. The application has been sent to the Police Department for review.

The required Certificate of Insurance has been provided.

Financial Impact

All application fees have been received.

Recommendation

Recommend approval of the 2026 Micro Distillery Off Sale Intoxicating Liquor License for Four, Inc. dba Little Round Still as submitted and pending approval by the Police Department and MN AGED.

A motion was made by Council Member Mace to approve the 2026 Micro Distillery Off Sale Intoxicating Liquor License for Four, Inc. dba Little Round Still as submitted and pending approval by the Police Department and MN AGED. Following discussion, the motion was seconded by Council Member Kvale.

RESULT: ADOPTED (UNANIMOUS)
MOVER: Nicole Mace, Council Member - Ward 4
SECONDER: Carl Kvale, Council Member - Ward 5
AYES: Franzen, Thalman, Allen, Mace and Kvale

8. On Sale Micro Distiller Cocktail Room License - Four, Inc. dba Little Round Still

Background

Michael Stormoen has submitted a new 2026 On Sale Micro Distiller Cocktail Room License with Sunday sales application for Four, Inc. dba Little Round Still located at 317 Broadway, Suite 500. The application has been sent to the Police Department for review.

The required Certificate of Insurance has been provided.

Financial Impact

All application fees have been received.

Recommendation

Recommend approval of the 2026 On Sale Micro Distiller Cocktail Room License with Sunday sales for Four, Inc. dba Little Round Still as submitted and pending approval by the Police Department and MN AGED.

A motion was made by Council Member Mace to approve the 2026 On Sale Micro Distiller Cocktail Room License with Sunday sales for Four, Inc. dba Little Round Still as submitted and pending approval by the Police Department and MN AGED. The motion was seconded by Council Member Allen.

RESULT: ADOPTED (UNANIMOUS)
MOVER: Nicole Mace, Council Member - Ward 4
SECONDER: Scott Allen, Council Member - Ward 3
AYES: Franzen, Thalman, Allen, Mace and Kvale

10. Kreg Anderson, Airport Manager

Brian Yavarow, Public Works Director/City Engineer, reviewed the items for the airport with the City Council.

1. Authorization to Bid Bellanca Lane Reconstruction

Background

The aircraft ramp adjacent to the Bellanca Building on airport property

has been in poor condition since the City acquired the building in 2016. Staff has conducted maintenance since the initial acquisition; however, the pavement deficiencies are beyond maintenance capabilities and requires reconstruction. Several years back we added the ramp itself onto the Airport CIP to test the possibility of FAA and/or State funding for a reconstruction of that pavement. The timelines have worked out to where we are now in a position to have that ramp reconstructed with funding support from both FAA and State grants. We have revised our Airport Layout Plan (ALP) to denote a 'taxilane' on that former ramp surface, allowing the FAA to participate in the reconstruction. Due to the eligibility of the taxilane widths that both the FAA and State will support, this project will have an unusual funding split at 44% FAA, 36% State, and 20% local.

It should also be noted; this ramp will serve as the fueling location for aircraft once the new fueling system is installed.

Financial Impact

There are no financial impacts other than publication costs associated with this request. Once bid numbers are known, the total estimated project cost will be presented to this Council along with a recommendation of awarding the construction contract contingent on receiving grant funding.

Recommendation

Motion authorizing the advertisement of bids for the Bellanca Lane Reconstruction project.

A motion was made by Council Member Kvale to authorize the advertisement of bids for the Bellanca Lane Reconstruction project. Following discussion, the motion was seconded by Council Member Mace.

RESULT:	ADOPTED (UNANIMOUS)
MOVER:	Carl Kvale, Council Member - Ward 5
SECONDER:	Nicole Mace, Council Member - Ward 4
AYES:	Franzen, Thalman, Allen, Mace and Kvale

2. Authorization to Bid Snow Removal Equipment (SRE) Acquisition

Background

Through the grant dollars Alexandria Regional Airport received through the Bipartisan Infrastructure Law (BIL), we have the opportunity to acquire snow clearing equipment on an FAA grant. Airport Management & Public Works Director have been working closely with TKDA and FAA to identify federally eligible expenses for the grant dollars that

otherwise, would not compete well against typical runway, taxiway, and apron grants. One long standing item on our CIP has been new snow removal equipment. We have never purchased new Snow Removal Equipment (SRE) before - it has always been purchased used from other airports or dealers. This opportunity allows us to purchase a new piece of snow removal equipment with a funding split of 90% FAA, 5% State, and 5% Local match.

We are considering a large carrier cab-over style vehicle with a snowplow out front and other attachments as we are able to. Our current snowplows for this purpose are a 1995 and a 1987 model that were both acquired as used pieces of equipment.

Financial Impact

There are no financial impacts other than general staff time and publication costs associated with this action.

Recommendation

Motion authorizing the solicitation of bids for Airport Snow Removal Equipment (SRE).

A motion was made by Council Member Mace to authorize the solicitation of bids for Airport Snow Removal Equipment (SRE). Following discussion, the motion was seconded by Council Member Franzen.

RESULT:	ADOPTED (UNANIMOUS)
MOVER:	Nicole Mace, Council Member - Ward 4
SECONDER:	Bill Franzen, Council Member - Ward 1
AYES:	Franzen, Thalman, Allen, Mace and Kvale

11. Heather Koskiniemi, Finance Director

1. Licensed Real Estate Broker Services

Background

At the October 10, 2025, council meeting a motion was made authorizing staff to enter into a contract for licensed real estate broker services with Justin Habel of Counselor Realty for the City owned property at 2020 Fillmore. The term of this contract is for 6 months and is set to expire on April 30.

Recommendation

Staff would recommend a motion authorizing staff to execute the listing contract amendment with Justin Habel of Counselor Realty for an additional 6 months.

A motion was made by Council Member Kvale to authorize staff to execute the listing contract amendment with Justin Habel of Counselor Realty for an additional 6 months. Following discussion, the motion was seconded by Council Member Mace.

RESULT: ADOPTED (UNANIMOUS)

MOVER: Carl Kvale, Council Member - Ward 5

SECONDER: Nicole Mace, Council Member - Ward 4

AYES: Franzen, Thalman, Allen, Mace and Kvale

2. Out-Of-State Travel Request

Background

The BS&A Software Annual User Conference will be held October 5 - 8, 2026, in Ponte Vedra, Florida. We are requesting authorization for out-of-state travel for the Finance Accountant to attend this conference. The start and end times of the conference will allow for travel on October 5th and 8th. This conference presents an educational opportunity for staff to learn what's to come with the City's financial system, how others are utilizing it, along with best practices and peer networking.

Financial Impact

The 2026 Administration Department has budgeted for this training and has sufficient funds available.

Registration cost \$750

Travel (transportation/meals) \$1,117

Lodging estimate \$950

Estimated total cost of training and travel is \$2,817

Recommendation

Motion authorizing the Finance Accountant to attend the BS&A Software Annual User Conference on October 5 - 8, 2026, in Ponte Vedra Beach, Florida.

Ms. Koskiniemi noted that after discussions with a council member and the building department staff, she will be requesting out-of-state travel for two employees instead of just one.

A motion was made by Council Member Franzen to authorize the Finance Accountant and the Planning, Zoning, & Building Technician to attend the BS&A Software Annual User Conference on October 5 - 8, 2026, in Ponte Vedra Beach, Florida. The motion was seconded by

Council Member Kvale.

RESULT: **ADOPTED (UNANIMOUS)**
MOVER: Bill Franzen, Council Member - Ward 1
SECONDER: Carl Kvale, Council Member - Ward 5
AYES: Franzen, Thalman, Allen, Mace and Kvale

12. Knute Nelson Memorial Park

A motion was made by Council Member Franzen to remove the item from the table. The motion was seconded by Council Member Mace.

RESULT: **ADOPTED (UNANIMOUS)**
MOVER: Bill Franzen, Council Member - Ward 1
SECONDER: Nicole Mace, Council Member - Ward 4
AYES: Franzen, Thalman, Allen, Mace and Kvale

1. Knute Nelson Memorial Park Naming Rights Agreement

Background

This item was tabled at the April 13, 2026, City Council meeting. In order to consider this again, the City Council must adopt a motion to remove the item from the table.

AYBA and their partners have submitted a new rendering of what the proposed pavilion will look like as installed. It is attached to this item. Below the line is the staff memo that was included in the April 13, 2026, City Council packet.

Over the past three years, the City has worked in collaboration with the Alexandria Youth Baseball Association to make a number of improvements to Knute Nelson Memorial Park. The AYBA previously obtained donations to purchase a new scoreboard for Knute Nelson Memorial Park and also secured \$200,000 to assist in replacing and expanding the artificial turf portion of the playing surface. In 2024 and 2025, projects were undertaken by AYBA that improved the spectator experience through repainting of the grandstand, installation of seat backs in the grandstand, and new patio tables, chairs and high-top tables on the first base side of the facility. Most recently, AYBA provided a financial contribution to the construction of a new concession stand and press box, and the renovation of the grandstand restrooms and rehabilitation of concrete areas.

The next project for Knute Nelson as envisioned by AYBA and presented to the City for consideration is the installation of a pavilion and additional seating just north of the entrance gate on Elm Street. Exhibit A shows the approximate location of this area. AYBA has secured material and labor donations in excess of \$50,000 for this work.

The pavilion will be a 12' x 10' timber frame construction with a cover to provide shade. It will have a counter with seating on one side and will have access on the other side for staff to enter when beverage sales are provided during tournaments. During all times, it will provide an additional shaded area and seated area for spectators. This area has become a very popular location for spectators during games. The large patio area close to the concession stand is appealing for spectators who wish to move around during games and for those who enjoy standing during games.

Judy Backhaus represented AYBA at the February 5, 2026, Park Board meeting and reviewed the proposal for the pavilion. The Park Board recommended the City Council authorize the project.

In accordance with the City of Alexandria Naming Rights Policy, the City Council needs to approve the labeling of any item/fixture with a donors name from a donation of \$50,000 or more. The Alexandria Park Board has recommended the granting of the naming rights for the "Nordic Pavilion".

Attached to this item is the proposed agreement, the naming rights policy, and the sketch of the project showing the location of the naming rights.

Financial Impact

The attached agreement is with AYBA. They are receiving the donation of labor and materials from Nordic, and the City will assume ownership and maintenance of the pavilion and associated permanent features. The City will connect electric services to this area and relocate an irrigation control box as part of the project.

Recommendation

Motion authorizing the Mayor and City Administrator to execute a Naming Rights Agreement with the Alexandria Youth Baseball Association

A motion was made by Council Member Allen to authorize the Mayor and City Administrator to execute a Naming Rights Agreement with the Alexandria Youth Baseball Association. Following discussion, the motion was seconded by Council Member Mace.

RESULT: **ADOPTED (UNANIMOUS)**
MOVER: Scott Allen, Council Member - Ward 3
SECONDER: Nicole Mace, Council Member - Ward 4
AYES: Franzen, Thalman, Allen, Mace and Kvale

13. Ordinances

1. Second Reading - An Ordinance Amending Section 7.12, Controlled Parking Hours and Penalties, of the Alexandria City Code

Background

This Ordinance had a first reading at the April 13, 2026, City Council meeting and now a second reading is in order.

Financial Impact

The cost of publication of the ordinance.

Recommendation

Recommend adopting Ordinance No. XXX, 2nd Series, of An Ordinance Amending Section 7.12, Controlled Parking Hours and Penalties, of the Alexandria City Code.

A motion was made by Council Member Kvale to adopt ORDINANCE NO. 937-2ND SERIES, AN ORDINANCE AMENDING SECTION 7.12, CONTROLLED PARKING HOURS AND PENALTIES, OF THE ALEXANDRIA CITY CODE. Following discussion, the motion was seconded by Council Member Allen.

RESULT: **ADOPTED (UNANIMOUS)**
MOVER: Carl Kvale, Council Member - Ward 5
SECONDER: Scott Allen, Council Member - Ward 3
AYES: Franzen, Thalman, Allen, Mace and Kvale

2. Second Reading - An Ordinance Amending Section 9.21, Animal Control and Licenses, of the Alexandria City Code

Background

This Ordinance had a first reading at the April 13, 2026, City Council meeting and now a second reading is in order.

Financial Impact

The cost of publication of the ordinance.

Recommendation

Recommend adopting Ordinance No. XXX, 2nd Series, of An Ordinance Amending Section 9.21, Animal Control and Licenses, of the Alexandria City Code.

A motion was made by Council Member Allen to adopt ORDINANCE NO. 938-2ND SERIES, AN ORDINANCE AMENDING SECTION 9.21, ANIMAL CONTROL AND LICENSES, OF THE ALEXANDRIA CITY CODE. Following discussion, the motion was seconded by Council Member Mace.

RESULT:	ADOPTED (UNANIMOUS)
MOVER:	Scott Allen, Council Member - Ward 3
SECONDER:	Nicole Mace, Council Member - Ward 4
AYES:	Franzen, Thalman, Allen, Mace and Kvale

3. Second Reading - An Ordinance Amending Section 9.85, Noise, of the Alexandria City Code

Background

This Ordinance had a first reading at the April 13, 2026, City Council meeting and now a second reading is in order.

Financial Impact

The cost of publication of the ordinance.

Recommendation

Recommend adopting Ordinance No. XXX, 2nd Series, of An Ordinance Amending Section 9.85, Noise, of the Alexandria City Code.

A motion was made by Council Member Franzen to adopt ORDINANCE NO. 939-2ND SERIES, AN ORDINANCE AMENDING SECTION 9.85, NOISE, OF THE ALEXANDRIA CITY CODE. The motion was seconded by Council Member Kvale.

RESULT:	ADOPTED (UNANIMOUS)
MOVER:	Bill Franzen, Council Member - Ward 1
SECONDER:	Carl Kvale, Council Member - Ward 5
AYES:	Franzen, Thalman, Allen, Mace and Kvale

4. First Reading: Amendment to Section 3.24, Subdivision 1(C)

Background

The City Council has two license applications on the agenda relating to

the Little Round Still distillery location in The Rune. One of the license applications is for a Microdistillery Off-Sale License. Section 3.24, Subdivision 1(C) of City Code currently states the following:

C. The licensee may not sell more than one 375 milliliter bottle of off-sale distilled spirits per customer per day.

In speaking with the applicant, he informed us that state statute (340A.22, Subd. 4) changed in 2022 to state the following regarding bottles of off-sale distilled spirits per customer per day (note underlined text)

Subd. 4. Off-sale license.

(a) A microdistillery may be issued a license by the local licensing authority for off-sale of distilled spirits, with the approval of the commissioner. The license may allow the sale of up to a total of 750 milliliters per customer per day of product manufactured on site, in any size container or combination of containers approved under paragraph (b), subject to the following requirements:

(1) off-sale hours of sale must conform to hours of sale for retail off-sale licensees in the licensing municipality; and

(2) no brand may be sold at the microdistillery unless it is also available for distribution by wholesalers.

(b) The commissioner may approve any standard fill as approved by the Alcohol and Tobacco Tax and Trade Bureau.

(c) The commissioner may by rule establish reporting requirements for microdistilleries making off-sales of distilled spirits under this subdivision to ensure compliance with the 750 milliliter limit in paragraph (a).

The applicant has noted that their business model includes selling 750 milliliter amounts to customers, packaging three different spirits in 250mL individual packages. Our current ordinance does not allow that type of packaging.

When we initially adopted our ordinance, our objective was to follow what was allowed by state statute in our local ordinance. Amending the ordinance to reflect Section 340A.22, Subd. 4 as it currently reads would be in keeping with that objective.

Therefore, staff recommends adopting a first reading of an amendment to Section 3.24, Subdivision 1(C) so it reads as follows:

C. The licensee may allow the sale of up to a total of 750 milliliters per customer per day of product manufactured on site, in any size container or combination of containers, approved under Minnesota Statutes 340A.22, Subdivision 4(a).

The applicant is hoping to open in mid-May, so conducting a first reading on April 27 and a second reading on May 11 will allow the ordinance to be effective on May 13, 2026.

Financial Impact

None.

Recommendation

Motion adopting the first reading of an amendment to Section 3.24, Subdivision 1(C)

A motion was made by Council Member Franzen to approve the First Reading of an Ordinance Amending Section 3.24, Subdivision 1(C). Following discussion, the motion was seconded by Council Member Mace.

RESULT: ADOPTED (UNANIMOUS)

MOVER: Bill Franzen, Council Member - Ward 1

SECONDER: Nicole Mace, Council Member - Ward 4

AYES: Franzen, Thalman, Allen, Mace and Kvale

14. Brian Yavarow, Public Works Director

1. Resurfacing of the City Park Pickleball Courts and Purchase of New Portable Pickleball Nets

Background

The Pickleball Courts at City Park were constructed and opened up in 2020. The court surfacing recommends that the courts get resurfaced every 5-6 years and we are entering that time frame. The current court surface has significant surface "pitting" which is typical for asphalt courts surfaces. The great thing is that there are no cracks that have been noticed on the court surface - meaning the construction of the base below was done correctly.

Staff consulted contractors for surface assessments. Both contractors recommend it is time to resurface. The work consists of pressure washing courts, filling all pitted areas, and then coat and paint courts to USA Pickleball Association court specifications. Staff solicited contractors and received two (2) quotes. One from Mn Court Resurface

Companies and the low quote from C&H Sport Surfaces Inc on New Market, Mn in the amount of \$26,245.

While evaluating the court resurfacings, staff determined it is appropriate to review the existing net system. The current net anchoring system for the pole uprights are starting to "tip-inward", and the net heights cannot be maintained. The current anchoring system is a 12 "sleeve" that was driving into the court and the posts placed during the season and removed and hole covered during the winter months. Over the past 5 years, the sleeves have "tipped-inward" from the tension on the nets. To correct this issue, would be to dig 12"x12" by 2' deep hole on the court surface at each post (16 total holes) and place new anchors and rebuild base material and repave areas to match existing surface. This option is not recommended by both resurface companies.

Staff is recommending a portable style net system in lieu of the direct bury net system. We would need 8 net setups. These would be removed at the end of each season and stored. Additionally, this portable system could be transported and used at the RCC, if the 3rd rink gets approved and built and used for indoor tournaments etc. Staff solicited companies and received quotes from Pickleball Central in amount of \$15,992 and Outdoor Specialties in the amount of \$17,592.

Financial Impact

This project was in the 2026 Park Development Fund projects with \$51,000 budgeted.

Total cost to resurface the 8 courts and walkway from C&H Sport Surfacing Inc is \$26,245 and new portable net system from Pickleball Central is \$15,992 for total cost of the project being \$42,237.

We have been working with the Alexandria Pickleball Association (APA) and other pickleball courts users and have their support to resurface the courts and also recommend the portable pickleball nets to replace the current in-ground/direct bury net system.

If approved by city council - C&H Sport Surfacing Inc could start on the courts the first week of June. Just in time to be completed for the APA's Battle of the Paddles Pickleball Tournament scheduled for the last weekend of June. C&H Sport Surfaces had done the initial court surfacing back in 2020 when courts were new and we were very satisfied with result.

Recommendation

Acceptance of the quotes from C&H Sport Surfacing Inc in the amount of \$26,245 and Pickleball Central in the amount of \$15,992 for a total

project cost of \$42,237.

Bill Thoennes, Public Works Division Director-Parks & Facilities, reviewed the item with the City Council.

A motion was made by Council Member Thalman to accept the quotes from C&H Sport Surfacing Inc in the amount of \$26,245 and Pickleball Central in the amount of \$15,992 for a total project cost of \$42,237. Following discussion, the motion was seconded by Council Member Kvale.

RESULT:	PASSED
MOVER:	Roger Thalman, Council Member - Ward 2
SECONDER:	Carl Kvale, Council Member - Ward 5
AYES:	Franzen, Thalman, Mace and Kvale
NAYS:	Allen

2. Resolution Accepting Donation

Background

Over the past couple of years, the Alexandria Youth Baseball Association (AYBA) has a history of making improvements to the Knute Nelson Memorial Ball Park. The new scoreboard and painting of the stadium are a couple examples of improvements that have been made in cooperation with the City. With the new scoreboard that was placed out in right field, the old scoreboard was removed leaving 4 heavy duty poles in place in left field. AYBA worked with Hilltop Lumber of Alexandria to create a Hilltop Lumber Billboard. Both entities worked with Creative Impact Design of Alexandria to create a billboard that fits the space.

This project was completed in the spring of 2025. Shortly afterward, on June 19, 2025, the billboard was damaged and blown down during a severe storm that impacted the Alexandria area. Since then, City staff have been working with LMCIT on plans for its replacement, with the goal of beginning installation in early May.

With the replacement now scheduled to move forward, staff felt it appropriate to present the Council with a rendering of the new billboard, along with a donation resolution to formally accept the billboard from AYBA.

Recommendation

Recommending that the council accept the donation of the Hilltop Lumber Billboard from the Alexandria Youth Baseball Association.

Mr. Thoennes reviewed the item with the City Council.

A motion was made by Council Member Allen to adopt RESOLUTION NO. 2026-018, RESOLUTION ACCEPTING DONATION from the Alexandria Youth Baseball Association for the Hilltop Lumber Billboard at Knute Nelson Memorial Ballpark with a value of \$17,818.29. Following discussion, the motion was seconded by Council Member Mace.

RESULT: ADOPTED (UNANIMOUS)

MOVER: Scott Allen, Council Member - Ward 3

SECONDER: Nicole Mace, Council Member - Ward 4

AYES: Franzen, Thalman, Allen, Mace and Kvale

3. Advertisement of Bids for 2026 Bituminous Street Mill & Overlay and Seal Coat Improvement Projects

Background

City staff has substantially completed the project plans and specifications for the above-referenced projects. Please refer to the attached maps for the proposed street locations for both projects. A working day(s) contract with a final completion date of this fall will be specified, rather than a calendar start and end date contract. The fall completion date will be prior to school being back in session.

The Estimated of Probable Construction Cost base bid is \$236,800.00 for the seal coat project and \$442,000.00 for the mill & overlay project. Therefore, the city must publicly advertise for bids pursuant to the "Competitive Bidding Requirements" for a minimum 10-day publication period for the seal coat project and 21 days for the mill & overlay project.

Although the bid opening dates are not scheduled, I anticipate starting the advertisements in the near future. If the City receives favorable bid prices, I will evaluate options by additional street segments to the base contract, not to exceed 25% of the based contract. A recommendation to add additional work might be presented to this Council at the time of the contract awarding contingent budget allows.

Financial Impact

The Right-of-Way (R/W) Improvement Fund is the proposed funding source for both of these projects. The City levies approximately \$430,000 annually into this fund which includes sidewalk replacements and general street maintenance, such as such as pavement crack filling, in addition to street surfacing improvements. The Right-of-Way Improvement Fund is supplemented annually with general Municipal

State Aid (MSA) Maintenance Funds estimated at \$387,200 for the 2026 allotment for a total estimated fund capacity of \$817,200.00.

Recommendation

Motion authorizing the Advertisement of Bids for the 2026 Bituminous Street Mill & Overlay and Seal Coat Improvement Projects

Brian Yavarow, Public Works Director/City Engineer, reviewed the item with the City Council.

A motion was made by Council Member Mace to authorize the Advertisement of Bids for the 2026 Bituminous Street Mill & Overlay and Seal Coat Improvement Projects. The motion was seconded by Council Member Kvale.

RESULT: ADOPTED (UNANIMOUS)

MOVER: Nicole Mace, Council Member - Ward 4

SECONDER: Carl Kvale, Council Member - Ward 5

AYES: Franzen, Thalman, Allen, Mace and Kvale

15. Mike Weber, Community Development Director

1. Planning Commission Meeting Minutes April 20, 2026

Community Development Director Mike Weber presented the Planning Commission minutes of the April 20, 2026, meeting for Council consideration. The attachments as indicated in each item are not included in the City Council Minutes.

2. PLANNED UNIT DEVELOPMENT – PUD-26-001 **“Shady Oaks at AGC”**
– Hagstrom Engineering on behalf of Carl and Sharlene Wittenburg

Background

Nature of Request: This application seeks approval of a Planned Unit Development (PUD) for a residential Shoreland PUD. (The site is within 1000’ of Lake Le Homme Dieu.) The project will create a six-unit townhome community consisting of three sets of two units, plus two common lots, along with an outlot containing the required stormwater retention pond. The project is proposed to be served with a public street containing electric facilities, and public water and public sanitary sewer main lines. The project was the subject of a Development Review Team (DRT) meeting in February 2026.

Exhibits: (In addition to the complete submittal, I have identified five separate exhibits.)

Index to Exhibits (labeled in red):

1. Preliminary PUD Plat
2. Proposed Site and Utility Plan
3. Preliminary Grading Plan
4. Detailed Pond Plan
5. PUD Purpose – City Code Section 10.21, Subd.1.A-F.

Authorization: This request is authorized (required) by City Code Section 10.21, Subd.6, Section 10.20, Subd. 8, and Section 10.23.

Notification: Minnesota Statutes 462.357, Subd.3 requires that notice of the required public hearing be given to the owners of property located within 350 feet of the project site.

History: This site was previously owned by Alexandria Golf Club. The Wittenburgs acquired it in October 2020. A small pole building had been constructed in 1978. The site is otherwise vacant with small driveway accesses from the north and west, on either end of the bend of South Le Homme Dieu Drive.

Zoning: The underlying zoning for the site is R-1, “Single Family Residential”. The PUD request carries with it an automatic rezoning allowing the specific project and only those uses, in those locations and to those extents as approved by the City for this application.

Subdivision: The plat of “Shady Oaks At AGC” will create the conveyable parcels, the common lots, the outlot, and the street right of way/utility easement.

Density: Density calculations are provided on the preliminary plat (Exhibit 1.a.)

Traffic/Access: The site is accessed via South Le Homme Dieu Drive. As proposed, a new public street would be platted and constructed entering the site from the west, proceeding easterly approximately 229’ and then going both north and south to serve the six units. The new street should be platted through to the north to connect with South Le Homme Dieu Drive, and to the south property line to allow connectivity to the adjacent land. (That southerly piece can be constructed as a temporary cul-de-sac until the time comes for extension to the south.) The City’s policy and practice have been to require such connectivity unless prohibited by an intervening geographic or water feature. The required Developer’s Agreement will provide the detail on timing and construction of the public streets.

The street right of way is proposed at fifty (50) feet, with a street surface (curb to curb) of twenty-four (24) feet. Street parking will be prohibited. See the utility providers request for a platted ten (10) foot easement on either side of the right of way. This easement should be a condition of preliminary approval.

Sidewalks: Public sidewalks are not included in the current proposal. The City's practice has been to require such sidewalks or trails in residential and commercial PUDs. Options include provision of sidewalk (or trail) adjacent to the South Le Homme Dieu Drive frontage for the full length of this site, provision of sidewalk on either or both sides of the proposed new public street, or both sidewalk and/or trail for both South Le Homme Dieu Drive and the new street. This item should be determined by the Commission after dialogue with the applicant and should be made a condition of approval of this request.

Utilities: Public water, sanitary sewer, and electric are all available for extension into the site. See attached comments from Brian Dahl (ALP water) and Josh Waldorf (ALP electric). These modifications should be considered as conditions of preliminary plat and PUD approval.

Park Dedication: The City of Alexandria's Comprehensive Plan finds that less than 2% of land in the City was devoted to public parks and recreational facilities, far less than the 5% that is desirable in a healthy, sustainable community. To correct that situation, the City of Alexandria has affirmed its policy of requiring park dedication in the form of land or an equivalent cash contribution, based upon the density of a proposed subdivision, the proximity of the proposed subdivision to existing park facilities, the appropriateness of land within the proposed subdivision for park purposes, etc. These policies are found in City Code Section 11.06 which, along with the individual site plan review of a proposed project, combine to create an essential nexus of public park need/development demand.

The City's Subdivision Ordinance (Section 11.06, Subdivision 4) allows for a cash contribution in lieu of land in instances where either there is no land suitable for park purposes within the site being subdivided, or where public parks already exist in the area. This site does not lend itself to being a park location and the County's Curt Felt Memorial Park is nearby. A land dedication for park purposes in this location is therefore not desirable. A cash contribution of 10% of the vacant land value of the area being subdivided should be a condition of plat approval. The estimated market value of the parcel being platted (land value only) is \$192,800. Applying the 10% calculation yields a required cash contribution of \$19,280. Payment must be made prior to release of the final plat for recording.

Drainage: A preliminary grading and erosion control is provided as Exhibit 3. A complete and final drainage plan should be a condition of approval of this request.

Parking: Required parking is provided in attached garages and driveways.

General PUD Requirements: Both Section 10.20, Subd.8 and Section 10.21 set forth requirements for open space and common elements preservation and maintenance, including:

- Draft conditions, covenants and restrictions and other documents relating to operation and maintenance of the development, including all of its open areas and recreational facilities.
- A property owners association agreement (for residential PUD) with mandatory membership (in accordance with Section 10.20, Subdivision 8(F) if property is located in shoreland area).

Submittal of these items will be a condition of preliminary approval of this request.

DRT Comments: This project was the subject of the required Development Review Team (DRT) meeting in February 2026. Comments were received from various Team members including the preference for public street (vs. private drive), the creation of the utility easement, the City's stormwater management requirements, and building permit and land use permit processes and timing.

Comments from Other Reviewers: See attached comments from Public Works Director Brian Yavarow, from ALP's Brian Dahl, and from ALP's Josh Waldorf. These comments are to be incorporated into the required changes to the preliminary submittal.

Recommendations: Since it appears that the subject application meets or can meet the relevant provisions of the Alexandria City Code, recommend:

A. Approval of the Preliminary PUD Application (**PUD-26-001**), based upon the following **Findings of Fact**:

1. The proposed project is not detrimental to present and potential surrounding land use, since it proposed a residential use in the residential district.
2. Land surrounding the proposed development can be planned in coordination with the proposed development and can be developed so as to be mutually compatible.
3. Streets and sidewalks, existing and proposed, are suitable and adequate to carry anticipated traffic within the proposed project and in the vicinity of the proposed project, in light of the criteria

set forth in this Code and in compliance with transportation level of service standards and guidelines contained in the comprehensive plan.

4. Services including potable water, sanitary sewer and storm drainage are available or can be provided by the development prior to occupancy so as to comply with level of service standards or guidelines contained in the comprehensive plan.
5. The proposed development, as it is planned to be completed, does contain the required parking spaces, recreation spaces, landscape and utility areas necessary for creating and sustaining a desirable and stable environment.
6. The project conforms with the purposes and standards prescribed in Chapter Ten of the City Code, specifically those relating to the preservation and enhancement of the quality of surface waters, the conservation of the economic and environmental values of shorelands, and provision for the wise use of waters and related land resources.
7. The project conforms to the Comprehensive Plan. (CP = Low to Medium Density Residential.)
8. The concurrent subdivision application is in conformance with the requirements of City Code Section 11; and subject to the following conditions.

Conditions:

1. Two (2) paved off-street parking stalls per unit.
 2. Any exterior lighting to be hooded and directed away from the public street.
 3. Recording by the Developer of the final plat of **"Shady Oaks at AGC"** with the conditions as noted in that approval.
 4. Recording by the City of the Order Granting Conditional Use for this project, including the conditions noted in that approval.
3. SUBDIVISION – SA-26-002 **"Shady Oaks at AGC"** – Hagstrom Engineering on behalf of Carl and Sharlene Wittenburg

Background

Approval of the Preliminary Plat of "Shady Oaks at AGC" (SA-26-002) based on the foregoing Findings of Fact and subject to the conditions as follows:

1. The addition of a ten (10) foot utility easement adjacent to the dedicated street right of way contained in the plat.
2. Final drainage plan to be submitted to and approved by the City Engineer prior to release of the final plat for recording.
3. Payment of the required park dedication fee of \$19,280 prior to release of the approved final plat for recording.
4. Submittal of the draft conditions, covenants, and restrictions and other documents relating to operation and maintenance of the development, including all of its open space areas and

- recreational facilities.
 5. Submittal of a draft property owners association agreement (for residential PUD) with mandatory membership (in accordance with Section 10.20, Subdivision 8(F).
 6. Connection of the six (6) building lots to municipal water and public sanitary sewer main as per ALP requirements.
 7. Proper evidence of title is presented to the City Attorney prior to release of the final plat for recording.
4. ZONING DISTRICT AMMENDMENT – DA-26-001 **“Shady Oaks at AGC”** – Hagstrom Engineering on behalf of Carl and Sharlene Wittenburg
 5. CONDITIONAL USE – C-26-004 **“Shady Oaks at AGC”** – Hagstrom Engineering on behalf of Carl and Sharlene Wittenburg

Background

Approval of the Conditional Use Permit **(C-26-004)** based on the foregoing **Findings of Fact** and the **Findings of Fact** and **Conditions** as noted in the enclosed **Conditional Use Permit Analysis**, elsewhere in this report, and/or as may be enunciated by the Commission, including the following:

1. Connection of the building lots to public utilities via the common lot as per ALASD and ALP requirements. No City connection fees will be applied.
2. Any exterior lighting to be hooded and directed away from the public street.
3. Two (2) paved off-street parking stalls per unit.
4. A final drainage plan is submitted to and approved by the City Engineer, prior to release of the final plat for recording.

Mr. Weber reported that since the Commission had acted to table the PUD and subsidiary requests, he was asking the Council to extend the 60-day review period to allow the applicants adequate time for any necessary revisions.

A motion was made by Council Member Franzen to extend the 60-day review period for PUD-26-001, SA-26-002, DA-26-001, and C-26-004 submitted by Hagstrom Engineering on behalf of Carl & Sharlene Wittenburg for up to an additional 60 days. The motion was seconded by Council Member Mace.

RESULT: ADOPTED (UNANIMOUS) MOVER: Bill Franzen, Council Member - Ward 1 SECONDER: Nicole Mace, Council Member - Ward 4 AYES: Franzen, Thalman, Allen, Mace and Kvale
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6. FINAL PLAT – “**Prairie Lane Addition**” – Oak Hill Properties, LLC

Background

The preliminary plat for this project was approved in February 2026, subject to the following conditions:

1. A final drainage plan is submitted to and approved by the City Engineer.
2. Proper evidence of title is presented to the City Attorney prior to release of the final plat for recording.
3. Connection of Lots 1-3, Block 2 to public utilities via the common lot as per ALASD and ALP requirements.
4. Connection of Lot 1, Block 1 to municipal water main as per ALP requirements.
5. Dedication of the Prairie Lane street right of way on the final plat.
6. Payment of the required park dedication contribution of \$1461 prior to release of the final plat for recording.
7. Draft property owners association agreement, covenants, etc., governing the ongoing maintenance of the project, including open space.

Recommendation: A review of the submittals show that conditions # 1, 2, and 5 have been satisfied. The other conditions are either items that will be completed at the time the plat is released for recording (#6) or after the plat is recorded (#’s 3, 4, and 7). Since it appears that this proposal meets or exceeds the relevant provisions of the City Code, recommend approval of “**Prairie Lane Addition**” as presented subject to the following conditions:

1. Connection of Lots 1-3, Block 2 to public utilities via the common lot as per ALASD and ALP requirements.
2. Connection of Lot 1, Block 1 to municipal water main as per ALP requirements.
3. Payment of the required park dedication contribution of \$1461 prior to release of the final plat for recording.
4. Draft property owners association agreement, covenants, etc., governing the ongoing maintenance of the project, including open space.

A motion was made by Council Member Kvale to approve the Final Plat, "Prairie Lane Addition" submitted by Oak Hill Properties, LLC based on the findings of fact and with the following Conditions:

1. Connection of Lots 1-3, Block 2 to public utilities via the common lot as per ALASD and ALP requirements.
2. Connection of Lot 1, Block 1 to municipal water main as per ALP requirements.
3. Payment of the required park dedication contribution of \$1461

- prior to release of the final plat for recording.
4. Draft property owners association agreement, covenants, etc., governing the ongoing maintenance of the project, including open space.

The motion was seconded by Council Member Mace.

RESULT:	ADOPTED (UNANIMOUS)
MOVER:	Carl Kvale, Council Member - Ward 5
SECONDER:	Nicole Mace, Council Member - Ward 4
AYES:	Franzen, Thalman, Allen, Mace and Kvale

16. Tom Jacobson, City Attorney

17. Marty Schultz, City Administrator

18. Old and Other Business

19. CLOSED SESSION: Purchase or Sale of Real Property

1. CLOSED SESSION: Purchase or Sale of Real Property

This item was removed from the agenda.

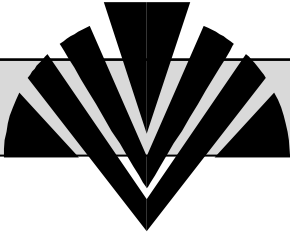
20. Adjournment

There being no further business, the meeting was adjourned at 8:10 PM.

Bobbie Osterberg, Mayor

Attest:

Martin D. Schultz, City Administrator



PROCLAMATION

20th Anniversary of Legacy of the Lakes Museum and Gardens

Whereas, the Legacy of the Lakes Museum is celebrating its 20th anniversary in 2026, marking two decades of preserving the lake life traditions and history that define the Alexandria community; and

Whereas, since opening its doors, the Museum has welcomed more than 70,000 visitors from all fifty states and more than 15 countries, including a record 7,000 guests this past year, showing its continued growth and importance as a local cultural landmark; and

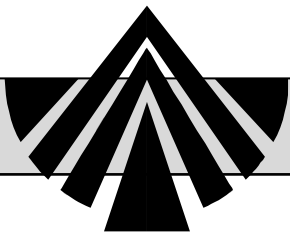
Whereas, the Museum's gardens and galleries offer a unique mix of natural beauty and history, serving as a primary gathering place for weddings, concerts, events, and family celebrations; and

Whereas, the Museum remains committed to accessible education, serving over 1,400 individuals through local programs each year and reaching nearly 2 million people through its online educational content; and

Whereas, this 20-year milestone was made possible by the hard work of dedicated volunteers, community partners, and staff who act as stewards of our local heritage;

Now, Therefore, I, Bobbie K. Osterberg, Mayor of the City of Alexandria, Minnesota, recognize 2026 as the 20th Anniversary of the Legacy of the Lakes Museum and encourage all citizens to celebrate its contributions to our community's history and quality of life.

Bobbie K. Osterberg, Mayor





City Council - Regular Meeting
704 Broadway
Alexandria, MN 56308

SCHEDULED
ACTION ITEM (ID # 10422)

Meeting: May 11, 2026
Department: Administration
Category: License
Prepared by: Amy Riedel
Department Head: Marty Schultz
DOC ID: 10422

2026 License - Mobile Food Truck/Vendor

Background

Attached are the 2026 Mobile Food Truck/Vendors Licenses submitted by Mi Mexico, Mini Waska Donuts, Theiler Holdings LLC dba Axe Kitchen, and Ann Manning LLC dba Deja Blue House of Coffee, which according to the City Code require City Council approval.

Financial Impact

All application fees have been received.

Recommendation

Recommend approval of the 2026 Mobile Food Truck/Vendors Licenses for Mi Mexico, Mini Waska Donuts, Theiler Holdings LLC dba Axe Kitchen, and Ann Manning LLC dba Deja Bleu House of Coffee as submitted.

ATTACHMENTS

- [MOBILE FOOD TRUCK - MI MEXICO.pdf](#)
- [MOBILE FOOD TRUCK - MINI WASKA DONUTS.pdf](#)
- [MOBILE FOOD TRUCK - THEILER HOLDINGS LLC DBA AXE KITCHEN.pdf](#)
- [MOBILE FOOD TRUCK - ANN MANNING LLC DBA DEJA BLEU HOUSE OF COFFEE.pdf](#)

City of Alexandria



704 Broadway, Alexandria, MN 56308

320.763.6678 | 320.763.3511 (fax) | www.AlexandriaMN.city

Licensing Year: 1/1 to 12/31 20__

New: ☐ Renewal: ☒

License Fee: \$300 per unit

Mobile Food Trucks/Vendors

The undersigned hereby makes application for a license and agrees to operate in the City of Alexandria in accordance with the regulations governing this enterprise as set forth in the Alexandria City Code. It is understood that failure to conform renders this license null and void.

Applicant (Owner) Information

Legal Name First Juan Middle — Last Cid Guadarrama
Primary Phone 320-444-4840 Alt. Phone 320-444-4839 Email mimexico07@gmail.com
Street Address 17694 45TH Ave City Morris State MN Zip 56267
Mailing Address (where future correspondence should be sent):
Street Address 618 Atlantic Ave City Morris State MN Zip 56267

Business Information: ☒ Corporation ☐ Limited Liability Company ☐ Partnership ☐ Other _____

Name of Company Mi Mexico
Business Address 618 Atlantic Ave City Morris State MN Zip 56267
Phone 320-444-4840 Email mimexico07@gmail.com Website _____

List all other names under which you conduct business (legal names, mobile food unit signage, parent companies DBA, etc.).

Mi Mexico Corporation, Stephanie Cid
mi Mexico,

Applicant/Licensee Signature Stephanie Cid

Title (if signing on behalf of an organization) Owner Date 4/22/20

*If you have any questions, please contact Amy Riedel at 320-759-3622 or email at ariedel@alexandriamn.city. On behalf of the City of Alexandria, thank you for your prompt attention in returning your application.

***Please make sure all the necessary documents accompany your license application and the forms are filled out completely and signed. Incomplete applications will not be approved.**

(FOR OFFICE USE ONLY)

Date Received 4/29/2020 Date of City Council Approval _____ License # _____

City of Alexandria



704 Broadway, Alexandria, MN 56308

320.763.6678 | 320.763.3511 (fax) | www.AlexandriaMN.city

Licensing Year: 1/1/2026 to 12/31/2026

Renewal: ☒

License Fee: \$300 per unit

Mobile Food Trucks/Vendors

The undersigned hereby makes application for a license and agrees to operate in the City of Alexandria in accordance with the regulations governing this enterprise as set forth in the Alexandria City Code. It is understood that failure to conform renders this license null and void.

Applicant (Owner) Information

Legal Name First PHIL Middle James Last Stumpf
Primary Phone 320.740-2740 Alt. Phone 320.424.1881 Email stumpfclan6@gmail.com
Street Address 230 17th Ave NW City Glenwood State MN Zip 56334

Mailing Address (where future correspondence should be sent):

Street Address 230 17TH AVE NW City GLENWOOD State MN Zip 56334

Business Information: ☐ Corporation ☒ Limited Liability Company ☐ Partnership ☐ Other _____

Name of Company MINI WASKA DONUTS

Business Address 230 17th Ave NW City Glenwood State MN Zip 56334

Phone 320-760-2740 Email stumpfclan6@gmail.com

List all other names under which you conduct business (legal names, mobile food unit signage, parent companies DBA, etc.).

Applicant/Licensee Signature [Signature]

Title (if signing on behalf of an organization) _____ Date _____

*If you have any questions, please contact Amy Riedel at 320-759-3622 or email at ariedel@alexandriamn.city. On behalf of the City of Alexandria, thank you for your prompt attention in returning your application.

***Please make sure all the necessary documents accompany your license application and the forms are filled out completely and signed. Incomplete applications will not be approved.**

PA V#1190

(FOR OFFICE USE ONLY)

Date Received 4/30/2026 Date of City Council Approval _____ License # _____

City of Alexandria



704 Broadway, Alexandria, MN 56308

320.763.6678 | 320.763.3511 (fax) | www.AlexandriaMN.city

Licensing Year: 1/1 to 12/31 20 26

New: ☒ Renewal: ☐

License Fee: \$300 per unit

Mobile Food Trucks/Vendors

The undersigned hereby makes application for a license and agrees to operate in the City of Alexandria in accordance with the regulations governing this enterprise as set forth in the Alexandria City Code. It is understood that failure to conform renders this license null and void.

Applicant (Owner) Information

Legal Name First Nicole Middle Marie Last Zenk

Primary Phone 218-235-7011 Alt. Phone _____ Email nicole.zenk@yahoo.com

Street Address 27789 City Rd 175 City Belgrade State MN Zip 56312

Mailing Address (where future correspondence should be sent):

Street Address _____ City _____ State _____ Zip _____

Business Information: ☐ Corporation ☒ Limited Liability Company ☐ Partnership ☐ Other _____

Name of Company THEILER HOLDINGS, LLC

Business Address 27789 City Rd 175 City Belgrade State MN Zip 56312

Phone 320-429-5438 Email axe.kitchen.food.truck@gmail.com Website _____

List all other names under which you conduct business (legal names, mobile food unit signage, parent companies DBA, etc.).

DBA Axe Kitchen

Applicant/Licensee Signature [Signature]

Title (if signing on behalf of an organization) CEO Date 4-20-26

*If you have any questions, please contact Amy Riedel at 320-759-3622 or email at ariedel@alexandriamn.city. On behalf of the City of Alexandria, thank you for your prompt attention in returning your application.

***Please make sure all the necessary documents accompany your license application and the forms are filled out completely and signed. Incomplete applications will not be approved.**

1st # 1012

(FOR OFFICE USE ONLY)

Date Received 4/29/2026 Date of City Council Approval _____ License # _____

City of Alexandria



704 Broadway, Alexandria, MN 56308

320.763.6678 | 320.763.3511 (fax) | www.AlexandriaMN.city

Licensing Year: 1/1/2026 to 12/31/2026

Renewal: ☒

License Fee: \$300 per unit

Mobile Food Trucks/Vendors

The undersigned hereby makes application for a license and agrees to operate in the City of Alexandria in accordance with the regulations governing this enterprise as set forth in the Alexandria City Code. It is understood that failure to conform renders this license null and void.

Applicant (Owner) Information

Legal Name First Patricia Middle Ann Last Dusing

Primary Phone 320-766-2155 Alt. Phone 320-766-2155 Email dusing.patty@gmail.com

Street Address 8376 Cty Rd 93 SW City Farwell State MN Zip 56327

Mailing Address (where future correspondence should be sent):

Street Address 8376 CO RD 93 SW City FARWELL State MN Zip 56327

Business Information: ☐ Corporation ☒ Limited Liability Company ☐ Partnership ☐ Other _____

Name of Company ANN MANNING LLC

Business Address 612 Broadway St. City Alexandria State MN Zip 56308

Phone 320-766-2155 Email dusing.patty@gmail.com

List all other names under which you conduct business (legal names, mobile food unit signage, parent companies DBA, etc.).

DEJA BLEU HOUSE OF COFFEE

Ann Manning, LLC

Applicant/Licensee Signature _____

Title (if signing on behalf of an organization) _____ Date 4/26/26

*If you have any questions, please contact Amy Riedel at 320-759-3622 or email at ariedel@alexandriamn.city. On behalf of the City of Alexandria, thank you for your prompt attention in returning your application.

***Please make sure all the necessary documents accompany your license application and the forms are filled out completely and signed. Incomplete applications will not be approved.**

(FOR OFFICE USE ONLY)

Date Received 5/1/2026 Date of City Council Approval _____ License # _____

**City Council - Regular Meeting**

704 Broadway
Alexandria, MN 56308

SCHEDULED**ACTION ITEM (ID # 10423)**

Meeting: May 11, 2026

Department: Administration

Category: License

Prepared by: Amy Riedel

Department Head: Marty Schultz

DOC ID: 10423

2026 License Renewals - Transient Merchant (Temporary Vendor)**Background**

Attached is a 2026 Transient Merchant (Temporary Vendor) License renewals submitted by B-Pop Kettle Korn LLC dba B-Pop Kettle Korn and Papa's Kettlecorn., which according to the City Code requires City Council approval.

Financial Impact

All application fees have been received.

Recommendation

Recommend approval of the 2026 Transient Merchant (Temporary Vendor) License Renewal submitted by B-Pop Kettle Korn LLC dba B-Pop Kettle Korn and Papa's Kettlecorn.

ATTACHMENTS

- [TRANSIENT MERCHANT \(TEMP VENDOR\) - B-POP KETTLE KORN LLC DBA B-POP KETTLE KORN.pdf](#)
- [TRANSIENT MERCHANT \(TEMP VENDOR\) - PAPA'S KETTLECORN.pdf](#)

City of Alexandria



704 Broadway, Alexandria, MN 56308
320.763.6678 | 320.763.3511 (fax) | www.AlexandriaMN.city

Licensing Year: 1/1 to 12/31 2026

New: ☐ Renewal: ☒

License Fee: \$200

Transient Merchant (Temporary Vendor)

The undersigned hereby makes application for a license and agrees to operate in the City of Alexandria in accordance with the regulations governing this enterprise as set forth in the Alexandria City Code. It is understood that failure to conform renders this license null and void.

Contact Person Information

Legal Name First STEPHEN Middle JAMES Last STANTON
Primary Phone 320 766 0562 Alt. Phone _____ Email KERNEL1@CHARTER.NET
Street Address 2202 PARKVIEW RD City ALEXANDRIA State MN Zip 56308
Mailing Address (where future correspondence should be sent):
Street Address SAME City _____ State _____ Zip _____

Business Information: ☐ Corporation ☒ Limited Liability Company ☐ Partnership ☐ Other _____

Name of Company B-POP KETTIE KORN LLC
Business Address 2202 PARKVIEW RD City ALEXANDRIA State MN Zip 56308
Phone 320 766 0562 Email KERNEL1@CHARTER.NET Website _____
List all other names under which you conduct business (legal names, mobile food unit signage, parent companies DBA, etc.).
B-POP KETTIE KORN

Applicant/Licensee Signature [Signature]
Title (if signing on behalf of an organization) _____ Date 4/28/26

*If you have any questions, please contact Amy Riedel at 320-759-3622 or email at ariedel@alexandriamn.city. On behalf of the City of Alexandria, thank you for your prompt attention in returning your application.

***Please make sure all the necessary documents accompany your license application and the forms are filled out completely and signed. Incomplete applications will not be approved.**

PA 1# 034

(FOR OFFICE USE ONLY)

Date Received 4/24/26 Date of City Council Approval _____ License # _____

City of Alexandria



704 Broadway, Alexandria, MN 56308

320.763.6678 | 320.763.3511 (fax) | www.AlexandriaMN.city

Licensing Year: 1/1/2026 to 12/31/2026

Renewal: ☒

License Fee: \$200

Transient Merchant (Temporary Vendor)

The undersigned hereby makes application for a license and agrees to operate in the City of Alexandria in accordance with the regulations governing this enterprise as set forth in the Alexandria City Code. It is understood that failure to conform renders this license null and void.

Contact Person Information

Legal Name First Robert Middle R Last Lorenz

Primary Phone 320-491-6275 Alt. Phone _____ Email boblorenz53@yahoo.com

Street Address 1829 Rosewood Ln SE City Alexandria State MN Zip 56308

Mailing Address (where future correspondence should be sent):

Street Address 1829 ROSEWOOD LN SE City ALEXANDRIA State MN Zip 56308

Business Information: ☐ Corporation ☐ Limited Liability Company ☐ Partnership ☒ Other _____

Name of Company PAPA'S KETTLECORN

Business Address _____ City _____ State _____ Zip _____

Phone 320-491-6275 Email boblorenz53@yahoo.com

List all other names under which you conduct business (legal names, mobile food unit signage, parent companies DBA, etc.).

Applicant/Licensee Signature Bob Lorenz

Title (if signing on behalf of an organization) owner Date 4-22-26

*If you have any questions, please contact Amy Riedel at 320-759-3622 or email at ariedel@alexandriamn.city. On behalf of the City of Alexandria, thank you for your prompt attention in returning your application.

***Please make sure all the necessary documents accompany your license application and the forms are filled out completely and signed. Incomplete applications will not be approved.**

PA 119034

(FOR OFFICE USE ONLY)

Date Received 4/23/2026 Date of City Council Approval _____ License # _____



City Council - Regular Meeting
704 Broadway
Alexandria, MN 56308

SCHEDULED
ACTION ITEM (ID # 10424)

Meeting: May 11, 2026
Department: Administration
Category: License
Prepared by: Amy Riedel
Department Head: Marty Schultz
DOC ID: 10424

Motorized Vehicle Racing (2 Cylinder or Less Engines) - Runestone Go Kart Association

Background

The City has received a renewal application for a 2026 Motorized Vehicle Racing (2 Cylinders or Less Engines) License from Runestone Go Kart Association. The applicant has submitted the required Certificate of Liability Insurance and list of dates for events/races is as follows: May 9, May 15, May 22, June 12, June 19, June 26, July 17, July 31, August 7, September 11, and a rain date of October 3.

Financial Impact

The application fee has been received.

Recommendation

Recommend approval of the renewal application for a 2026 Motorized Vehicle Racing (2 Cylinders or Less Engines) License submitted by Runestone Go Kart Association.

ATTACHMENTS

- [MOTORIZED VEHICLE RACING - RUNESTONE GO KART ASSOCIATION.pdf](#)

City of Alexandria



704 Broadway, Alexandria, MN 56308
320.763.6678 | 320.763.3511 (fax) | www.AlexandriaMN.city

Licensing Year: 1/1 TO 12/31 20 26
New: ☐ Renewal: ☒
License Fee: \$20 PER RACE
Provide list of dates for races/events

Motorized Vehicle Racing (2 Cylinder or Less Engines)

The undersigned hereby makes application for a license and agrees to operate in the City of Alexandria in accordance with the regulations governing this enterprise as set forth in the Alexandria City Code. It is understood that failure to conform renders this license null and void.

Contact Person Information

Legal Name First Sara Middle Marie Last Wellstein
Primary Phone 320-304-0251 Alt. Phone _____ Email runestonegokartassn@gmail.com
Street Address Po Box 352 City Alexandria State MN Zip 56308
Mailing Address (where future correspondence should be sent):
Street Address _____ City _____ State _____ Zip _____

Business Information: ☐ Corporation ☐ Limited Liability Company ☐ Partnership ☒ Other _____

Name of Company runestone gokart assn.
Business Address _____ City Alexandria State MN Zip 56308
Phone _____ Email runestoregokartassn@gmail.com Website runestonegokartassn.com
List all other names under which you conduct business (legal names, mobile food unit signage, parent companies DBA, etc.).

Applicant/Licensee Signature Sara Wellstein

Title (if signing on behalf of an organization) _____ Date 5-5-26

*If you have any questions, please contact Amy Riedel at 320-759-3622 or email at ariedel@alexandriamn.city. On behalf of the City of Alexandria, thank you for your prompt attention in returning your application.

***Please make sure all the necessary documents accompany your license application and the forms are filled out completely and signed. Incomplete applications will not be approved.**

QJ CL

(FOR OFFICE USE ONLY)

Date Received 5/5/2026 Date of City Council Approval _____ License # _____



2026 RUNESTONE GOKART RACE SCHEDULE

- May 9th 12:00pm Test and tune
- May 15th Points
- May 22nd Memorial Day Special 🇺🇸 Points
- June 12th Points
- June 19th Points
- June 26th Points
- July 17th Tasha Fester Memorial Series
- July 31st Points
- August 7th Points
- September 11th 👑 King of Dirt 👑
- October 3rd Rain make up if need be.



**City Council - Regular Meeting**

704 Broadway
Alexandria, MN 56308

**SCHEDULED
ACTION ITEM (ID # 10425)**

Meeting: May 11, 2026
Department: Alexandria Airport
Category: Advertise for Bids
Prepared by: Kreg Anderson
Department Head: Kreg Anderson
DOC ID: 10425

Authorization to Bid Runway 13/31 Reconstruction**Background**

After several years of planning and delays the FAA is preparing to issue a FAA Discretionary grant later this year for a full reconstruction of Runway 13/31, with construction occurring in 2027. This bid will encompass demolition of existing pavements, alternates for either an asphalt or concrete new surface, installation of LED runway lights and related navigational lights, and a new base layer. The rate of this Discretionary grant will be at 95% FAA, 2.5% State, 2.5% Local. Any ineligible pavements will be covered in a State grant at a rate of 70% State and 30% Local.

Financial Impact

There are no financial impacts other than publication costs associated with this request. Once bid numbers are known, the total estimated project cost will be presented to this Council along with a recommendation of awarding the construction contract contingent on receiving grant funding.

Recommendation

Motion authorizing the advertisement of bids for the Runway 13/31 reconstruction project.

ATTACHMENTS

- [00 11 11 Notice of Call for Bids \(Federal\) Runway Project.pdf](#)
- [406 - Airport Development.pdf](#)

DOCUMENT 00 11 11
NOTICE OF CALL FOR BIDS (FEDERAL)

CITY OF ALEXANDRIA

Airport Location: Alexandria Regional Airport
Project Name: Runway 13-31 Reconstruction
FAA AIP No.: 3-27-0004-021-2026
State Project No.: A2101-69
TKDA Project No.: 20329
Bids Close At: 2:00 PM on June 23, 2026

NOTICE TO CONTRACTORS

Electronic Bid Submission for the project listed above will be received by the Owner, a public corporation, via QuestCDN, <https://questcdn.com/> until the official time and date as displayed in QuestCDN Online.

This project provides for the reconstruction of Runway 13-31 and associated electrical components at Alexandria Regional Airport. This project also includes reconstruction of Runway 13-31 intersections with Runway 4-22 and Taxiways A1, A2, A3, and B. Major items of work for the project include pavement removal; grading and drainage improvements; aggregate base; concrete pavement; asphalt pavement; pavement grooving; pavement markings; subdrain installation; runway lighting and signage; PAPI replacement; REIL replacement; erosion control; and turf establishment.

Approximate quantities of major items of work are as follows:

Base Bid

Asphalt Pavement Removals	70,000	SY
Unclassified Excavation	90,000	CY
Subbase Course	3,500	CY
6" Aggregate Base	4,000	SY
Plant Mixed Asphalt	1,000	TON
6" PVC Subdrain	14,000	LF
Airfield Cabling	100,000	LF
Encased Duct Bank	2,000	LF
Electrical Conduit	21,000	LF
Runway Lighting	75	EA
REIL System	1	EA
PAPI System	2	EA

Bid Schedule #1

Subbase Course	41,000	CY
8" Aggregate Base	62,000	SY
8" Concrete Pavement	62,000	SY
Joint Sealing Filler	77,000	LF
Pavement Markings	1	LS
Pavement Grooving	57,000	SY

Bid Schedule #2

Subbase Course	52,000	CY
6" Aggregate Base	62,000	SY
Plant Mixed Asphalt	15,000	TON
Pavement Markings	1	LS
Pavement Grooving	57,000	SY

Along with the Base Bid, Owner will consider award of either Schedule #1 or #2 as alternates to each other.

Bids shall be submitted electronically via QuestCDN. No other Bid Form is acceptable.

Consistent with Minnesota Statute, Section 473.144, Owner may not accept a bid or proposal for a contract or execute a contract in excess of \$100,000 with any business unless said business is in compliance with certain requirements concerning affirmative action plans. Evidence of compliance must be submitted within (2) two Owner business days following opening of bids. Bids will be considered non-responsive if the compliance requirements are not met. Compliance requirements are outlined in the project specification.

NONDISCRIMINATION IN EMPLOYMENT

Refer to Contract and Labor Provisions in the specifications for requirements.

DISADVANTAGED BUSINESS ENTERPRISES (DBE)

The current federal DBE program has been suspended by the U.S. Department of Transportation pursuant to interim final rule (2025-19460 (90 FR 47969)). The Owner has not established DBE contract goals for this project.

The requirements of 49 CFR Part 26 including any amendments thereto apply to this contract. It is the policy of the OWNER to practice nondiscrimination based on race, color, sex or national origin in the award or performance of this contract. The OWNER encourages participation by all firms qualifying under this solicitation regardless of business size or ownership.

STATE NOTICE OF REQUIREMENTS FOR AFFIRMATIVE ACTION TO ENSURE EQUAL EMPLOYMENT OPPORTUNITY

The following clause applies to state-assisted construction contracts in excess of \$100,000.

1. The Bidder's attention is called to the "equal opportunity clause" set forth herein.
2. The goals and timetables for minority and female participation, expressed in percentage terms for the contractor's aggregate workforce in each trade on all construction work in the covered area are as follows:

Covered Area	People of Color and Indigenous People	Women
Douglas County	12%	9%

These goals are applicable to all the contractor's construction work (whether or not it is state or state-assisted) performed in the covered area.

The contractor's compliance with Minnesota Statutes, section 363A.36 and part 5000.3520 shall be based on its implementation of the equal opportunity clause, specific affirmative action obligations required by the specifications in part 5000.3540, and its efforts to meet the goals established for the geographical area where the contract resulting from this solicitation is to be performed. The hours of minority and female employment and training must be substantially uniform throughout the length of the contract, and in each trade, and the contractor must make a good faith effort to employ minorities and women evenly on each of its projects. The transfer of minority or female employees or trainees from contractor to contractor or from project to project for the sole purpose of meeting the contractor's goals is a violation of the contract, Minnesota Statutes, section 363A.36 and part 5000.3520. Compliance with the goals will be measured against the total work hours performed.

3. The contractor must provide written notification to the Compliance Division of the Minnesota Department of Human Rights within ten working days of award of any construction subcontract at any tier for construction work under the contract resulting from the solicitation. The notification must list the name, address, and telephone number of the subcontractor; employer identification number, estimated dollar amount of the subcontract; estimated starting and completion dates of the subcontract; and the geographical area in which the contract is to be performed.
4. As used in this notice, and in the contract resulting from this solicitation, the "covered area" is Douglas County.

FAA BUY AMERICAN PREFERENCE

The Contractor certifies that its bid is in compliance with 49 USC § 50101, BABA and other related Made in America Laws, U.S. statutes, guidance, and FAA policies, which provide that Federal funds may not be obligated unless all iron, steel and manufactured goods used in AIP funded projects are produced in the United States, unless the Federal Aviation Administration has issued a waiver for the product; the product is listed as an Excepted Article, Material Or Supply in Federal Acquisition Regulation subpart 25.108; or is included in the FAA Nationwide Buy American Waivers Issued list.

The bidder or offeror must complete and submit the certification of compliance with FAA's Buy American Preference, BABA and Made in America laws included herein with their bid or offer. The Airport Sponsor/Owner will reject as nonresponsive any bid or offer that does not include a completed certification of compliance with FAA's Buy American Preference and BABA.

The Bidder certifies that all constructions materials, defined to mean an article, material, or supply other than an item of primarily iron or steel; a manufactured product; cement and cementitious materials; aggregates such as stone, sand, or gravel; or aggregate binding agents or additives that are or consist primarily of: non-ferrous metals; plastic and polymer-based products (including polyvinylchloride, composite building materials, and polymers used in fiber optic cables); glass (including optic glass); lumber; or drywall used in the project are manufactured in the U.S.

The Bidder certifies procurement of certain rolling stock using FAA grant funds will prohibit airports from using Federal financial assistance to procure buses or rail car vehicle rolling stock from covered entities.

TITLE VI SOLICITATION NOTICE

The Owner, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4), 28 CFR § 50.3, and 49 CFR Part 21, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, all contractors will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of the owner's race, color, national origin, sex, creed, age, or disability in consideration for an award.

DAVIS-BACON REQUIREMENTS

If applicable, the provision of the Federal Contract and Labor Provisions entitled Davis-Bacon Requirements is incorporated herein by reference.

FEDERAL FAIR LABOR STANDARDS ACT (FEDERAL MINIMUM WAGE)

All contracts and subcontracts that result from this solicitation incorporate by reference the provisions of 29 CFR part 201, et seq, the Federal Fair Labor Standards Act (FLSA), with the same force and effect as if given in full text. The FLSA sets minimum wage, overtime pay, recordkeeping, and child labor standards for full and part-time workers.

The Contractor has full responsibility to monitor compliance to the referenced statute or regulation. The Contractor must address any claims or disputes that arise from this requirement directly with the U.S. Department of Labor – Wage and Hour Division.

PROCUREMENT OF RECOVERED MATERIALS

See document 00 72 01 General Conditions (Federal) section 40-07 Rights in and use of materials.

PROHIBITION OF COVERED UNMANNED AIRCRAFT SYSTEMS (UAS)

The Bidder or Offeror certifies that they are aware of and comply with relevant Federal statutes and regulations, including those from the Federal Aviation Administration (FAA), for operating unmanned aircraft systems (UAS) in accordance, and in compliance with all related requirements in the FAA Reauthorization Act of 2024 (Public Law 118-63), section 936 (49 U.S.C. § 44801 note).

BID SECURITY

Each bid shall be accompanied by a "Bid Security" in the form of a certified check made payable to the Owner in the name of City of Alexandria in the amount of not less than five percent (5%) of the total bid, or a surety bond in the same amount, running to the City of Alexandria, with the surety company thereon

duly authorized to do business in the State of Minnesota. Such Bid Security to be a guarantee that the bidder will not, without the consent of the Owner, withdraw its bid for a period of (90) days after the opening of bids, and, if awarded the Contract, will enter into a contract with the OWNER, and in connection therewith, give Performance and Payment Bonds as required by law and on forms furnished to the Contractor by the Owner. In the event the Bidder fails to enter into a Contract, the amount of the certified check will be retained or the bond enforced by the Owner.

AC 150/5370-10H 20-10 Bid guarantee. Each separate proposal shall be accompanied by a bid bond, certified check, or other specified acceptable collateral, in the amount specified in the proposal form. Such bond, check, or collateral, shall be made payable to the Owner.

AC 150/5370-10H 30-03 Cancellation of award. The Owner reserves the right to cancel the award without liability to the bidder, except return of proposal guaranty, at any time before a contract has been fully executed by all parties and is approved by the Owner in accordance with paragraph 30-07 Approval of Contract.

AC 150/5370-10H 30-04 Return of proposal guaranty. All proposal guaranties, except those of the two lowest bidders, will be returned immediately after the Owner has made a comparison of bids as specified in the paragraph 30-01, Consideration of Proposals. Proposal guaranties of the two lowest bidders will be retained by the Owner for 90 days, at which time, the unsuccessful bidder's proposal guaranty will be returned. The successful bidder's proposal guaranty will be returned as soon as the Owner receives the contract bonds as specified in paragraph 30-05, Requirements of Contract Bonds.

AVAILABILITY OF CONSTRUCTION DOCUMENTS

Plans and specifications are on file for inspection at the office of the Engineer; at QuestCDN Online as indicated below. Hard copy drawings and specifications will not be made available to Bidders.

Bidders desiring drawings and specifications for personal use may secure a complete digital set at <https://questcdn.com/>. Bidders may download the complete set of digital documents for \$22.00, or other fee as determined by QuestCDN, by entering eBidDoc™ #10110902 in the "Search Projects" page. Contact Quest Construction Data Network at (952) 233-1632 or info@questcdn.com for assistance. Hard copy drawings and specifications will not be made available to Bidders.

Bid documents for this project may be viewed for no cost at QuestCDN Online.

For this project, bids will **ONLY** be received electronically. Contractors submitting an electronic bid will be charged an additional \$42.00, or other fee as determined by QuestCDN, at the time of bid submission via the online electronic bid service QuestCDN Online.

AC 150/5370-10H 20-04 Issuance of proposal forms. The Owner reserves the right to refuse to issue a proposal form to a prospective bidder if the bidder is in default for any of the following reasons:

- a. Failure to comply with any prequalification regulations of the Owner, if such regulations are cited, or otherwise included, in the proposal as a requirement for bidding.
- b. Failure to pay, or satisfactorily settle, all bills due for labor and materials on former contracts in force with the Owner at the time the Owner issues the proposal to a prospective bidder.
- c. Documented record of Contractor default under previous contracts with the Owner.
- d. Documented record of unsatisfactory work on previous contracts with the Owner.

AC 150/5370-10H 20-07 Preparation of proposal. The bidder shall submit their proposal on the forms furnished by the Owner. All blank spaces in the proposal forms, unless explicitly stated otherwise, must be correctly filled in where indicated for each and every item for which a quantity is given. The bidder shall state the price (written in ink or typed) both in words and numerals which they propose for each pay item furnished in the proposal. In case of conflict between words and numerals, the words, unless obviously incorrect, shall govern.

AC 150/5370-10H 20-08 Responsive and responsible bidder. A responsive bid conforms to all significant terms and conditions contained in the Owner's invitation for bid. It is the Owner's responsibility to decide if

the exceptions taken by a bidder to the solicitation are material or not and the extent of deviation it is willing to accept.

A responsible bidder has the ability to perform successfully under the terms and conditions of a proposed procurement, as defined in 2 CFR § 200.318(h). This includes such matters as Contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

AC 150/5370-10H 20-09 Irregular proposals. Proposals shall be considered irregular for the following reasons:

- a. If the proposal is on a form other than that furnished by the Owner, or if the Owner's form is altered, or if any part of the proposal form is detached.
- b. If there are unauthorized additions, conditional or alternate pay items, or irregularities of any kind that make the proposal incomplete, indefinite, or otherwise ambiguous.
- c. If the proposal does not contain a unit price for each pay item listed in the proposal, except in the case of authorized alternate pay items, for which the bidder is not required to furnish a unit price.
- d. If the proposal contains unit prices that are obviously unbalanced.
- e. If the proposal is not accompanied by the proposal guaranty specified by the Owner.
- f. If the applicable Disadvantaged Business Enterprise information is incomplete.

The Owner reserves the right to reject any irregular proposal and the right to waive technicalities if such waiver is in the best interest of the Owner and conforms to local laws and ordinances pertaining to the letting of construction contracts.

END OF DOCUMENT

406 Airport Development Fund

Project	Funding Source	2026	2027	2028	2029	2030	2031	2032	2033	UPP
Airport Security Gates	Airport Development Fund	50,000	-	-	-	-	-	-	-	-
Pavement Joint and Crack Repair	Airport Development Fund	-	-	-	50,000	-	-	-	-	-
Airport Master Plan	Airport Development Fund	-	-	-	-	-	-	-	-	-
Bellanca Lane Reconstruction	Airport Development Fund	-	71,976	-	-	-	-	-	-	-
Fuel System Upgrades	Airport Development Fund	-	-	415,000	-	-	-	-	-	-
GPS Approaches Runway 4/13	Airport Development Fund	-	-	-	-	-	-	-	-	-
ILS Replacement	Airport Development Fund	38,490	300,000	-	-	-	-	-	-	-
Re-Clad and Insulate H-1 and SRE	Airport Development Fund	-	-	-	-	75,000	-	-	-	-
Re-Clad Bellanca Building	Airport Development Fund	-	-	-	-	45,000	-	-	-	-
Re-Clad Two 6-unit T-Hangers*	Airport Development Fund	-	-	-	-	45,000	-	-	-	-
Runway 04-22 Reconstruction	Airport Development Fund	-	-	-	-	-	-	-	-	-
Runway 13-31 Reconstruction	Airport Development Fund	-	806,770	-	-	-	-	-	-	-
Taxiway A Edge Lighting	Airport Development Fund	-	-	-	46,184	-	-	-	-	-
Terminal Area Study	Airport Development Fund	-	-	-	-	-	-	-	-	-
V-Plow	Airport Development Fund	-	-	-	-	-	-	-	-	-
T-Hanger Electrical Upgrades	Airport Development Fund	-	-	-	-	-	-	-	-	-
2013 Chevy 3500	Airport Development Fund	-	-	-	-	-	-	-	70,000	-
2003 John Deere 6420	Airport Development Fund	-	-	-	200,000	-	-	-	-	-
1995 Oshkosh Plow	SRE Grant	10,000	30,750	-	-	-	-	-	-	-
1984 Oshkosh Blower	Financing	59,000	59,000	59,000	59,000	59,000	59,000	59,000	59,000	59,000
1995 Oshkosh Sweeper	Financing	-	-	-	-	51,000	51,000	51,000	51,000	51,000
2016 John Deere ZTR Mower	Airport Development Fund	-	-	12,000	-	-	-	-	-	-
2013 Ford Interceptor	Airport Development Fund	-	-	-	-	42,000	-	-	-	-
Apron Recon	Airport Development Fund	-	-	12,500	-	257,509	-	-	-	-
T-Hanger Loan	Airport Development Fund	35,256	35,256	35,256	35,256	35,256	35,256	35,256	35,256	35,256
Scissor Lift with Trailer	Airport Development Fund	15,500	-	-	-	-	-	-	-	-
		208,246	1,303,752	533,756	390,440	609,765	145,256	145,256	215,256	145,256
Current Cash Balance - Jan 1 2025		479,407	647,327	(360,969)	(589,269)	(664,253)	(948,562)	(758,362)	(558,162)	(558,162)
Hanger Rent		104,000	104,000	104,000	104,000	104,000	104,000	104,000	104,000	104,000
Ag Land Lease		20,456	20,456	20,456	20,456	20,456	20,456	20,456	20,456	20,456
Leases		86,000	86,000	86,000	86,000	86,000	86,000	86,000	86,000	86,000
Levy		45,000	55,000	65,000	75,000	85,000	95,000	105,000	115,000	125,000
Bellanca Revenue		95,000	95,000	95,000	95,000	95,000	95,000	95,000	95,000	95,000
Bellanca Expense		(65,000)	(65,000)	(65,000)	(65,000)	(65,000)	(65,000)	(65,000)	(65,000)	(65,000)
Grant Reimbursements (ATS, 13-31)		90,710								
		855,573	942,783	(55,513)	(273,813)	(338,797)	(613,106)	(412,906)	(202,706)	(192,706)
Balance		647,327	(360,969)	(589,269)	(664,253)	(948,562)	(758,362)	(558,162)	(417,962)	(337,962)



City Council - Regular Meeting

704 Broadway
Alexandria, MN 56308

SCHEDULED ACTION ITEM (ID # 10435)

Meeting: May 11, 2026
Department: Administration
Category: Agreement
Prepared by: Marty Schultz
Department Head: Martin Schultz
DOC ID: 10435

PrimeWest Health RCC Phase 3 Expansion and Renovation Project - Communications Services Proposal

Background

At the April 27, 2026 work session, the City Council received a presentation from Todd Stone from Rapp Strategies, regarding the attached Proposal for Communications Services. Mr. Rapp highlighted scope, costs, and the calendar for work to provide communication services for a local sales tax referendum.

As we have discussed, the City expects to know by the end of the legislative session on May 18 if the City will be allowed to place a question on the ballot in November relating to Phase 3 of the PrimeWest Health RCC Expansion and Renovation Project.

Representatives from the Douglas County Library also attended the work session as the mechanics of working with both entities for communications services was discussed. Mr. Rapp indicated the monthly cost if both entities worked cooperatively under two separate agreements would be \$4,750 each from mid-May through November.

We were informed by the Library Board Chair Thursday afternoon that the Library Board authorized hiring Rapp Strategies for communications services.

Staff would recommend that the City Council continue our joint work with Douglas County on this project by also hiring Rapp Strategies for communications services. Taking action now will allow work to begin without delay considering the legislative session ends before the next City Council meeting on May 26. Should the legislature not authorize the referendum, the agreement will allow the City to cancel with no penalty.

The agreement is being prepared by Rapp Strategies and will be added to the Council Packet on Friday.

Financial Impact

The cost of \$4,750 per month will be paid from bond proceeds or from the Plans and Studies Fund, to be determined after consultation with the City's Financial Advisor.

Recommendation

Motion authorizing the City Administrator to execute an Agreement for Communications Services with Rapp Strategies

ATTACHMENTS

- [Rapp Strategies Proposal for City of Alexandria_Final.pdf](#)
- [Alexandria and RSI Contract_5-7-26.pdf](#)

Rapp Strategies, Inc. Proposal to Provide Communications Services for the City of Alexandria

April 6, 2026

CONTACT:

Todd Stone, Managing Director & Chief of Staff | 832.710.5885 | toddstone@rappstrategies.com

Todd Rapp, CEO | 651.270.1071 | toddrapp@rappstrategies.com

1300 Godward Street NE, Suite 4500 | Minneapolis, MN 55413
www.rappstrategies.com

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INTRODUCTION

Rapp Strategies, Inc. (RSI) is pleased to submit a proposal to the City of Alexandria for professional communications services to help the city inform and engage residents about exploring the use of a local sales tax to fund the expansion and renovation of the Runestone Community Center.

RSI is a full-service public affairs agency with a strong record of success serving clients with strategy, public communications, media relations, material development, and opinion research and analysis.

During the past 20 years, we have developed engagement strategy and supervised the implementation of communications plans for \$16+ billion in public and publicly supported projects in Minnesota and Wisconsin, including the Destination Medical Center, U.S. Bank Stadium and the rebuild of the I-35W bridge. Working closely with engineering and construction companies, elected officials and community leaders, we have shaped public information strategies that inform and engage people about critical public investments.

We are confident that no other Minnesota firm has a broader background in local government referendum work than RSI. We have provided communications support for 126 referenda by local units of government in the Upper Midwest, winning approval from voters in 70% of cases. **Twenty of the referendums were successful sales tax proposals that received approval for \$1 billion in community projects across the state, including Dilworth, Hibbing, Stillwater, and Elk River.**

REFERENDUM EXPERIENCE

Many local governments turn to outside counsel in an effort to meet the public's expectations for accurate, timely and transparent information when identifying new capital projects, navigating the state approval process and conducting a local referendum election. At RSI, we have extensive experience developing strategic communications plans and preparing information materials for local governments to use for public outreach and community engagement throughout this process.

Our experience includes developing a wide range of materials for local governments to use for communications. We have produced a diverse portfolio of websites and other digital messaging, brochures, direct mail pieces, annual reports, newsletters and other publications. As part of our work, we develop comprehensive communications plans, prepare external messaging guides, and train staff and leaders to manage media interviews and questions from residents.

Further, RSI can provide the direction and oversight of research that can inform communications initiatives and messaging, including qualitative research and scientific polling.

OUR APPROACH TO REFERENDA

Local governments have a responsibility to inform their residents about significant investments of public resources, and your residents will be looking for accurate information about future investments using a local sales tax.

In RSI's experience, insufficient communication is the most common reason a local government referendum fails, preventing new investments from moving forward.

That is why we work closely with local government leaders to develop and implement public outreach and community engagement plans that inform residents about the value and scope of a project, show the public's role in shaping the plan, explain how the referendum will finance the project and provide answers to residents' questions. **All city communication must conform to the requirements of Minnesota Statutes 297A.99**, so Rapp Strategies will work with you to ensure that all communication is informative in nature.

While every referendum is unique, we have found that local governments are most successful when their community outreach and public engagement plan includes the following elements:

- Vision for the community
- Challenges that have been identified
- Process to develop a plan
- Details of the plan
- Expected benefits
- Cost and tax impact
- Consequences of not moving forward
- Where to find more information
- How and where residents can vote

It's important to ensure that your messages and information reaches potential voters on the communications platforms that they prefer. We have found that residents who support a referendum believe the following:

- City leadership has a track record of decision-making that residents support.
 - Past investments have community-wide benefits.
 - Tax dollars are currently used wisely.
 - Residents are engaged as part of city decision-making.
- Residents are given easy access to project information and answers to questions.
- The investment plan provides high value for the tax dollars invested.

Every local government has different communications skills and capacity. **RSI is flexible in structuring a scope of services plan and budget that meets the needs of our clients.**

STAFF PROFILES



TODD STONE, MANAGING DIRECTOR

Todd is an MBA-trained news leader with 20 years of service in management positions within news organizations throughout the country, including the Star Tribune and Houston Chronicle. He offers strong experience in writing and editing, project management, media relations, research, social media and digital news reporting. As a communications strategist, Todd understands the complexities of major public projects and the importance of strong communications planning to keep residents informed and managing difficult issues that can arise. During the November 2024 election, Todd helped lead the public communications efforts for successful sales tax referenda in Dillworth, Jackson County, Stillwater and Richfield. He has also provided communications support for more than 25 school district referendums.



MEREDITH MITTS, SENIOR ACCOUNT EXECUTIVE

Meredith leads project work for infrastructure work for a variety of clients ranging from school districts and small cities to MnDOT and the City of Rochester. Meredith offers expertise in writing, communications strategy, media relations, digital advocacy and event planning. She has managed video campaign projects, developed original content, promoted media coverage, and produced letters to the editor, advocacy emails and press releases. Meredith has played a key role for several successful communications efforts for school district referenda and has been the day-to-day lead for communications for the cities of Hibbing, Rochester, Bloomington, and Richfield.



ALIDA MITAU, ACCOUNT EXECUTIVE

Alida is an experienced writer, editor and problem-solver with a knack for tailoring messaging for a variety of audiences and mediums. She works closely with clients in health care, local government and higher education to build public support and anticipate challenges around high-profile projects and decisions. Over the last few election cycles, Alida has been instrumental in drafting copy, creating content and supporting numerous school district and city referenda, including working on successful referenda campaigns for Roseville and Stillwater.

REFERENCES

HEIDI NELSON

City Administrator, Maple Grove

hnelson@maplegrovern.gov

763-494-6001

PEYTON MASTERA

City Administrator, Dilworth

jhill@bloomingtonmn.gov

218-287-2313

JANINE HILL

Communications Administrator, Bloomington

jhill@bloomingtonmn.gov

952-563-8819

BRETT SKYLES

County Administrator, Itasca County

Brett.Syles@CO.ITASCA.mn.us

218-327-7363

JENNIFER BENNEROTTE

Communications Director, Edina

jbennerotte@edinaMN.gov

952-833-9520

JENNA BOWMAN

Strategic Communications & Engagement Director, Rochester

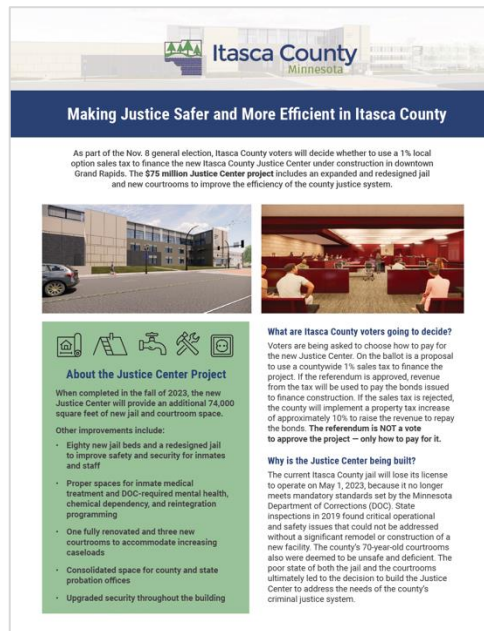
JBowman@rochestermn.gov

507-328-2913

WORK SAMPLES

For your consideration, we have provided a variety of examples of our work producing referendum materials, including fact sheets, brands/logos and websites.

ITASCA COUNTY JUSTICE CENTER



Itasca County Minnesota

Making Justice Safer and More Efficient in Itasca County

As part of the Nov. 8 general election, Itasca County voters will decide whether to use a 1% local option sales tax to finance the new Itasca County Justice Center under construction in downtown Grand Rapids. The \$75 million Justice Center project includes an expanded and redesigned jail and new courtrooms to improve the efficiency of the county justice system.




About the Justice Center Project

When completed in the fall of 2023, the new Justice Center will provide an additional 74,000 square feet of new jail and courtroom space.

Other improvements include:

- Eighty new jail beds and a redesigned jail to improve safety and security for inmates and staff
- Proper spaces for inmate medical treatment and DOC-required mental health, chemical dependency, and reintegration programming
- One fully renovated and three new courtrooms to accommodate increasing caseloads
- Consolidated space for county and state probation offices
- Upgraded security throughout the building

What are Itasca County voters going to decide?

Voters are being asked to choose how to pay for the new Justice Center. On the ballot is a proposal to use a countywide 1% sales tax to finance the project. If the referendum is approved, revenue from the tax will be used to pay the bonds issued to finance construction. If the sales tax is rejected, the county will implement a property tax increase of approximately 10% to raise the revenue to repay the bonds. The referendum is NOT a vote to approve the project – only how to pay for it.

Why is the Justice Center being built?

The current Itasca County jail will lose its license to operate on May 1, 2023, because it no longer meets mandatory standards set by the Minnesota Department of Corrections (DOC). State inspections in 2019 found critical operational and safety issues that could not be addressed without a significant remodel or construction of a new facility. The county's 70-year-old courtrooms also were deemed to be unsafe and deficient. The poor state of both the jail and the courtrooms ultimately led to the decision to build the Justice Center to address the needs of the county's criminal justice system.

FACT SHEETS



Itasca County Minnesota

PROJECTED REVENUE SHARE OF A 1% SALES TAX



Why propose a local sales tax to finance the new Justice Center?

County leaders wanted to give residents the chance to decide whether nonresidents should help pay for the project. A sales tax would spread the cost among residents and nonresidents who buy goods or services in the county.

If the 1% sales tax is approved, nonresidents would contribute 40% of the proceeds – approximately \$30 million – for the cost of the \$75 million Justice Center, according to research by the University of Minnesota Extension Center for Community Vitality. A property tax would put the cost burden solely on those who own property within the county.

How would a sales tax impact Itasca County residents?

The 1% sales and use tax would apply to the sale of the same goods and services within the county as the state's general sales tax. The sales tax would cost the average resident \$32.36 per year.

In comparison, the alternative property tax increase would cost the average Itasca County homeowner approximately \$90 per year.

Would the sales tax be permanent? What would the money be used for?

By law, revenue from the proposed sales tax could only be used to pay down the bonds for the Justice Center. The sales tax would remain in place for a 30-year term or until the bonds for the project have been paid off. Based on current projections, the bonds would be repaid in 20 to 25 years.

Is there another way to pay for the Justice Center?

Not at this time. Itasca County must establish a stable funding source to make the bond payments. The only funding options that allow the county to make these payments and meet the state's deadline for an upgraded facility are a local option sales tax or a property tax increase.

In the future, the county may have an opportunity to explore other funding sources to help pay off the bonds more quickly, such as state bonding money, federal grants, selling assets or other revenue ideas.

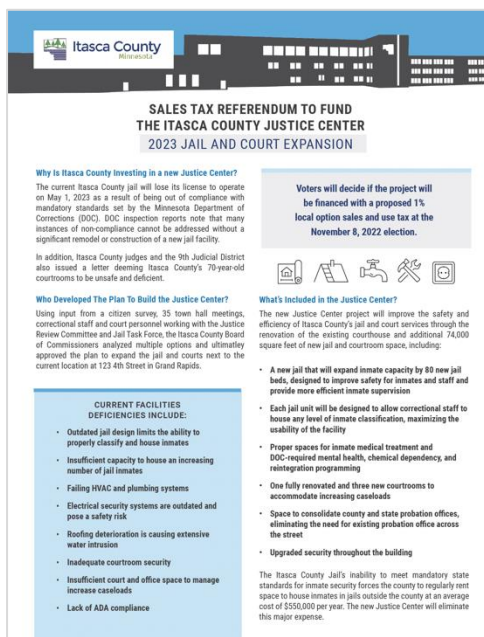
When does voting begin?

Early voting begins on Friday, Sept. 23 via absentee ballot or in-person at the Itasca County auditor's office. Election Day is Tuesday, Nov. 8. The sales tax referendum will appear on the same ballot as the candidates for the general election.

WANT TO LEARN MORE?

To find more information on the proposed sales tax and the Justice Center Project, visit:

ItascaCountyJusticeCenter.org



Itasca County Minnesota

SALES TAX REFERENDUM TO FUND THE ITASCA COUNTY JUSTICE CENTER 2023 JAIL AND COURT EXPANSION

Why is Itasca County investing in a new Justice Center?

The current Itasca County jail will lose its license to operate on May 1, 2023 as a result of being out of compliance with mandatory standards set by the Minnesota Department of Corrections (DOC). DOC inspection reports note that many instances of non-compliance cannot be addressed without a significant remodel or construction of a new jail facility.

In addition, Itasca County judges and the 9th Judicial District also issued a letter deeming Itasca County's 70-year-old courtrooms to be unsafe and deficient.

Who Developed The Plan To Build The Justice Center?

Using input from a citizen survey, 35 town hall meetings, correctional staff and court personnel working with the Justice Review Committee and Jail Task Force, the Itasca County Board of Commissioners analyzed multiple options and ultimately approved the plan to expand the jail and courts next to the current location at 123 4th Street in Grand Rapids.

What's included in the Justice Center?

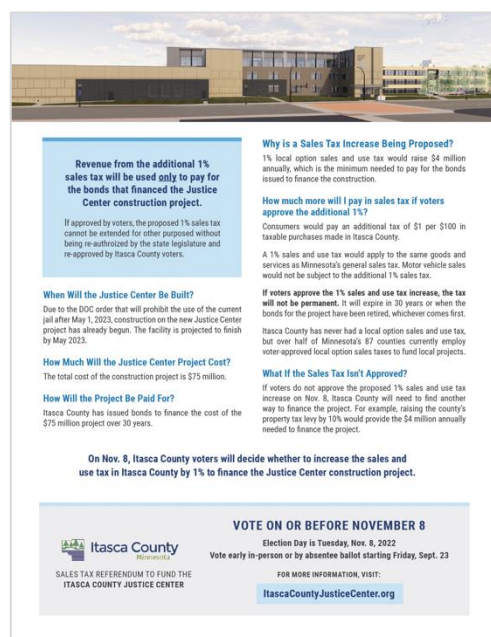
The new Justice Center project will improve the safety and efficiency of Itasca County's jail and court services through the renovation of the existing courthouse and additional 74,000 square feet of new jail and courtroom space, including:

- A new jail that will expand inmate capacity by 80 new jail beds, designed to improve safety for inmates and staff and provide more efficient inmate supervision
- Each jail unit will be designed to allow correctional staff to house any level of inmate classification, maximizing the usability of the facility
- Proper spaces for inmate medical treatment and DOC-required mental health, chemical dependency, and reintegration programming
- One fully renovated and three new courtrooms to accommodate increasing caseloads
- Space to consolidate county and state probation offices, eliminating the need for existing probation office across the street
- Upgraded security throughout the building

The Itasca County Jail's inability to meet mandatory state standards for inmate security forces the county to regularly rent space to house inmates in jails outside the county at an average cost of \$550,000 per year. The new Justice Center will eliminate this major expense.

CURRENT FACILITIES DEFICIENCIES INCLUDE:

- Outdated jail design limits the ability to properly classify and house inmates
- Insufficient capacity to house an increasing number of jail inmates
- Failing HVAC and plumbing systems
- Electrical security systems are outdated and pose a safety risk
- Roofing deterioration is causing extensive water intrusion
- Inadequate courtroom security
- Insufficient court and office space to manage increasing caseloads
- Lack of ADA compliance



Itasca County Minnesota

Revenue from the additional 1% sales tax will be used only to pay for the bonds that financed the Justice Center construction project.

If approved by voters, the proposed 1% sales tax cannot be extended for other purposes without being re-authorized by the state legislature and re-approved by Itasca County voters.

When Will the Justice Center Be Built?

Due to the DOC order that will prohibit the use of the current jail after May 1, 2023, construction on the new Justice Center project has already begun. The facility is projected to finish by May 2023.

How Much Will the Justice Center Project Cost?

The total cost of the construction project is \$75 million.

How Will the Project Be Paid For?

Itasca County has issued bonds to finance the cost of the \$75 million project over 30 years.

Why is a Sales Tax Increase Being Proposed?

1% local option sales and use tax would raise \$4 million annually, which is the minimum needed to pay for the bonds issued to finance the construction.

How much more will I pay in sales tax if voters approve the additional 1%?

Consumers would pay an additional tax of \$1 per \$100 in taxable purchases made in Itasca County.

A 1% sales and use tax would apply to the same goods and services as Minnesota's general sales tax. Motor vehicle sales would not be subject to the additional 1% sales tax.

If voters approve the 1% sales and use tax increase, the tax will not be permanent. It will expire in 30 years or when the bonds for the project have been retired, whichever comes first.

Itasca County has never had a local option sales and use tax, but over half of Minnesota's 87 counties currently employ voter-approved local option sales taxes to fund local projects.

What If the Sales Tax Isn't Approved?

If voters do not approve the proposed 1% sales and use tax increase on Nov. 8, Itasca County will need to find another way to finance the project. For example, raising the county's property tax levy by 10% would provide the \$4 million annually needed to finance the project.

On Nov. 8, Itasca County voters will decide whether to increase the sales and use tax in Itasca County by 1% to finance the Justice Center construction project.

VOTE ON OR BEFORE NOVEMBER 8

Election Day is Tuesday, Nov. 8, 2022
Vote early in-person or by absentee ballot starting Friday, Sept. 23

FOR MORE INFORMATION, VISIT:

ItascaCountyJusticeCenter.org

PAID
ADS

ITASCA COUNTY RESIDENTS WILL DECIDE HOW TO PAY FOR THE NEW COUNTY JUSTICE CENTER

The new Itasca County Justice Center is under construction in downtown Grand Rapids to replace the aging and outdated county jail and courthouse. The facility will reduce jail overcrowding, support inmate rehabilitation programs, feature additional courtroom space, and offer advanced security systems to protect law enforcement and the public.

As part of the Nov. 8 General Election, county residents will consider whether to approve a countywide 1% sales tax to raise the revenue needed to pay for the \$75 million project.

We want to answer your questions about the Justice Center and the sales tax referendum – below are answers to several of the most common questions we are receiving. If you have other questions, please contact County Administrator Brett Skyles at brett.skyles@co.itasca.mn.us.

Why is the Justice Center being built?
The county's old jail and courthouse faced serious challenges such as overcrowding, failing infrastructure, and security risks due to the buildings' age, heavy use and antiquated design. The Justice Center will replace these old facilities and meet state and professional standards for safety and security.

What exactly will Itasca County voters be deciding? Voters are deciding how to pay for the new Justice Center. If approved, the 1% local sales tax will pay for the project. If the sales tax isn't approved, a property tax increase of approximately 10% will be used instead.

Are residents voting on whether they support the project? No. The ballot question will only determine how the county generates the revenue needed to repay the bonds used to a finance construction.

How would a sales tax impact residents and businesses? The average county resident would pay about \$4.41 per month for the sales tax, according to the University of Minnesota's analysis. In other communities across Minnesota, local sales taxes had no measurable effect on overall gross sales, researchers with the University of Minnesota concluded.

Why propose a sales tax? A sales tax would share the costs of the Justice Center between residents and nonresidents. According to a study by the University of Minnesota, 40% of the sales tax – or \$30 million – would be paid by nonresidents who purchase goods and services in Itasca County.

A property tax increase would place the cost solely on those who own property in the county.

Would food and clothing be exempt under this sales tax? The sales tax would apply to the same goods and services as the state's general sales tax. Many essential products would be exempt, including most groceries, clothing, prescription and over-the-counter drugs, feminine hygiene products and baby products.

Would the sales tax be permanent? No. The sales tax would expire when the bonds for the Justice Center have been repaid. Reauthorization would require approval from both the State Legislature and Itasca County voters.

LEARN MORE ABOUT THE JUSTICE CENTER PROJECT & THE SALES TAX REFERENDUM AT:
ItascaCountyJusticeCenter.org

- Early voting continues until Nov. 7
- Election Day is Nov. 8

Prepared and paid for by Itasca County.
This publication is not considered on behalf of any candidate or ballot question.



GENERAL ELECTION 2022 HOW TO PAY FOR THE NEW COUNTY JUSTICE CENTER

ON THE BALLOT
Itasca County is proposing a 1% local sales tax to finance the new \$75 million Itasca County Justice Center under construction in Grand Rapids.

THE CHOICE FOR VOTERS

 **IF VOTERS APPROVE:**
A countywide 1% sales tax will pay for the Itasca County Justice Center. The sales tax would apply to the same goods and services as the state's general sales tax and be paid by both county residents and visitors. The tax would expire once the bonds for the Justice Center have been fully paid.

 **IF VOTERS REJECT:**
The Justice Center will be paid for using revenue from county property taxes. A property tax increase of approximately 10% would generate the funds required to make the bond payments for the project.

ABOUT THE JUSTICE CENTER
The Itasca County Justice Center will replace the county's outdated and undersized jail and courthouse. The jail was declared no longer functional and failing to meet professional standards by the Minnesota Department of Corrections. The new facility will include enhanced security and safety systems, a modernized jail to address overcrowding, and three new courtrooms to improve judicial efficiency and to protect the public.

ITASCA COUNTY WOULD LIKE TO THANK RESIDENTS
for their feedback and continued interest in the Justice Center project.
If you have additional questions or comments, please contact county staff at ItascaCountyJusticeCenter.org/connect.

VOTING
Election Day is Tuesday, Nov. 8 from 7 a.m. 8 p.m. Absentee ballots must be returned to the Itasca County Auditor's office by 3 p.m. on Nov. 8. Visit pollfinder.sos.state.mn.us to find your polling location.

LEARN MORE
Visit ItascaCountyJusticeCenter.org for more information about the Justice Center, how it will impact criminal justice in Itasca County and the sales tax referendum.

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ITASCA COUNTY RESIDENTS WILL DECIDE HOW TO PAY FOR THE NEW COUNTY JUSTICE CENTER

For the past several years, the Itasca County Jail was operating for past its useful life. The jail's outdated design and severe overcrowding created major safety and security challenges for law enforcement. Decades of heavy use led to infrastructure and air quality problems that would require major renovations and repairs. In 2016, the Minnesota Department of Corrections ordered the jail to cease operations by May 2023.

Recognizing the importance of having a modern jail and courts system, Itasca County moved forward with a comprehensive review of options to address the need for a new jail as well as long-standing challenges in our county courthouses. In June 2020, the County Commission approved a plan to build a new \$75 million Justice Center that will house both the jail and county courts. The facility is under construction in downtown Grand Rapids.

To finance the cost of construction, the County Commission identified two reliable, long-term revenue sources – an increase in property taxes or a local sales tax.

During the Nov. 8 General Election, Itasca County voters will consider a single ballot question seeking a local sales tax of 1% to finance the county's new Justice Center. If the sales tax isn't approved, the County Commission plans to use property taxes, which will increase the county's property tax levy by approximately 10%.

WHY PROPOSE A LOCAL SALES TAX?
Itasca County is proposing the sales tax because it recognizes the regional significance of a new jail and courts facility. The State Legislature reviewed the county's plan, agreed it had regional impact and authorized the county in 2021 to present the sales tax proposal to county voters.

A sales tax impacts all people who shop and enjoy this area, not just local residents. Visitors would contribute 40% of the sales tax revenue, according to research by the University of Minnesota Extension Center. The sales tax would cost the average county resident \$4.42 a month, according to the university's research.

If approved, the 1% local sales tax would be in place for up to 30 years to provide the revenue to repay the bonds for the construction of the Justice Center and would expire once the bonds have expired. The sales tax cannot be extended or used for any other purpose unless authorized by the Minnesota Legislature and Itasca County voters.

TERRY SNYDER
Itasca County Commissioner

"Itasca County wants to give our residents the chance to decide how to pay for the new Justice Center. The State Legislature reviewed the county's plan, agreed it had regional impact and authorized the county in 2021 to present the sales tax proposal to county voters."

LEARN MORE ABOUT THE JUSTICE CENTER PROJECT & THE SALES TAX REFERENDUM AT:
ItascaCountyJusticeCenter.org

- Early voting continues until Nov. 7
- Election Day is Nov. 8

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EDINA SALES TAX REFERENDUM

LOGO



Braemar Arena and Park
+ Fred Richards Projects

FACT
SHEET



A New Way to Play in Edina

In Edina, our residents embrace the chance to get outdoors, exercise, connect with friends and compete. Now, residents have an opportunity to invest in the way they play for generations to come. City leaders have put forward a \$64.6 million investment plan to complete the conversion of the shuttered Fred Richards golf course into a multi-faceted city park and to reinvest in Braemar Park and Arena with a wide range of amenities and improvements. To finance this investment, the City will ask Edina voters to consider a local half-percent sales tax option as part of the general election on Nov. 8, 2022.



Needs and priorities

Edina's vibrant quality of life continues to make it a destination to live, work and play, as the city's population has increased 13% over the past decade. Investing in Edina's parks and recreation will allow the city to continue serving its growing population, attract new residents, draw visitors to local businesses and support the local economy.

The planning process

Through meetings and online surveys, Edina residents highlighted important needs, including more sports and recreation programming for adults and seniors, more playground areas, more shade and picnic shelters, new lighting, more ice time and natural restoration. Using this feedback, City leaders developed an investment plan to address these needs and prepare for the future.

What the plan will do

\$17.7 million to repurpose Fred Richards Park:

- New trails, pickleball and basketball courts.
- Natural restoration, inclusive playgrounds, a pavilion and a great lawn area.
- New lighting, seating, signs, infrastructure and parking.

\$8.1 million to invest in Braemar Park:

- New trail system for walking, biking and cross-country skiing.
- New playground, pickleball and tennis courts, and upgrades to baseball complex.
- Restored natural resources and improved parking.

\$13.5 million to update Braemar Arena:

- New HVAC system, updated roof and improved energy efficiency.
- Upgraded restrooms, locker rooms, risk surfaces and risk cooling system.

\$23.5 million to expand Braemar Arena:

- A fourth sheet of ice, a safe drop-off and pick-up area, a larger lobby and more parking.

*\$23.5 million requires approval by the Legislature before it can be put on the November ballot.

The cost and tax impact

If voters approve at least one ballot question, collections from the half-percent sales tax would be used to finance the cost of the projects. The tax will expire in 17 years.

According to research by the University of Minnesota.

60%

of the half-percent sales tax increase would be paid by nonresidents.

Why use a local option sales tax?

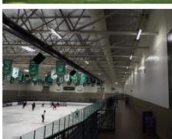
A sales tax would spread the cost of improvement projects among both residents and nonresidents. The sales tax would cost Edina residents an average of **\$2.62 per month per resident**. In contrast, a property tax increase would only apply solely to those who own or rent property in Edina. Such an increase would cost the owner of a median value home of \$571,800 an additional \$190.37 per year.

What if the referendum does not pass?

If voters do not approve the sales tax referendum, the City will reengage residents about how to move forward with investments in both parks and explore other funding options, the amount of the investment and/or the package of improvement projects.

Your vote matters!

- ☒ Vote on or before Nov. 8, 2022
- ☒ Early voting begins on Friday, Sept. 23, 2022



Visit the project website,
EdinaAtPlay.org
to learn more!

EdinaAtPlay.org | Facebook | Instagram | Twitter | EdinaMN

Prepared and paid for by the City of Edina, 4801 W. 50th St., Edina, MN 55424. The publication is not controlled on behalf of any candidate or ballot question.

WORKPLAN

Communications Workplan 2022

The following work plan was developed to guide the city of Edina and Rapp Strategies as they work together on communications strategy to help inform residents about the parks investment plan and the sales tax referendum to support it. This document is meant to be fluid and will be adapted as city staff and RSI identify and refine tactical work as well as when new issues arise.



FEBRUARY	MARCH	APRIL
FEBRUARY Several communications efforts will move forward this month, including the scientific survey that will go into the field, completion of the first round of core messaging and the development of a brand/logo for the referendum.		
Communications work plan	• Complete working draft of communications work plan by Feb. 1. • Review and revise work plan with Jennifer B.	
Communications materials	• Complete first phase of core messaging that focuses on process for developing the plan, the need/benefits and why a sales tax referendum. • Development of project brand, including logo and style guide. • City staff/RSI will determine a date, preparation and process for the media training, including who will participate.	
Microsite	• Provide advisory for city on recommended features and structure for a referendum microsite by Feb. 4. • City staff/RSI to decide best platform strategy. • RSI will begin drafting the outline for the microsite, including FAQs. • Confirm city's preferred website vendor will design and build the microsite. – Determine who will be responsible for regular updates, including new voting information, additions to the FAQ and other communications material that may emerge. • Identify target date for public debut of microsite – RSI recommends aiming for the week of April 18.	
Survey	• Draft in the field by early February. • Results to the city by Feb. 28. • RSI will begin analysis of the results.	

Updated: February 1, 2022

DRAFT

1



RAPP STRATEGIES

MAPLE GROVE SALES TAX REFERENDUM

LOGO



GROWING TOGETHER
Maple Grove Community Center Project

A BRIGHTER FUTURE for the Maple Grove Community Center

Since 1997, the Community Center has brought our community together and contributed to the quality of life that residents enjoy today. After gathering input from residents and users, the City of Maple Grove developed a long-term plan to invest \$116 million to expand the Community Center and the services and activities it supports.

Why reinvest now?
A total of 450,000 local and regional guests visit the Community Center every year for sporting events, conferences, expos and recreation - all of which helps support our local economy. After 25 years of heavy use, the Community Center requires additional space, repairs and upgrades to support the city's growing population in the many years to come.

Highlights of the plan:

- New swimming pools
- More space for senior programs
- Expanded event and banquet space
- Space for the arts
- An indoor walking track
- A third sheet of ice
- Infrastructure improvements such as updated roofs and mechanical systems

Residents have the final say
On Nov. 8, 2022, Maple Grove voters will consider a half-cent local option sales tax to finance \$90 million of the Community Center project. The sales tax would expire within 20 years. Other funding sources include:

- \$18 million in state bonding funds, if approved by the Minnesota Legislature in 2022.
- \$8 million in sponsorships and donations, including contributions from athletic associations.

Who would pay for the local sales tax option?
According to a 2021 analysis by the University of Minnesota Extension Center:

- 45% Maple Grove residents
- 55% Non-residents

Why a local sales tax option?
A half-cent sales tax ensures that people who use the Community Center, including nonresidents, share in the cost to reinvest in it. Based on research by the University of Minnesota, nonresidents would contribute an estimated \$48.5 million toward the project through a sales tax. The sales tax is estimated to cost an additional \$3.20 a month per resident. If the project was paid with property taxes, the cost burden would fall solely on Maple Grove residents who own or rent residential or commercial property in the city.

What if the sales tax option isn't approved?
After 25 years of heavy use, significant problems with the aging Community Center will still need to be addressed, including roof repairs, improving air quality control systems and other structural upgrades. If the sales tax isn't approved, city leaders would consider various options, including an increase in property taxes, to support a construction project that focused on the facility's infrastructure.

Make your voice heard!
Early voting begins on Friday, Sept. 23, 2022
Election Day is Tuesday, Nov. 8, 2022

LEARN MORE ABOUT THE COMMUNITY CENTER PROJECT
Visit the project website: growingtogethermaplegrove.org
Follow us on social media: [growingtogethermaplegrove](https://www.facebook.com/growingtogethermaplegrove)
Dedicated email about the project: growingtogether@maplegrove.org
Dedicated external line: 763-684-8570

MORE ICE TIME at the Maple Grove Community Center

In response to the growing demand for ice time in the region, the City of Maple Grove has proposed adding a third ice rink to the Maple Grove Ice Arena as part of the Community Center reinvestment project. A third sheet of ice would help support our local hockey and skating associations and clubs who often must travel far beyond the city to get time on the ice.

About the investment plan
After 25 successful years, the Community Center requires repairs and updates to ensure it provides the wide range of activities and fun our residents expect. After gathering valuable input from residents and users, the City of Maple Grove has developed a long-term plan to invest \$116 million to expand the Community Center and the services and programs it supports.

Highlights of the plan:

- A third sheet of ice
- New swimming pools and family locker rooms
- Space for senior programs
- Expanded event and banquet space
- Space for the arts
- An indoor walking track
- Infrastructure improvements such as updated roofs and mechanical systems

Maple Grove residents have the final say
On Nov. 8, 2022, voters will consider a half-cent local option sales tax to finance \$90 million of the Community Center project. The sales tax would expire within 20 years. Other funding sources to help fully fund the project include:

- \$18 million in state bonding funds, if approved by the Minnesota Legislature in 2022.
- \$8 million in sponsorships and donations, including contributions from athletic associations.

Did you know?
The Greater Maple Grove Hockey Association (GMGHA) is the second-largest youth hockey organization in the country, with about 1,500 skaters and 60 teams. In addition, the Maple Grove Skating School is the state's largest skating school, with over 1,500 participants from 17 communities.

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Follow us on social media: [growingtogethermaplegrove](https://www.facebook.com/growingtogethermaplegrove)
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Dedicated external line: 763-684-8570

FACT
SHEETS

MORE SPACE FOR SENIORS at the Maple Grove Community Center

At the Maple Grove Community Center, our senior residents enjoy a wide range of social activities, including games, luncheons, trips and a variety of classes and clubs. Recognizing the growing need for more services and activities for seniors, the long-term investment plan for the Community Center includes more space to support senior programming.

About the investment plan
The Community Center requires repairs and updates to ensure it provides the wide range of activities and fun our residents expect. After gathering valuable input from residents and users, the City of Maple Grove developed a long-term plan to invest \$116 million to expand the Community Center and the services and programs it supports.

Highlights of the plan:

- More space for senior programs, clubs, classes and support groups
- New swimming pools and family locker rooms
- An indoor walking track
- Expanded space for meetings, events and banquets
- Space for the arts
- A third sheet of ice
- Infrastructure investments such as updated roofs and mechanical systems

Maple Grove residents have the final say
On Nov. 8, 2022, voters will consider a half-cent local option sales tax to finance \$90 million of the Community Center project. The sales tax would expire within 20 years. Other funding sources to help fully fund the project include:

- \$18 million in state bonding funds, if approved by the Minnesota Legislature in 2022.
- \$8 million in sponsorships and donations, including contributions from athletic associations.

Did you know?
A total of 450,000 local and regional guests visit the Maple Grove Community Center every year for sporting events, conferences, expos and recreation.

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Dedicated external line: 763-684-8570

MORE ACTIVITIES & FUN at the Maple Grove Community Center

A growing number of families and kids enjoy all the fun that the Maple Grove Community Center offers, from playtime to swimming to skating. As part of the Maple Grove Community Center reinvestment project, the city has proposed updating and adding amenities important to children and families.

About the investment plan
After a quarter of a century, the Community Center requires repairs and updates to ensure it provides the wide range of activities and fun for visitors expect. After gathering valuable input from residents and users, the City of Maple Grove has developed a long-term plan to invest \$116 million to expand the Community Center and the services and programs it supports.

Highlights of the plan:

- New swimming pools and family locker rooms
- A third sheet of ice
- Updated Maple Plaza indoor playground
- Expanded teen center
- More event space for birthday parties, anniversaries and other milestones
- Space for the arts
- An indoor walking track
- More space for senior programs
- Infrastructure investments such as updated roofs and mechanical systems

Maple Grove residents have the final say
On Nov. 8, 2022, voters will consider a half-cent local option sales tax to finance \$90 million of the Community Center project. The sales tax would expire within 20 years. Other funding sources to help fully fund the project include:

- \$18 million in state bonding funds, if approved by the Minnesota Legislature in 2022.
- \$8 million in sponsorships and donations, including contributions from athletic associations.

Did you know?
Maple Grove's population has increased by 28% since 1990, when the Community Center first opened. A total of 450,000 local and regional guests visit the Maple Grove Community Center every year for sporting events, conferences, expos and recreation.

LEARN MORE ABOUT THE COMMUNITY CENTER PROJECT
Visit the project website: growingtogethermaplegrove.org
Follow us on social media: [growingtogethermaplegrove](https://www.facebook.com/growingtogethermaplegrove)
Dedicated email about the project: growingtogether@maplegrove.org
Dedicated external line: 763-684-8570

BANNER





GROWING TOGETHER
Maple Grove Community Center Project

VOTE ON THE FUTURE OF THE Maple Grove Community Center




A Plan to Reinvest
 Guided by feedback from residents, the city developed a long-term plan to invest \$116 million to expand and renovate the Community Center.

HIGHLIGHTS OF THE PROJECT:

- New pools + new family locker rooms
- More space for senior programs
- Expanded event and banquet space
- More space for the arts
- Walking track
- Third sheet of ice
- Infrastructure investments such as updated roofs and mechanical systems

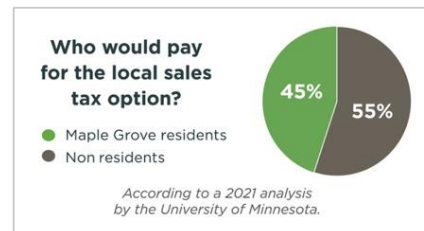
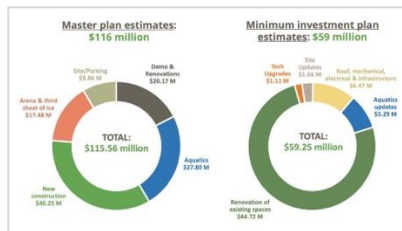

Residents Have the Final Say
 On November 8, 2022, Maple Grove voters will consider a half-cent local option sales tax that would finance \$90 million of the \$116 million project.



LEARN MORE
GrowingTogetherMapleGrove.org



SOCIAL MEDIA



SCOPE, COSTS AND CALENDAR

If selected, RSI will provide strategic counsel, develop a comprehensive communications plan with city staff, and produce supporting materials through the November 2026 election. **Todd Stone will serve as day-to-day project lead.**

We recommend regular planning meetings beginning in May. The central goal would be to build public awareness about the project and why a local sales tax should be considered to fund it. RSI's work would include:

- a. Create a communications and engagement workplan through Nov. 30.
- b. Lead regular planning and strategy meetings.
- c. Produce core messaging and talking points explaining the plan and referendum.
- d. Develop and design a referendum brand/logo.
- e. Design and serve as the administrator of a new website that serves as the primary information portal about the community center investment plan and referendum.
 - i. Design a business card-style handout with a QR code for residents.
 - ii. Draft responses to questions from residents submitted at the website.
 - iii. Draft a press release announcing the website and the city's information program.
- f. Develop and maintain a Frequently Asked Questions (FAQ) document to track and address common and emerging questions, which will be featured on the website.
- g. Lead training sessions for council members to prepare for public questions and interviews.
- h. Monitor community feedback and emerging issues or areas of concern to help inform ongoing communication efforts.
- i. Draft social media posts to inform residents about the plan and where to learn more.
- j. Develop one slide presentation (10-12 slides) for community meetings.
- k. Create a fact sheet describing the project and referendum facts.
- l. Write up to three articles or columns for local media or city publications.
- m. Review and edit materials produced by the city about the plan, as needed.

For the scope of work described above, we propose a **budget of \$5,500 per month from May through November**. This work will include post-election communications planning and support.

Video production: RSI can oversee the development and production of videos to further support your communications efforts. At the city's request, RSI would work with the city to outline the parameters of such a project, and the city and a video vendor would agree on a separate budget.



May 7, 2026

Martin Schultz, City Administrator
City of Alexandria
704 Broadway
Alexandria, MN 56308

Dear Martin:

This letter is the agreement ("Agreement") between Rapp Strategies, Inc. ("Rapp Strategies"), and the City of Alexandria ("Client"), wherein Rapp Strategies will provide the services to the Client described substantially in Paragraph 1, below. This Agreement shall be effective from May 11, 2026, until November 30, 2026.

1. Rapp Strategies is being retained by the Client to provide strategic counsel and communications support related to the City's plan to seek voter approval of a local option sales tax to fund improvements at the PrimeWest Health Runestone Community Center.

The Douglas County Library Board is separately retaining Rapp Strategies to provide communications support related to its proposed local option sales tax to fund construction of a new regional library. While the City and Douglas County Library Board are entering into separate agreements with Rapp Strategies, both entities share an interest in ensuring residents have clear, accurate, and accessible information about each proposal and the potential combined impact of local sales taxes.

Accordingly, the Client agrees to participate in a coordinated public information effort facilitated by Rapp Strategies. In this role, Rapp Strategies will serve as the central coordinator for a unified public information and community engagement plan designed to inform residents about both proposals. This includes the development of shared informational material, outreach strategies and communications that present each proposal and explain the community benefits and tax impact should one or both measures be approved by voters.

2. The Client and Douglas County Library Board each agree to designate representatives authorized to provide direction and approvals related to shared communications materials, outreach strategies, and website content. Rapp Strategies may rely on the direction and approvals provided by those designated representatives in carrying out the coordinated communications effort.

Rapp Strategies, Inc.

3. Rapp Strategies will provide the following services in support of the coordinated public information effort:
 - a. Lead regular planning and strategy meetings with City and Library Board representatives, including participation in up to two (2) in-person meetings in Alexandria during the contract term as part of the coordinated communications effort involving both entities.
 - b. Develop a communications workplan through November 30, 2026.
 - c. Produce core messaging and talking points explaining the community center and library projects and referendum.
 - d. Develop and design a referendum brand/logo representing the coordinated information effort.
 - e. Design, launch, and administer a website serving as the primary information portal for the community center and library projects and ballot questions.
 - i. Draft responses to questions submitted by residents.
 - ii. Draft a press release announcing the website and related information program.
 - f. Develop and maintain a Frequently Asked Questions (FAQ) document to track and address common and emerging questions.
 - g. Lead training sessions for City to prepare for public engagement and media inquiries.
 - h. Create one informational mailer for households.
 - i. Monitor community feedback and emerging issues to inform ongoing communication strategies.
 - j. Draft social media content to inform residents and direct them to additional information.
 - k. Develop a presentation (12–14 slides) for use at community meetings.
 - l. Create a fact sheet describing the projects and referendum information.
 - m. Draft up to three (3) articles or columns for local media or City publications.
 - n. Review and edit Client-produced materials, as requested.
4. Rapp Strategies is bound by the requirements of Minnesota Statutes §297A.99, subd. 1(d) for all work contemplated by this Agreement. Further, all work produced by Rapp Strategies will be subject to Client's review and final approval prior to publication so that Client may ensure compliance with that statute and other relevant law.

5. Todd Stone, Managing Director at Rapp Strategies, will be the day-to-day contact for the Client. Other Rapp Strategies staff will provide services as necessary to the completion of the project.
6. Client agrees to pay Rapp Strategies a fixed fee of \$4,750 per month covering professional services and ordinary office expenses, including travel associated with up to two (2) round trips to Alexandria during the contract term as part of the coordinated communications effort with the City and Library Board.

Any additional travel expenses, including hotel and mileage beyond the two (2) included round trips, will be billed as an additional expense. Such additional travel costs will be shared equally between the City of Alexandria and the Douglas County Library Board, with each entity responsible for one-half (50%) of the total cost. The Client would be responsible for printing costs for any materials produced on its behalf by Rapp Strategies.

7. Services will be invoiced monthly from May 2026 through November 2026. If the State Legislature does not authorize the City to proceed with a local option sales tax, Rapp Strategies' work will end immediately, and the Client will not be invoiced for any services beyond the effective date of termination.
8. In the event the participating entities are unable to reach agreement regarding shared communications activities or strategic direction, Rapp Strategies may pause or discontinue coordinated communications services upon written notice to one or both parties. In such circumstances, either entity may elect to continue communications services independently under a revised scope of work and fee structure mutually agreed upon by the parties.
9. If requested by the Client, Rapp Strategies will create additional communications materials and oversee the production of videos or digital advertising initiatives. Rapp Strategies will work with the Client to define the parameters of the project, and both parties will agree to a separate scope of work and budget, outside the services and fees described in Paragraphs 3 and 6.

For reference, Rapp Strategies current hourly rates are:

- | | |
|---|---|
| • Partners, \$375/hour | • Senior Account Executives, \$140-180/hour |
| • Senior Counselors or Vice President, \$275-325/hour | • Account Executives, \$110-140/hour |
| • Directors, \$225-275/hour | • Assistant Account Executives and Designers, \$80-120/hour |
| • Account Managers/Supervisors, \$180-230/hour | • Support Staff, \$55/hour |

10. Client shall submit payment to Rapp Strategies within thirty (30) days of the invoice date. Overdue invoices incur a service charge of 1.5% per month (18% annually). The Client agrees to reimburse Rapp Strategies for all expenses, including reasonable attorney's

fees, incurred in the collection of any overdue and unpaid balance. This section shall survive the termination or expiration of this Agreement.

11. The costs associated with third-party vendor services are not included in the fees agreed to for services described in Section Number 1. Examples of such third-party vendor services include, but are not limited to, printing of materials, mailing, website hosting and URLs, video production and survey field work. Client will be responsible for contracting with all third-party vendors and making all payments for such third-party services. If mutually agreed to by Rapp Strategies and Client, Rapp Strategies may provide the Client with access to third-party vendors by contracting directly with such vendors on the behalf of the Client. In doing so, Rapp Strategies provides the Client with access to Rapp Strategies' relationships with such vendors, allowing the Client access to potentially significant cost savings such as avoiding set-up expenses and other account initiation fees. On behalf of the Client, Rapp Strategies will manage the vendor's services, handle billing arrangements and provide for timely payment to the vendor. In consideration for the Client's access to such cost savings and to offset the expense of managing vendor invoices and pre-payment, Rapp Strategies will add a mark-up of fifteen percent (15%) to the vendor's invoice when Rapp Strategies bills the Client for such vendor's services. Rapp Strategies is not reselling the vendor's services and the vendor's invoice will include sales tax as appropriate.
12. In the event the Client discovers any potential errors in or has questions about an invoice, the Client agrees to submit, in writing prior to the due date provided on the invoice, (i) the dollar amount of the suspected error or transaction needing documentation, and (ii) a description of the suspected billing error and/or an explanation of why additional documentation is requested. The Client agrees that if it does not notify Rapp Strategies of any suspected error within thirty (30) days of the date of the invoice, then it foregoes any rights to dispute such error.
13. Rapp Strategies will maintain accurate records of all work performed for the Client and out-of-pocket expenses incurred on the Client's behalf and will make these records available for inspection for a minimum of six (6) years following the date of any work performed. The Client agrees that it will not be entitled to access to confidential Rapp Strategies information, including salary or overhead information.
14. The data created, collected, received, stored, used, maintained, or disseminated by Rapp Strategies, any subcontractor of Rapp Strategies or Client in performing the work contemplated under this Agreement and this Agreement itself ("Agreement Data") are subject to the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Chapter 13 ("Act"). Agreement Data is considered public information under the Act, unless it can be demonstrated that any given Agreement Data should not be treated as public information, including but not limited to that such Agreement Data is a "trade secret" pursuant to Minn. Stat. §13.37, subd. 1 or "nonpublic business data" pursuant to Minn.

Stat. §13.591. In the event that Rapp Strategies receives a request for Agreement Data under Minn. Stat. Chapter 13, Rapp Strategies will notify Client promptly and direct such requests to provide Agreement Data to Client so that Client may respond to the request. Client acknowledges that Rapp Strategies does not have a duty to provide access to public data to the public if the public data are available from the Client.

15. To the extent Rapp Strategies is asked by Client's legal counsel to perform public relations strategy and functions in support of legal actions involving the Client, Rapp Strategies will make all reasonable efforts to protect this work from disclosure to third parties using the attorney work product doctrine.
16. Rapp Strategies will make all reasonable efforts to preserve confidential information provided by the Client or developed by Rapp Strategies on behalf of the Client in a manner complying with the Minnesota Government Data Practices Act. "Confidential Information" for purposes of this agreement means all non-public information, including, but not limited to, product information, customer information, financial information, business and marketing plans, production plans and methods, customer lists, business contacts, fee schedules, personnel information, on-site and off-site computer data, computer usernames and passwords, business systems and techniques, and any documents labeled or stamped "trade secrets," "proprietary," or "confidential." Rapp Strategies acknowledges and agrees that in connection with the provision of the services to the Client, Rapp Strategies shall not, during the term or thereafter, use, publish, otherwise disclose, or utilize in any way, any of the Client's Confidential Information, at any time during or after the term of this Agreement, and continuing for so long as the Client continues to reasonably maintain the non-public nature of such Confidential Information, except as necessary to provide the services hereunder. Upon termination of this Agreement and at the request of the Client, Rapp Strategies shall return to the Client any of the Client's Confidential Information in its possession.
17. Rapp Strategies will not and shall not be expected to undertake activities to verify the accuracy of any information supplied to it by the Client and is entitled to rely on such submission in the discharge of its services.
18. The Client agrees to indemnify, defend and hold harmless Rapp Strategies, together with its shareholders, officers, employees, agents, successors and assigns, from and against any loss, claim, suit, judgment, proceeding, investigation, liability, cost and expense (including the immediate assumption and payment of any Rapp Strategies legal expenses and attorney's fees and out-of-pocket costs and expenses), penalty, damage, settlement or obligation of any kind or nature that arises from or is incurred as a result of (i) any act or omission of the Client, its agents or affiliates, (ii) any information provided by the Client to Rapp Strategies or approved and/or adopted by the Client, or (iii) representations made by the Client to Rapp Strategies or to any third party. This indemnification shall include payment for time spent by Rapp Strategies personnel in connection with any such matter

(including time spent in responding to subpoenas and preparing for and providing testimony in depositions and at trial) at the hourly rates specified for such personnel in this Agreement. Rapp Strategies agrees to indemnify, defend and hold harmless Client from and against any loss, claim, suit, judgment, proceeding, investigation, liability, cost and expense, penalty, damage, settlement or obligation of any kind that arises from or is incurred as a result of any negligent conduct by Rapp Strategies, or as a result of communications made by Rapp Strategies to any third party, unless such communications were made at the direct request of, provided by or approved by Client. This section shall survive the termination or expiration of this Agreement.

19. Rapp Strategies will provide website design services using a Squarespace template to be published through the Client's account with a third-party hosting provider. The website will be developed as part of a coordinated public information effort supporting both the City of Alexandria and the Douglas County Library Board. While the website may include information related to both entities' proposals, the Client will serve as the owner and administrator of the website account, domain name, and hosting services for purposes of platform management and ongoing administration.
20. Following launch of the website, the Client will be responsible for maintaining the website account and for purchasing and renewing applicable domain registration and hosting services through the appropriate third-party vendors. The Client will authorize Rapp Strategies to access the relevant website account(s) as necessary to perform design, maintenance, and content update services authorized by the Client.
21. Rapp Strategies is providing website design services "as is" and makes no warranties or representations, either express or implied, that the website will be uninterrupted, error-free, free from viruses or other harmful components. In no event will Rapp Strategies be liable for any damages arising out of the operation of or inability to operate the website, including, but not limited to, client-approved content, service interruptions, security issues, or hacking. This section shall survive the termination or expiration of this Agreement.
22. This Agreement may be terminated at any time following the receipt of written notice to the address of Rapp Strategies (in the case of termination by the Client) or the Client (in the case of termination by Rapp Strategies) provided above; however, any amounts otherwise due to Rapp Strategies, irrespective of whether such amounts have been invoiced to the Client as of the date of any termination, shall remain due and payable upon the terms described herein.
23. This Agreement constitutes the whole agreement between the Client and Rapp Strategies with respect to the subject matter and supersedes any and all prior oral or written understandings, arrangements, negotiations, communications and/or representations between them. No amendment of this Agreement will be effective unless mutually agreed to in writing by Client and Rapp Strategies.

24. This Agreement is made and entered into in the State of Minnesota and the parties hereto agree the laws thereof shall govern it. Any action to enforce this Agreement shall take place in the courts of the state of Minnesota located in Hennepin County, Minnesota, or in the U.S. District Court located in Minneapolis, Minnesota.

Sincerely,

Rapp Strategies, Inc.



By: Todd Rapp, CEO

May 7, 2026

Accepted as of the ____ day of _____, 20____ by the "Client", described above.

Signed: _____

By: _____

Its: _____



City Council - Regular Meeting
704 Broadway
Alexandria, MN 56308

**SCHEDULED
ACTION ITEM (ID # 10434)**

Meeting: May 11, 2026
Department: Administration
Category: Ordinance
Prepared by: Amy Riedel
Department Head: Marty Schultz
DOC ID: 10434

Second Reading - An Ordinance Amending Section 3.24, Microdistillery Off-Sale Licenses, of the Alexandria City Code

Background

This Ordinance had a first reading at the April 27, 2026, City Council meeting and now a second reading is in order.

Financial Impact

The cost of publication of the ordinance.

Recommendation

Recommend adopting Ordinance No. XXX, 2nd Series, of An Ordinance Amending Section 3.24, Microdistillery Off-Sale Licenses, of the Alexandria City Code.

ATTACHMENTS

- [SECOND READING - ORDINANCE AMENDING SECTION 3.24 MICRODISTILLERY OFF-SALE LICENSES.docx](#)

CITY OF ALEXANDRIA
ORDINANCE NO. XXX
2ND SERIES

**AN ORDINANCE AMENDING SECTION 3.24, MICRODISTILLERY OFF-SALE
LICENSES, OF THE ALEXANDRIA CITY CODE**

The City Council of the City of Alexandria does hereby ORDAIN:

SECTION I. That Section 3.24, Subdivision 1(C) is amended as follows:

C. The licensee may allow the sale of up to a total of 750 milliliters per customer per day of product manufactured on site, in any size container or combination of containers, approved under Minnesota Statutes 340A.22, Subdivision 4(a).

SECTION II. This Ordinance shall be in full force and effect from and after its passage and publication.

ADOPTED by the City Council of the City of Alexandria on this 11th day of May 2026, by the following vote:

YES:

NO:

ABSENT:

Bobbie K. Osterberg, Mayor

ATTEST: _____
Martin D. Schultz, City Administrator

**City Council - Regular Meeting**

704 Broadway
Alexandria, MN 56308

**SCHEDULED
ACTION ITEM (ID # 10428)**

Meeting: May 11, 2026
Department: Administration
Category: Resolution
Prepared by: Marty Schultz
Department Head: Martin Schultz
DOC ID: 10428

Resolution to Restrict Parking Along McKay Avenue**Background**

Through ongoing discussion with Alexandria Public Schools and Douglas County, we have determined it would be in the best interests of all parties to restrict parking during school hours on McKay Avenue (CSAH 46) in front of Discovery Middle School. The proposed no parking zone would run along the west of McKay Avenue starting 40 feet north of the north end of the property and continuing 40 feet south of the south end of the property. The area is highlighted on the attached map.

Since McKay Avenue is a county road, the role of the City and APS is to via resolution request Douglas County sign the area as a no parking zone from 7:30 a.m. to 3:30 p.m.

This is timely for 2026 as Douglas County will also be constructing a trail on McKay Avenue that will pass in front of Discovery Middle School this summer.

Financial Impact

None.

Recommendation

Motion adopting the attached Resolution to Restrict Parking Along McKay Avenue.

ATTACHMENTS

- [DMS PARKING RESOLUTION.docx](#)
- [DMS No Parking Map.pdf](#)

**CITY OF ALEXANDRIA
RESOLUTION NO. 2026-XXX**

RESOLUTION TO RESTRICT PARKING ALONG MCKAY AVENUE (CSAH 46)

BE IT RESOLVED, by the City Council of the City of Alexandria, Minnesota, that the City supports the creation of a no parking zone by Douglas County during school hours along McKay Avenue (CSAH 46) in front of Discovery Middle School. The no parking zone is requested to run along the west side of McKay Avenue starting 40 feet north of the north end of the property and continuing 40 feet south of the south end of the property, as highlighted on the attached map.

BE IT FURTHER RESOLVED that the signs along this portion of the roadway should read: No Parking During School Day – 7:30 am to 3:30 pm.

ADOPTED by the City Council of the City of Alexandria, Minnesota on this 11th day of May 2026, by the following vote:

YES:

NO:

ABSENT:

Approved:

Bobbie Osterberg, Mayor

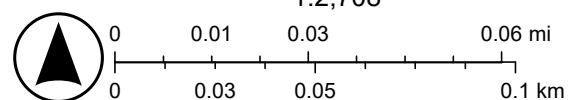
Attest: _____
Martin D. Schultz, City Administrator

Douglas County, MN



4/21/2026, 9:50:16 AM

- City-Township
- Parcels
- Sections
- E911 Address
- Railroad
- Roads
- County Paved
- City
- 2025 Aerial Imagery (EagleView)
- Red: Red
- Green: Green
- Blue: Blue



Survey & GIS Division, Douglas County Public Works



City Council - Regular Meeting

704 Broadway
Alexandria, MN 56308

SCHEDULED ACTION ITEM (ID # 10429)

Meeting: May 11, 2026
Department: Public Works - Parks
Category: Report
Prepared by: Brian Yavarow
Department Head: Brian Yavarow, P. E.
DOC ID: 10429

Knute Nelson Memorial Park 3rd Base Improvements

Background

As the City and AYBA collaboration continues, the next project for Knute Nelson as envisioned by AYBA and for the City Council to consider is the installation of an additional surface mounted seating and tables along the 3rd base line mimicking the seating/table design and orientation installed along 1st base line.

As mentioned, these seats and tables need to be secured to a hard/rigid surface. The existing 3rd base spectator viewing area surfacing consists of a deteriorated narrow strip of asphalt and bare soil along the fence line. The overall goal in this area is to improve the entire surface area, improve drainage, and construct an ADA compliant pedestrian ramp access scheduled to be presented to this Council in the near future. However, for purposes of the current action, staff is proposing to install a concrete walk along the fence line for secure mounting.

The proposed concrete walk is approximately 100-feet x 11-feet wide. Although, the tables and chairs do not require an 11-foot wide walk for surface mounting, staff is proposing 11-wide (minimum) concrete walk which will provide a continuous, unobstructed, and accessible path of travel specifically for individuals with disabilities. Staff is proposing this concrete walk be funded and installed with in-house resources. Please refer to the attached exhibit for additional detail.

Delivery is anticipated near the end of this month. If the installation is approved by City Council, staff could begin planning the concrete installation as well in attempts to have this ready to mount everything.

Following the installation, staff will request the City Council adopt a Resolution Accepting Donation of the tables and chairs.

We had discussed at the last work session that staff was developing a Capital Donation Form. A sample of the draft form with the relevant information for this project is attached. Please note that staff obtained the information for this one and filled it out. Our intent for new capital donation requests from this point forward is to provide this form to the party who wishes to donate.

Financial Impact

AYBA has ordered the tables and chairs. The Donated material cost breakdown is:

27 chairs at \$950ea = \$25,650

3 tables at \$1250ea = \$3,750

4 Bar Rails \$1,689ea = \$6,720

Freight/Shipping = \$2,080

Grand Total Donation = \$38,200.00

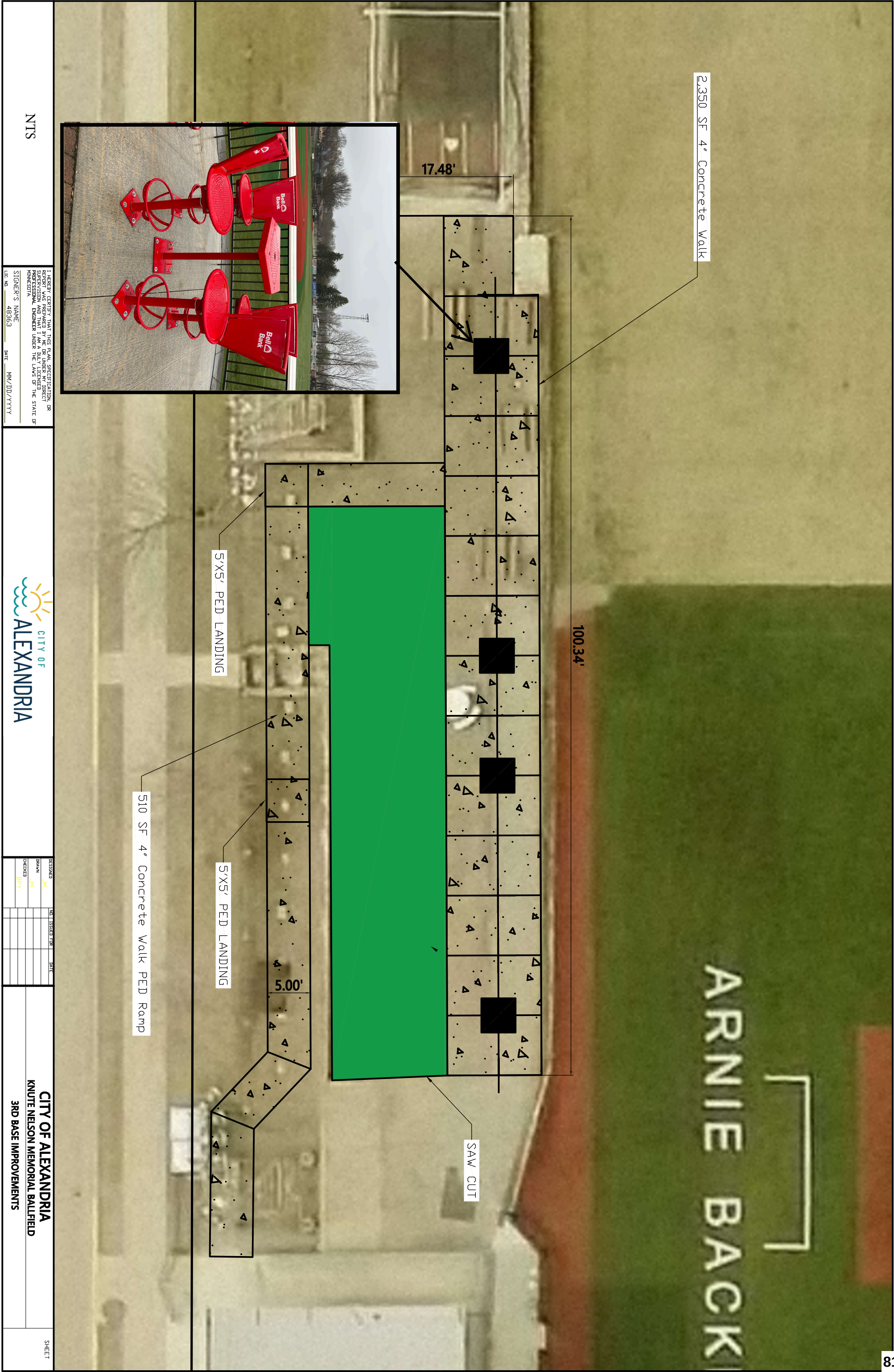
The 11-wide concrete walk City contribution is estimated at \$5,800.00 proposed to be funded thru the Park Development fund for Knute Nelson Memorial Field. Staff time estimated for concrete walk installation is 30-40 hours.

Recommendation

Motion authorizing the installation of tables and chairs along 3rd base line from the Alexandria Youth Baseball Association.

ATTACHMENTS

- [3RD Base layout.Rev1.pdf](#)
- [433 - Park and Rec.pdf](#)
- [0526 KN Tables and Chairs Capital Donation Form.pdf](#)



Park Development Fund

Project	2025	2026	2027	2028	2029	2030	2031	2032	UPP
Fillmore Park Tennis Courts	-	-	-	600,000	-	-	-	-	-
City Park-Replace Shelter	-	-	100,000	-	-	125,000	-	-	-
Noonan's Park - Walking Path	-	-	-	-	-	-	-	-	170,000
Fillmore Park Playscape - 7 -12	-	436,250	-	-	-	-	-	-	-
Fillmore Park Playscape - tot town	-	-	-	-	-	-	-	-	85,135
Warming House	-	-	80,000	-	-	-	-	-	-
Fillmore Park Splash Pad	467,424	-	-	-	-	-	-	-	-
Knute Nelson Field Renovation - Turf	-	-	37,000	37,000	37,000	37,000	37,000	37,000	333,000
Knute Nelson New Concession/Improvements	-	-	50,000	50,000	50,000	50,000	50,000	50,000	700,000
Noonans Park Bridge Replacement	-	-	-	-	-	-	-	-	-
Noonans Park Walking Path Recon	-	-	-	-	-	-	-	-	-
Noonan's Park-Replace East Side Shelter	-	50,000	-	-	-	-	-	-	-
Noonan's Park-Replace West Side Shelter	-	-	-	-	-	-	-	-	-
Mannor Hills Park Playground	-	-	-	150,000	-	-	-	-	-
Geneva Park Playground	-	-	-	150,000	-	-	-	-	-
Carter Park Basketball Courts	-	-	-	-	35,000	-	-	-	-
Carter Park Shelter	-	-	-	-	50,000	-	-	-	-
Lakeview Park Playground	-	-	-	-	150,000	-	-	-	-
Oak Knoll Park Playground	-	-	-	-	150,000	-	-	-	-
Oak Knoll Park Shelter	-	-	-	-	50,000	-	-	-	-
Summer Meadows Shelter	-	-	-	-	50,000	-	-	-	-
Summer Meadows Basketball Court	-	-	-	-	50,000	-	-	-	-
City Park Playground	-	-	-	-	-	600,000	-	-	-
KN 3rd Base Walkway	-	5,800	-	-	-	-	-	-	-
Pickleball Resurfacing	-	51,000	-	-	-	-	-	-	-
	467,424	543,050	267,000	987,000	622,000	812,000	87,000	87,000	1,288,135
Current Cash Balance	234,209	664,990	256,940	211,940	(553,060)	(953,060)	(1,543,060)	(1,408,060)	(1,273,060)
Projected Splash Pad Donations To Date	467,424								
Charitable Gambling Revenue	73,870	50,000	50,000	50,000	50,000	50,000	50,000	50,000	-
Annual Liquor Fund Contribution	85,000	85,000	85,000	85,000	85,000	85,000	85,000	85,000	-
Levy - KN Turf (15 years)	-	-	37,000	37,000	37,000	37,000	37,000	37,000	37,000
Levy - KN Improvements (20 years)		-	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Park Dedication Fees	71,911	-	-	-	-	-	-	-	-
Liquor Fund Reserves	200,000	-	-	-	-	-	-	-	-
	1,132,414	799,990	478,940	433,940	(331,060)	(731,060)	(1,321,060)	(1,186,060)	(1,186,060)
Balance	664,990	256,940	211,940	(553,060)	(953,060)	(1,543,060)	(1,408,060)	(1,273,060)	(2,474,195)

**City of Alexandria
Capital Donation Request Form**

For individuals or entities wishing to donate capital assets, improvements, or funds to the City.

1) Donor Information

- **Donor Type:** ☐ Individual ☒ Business/Organization ☐ Foundation ☐ Other: _____
- **Legal Name of Donor:** Alexandria Youth Baseball Association
- **Contact Person (if applicable):** Judy Backhaus
- **Mailing Address:** 512 30th Avenue East
- **Phone:** 320-815-8253 **Email:** leearnold9094@gmail.com
- **Preferred Method of Contact:** ☒ Email ☐ Phone ☐ Mail

2) Project Overview

- **Project Title/Description:**
Tables and Chairs Installation
- **Proposed Location (address, park, facility, GPS, or parcel ID):**
Knute Nelson Memorial Park
- **Purpose/Benefit to the Community:**
The installation of new tables and chairs will provide additional seating for spectators

3) Project Cost & City Share

- **Total Estimated Project Cost:** \$ 44,000
- **Donor Contribution (cash/in-kind):** \$ 38,200
- **Proposed City Share Including Staff time (amount or %):** \$ 5,800 or _____%

4) Attachments (Required where applicable)

- **Attached receipts and/or quotes:** ☐ Yes ☐ No
 - **Site plan/sketches (include scale, dimensions, materials, setbacks):** ☒ Yes ☐ No
 - **Photos/renderings (optional):** ☒ Yes ☐ No
-

- **Permits/Approvals already obtained (if any):** ☐ Yes ☐ No

- List: No permits required

Upload / Attach: PDF, DOCX, JPG/PNG. If submitting in print, include hard copies.

5) Expected Life Span & Replacement

- **Expected life span of the asset/improvement:** 10-12 years
 - **Estimated replacement cost (in today's dollars):** \$ 38,200
 - **Replacement funding plan:**
 - ☐ Donor will fund replacement
 - ☒ City will fund replacement
 - ☐ Shared funding (describe): _____
-

6) Operations & Maintenance (O&M)

- **Ongoing maintenance responsibility:** ☒ City ☐ Donor ☐ Shared
 - **Estimated annual O&M cost:** \$ _____
 - **Projected annual O&M Tasks:**
-

7) Timing & Delivery

- **Desired installation/completion date:** 11 / 11 / 6/1/26
 - **Is the donation contingent on a deadline or event?** ☐ Yes ☒ No
 - If yes, describe: _____
-

8) Recognition(if applicable):

- **Recognition requested (donated by plaque):** ☐ Yes ☐ No
 - Proposed text/design: Chairs will have donor names
-

9) City Review & Approvals (Internal Use)

- **Department Reviewer:** Marty Schultz Date: // 05/07/26
- **Risk/Legal Review needed:** ☐ Yes ☒ No
- **Budget/Fund availability:** ☒ Confirmed ☐ Not confirmed
- **Funding Sources for City Share(list all):**
 - Donor: \$ _____ (cash) / In-kind: \$ _____
 - City: \$ 5,800 (budget account or grant): Park Development Fund
 - Other: \$ _____ Source: _____

- **Council/Board approval required:** ☒ Yes ☐ No

- Meeting date: 5/11/26 Agenda item #: _____

- **Permits/Compliance (zoning, building, ADA, park, ROW):**

None required

-
- **Decision:** ☐ Approved ☐ Approved with conditions ☐ Not approved

- Conditions / Notes: _____

10) Signatures

Donor Acknowledgment

I certify the information provided is accurate and I understand the City may decline this donation or require conditions to ensure safety, compliance, and long-term stewardship.

- **Donor Signature:** _____ Date: //____

- **Printed Name & Title:** _____

City Acceptance (to be completed by the City)

- **Authorized City Representative:** _____

- **Title/Department:** _____

- **Signature:** _____ Date: //____

11) Submission

Submit to:

Email: [_____] | Phone: [_____]

Address: [_____]



City Council - Regular Meeting

704 Broadway
Alexandria, MN 56308

SCHEDULED ACTION ITEM (ID # 10292)

Meeting: May 11, 2026
Department: City Engineer
Category: Report
Prepared by: Brian Yavarow
Department Head: Brian Yavarow, P.E.
DOC ID: 10292

Highway Committee (HC) Reports - March & April 2026

Background

The Highway Committee met on March 30, & April 23, 2026, to discuss the following items:

1) Voyager School SRTS three (3) preliminary layout options (Consultant - Widseth)

Option 1: As proposed in the grant application. Shifts the schools exit to the Steger intersection, adds a median island, and RRFB's.

Option 2: Takes a larger look at the corridor along Voyager Drive. This option narrows the roadway by pulling in the north curb line, adds a 6' grass boulevard, and a 10' trail that extends to Nokomis Street. This option doesn't address the intersection being offset but still provides a safer crossing by reducing the distance crossed by 10'+ and helping to reduce speeds by making the corridor look and feel like a school zone. It increases the cost for the City but would potentially reduce the cost for the school as there's less alterations to the existing concrete parking lot.

Option 3: Similar corridor change as option 2, however relocates the school's exit to match Steger Road. It eliminates the median island but still has a shorter crossing length and safety improvements over the existing condition. Costs remain roughly the same as Option 1 for the school

These design options were presented to the school district, and the district recommends pursuing Option 3. During the evaluation of options 2 & 3, the HC and Utility Committee (UC) recommends connecting the watermain beneath the proposed trail, which if completed, would "loop" the water distribution system thereby improving water circulation and quality. ALP is currently reviewing and preparing cost estimates to complete this watermain connection. This project was scheduled for 2026, however, I recommend scheduling this project for 2027 due to timing and utility coordination efforts. SRTS funding will remain encumbered however, the project needs to be bid and under contract by June 30, 2027.

RECOMMENDATION: Direct staff to enter into Option 3 final design

2) 6th Avenue Street and Trail Improvement two (2) preliminary layout options (Consultant - Houston Engineering)

Option 1: As originally conceptualized with a narrow boulevard off the back of curb and an 8' multiuse path.

Option 2: Remove the north parking lane, relocated the curb towards the street centerline, and 4' boulevard, 8' path.

Per the March HC meeting, the committee requested public outreach due to the potential parking impacts under Option 2. Postcard invitations, that included a QR code link containing a brief video project presentation, were mailed to all abutting properties in the project limits requesting property owners contact and/or visit us to discuss the potential project impacts in detail. Houston Engineering, Inc. (HEI) and I facilitated this neighborhood meeting on April 23, 2026 in these Council Chambers from 5pm- 7pm. HEI prepared the attached report summarizing this outreach effort. In general, no comments have been received objecting to removing parking along the north side of 6th Avenue from Nokomis Street to McKay Avenue. If acceptable, additional State Aid procedures may need to be obtained moving forward. Construction is scheduled for 2027.

RECOMMENDATION: Direct staff to enter into Option 2 final design and pass a resolution undesignating/removing parking along the north side of 6th Avenue from Nokomis Street to McKay Avenue at a future date.

3) Abbygail Drive Neighborhood

No parking request was received by neighborhood resident(s). Based on our understanding, the neighborhood streets are perceived as being too narrow, especially during the winter months. Although restricting on-street parking is an option, the HC is evaluating mitigation measures, such as snow plowing operations, etc. Parking enforcement is also a concern with the availability of APD resources.

RECOMMENDATION: Tabled for further discussion

4) Van Dyke Street

Complaints about contractors, repair people, etc. parking on the street which is a narrow rural section street.

RECOMMENDATION: Priority APD monitoring and enforcement as needed.

5) 2026 TRAFFIC CALMING ISLANDS INSTALLATIONS

The Highway Committee (HC) discussed the traffic calming islands that are installed annually in the summer months at approved intersections. Through consistent requests and positive feedback, the HC is recommending the continued installation of traffic calming islands at the following intersections: 8th Ave & Kenwood, 4th Ave & Kenwood, 5th Ave & Lake St, 8th Ave & Lake St., 11th Ave & Lake St., Agnes Ave & Park St. These temporary islands will remain in place from Memorial Day to Labor Day as a traffic calming strategy to help improve safety as summer traffic picks up.

RECOMMENDATION: Authorize City staff to install the traffic calming islands for the 2026 season

6) Filmore & 8th Avenue

Complaints received about individuals living out of their vehicles parked on 8th Ave W and near Viking Towers. The Highway Committee is evaluating parking restrictions such as "no overnight", hourly limits, time of day, and PD enforcement resources.

RECOMMENDATION: No action at this time. Further discussion to planned for next HC meeting.

7) SS4A and LRIP Grant Update

Unsuccessful receiving grant funding with both joint City/County applications for Safe Streets and Roads for All (SS4A) planning grant funding and Local Road Improvement Program (LRIP) this past year.

RECOMMENDATION: Motion directing staff to reapply for both programs once applications are announced.

Financial Impact

The revised cost estimates for all three (3) options for the SRTS Voyager improvements is attached for review.

The original 6th Avenue estimates provided for the grant application showed \$791,288 for construction, with contingency of \$118,693, totaling \$909,981 without design/staking/inspection. (Houston Engineering, Inc) HEI's preliminary estimate for each option is nearly identical to each other at \$915,000 + 15% contingency = \$1,050,000. HEI reviewed larger line items and identified more detailed grading design, and are accounting for more quantities related to retaining wall, and curb and gutter/pavement around the driveways than the original estimate.

Recommendation

Motion accepting the Highway Committee's (HC) four (4) recommendations:

- 1) Direct staff to enter into Option 3 final design for the SRTS Voyager Street PED and street improvements
- 2) Direct staff to enter into Option 2 final design for the 6th Avenue Street and trail improvement project
- 3) Authorize City staff to install the traffic calming islands for the 2026 season
- 4) Direct staff to reapply to SS4A and LRIP programs once applications open.

ATTACHMENTS

- [2-11-26 EngEst-Voyager-SRTS - Prelim Options.pdf](#)
- [Exhibits-Voyager-SRTS - 1-3. 5-7-26.pdf](#)
- [Memo - Neighborhood Meeting 4-23-2026- all 8x11.pdf](#)
- [TrafficCalming.Exhibit.docx](#)

Cost Estimate

OPTION 1

*YELLOW HIGHLIGHTS ARE LOCAL COSTS

OPTION 1 -- SRTS Reconstruction

Voyager Elementary School - Alexandria, MN

February 12, 2026

W:\Projects\City of Alexandria MN-32202\2025-11802\Calculations\[2-11-26 EngEst-Voyager-SRTS - Prelim Options.xlsx]Option3

WIDSETH

ITEM NO.	ITEM DESCRIPTION	UNIT	UNIT PRICE	CITY SRTS(ELIG)		SCHOOL SRTS (ELIG)	
				QUANTITY	AMOUNT	QUANTITY	AMOUNT
1	MOBILIZATION	LS	\$ 50,000.00	0.90	\$ 45,000.00	0.10	\$ 5,000.00
2	SAWCUT BITUMINOUS PAVEMENT	LF	\$ 4.00	116	\$ 464.00		\$ -
3	SAWCUT CONCRETE PAVEMENT	LF	\$ 4.00	5	\$ 20.00	122	\$ 488.00
4	REMOVE BITUMINOUS PAVEMENT	SY	\$ 4.00	1,680	\$ 6,720.00	1,100	\$ 4,400.00
5	REMOVE CONCRETE PAVEMENT	SY	\$ 2.00	40	\$ 80.00	510	\$ 1,020.00
6	REMOVE CONCRETE WALK	SF	\$ 1.00	1,292	\$ 1,292.00	1,080	\$ 1,080.00
7	REMOVE CONCRETE CURB AND GUTTER	LF	\$ 3.50	700	\$ 2,450.00	142	\$ 497.00
8	ADJUST FRAME RING & CASTING	EA	\$ 1,200.00	2	\$ 2,400.00		\$ -
9	RELOCATE MISC. UTILITES (PWR, COMM., ETC)	LS	\$ 15,000.00	1	\$ 15,000.00		\$ -
10	STORM SEWER	LS	\$ 50,000.00	0.50	\$ 25,000.00	0.50	\$ 25,000.00
11	EXCAVATION - COMMON	CY	\$ 17.00	860	\$ 14,620.00	690	\$ 11,730.00
12	AGGREGATE BASE (CV) CLASS 5	CY	\$ 30.00	860	\$ 25,800.00	690	\$ 20,700.00
13	BITUMINOUS MATERIAL FOR TACK COAT	GAL	\$ 4.00	70	\$ 280.00		\$ -
14	TYPE SP 12.5 WEARING COURSE MIXTURE	TON	\$ 90.00	430	\$ 38,700.00		\$ -
15	CONCRETE CURB & GUTTER DESIGN B618	LF	\$ 25.00	815	\$ 20,375.00	280	\$ 7,000.00
16	CONCRETE DRIVEWAY PAVEMENT	SY	\$ 85.00	77	\$ 6,563.89	942	\$ 80,079.44
17	4" CONCRETE WALK	SF	\$ 5.00	3,880	\$ 19,400.00	1,294	\$ 6,470.00
18	6" CONCRETE WALK	SF	\$ 11.00	850	\$ 9,350.00	175	\$ 1,925.00
19	TRUNCATED DOMES	SF	\$ 70.00	106	\$ 7,420.00	51	\$ 3,570.00
20	PAVEMENT MARKINGS	LS	\$ 5,000.00	0.75	\$ 3,750.00	0.25	\$ 1,250.00
21	HYDRANT RELOCATION/ADJUST WATERMAIN	LS	\$ 15,000.00	1	\$ 15,000.00		\$ -
22	FLASHING BEACON SYSTEM	SYS	\$ 35,000.00	1	\$ 35,000.00		\$ -
23	LIGHTING SYSTEM	EA	\$ 6,000.00	1	\$ 6,000.00	1	\$ 6,000.00
24	TURF ESTABLISHMENT	LS	\$ 9,000.00	0.80	\$ 7,200.00	0.20	\$ 1,800.00
25	TRAFFIC CONTROL	LS	\$ 12,000.00	1	\$ 12,000.00		\$ -
ESTIMATED CONSTRUCTION					\$ 319,900.00		\$ 178,000.00
CONTINGENCY					\$ 31,990.00		\$ 17,800.00
DESIGN/INSP					\$ 71,000.00		\$ 13,200.00
ESTIMATED TOTAL					\$ 422,890.00		\$ 209,000.00
GRANT AWARDED					\$ (304,500.00)		\$ (65,300.00)

TOTAL COST AFTER GRANT CITY \$ 118,390.00 SCHOOL \$ 143,700.00

Cost Estimate

OPTION 2

*YELLOW HIGHLIGHTS ARE LOCAL COSTS

OPTION 2 -- SRTS Reconstruction

Voyager Elementary School - Alexandria, MN

February 12, 2026

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WIDSETH

ITEM NO.	ITEM DESCRIPTION	UNIT	UNIT PRICE	CITY SRTS		SCHOOL SRTS	
				QUANTITY	AMOUNT	QUANTITY	AMOUNT
1	MOBILIZATION	LS	\$ 30,000.00	0.90	\$ 27,000.00	0.10	\$ 3,000.00
2	SAWCUT BITUMINOUS PAVEMENT	LF	\$ 4.00	112	\$ 448.00		\$ -
3	SAWCUT CONCRETE PAVEMENT	LF	\$ 4.00	60	\$ 240.00	232	\$ 928.00
4	REMOVE BITUMINOUS PAVEMENT	SY	\$ 3.50	8,200	\$ 28,700.00	1,100	\$ 3,850.00
5	MILL BITUMINOUS PAVEMENT	SY	\$ 2.00		\$ -		\$ -
6	REMOVE CONCRETE PAVEMENT	SY	\$ 9.00	30	\$ 270.00	660	\$ 5,940.00
7	REMOVE CONCRETE WALK	SF	\$ 1.00	4,500	\$ 4,500.00	1,018	\$ 1,018.00
8	REMOVE CONCRETE CURB AND GUTTER	LF	\$ 3.50	1,800	\$ 6,300.00	136	\$ 476.00
9	ADJUST FRAME RING & CASTING	EA	\$ 1,200.00	2	\$ 2,400.00		\$ -
10	RELOCATE MISC. UTILITES (PWR, COMM., ETC)	LS	\$ 15,000.00	1	\$ 15,000.00		\$ -
11	STORM SEWER	LS	\$ 100,000.00	0.75	\$ 75,000.00	0.25	\$ 25,000.00
12	EXCAVATION - COMMON	CY	\$ 15.00	1,806	\$ 27,083.33	90	\$ 1,350.00
13	AGGREGATE BASE (CV) CLASS 5	CY	\$ 25.00	1,917	\$ 47,916.67	90	\$ 2,250.00
14	BITUMINOUS MATERIAL FOR TACK COAT	GAL	\$ 4.00	70	\$ 280.00		\$ -
15	TYPE SP 12.5 WEARING COURSE MIXTURE	TON	\$ 75.00	1,501	\$ 112,556.25		\$ -
16	TYPE SP 12.5 WEARING COURSE MIXTURE (TRAIL)	TON	\$ 110.00	272	\$ 29,868.06		\$ -
17	CONCRETE CURB & GUTTER DESIGN	LF	\$ 25.00	1,800	\$ 45,000.00	280	\$ 7,000.00
18	CONCRETE DRIVEWAY PAVEMENT	SY	\$ 85.00	113	\$ 9,576.67	143	\$ 12,117.22
19	6" CONCRETE WALK	SF	\$ 8.00	1,735	\$ 13,880.00	2,600	\$ 20,800.00
20	TRUNCATED DOMES	SF	\$ 70.00	92	\$ 6,440.00		\$ -
21	PAVEMENT MARKINGS	LS	\$ 7,500.00	0.85	\$ 6,375.00	0.15	\$ 1,125.00
22	HYDRANT RELOCATION/ADJUST WATERMAIN	LS	\$ 15,000.00	0	\$ -		\$ -
23	FLASHING BEACON SYSTEM	SYS	\$ 15,000.00	1	\$ 15,000.00		\$ -
24	LIGHTING SYSTEM	EA	\$ 6,000.00	1	\$ 6,000.00	1	\$ 6,000.00
25	TURF ESTABLISHMENT	LS	\$ 20,000.00	0.90	\$ 18,000.00	0.10	\$ 2,000.00
26	TRAFFIC CONTROL	LS	\$ 12,000.00	1	\$ 12,000.00		\$ -
ESTIMATED CONSTRUCTION					\$ 509,800.00		\$ 92,900.00
CONTINGENCY					\$ 50,980.00		\$ 9,290.00
DESIGN/INSP					\$ 71,000.00		\$ 13,200.00
ESTIMATED TOTAL					\$ 631,780.00		\$ 115,390.00
GRANT AWARDED					\$ (304,500.00)		\$ (65,300.00)

TOTAL COST AFTER GRANT CITY \$ 327,280.00 SCHOOL \$ 50,090.00

Cost Estimate

OPTION 3

*YELLOW HIGHLIGHTS ARE LOCAL COSTS

OPTION 3 -- SRTS Reconstruction

Voyager Elementary School - Alexandria, MN

February 12, 2026

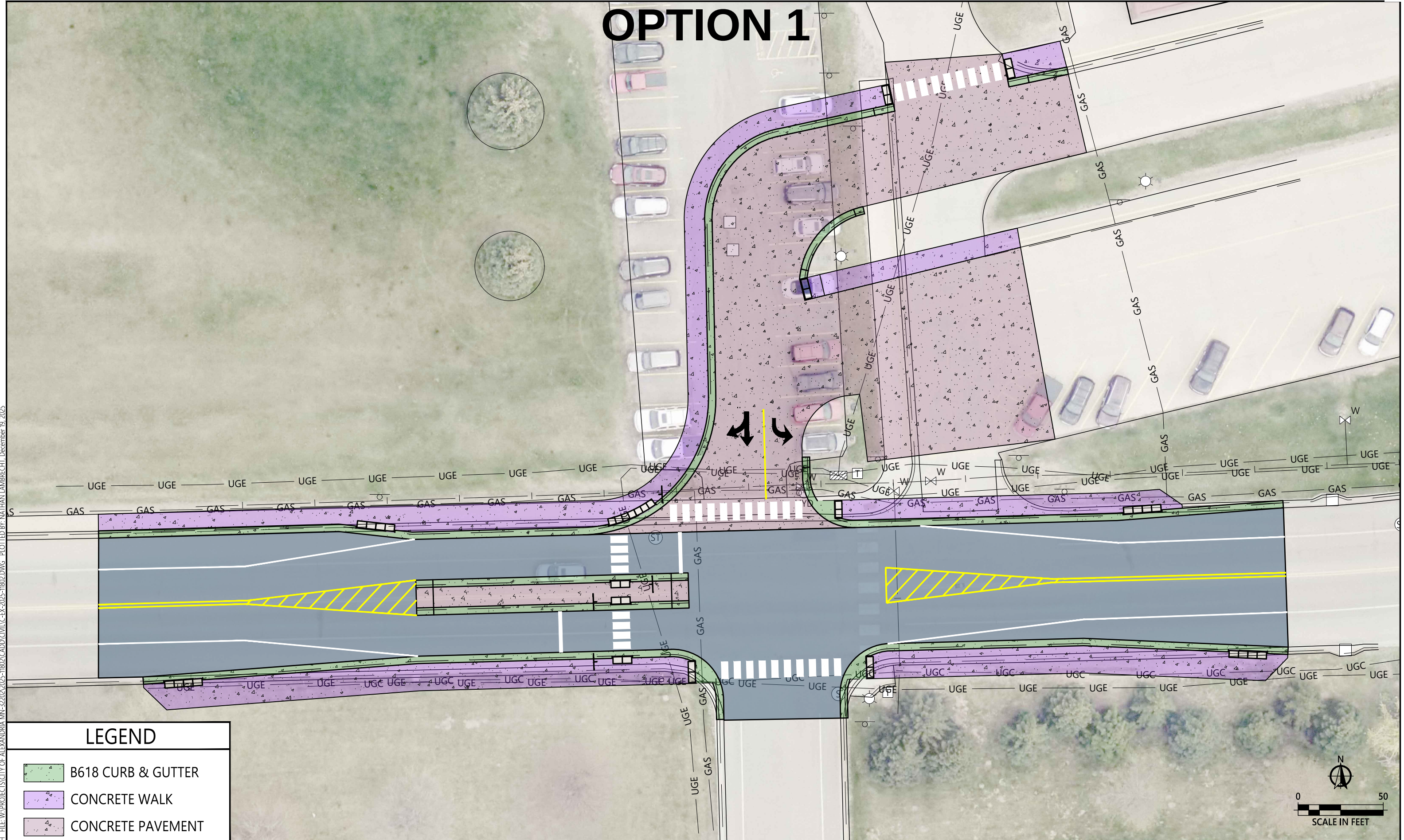
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WIDSETH

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2	SAWCUT BITUMINOUS PAVEMENT	LF	\$ 4.00	112	\$ 448.00		\$ -
3	SAWCUT CONCRETE PAVEMENT	LF	\$ 4.00	60	\$ 240.00	122	\$ 488.00
4	REMOVE BITUMINOUS PAVEMENT	SY	\$ 4.00	8,200	\$ 32,800.00	1,100	\$ 4,400.00
5	MILL BITUMINOUS PAVEMENT	SY	\$ 2.00		\$ -		\$ -
6	REMOVE CONCRETE PAVEMENT	SY	\$ 2.00	30	\$ 60.00	510	\$ 1,020.00
7	REMOVE CONCRETE WALK	SF	\$ 1.00	4,500	\$ 4,500.00	180	\$ 180.00
8	REMOVE CONCRETE CURB AND GUTTER	LF	\$ 3.50	1,800	\$ 6,300.00	142	\$ 497.00
9	ADJUST FRAME RING & CASTING	EA	\$ 1,200.00	2	\$ 2,400.00		\$ -
10	RELOCATE MISC. UTILITES (PWR, COMM., ETC)	LS	\$ 15,000.00	1	\$ 15,000.00		\$ -
11	STORM SEWER	LS	\$ 100,000.00	0.75	\$ 75,000.00	0.25	\$ 25,000.00
12	EXCAVATION - COMMON	CY	\$ 15.00	1,806	\$ 27,083.33	690	\$ 10,350.00
13	AGGREGATE BASE (CV) CLASS 5	CY	\$ 25.00	1,917	\$ 47,916.67	690	\$ 17,250.00
14	BITUMINOUS MATERIAL FOR TACK COAT	GAL	\$ 4.00	70	\$ 280.00		\$ -
15	TYPE SP 12.5 WEARING COURSE MIXTURE	TON	\$ 75.00	1,501	\$ 112,556.25		\$ -
16	TYPE SP 12.5 WEARING COURSE MIXTURE (TRAIL)	TON	\$ 110.00	272	\$ 29,868.06		\$ -
17	CONCRETE CURB & GUTTER DESIGN B618	LF	\$ 25.00	1,800	\$ 45,000.00	280	\$ 7,000.00
18	CONCRETE DRIVEWAY PAVEMENT	SY	\$ 85.00	113	\$ 9,576.67	940	\$ 79,900.00
19	6" CONCRETE WALK	SF	\$ 8.00	1,735	\$ 13,880.00	2,600	\$ 20,800.00
20	TRUNCATED DOMES	SF	\$ 70.00	92	\$ 6,440.00	45	\$ 3,150.00
21	PAVEMENT MARKINGS	EA	\$ 7,500.00	0.85	\$ 6,375.00	0.15	\$ 1,125.00
22	HYDRANT RELOCATION/ADJUST WATERMAIN	LS	\$ 15,000.00	0	\$ -		\$ -
23	FLASHING BEACON SYSTEM	SYS	\$ 15,000.00	1	\$ 15,000.00		\$ -
24	LIGHTING SYSTEM	EA	\$ 6,000.00	1	\$ 6,000.00	1	\$ 6,000.00
25	TURF ESTABLISHMENT	LS	\$ 20,000.00	0.90	\$ 18,000.00	0.10	\$ 2,000.00
26	TRAFFIC CONTROL	LS	\$ 12,000.00	1	\$ 12,000.00		\$ -
ESTIMATED CONSTRUCTION					\$ 513,700.00		\$ 182,200.00
CONTINGENCY					\$ 51,370.00		\$ 18,220.00
DESIGN/INSP					\$ 71,000.00		\$ 13,200.00
ESTIMATED TOTAL					\$ 636,070.00		\$ 213,620.00
GRANT AWARDED					\$ (304,500.00)		\$ (65,300.00)

TOTAL COST AFTER GRANT CITY \$ 331,570.00 SCHOOL \$ 148,320.00

OPTION 1



LEGEND

- B618 CURB & GUTTER
- CONCRETE WALK
- CONCRETE PAVEMENT
- BITUMINOUS PAVEMENT



DRAWN BY:
XXX
CHECKED BY:
XXX

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

SIGNER NAME LIC. NO.: NUMBER DATE: MM/DD/YYYY

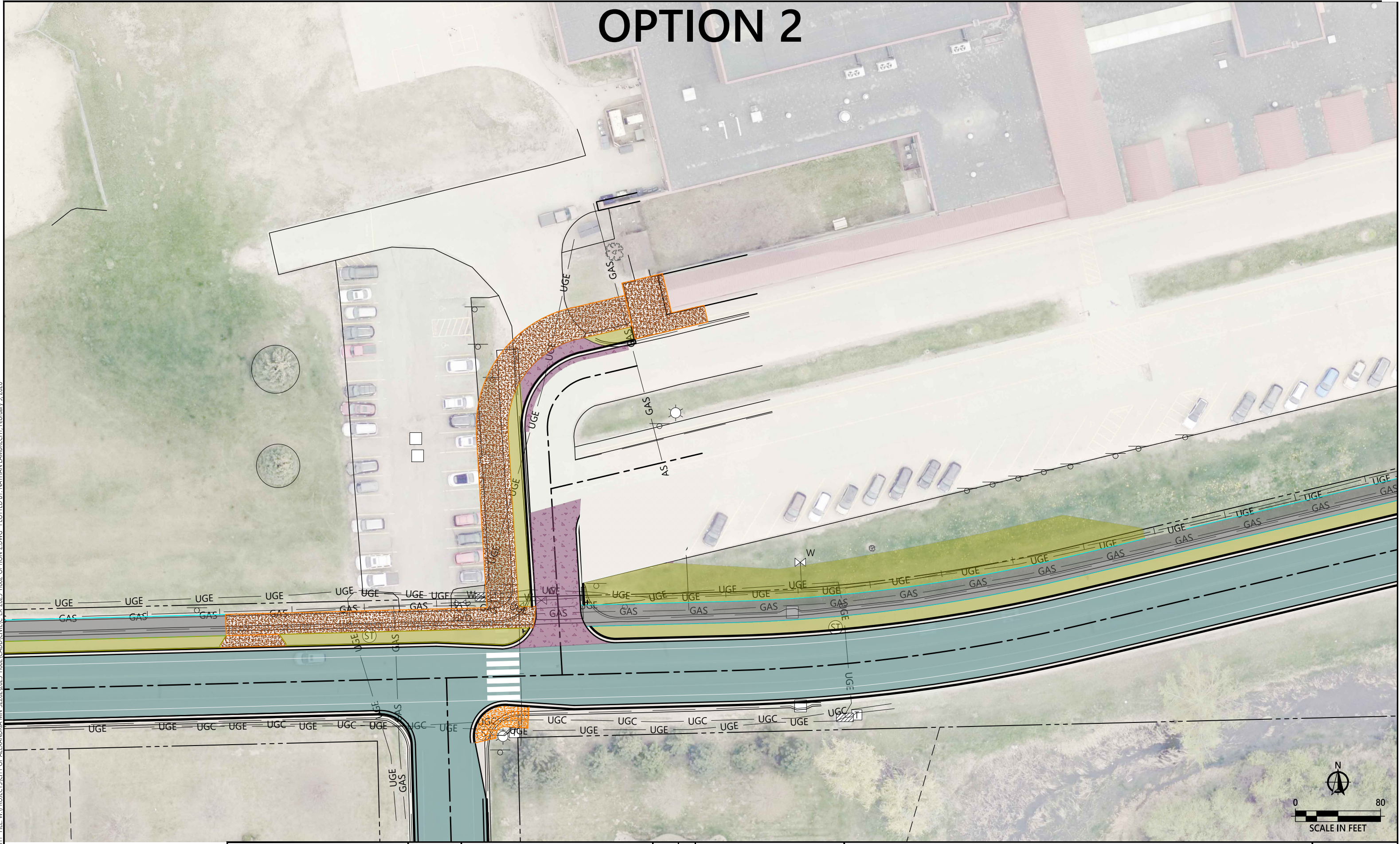
DATE	REV#	REVISIONS DESCRIPTION

PROJECT NAME

OPTION 1

PROJECT #: #####-#####

OPTION 2



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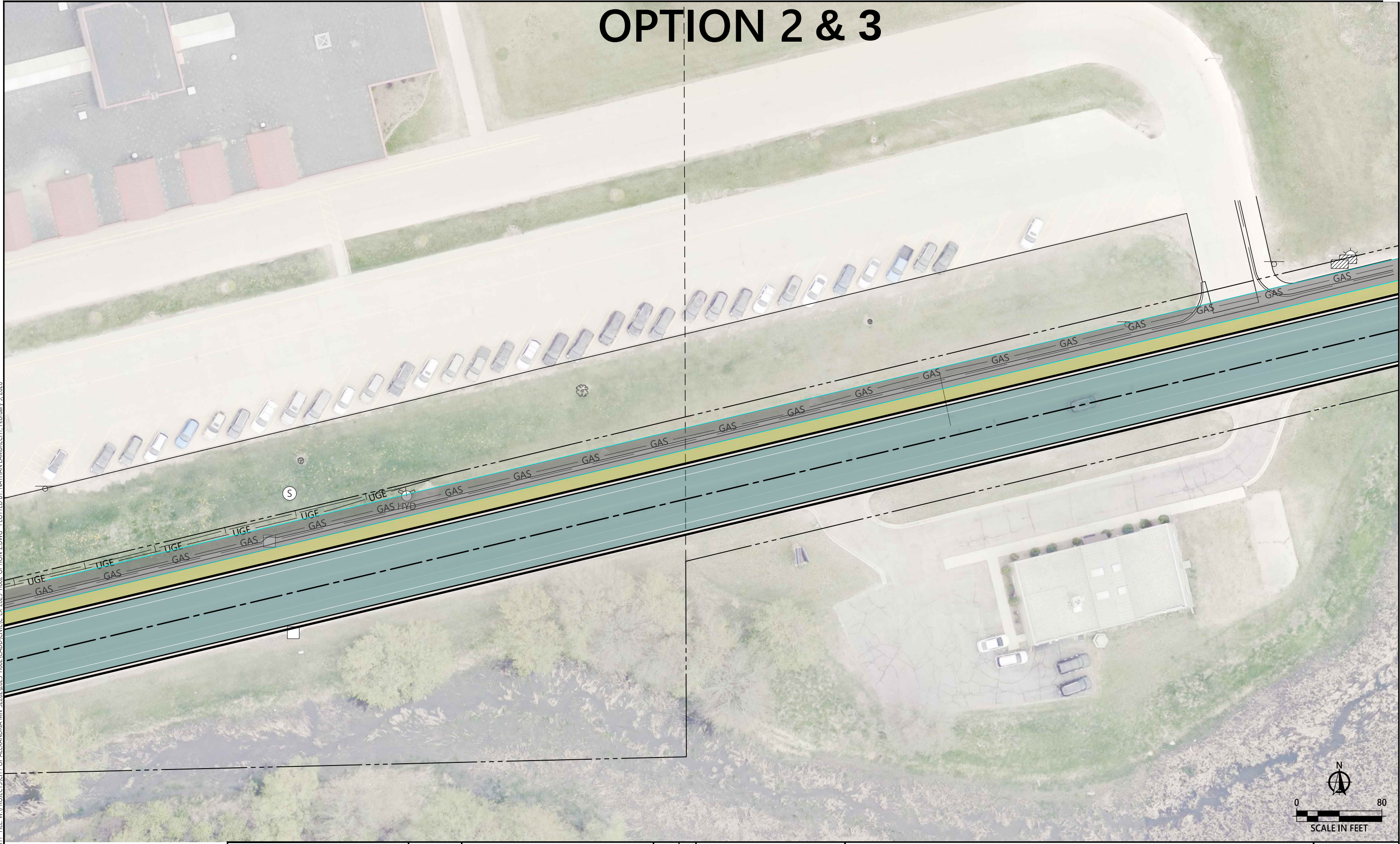
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SIGNER NAME _____ LIC. NO.: NUMBER _____ DATE: MM/DD/YYYY _____

DATE	REV#	REVISIONS DESCRIPTION

PROJECT NAME
OPTION 2

1
PROJECT #: #####-#####

OPTION 2 & 3



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ARCHITECTS • ENGINEERS • SCIENTISTS • SURVEYORS

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SIGNER NAME _____ LIC. NO.: NUMBER _____ DATE: MM/DD/YYYY _____

DATE	REV#	REVISIONS DESCRIPTION

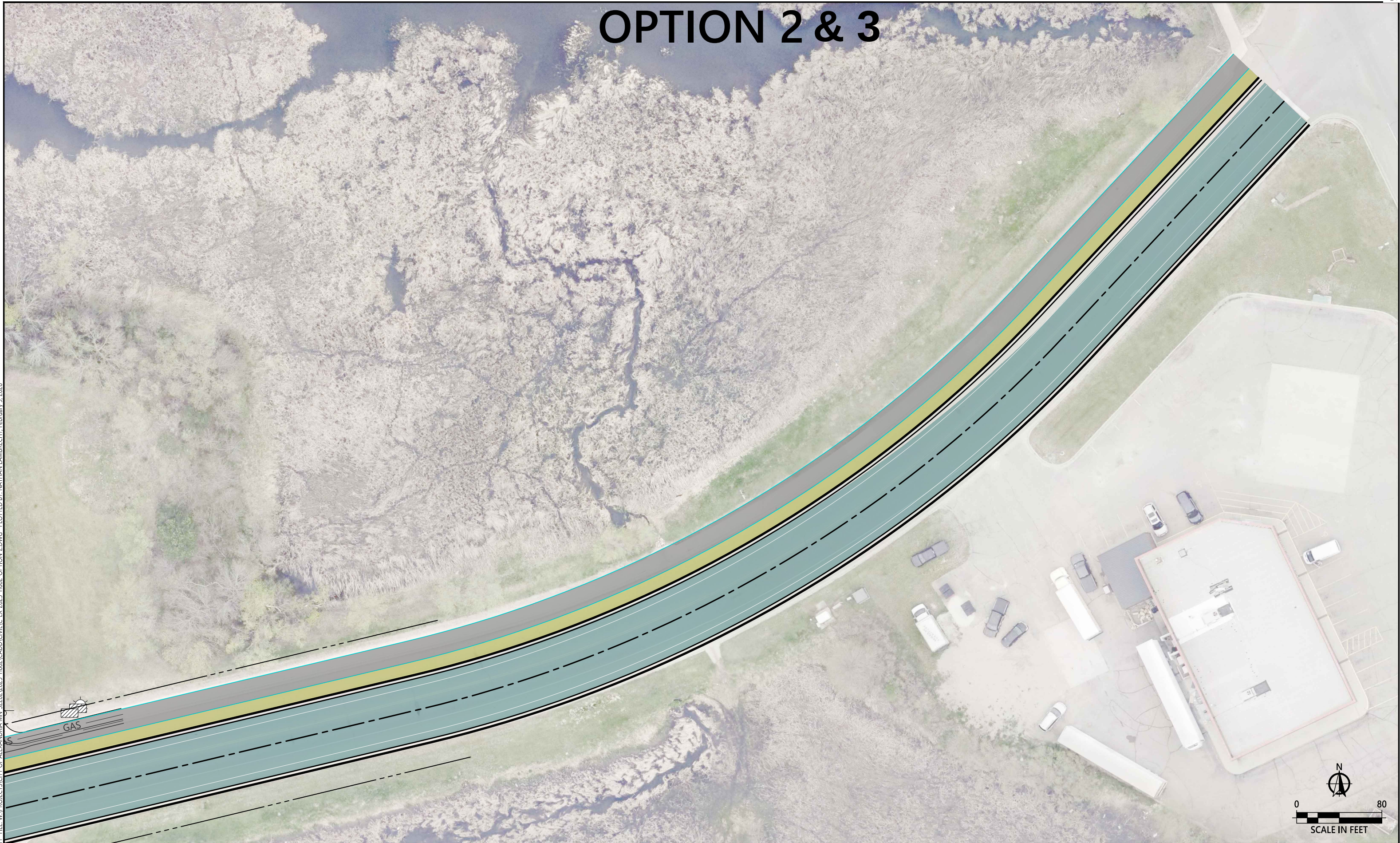
PROJECT NAME

OPTION 2

2

PROJECT #: #####-#####

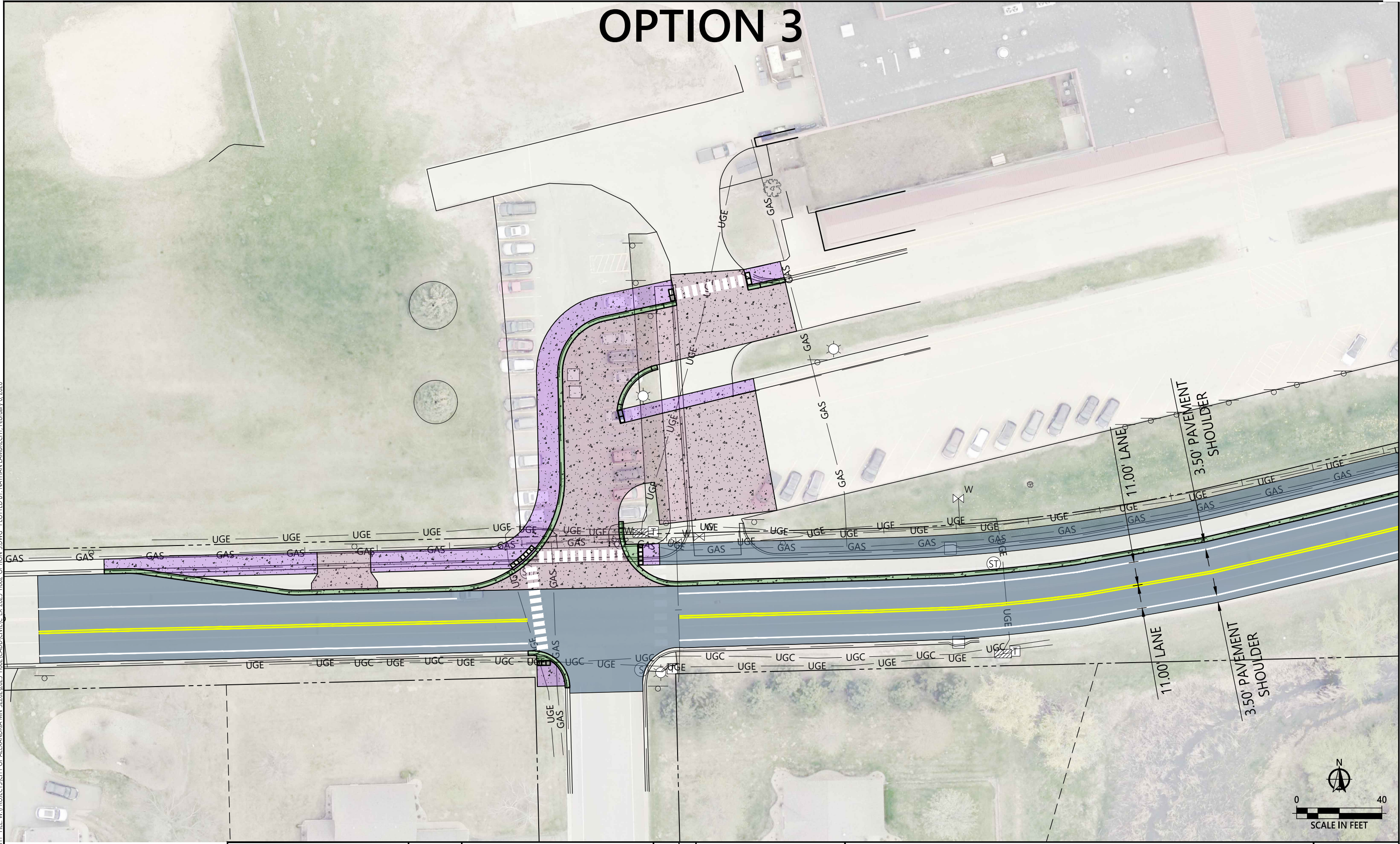
OPTION 2 & 3



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WIDSETH ARCHITECTS • ENGINEERS • SCIENTISTS • SURVEYORS	DRAWN BY: XXX	I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL PROFESSION UNDER THE LAWS OF THE STATE OF MINNESOTA.	DATE	REV#	REVISIONS DESCRIPTION	PROJECT NAME OPTION 2	3 PROJECT #: #####-#####
	CHECKED BY: XXX						
	SIGNER NAME	LIC. NO.: NUMBER	DATE: MM/DD/YYYY				

OPTION 3



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Technical Memorandum

To: Brian Yavarow, PE
From: Greg Thompson, PE
Subject: Neighborhood Open House Meeting: April 23, 2026
Date: May 6, 2026
Project: 6th Avenue Project: Nokomis Street to McKay Avenue

PURPOSE

The purpose of this memorandum is to provide an update on the design status for the 6th Avenue Project and document the neighborhood meeting held to solicit feedback from adjacent property owners.

DESIGN UPDATE

Two conceptual designs were drafted for consideration.

Concept #1: The first concept aligned with the preliminary layout as set forth during project scoping and funding applications. This concept would maintain the existing street in its current configuration with a single eastbound and westbound thru and parking lanes. The shared use path would be constructed along the north curb line near the back of curb. This places the north edge of the shared use path near the existing right of way. To facility grading, significant easements and/or retaining walls would be required.

Concept #2: The second concept was developed to minimize impacts to adjacent properties. This plan eliminates the parking lane on the north side of the street. Then, a grass boulevard would separate the path from the street. This plan sets the outer edge of the sidewalk just a few feet closer to the properties than the existing curb with the parking lane. This plan would potentially require a retaining wall in one area that is predominately undeveloped. However, collaboration with the property owner will take place in attempt to complete grading instead of requiring the retaining wall.

Mr. Yavarow presented the concepts to the Highway Committee, and it was recommended to move forward with Concept #2.

NEIGHBORHOOD MEETING

Notifications

Post card invitations were mailed to 54 adjacent addresses located on the north and south sides of 6th Avenue, from Nokomis Street to McKay Avenue. As shown below, the invitation included a QR code leading the residents to a brief video with more detail introducing the project and inviting them to the meeting.



Meeting Details

- **Date:** Thursday, April 23
- **Time:** 5:00 pm – 7:00 pm
- **Location:** City Hall Council Chambers
- **Format:** Open House (no formal presentation)
- **Design Team Attendance:** Brian Yavarow (city), Greg Thompson (Houston), Adam Ruud (Houston)
- **Attendance:** Three residents/representatives:
 - **Patrick Shoemaker:** 1021 6th Avenue E.
 - **Misty Tracy:** 1106 6th Avenue E.
 - **Bob Baas:** 823 6th Avenue E.
- **Not in Attendance, phone call prior to meeting:** Berea Lutheran Church, Al Larson
- **Materials Presented (Attached for reference):**
 - Typical sections showing the existing condition corridor as well as the proposed plan
 - 2 ft x 6 ft roll plan sheet showing the mill and overlay, and shared-use-path; Nokomis to McKay.

Questions from the Public

- Q: Will storm sewer inlets be moved? A: They will be moved to align with new curblines, but not specifically moved to a different location along the street.
- Q: When will construction take place? A: Summer of 2027
- Q: How long will construction take place? A: Mill and overlay is expected to take less than one-week, and shared-use-path will require a few weeks, but the project will not include complete reconstruction and will not include complete utility replacement.
- Q: There are drainage issues along the railroad track. Can this be improved with the project? A: The design team will review, but railroad corridor drainage is outside the scope
- Q: There are drainage issues on both sides of the street within the first block east of the railroad tracks. Can this be improved with the project? A: The design team will review and determine if drainage improvements can be incorporated. After the meeting, the design team reviewed and have identified the drainage concern and are currently developing alternatives. See below:

Figure 1 shows the inverse grade on the north side of the street. Staining in the gutter shows where water has been standing without positive drainage. Figure 2 shows the gutter line on the south side of the street, with standing water at the driveway entrance.



Figure 1: North Side of Street, Looking West



Figure 2: Gutter Line on South Side of Street, Looking West

CONCLUSION

The open house meeting provided an opportunity for residents to review the proposed improvements and to ask questions directly to project staff. Overall feedback was generally supportive, and no major concerns were identified that would prevent the project from moving forward.

TRAFFIC CALMING EXHIBITS



Agenda
Alexandria Airport Commission Meeting
Thursday, April 9, 2026
12:00 PM
Regular Meeting

Call Meeting to Order

REGULAR MEETING

Approval of March Minutes

Management & Commission Member Communications

Tenant Petitions, Requests, Concerns

Reports

- Grounds and Runway Reports
- Equipment Reports
 - Oshkosh Plow
- Hangar Report

Unfinished Business

- T-Hangar Inspection Status
- Security Plan
- Advanced Air Mobility
- FBO Lease Review
- MCOA Conference

New Business

- CIP Review

Engineering Update

- Runway Project
- Terminal Area Study
- ILS Replacement
- Bellanca Lane
- SRE Acquisition

March Minutes

The March Airport Commission meeting was held on Thursday, March 12th at 12pm in the airport conference room. Airport Manager Kreg Anderson and Commissioners Josh Schafer, Joel Seela, Rod Karrow, Carl Kvale were present, along with Brian Yavarow, Al Roebke, Jeff Pearson, Dillon Petrowitz, Kevin Cunningham, Jim Conn.

Approval of Minutes

Minutes were approved for the February meeting.

Management & Commission Member Communications

Kreg noted the small agenda change, breaking up Management/Commission Member communications and Tenant concerns.

Kreg introduced new Commission member Carl Kvale to the rest of the attendees.

Josh Schafer asked about the feasibility of LED lights in H-2 (Weber's Aero Repair). Kreg said he thought they were upgraded to LEDs when the City did their city-wide initiative in 2014-2016, but was not completely sure.

Tenant Petitions, Requests, Communications

Kevin Cunningham brought a photo showing that the shower in the bathroom at T-7 is dripping and the water is leaving stains. He requested a water softener be installed for that facility.

Reports

No grounds/runway reports.

No update on the Oshkosh plow.

Hangar list is at 21 names, 7 of which have an airplane in their possession. One hangar is expected to be available in April.

Unfinished Business

T-Hangar Inspections – Looking to continue work in the spring with scissor lift acquisition

Security Plan – In a holding pattern until appropriate to bring to City Council work session

Advanced Air Mobility – Program manager Joe Block recently left MNDOT to work for a private company in the industry sector. The status of the program is unknown. Kreg is expecting an update at the MCOA conference.

Per Brian, a scissor lift and trailer were acquired for city departments. A training date is scheduled for users of the scissor lift. It's home location is unknown at this time.

FBO Lease – City staff are considering breaking the document into two agreements to help with reimbursements from the State's M&O funding. It will be brought to the Commission for review when ready.

New Business

Kreg introduced an event hosted by Skydive Fargo at the airport. Skydive Fargo typically travels to different airports each year to perform weekend skydiving. Skydive Fargo has proposed performing tandem jumps in Alexandria over the Saturday and Sunday of Labor Day weekend. Alexandria Aviation and the City will only be

involved in the capacities of promoting the event and allowing Skydive Fargo to use one mass hangar for aircraft storage and parachute packing. Skydive Fargo will add both on their liability waiver releasing each entity from liability. Rod Karrow recommended having the City Attorney review the waiver, which Carl Kvale agree with. The Commission recommended approval of the event.

Kreg encouraged Commission members to attend the MCOA conference on April 22-24 in Nisswa, MN.

Full meeting dates for 2026 were sent out to city staff and commissioners.

Engineering Update –

Runway Project – TKDA is preparing the bituminous vs. concrete pricing for a cost comparison justification memo to the FAA. Right of way issues are on their way to City Council for approval.

Terminal Area Study – ALP updates received FAA approvals. TKDA will make a revision to the property map showing the right of way amendment that is going to City Council. Dillon is to send Kreg parking lot concepts based off of Commissioner feedback, which will follow a full ALP update.

ILS Replacement – The design grant is still sitting at the State waiting for grant approval. A summer bidding is anticipated with construction in 2027.

Bellanca Lane – Bids are expected in 2026 with a fall construction. Waiting on an IFE to be completed.

SRE Acquisition – TKDA, Brian, and Kreg are working with the FAA on justification for new snow removal equipment