

City Council Meeting

Monday, May 19, 2025 6:00 PM

Agenda

Pledge of Allegiance

1 Approve or Amend Agenda

2 Sheriff's Report

3 Consent Agenda

Those items on the Council Agenda which are considered routine or noncontroversial are included as part of the Consent Agenda. Unless a Councilmember specifically requests that an item on the Consent Agenda be removed and considered separately, items on the Consent Agenda are considered under one motion, second and vote. Any item removed from the consent agenda shall be placed at the end of General Business.

3.1 Approve the Minutes of the May 6, 2025 City Council Meeting

3.2 Approval of the payment of developer escrow refunds in the total amount of \$18,174.96.

3.3 CSTS Mowing Quotes

3.4 Approve Resolution Accepting Bids and Awarding Contract for County Road 27 Bypass Lane Road Improvements

3.5 Approve Payment of Claims (Bills) and Transfer Requests as Presented.

3.6 Resolution 2025-21 Denying a Comprehensive Plan Amendment to Re-guide Parcels from Urban Expansion Reserve to Commercial

4 Open Forum

The public forum is intended to afford the public an opportunity to address concerns to the Council. The public forum will be no longer than 30 minutes in length and each presenter will have no more than five (5) minutes to speak. Topics of discussion are restricted to local governmental topics rather than private or political agendas. The Council may discuss but will not take formal action on public forum presentations.

5 Presentation(s)

5.1 Presentation of the Government Center Citizens Advisory Committee (GCCAC)

6 Public Hearing(s)

7 General Business

7.1 Variance Application for PID #049330050

7.2 Resolution 2025-20 approving the transfer of fund from the General Fund to the Capital Improvements Fund and the advance of an interfund loan from the Capital Improvements Fund to the South Passage CSTS to refinance debt and operating deficits.

7.3 Lot 5 Block 1 Judicial Estates Driveway Location

7.4 Interim Finance Director Contractor Proposals

7.5 Replacement Position for City Planner

7.6 Discussion of ordinances and creation of Committee to review and recommend updates and additions to our ordinances

8 Approval of Claims Listing

9 Staff and Council Member Reports

10 Adjourn



Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE: May 19, 2025

SUBMITTED BY: Amy Jones, Clerk

ITEM TYPE: Minutes

AGENDA SECTION: Consent Agenda

SUBJECT: Approve the Minutes of the May 6, 2025 City Council Meeting

SUGGESTED ACTION: Approve the Minutes of the May 6, 2025 City Council Meeting

ATTACHMENTS:
[05.06.2025 City Council Meeting Draft Minutes - For Review & Approval.pdf](#)

City Council Meeting

Tuesday, May 6, 2025 6:00 PM

Minutes

The Mayor called the meeting to order at 6:00 pm.

Present: Mayor Chris Kostik; Councilmembers Bill Markert, Jay Saterbak, Leroy Schommer and Abe Zanto

Absent: None

Also Present: City Administrator Steve Jelinski, City Finance Director Lucas Chase, City Clerk Amy Jones (arrived at 6:22 pm), City Attorney Peter Mikhail, City Planner Claire Stickler

Pledge of Allegiance

1 Approve or Amend Agenda

Motion to Approve Agenda, by Councilmember Schommer

Second: Councilmember Zanto

Motion passed 5-0

2 Sheriff's Report

There was none.

3 Consent Agenda

Those items on the Council Agenda which are considered routine or noncontroversial are included as part of the Consent Agenda. Unless a Councilmember specifically requests that an item on the Consent Agenda be removed and considered separately, items on the Consent Agenda are considered under one motion, second and vote. Any item removed from the consent agenda shall be placed at the end of General Business.

3.1 Approve the Minutes of the April 7, 2025 City Council Meeting

3.2 Approve the Minutes of the April 22, 2025 City Council Meeting

3.3 Approval of December 31, 2024, General Fund assigned fund balance for 2025 cashflows and contingencies in the amount of \$1,418,096.

3.4 City of Credit River Property & Casualty Insurance Quote

3.5 Notice of Resignation of Finance Director.

3.6 Approve Resolution 2025-19 Accepting Bids and Awarding Contract for 2025 Street Micro-Surfacing Project

3.7 Approve Development Agreement for The Ranch of Credit River Second Addition

3.8 Approve Payment of Claims (Bills) and Transfer Requests as Presented.

Motion to Approve Consent Agenda, by Councilmember Markert

Second: Councilmember Saterbak

Motion passed 5-0

4 Open Forum

The public forum is intended to afford the public an opportunity to address concerns to the Council. The public forum will be no longer than 30 minutes in length and each presenter will have no more than five (5) minutes to speak. Topics of discussion are restricted to local governmental topics rather than private or political agendas. The Council may discuss but will not take formal action on public forum presentations.

Wayne Simacek – discussed petition to monitor/test groundwater, and an idea for an internship program to shadow Council and Staff.

Dan Siebenaler – mentioned his property is in an internet shadow where there is low or no signal, and wondered if the City could work with the providers for better service.

Jay Scherer - advised that his property is currently zoned UER-C and he had asked the County to split his 5-acre parcel in the past, but they said he should wait until Credit River becomes a city. He also asked when sewer and water would be installed.

Vern Platt – has been approached by a realtor looking for properties.

John Fredericks – had questions about chloride and fixing the roads.

5 Presentation(s)

There were none.

6 Public Hearing(s)

There were none.

7 General Business

7.1 Comprehensive Plan Amendment to Re-Guide 6 Properties from Urban Expansion Reserve to Commercial

City Planner Stickler presented background of request by property owner to amend land use plan from UAE to Commercial to build a modern rural business center. This would add 139 acres to the Commercial district of the City. Staff analysis was included in the agenda packet and had been heard at the Planning Commission meeting on 4/17/25. Public concerns were heard and summarized. Planning Commission votes were tied for denial and approval; four approval votes (a supermajority) would have been needed.

Mayor Kostik commented that the development would not help tax rates but instead would cause costs to the City. Additionally, existing facilities could not serve the development and it would be premature to develop without water and sewer in place. It would change the density of the City

and is not consistent with the Comp Plan, which could cause problems in the future.

Councilmember Markert shared that the City had previously gathered copious information on this proposal and after all of the information sources are considered, conclusion again supports denial. Resident sentiment is against such development. The request is inconsistent with the Comp Plan and the land use map and would increase the City's Commercial area by approximately 150%. Municipal sewer and water service that does not exist at this time would be necessary for such a development. He enumerated more inconsistencies with the Comp Plan and expanded on several of them, pointing out how the application did not support its goals and policies.

Motion to Deny Comprehensive Plan Amendment to Re-Guide 6 Properties from Urban Expansion Reserve to Commercial, by Councilmember Markert

Second: Councilmember Saterbak

Motion passed 5-0

7.2 Zoning Amendment (Rezone) Application for PID 049080030 from Urban Expansion Reserve to Industrial and Commercial

City Planner Stickler presented information about the request for the Zoning amendment. It had also been presented at the 4/17 Planning Commission meeting, with the opportunity for resident commentary. Four members of the Planning Commission had voted for approval but only if the Comp Plan amendment in Item 7.1 had been approved first. Staff recommended denial as the Comprehensive Plan amendment was denied and that the request did not fit the criteria specified in section 2-5-1 of the City Code. City Attorney Mikhail explained that Resolution 2025-17 would need to have a written decision tonight due to deadline. He also explained how to indicate decision (which would be Option B in resolution for denial).

Motion to Approve Resolution 2025-17 as Amended to Deny Zoning Amendment (Rezone) Application for PID 049080030 from Urban Expansion Reserve to Industrial and Commercial, by Councilmember Saterbak

Second: Councilmember Markert

Motion passed 5-0

7.3 Preliminary Plat Application for Credit River Business Park

This application was also heard at the 4/17 Planning Commission meeting and resident concerns were presented. A plan for 11 new commercial and industrial lots includes a proposed new street that would result in a permanent cul-de-sac rather than a through street to 180th which is not permitted. Planning Commission had voted to approve but Staff recommends denial as the requested preliminary plat is not consistent with the Comprehensive Plan and the City does not allow for permanent cul-de-sacs. City Attorney Mikhail explained that

Resolution 2025-18 was drafted and how to indicate choice (for denial, Option B, and to strike item 5 as the previous two applications were denied).

***Motion to Approve Resolution 2025-18 as Amended to Deny Preliminary Plat Application for Credit River Business Park, by Councilmember Markert
Second: Councilmember Saterbak
Motion Passed 5-0***

7.4 Consider Health Insurance contract change

City Administrator Jelinski advised Council that the City's health insurance plan through PEIP is up for renewal on 7/1/25. They would require a four-year contract to renew, during which time if the City decided to change insurance a penalty would be assessed. He solicited quotes on similar HSA plans for Staff from two other brokers in addition to the current one so comparisons could be made. Deductibles and out-of-pocket calculations would start over on new plans whether or not employees had already met them for the year on the current plan. Therefore, Staff recommends covering out-of-pocket max for the rest of the year with some of the savings realized by City from switching plans, which savings were presented by graph. Staff also recommends Minnesota Health Network HealthPartners HSA Plan, which represents savings both to the City and to employees and which would not cause the yearly HSA maximum to be exceeded.

***Motion to Approve City Health Insurance change from PEIP to MHN HealthPartners HSA Plan, including City contribution to Staff HSA's for 2025 out of pocket maximum, by Councilmember Saterbak
Second: Councilmember Schommer
Motion passed 5-0***

7.5 Discussion regarding Finance Director position - hiring procedures and interim finance solutions.

As indicated in Item 3.5 of the Consent Agenda, the resignation of City Finance Director Lucas Chase has been accepted. His final day of employment with the City is scheduled for Friday, 5/23/25. City Administrator Jelinski presented Staff's recommendation to Council to rehire for the position and solicit quotes for contract services to cover it until then. Council discussed ideas such as salary match or retention bonuses (no vote or action taken on these) and expressed appreciation for the great job City Finance Director Chase has done.

***Motion to direct Staff to repost Finance Director position with existing job description and solicit for quotes for interim services before next Council Meeting, by Councilmember Saterbak
Second: Councilmember Zanto
Motion passed 4-1, Councilmember Markert dissenting***

7.6 Drainage on Giles' Property

Councilmember Schommer explained the history of drainage coming from the Gray Fox development into this property. The drain tile has failed and collapsed, requiring

approximately 700' to need replacement. Two bids were received for the project, one from Kevin Casey of Prior Lake for \$18,835 and one from Tim Murphy of Belle Plaine for \$20,000. The City would purchase the drain tile for approximately \$2000 in either case. Council compared the proposals and discussed easements and right to repair.

Motion to Approve bid from Kevin Casey for \$18,835 plus City drain tile purchase, by Councilmember Schommer

Second: Councilmember Saterbak

Motion passed 5-0

8 Staff and Council Member Reports

City Administrator Jelinski: reported increase in code enforcement calls, including 12 complaints received over the weekend, and added that public should know that we are short-staffed but are working through all of the calls. They can also fill out the contact form on the website to report complaints.

Councilmember Schommer: Gallaghers has been making repairs for plow damage; street sweeping is complete; there have been dust complaints due to hauling crushed rock.

Mayor Kostik: recognizes our assigned Deputy Jeff Strack for receiving the Morris S. Miller Health Hero Award for his lifesaving actions on 12/30/24 in assisting two unresponsive people found in a car. SCALE meeting Friday, solid waste part 3, where it's been, where it's going. Sign up for Scott County press releases. Public notice legislation to allow online postings instead of newspaper may be getting closer to passing.

Councilmember Saterbak: Neighborhood Meetings in the Park starting soon.

Councilmember Markert: Planning Commission meeting also coming up, as well as CSTS neighborhood meetings soon.

City Clerk Jones: attending MCFOA Clerk Institute this week in pursuit of Minnesota Certified Municipal Clerk certification.

9 Adjourn

Motion to Adjourn, by Councilmember Zanto

Second: Councilmember Schommer

Motion passed 5-0

Meeting adjourned at 7:36 pm.

Recorded by:

Approved by:

Amy Jones, City Clerk

Chris Kostik, Mayor

****Note:** no audio recording for this meeting due to technical difficulties.



Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE:	May 19, 2025
SUBMITTED BY:	Lucas Chase, Finance
ITEM TYPE:	Agenda Report
AGENDA SECTION:	Consent Agenda
SUBJECT:	Approval of the payment of developer escrow refunds in the total amount of \$18,174.96.
BACKGROUND:	The City collects developer escrows that are drawn upon by the City for necessary expenditures incurred as part of the review, inspections, approvals, and other necessary procedures completed for the applicable developments, including but not limited to land swaps, lot splits, large wetland delineations (10 acres or more), and large-scale developments. The attached list of developer escrows related to completed projects for which the related escrow will no longer be drawn upon, and, therefore, the remaining escrow deposits can be refunded.
FINANCIAL IMPACT:	The payment of these finalized development escrows will reduce cash held in the developer escrow fund while reducing the City's liability to the developers.
SUGGESTED ACTION:	Approval of the payment of developer escrow refunds in the total amount of \$18,174.96.
ATTACHMENTS:	Developer Escrow Refund Requests to 5.19.2025 City Council.pdf

<u>Developer/Owner/ Contractor Name</u>	<u>Development</u>	<u>Refundable Amount</u>
OP3 Territory, LLC	Territory 3rd / Territory 5th / Creekside at Territory	4,205.04
Tradition Development Corp	Owens Development	3,159.15
Rehder & Associates, Inc.	Thompson Land LLC Delineation Wetland	60.37
CRESCENT CURVE LLC	Crescent Curve	3,082.75
KANES CORNER CENTURY FARM	Century Pond 2nd Addition	1,829.50
KIMBERLY NILSEN	Interim Use Permit	592.89
MESENBRINK CONSTRUCTION	Messenbrink W23-000006	1,603.21
NATE HUNT	Hunt Addition	437.55
SUMMERGATE DEVELOPMENT LLC	Summergate	3,204.50
		\$ 18,174.96



Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE: May 19, 2025

SUBMITTED BY: City Admin, Administrator

ITEM TYPE: Agenda Report

AGENDA SECTION: Consent Agenda

SUBJECT: CSTS Mowing Quotes

BACKGROUND: Credit River has contracted with Minnesota Native Landscapes (MNL) for the past two summers to mow the 7 CSTS sites. Prior to that MN Sod was the contractor. MN Sod was charging approx \$30,000/yr to mow the sites. Then 2 years ago they were increasing that cost to approx. \$40,000. The city decided to look for other contractors and found MNL. MNL was mowing for approx \$21,000/yr for the past 2 years. They have submitted a new quote for this year for \$27,732.59. I spoke with NSU who has been soliciting quotes for the City for mowing and said that have been having to do some mowing and trimming of areas of the CSTSs because of safety issues for their techs, and that NSU will need to charge a 15% fee to continue to do all of that work for the City including all of the communication for issues and concerns regarding MNL mowing. With that fee, the cost for the MNL quote would be \$31,892.48. When I spoke with NSU about the reason for the increase, they thought that MNL had undercharged for the project the last two years and lost money on it as they (NSU) would have been around the \$30,000 mark if they were to bid that project, and other contractors (like MN Sod) already were in the \$40,000 range. I asked NSU to bid the project as well so we have multiple bids. They came in at \$32,400. Also, one note about the quotes, NSU uses a low ground pressure, specialty mower whereas, MNL uses a high pressure mower that can damage mounds if used during wet or soggy conditions. Staff recommendation is to go with the NSU quote even though it is \$408 higher as it's safer for the systems, we'd only have one company doing all the work instead of two, and they are familiar with the systems and sites.

FINANCIAL IMPACT: Both quotes are about \$13,000 over what has been budgeted for this year. The CSTSs will be able to cover the overage, but it will eat into the capital savings.

SUGGESTED ACTION: Approve the quote for mowing services for the CSTSs from NSU.

ALTERNATIVES: Approve the MNL quote

ATTACHMENTS:

[Credit River Drainfield Mowing Quote 2025.pdf](#)

[Credit River Drain Field Mowing Work Order 2025.pdf](#)



MNL (Minnesota Native Landscapes)
8740 - 77th Street NE
Otsego, MN 55362
763-295-0010
info@MNLcorp.com
www.MNLcorp.com

MNL Division: Nikki Brown
Vegetation Management
Quotation Date: 5/6/2025

Project Name: Credit River Drainfields
Project Location: Credit River, MN

Category	Description	Qty.	Unit	Unit Price	Total
Vegetation Management	Early Season Mow (Target Completion 6/14/25)	1	Each	\$ 10,806.63	\$ 10,806.63
Vegetation Management	Early Season Weed Whipping/Trimming Clean-Up	1	Each	\$ 4,379.93	\$ 4,379.93
Vegetation Management	Later Season Mow (Target Completion 8/31/25)	1	Each	\$ 8,709.74	\$ 8,709.74
Vegetation Management	Later Season Weed Whipping/Trimming Clean-Up	1	Each	\$ 3,836.29	\$ 3,836.29
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				Grand Total	\$ 27,732.59

Project Notes:

All work performed will be billed upon completion, unless otherwise stipulated.
Any amount remaining unpaid beyond 30 days shall incur a 1½% monthly finance charge.
If quotation is accepted after 30 days, MNL reserves the right to adjust pricing based on cost fluctuations & material availability
MNL reserves the right to renegotiate prices quoted if project is delayed or if matl./fuel costs substantially change.
Pricing assumes the project area is as shown on the attached map.
Pricing assumes access and parking for crew and equipment.
MNL is not liable for project delays due to situations beyond our control.
Invoice will include any applicable taxes.
Pricing does not include prevailing wage rates.
Items(36" high or lower) within mgmt. area(s) must be clearly marked or described to the MNL crew to avoid damage to said items or our equipment.
quote does not include mowing around the 7 treatment sites, as directed by Tyler Gagner
target completion dates - early season mow+trimming 6/14/25 & later season mow+trimming 8/31/25

		Pricing good for:	30 Days
Accepted by:		Provided by:	Nikki Brown
		<i>Nikki Brown</i>	
Date:	5/6/2025		

Heal the Earth

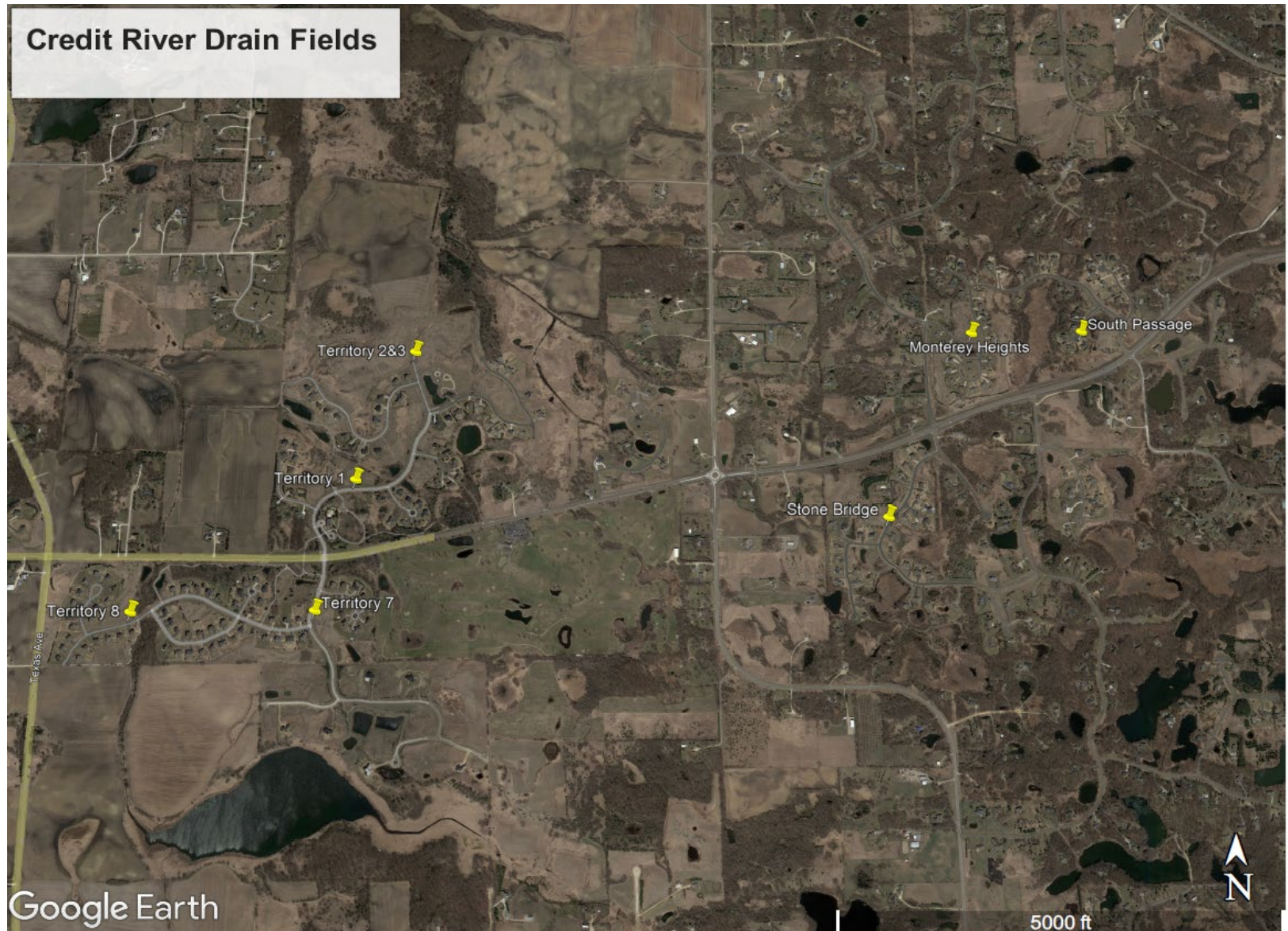
Map



MNL (Minnesota Native Landscapes)
8740 - 77th Street NE
Otsego, MN 55362
763-295-0010
info@MNLcorp.com
www.MNLcorp.com

Prepared by: Nikki Brown
MNL Division: Vegetation Management
Quotation Date: 5/6/2025

Project Name: Credit River Drainfields
Project Location: Credit River, MN



Heal the Earth

Natural Systems Utilities Work Order Request and Cost Estimate Form

Project	City of Credit River	PM	Tyler Gagner
Date	5/7/2025	Phone	763-486-5736
Location		Email	tgagner@NSUwater.com

Description of Work

Per Event mowing estimate. (2) Events recommended per year minimum

Mowing Acreage breakdown of 67.53 Acres estimated:

South

Passage- 5% Monterey Heights- 9% Stonebridge- 10% Territory- 76%

Cost Estimate

Labor	Rate (per hour)	Quantity	Subtotal
Operations Manager	\$137.00	0	\$0.00
Operations Supervisor	\$121.00	0	\$0.00
Lead Operator	\$96.00	40	\$3,840.00
Wastewater Operator	\$89.00	80	\$7,120.00
Expenses	Rate (per mile)	Quantity	Subtotal
Mileage	\$0.700	1200	\$840.00
Other Operation Services	Rate	Quantity	Subtotal
Confined Space Entry (per permit)	\$100.00	0	\$0.00
Use of HAZMAT Monitoring Equipment (per hour)	\$50.00	0	\$0.00
Pressure Washer / Jetter Unit (per hour, 2 hour min.)	\$90.00	0	\$0.00
Rough Cut Mower (per hour)	\$50.00	80	\$4,000.00
Materials	Cost	Quantity	Subtotal
Fuel	\$40.00	10	\$400.00
	\$0.00	0	\$0.00
	\$0.00	0	\$0.00
	\$0.00	0	\$0.00
	\$0.00	0	\$0.00
	\$0.00	0	\$0.00
Subtotal			\$16,200.00
Contingency (0%)			\$0.00
Total			\$16,200.00

*This document is intended as an estimate only, and may change based on unexpected or unforeseen issues, additional tax and/or shipping costs, etc.
Work order authorization via email is acceptable. Please contact your Project Manager with questions.*



Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE: May 19, 2025

SUBMITTED BY: Shane Nelson,Engineer

ITEM TYPE: Resolution

AGENDA SECTION: Consent Agenda

SUBJECT: Approve Resolution Accepting Bids and Awarding Contract for County Road 27 Bypass Lane Road Improvements

BACKGROUND: As directed by the City Council, Bids have been received for the County Road 27 Bypass Lane Road Improvements project.

Bypass lanes on County Road 27 at Broadview Drive and 210th Street E were identified as necessary improvements in the 2003 Alternative Urban Areawide (AUAR) study to support the projected development patterns. Past developers have made financial contributions to the City to facilitate these improvements, however, they have not previously been completed due to right-of-way constraints.

In 2023, the City entered into a Co-Operative Agreement with Scott County relating to this project. Under the terms of the Co-Operative Agreement, Scott County will obtain the necessary right-of-way for this project and the City is responsible for preparing plans and specifications, advertising for bids, and entering into a construction contract.

FINANCIAL IMPACT: The total amount of the low bid is \$343,500. The CIP estimate for this project was \$400,000.

The updated project costs are as follows:

Construction Costs (Bid)	\$343,500
Geotechnical Exploration	\$13,789
Estimated 2025 Engineering, Testing and Overhead	\$42,000
Total Estimated Project Costs	\$399,289

SUGGESTED ACTION: Approve the resolution

ALTERNATIVES:

We have identified the following alternatives:

1. Table
2. Do not approve the resolution

ATTACHMENTS:

[CT336_Bid Tabulation.pdf](#)

[CT336_Award Recommendation.pdf](#)

[Resolution Accepting Bids and Awarding Contract \(Bypass Lanes\).doc](#)

BID TABULATION
City of Credit River
County Road 27 Bypass Lane Road Improvement Project

Bids were opened at 2:00 p.m., May 8, 2025.
There were two (2) bids received, as shown herein.

Base Bid					SiteWork Services, Inc		Heselton Construction, LLC.		ICON, LLC	
ITEM NO.	MnDOT SPEC. NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION
1	2021	MOBILIZATION	LS	1	\$ 15,000.00	\$ 15,000.00	\$ 19,000.00	\$ 19,000.00	\$ 16,000.00	\$ 16,000.00
2	2101	CLEARING	ACRE	0.9	\$ 12,600.00	\$ 11,340.00	\$ 10,390.00	\$ 9,351.00	\$ 6,000.00	\$ 5,400.00
3	2101	GRUBBING	ACRE	0.9	\$ 5,775.00	\$ 5,197.50	\$ 5,200.00	\$ 4,680.00	\$ 6,000.00	\$ 5,400.00
4	2104	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LF	1350	\$ 4.20	\$ 5,670.00	\$ 2.30	\$ 3,105.00	\$ 2.00	\$ 2,700.00
5	2104	REMOVE BITUMINOUS PAVEMENT	SY	350	\$ 2.10	\$ 735.00	\$ 4.75	\$ 1,662.50	\$ 8.00	\$ 2,800.00
6	2104	SALVAGE E-911 SIGN AND POST	EA	3	\$ 26.25	\$ 78.75	\$ 26.00	\$ 78.00	\$ 50.00	\$ 150.00
7	2104	SALVAGE SIGN AND POST	EA	5	\$ 36.75	\$ 183.75	\$ 37.00	\$ 185.00	\$ 50.00	\$ 250.00
8	2104	SALVAGE WOOD POST	EA	2	\$ 262.50	\$ 525.00	\$ 125.00	\$ 250.00	\$ 50.00	\$ 100.00
9	2104	REMOVE MAILBOX SUPPORT	EA	3	\$ 105.00	\$ 315.00	\$ 105.00	\$ 315.00	\$ 200.00	\$ 600.00
10	2104	REMOVE FENCE	LF	962	\$ 2.10	\$ 2,020.20	\$ 0.85	\$ 817.70	\$ 2.00	\$ 1,924.00
11	2104	REMOVE PIPE CULVERTS	LF	230	\$ 21.00	\$ 4,830.00	\$ 11.35	\$ 2,610.50	\$ 15.00	\$ 3,450.00
12	2105	SELECT GRANULAR BORROW (LV)	CY	1000	\$ 15.90	\$ 15,900.00	\$ 25.00	\$ 25,000.00	\$ 18.00	\$ 18,000.00
13	2106	EXCAVATION - COMMON (EV)	CY	3100	\$ 3.15	\$ 9,765.00	\$ 4.35	\$ 13,485.00	\$ 7.00	\$ 21,700.00
14	2106	EXCAVATION - MUCK (EV)	CY	1000	\$ 8.40	\$ 8,400.00	\$ 18.80	\$ 18,800.00	\$ 7.00	\$ 7,000.00
15	2106	COMMON EMBANKMENT (LV)	CY	6440	\$ 3.95	\$ 25,438.00	\$ 6.00	\$ 38,640.00	\$ 11.00	\$ 70,840.00
16	2106	3" MINUS STABILIZING AGGREGATE	TON	150	\$ 35.40	\$ 5,310.00	\$ 34.00	\$ 5,100.00	\$ 1.00	\$ 150.00
17	2108	GEOTEXTILE FABRIC TYPE 5	SY	2300	\$ 2.10	\$ 4,830.00	\$ 1.35	\$ 3,105.00	\$ 2.00	\$ 4,600.00
18	2211	AGGREGATE BASE CLASS 5	TON	1620	\$ 18.20	\$ 29,484.00	\$ 18.20	\$ 29,484.00	\$ 26.00	\$ 42,120.00
19	2211	SHOULDER BASE AGGREGATE CLASS 2	TON	120	\$ 28.67	\$ 3,440.40	\$ 33.00	\$ 3,960.00	\$ 55.00	\$ 6,600.00
20	2357	BITUMINOUS MATERIAL FOR TACK COAT	GAL	200	\$ 8.15	\$ 1,630.00	\$ 7.00	\$ 1,400.00	\$ 7.00	\$ 1,400.00
21	2360	TYPE SP 12.5 WEARING COURSE MIXTURE (2,C)	TON	330	\$ 103.45	\$ 34,138.50	\$ 103.00	\$ 33,990.00	\$ 100.00	\$ 33,000.00
22	2360	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2,C)	TON	330	\$ 93.65	\$ 30,904.50	\$ 94.50	\$ 31,185.00	\$ 91.00	\$ 30,030.00
23	2360	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B) 2.5" THICK	SY	273	\$ 32.95	\$ 8,995.35	\$ 29.00	\$ 7,917.00	\$ 30.00	\$ 8,190.00
24	2501	CONNECT TO EXISTING STORM SEWER	EA	2	\$ 840.00	\$ 1,680.00	\$ 715.00	\$ 1,430.00	\$ 1,000.00	\$ 2,000.00
25	2501	15" CM PIPE APRON	EA	4	\$ 1,575.00	\$ 6,300.00	\$ 515.00	\$ 2,060.00	\$ 820.00	\$ 3,280.00
26	2501	15" RC PIPE APRON	EA	6	\$ 2,520.00	\$ 15,120.00	\$ 1,545.00	\$ 9,270.00	\$ 1,700.00	\$ 10,200.00
27	2501	18" CM PIPE APRON	EA	1	\$ 1,890.00	\$ 1,890.00	\$ 575.00	\$ 575.00	\$ 850.00	\$ 850.00
28	2501	30" CP PIPE APRON	EA	1	\$ 2,625.00	\$ 2,625.00	\$ 2,050.00	\$ 2,050.00	\$ 1,450.00	\$ 1,450.00
29	2501	15" CM PIPE CULVERT	LF	110	\$ 31.50	\$ 3,465.00	\$ 61.00	\$ 6,710.00	\$ 75.00	\$ 8,250.00
30	2501	15" RC PIPE CULVERT DESIGN 3006 CLASS V	LF	184	\$ 88.20	\$ 16,228.80	\$ 65.00	\$ 11,960.00	\$ 85.00	\$ 15,640.00
31	2501	18" CM PIPE CULVERT	LF	6	\$ 315.00	\$ 1,890.00	\$ 70.00	\$ 420.00	\$ 75.00	\$ 450.00
32	2501	30" CP PIPE CULVERT	LF	25	\$ 262.50	\$ 6,562.50	\$ 74.00	\$ 1,850.00	\$ 105.00	\$ 2,625.00
33	2502	4" PERFORATED PIPE DRAIN	LF	1300	\$ 4.35	\$ 5,655.00	\$ 7.00	\$ 9,100.00	\$ 8.00	\$ 10,400.00
34	2502	4" PRECAST CONCRETE HEADWALL	EA	2	\$ 525.00	\$ 1,050.00	\$ 290.00	\$ 580.00	\$ 500.00	\$ 1,000.00
35	2511	GEOTEXTILE FILTER FABRIC TYPE 4	SY	70	\$ 8.70	\$ 609.00	\$ 5.00	\$ 350.00	\$ 5.00	\$ 350.00
36	2511	RANDOM RIPRAP CLASS IV	CY	30	\$ 157.50	\$ 4,725.00	\$ 94.00	\$ 2,820.00	\$ 110.00	\$ 3,300.00

BID TABULATION
City of Credit River
County Road 27 Bypass Lane Road Improvement Project

Base Bid					SiteWork Services, Inc		Heselton Construction, LLC.		ICON, LLC	
ITEM NO.	MnDOT SPEC. NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION
37	2540	MAIL BOX SUPPORT (SWING AWAY)	EA	3	\$ 367.50	\$ 1,102.50	\$ 365.00	\$ 1,095.00	\$ 250.00	\$ 750.00
38	2557	BARBED WIRE FENCE	LF	977	\$ 3.15	\$ 3,077.55	\$ 7.00	\$ 6,839.00	\$ 9.00	\$ 8,793.00
39	2563	TRAFFIC CONTROL	LS	1	\$ 6,992.80	\$ 6,992.80	\$ 1,870.00	\$ 1,870.00	\$ 2,000.00	\$ 2,000.00
40	2564	TRAFFIC CONTROL SUPERVISOR	LS	1	\$ 1.00	\$ 1.00	\$ 2,450.00	\$ 2,450.00	\$ 100.00	\$ 100.00
41	2564	INSTALL E911 SIGNS	EA	3	\$ 52.50	\$ 157.50	\$ 52.00	\$ 156.00	\$ 100.00	\$ 300.00
42	2564	INSTALL SIGN AND POST	EA	5	\$ 603.75	\$ 3,018.75	\$ 595.00	\$ 2,975.00	\$ 600.00	\$ 3,000.00
43	2564	INSTALL WOOD POST	EA	2	\$ 525.00	\$ 1,050.00	\$ 275.00	\$ 550.00	\$ 200.00	\$ 400.00
44	2573	SILT FENCE, TYPE MACHINE SLICED	LF	725	\$ 2.10	\$ 1,522.50	\$ 2.05	\$ 1,486.25	\$ 3.00	\$ 2,175.00
45	2573	CULVERT END CONTROLS	EA	5	\$ 84.00	\$ 420.00	\$ 145.00	\$ 725.00	\$ 100.00	\$ 500.00
46	2573	SEDIMENT CONTROL LOG	LF	545	\$ 2.95	\$ 1,607.75	\$ 2.90	\$ 1,580.50	\$ 3.00	\$ 1,635.00
47	2573	EROSION CONTROL SUPERVISOR	LS	1	\$ 1.05	\$ 1.05	\$ 2,400.00	\$ 2,400.00	\$ 100.00	\$ 100.00
48	2574	SELECT TOPSOIL BORROW	CY	200	\$ 42.00	\$ 8,400.00	\$ 23.00	\$ 4,600.00	\$ 1.00	\$ 200.00
49	2574	SOIL BED PREPARATION	ACRE	1.3	\$ 210.00	\$ 273.00	\$ 205.00	\$ 266.50	\$ 250.00	\$ 325.00
50	2575	SEEDING	ACRE	1.3	\$ 367.50	\$ 477.75	\$ 365.00	\$ 474.50	\$ 550.00	\$ 715.00
51	2575	SEED, MIXTURE SB (25-131)	LB	210	\$ 6.30	\$ 1,323.00	\$ 6.25	\$ 1,312.50	\$ 6.00	\$ 1,260.00
52	2575	FERTILIZER TYPE 3 (SLOW RELEASE)	LB	390	\$ 1.05	\$ 409.50	\$ 1.05	\$ 409.50	\$ 2.00	\$ 780.00
53	2575	ROLLED EROSION PREVENTION CATEGORY 20	SY	6340	\$ 1.50	\$ 9,510.00	\$ 1.45	\$ 9,193.00	\$ 2.00	\$ 12,680.00
54	2575	WATERING TURF	MGAL	25	\$ 52.50	\$ 1,312.50	\$ 52.00	\$ 1,300.00	\$ 55.00	\$ 1,375.00
55	2582	6" SINGLE SOLID WHITE MULTI-COMPONENT GROUND IN	LF	1222	\$ 2.10	\$ 2,566.20	\$ 2.35	\$ 2,871.70	\$ 3.00	\$ 3,666.00
56	2582	4" DOUBLE SOLID YELLOW MULTI-COMPONENT GROUND	LF	2590	\$ 2.85	\$ 7,381.50	\$ 3.10	\$ 8,029.00	\$ 3.00	\$ 7,770.00
57	2582	10" DOTTED WHITE MULTI-COMPONENT GROUND IN	LF	306	\$ 3.15	\$ 963.90	\$ 4.10	\$ 1,254.60	\$ 4.00	\$ 1,224.00
Base Bid Total					\$ 343,500.00		\$ 355,133.75		\$ 391,947.00	

BID TABULATION
City of Credit River
County Road 27 Bypass Lane Road Improvement Project

Bids were opened at 2:00 p.m., May 8, 2025.
There were two (2) bids received, as shown herein.

Base Bid					BCM Construction, Inc.		Northwest		UrbanEdge, LLC	
ITEM NO.	MnDOT SPEC. NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION
1	2021	MOBILIZATION	LS	1	\$ 28,000.00	\$ 28,000.00	\$ 30,565.00	\$ 30,565.00	\$ 40,000.00	\$ 40,000.00
2	2101	CLEARING	ACRE	0.9	\$ 12,000.00	\$ 10,800.00	\$ 10,000.00	\$ 9,000.00	\$ 10,200.00	\$ 9,180.00
3	2101	GRUBBING	ACRE	0.9	\$ 6,750.00	\$ 6,075.00	\$ 5,000.00	\$ 4,500.00	\$ 10,200.00	\$ 9,180.00
4	2104	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LF	1350	\$ 2.00	\$ 2,700.00	\$ 3.50	\$ 4,725.00	\$ 2.10	\$ 2,835.00
5	2104	REMOVE BITUMINOUS PAVEMENT	SY	350	\$ 9.00	\$ 3,150.00	\$ 8.00	\$ 2,800.00	\$ 7.50	\$ 2,625.00
6	2104	SALVAGE E-911 SIGN AND POST	EA	3	\$ 45.00	\$ 135.00	\$ 25.00	\$ 75.00	\$ 28.50	\$ 85.50
7	2104	SALVAGE SIGN AND POST	EA	5	\$ 50.00	\$ 250.00	\$ 35.00	\$ 175.00	\$ 40.00	\$ 200.00
8	2104	SALVAGE WOOD POST	EA	2	\$ 50.00	\$ 100.00	\$ 32.00	\$ 64.00	\$ 115.00	\$ 230.00
9	2104	REMOVE MAILBOX SUPPORT	EA	3	\$ 160.00	\$ 480.00	\$ 100.00	\$ 300.00	\$ 115.00	\$ 345.00
10	2104	REMOVE FENCE	LF	962	\$ 4.00	\$ 3,848.00	\$ 2.00	\$ 1,924.00	\$ 6.00	\$ 5,772.00
11	2104	REMOVE PIPE CULVERTS	LF	230	\$ 9.00	\$ 2,070.00	\$ 10.00	\$ 2,300.00	\$ 22.00	\$ 5,060.00
12	2105	SELECT GRANULAR BORROW (LV)	CY	1000	\$ 24.00	\$ 24,000.00	\$ 20.90	\$ 20,900.00	\$ 31.50	\$ 31,500.00
13	2106	EXCAVATION - COMMON (EV)	CY	3100	\$ 7.50	\$ 23,250.00	\$ 14.90	\$ 46,190.00	\$ 9.00	\$ 27,900.00
14	2106	EXCAVATION - MUCK (EV)	CY	1000	\$ 8.00	\$ 8,000.00	\$ 29.10	\$ 29,100.00	\$ 11.25	\$ 11,250.00
15	2106	COMMON EMBANKMENT (LV)	CY	6440	\$ 8.00	\$ 51,520.00	\$ 13.95	\$ 89,838.00	\$ 13.00	\$ 83,720.00
16	2106	3" MINUS STABILIZING AGGREGATE	TON	150	\$ 22.00	\$ 3,300.00	\$ 38.32	\$ 5,748.00	\$ 70.00	\$ 10,500.00
17	2108	GEOTEXTILE FABRIC TYPE 5	SY	2300	\$ 2.20	\$ 5,060.00	\$ 1.55	\$ 3,565.00	\$ 3.25	\$ 7,475.00
18	2211	AGGREGATE BASE CLASS 5	TON	1620	\$ 20.00	\$ 32,400.00	\$ 24.86	\$ 40,273.20	\$ 26.50	\$ 42,930.00
19	2211	SHOULDER BASE AGGREGATE CLASS 2	TON	120	\$ 32.00	\$ 3,840.00	\$ 42.10	\$ 5,052.00	\$ 45.00	\$ 5,400.00
20	2357	BITUMINOUS MATERIAL FOR TACK COAT	GAL	200	\$ 7.00	\$ 1,400.00	\$ 4.00	\$ 800.00	\$ 7.50	\$ 1,500.00
21	2360	TYPE SP 12.5 WEARING COURSE MIXTURE (2,C)	TON	330	\$ 105.00	\$ 34,650.00	\$ 91.25	\$ 30,112.50	\$ 110.00	\$ 36,300.00
22	2360	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2,C)	TON	330	\$ 102.00	\$ 33,660.00	\$ 88.28	\$ 29,132.40	\$ 110.00	\$ 36,300.00
23	2360	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B) 2.5" THICK	SY	273	\$ 29.00	\$ 7,917.00	\$ 32.85	\$ 8,968.05	\$ 32.50	\$ 8,872.50
24	2501	CONNECT TO EXISTING STORM SEWER	EA	2	\$ 600.00	\$ 1,200.00	\$ 565.00	\$ 1,130.00	\$ 1,600.00	\$ 3,200.00
25	2501	15" CM PIPE APRON	EA	4	\$ 440.00	\$ 1,760.00	\$ 605.75	\$ 2,423.00	\$ 685.00	\$ 2,740.00
26	2501	15" RC PIPE APRON	EA	6	\$ 875.00	\$ 5,250.00	\$ 1,540.44	\$ 9,242.64	\$ 2,000.00	\$ 12,000.00
27	2501	18" CM PIPE APRON	EA	1	\$ 475.00	\$ 475.00	\$ 110.45	\$ 110.45	\$ 910.00	\$ 910.00
28	2501	30" CP PIPE APRON	EA	1	\$ 1,720.00	\$ 1,720.00	\$ 1,335.00	\$ 1,335.00	\$ 2,450.00	\$ 2,450.00
29	2501	15" CM PIPE CULVERT	LF	110	\$ 124.00	\$ 13,640.00	\$ 36.50	\$ 4,015.00	\$ 80.00	\$ 8,800.00
30	2501	15" RC PIPE CULVERT DESIGN 3006 CLASS V	LF	184	\$ 182.00	\$ 33,488.00	\$ 110.45	\$ 20,322.80	\$ 110.00	\$ 20,240.00
31	2501	18" CM PIPE CULVERT	LF	6	\$ 170.00	\$ 1,020.00	\$ 44.00	\$ 264.00	\$ 128.00	\$ 768.00
32	2501	30" CP PIPE CULVERT	LF	25	\$ 148.00	\$ 3,700.00	\$ 85.00	\$ 2,125.00	\$ 180.00	\$ 4,500.00
33	2502	4" FORFATED PIPE DRAIN	LF	1300	\$ 10.25	\$ 13,325.00	\$ 4.25	\$ 5,525.00	\$ 19.00	\$ 24,700.00
34	2502	4" PRECAST CONCRETE HEADWALL	EA	2	\$ 650.00	\$ 1,300.00	\$ 782.00	\$ 1,564.00	\$ 650.00	\$ 1,300.00
35	2511	GEOTEXTILE FILTER FABRIC TYPE 4	SY	70	\$ 3.00	\$ 210.00	\$ 6.50	\$ 455.00	\$ 5.50	\$ 385.00
36	2511	RANDOM RIPRAP CLASS IV	CY	30	\$ 99.00	\$ 2,970.00	\$ 165.00	\$ 4,950.00	\$ 135.00	\$ 4,050.00

BID TABULATION
City of Credit River
County Road 27 Bypass Lane Road Improvement Project

Base Bid					BCM Construction, Inc.		Northwest		UrbanEdge, LLC	
ITEM NO.	MnDOT SPEC. NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION
37	2540	MAIL BOX SUPPORT (SWING AWAY)	EA	3	\$ 325.00	\$ 975.00	\$ 350.00	\$ 1,050.00	\$ 400.00	\$ 1,200.00
38	2557	BARBED WIRE FENCE	LF	977	\$ 17.00	\$ 16,609.00	\$ 2.25	\$ 2,198.25	\$ 15.00	\$ 14,655.00
39	2563	TRAFFIC CONTROL	LS	1	\$ 1,600.00	\$ 1,600.00	\$ 8,000.00	\$ 8,000.00	\$ 2,100.00	\$ 2,100.00
40	2564	TRAFFIC CONTROL SUPERVISOR	LS	1	\$ 500.00	\$ 500.00	\$ 1.00	\$ 1.00	\$ 1,450.00	\$ 1,450.00
41	2564	INSTALL E911 SIGNS	EA	3	\$ 260.00	\$ 780.00	\$ 50.00	\$ 150.00	\$ 170.00	\$ 510.00
42	2564	INSTALL SIGN AND POST	EA	5	\$ 600.00	\$ 3,000.00	\$ 575.00	\$ 2,875.00	\$ 650.00	\$ 3,250.00
43	2564	INSTALL WOOD POST	EA	2	\$ 260.00	\$ 520.00	\$ 35.00	\$ 70.00	\$ 340.00	\$ 680.00
44	2573	SILT FENCE, TYPE MACHINE SLICED	LF	725	\$ 2.20	\$ 1,595.00	\$ 2.50	\$ 1,812.50	\$ 3.00	\$ 2,175.00
45	2573	CULVERT END CONTROLS	EA	5	\$ 115.00	\$ 575.00	\$ 255.00	\$ 1,275.00	\$ 400.00	\$ 2,000.00
46	2573	SEDIMENT CONTROL LOG	LF	545	\$ 4.00	\$ 2,180.00	\$ 5.25	\$ 2,861.25	\$ 4.00	\$ 2,180.00
47	2573	EROSION CONTROL SUPERVISOR	LS	1	\$ 500.00	\$ 500.00	\$ 3,000.00	\$ 3,000.00	\$ 1,450.00	\$ 1,450.00
48	2574	SELECT TOPSOIL BORROW	CY	200	\$ 15.00	\$ 3,000.00	\$ 45.20	\$ 9,040.00	\$ 49.00	\$ 9,800.00
49	2574	SOIL BED PREPARATION	ACRE	1.3	\$ 280.00	\$ 364.00	\$ 1,634.00	\$ 2,124.20	\$ 575.00	\$ 747.50
50	2575	SEEDING	ACRE	1.3	\$ 490.00	\$ 637.00	\$ 1,652.00	\$ 2,147.60	\$ 2,900.00	\$ 3,770.00
51	2575	SEED, MIXTURE SB (25-131)	LB	210	\$ 7.50	\$ 1,575.00	\$ 6.20	\$ 1,302.00	\$ 6.00	\$ 1,260.00
52	2575	FERTILIZER TYPE 3 (SLOW RELEASE)	LB	390	\$ 1.50	\$ 585.00	\$ 1.10	\$ 429.00	\$ 1.00	\$ 390.00
53	2575	ROLLED EROSION PREVENTION CATEGORY 20	SY	6340	\$ 1.50	\$ 9,510.00	\$ 3.69	\$ 23,394.60	\$ 2.90	\$ 18,386.00
54	2575	WATERING TURF	MGAL	25	\$ 54.00	\$ 1,350.00	\$ 60.00	\$ 1,500.00	\$ 55.00	\$ 1,375.00
55	2582	6" SINGLE SOLID WHITE MULTI-COMPONENT GROUND IN	LF	1222	\$ 2.50	\$ 3,055.00	\$ 2.25	\$ 2,749.50	\$ 2.60	\$ 3,177.20
56	2582	4" DOUBLE SOLID YELLOW MULTI-COMPONENT GROUND	LF	2590	\$ 3.10	\$ 8,029.00	\$ 3.00	\$ 7,770.00	\$ 3.50	\$ 9,065.00
57	2582	10" DOTTED WHITE MULTI-COMPONENT GROUND IN	LF	306	\$ 4.00	\$ 1,224.00	\$ 3.95	\$ 1,208.70	\$ 4.50	\$ 1,377.00
Base Bid Total					\$ 424,826.00		\$ 494,527.64		\$ 546,200.70	

May 15, 2025

Honorable City Council
City of Credit River
18985 Meadow View Boulevard
Prior Lake, MN 55372

RE: County Road 27 Bypass Lane Road Improvements Project

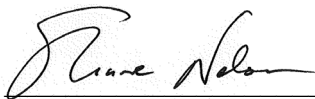
Dear Honorable City Council:

Bids were received and opened on May 8, 2025, for the County Road 27 Bypass Lane Road Improvements Project. A total of six bids were received as shown on the attached Bid Tabulation and as listed below:

	<u>Total Bid</u>
SiteWork Services, Inc	\$343,500.00
Heselton Construction, LLC.	\$355,133.75
ICON, LLC	\$391,947.00
BCM Construction, Inc.	\$424,826.00
Northwest	\$494,527.64
UrbanEdge, LLC	\$546,200.70

It was found that SiteWork Services, Inc is the low bidder with a Total Bid of \$343,500.00. Therefore, we recommend award of the contract to the low bidder, SiteWork Services, Inc.

Sincerely,
Hakanson Anderson



Shane Nelson, City Engineer

**CITY OF CREDIT RIVER
SCOTT COUNTY
STATE OF MINNESOTA**

RESOLUTION NO. 2025-20

**RESOLUTION ACCEPTING BIDS AND AWARDING CONTRACT FOR
COUNTY ROAD 27 BYPASS LANE ROAD IMPROVEMENTS**

WHEREAS, pursuant to an advertisement for bids for the improvement of County Road 27 Bypass Lane Road Improvements, bids were received, opened and tabulated according to law, and the following bids were received complying with the advertisement:

	Total Bid
1. SiteWork Services, Inc	\$343,500.00
2. Heselton Construction, LLC.	\$355,133.75
3. ICON, LLC	\$391,947.00
4. BCM Construction, Inc.	\$424,826.00
5. Northwest	\$494,527.64
6. UrbanEdge, LLC	\$546,200.70

WHEREAS, it appears that SiteWork Services, Inc. is the lowest responsible bidder at \$343,500.00.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE
CITY OF CREDIT RIVER, SCOTT COUNTY, MINNESOTA:**

1. The bid of SiteWork Services, Inc. in the amount of \$343,500.00 is hereby accepted contingent on SiteWork Services, Inc. entering into a contract with the City. The contract is subject to the approval of the City Attorney.
2. Subject to the approval by the City Attorney, the Mayor and the City Administrator are directed to enter into a contract with SiteWork Services, Inc. in the name of the City of Credit River for the County Road 27 Bypass Lane Road Improvements according to the plans and specifications therefore approved by the City Council and on file in the office of the City Engineer.
3. The City Administrator is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next lowest bidder shall be retained until a contract has been signed.

Passed this 19th day of May 2025.

Chris Kostik, Mayor

Steven Devine-Jelinski, City Administrator



Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE: May 19, 2025

SUBMITTED BY: Lucas Chase, Finance

ITEM TYPE: Agenda Report

AGENDA SECTION: Consent Agenda

SUBJECT: Approve Payment of Claims (Bills) and Transfer Requests as Presented.

SUGGESTED ACTION: Approve Claims for Payments and Transfer Requests - See Attached

ATTACHMENTS:

[Transfer Request May 19 2025.pdf](#)

[Check Summary Council Meeting May 16 2025.pdf](#)

Transfer Request for May 19, 2025

Beginning Bank Balance - May 16, 2025	\$	413,640.03
Outstanding Checks	\$	(149,677.86)
Outstanding Deposit	\$	-
Outstanding CC Payment	\$	-
Payroll and Benefits Outstanding	\$	-
Claims - 5/16/25	\$	(192,913.32)
Net Balance	\$	71,048.85

Transfer from Savings to Checking **\$ 170,000.00**

Checking Balance 241,048.85

We approve the above transfer from Savings to Checking:

Chris Kostik

Bill Markert

Jay Saterbak

Leroy Schommer

Abe Zanto

CREDIT RIVER TOWNSHIP

05/16/25 10:14 AM

Page 1

*Check Summary Register©

Batch: 051525PAY

	Name	Check Date	Check Amt	
10100	Anchor Bank			
12701	BKV GROUP	5/16/2025	\$5,003.14	Credit River - Govt Center Expenses through 0
12702	BRETT PALICK	5/16/2025	\$242.20	Refund for City Admin interview mileage
12703	CHORES AND MORE BY HEIDI IN	5/16/2025	\$120.00	City Hall cleaning services 04/30/25
12704	ENGAGE/NCG, INC.	5/16/2025	\$372.00	Business cards and window security envelopes
12705	ENVENT ANDREW FRANCIS	5/16/2025	\$1,161.00	NPDES escrow refund
12706	GALLAGHERS	5/16/2025	\$3,742.10	April snow plowing
12707	GOLIATH HYDRO-VAC INC	5/16/2025	\$2,600.00	Jet Drain Tile - 20003 Texas Ave
12708	GOPHER STATE ONE CALL	5/16/2025	\$25.65	Utility locates - 19 billable tickets
12709	GOPHER STATE SEALCOAT INC	5/16/2025	\$55,859.00	Crack sealing, poly flex and traffic control
12710	HAKANSON ANDERSON ASSOC	5/16/2025	\$33,055.00	The Ranch of Credit River
12711	KENNEDY & GRAVEN, CHARTER	5/16/2025	\$6,515.00	General legal
12712	League of MN Cities Insurance	5/16/2025	\$15,217.00	Property and Casualty Insurance 7/25-7/26
12713	LEROY SCHOMMER	5/16/2025	\$850.00	Public works - plow, ditch maint, tile jetting
12714	MORE IT	5/16/2025	\$960.81	IT support
12715	SCOTT COUNTY TREASURER	5/16/2025	\$57,600.00	Tax assessment billing
12716	SCOTT COUNTY TREASURER	5/16/2025	\$296.00	Special assessment proj S-040920 - PID: 0410
12717	SCOTT SOIL & WATER CONSV	5/16/2025	\$8,116.00	Erosion and Sediment Control Services 01/01/
12718	U.S. BANK EQUIPMENT FINANC	5/16/2025	\$500.85	Copier contract payment
12719	VERIZON WIRELESS	5/16/2025	\$52.16	City administrator phone
12720	WH SECURITY	5/16/2025	\$39.99	City Hall security - May
12721	ZIEGLER INC.	5/16/2025	\$585.42	Bolts, Cutting Edge
	Total Checks		\$192,913.32	



Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE: May 19, 2025

SUBMITTED BY: Claire Stickler,Planning

ITEM TYPE: Resolution

AGENDA SECTION: Consent Agenda

SUBJECT: Resolution 2025-21 Denying a Comprehensive Plan Amendment to Re-guide Parcels from Urban Expansion Reserve to Commercial

BACKGROUND: The City Council denied the application at the May 6th meeting. Staff has provided a resolution to reflect the findings for denial.

SUGGESTED ACTION:

ATTACHMENTS:
[Resolution 2025-21.pdf](#)

**CITY OF CREDIT RIVER SCOTT
COUNTY
STATE OF MINNESOTA**

RESOLUTION NO. 2025-21

**A RESOLUTION DENYING A COMPREHENSIVE PLAN AMENDMENT TO RE-
GUIDE PARCELS FROM URBAN EXPANSION RESERVE TO COMMERCIAL**

WHEREAS, the City of Credit River is a Minnesota Municipal Corporation, duly organized and authorized to conduct its affairs under the laws of the State of Minnesota; and

WHEREAS, Mesenbrink Construction & Engineering Inc (“Owner 1”) is the owner of certain real property consisting of approximately 90.92 acres located in the City of Credit River, State of Minnesota, which has Property Tax ID No. 049080030 (“Property A”); and

WHEREAS, Suarez Living Trust (“Owner 2”) is the owner of certain real property consisting of approximately 10.00 acres located in the City of Credit River, State of Minnesota which has Property Tax ID No. 049080085 (“Property B2”); and

WHEREAS, Pee Development, LLC (“Owner 3”) is the owner of certain real property consisting of approximately 9.76 acres located in the City of Credit River, State of Minnesota, which has Property Tax ID No. 049080083 (“Property C”); and

WHEREAS, Paul and Eunice Doelz (“Owner 4”) is the owner of certain real property consisting of approximately 8.95 acres located in the City of Credit River, State of Minnesota, which has Property Tax ID No. 049080084 (“Property D”); and

WHEREAS, John and Mary Mesenbrink (“Owner 5”) is the owner of certain real property consisting of approximately 9.58 acres located in the City of Credit River, State of Minnesota, which has Property Tax ID No. 049080082 (“Property E”); and

WHEREAS, Marcos Gomez (“Owner 6”) is the owner of certain real property consisting of approximately 9.69 acres located in the City of Credit River, State of Minnesota which has Property Tax ID No. 049080070 (“Property F”); and

WHEREAS, Property A, Property B, Property C, Property D, Property E and Property F are collectively referred to herein as the “Subject Property”; and

WHEREAS, Owner 1, Owner 2, Owner 3, Owner 4, Owner 5, and Owner 6 are collectively referred to herein as the “Applicants”; and

WHEREAS, the Applicants have jointly submitted an application (“Application”) to request the re-guidance of the Subject Property from Urban Expansion Reserve to Commercial in the City of Credit River Comprehensive Plan; and

WHEREAS, the City previously denied the Application, the Applicants sued, and the district court remanded the Application back to the City with the following instruction:

“The Court hereby COMMANDS City to review Mesenbrink’s September 12, 2023, Application in accordance with its duty to apply the 2040 Plan Chapter 2 requirements, including the 2040 Plan Chapter 2 § G(6)’s requirement to ‘[r]eview ... land use changes in urban expansion areas for consistency with the [2040 Plan].’” (Underlining supplied by court)

WHEREAS, the Planning Commission of the City did on April 17, 2025, conduct a public hearing in relation to the Applicants’ request for a Comprehensive Plan Amendment; and

NOW, THEREFORE, BE IT RESOLVED, the City Council has considered the proposed application for a Comprehensive Plan Amendment and it makes the following ***findings of fact***:

Review Process

1. Following appropriate published and mailed notice, a public hearing was held by the Planning Commission on April 17, 2025.
2. The Planning Commission, following receipt of public comments and deliberation on the Application, did not reach a consensus on the application, with two members voting to recommend approval, two members voting to recommend denial, and one member abstaining at their April 17, 2025, meeting.
3. These findings and resolutions are based upon the Staff Memo dated May 2, 2025, and all documents referenced in the Staff Memo, the recommendation of the City Planning Commission, and such additional information and documentation which is presented to the City Council on May 6, 2025, including the statements of the Mayor and Council Member Markert explaining why each believe Application is inconsistent with the Comprehensive Plan.

Comprehensive Plan

1. The City’s current Comprehensive Plan (“Comp Plan”) was adopted in 2020 pursuant to Minnesota Statutes Section 473.859 to be in conformance with the Metropolitan Council’s Thrive MSP 2040 plan and the systems statements issued by the Metropolitan Council.
2. The Comp Plan guides the Subject Property as Urban Expansion Reserve. The Application is inconsistent with the Future Land Use map, increasing the commercial or industrial land use by approximately 150%. Neither the City nor its residents

anticipated such an increase.

3. No part of the Subject Property has been previously guided for Commercial or Industrial uses in either the Credit River Comprehensive Plan or in the Scott County Comprehensive Plans.
4. The Subject Property has been guided Urban Expansion by Scott County since at least 2001.
5. The Application is inconsistent with the following goals and policies set forth in Chapter 2 - Land Use in the City's adopted Comprehensive Plan:
 - a. Goal A Policy 1c, 1e, 1f and 2c: The proposed re-guiding would allow commercial and light industrial development, but this could lead to significant infrastructure challenges and increased costs for future urban service extensions due to leap frog development. At this time, the City cannot demonstrate that all adequate facilities and services exist to support commercial development. The existing road infrastructure that would serve this development is not able to support the type of traffic that would serve a commercial guided property. The density implications of commercial and industrial development on the subject parcels (which would not contribute to the City's net density) have not been studied, making this request premature and inconsistent with Goal A Policy 2c.
 - b. Goal B Policy 3
 - c. Goal C Policy 1: The City's policy suggests reserving land for future commercial and industrial uses until urban services are extended. Reserving land ensures coordinated future development, preventing piecemeal growth that may not align with the Comprehensive Plan. The proposed re-guiding does not align with Policy 1, as it does not ensure compatibility with adjacent land uses and infrastructure.
 - d. Goal D Policy 2: Because the application is inconsistent with preventing undesirable development patterns, the application does not enhance the quality of life in the community or promote orderly growth. There has been no fiscal impact analysis prepared that provides the City a service plan for all areas proposed for urbanization.
 - e. Goal F Policy 6: The proposed commercial and industrial uses would have to access onto CSAH 21, which is a principal arterial through the City of Credit River and defined as a minor arterial in Scott County's Comprehensive Plan. The City does not have information from the Applicants as to how they would limit this access to ensure safety for travelers and limit congestion issues. If the Applicants were to comply with this policy, they would have to access on 175th Street East and 180th Street East, both of which are in need of improvement to meet the needs of the proposed development.
 - f. Goal G Policy 2, 3, and 5: The City does not have policies for interim

development uses to allow for conversion to sewer development, making this request premature. This policy discourages development that may obstruct future extension of utilities and roadways (which rural well and septic development in the Long Term Sewer Service Area would). The Applicants' request is inconsistent with this policy.

- g. Goal I Policy 1, 4, and 8: Because the proposed business center will not improve the environmental quality of the City, it will not preserve open space or enhance recreational and park facilities.
 - h. Goal K Policy 1 and 4: The guidance of the parcel to commercial could allow for uses that are not in harmony with the surrounding area particularly single family homeowners.
 - i. Goal L Policy 2 and 3: This proposal does not protect property values through the harmonious relationship of land uses, roads, natural features and the maintenance of properties.
 - j. Goal N Policy 2: The comprehensive plan encourages protection of valuable historical sites to preserve the City's sense of history. The proposed re-guiding would abut the Credit River Catholic Cemetery, which was founded in the mid-1800's and played a significant role in the early history of the City.
6. Development of properties within the LTSA (on well and septic) at this time may cause it to be both more challenging and potentially uneconomical to connect to municipal water and sanitary sewer service in the future. The Applicants has provided no information on how a proposed commercial or industrial development could be connected in the future in a manner that is both economical to connect and in a manner that does not either prohibit or result in significant additional cost to the future extension of these utilities to other parcels within the LTSA, which is inconsistent with the goals and policies in the City's adopted Comprehensive Plan.

Long Term Sewer Service Area (the "LTSA")

- 1. The Subject Property is within the LTSA as planned by the Metropolitan Council.
- 2. Within the LTSA, the City is required by the Metropolitan Council to stage sewer development through 2040 and to protect the remaining LTSA area for economical future sewer development past 2040.
- 3. Credit River has been coordinating with the Metropolitan Council and the City of Savage to prepare for and accommodate future sewer growth at urban densities in accordance with the Metropolitan Council's requirements. Credit River and Savage have executed a Joint Powers Agreement to provide water and sanitary sewer service to Credit River. In addition, the Metropolitan Council is preparing preliminary engineering studies and plans to acquire a sanitary sewer interceptor through the City of Savage to provide service to Credit River.

Subject Property Zoning

1. The Subject Property is currently zoned Urban Expansion Reserve.
2. The requested commercial and industrial uses are not an allowed use in the Urban Expansion Reserve zoning district except for those commercial or industrial uses that qualify as a “home occupation” or “home extended business” under the Zoning Ordinance and subject to restrictions related to the intensity of operations.
3. The Subject Property has been zoned Urban Expansion by Scott County since at least 2001 and has continued through 2020, when Credit River adopted its first Zoning Ordinance.
4. If re-guided to Commercial in the Comp Plan’s Future Land Use map, the Subject Property could then be rezoned to either the Commercial or Industrial zoning district under the City’s Zoning Ordinance. Once rezoned, this would then permit any use listed in Table 20-4 of the Zoning Ordinance for the respective zoning district to occur on these properties, with no consideration as to whether any given property is better suited long-term for commercial or industrial development and how that impacts the City’s ability to comply with the Metropolitan Council’s requirements, which is inconsistent with the City’s Comprehensive Plan goals and policies.

Property A

1. Property A consists of approximately 91 acres located on both the north and south sides of County State Aid Highway (CSAH) 21. There are no existing structures on the property, and it is currently used for agricultural purposes.
2. Property A is bordered primarily by residential and agricultural uses on all sides. In addition, the southern portion is bordered on the west by a cemetery. The northern portion shares a property line (approximately 200 feet in length) with a property that is zoned Industrial. All other adjacent properties are zoned either Urban Expansion Reserve or Urban Expansion Reserve Cluster.
3. An existing home (“Martell Property”) is located on a separate 1.22-acre parcel that is surrounded by Property A. This parcel currently accesses CSAH 27 via a driveway through Property A. The Applicants have not provided a proposal to either incorporate the Martell Property into the commercial/industrial development, nor have they provided information on how the proposed development of Property A as commercial or industrial uses could impact upon the residential use on the Martell Property. As the potential types of uses are both unknown at this time and also limited only by the uses in Table 20-4 of the Zoning Ordinance, it cannot be determined by the City as to what impacts the proposed re-guiding of the future land use to Commercial could potentially have on the Martell Property.

4. The portion of Property A that is on the north side of CSAH 21 does not currently have frontage on or access to any other roads except CSAH 21.
5. The portion of Property A that is on the south side of CSAH 21 has frontage on CSAH 27 and 180th Street East. Due to access spacing requirements of Scott County as well as Credit River's Subdivision Ordinance, access would not be permitted directly onto CSAH 27 and would instead be required to be accessed from 180th Street East and/or from CSAH 21.
6. 180th Street East is an old road primarily intended for residential traffic and is therefore not up to standard for industrial traffic. It would require improvements prior to the use of Property A for commercial or industrial purposes. The City has no plans to improve 180th Street East to a 10-ton road in its Capital Improvement Plan or Comprehensive Plan.
7. CSAH 21 is a four-lane highway owned by Scott County. Access management on the highway is controlled by Scott County, and permits for new roads, driveways and other highway improvements are subject to Scott County's jurisdiction. Property A is located between the intersections of CSAH 21 with CSAH 27 and Murphy Lake Boulevard, and there is approximately 3,800 feet between these intersections. Within that distance, Scott County would only permit one additional public street access location and may not permit full turning movements within the intersection of a new road with CSAH 21. It is not anticipated that Scott County would provide access permits for roads or driveways for both Parcel 1 and Parcel 6 onto CSAH 21, so one property would need to receive access through an internal road network from the other property.

Properties B through E

1. Properties B through E are located on the south side of 175th Street East. None of the properties have frontage on any other roads.
2. The properties are bordered primarily by residential and agricultural uses on east, west and north sides.
3. To the south of the properties is a property that is both zoned and used for Industrial purposes. All other adjacent properties are zoned Urban Expansion Reserve.
4. 175th Street East is a gravel road section that does not meet 10-ton road standards and would require improvement prior to the use of Properties B through E for commercial or industrial purposes. The City has no plans to improve 175th Street East to a 10-ton road in its Capital Improvement Plan or Comprehensive Plan.
5. 175th Street East ends in a cul-de-sac in front of Property B. Access to these properties from CSAH 21 is via Murphy Lake Boulevard. Murphy Lake Boulevard is a gravel road section between 175th Street East and 180th Street East that does not meet 10-ton road standards and would require improvement prior to the use of

Properties B through E for commercial or industrial purposes. The City has no plans to improve Murphy Lake Boulevard to a 10-ton road in its Capital Improvement Plan.

Property B

1. Property B is classified as Residential Non-Homestead for the 2023 taxes. It consists of a single-family home and two accessory buildings.
2. There are no known businesses operating on the property.

Property C

3. Property C is classified as Residential Non-Homestead and Commercial/Industrial for the 2023 taxes. It consists of a single-family home and two accessory buildings.
4. There are no records of a business in operation on this property other than the tax classification. A review of aerial photography indicates significant equipment and outside storage on the property, indicating that a business may be in operation.
5. Property C appears to contain a business that has not been permitted. It is unknown what the use of the business is and whether it is a use that could be permitted within the Urban Expansion Reserve zoning district if permits were sought by the property owner.

Property D

1. Property D is classified as Agricultural Homestead for the 2023 taxes and is enrolled in the Green Acres program. It consists of a single-family home and two accessory buildings.
2. There are no records of a business in operation on this property.

Property E

1. Property E is classified as Residential Non-Homestead and Commercial/Industrial for the 2023 taxes. There is not a home on the property, but there are two pole buildings.
2. Conditional Use Permit (CUP) 752-C-4 was issued by Scott County on January 9th, 1986 to allow a storage garage for trucks with an office. The Scott County Planning Commission's October 14, 1985 meeting minutes note that the proposed equipment to be stored in the proposed structure were "a gravel truck, grain hauler, 5th wheel trailer and possibly a school bus." This CUP has conditions including but not limited to the following:
 - a. Maximum number of employees shall be limited to one plus the owner. The unit shall contain restroom facilities.

- b. Hours of operation shall be 8:00 a.m. to 5:00 p.m. with extended hours during harvest season.

No amendments to CUP 752-C-4 are of record at the Scott County Recorder's Office.

3. Mesenbrink Construction and Engineering, Inc. is operating on Property E. No information has been provided related to the number of employees that work for this business, or if there are any other businesses operating on the site.
4. Mesenbrink Construction is a Contractor Yard that may only be permitted as a Conditional Use in the Industrial Zoning District per Table 20-4 of the Credit River Zoning Ordinance.
5. The property appears to have significant vehicles and materials stored outside of the two existing pole barns.

Property F

1. Property F consists of approximately 9.7 acres located on the north side of County State Aid Highway (CSAH) 21. There are two existing accessory structures on the property.
2. Property F is classified as Residential Non-Homestead for the 2023 taxes.
3. The property is bordered primarily by residential and agricultural uses on the north, west, and south sides. The east side is bordered partially by a property that is zoned for and used for industrial use. It is also partially bordered on the east by a single-family home that is also owned by Owner 6 (PID 049080060, the "Excluded Gomez Property"). The Excluded Gomez Property is zoned Urban Expansion Reserve and was not included by Owner 6 in this Application. Property F currently gains access via a driveway through the Excluded Gomez Property
4. The Applicants have not provided a proposal to either incorporate the Excluded Gomez Property into the commercial/industrial development, nor have they provided information on how the proposed re-guiding of Property F to Commercial could impact upon the Excluded Gomez Property that would be surrounded by Commercial and Industrial property. In addition, as the proposed uses for Property F are unknown, it cannot be determined by the City as to what impacts the uses could potentially have on the Excluded Gomez Property.
5. Property F is on the north side of CSAH 21 and does not currently have frontage on or access to any other roads except CSAH 21
6. CSAH 21 is a four-lane highway owned by Scott County. Access management on the highway is controlled by Scott County, and permits for new roads, driveways and other highway improvements are subject to Scott County's jurisdiction.

Property F is located between the intersections of CSAH 21 with CSAH 27 and Murphy Lake Boulevard, and there is approximately 3,800 feet between these intersections. Within that distance, Scott County would only permit one additional public street access location and may not permit full turning movements within the intersection of a new road with CSAH 21. It is not anticipated that Scott County would provide access permits for roads or driveways for both Parcel A and Parcel F onto CSAH 21, so one property would need to receive access through an internal road network from the other property.

NOW, THEREFORE, BE IT RESOLVED the Comprehensive Plan Amendment is hereby denied based on the findings recorded in this Resolution, and the following:

1. Developing the Subject Property on well and septic may have significant present and future impacts on the use of nearby parcels and the economical future extension of municipal water and sanitary sewer services.
2. It is unknown what impacts the guiding of these parcels would have on the need to guide other parcels for medium to high density residential uses to offset for the loss of housing units if commercial and industrial were to be developed, which does not help the City reach its net density goals.
3. It is premature to guide properties within the LTSA to allow for present development for rural commercial or industrial uses on well and septic rather than preserve them for future urbanized uses on municipal water and sewer.
4. The existing road network consisting of 180th Street East, 175th Street East, and Murphy Lake Boulevard are not suitable for use for Commercial or Industrial land uses until they are improved to 10-ton roads. Improving those roads in advance of the installation of water and sewer may make it less economical and may delay the future extension of water and sanitary sewer services.
5. The Applicants have not provided compelling evidence or plans for a specific development for consideration. Instead, the Applicants are requesting the Subject Property to be re-guided now to allow development at this time on well and septic, which opens the possibility for any Commercial or Industrial land use listed in Table 20-4 of the Zoning Ordinance to be developed at the present time.
6. The application is inconsistent with the goals and policies in the City's adopted Comprehensive Plan.

Adopted by the City Council of the City of Credit River on a vote of _____ ayes and _____ nays effective on the 19th day of May, 2025

Chris Kostik, Mayor

Attested:

Amy Jones, City Clerk



Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE: May 19, 2025

SUBMITTED BY: City Admin, Administrator

ITEM TYPE: Agenda Report

AGENDA SECTION: Presentation(s)

SUBJECT: Presentation of the Government Center Citizens Advisory Committee (GCCAC)

SUGGESTED ACTION:

ATTACHMENTS:

[GCCAC Power Point \(4-17-25\).pptx](#)
[Compilation of All Need Analysis Forms \(May 19, 2025\).docx](#)
[GCCAC Article for The Flow Newsletter.docx](#)
[GCCAC Final Report to Credit River City Council.docx](#)



Government Center Citizens Advisory Committee (GCCAC)

Final Report and Recommendations to the Credit River City Council

May 2025



GCCAC Information

- GCCAC Established July 15, 2024 by Credit River City Council
- Committee Members Selected in August 2024
 - Thomas Briant (Chairperson) Council Liaison Jay Saterbak
 - Jeff Rosenthal (Vice-Chairperson) Council Liaison Abe Zanto
 - Steve DeGroote
 - Brad Hoffman
 - Jarod Kruse
 - Thomas Weninger
- Committee Has Met 9 Times (September 2024 to April 2025)



List of City Needs

- Snowplowing
- Mowing City Hall Lawn and Parks
- Tree Trimming; Removal
- Private Septic/Wells
- Street Signage
- Public Works Building
- City Hall Building



Snowplowing

- Options
 1. Current Contractor (Gallagher's & Mark's Bobcat Service)
 2. Different Contractors (Identified Three Other Contractors)
 3. Assisting New Start Up Contractor
 4. Scott County Provide Snowplowing Services
 5. City Purchases and Operates Snow Plowing Equipment
- Recommendation: Remain with Current Contractors



Mowing of City Hall Lawn & Parks

- Options
 1. Current Contractor (Mark's Bobcat Service)
 2. Different Contractor
 3. City Purchases and Operates Mowing Equipment
- Recommendation: Remain with Current Contractor



Tree Trimming and Removal

- Options
 1. Current Contractor (Collins Tree Service as Needed)
 2. Different Contractor
- Recommendation: Remain with Current Contractor



Private Septic/Wells

- Resolving Septic Issues Not in Scope of GCCAC By-Laws
- Scott County Has Authority Over Private Septic Systems
- Scott County Data: 56 Non-Compliant/Failing CR Septics
- City Has No Legal Obligation to Pay for Failed Systems
- City Should Contact Scott County to Explore Solutions



Street Signage

- Option: City Continues to Store Street Signs
- Developers Required to Obtain/Pay for New Street Signs
- City Has Street Sign Responsibility After Signage Installed
- Recommendation: Continue with Developers Obtaining and Installing Street Signage and City Storing Signs



Public Works Building

- GCCAC Found No Identifiable Need for a Public Works Building (PWB) in the Near Term (i.e., Five Years)
 1. Snowplowing Does Not Require a PWB
 2. Road Grader /F-350 Truck Storage Does Not Require a PWB
 3. Septic Authority of Scott County Does Not Require a PWB
 4. Tree Trimming, Mowing, Street Signage & Storm Water Management Do Not Require a PWB
- Recommendation: City Conduct Review Every 4 Years on PWB Need; Consider Selling F-350 Truck and Dedicate Proceeds to City Hall Remodel



City Hall

- Options
 1. Keep Current City Hall As Is
 2. Expand and Remodel Current City Hall Building
 3. Demolish City Hall, Build New City Hall on Same Site
 4. Build a New City Hall on a New Site
- Recommendations: The City Council Should:
 1. Support Option 2 to Expand/Remodel Current City Hall
 2. Extend Term and Expand Scope of GCCAC By-Laws to Allow Input on the Remodeling of the City Hall Building



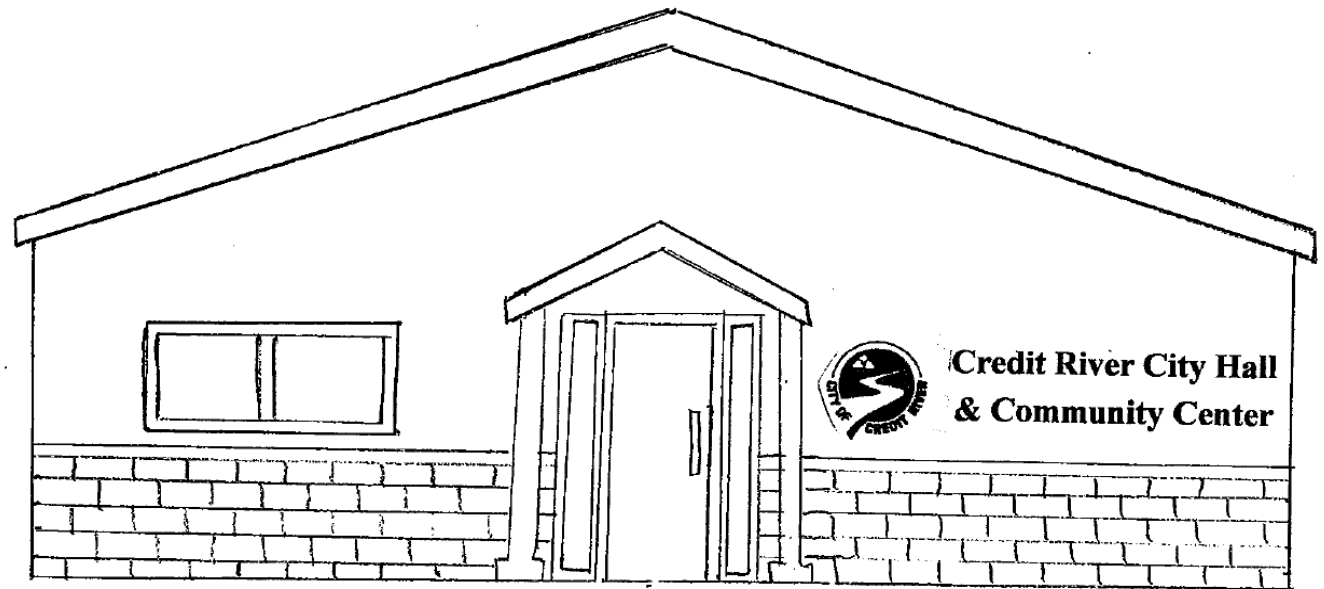
City Hall

- Reasons for Recommendations:
 1. An Expanded and Remodeled City Hall Should Provide Adequate Space to Meet Needs for the Foreseeable Future
 2. The Availability of \$605,000 in COVID funds for a “City Hall Purpose” Could Be Applied Toward the Remodeling Costs to Minimize the Need to Use Other Capital Improvement Funds, Issue Bonds, or Raise Property Taxes
 3. According to the GCCAC By-Laws, the GCCAC Determined the City Should Not Purchase Land for a New City Hall



Credit River City Hall & Community Center Concept Remodel Plan

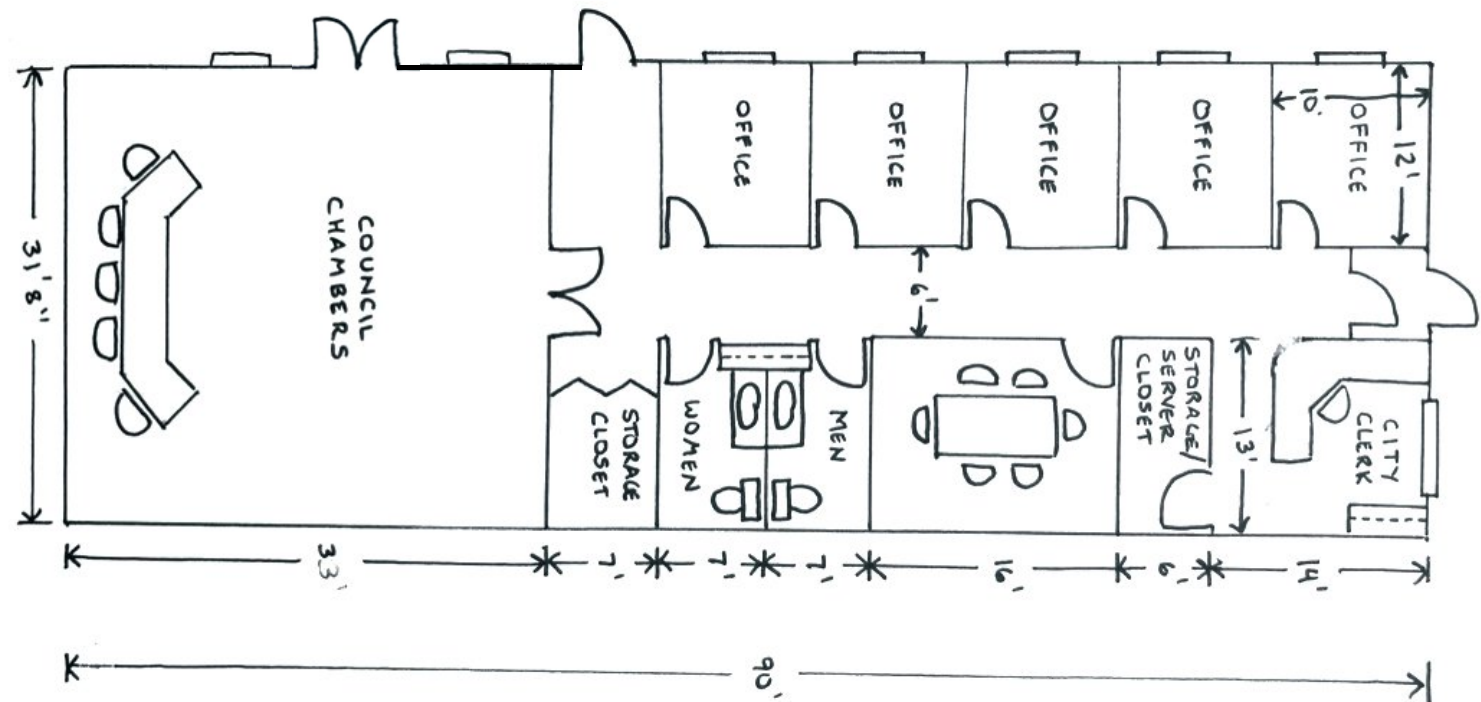
- Remodel Example #1
- Renovated Front Entrance
- Brick or stone façade upgrade
- City Logo & Building Name





Concept Floor Plan Configuration

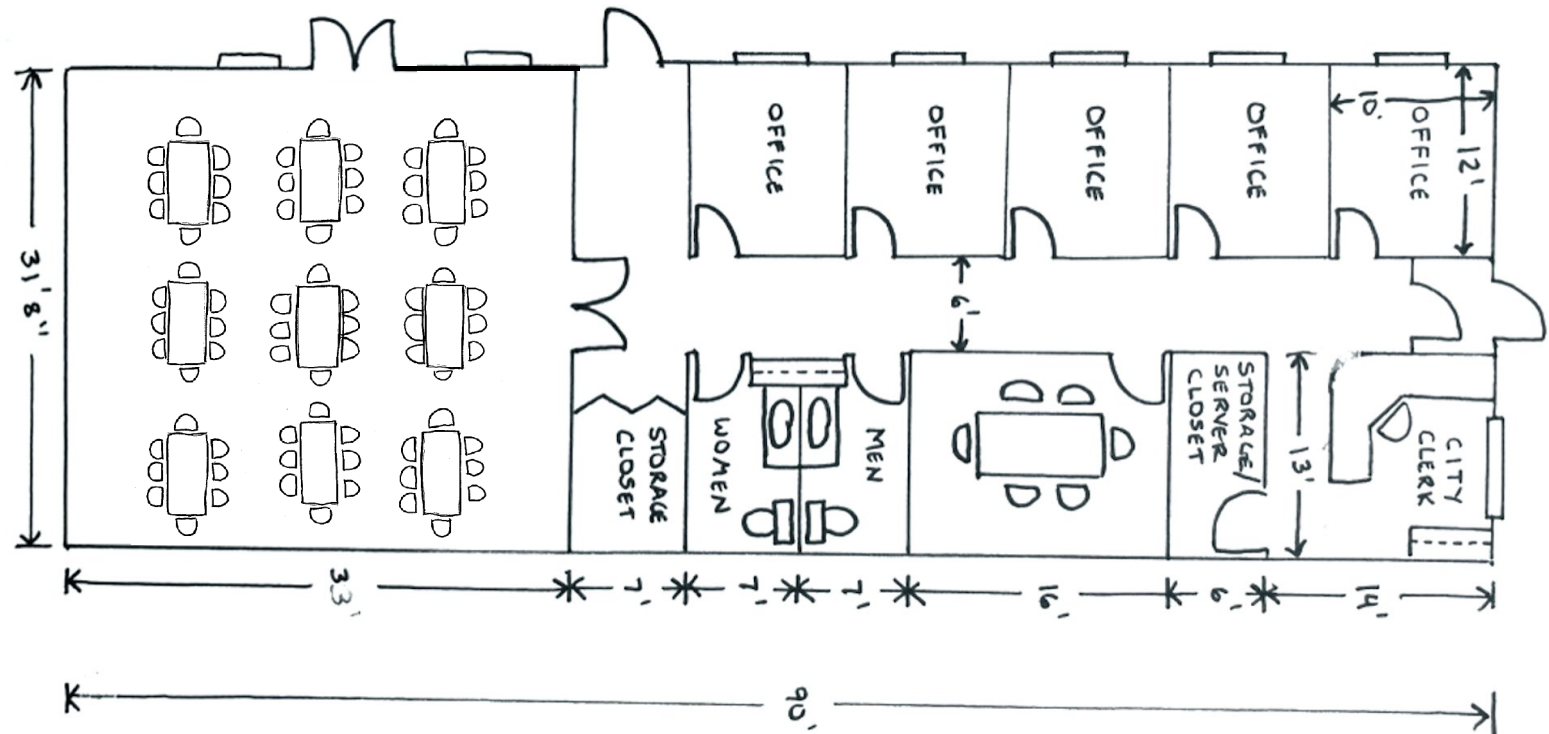
- Estimated 30' x 32' Addition
- Entrance from Parking Lot
- City Clerk/Reception Desk
- Five Private Offices
- Conference Room
- Upgraded Bathrooms
- Council Chambers
 - 25% enlargement
 - Voting Services
 - Community Education
 - Club Meetings
- Storage Closet
- 2790 Sq Ft





- 72+ persons
- Events:
 - Graduations
 - Wedding Receptions
 - Community Clubs & Classes
 - Banquets
- Exit to Patio

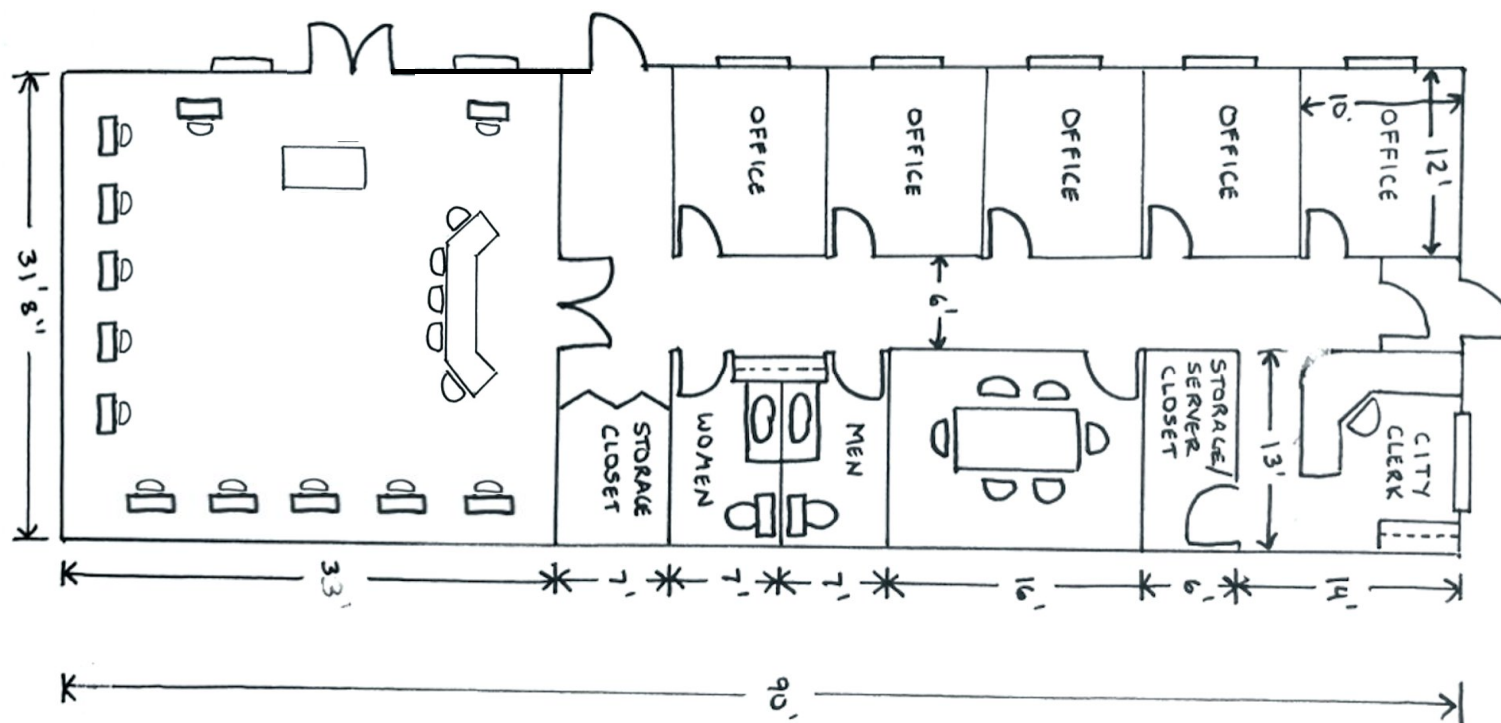
Community Event Configuration





- Voter Check In & Registration
- 12 Voting Booths
- Additional Exit

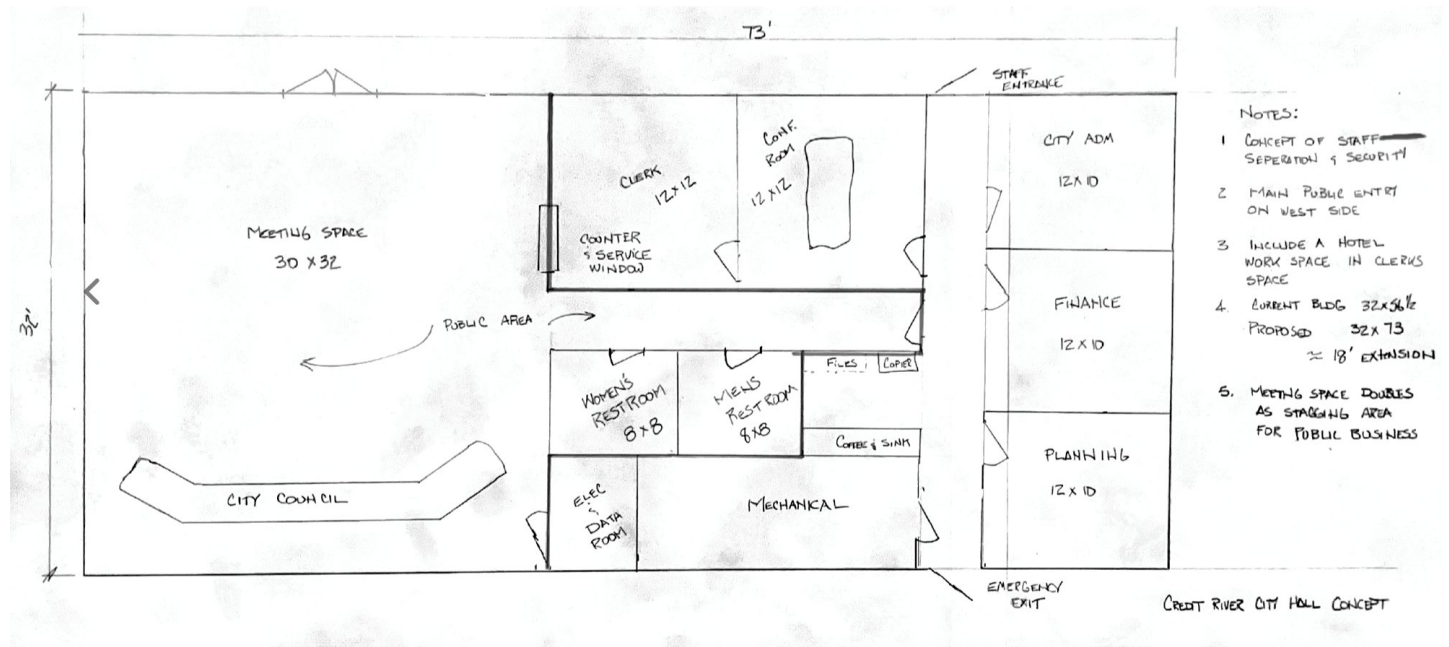
Voting Services Configuration





Alternate Concept Floor Plan

- Remodel Example #2
- West side entrance
- 3 Private offices
- 2350 Sq Ft



Credit River Need: Snow Plowing of City Streets/Parking Lots

Description of Need: Snow plowing of city streets and parking lots during the winter months.

Option 1: Snow Plowing by Current Contractors (Gallagher and Mark's Bobcat Service)

- A. **Advantages:** Less overall cost/predictable costs/measurable costs; no city employees to hire and retain; less hours needed by city staff to monitor snow plowing; transfer of liability risk to contractor; no need to maintain liability insurance or worker's compensation insurance; and no purchase, maintenance or upkeep of snow plowing equipment.
- B. **Disadvantages:** Contractor could breach the contract or cease operations; potential to have to replace contractor in a limited amount of time; and quality of work.

Option 2: Contract with Different Contractors

- A. **Advantages:** Same as listed in Option 1 above.

Other possible snow plowing contractors may include, but not be limited to, the following companies:

Art Johnson Trucking (Spring Lake Township).
Revolution Construction (Cedar Lake Township).
Mom's Landscaping (New Market Township)
- B. **Disadvantages:** New contractor's lack of knowledge of roads in Credit River; learning curve for city and contractor to reach a level of satisfactory snow plowing.

Option 3: Coordinate Start Up of New Snow Plowing Contractor

Note: This option would involve assisting in the start-up of a new snow plowing contractor or expansion of an existing snow plowing contractor's business. The city would mentor a new start-up business owner or an existing contractor on snow plowing needs, streets (paved and unpaved), etc.

- A. **Advantages:** Dedicated contractor to provide snow plowing services. Possible start up contractors may include, but not be limited to, the following companies:

Voehl Excavating (Prior Lake)
Revolution Construction
Krueger Excavating (Prior Lake)
- B. **Disadvantages:** New contractor's lack of experience and/or knowledge of snow plowing operations; potential capital investment by the City of Credit River to assist a new snow plowing contractor purchase equipment; costs related to damage of lawns/mailboxes by a new snow plowing contractor; and dedication of city staff time

to educate a new snow plowing contractor or an existing contractor who has now plowed Credit River streets.

Option 4: Scott County Provides Snow Plowing Services

- A. **Advantages:** Scott County already has snow plowing personnel and equipment, but this current equipment would likely be dedicated to the plowing of county roads; Scott County stores and maintains equipment.
- B. **Disadvantages:** Credit River roads would likely be plowed only after Scott County roads are plowed; Scott County may require Credit River to purchase snow plowing equipment and cover maintenance and operating costs; and there is a question of whether Scott County has sufficient inside storage space for additional snow plowing equipment.

Option 5: City Purchases and Operates Snow Plowing Equipment

- A. **Advantages:** City controls operations and city personnel; and eliminates a possible exit of a contractor from the snow plowing business.
- B. **Disadvantages:** Cost of land and building(s) to store equipment, cost of snow plows and related equipment, employee salaries and benefits, operating and maintenance costs, liability insurance premiums, and workers compensation insurance premiums; would require property tax increase to cover costs; challenges of hiring seasonal employees; potential employee turnover and replacement; and transfer of liability risk to the city.

GCCAC Final Recommendations:

- A. Continue with current contractual agreement with Gallagher's and Mark's Bobcat Service.
- B. Contingencies for future snow plowing needs should be investigated by city staff.
- C. Follow up with Gallagher's every 18 months to 2 years on current contract and possible extension for an additional six years beyond the current agreement 3 year plus one year extension. Consider having city staff contact Scott County in two years in the event that Gallagher's may not be seeking extension after four years.

Reasons for Recommendation:

- A. Current good working relationship with Gallagher's and Mark's Bobcat Service.
- B. Gallagher's and Mark's Bobcat Service are knowledgeable about Credit River roads and snow plowing needs.
- C. Willingness of Gallagher's to potentially consider extension beyond next four years.

- D. Less cost, less risk to city, and avoids a property tax increase on residents to purchase land, construct building(s), purchase snow plowing equipment, and hire employees.

NOTE: See Exhibit “Memo” at the end of this document which provides further details about the snowplowing services provided by Gallagher’s.

Credit River Need: Mowing

Description of Need: Mowing of city hall lawn and city parks.

Option 1: Mowing by Current Contractor (Mark's Bobcat Service).

- C. **Advantages:** According to Interim City Administrator Eric Johnson, Mark's Bobcat Service has been responsive and reliable in providing lawn mowing services, plus culvert cleaning, weeping gravel roads, and ash tree removal. The cost is \$625/week for mowing the city hall lawn and all four parks. The cost for a weed control application is \$2,500/application for the city hall lawn and all four parks and only one application is usually needed during the spring/summer. The city is in the process of finalizing a new two-year contract for lawn mowing services with Mark's Bobcat Service.

Less overall cost/predictable costs/measurable costs; no city employees to hire and retain; less hours needed by city staff to monitor lawn mowing; transfer of liability risk to contractor; no need to maintain liability insurance or worker's compensation insurance; and no purchase, maintenance or upkeep of lawn mowing equipment.

- D. **Disadvantages:** Contractor could breach the contract or cease operations; potential to have to replace contractor in a limited amount of time; and quality of work.

Option 2: Contract with a Different Contractor

- C. **Advantages:** Same as listed in Option 1 above.
- D. **Disadvantages:** Some staff time to educate new contractor about areas to mow at city hall and four city parks. Potential for higher charges for mowing and/or weed control application.

Option 3: City Purchases and Operates Mowing Equipment

- A. **Advantages:** City controls operations and city personnel; and eliminates a possible exit of a contractor from the mowing business.
- B. **Disadvantages:** Cost of land and building(s) to store equipment, cost of lawn mowers and related equipment, employee salaries and benefits, operating and maintenance costs, liability insurance premiums, and workers compensation insurance premiums; challenges of hiring seasonal employees; potential employee turnover and replacement; and transfer of liability risk to the city.

GCCAC Final Recommendation: Continue with current contractual agreement with Mark's Bobcat Service since the new contract is for a two-year period. The city staff should monitor this contract every 18 months for a possible renewal.

Reasons for Recommendation:

- A. Current good working relationship with Mark's Bobcat Service.
- B. Mark's Bobcat Service are knowledgeable about Credit River lawn mowing needs.
- C. Reasonable cost under current contract and new two-year contract.
- D. Less cost, less risk to city, and avoids a property tax increase on residents to purchase land, construct building(s), purchase snow plowing equipment, and hire employees.

Credit River Need: Tree Trimming and Tree Removal

Description of Need: Trimming and removal of downed trees or other emergency involving trees/tree debris.

Option 1: Tree Removal/Trimming by Current Contractor (Collins Tree Service).

- E. **Advantages:** Collins Tree Service is located in Prior Lake and, according to Interim City Administrator Eric Johnson, the company is responsive, and to the best of his knowledge, the prices charged are good. There is no written contract for tree trimming/tree removal services in force as the services are provided on an as needed basis.

Transfer of liability risk to contractor; no need to maintain liability insurance or worker's compensation insurance; and no purchase, maintenance or upkeep of tree trimming equipment.

- E. **Disadvantages:** Contractor could cease operations (although Collins Tree Service has been in business since 1983); potential to have to replace contractor, but the need to replace the contractor in a limited amount of time is not an issue as the need for tree trimming/tree removal is sporadic and generally needed after a storm.

Option 2: Contract with a Different Contractor

- A. **Advantages:** Same as listed in Option 1 above if the company is local to the Prior Lake area, is responsive, and its charges are reasonable.
- B. **Disadvantages:** Some staff time to seek out new tree trimming/tree removal company.

GCCAC Final Recommendation: Continue with current arrangement with Collins Tree Service on an as needed basis.

Reasons for Recommendation:

- A. Current good working relationship with Collins Tree Service.
- B. Reasonable cost on an as needed basis.

Credit River Need: Septic System Issue

Description of Need: Non-compliant and failing private septic systems in Credit River.

According to Scott County data, there are 15 private homeowner septic systems in the Casey, Country Court, Creekwood, and Whitewood developments that are non-compliant and/or need replacement. In addition, there are 13 private homeowner properties in North Credit River and 28 private homeowner properties in Southern Credit River that are non-compliant and/or need replacement. Below is a table that summarizes this data:

2024 SSTs Non-Compliant and/or Failing Septic Systems

Location	Number of Properties	Percent of Total
Casey Addition	4	7.1%
Country Court	5	8.9%
Creekwood	5	8.9%
Whitewood	1	1.8%
Other Northern Credit River Properties	13	23.2%
Southern Credit River Properties	28	50%
Total	56	100%
Casey, Country Court, Creekwood, Whitewood	15	26.8%
Other Northern Credit River Properties	13	23.2%
Southern Credit River Properties	28	50.0%

Note: See the accompanying exhibits of Credit River Septic Status Maps for 2025 and 2030.

The GCCAC is providing this needs analysis to the Credit River City Council because the original presentation summarizing the needs of the city included the possibility of extending sewer and water lines into northern Credit River which would necessitate the city being responsible for various public works functions and public works infrastructure such as water meters.

GCCAC Recommendation: The resolution of private septic system issues generally falls outside the scope of the Government Center Citizens Advisory Committee's By-Laws. Please note that the City of Credit River does not have any legal obligation to pay for the repair or replacement of private septic systems. However, the city may need to become involved and work with the Scott County Office of Environmental Services to ensure the repair or replacement of non-compliant or failing septic systems.

Based on the GCCAC's outreach to the Scott County Office of Environmental Services, the City of Credit River should proceed to contact the Scott County Office of Environmental Services to discuss possible solutions for current and future non-compliant and/or failing private septic

systems in Credit River as its reasonable to conclude that these numbers will increase in the near term and beyond.

This recommendation is based on the following information:

- Scott County administers and enforces County Ordinance No. 4 relating to all septic systems in Scott County, including septic systems in the City of Credit River. This authority includes issuing permits for septic systems, assessing septic sites and reviewing site soils, inspecting septic systems, and assisting homeowners in determining an appropriate septic system or replacement septic system. Contact: Mary VonEschen: P: 952-496-8344; E: MVonEschen@co.scott.mn.us.
- Scott County does not license septic contractors. Septic contractors are licensed by the Minnesota Pollution Control Agency.
- Scott County has a revolving loan program for homeowners to apply for a 10-year low interest loan (0%, 1%, or 3% interest rate based on homeowner income) to repair or replace a septic system. The funds are received from the Minnesota Department of Agriculture and may not be sufficient in any given year to fulfill all resident loan requests. The county receives the funds from the Minnesota Department of Agriculture, then loans out the funds and collects the loan payments. Every two years the county sends the collected loan payments back to the Department of Agriculture, which then uses the funds to send to counties for making new loans.
- A representative of the Scott County Environmental Services office will come to a Credit River City Council meeting to give a presentation on septic system requirements, alternative kinds of systems, and answer questions.
- If a septic system is failing and there is no secondary site to install a new septic system, and a homeowner decides to install a new system, generally the old septic system is not removed and replaced. Rather, a new septic system is installed on top of the old system by increasing the height of the septic mound.
- Other options to investigate may include providing a forced effluent line at the back of lots to hook up current septic systems, purchase land for a CSTS, tie into the Savage sanitary system, purchase land for a CSTS, and partner with Scott County to retain a consultant who would research and recommend options to replace or upgrade current septic systems. There are other options as well as described on the U of M Water Resources Center septic system webpage: <https://septic.umn.edu/all-about-septics>.

- The City of Credit River should consider surveying residents in Northern Credit River to determine their opinions about providing city water and city sewer given the cost of doing so. Providing city water and city sewer should be an option of last resort after all other options have been exhausted and determined to be not feasible or not acceptable. Residents for which city water and city sewer would be provided need to understand that all costs related to city water and city sewer are their personal responsibility.
- University of Minnesota Water Resources Center
 - Contact: Dan Wheeler (Phone: 651-341-1289).
 - The U of M Water Resources Center has a website that explains what a septic system is and various kinds of septic systems.
 - Water Resources Center staff will assist a county to assess property for the kind of septic system that is best for the particular site.

Credit River Need: Street Signage

Description of Need: Street signage (stop/yield signs, street name signs).

Option 1: City Continues to Store Inventory of Needed Signs

- F. **Advantages:** The City of Credit River requires developers to obtain at their own expense and install stop signs, yield signs, and street name signs in a new subdivision. The signage needs to be compliant with Minnesota Department of Transportation specifications for reflectivity, post construction, and location. Once the signage is installed and the right-of-way is conveyed by the developer to the city, then future maintenance and replacement of the signs is the responsibility of the city in perpetuity. However, if a stop sign or other traffic related sign is installed at the intersection with a county highway or county road, then Scott County is responsible for the maintenance and replacement of such signage after the signs are installed. A developer works with Scott County to obtain at the developer's expense and install the 9-1-1 Emergency blue address number market signs (See Scott County Ordinance below).
- F. **Disadvantages:** Since the city has the authority to require developers to obtain and install signage, that responsibility remains with the city and cannot be contracted out to another entity.

GCCAC Final Recommendation: Continue with same procedures with developers obtaining and installing signs; continue with storing replacement sign posts in shed.

Reasons for Recommendation: Minimizes cost to city; reasonable hourly rate is charged to the city to install any signs.

1-1 Marker Information

Scott County Ordinance Chapter 5.00: Street Signs and Address Numerals

5.01 Street Name Signs. Except for street names signs within the County right-of-way, all street name sign installation and maintenance shall be the responsibility of the township or city within which the sign(s) are located. All street name sign installation and maintenance within County roadway right-of-way shall be performed by Scott County at the expense of the township or city within which the sign(s) are located. For uniformity, visibility and maintenance purposes, all street name signs shall be fabricated and installed consistent with the Street Name Sign Standards as determined by the County Public Works Director.

5.02 911 Residential Address Markers. Scott County shall cause to be installed 911 Residential Address Markers for all addressable principal buildings within the unincorporated area and incorporated areas requesting signage. The sign shall be placed in the road right-of-way on the same side of the road as the vehicular access to the principal building. For uniformity, all 911 Residential Address Markers shall be fabricated and installed consistent with the County's Address Marker Standards, as determined by the County Public Works Director. Placement of signs at shared access points shall be at the discretion of the installer to ensure visibility for emergency vehicle access. Upon the request of a landowner or proprietor, a 911 Residential Address Marker may be placed to identify the location of an accessory building on the landowner's property upon approval. The marker shall be paid for by the applicant at the time of issuance of a building permit.

5.03 Owner responsibility. The property owner shall be responsible for the cost of maintenance, including removal of vegetation and snow that may obstruct visibility of the address marker from the

traveled surface of the roadway. The property owner shall pay all costs incurred for the maintenance and replacement of damaged, destroyed or removed address markers.

5.04 Address Marker Specifications. The 911 Residential Address Markers shall be of a consistent size, color and material as specified by the Address Markers Standards as determined by the County Public Works Director, for uniformity, visibility and maintenance purposes. Any changes requested to the specifications shall require the review and written approval of Scott County prior to installation.

Credit River Need: Public Works Building and Storage Facility

Description of Need: Public works building for various equipment and storage of public works accessory items.

Factors Affecting the Need for a Public Works Building and Storage Facility

1. Based on the GCCAC research, consideration of options, and final recommendations on snowplowing of the city streets, the city hall parking lot, and the park parking lots, there is not a need in the foreseeable near-term five-year period for a public works building/maintenance shop to house/store snowplows, a cold storage building, a covered parking area, a brine shed for street salt brine, or a diesel fuel island.
2. Based on the storage of the city's one road grader at a rented off-site facility, there is not a need in the foreseeable near-term five-year period for a public works building to house/store the road grader.
3. Based on the storage of the city's 2021 F350 truck with a snow plow blade at a rented off-site facility, there is not a need in the foreseeable near-term five-year period for a public works building to house/store the truck. The city council also should determine if the truck is still needed and, if not, the truck should be sold. This determination would include such factors as how often the truck is being used, what is the truck used for, number of miles put on the truck each year, and whether the truck will be needed over the next several years. If the city council decides to sell the 2021 F350 truck, the city council should consider designating the proceeds from the sale to be used for costs related to the expansion and remodeling of the current city hall.
4. Based on the GCCAC research of the septic issue, and the responsibility for the administration and enforcement of septic tank requirements by Scott County, there is not a need in the foreseeable near-term five-year period for a public works building to store water meters or other related equipment.
5. Based on the GCCAC research of the current outsourcing of tree trimming and tree removal, there is not a need in the foreseeable near-term five-year period for a public works building to store equipment related to tree trimming or removal.
6. Based on the GCCAC research of the current outsourcing of lawn mowing of city hall and the city parks, there is not a need in the foreseeable near-term five-year period for a public works building to store equipment related to lawn mowing.

7. Based on the GCCAC research of the street signage, there is not a need in the foreseeable near-term five-year period for a public works building to store street signage, other than sign posts that are currently stored in the city's shed located adjacent to city hall.
8. Based on information provided to the GCCAC, there is not a need in the foreseeable near-term five-year period for a public works building for storm water management matters, but the city council should contract with an experienced company to adequately maintain the city's 74 holding ponds.

GCCAC Final Recommendation: The City of Credit River does not have an identifiable need for a new public works building/maintenance shop in the foreseeable near-term five-year period, and, according to Article 2.3 of the GCCAC By-Laws, the GCCAC determined that the City of Credit River should not consider purchasing land for a public works building.

The city council should conduct a review every four years to determine if circumstances necessitate the consideration of constructing a public works building and maintenance shop. The city council should determine whether the city needs the 2021 F350 truck and, if not, the city council should consider selling the truck and designating the sale proceeds to be used for costs related to the expansion and remodeling of the current city hall.

Reasons for Recommendation: See all of the factors listed above and the conclusions reached by the GCCAC on each factor.

Credit River Need: City Hall Building

Description of Need: In the near term, defined as over the next five years, a city hall that provides sufficient office space for current/future employees, a conference room, a city council chamber area, space for conducting elections, space for community functions, code compliant men's and women's restrooms, sufficient storage/closet space, and adequate holding tank capacity for waste water/sewage.

Factors Affecting the City Hall Building Need

1. Current number of city employees: 5 (city clerk, city administrator, city junior planner, finance director, and billing clerk). A review of current staffing, service levels, and efficiencies may need to be considered and undertaken by the incoming City Administrator. The City Administrator could then submit a report to the City Council with any recommendations regarding city staffing. This review could take into account the information the GCCAC researched about other nearby townships and cities, which included the following data:

	Credit River	Spring Lake Township	Cedar Lake Township	New Market Township	Empire
Population	5,575	3,464	3,050	3,641	3100
Area	24 square miles	32 square miles	48 square miles	34 square miles	~30 square miles
Households	1,842	1,500	1,036	1,200 (Estimated)	1,030
Businesses	2 to 3	3 bars; landscaper, industrial park		2 storage businesses, industrial park (8 buildings), office park (8-10 businesses), hospice home, Fredges Landscaping	
Roads	64 miles (52 miles paved; 12 miles unpaved)	56 miles (40 miles paved; 16 miles unpaved)	48 miles (30 miles paved, 18 miles unpaved)	55 miles (35 miles paved, 20 miles unpaved)	~60 miles (30 paved/30 unpaved)
Well/Sep?c or Water/Sewer	All well/sep?c	All but 200 homes have well/sep?c	All homes except those on the east side of Cedar Lake have well/sep?c	All well/sep?c	840 have city water/sewer, 200 have sep?c

Snowplowing	Gallagher's	Art Johnson Trucking	Revolu? on Construc? on	Mom's Landscaping (paved roads) Contractor drives township equipment to clear unpaved roads	In house. 1 plow truck, 1 grader
# of Employees	City Administrator, City Clerk, Finance, Planner, Engineer	Clerk, Deputy Clerk, and Treasurer	Currently none (Town Clerk resigned)	Part-Time Clerk (25%); Part-Time Treasurer (20%); board supervisor oversees many daily tasks.	City Administrator and City Clerk (both Full Time), Maintenance Supervisor and 2 Parks/Rec Employees
Town Hall	Built in 1962; city council moved into building in 1998.	Built in 2008, \$1.3 million cost; 5,400 square feet	Rents space from St. Patrick's Church	Built in 2006, \$850,000 cost, 3,200 square feet x two levels; offices for clerk and treasurer, conference room, township board mee? ng room	Built in 2012, \$1.2 million, 6,000 sq ?

This review could include the Metropolitan Council's estimated population growth. A projection in the number of homes could also be reviewed.


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Met Council projects city populations through 2050

Use this table to look up your city's projected population for 2030, 2040 and 2050.

	City or township	Credit River
	County	Scott
Population	2020	5,493
	2030	5,700
Projected population	2040	5,700
	2050	5,900

2. Current office space: open area near entrance with desks/cubicles, open city council chamber area, two private offices, one restroom, and one closet.
3. Need main counter reception area for city clerk.
4. Need offices for the other city employees.
5. Determine number of additional offices for possible future employees.
6. Need a cubicle space for the Scott County sheriff deputy to complete reports.
7. Need a conference room.
8. Need city council chamber area.
9. Need space for conducting elections.
10. Need closet/storage space for computer servers (secure area) and file cabinets.
11. Need two code compliant restrooms (men's and women's).
12. Storage shed for storing street signs (determine if current storage shed space sufficient).
13. Cost based on whether the GCCAC decides to recommend:
 - Option 1: Leave current city hall building as is.
 - Option 2: Expand and remodel the current city hall building.
 - Option 3: Demolish current city hall building and build a new city hall on the same site.
 - Option 4: Purchase land and construct a new city hall building.
14. Since the current city hall property does not have a septic system and there is insufficient space for a septic system to be installed, other factors to consider include the size of the current holding tank, possibly installing a larger holding tank, installing low flow plumbing fixtures, and soil testing if current city hall would be enlarged or demolished and rebuilt. Soil testing may be necessary because the building was previously used as a storage facility and there is a need to verify that the soil does not have any contaminants and, if so, proper remediation would need to be considered.
15. If the current city hall is expanded and remodeled, there would be a need for an architectural firm to study the expansion and remodeling options to meet current and near-term staffing projections.
16. City dedicated funds to apply toward a city hall project: 2025 Budget: \$605,227.
These federal COVID stimulus funds are available for a dedicated "City Hall Purpose" and can only be authorized to be spent by the Credit River City Council.

Option 1: Keep Current City Hall Building As Is

- A. Advantages: No cost for remodeling the current city hall building or to purchase land to construct a new city hall building. Most cost-effective option. The cost to regularly pump out the waste water holding tank is nominal compared to the costs related to purchasing land and building a new city hall with a septic system.
- B. Disadvantages: Current city hall building does not provide adequate office space for current staff, does not have a conference room for meeting space, and has only one restroom for staff/public use. The current city hall layout does not allow for future staff office needs. Limited space to conduct elections. Limited holding tank capacity; a larger waste water holding tank may need to be installed; there is insufficient land area to install a septic system; and soil testing may be necessary to determine if soil underneath the current city hall is contaminated and needs to be remediated since the city's road grader used to be parked in the city hall building.

Option 2: Expand and Remodel the Current City Hall Building

- A. Advantages: Expanding and remodeling the current city hall building should provide adequate office space for current and future staff, a conference room, two restrooms, a larger city council chamber room (which could also be used for elections and a space for community functions), and additional storage closet(s). The City of Credit River has approximately \$605,227 in COVID federal funding that is dedicated for a "City Hall Purpose" and could be used to apply toward the cost of expanding and remodeling city hall. The availability of these COVID federal funds would minimize or eliminate the need to utilize other capital improvement funds, issue bonds, or raise property taxes to cover the cost of expanding and remodeling the current city hall building. The current city hall building could be used for other city or civic group purposes or rented to residents (e.g., weddings, anniversary celebrations, graduation parties, civic organization meetings, etc.) to create a new revenue stream.
- B. Disadvantages: Expanding and remodeling the current city hall building would likely result in spending all or a significant portion of the COVID federal funding. If remodeling costs exceed the \$605,227 in available COVID funds, then the city council would need to determine how to pay for additional construction costs. Expanding and remodeling city hall would require temporary, short-term relocation of the city offices and result in rent expenses being incurred for temporary office space. There may be other costs for purchasing additional office furniture and equipment. Limited holding tank capacity; a larger waste water holding tank may need to be installed; there is insufficient land area to install a septic system; and soil testing may be necessary to determine if soil underneath the current city hall is contaminated and

needs to be remediated since the city's road grader used to be parked in the city hall building.

Option 3: Demolish Current City Hall and Build a New City Hall on Same Site

- A. Advantages: Demolishing the existing city hall and building a new city hall on the current site would provide adequate office space for current and future staff, a conference room, two restrooms, a larger city council chamber room (which could also be used for elections), and additional storage space. The city would not need to purchase land for a new city hall building. The City of Credit River has approximately \$605,227 in COVID federal funding that is dedicated for a "City Hall Purpose" and could be used to apply toward the cost of demolishing and building a new city hall.
- B. Disadvantages: Demolishing and building a new city hall building would likely result in a final cost that exceeds the \$605,227 available in COVID funds. If the cost exceeds \$605,227, then the city council would need to determine how to pay for the additional cost (i.e., utilize other current capital improvement funds, issue bonds, raise property taxes). Building a new city hall building would require temporary, longer-term relocation of the city offices and city staff and would result in rent expenses being incurred for temporary office space. Soil testing may be necessary to determine if soil underneath the current city hall is contaminated and needs to be remediated since the city's road grader used to be parked in the city hall building. Building an entirely new building may result in or require additional building code compliance issues which could increase the cost of constructing a new city hall building. These additional costs may negate the benefits of building an entirely new building.

Option 4: Build a New City Hall on a New Site

- G. Advantages: Building a new city hall would provide adequate office space for current and future staff, a conference room, two restrooms, a larger city council chamber room (which could also be used for elections), and additional storage space. The city would need to purchase land for a new city hall building. The City of Credit River has approximately \$605,227 in COVID federal funding that is dedicated for a "City Hall Purpose" and could be used to apply toward the cost of land and possibly cover a portion of the building costs for a new city hall building.
- H. Disadvantages: Building a new city hall would likely result in a final cost that exceeds the \$605,227 available in COVID funds earmarked for a city hall purpose. If the cost exceeds \$605,227, then the city council would need to determine how to pay for the additional costs (i.e., utilize other current capital improvement funds, issue bonds, or raise property taxes). Purchasing land would take that land out of the city's

tax base and result in the city not collecting the property taxes for the parcel that would be purchased.

GCCAC Final Recommendations:

- A. With a near term time horizon of the next five years, the GCCAC recommends that the Credit River City Council support Option 2 to expand and remodel the current city hall building.
- B. The GCCAC recommends that the Credit River City Council consider extending the term of the GCCAC beyond the original one-year term and expanding the scope of the GCCAC's authority to research topics and provide input relevant to the expansion and remodeling of the current city hall including, but not limited to, architectural design of an expanded and remodeled city hall, soil testing for possible contamination and remediation, replacement of the current holding tank with a new properly sized tank, and outreach to Credit River residents to explain the expansion and remodeling of the city hall.

Reasons for Recommendation:

- A. An expanded and remodeled city hall building should provide adequate office space for current and future staff, a conference room, two restrooms, a larger city council chamber room (which could also be used for elections and a space for community functions), and additional storage space.
- B. The City of Credit River has approximately \$605,227 in COVID federal funding that is dedicated for a "City Hall Purpose" and could be used to apply toward the cost of expanding and remodeling city hall. The availability of these COVID federal funds may minimize or eliminate the need to utilize other capital improvement funds, issue bonds, or raise property taxes to cover the cost of expanding and remodeling the current city hall building.
- C. In the foreseeable near-term five-year period, and according to Article 2.3 of the GCCAC By-Laws, the GCCAC determined that the City of Credit River should not consider purchasing land for a new Government Center/City Hall building.

Exhibit (Snowplowing Memo)

MEMO

TO: Tom Briant (Chairman of the Credit River Government Center Citizen's Advisory Committee (GCCAC))

From: Steve DeGroot and Tom Weninger

Date: November 12, 2024

Subject: Meeting with Gallagher's Landscaping

The purpose of this memo is to report findings from the visit of members of the GCCAC with Gallagher's Landscaping. Present were Bill Gallagher (President of Gallagher's) along with his mechanic, Kyle. In addition, Eric Johnson, Credit River City Administrator was present.

We thanked Bill for taking care of our streets. We also let him know that we are part of the Citizen's Advisory Committee focused on providing input on a potential Government Center. We have no authority or decision-making ability.

Gallagher's is a company based a couple of miles south of Credit River in New Market Township which has been in business for about 35 years. Their main focus is selling black dirt. Bill Gallagher was formally employed by the city of Eagan's public works. Subsequent to that, he started a snowplow business. Over the years, Gallagher's have plowed various cities and townships. Bill thought he started plowing streets for the Township of Credit River around 2008. Initially, he plowed the south side of the township and Art Johnson plowed the north side. Currently, the city of Credit River is the only municipality plowed by Gallagher's.

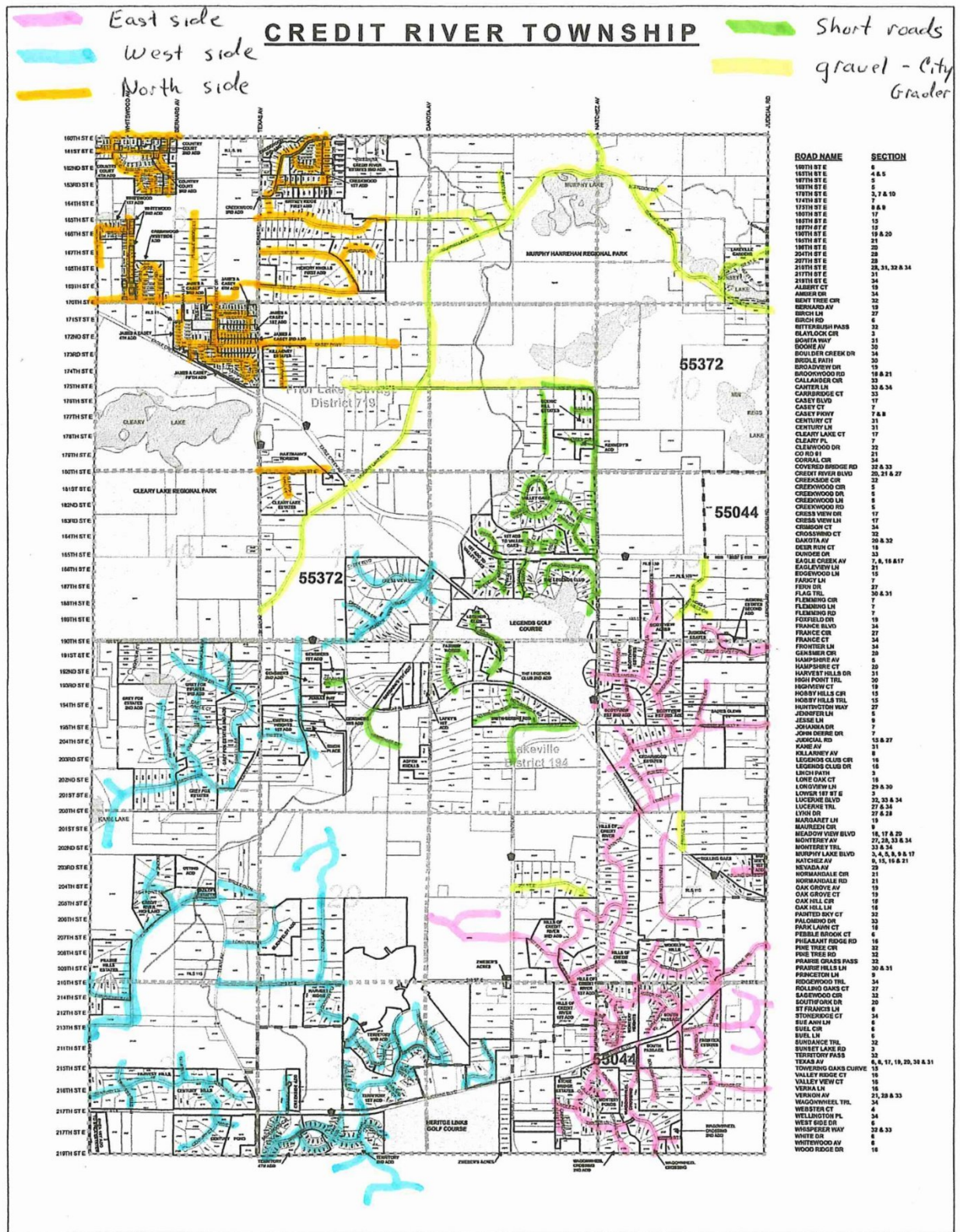






Gallagher's snow plow fleet consists of five trucks; 3-International model 4900's and 2-International model 2500s. Four of the trucks are equipped with the front blade and a wing blade and one of the trucks has a front blade and under-mount blade. All the trucks have box mounted salt spreaders. One of the trucks is a tandem axle and the others are singles. Most of the trucks are late 1990s to early 2000 models and all have less than 50,000 miles on them. The double axle truck can remove more snow quicker and works well on the straight roads. The single axle trucks are more agile. They work better on the curvy or narrow roads and cul-de-sacs. Due to the nature of the work, frequent repairs are necessary to the front plow. Gallagher has one extra plow per truck in order to allow them to quickly switch to a different plow instead of being delayed by repairs.

Off-season usage was not verified but visual inspection indicated that the plow trucks are exclusively utilized for snow removal.



The above shown graphic shows how the roads of Credit River have been broken up into snow removal zones in the snow removal contract between

Credit River and Gallaghers. When questioned about the general approach to removing snow in Credit River, Bill stated every snowstorm is different. Their approach is based on what time it starts snowing, the current temperature and the expected temperature change, the day of the week, amount of snow predicted, the wetness of the snow and the wind.

Bill gave a hypothetical scenario for a snowfall that starts at 8 PM and will last for five hours with an expected snowfall of 4 inches. Gallagher may wait till two in the morning and then put all their trucks out and complete the removal in one shift. One truck would go to each colored zone and the extra truck would be used for cleaning cul-de-sacs. In certain neighborhoods, it may take as long to clean the cul-de-sacs as it does just to clean the rest of the roads. For snowfall that starts and will continue for a while, they may send out a couple trucks to keep the roads open and then bring more drivers on at the conclusion of the snowfall to clean all the roads. For just about all snow or ice events, Gallagher makes the decision when to go out and start treating or removing snow and ice from the roads. At times they may get some input from city officials, but normally they're already making that decision before they hear from the city. Bill is confident that he knows the areas and the best way to plow them and is working to keep the cities best interest in mind along with the safety of his drivers.

Gallagher uses about seven drivers for the snowplows. Half of them are long-term employees and the rest they hire locally.

Salt is provided by the city of Credit River, and it is picked up from a storage facility in Elko New Market that Scott County owns. The city pays Scott County directly for the salt.

Gallagher's uses a 40 foot by 100-foot heated building to house their snowplows prior to a snow event and it is also their shop. Prior to a snow event, all the trucks are staged in the building. This ensures that the trucks will start and helps with the operation of the hydraulics.

MOTOR GRADER



The City of Credit River owns a mid 1990s Caterpillar 143H road grader. This piece of equipment is staged/stored at Gallagher's. The grader is equipped with an under-mount blade and a wing blade. It is used to maintain the gravel roads, remove snow from the gravel roads and bench the snow if needed on the paved roads. Gallagher provides an operator for this equipment and is paid on an hourly basis as a contract employee. Gallagher also provides routine maintenance and some minor repairs in their shop. In addition, they provide fuel. These services are billed under a separate invoice to the City of Credit River. Major repairs are completed by Ziegler Equipment and Ziegler invoices the city of Credit River directly. It was Kyle's assessment that the grader was in good shape. Kyle noted a couple of minor oil leaks that need to be addressed in the future. It appears tires were replaced in 2024 per City's costs - Hart Bros Tires \$6481.

We would suggest tracking grader machine hours. (Beginning of calendar year, completion of snow season, start of snow season). Also, make sure the bills are coded separately from the snow plowing contract.

Gallagher's and the City of Credit River are currently starting a four year agreement for snow removal. When Bill was asked about his willingness to continue after those four years, he was noncommittal. A lot of it depends on his family's desires, and the issues that come up with a snowplowing contract. These issues include dealing with contracts, performance bonds, mailboxes, complaints about filling driveways, people leaving their cars out and not moving them. He would much rather field the complaints. He would rather the public come to directly to him instead of the city and then to him. If the public likes what he does, they should just tell the city and that's good enough. Our opinion is that the residents should only go to the City and they can communicate what direction to Gallagher's they believe is appropriate. We believe having Gallagher's field resident's complaints will not provide an environment to continue the relationship.

Requirements to have a city street snow removal business.

Observation and discussion with Gallagher's would indicate there are certain items are needed for a snow plowing service. If Credit River ever moves to bring the street snow removal in-house or if a different vendor is needed, these basic resources are needed:

- Manager that can balance the needs of snow removal and the assets that they have. It would be helpful if this person is near the city so he or she can monitor the road conditions.
- Trucks sized and equipped for snow plowing
- Articulated Loader for moving snow piles in Cul-de-sacs or at intersections.
- Mechanic capable of working on trucks and plow repairs
- Dependable drivers with a CDL license that are proficient in driving a snowplow truck.
- Equipped heavy repair shop
- Heated storage area
- Outside storage area

Rate Review

Credit River Contract

Equipment	2023-2024	2024-2025	Increase %	2025-2026*	2026-2027*	2027-2028*
Truck w/front plow, wing, and sander	\$155	\$170	9.7%	\$175	\$180	\$185
Truck w/ front plow and sander	\$140	\$150	7.1%	\$155	\$160	\$165
Truck w/underbody plow and sander	\$140	\$150	7.1%	\$155	\$160	\$165
Motor Grader w/wing-under 150 HP	\$160	\$170	6.3%	\$175	\$180	\$185
Wheel Loader w/plow	\$165	\$170	3.0%	\$175	\$180	\$185
Wheel Loader w/bucket	\$190	\$200	5.3%	\$206	\$212	\$218
One Ton/Pick-up Truck w/plow	\$125	\$130	4.0%	\$134	\$138	\$142
Skid Steer w/plow or bucket	\$125	\$130	4.0%	\$134	\$138	\$142
Skid Steer w/snow bucket	\$160	\$165	3.1%	\$170	\$175	\$180

Note * includes 3% annual rate increase per contract.

The following information is from the New Market Township December 6, 2022, Regular Monthly Meeting minutes.

“MOMS contract renewal — MOMS is proposing a three-year snow plowing contract, an extension of their present contract with the following rates: One ton or one-and-a-half-ton truck with 9 ft plow @ \$119.00 per hr. Bobcat with one-and-a-half-yard bucket @ \$115.00 per hr. large dump truck with plow, wing, and sander @ \$165.00 per hr. In the second and third year there will be up to but no more than a 5% increase to cover rising fuel and insurance costs.”

The following table was developed with this information and an escalation assumption to compare the two entities rates. It appears that

the rates are comparable; however, Credit River may realize some efficiencies from the proximity of Gallagers to the city.

New Market Township Rates

Equipment	2022-2023	2023-2024*	2024-2025*
Truck w/front plow, wing, and sander	\$165	\$172	\$178
Skid Steer w/1 ½ CY bucket	\$115	\$120	\$124
One ton or one-and-a-half-ton truck with 9 ft plow	\$119	\$124	\$129

Note * Assumed a 4% annual rate increase. Actual increase should be verified.

Summary

Credit River and Gallagher's have executed a 4-year agreement for snow removal. If both parties feel like they are being treated fairly, it would be reasonable to assume that the relationship could continue after that period; however, it would be naive to assume that Gallagher's can continue to plow the streets forever.

It would be reasonable to check-in about 2 years before the conclusion of the contract period to determine if an extension of the services are available. If not, the following actions could be considered:

1. Switch to an existing snow removal company and let them take over. Suggest obtaining letters of interest.
2. Work with an existing company in the area and help them develop a snow removal service. Areas of assistance could include facilitating the purchase of equipment, creating a phased turnover of the areas of Credit River, investigating a mentorship program with Gallagher's, and provide a long-term contract for the services.

3. Work with Scott County. Provide them some resources that would be managed, maintained and operated by Scott County for the exclusive use of the City of Credit River.
4. Set up a City of Credit River snow removal service.

Government Center Committee Recommends Remodeling City Hall

The Credit River Government Center Citizens Advisory Committee (GCCAC) was established on July 15, 2024 by the Credit River City Council. The GCCAC was formed after citizens raised concerns about a proposed Government Center Project which could have included purchasing land for a new city hall building, a new public works building, covered parking, and other facilities.

The members of the GCCAC include the following residents: Thomas Briant (Chairperson), Jeff Rosenthal (Vice-Chairperson), Steve DeGroote, Brad Hoffman, Jarod Kruse and Thomas Weninger. City Council Members Jay Saterbak and Abe Zanto served as liaisons to the committee.

According to the By-Laws of the GCCAC, several of the key objectives of the GCCAC include reviewing the space needs analysis proposal that was previously prepared for the city's future office space and public works needs along with researching options and making recommendations to the Credit River City Council regarding the current city hall building and public works services.

The GCCAC members researched specific needs of the city over the near-term, which is defined as the next five years. This research covered snowplowing of city streets, mowing the city hall lawn and parks, tree trimming and removal, private septic systems and wells, street signage, a public works complex, and the current city hall building. The research involved contacting and, in some cases meeting with, staff members of nearby townships and cities to obtain information on how each township or city provides these various services.

In addition, committee members met with representatives of the city's current snowplowing contractor. The issue of non-compliant and failing private septic systems was also researched. For other needs, the GCCAC reviewed current contracts with contractors and obtained information from city staff on the services being performed by these contractors.

The GCCAC reviewed the research on each need and then explored options to provide services to address the need along with the advantages and disadvantages of each option. Based on this the research, the GCCAC provided the following findings and near-term recommendations to the Credit River City Council at the May 19, 2025 City Council meeting:

- The original space needs analysis and recommendations for a public works facility and new city government center exceeded what the City of Credit River requires to provide services to residents.
- There is no identifiable need in the next five years to purchase land and build either a new public works building or a new city government center/city hall.
- The city should work with the Scott County Environmental Services office to explore options to resolve the issue of non-compliant and failing private septic systems in Credit River because a Scott County ordinance regulates all private septic systems in the county.

- The city should maintain the status quo on the services being provided by independent contractors for snowplowing, mowing, tree trimming, and street signage.

Regarding the current city hall building, the GCCAC investigated four options which included keeping the current city hall as is, expanding and remodeling the current city hall building, demolishing the current city hall building and constructing a new city hall on the same site, and purchasing land and building a new city hall. The GCCAC's recommendation regarding the current city hall is as follows:

- Expand and remodel the current city hall building. This project would provide a city clerk's reception desk, up to five offices for city staff, men's and women's code compliant restrooms, a conference room, storage closets, and an enlarged city council chambers.
- The expanded city council chambers would also accommodate election voting and serve as a community space that local organizations could utilize for meetings or residents could rent for graduations, wedding receptions, family reunions, etc.
- With the City of Credit River having received and continues to hold approximately \$605,000 in federal COVID-19 funds which are specifically designated for a "city hall purpose," the GCCAC recommended that the Credit River City Council utilize these federal funds, along with the possible proceeds from a potential sale of the city's 2021 F-350 truck which is seldom used, to apply toward the cost of expanding and remodeling the current city hall building.

The next step is for the city council to review the GCCAC's recommendations and decide how to proceed. If the city council decides to accept the GCCAC's recommendation to expand and remodel the current city hall building, the GCCAC has requested that the city council extend the committee's term and expand the scope of the committee's activities to provide feedback to an architect on proposed plans for a remodeled city hall. In addition, the GCCAC would also plan to conduct an open house for residents to attend and give their feedback on the architect's proposed plans for the city hall remodel.

Watch for further updates in The Flow newsletter about the GCCAC's activities and the city council's decision on how to proceed.

Government Center Citizens Advisory Committee Final Report to the Credit River City Council

May 2025

Background: The Government Center Citizens Advisory Committee (GCCAC) was established July 15, 2024 by the Credit River City Council and the committee members were appointed in August 2024. The GCCAC was formed after citizens raised concerns about a proposed Government Center Project which could have included a new city hall building, a public works building, covered parking, a diesel fuel island, brine shed and other facilities.

The members of the GCCAC include the following residents:

- Thomas Briant (Chairperson) Council Liaison Jay Saterbak
- Jeff Rosenthal (Vice-Chairperson) Council Liaison Abe Zanto
- Steve DeGroote
- Brad Hoffman
- Jarod Kruse
- Thomas Weninger

The GCCAC has met 9 times from September 2024 to April 2025.

GCCAC Primary Objectives: According to the By-Laws of the GCCAC, the following are the primary objectives of the committee:

1. Review and provide feedback/recommendations to the city council on the space needs analysis that has previously been prepared for the city so that the GCCAC understands future office space and public works needs.
2. Review and provide feedback/recommendations to the city council on the different phases of the proposed government center project.
3. Research and discuss options and alternatives to the current Government Center project (e.g., phases of the project, remodeling or rebuilding a Government Center on the current site or any other viable alternatives that may better enable long-term City services).
4. Collaborate with city staff to determine the amount that the city would need to borrow in the form of bonds to pay for the government center project on a phased-in basis and what such government center project would cost residents in the form of increased property taxes for each phase of the project.
5. Conduct and/or participate in Government Center workshops to obtain input and feedback directly from residents.
6. Regularly communicate updates on the GCCAC's work and recommendations to Credit River residents on the city's website dedicated to the proposed government center project, the city newsletter, and to neighborhood and resident groups.

Research: The GCCAC members researched specific needs of the city. The needs that were researched included the following:

- Snow plowing
- Mowing city hall lawn and parks
- Tree trimming and removal
- Private septic systems and wells
- Street signage
- Public works building
- City Hall building

The research involved contacting and, in some cases meeting with, staff members of nearby township and cities to obtain demographic information and how each township or city provides services such as those listed above. All but one township and city contract for snowplowing services. The City of Empire owns one snowplow that it uses to plow city streets. The GCCAC did obtain names of potential contractors that the City of Credit River could contact in the future if the city's current contractor would decide in the future to not provide snow plowing services. In addition, GCCAC members Steve DeGroote and Tom Weninger met with the owner of Gallagher's, the current contractor plowing Credit River streets, and compiled the accompanying report on Gallagher's snowplowing services.

In addition, research was conducted on the issue of non-compliant and failing private septic systems along with the Scott County ordinance regulating private septic systems in the county.

For other needs, the GCCAC review current contracts with contractors and obtained information from city staff on the services being performed by existing contractors.

Need Analysis Process: The GCCAC reviewed the research on each need and then considered and explored options to provide services to address the need along with the advantages and disadvantages of each option. In other cases, such as the need involving a public works building, the GCCAC reviewed a number of factors before concluding that there was no identifiable need for a public works facility in the near term (the next five years). Then, the GCCAC discussed and approved a final recommendation on each individual need and listed the reasons for making the recommendation. All of this information was compiled into a separate needs analysis document for each individual need. Copies of each need analysis document with the GCCAC's options, advantages, disadvantages, and final recommendations accompanies this report.

GCCAC Responses on Primary Objectives: As the GCCAC conducted its research on specific city needs and services, most of the primary objectives outlined in the GCCAC By-Laws document were responded to and resolved.

Based on its review of the separate needs for city services, the GCCAC determined that the original space needs analysis and recommendations for a public works facility and new city

government center were in excess of what the City of Credit River needed to provide services to residents. The GCCAC does recommend that the city review the need for a possible public works facility every four years, but there is no identifiable need in the near term (i.e., five years) to proceed with the original proposal for a new public works building and city government center, nor to make recommendations on the different phases of such originally proposed building projects. The GCCAC's research and in-depth discussion of options, advantages, and disadvantages led to the committee's recommendations to maintain the status quo on many service needs by continuing to utilize existing contractors while also recommending that the current city hall building be expanded and remodeled.

With the City of Credit River holding approximately \$605,000 in federal COVID-19 funds which are specifically designated for a "city hall purpose," the GCCAC is recommending to the Credit River City Council to utilize these federal funds, along with the possible proceeds from the sale of the city's 2021 F-350 truck, to apply toward the cost of expanding and remodeling the current city hall building. For this reason, the GCCAC did not collaborate with city staff to determine how much the city might need to borrow to pay for expanding and remodeling the city hall building. The city did not conduct any workshops on a new Government Center to obtain input from residents. Rather, if the city council adopts the GCCAC recommendation to pursue expanding and remodeling the current city hall building, then the GCCAC would recommend holding a workshop and invite residents to see and provide feedback on an architect's proposed rendering of an expanded and remodeled city hall building.

The GCCAC regularly submitted summaries to city staff of GCCAC meetings for posting on the city's website. Also, the GCCAC intends to draft and publish an article in the city's newsletter "The Flow" explaining the GCCAC's findings and recommendations.



Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE: May 19, 2025

SUBMITTED BY: Claire Stickler,Planning

ITEM TYPE: Agenda Report

AGENDA SECTION: General Business

SUBJECT: Variance Application for PID #049330050

BACKGROUND:

The applicant is seeking a variance to permit the development of a home on a property without platting and that does not contain the minimum frontage required on a public road. This property is a 6.02-acre parcel in the RR District and is accessible from the cul-du-sac at the end of Carrbridge Ct. In 2021 and 2023, different owners of the subject property submitted a variance application for the same reasons. The City granted approval of the variance both times with conditions, which has since expired because they did not build within one year of variance approval. New owners have purchased the land and are seeking the same variance.

SUGGESTED ACTION:

- ATTACHMENTS:**
- [PID #049330050 Variance Staff Report City Council.pdf](#)
 - [PID #049330050 Application for Variance.pdf](#)
 - [Survey for PID #049330050.pdf](#)
 - [SIGNED 2021-20 Res Approving Variance - Home without Platting.pdf](#)
 - [2023 Variance Resolution PID 049330050.pdf](#)
 - [2025-22 Resolution Variance PID 049330050.docx](#)

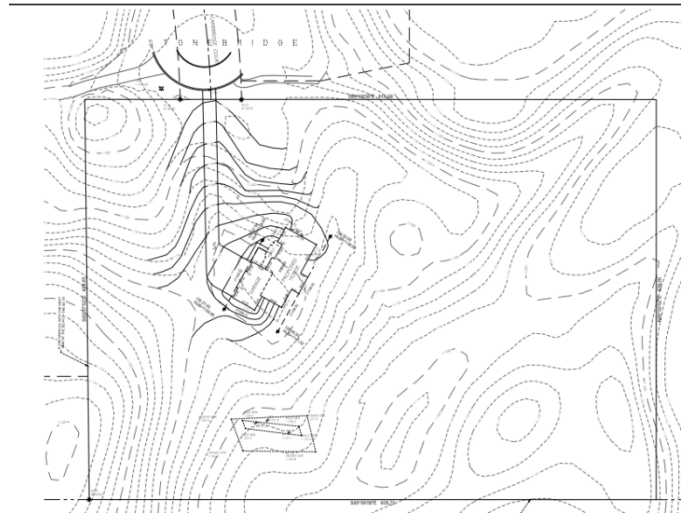
To: City of Credit River Mayor and Council

CC: Steve Jelinski, City Administrator

From: MSA Professional Services, Consulting City Planner

Date: May 15, 2025

Re: Road Frontage and Building Prior to Platting Variance for PID #049330050



SUMMARY OF REQUEST

Zoning District: RR (Rural Residential Single-Family District)

The applicant is seeking a variance to permit the development of a home on a property without platting and that does not contain the minimum frontage required on a public road. This property is a 6.02-acre parcel in the RR District and is accessible from the cul-du-sac at the end of Carrbridge Ct.

Planning staff recommends approval of the requested variance because of the pre-existing recording of this lot as a metes and bounds description vs platted description; the lot is not permitted for further subdivision unless a road were to be constructed; there is possible access to the home from the existing cul-du-sac; there is no easement required; and the property owners are requesting reasonable use of the property for a single family home, which is a permitted use in the Rural Residential Zoning District. These circumstances constitute a reasonable “practical difficulty” as defined by Minn. Stat. § 462.357, subd. 6. A landowner seeking a variance must establish and meet all three practical difficulty requirements to be issued a variance.

See Exhibit 1 - The submitted survey that includes the location of the proposed driveway, and how they would access the lot.

BACKGROUND

In 2021 and 2023, different owners of the subject property submitted a variance application for the same reasons. The City granted approval of the variance both times with conditions, which has since expired because they did not build within one year of variance approval. New owners have purchased the land and are seeking the same variance. The applicant has submitted building and driveway permit applications for construction of the home; this process has not started as this variance was necessary first.

PLANNING COMMISSION MEETING AND PUBLIC HEARING SUMMARY

The planning commission held a duly noted public hearing on May 15th 2025. The applicants were in attendance and had no additional comments. The Planning Commission had a few questions but unanimously recommended approval.

CITY ORDINANCE PROVIDING CRITERIA FOR GRANTING VARIANCES

2-3-1 Criteria for Granting Variances A variance from the provisions of the Zoning Ordinance may be issued to provide relief to the landowner where the Ordinance imposes practical difficulties to the property owner in the reasonable use of this land. No use variances may be issued.

A Variance may be granted only where practical difficulties exist and upon making the following findings:

1. Granting of the variance will not be in conflict with the Comprehensive Plan. 28
2. Exceptional, unique, or extraordinary circumstances apply to the property which do not generally apply to other properties in the same zoning district or vicinity, and result from lot size or shape, topography, or other circumstances over which the owners of property since the enactment of this Ordinance have had no control.
3. The literal interpretation of the provisions of this Ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this Ordinance.
4. That the special conditions or circumstances do not result from the actions of the applicant.
5. That granting the variance requested will not confer on the applicant any special privilege that is denied by this Ordinance to owners of other lands, structures, or buildings in the same district.
6. The variance requested is the minimum variance which would alleviate the practical difficulty.
7. The variance would not be materially detrimental or will not essentially alter the character of the property in the same zoning district.
8. Economic considerations alone do not constitute practical difficulties.

FINDINGS OF FACT

- A. Single Family Residential is a permitted use in the RR District.
- B. The variance request appears to meet the requirements outlined in City Code Section 2-3-1 which states the criteria for granting a variance.
- C. Variances shall only be permitted when the applicant demonstrates by factual presentation that all of the following circumstances exist, as outlined in Minn. Stat. § 462.357, subd. 6:

- a. "The property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance."
 - i. "Single Family Home" is a permitted use in the RR District and therefore a reasonable use of the property.
- b. "The plight of the landowner is due to circumstances unique to the property not created by the landowner."
 - i. The lot was already created and existed prior to the platting of Stonebridge; as it was not included in the plat, it does not meet the platting requirements. This is not the fault of the current property owners. Carrbridge Ct does not extend into the subject property to provide them with the required minimum frontage required on a public road, which was also not caused by the land owners.
- c. "The variance, if granted, will not alter the essential character of the locality."
 - i. This property's intended use of one single family home would not significantly alter the character of the surrounding residential neighborhood.
- D. This variance does not appear injurious to the use and enjoyment of properties in the immediate vicinity for uses already permitted, nor would it substantially diminish and impair property values in the immediate vicinity.
- E. This variance would not impede light and air to adjacent properties, nor would it increase the risk of fire or threats to public safety.
- F. This variance would not appear to cause any strain upon existing municipal facilities and services.
- G. No negative direct or indirect fiscal impact on the City, Council, or School District is foreseen from this variance.

STAFF RECOMMENDATION

Staff recommends that Credit River Planning Commission:

- Adopt the staff report into the record;
- Accept the application, testimony, exhibits, and other evidence presented into the record.
- **Recommend approve** the variance to permit the development of a home on a property without platting and that does not contain the minimum frontage required on a public road, with the following conditions
 - 1. Right of way shall be reserved in an easement to the City for future extension of Carrbridge Court in a location and width determined by the City Engineer;
 - 2. In order to access the proposed home, the owner shall submit an application for a driveway permit and enter into an encroachment agreement acceptable to the City. The applicant shall construct a driveway at their sole expense from the current terminus of Carrbridge Court. At such time as Carrbridge Court is extended, the driveway within the right-of-way shall be removed. Any changes required to the property owner's driveway to connect to the new road shall be installed at property owner's sole expense.
 - 3. If Carrbridge Court is extended, the Subject Property shall have only one driveway onto Carrbridge Court.

ALTERNATIVES

- The Credit River City Council could table the variance request and request additional information from the applicant.
- The Credit River Planning Commission could deny the variance request and amend the findings of fact.

ATTACHMENTS

1. Property Survey
2. Variance Application
3. 2021 Approval Resolution
4. 2023 Approval Resolution



CITY OF CREDIT RIVER - Development

Application Type of Request(s): SELECT ALL THAT APPLY

- ☐ Zoning District Amendment
- ☐ Conditional Use Permit
- ☒ Variance: Single Family Residential ☐
- Variance: Other Residential/Commercial /Industrial
- ☐ Subdivision: Major
- ☐ Subdivision: Minor
- ☐ Comprehensive Plan Amendment ☐ Home Occupation
- ☐ Preliminary Plat
- ☐ Final Plat
- ☐ Site Plan/Design Guidelines Review ☐ PUD Amendment
- ☐ PUD Concept Plan Approval
- ☐ PUD General Plan Approval
- ☐ Street Vacation
- ☐ City Financial Assistance
- ☐ Other; _____

See Fee Schedule Enclosed:

Base Fee: \$ _____ Escrow Amount: \$ _____

FEES MUST BE PAID IN FULL PRIOR TO ANY APPLICATION REVIEW BEING COMMENCED

Street _____ Location _____ (Address) _____ of _____ Property:

_____ This Property Is ☒ Abstract ☐

Torrens (Certificate #) _ 049330050 _____ Property

Identification Number (PIN): _____

SITE OWNER INFORMATION:

Name/ FIRM: Dana Nordstrom & Cyndee Nordstrom

Address: 219XX Carrbridge Ct

City: Lakeville State: MN Zip: 55044

Email: Scoobster1303@gmail.com

Telephone: Home: _____ Business: _____

Telephone: Home: _____ Business: _____
952 221 7317

COMPLETE ALL SECTIONS Legibly, failure to complete all sections or if illegible will result in delays or possibly a rejection of the application.

APPLICANT INFORMATION:

Name:

Owner & Applicant Initials _____

Authentisign
DN

/ _____

Description of Request(s):

Provide short description or attach additional pages.

____ Build a new home on a acreage lot of record as an administrative approval vs platting____

GENERAL CONDITIONS

Application Review:

The undersigned acknowledges that before this request can be considered and/or approved, all required information and fees, including any deposits shall be paid to the City. An incomplete application will be returned to the applicant. The application approval process commences, and an application may be considered complete when all required information and fees have been submitted appropriately to the City.

Professional Fee Responsibility:

It is the understanding of the undersigned that all City incurred professional fees and expenses associated with the processing of this request(s) will be promptly paid upon receipt by the Applicant and/or Property Owner – these may exceed initial escrow amounts. If payment is not received from the applicant, the property owner acknowledges and agrees to be responsible for any unpaid fee balances either by direct payment or a special assessment against the property. Applicants will be billed monthly for Planning, Engineering, Legal and Community Development fees as they are accrued. It is understood that interest will be charged on the account at the maximum rate allowed by the Fair Credit Act if it becomes thirty (30) days past due. Failure to pay administrative and processing fees or to reimburse escrows in a timely manner may result in denial of the application.

All fees must be paid at the time of the application and shall be paid prior to the issuance of a building permit. The undersigned applicant further acknowledges and consents that all unpaid fees owing the City shall be treated as unpaid utility fees and may be certified for collection as with delinquent utility billings and may be assessed against the subject real property if unpaid by October 31st of each year.

Property Address of Site: 049330050 **Property PIN#**

03/07/25

Date:

Owner Signature: Dana Nordstrom

Name: Dana

Owner Printed Name:

Dana Nordstrom

Nordstrom _____

Applicant Signature:

Dana Nordstrom **Applicant Printed**

COMPLETE ALL SECTIONS Legibly, failure to complete all sections or if illegible will result in delays or possibly a rejection of the application.



CITY OF CREDIT RIVER - Development Application Checklist All of

the following items will be needed to be submitted as part of your application. Only the City Administrator may allow a deviation and deviation permission will only be provided in written form.

1. Completed and Signed Application & ESCROW form and payment for fees
2. Proof of ownership or authorization to proceed as applicant
3. A parcel search obtained from County Surveyor of all properties located within **500 feet** of the exterior boundaries of the property
4. Project Narrative
5. Schematic Drawing of Proposed Development
6. Staging/Phasing Plan
7. Property Survey/Lot Dimension
8. Grading and Drainage Plan
9. Existing Site Conditions
10. Site Development Plan
11. Landscape Plan
12. Traffic/Vehicular Management
13. Signage Plan
14. Lighting Plan
15. Tree Protection and Replacement
16. Building Plans with elevations.

NOTE: PARK DEDICATION FEES MAY BE DUE. DISCUSS WITH STAFF

17. Other Plans and/or information as required by Ordinance or required by City Staff

All plans MUST be submitted in the following format:

- 1 full scale sets of plans – (24"x36" minimum) (HARD COPY)
- 1 11" X 17" sets of plans (HARD COPY)
- Provide a Thumb drive OR EMAIL (not a link) of all plans and other submittal materials as listed. **DUE TO SECURITY CONCERNS - CITY STAFF WILL NOT PERFORM A DOWNLOAD FROM OUTSIDE SOURCES.**

Applicants please note: All Plans and Submissions and related correspondence shall be directed to the City Administrator until you are advised otherwise:

Prior Lake, MN 55372

Questions: cityadmin@creditriver-mn.gov // 612-357-4172



CITY OF CREDIT RIVER – DEVELOPMENT PROJECTS – GENERAL FEE SCHEDULE

THIS IS MAY NOT A BE A COMPLETE LISTING – PLEASE COMMUNICATE WITH THE CITY ADMINISTRATOR TO VERIFY ALL EXPECTED FEES AND ESCROW. SEE ANNUAL ADOPTION ORDINANCE & PUBLICATION.

PLANNING AND ZONING/ENGINEERING	
Application Type	Fee
Administrative Subdivision	\$200 application fee plus escrow
Comprehensive Plan Amendment	\$300 application fee plus escrow
Concept Plan	\$200 application fee plus escrow
Conditional Use Permit	\$300 application fee plus escrow
Environmental Review	\$300 application fee plus escrow
Interim Use Permit	\$300 application fee plus escrow
Land Use Permit (Agriculture Building or other zoning permit review that does not require a building permit)	\$50
Planned Unit Development (or amendment to)	\$300 application fee plus escrow
Preliminary Plat	\$500 application fee plus escrow
Final Plat	\$500 application fee plus escrow
Rezone	\$300 application fee plus escrow
Site Plan Review	\$200 application fee plus escrow
Vacation of Right of Way or Easement	\$300 application fee plus escrow
Variance OR Appeal	\$300 application fee plus escrow
Zoning Certification Letter	\$50
Zoning Ordinance Text Amendment	\$300 application fee plus escrow
Third Party Consultants	Actual Costs
Change of Address and Address Marker	\$90 application fee plus \$161 for address marker (or actual cost)
Grading Permit	\$200 application fee plus escrow
Other Direct Costs (recording fees, publication)	Actual Costs

Escrows

Posted escrows shall be used as financial security to cover City expenses associated with the review of applications, including direct costs such as recording fees and third party consultants (Attorney, Engineer, Planner, or others). The escrow shall be replenished within 30 days of the date the City requests escrow replenishment for actual costs expended to date of request. The escrow amount shall be set by City Staff commensurate with their determination of the amount necessary given the type and number of applications to be submitted and complexities associated with the proposed development project. Failure to replenish an escrow may result in the City certifying the outstanding funds owed to the County Auditor for collection through the property tax or the City placing a lien in the amount of the outstanding escrow on the property. It shall be the responsibility of the applicant to contact the City, in writing, to request the return of any unused portion of the escrow deposit.

All applications shall be signed by the applicant(s) and all owners of the property to which the request applies. The applicant(s) and owner(s) shall be deemed jointly and severally liable for the payment of all fees and escrows required by this Ordinance. In the event that City's administrative expenses, operating expense, and out of pocket expenses incurred in processing the applicants' and owners' request exceed the escrow amount, the applicant(s) and property owner(s) shall remain liable for the amount of such costs incurred by the City regardless of whether the applicant's and/or property owners' request is granted or denied.

In the event the applicant or property owner does not reimburse the City within 30 days of billing for additional costs incurred in processing the applicant(s)/owner(s) request, the City shall be authorized to certify said unreimbursed costs to the County Auditor for payment with the owners' property taxes pursuant to Minn. Stat. Statute 366.012.



CITY OF CREDIT RIVER - SUBMITTALS CALENDAR

AS FOLLOWS IS THE CITY'S 2024 DEVELOPMENT APPLICATION SCHEDULE -- OUTLINING SUBMITTAL DEADLINES & REGULAR PLANNING COMMISSION MEETING DATES.

The Planning Commission's regular meeting is typically the third Thursday of the month at 6:00 p.m. Meetings are held in the Government Center (18985 Meadow View Blvd). Subsequent Council Action is typically held the at their FIRST regularly scheduled City Council Meeting of Each Month.

Development Application Must Be Received No Later Than			For Planning Commission Public Hearing Scheduled For		
2023	December	NA	2024	January	NA
2024	January	NA		February	NA
	February	NA		March	NA
	March	NA		April	NA
	April	NA		May	NA
	May	NA		June	NA
	June	NA		July	NA
	July	NA		August	NA
	August	NA		September	NA
	September	13		October	17
	October	18		November	21
	November	15		December	19
2024	December	13	2025	January	16
2025	January	17		February	20
	February	14		March	20
	March	14		April	17
	April	11		May	15
	May	16		June	19
	June	13		July	17
	July	18		August	21
	August	15		September	18
	September	12		October	16
	October	17		November	20
	November	14		December	18
2025	December	12	2026	January	15

Project Disturbing One Acre or More?



Don't Forget

**Get Your
Construction Stormwater Permit
From the MPCA
Before Construction Begins**



<https://www.pca.state.mn.us/water/stormwater>

Email: info.pca@state.mn.us

Phone: 651-296-6300 or 800-657-3864

Help Protect Minnesota's Water Resources

City of Credit River

2024 Fee Schedule



BUILDING PERMITS

Building Permit Fee:

New Home or Building	Valuation plus building plan review and state surcharge
Finished Basement/Remodel	Valuation plus building plan review and state surcharge
Deck/Porch/Addition/Garage	Valuation plus building plan review and state surcharge
Fire Suppression/Alarm	Valuation plus building plan review and state surcharge
Swimming Pool- Above Ground	\$75 plus state surcharge
Swimming Pool- Below Ground	Valuation plus building plan review and state surcharge
Window Permit Fee - Residential	\$105 plus state surcharge
Window Permit Fee - Commercial	2.5% of the contracted price plus State surcharge. Minimum fee: \$170 plus State surcharge
Reroof - Residential	\$105 plus state surcharge
Reroof - Commercial	2.5% of the contracted price plus State surcharge. Minimum fee: \$170 plus State surcharge
Residing - Residential	\$105 plus state surcharge
Residing - Commercial	2.5% of the contracted price plus State surcharge. Minimum fee: \$170 plus State surcharge
Manufactured Mobile Home Fee	\$150 plus foundation valuation plus State surcharge
Demolition Permit - Residential	\$75 plus State surcharge
Demolition Permit - Commercial	\$135 plus State surcharge

Valuation Schedule:

Total Valuation	Fee
	Minimum Fees: Residential (\$75 plus State surcharge); Commercial/Industrial (\$170 plus State surcharge)
\$1.00 to \$2,000.00	\$28.00 for the first \$500.00 plus \$3.70 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$83.50 for the first \$2,000.00 plus \$16.55 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$464.15 for the first \$25,000.00 plus \$12.00 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$764.15 for the first \$50,000.00 plus \$8.45 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$1,186.65 for the first \$100,000.00 plus \$6.75 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,886.65 for the first \$500,000.00 plus \$5.50 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$6,636.65 for the first \$1,000,000.00 plus \$4.50 for each additional \$1,000.00, or fraction thereof

Other Fees Related to Building Permits:

Plan Review Fee	65% of the building permit fee
Building Permit State Surcharge, applied to permits as required by MN Stat. 326B.148	Applicable State surcharge as set by the State of Minnesota Statute 326B.148
Permit Reactivation Fee	\$250
Investigation Fee (for work commenced without a permit)	Whenever any work for which a permit is required by the code has been commenced without first obtaining a required permit, an investigation fee equal to the amount of the permit fee shall be charged, regardless if a permit is issued. Investigation fees are in addition to all other required fees.
Inspections outside of normal business hours	\$150 per hour (minimum charge - 1 hour)
Reinspection Fees	\$150 per hour (minimum charge - 1/2 hour)
Reinspection Fee - Temp Certificate of Occupancy	\$150 per hour (minimum charge - 1 hour)
Additional plan review required by changes, additions or revisions to plans, after a permit has been issued	\$75 per hour (minimum charge 1/2 hour)

Plumbing Permit Fees:

Residential Construction - New System	\$170 plus State surcharge
Residential Construction - Existing System Addition	\$150 plus State surcharge
Residential Construction - Minor Alteration or Repair	\$75 plus State surcharge
Residential Construction - Water Heater/Water Conditioning	\$75 plus State surcharge
Commercial Construction	2.5% of the contracted price plus State surcharge. Minimum fee: \$170

Mechanical Permit Fees:

Residential Construction - New System	\$170 plus State surcharge
Residential Construction - Existing System Addition	\$150 plus State surcharge
Residential Construction - Minor Alteration or Repair	\$75 plus State surcharge
Residential Construction - Furnace, Fireplace, Wood Stove, Air Conditioner, Boiler	\$75 plus State surcharge
Commercial Construction	2.5% of the contracted price plus State surcharge. Minimum fee: \$170

Permit Refund Policy. All requests for refunds shall be made in writing to the City with justifiable cause demonstrated. Refunds shall be repaid only to the original permit applicant.

A) Cancelled before issue or expired application: Once a building permit application has been accepted by the City, the applicant shall be required to pay 100% of the plan review fee plus any applicable state surcharges as determined above for plan review services and/or processing services, whether or not the permit has been issued.

B) Canceled after issue - Staff may authorize refunding of not more than 80% of the issued permit fee when no work has been commenced under a permit issued in accordance with the Minnesota State Building Code. The amount of fees that are retained shall cover all expenses incurred for services that were actually provided at the expense of the City. Fees collected for plan review shall not be refunded.

C) Expired, revoked, suspended or invalid after issue: Fees shall not be refunded on permits that are expired, revoked, suspended or invalid as defined by Minnesota State Building Code.

D) Fraudulent applications: Fees shall not be refunded if it is found that an application was fraudulently filled out.

COSTS, FEES AND ESCROWS COLLECTED AT TIME OF BUILDING PERMIT

New Construction Fees

Access Deposit	\$900
NPDES Review and Permit	\$45 Permit fee plus inspection costs per SCSWD approved fee schedule
NPDES Escrow	\$2,000
Park Dedication Fee (for lots platted prior to 2021)	\$500
Wetland Contribution Fee	\$25
Address Marker	\$161 (or actual cost if greater)
Access Inspection fee	\$100
CSTS Tank Inspection Fee (as applicable)	\$650

Fees for other types of Building Permits

NPDES Permit and inspection fee	\$45 Permit fee plus inspection costs per SCSWD approved fee schedule
NPDES escrow for in ground pool	\$1,500
NPDES escrow for above ground pool	\$500
NPDES escrow for shed or addition up to 1,000 square feet	\$1,000
NPDES escrow for shed or addition greater than 1,000 sq. feet	\$1,500
Encroachment Agreement	\$500

PLANNING AND ZONING/ENGINEERING

Application Type	Fee
Administrative Subdivision	\$200 application fee plus escrow
Comprehensive Plan Amendment	\$300 application fee plus escrow
Concept Plan	\$200 application fee plus escrow
Conditional Use Permit	\$300 application fee plus escrow
Environmental Review	\$300 application fee plus escrow
Interim Use Permit	\$300 application fee plus escrow
Land Use Permit (Agriculture Building or other zoning permit review that does not require a building permit)	\$50
Planned Unit Development (or amendment to)	\$300 application fee plus escrow
Preliminary Plat	\$500 application fee plus escrow

Final Plat	\$500 application fee plus escrow
Rezone	\$300 application fee plus escrow
Site Plan Review	\$200 application fee plus escrow
Vacation of Right of Way or Easement	\$300 application fee plus escrow
Variance OR Appeal	\$300 application fee plus escrow
Zoning Certification Letter	\$50
Zoning Ordinance Text Amendment	\$300 application fee plus escrow
Third Party Consultants	Actual Costs
Change of Address and Address Marker	\$90 application fee plus \$161 for address marker (or actual cost)
Grading Permit	\$200 application fee plus escrow
Other Direct Costs (recording fees, publication	Actual Costs

Escrows

Posted escrows shall be used as financial security to cover City expenses associated with the review of applications, including direct costs such as recording fees and third party consultants (Attorney, Engineer, Planner, or others). The escrow shall be replenished within 30 days of the date the City requests escrow replenishment for actual costs expended to date of request. The escrow amount shall be set by City Staff commensurate with their determination of the amount necessary given the type and number of applications to be submitted and complexities associated with the proposed development project. Failure to replenish an escrow may result in the City certifying the outstanding funds owed to the County Auditor for collection through the property tax or the City placing a lien in the amount of the outstanding escrow on the property. It shall be the responsibility of the applicant to contact the City, in writing, to request the return of any unused portion of the escrow deposit.

All applications shall be signed by the applicant(s) and all owners of the property to which the request applies. The applicant(s) and owner(s) shall be deemed jointly and severally liable for the payment of all fees and escrows required by this Ordinance. In the event that City's administrative expenses, operating expense, and out of pocket expenses incurred in processing the applicants' and owners' request exceed the escrow amount, the applicant(s) and property owner(s) shall remain liable for the amount of such costs incurred by the City regardless of whether the applicant's and/or property owners' request is granted or denied.

In the event the applicant or property owner does not reimburse the City within 30 days of billing for additional costs incurred in processing the applicant(s)/owner(s) request, the City shall be authorized to certify said unreimbursed costs to the County Auditor for payment with the owners' property taxes pursuant to Minn. Stat. Statute 366.012.

COSTS AND FEES ASSOCIATED WITH LAND DEVELOPMENT

Park Dedication Fee - Residential	\$1500 per housing unit
Park Dedication fee - Commercial or Industrial	\$500 for each gross acre of land

Park fees shall apply to all new residential, commercial and industrial construction, and shall be paid at the time of platting. No park dedication fee shall apply when parkland dedication requirements have previously been fulfilled. In the case of a lot split, the park dedication fee shall be applied to the new lot and paid at time of administrative approval.

WETLAND CONSERVATION ACT

	Fee	Escrow
WCA Application (exemption, no loss)	\$450	\$0

Delineation Review (Lot size of 10 acres or less)	\$750	\$0
Delineation Review (Lot size of 10 acres or greater)	\$450	\$2,500
Replacement Plan Application (Lot size of 10 acres or less)	\$750	\$0
Replacement Plan Application (Lot size of 10 acres or more)	\$450	\$2,500
Banking Plan Application	\$450	\$2,500
After the Fact WCA Applications	Double the fee	
Wetland Appeal	\$500	\$0

Fees above are the minimum, non-refundable fee. Any escrow required is in addition to the minimum fee to cover additional review or administrative costs.

Additional escrow may be required for more complex projects, larger projects, or for projects that require more extensive monitoring. The balance of escrow accounts is refunded upon completion of a project. Applicant is responsible for providing sufficient copies of all applications, reports, supporting information, etc.

Surety for replacement plan applications will be determined on a site specific basis and will be relative to the estimated cost to purchase replacement credits. Surety will be released when the LGU has determined that the replacement wetland(s) meets all the requirements of the WCA.

RIGHT OF WAY PERMITS

(Driveway) Access Inspection Fee	\$100
(Driveway) Access Deposit	\$900
Excavation Permit (1000 feet or less)	\$200
Excavation Permit (each additional 1000 feet or part thereof)	\$60
Obstruction Permit	\$200
Registration Fee for a right of way permit and any extensions	\$400

ADMINISTRATION AND MISCELLANEOUS

NSF fee	\$30 per occurrence
Online bill/invoice pay (Xpress)	actual cost added to cost of invoice
Solicitors Permit	\$50
Special Use Vehicle Permit	\$30
Assessment Search	\$25
Copy charge per 8 1/2 x 11 page in accordance with MN Government Data Practices Act	\$.25 each
Charge for compiling data in accordance with MN Government Data Practices Act	If 100 or more pages the actual cost of searching for and retrieving government data will be charged.

UTILITIES

CSTS Fee - Territory	\$119.00 per month
CSTS fee -- Stonebridge	\$254.00 per month
CSTS fee -- MHSP	\$272.70 per month

LIQUOR LICENSING

On-Sale Intoxicating	\$2,000
On-Sale Sunday Liquor License	\$200
On-Sale 3.2 Liquor License	\$200
On-Sale Club	\$300
Off-Sale Intoxicating Liquor License	\$250
Off-Sale 3.2 Liquor License	\$230
Wine	\$1,000
Temporary Liquor License	\$100 per event not to exceed 3 days
Brewer Taproom	\$600
Small Brewer Off-Sale (growler)	\$200
Investigation Fee On/Off Intoxicating	\$500 minimum/actual cost up to \$10,000 max; apply to all investigation fees not just intoxicating

THC LICENSING

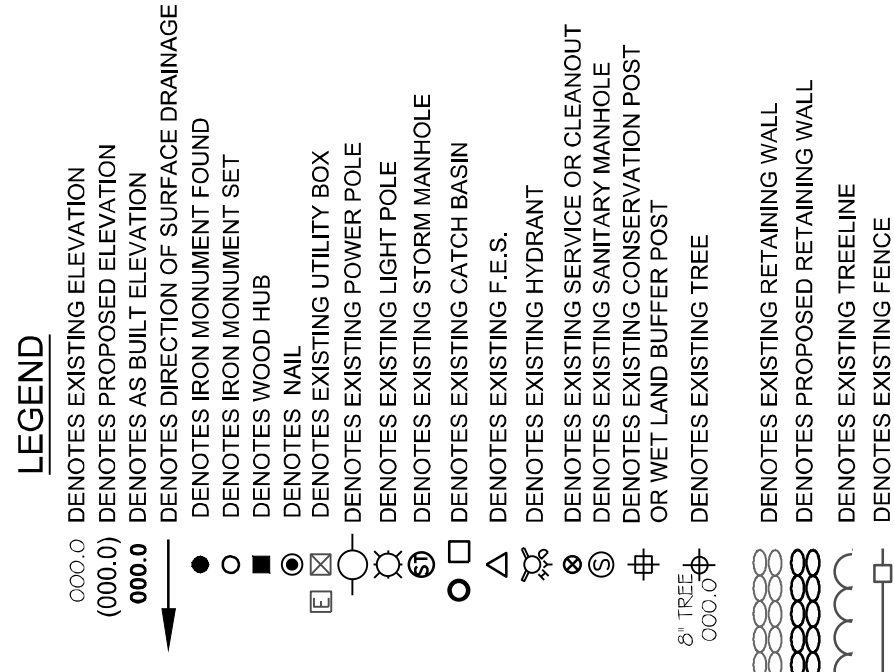
Business Licensing	\$250
Investigation Fee	\$500 minimum/actual cost up to \$10,000 max



That part of the Southeast Quarter of Section 33, Township 114, Range 21, Scott County, Minnesota described as follows:

Beginning at a point on the south line of said Southeast Quarter distant 568.50 feet west of the southeast corner of said Southeast Quarter, thence West, along said south line, a distance of 609.75 feet; thence northerly, parallel with the west line of said Southeast Quarter, a distance of 429.00 feet; thence East, parallel with said south line, to its intersection with a line bearing North, as measured at right angles, from the point of beginning, thence South, along said line, a distance of 429.00 feet to the point of beginning.

(1145.00) = FINISHED GARAGE FLOOR ELEVATION
(1145.33) = TOP OF FOUNDATION ELEVATION
(1137.33) = BASEMENT FLOOR ELEVATION



specific soils investigation has been performed on this lot by a professional engineer or a registered professional land surveyor. The suitability of the soils to support the structure is not the responsibility of the surveyor. This survey is for information only and is not to be used for any purpose other than to show all easements of record. The surveyor does not warrant the accuracy of the information provided for this survey. This survey is not to be used for any purpose other than to show all easements of record. The surveyor does not warrant the accuracy of the information provided for this survey. This survey is not to be used for any purpose other than to show all easements of record.

**ROBE ENGINEERING
COMPANY, INC.**
CONSULTING ENGINEERS,
PLANNERS and LAND SURVEYORS

ST 146th ST., STE. 240, BURNSVILLE, MN 55337 PH (952)432-3000

hereby certify that this is a true and correct representation of a tract as shown and described hereon. As prepared by me or under my direct supervision and that I am a duly licensed Land Surveyor under the laws of the State of Minnesota.

licensed Land Surveyor under the laws of the State of Minnesota.
Russell P. Danks
12/23/2024

BLISSFIELD P DAMI O	Minn: Reg: No	19086
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REVISIONS:

PREPARED FOR:
YORWAY HOMES

PROJECT NO.	18657.11
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21958 CARRBRIDGE COURT,
LAKEVILLE, MN

BUYERS: DANA & CYNDEE NORDSTROM

**CREDIT RIVER TOWNSHIP
SCOTT COUNTY, MINNESOTA
RESOLUTION NO. 2021-20**

**A RESOLUTION APPROVING A VARIANCE TO PERMIT A HOME TO BE
DEVELOPED ON A PROPERTY WITHOUT PLATTING AND THAT DOES NOT
CONTAIN THE MINIMUM FRONTAGE REQUIRED ON A PUBLIC ROAD**

WHEREAS, Glen and Alisha Perkins (the “Applicant”) submitted an application for a variance for certain real property located in Credit River Township, legally described as follows:

That part of the South 429.00 feet of the SE 1/4 of Section 33, Township 114, Range 21, Scott County, Minnesota, described as follows: Beginning at a point on the South line of said SE ¼ distant 568.50 feet West of the Southeast corner of said SE 1/4; thence West along said South line a distance of 609.75 feet; thence northerly parallel with the West line of said SE 1/4 of the SE 1/4 to the North line of said South 429.00 feet; thence East parallel with said South line to its intersection with a line bearing North (as measured at right angles) from the point of beginning; thence South along said line a distance of 429.00 feet to the point of beginning.

(the “Subject Property”); and

WHEREAS, the Planning Commission of the Township did on March 15, 2021, conduct a public hearing in relation to the Applicant’s request for a variance; and

WHEREAS, the Planning Commission of the Township did on April 19, 2021 recommend approval of the variance to the Township Board of Supervisors; and

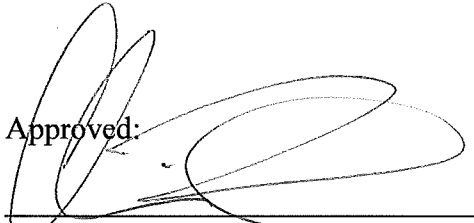
NOW, THEREFORE, BE IT RESOLVED the Variance is approved subject to the following conditions:

1. Right of way shall be reserved in an easement to the Township for the future extension of Carrbridge Court in a location and width determined by the City Engineer.
2. The property owner shall pay to the Township an amount equal to the estimated assessment other property owners adjacent to Carrbridge will be paying for the 2021 improvement.
3. The applicant shall enter into an overweight permit agreement acceptable to the Town Attorney that addresses damage to Township roads.

4. In order to access the proposed home, the owner shall submit an application for a driveway permit and enter into an encroachment agreement acceptable to the Town Board. The applicant shall construct a driveway at their sole expense from the current terminus of Carrbridge Court. At such time as Carrbridge Court is extended, this driveway shall be removed.
5. At such time that Carrbridge Court is extended, the Subject Property shall have only one driveway onto Carrbridge Court.
6. Applicant shall submit to Township a Wetland Delineation Report for review and approval, prepared by a Certified Wetland Delineator.
7. Applicant shall delineate drainage boundaries and determine 2-yr, 10-yr, and 100-yr runoff rates for the pre-development and post-development conditions, prepared by a Professional Engineer, and submit to Township for review and approval.
8. No increase in runoff rates shall be allowed in the post-development condition as compared to the pre-development condition.
9. This variance shall expire one (1) year from the date of issuance if the variance is not utilized.

Adopted and approved by the Board of Supervisors of Credit River Township effective on the 2nd day of May, 2021.

Approved:


Chris Kostik, Chairman

Attested:


Karen Donovan, Town Clerk

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**CITY OF CREDIT RIVER
SCOTT COUNTY, MINNESOTA
RESOLUTION NO. 2023-19**

**A RESOLUTION APPROVING A VARIANCE TO PERMIT A HOME TO BE
DEVELOPED ON A PROPERTY WITHOUT PLATTING AND THAT DOES NOT
CONTAIN THE MINIMUM FRONTAGE REQUIRED ON A PUBLIC ROAD**

WHEREAS, Glen and Alisha Perkins (the “Applicant”) submitted an application for a variance for certain real property located in the City of Credit River, legally described as follows:

That part of the South 429.00 feet of the SE 1/4 of Section 33, Township 114, Range 21, Scott County, Minnesota, described as follows: Beginning at a point on the South line of said SE ¼ distant 568.50 feet West of the Southeast corner of said SE 1/4; thence West along said South line a distance of 609.75 feet; thence northerly parallel with the West line of said SE 1/4 of the SE 1/4 to the North line of said South 429.00 feet; thence East parallel with said South line to its intersection with a line bearing North (as measured at right angles) from the point of beginning; thence South along said line a distance of 429.00 feet to the point of beginning.

(the “Subject Property”); and

WHEREAS, the Planning Commission of the City did on June 15, 2023, conduct a public hearing in relation to the Applicant’s request for a variance; and

WHEREAS, the Planning Commission of the City did on June 15, 2023 recommend approval of the variance to the City Council; and

NOW, THEREFORE, BE IT RESOLVED, the City Council has considered the proposed application for a variance and it makes the following **findings of fact**:

Review Process

1. Following appropriate published and mailed notice, a public hearing was held by the Planning Commission on June 15, 2023.
2. The Planning Commission, following receipt of public comments and deliberation on the proposed Application, recommended approval of the Application at their June 15, 2023 meeting.

3. These findings and resolutions are based upon the Staff Memo dated June 29, 2023, the applicant's narrative, building plans and survey, and all documents referenced in the Staff Memo, the recommendation of the City Planning Commission, and such additional information and documentation which is presented to the City Council on July 5, 2023 will be the subject of a separate list prepared by the City Planner following the July 5, 2023 meeting.

Subject Property Zoning

1. The property is currently zoned Rural Residential.
2. The Zoning Ordinance contains the following requirements for which a variance is being requested:
 - a. Section 35-3 (1.). Platting Required. No building shall be constructed on unplatted property, except for the addition of accessory structures or additions to existing buildings.
 - b. Section 35-3 (4.) Lot Width Minimum. One hundred fifty (150) feet shall be maintained at the front setback line and extending to the location of the principal structure. In addition, the lot must have one hundred feet of frontage on a road improved to current city standards.

BE IT FURTHER RESOLVED, the City Council makes the following findings relative to the standards contained in Section 2-3-1 of the City of Credit River's Zoning Ordinance:

1. Ordinance Requirement: Granting of the variance will not be in conflict with the Comprehensive Plan.
Finding: The Comprehensive Plan encourages the logical extension of roads and infrastructure. In this case, it is unknown if those extensions will be needed or warranted given the use of the properties as cellular towers.
2. Ordinance Requirement: Exceptional, unique, or extraordinary circumstances apply to the property which do not generally apply to other properties in the same zoning district or vicinity, and result from lot size or shape, topography, or other circumstances over which the owners of property since the enactment of this Ordinance have had no control.
Finding: The property is bordered on the east and north by Homeowner's Association property that cannot be developed as future lots and roads. The properties bordering the Subject Property that would be the ones that a road would extend into are cellular towers, the longer-term use of which is unknown. Preservation of right of way will secure the possibility of extension, but allowing this circumstance to occur without installing a road will result in less disruption to the area in the event that no extension is ever necessary.
3. Ordinance Requirement: The literal interpretation of the provisions of this Ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this Ordinance.
Finding: The conditions of the variance provide an alternative way to meet the intent of

the ordinance while not meeting the literal provisions. Requiring the extension of the road to ensure that this property has sufficient frontage would disrupt the area, move the cul-de-sac to a new location, and would not be needed if there is never any way to extend the road in the future to other properties. The proposal to preserve right of way secures future opportunities while providing the applicant with the ability to utilize their property in a manner similar to adjacent properties at this time.

4. Ordinance Requirement: That the special conditions or circumstances do not result from the actions of the applicant.

Finding: Neither the applicant nor their predecessors did nothing to cause the current situation.

5. Ordinance Requirement: That granting the variance requested will not confer on the applicant any special privilege that is denied by this Ordinance to owners of other lands, structures, or buildings in the same district.

Finding: The conditions of the variance provide an alternative way to meet the intent of the ordinance while not meeting the literal provisions in a unique situation where the future is less certain due to the future use of property used by cellular towers. There is no special privilege being granted to them that is being denied to others.

6. Ordinance Requirement: The variance requested is the minimum variance which would alleviate the practical difficulty.

Finding: This is the minimum variance, and conditions included within the variance mitigate for the loss of the immediate extension of the road.

7. Ordinance Requirement: The variance would not be materially detrimental or will not essentially alter the character of the property in the same zoning district.

Finding: Leaving the status quo with respect to the existing road configuration of Stonebridge Court is less disruptive to the neighborhood.

8. Ordinance Requirement: Economic considerations alone do not constitute practical difficulties.

Finding: There were no economic considerations as the basis for the decision.

BE IT FURTHER RESOLVED, the Variances from the platting requirement and road frontage minimum are approved subject to the following conditions:

1. Right of way shall be reserved in an easement to the City for the future extension of Carrbridge Court in a location and width determined by the City Engineer.
2. The property owner shall pay to the City an amount equal to the estimated assessment other property owners paid for the 2021 street improvement.

3. The applicant shall enter into an overweight permit agreement acceptable to the City Attorney that addresses damage to City roads.
4. In order to access the proposed home, the owner shall submit an application for a driveway permit and enter into an encroachment agreement acceptable to the City. The applicant shall construct a driveway at their sole expense from the current terminus of Carrbridge Court. At such time as Carrbridge Court is extended, the driveway within the right-of-way shall be removed. Any changes required to the property owner's driveway to connect to the new road shall be installed at property owner's sole expense.
5. At such time that Carrbridge Court is extended, the Subject Property shall have only one driveway onto Carrbridge Court.
6. The property owners shall construct the stormwater improvements and driveway culvert as shown in the Certificate of Survey and Grading/Drainage Plan prepared by Jacobson Engineers and Surveyors dated June 28, 2023. A grading as-built survey showing how these features were constructed shall be provided to the City prior to the release of the NDPES escrow.
7. This variance shall expire one (1) year from the date of issuance if the variance is not utilized.

Adopted and approved by the City Council of the City of Credit River effective on the 5th day of July, 2023.

Approved:

Chris Kostik, Mayor

Attested:

Karen Donovan, City Clerk

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Variance Carrbridge.doc

**CITY OF CREDIT RIVER
SCOTT COUNTY, MINNESOTA
RESOLUTION NO. 2025-22**

**A RESOLUTION APPROVING A VARIANCE TO PERMIT A HOME TO BE
DEVELOPED ON A PROPERTY WITHOUT PLATTING AND THAT DOES NOT
CONTAIN THE MINIMUM FRONTAGE REQUIRED ON A PUBLIC ROAD**

WHEREAS, Dana Nordstrom (the “Applicant”) submitted an application for a variance for certain real property located in the City of Credit River, legally described as follows:

That part of the South 429.00 feet of the SE 1/4 of Section 33, Township 114, Range 21, Scott County, Minnesota, described as follows: Beginning at a point on the South line of said SE ¼ distant 568.50 feet West of the Southeast corner of said SE 1/4; thence West along said South line a distance of 609.75 feet; thence northerly parallel with the West line of said SE 1/4 of the SE 1/4 to the North line of said South 429.00 feet; thence East parallel with said South line to its intersection with a line bearing North (as measured at right angles) from the point of beginning; thence South along said line a distance of 429.00 feet to the point of beginning.

(the “Subject Property”); and

WHEREAS, the Planning Commission of the City did on May 15th, 2025, conduct a public hearing in relation to the Applicant’s request for a variance; and

WHEREAS, the Planning Commission of the City did on May 15th, 2025 recommend approval of the variance to the City Council; and

NOW, THEREFORE, BE IT RESOLVED, the City Council has considered the proposed application for a variance and it makes the following **findings of fact**:

Review Process

1. Following appropriate published and mailed notice, a public hearing was held by the Planning Commission on May 15th, 2025.
2. The Planning Commission, following receipt of public comments and deliberation on the proposed Application, recommended approval of the Application at their May 15th 2025 meeting.

3. These findings and resolutions are based upon the Staff Memo dated May 15th 2025, the applicant's narrative, building plans and survey, and all documents referenced in the Staff Memo, the recommendation of the City Planning Commission, and such additional information and documentation which is presented to the City Council on May 19th 2025.

Subject Property Zoning

1. The property is currently zoned Rural Residential.
2. The Zoning Ordinance contains the following requirements for which a variance is being requested:
 - a. Section 35-3 (1.). Platting Required. No building shall be constructed on unplatted property, except for the addition of accessory structures or additions to existing buildings.
 - b. Section 35-3 (4.) Lot Width Minimum. One hundred fifty (150) feet shall be maintained at the front setback line and extending to the location of the principal structure. In addition, the lot must have one hundred feet of frontage on a road improved to current city standards.

BE IT FURTHER RESOLVED, the City Council makes the following findings relative to the standards contained in Section 2-3-1 of the City of Credit River's Zoning Ordinance:

1. Granting of the variance will not be in conflict with the Comprehensive Plan. The Comprehensive Plan encourages the logical extension of roads and infrastructure. In this case, it is unknown if those extensions will be needed or warranted given the use of the properties as cellular towers.
2. Exceptional, unique, or extraordinary circumstances apply to the property which do not generally apply to other properties in the same zoning district or vicinity, and result from lot size or shape, topography, or other circumstances over which the owners of property since the enactment of this Ordinance have had no control. The property is bordered on the east and north by Homeowner's Association property that cannot be developed as future lots and roads. The properties bordering the Subject Property where a road would extend into are cellular towers, the longer-term use of which is unknown. Preservation of right of way will secure the possibility of extension, but allowing this circumstance to occur without installing a road will result in less disruption to the area in the event that no extension is ever necessary.
3. The literal interpretation of the provisions of this Ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this Ordinance. "Single Family Home" is a permitted use in the RR District and therefore a reasonable use of the property. Requiring the extension of the road to ensure that this property has sufficient frontage would disrupt the area, move the cul-de-sac to a new location, and would not be needed if there is never any way to extend the road in the future to other properties.
4. That the special conditions or circumstances do not result from the actions of the applicant.

Neither the applicant nor their predecessors did nothing to cause the current situation. The lot was already created and existed prior to the platting of Stonebridge; as it was not included in the plat, it does not meet the platting requirements. This is not the fault of the current property owners. Carrbridge Ct does not extend into the subject property to provide them with the required minimum frontage required on a public road, which was also not caused by the land owners.

5. That granting the variance requested will not confer on the applicant any special privilege that is denied by this Ordinance to owners of other lands, structures, or buildings in the same district. The conditions of the variance provide an alternative way to meet the intent of the ordinance while not meeting the literal provisions in a unique situation where the future is less certain due to the future use of property that the road could extend to. There is no special privilege being granted to them that is being denied to others.
6. The variance requested is the minimum variance which would alleviate the practical difficulty. This is the minimum variance, and conditions included within the variance mitigate for the loss of the immediate extension of the road.
7. The variance would not be materially detrimental or will not essentially alter the character of the property in the same zoning district. This property's intended use of one single family home would not significantly alter the character of the surrounding residential neighborhood.
8. Ordinance Requirement: Economic considerations alone do not constitute practical difficulties. There were no economic considerations as the basis for the decision.

BE IT FURTHER RESOLVED, the Variances from the platting requirement and road frontage minimum are approved subject to the following conditions:

1. Right of way shall be reserved in an easement to the City for the future extension of Carrbridge Court in a location and width determined by the City Engineer.
2. In order to access the proposed home, the owner shall submit an application for a driveway permit and enter into an encroachment agreement acceptable to the City. The applicant shall construct a driveway at their sole expense from the current terminus of Carrbridge Court. At such time as Carrbridge Court is extended, the driveway within the right-of-way shall be removed. Any changes required to the property owner's driveway to connect to the new road shall be installed at property owner's sole expense.
3. At such time that Carrbridge Court is extended, the Subject Property shall have only one driveway onto Carrbridge Court.

Adopted and approved by the City Council of the City of Credit River effective on the 19th day of May 2025.

Approved:

Chris Kostik, Mayor

Attested:

Amy Jones, City Clerk



Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE:	May 19, 2025
SUBMITTED BY:	Lucas Chase, Finance
ITEM TYPE:	Resolution
AGENDA SECTION:	General Business
SUBJECT:	Resolution 2025-20 approving the transfer of fund from the General Fund to the Capital Improvements Fund and the advance of an interfund loan from the Capital Improvements Fund to the South Passage CSTS to refinance debt and operating deficits.
BACKGROUND:	The City is required by the Minnesota Pollution Control Agency (MPCA) to be the responsible authority for the oversight and management of the community septic treatment systems (CSTS). In 2021 the City identified that certain improvements were required of the sanitary sewer system that serve South Passage, and the City subsequently incurred costs to complete such improvements which required funding sources in excess of the related 2021 bond proceeds. To help fund some of the costs that exceeded the 2021 bond proceeds, in 2023 the City approved a \$178,502 advance from the capital improvements fund to the South Passage CSTS via City Council Resolution 2023-28. The balance of that advance as of January 1, 2025, is \$160,652, which is payable over the advance's remaining 9 years at an interest rate of 6 percent. To ensure annual debt service payments and related utility rates paid by property owners are more feasible as well as to match the term of the underlying debts of the South Passage CSTS with the remaining useful life of its recent capital project, it was determined that it would be advantageous to the South Passage CSTS to refinance all of the above noted debt and operating deficit with an 18-year, 6 percent interfund loan. As of January 1, 2025, the South Passage CSTS 2021 bonds had a principal amount payable of \$90,000, payable over the next 3 years. As of January 1, 2025, the South Passage CSTS has another interfund advance payable to the General Fund in the amount of

\$44,500 that was approved via City Council Resolution 2024-33, which is payable over 10 years at an interest rate of 6 percent.

The \$150,000 in 2021 bond proceeds and the \$178,502 were not enough to cover the cost of the related project and engineering, and, due to past rate reductions, the South Passage CSTS did not have capital reserves. Fees also should have been increased slightly more to cover debt service cash flows for the 2021 bonds and 2023 advance. Therefore, as of January 1, 2025, the South Passage CSTS had a deficit cash balance of \$223,938.44.

Note that the proposed interfund loan receivable will be held by the capital project fund after receiving a transfer from the general fund. This is because most of the debt and reasoning for the deficit is capital related. It also is because a long-term receivable such as this is seen more favorably in a capital project fund than the general fund by bond rating agencies. Finally, this investment should earn the capital improvements fund additional interest income which can then be used for future capital projects.

FINANCIAL IMPACT:

This will refinance the debt of the South Passage CSTS over a longer term, so the monthly utility rates of the CSTS can have a more reasonable increase in rates than if the debt had to all be paid back over the original terms. The term also will match the useful life of the underlying capital assets. This will result in an initial increase in interest expense, but the principal portion of the payments is much lower. Annual interest expense will also decrease as the principal of the loan is paid down. Note that the 2021 Bonds are not callable, and it is cost prohibitive to advance refund that small portion of the 2021 bonds. Therefore, this loan will simply provide the cash to the CSTS up front for the future debt service payments of the 2021 bonds.

SUGGESTED ACTION:

Pass and adopt the resolution approving the transfer of fund from the General Fund to the Capital Improvements Fund in the amount of \$519,140.44 as well as the advance of an interfund loan from the Capital Improvements Fund to the South Passage CSTS to refinance debt and operating deficits in the amount of \$519,140.44. The term of the interfund loan would be 18 years, bearing an interest rate of 6 percent.

ALTERNATIVES:

The proposed advance is structured with an 18-year term bearing an interest rate of 6%. Both the term and rate could be adjusted, but then the rate study that was recently completed for the South Passage CSTS would have to be revisited. A lower interest rate on the bonds would result in lower expenses and utility rates needed to cover those expenses for the CSTS, but it also would make the interfund loan a less favorable investment for the capital improvements fund.

ATTACHMENTS:

[Resolution 2025-20 - South Passage Advance to Refinance Debt and Operating Deficits.pdf](#)

**CITY OF CREDIT RIVER
SCOTT COUNTY
STATE OF MINNESOTA**

**RESOLUTION 2025-20 – SOUTH PASSAGE ADVANCE TO REFINANCE DEBT
AND OPERATING DEFICITS**

WHEREAS, the City is required by the Minnesota Pollution Control Agency (MPCA) to be the responsible authority for the oversight and management of the community septic treatment systems (CSTS);

WHEREAS, in 2021 the City identified that certain improvements were required of the sanitary sewer system that serve South Passage, and the City subsequently incurred costs to complete such improvements which required funding sources in excess of the related 2021 bond proceeds;

WHEREAS, as of January 1, 2025, the South Passage CSTS has an interfund advance payable to the General Fund in the amount of \$44,500 that was approved via City Council Resolution 2024-33, which is payable over 10 years at an interest rate of 6 percent;

WHEREAS, as of January 1, 2025, the South Passage CSTS has an interfund advance payable to the Capital Improvements Fund in the amount of \$160,652 that was approved via City Council Resolution 2023-28, which is payable over the advance's remaining 9 years at an interest rate of 6 percent;

WHEREAS, as of January 1, 2025, the South Passage CSTS has 2021 bonds payable in the amount of \$90,000;

WHEREAS, as of January 1, 2025, the South Passage CSTS had a deficit cash balance of \$223,938.44;

WHEREAS, the City Council indicated in 2025 budget and fee discussions that it would be in the interest of the South Passage CSTS to refinance the above noted debt with an 18-year advance to align the debt with the remaining useful life of the underlying assets;

NOW THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF CREDIT RIVER, SCOTT COUNTY, MINNESOTA:

1. The City General Fund shall transfer \$519,140.44 to the Capital Improvements Fund for the purpose of the Capital Improvements Fund's funding of an advance to the South Passage CSTS.
2. The City Capital Improvements Fund shall fund an interfund advance to the South Passage CSTS in the amount of \$519,140.44 with a term of 18 years bearing an interest rate of 6 percent. This advance shall be paid in accordance with the attached repayment schedule.

Passed and adopted by the Credit River City Council this 19th day of May 2025.

Chris Kostik, Mayor

Attest: Amy Jones, Clerk

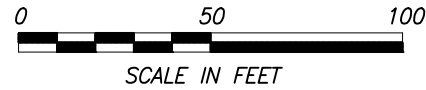
Year	Principal	6%		Total Payment	Balance
		Interest			
2024			-		519,140.44
2025	28,841.14	31,148.43	59,989.56		490,299.30
2026	28,841.14	29,417.96	58,259.09		461,458.17
2027	28,841.14	27,687.49	56,528.63		432,617.03
2028	28,841.14	25,957.02	54,798.16		403,775.90
2029	28,841.14	24,226.55	53,067.69		374,934.76
2030	28,841.14	22,496.09	51,337.22		346,093.63
2031	28,841.14	20,765.62	49,606.75		317,252.49
2032	28,841.14	19,035.15	47,876.29		288,411.36
2033	28,841.14	17,304.68	46,145.82		259,570.22
2034	28,841.14	15,574.21	44,415.35		230,729.08
2035	28,841.14	13,843.75	42,684.88		201,887.95
2036	28,841.14	12,113.28	40,954.41		173,046.81
2037	28,841.14	10,382.81	39,223.94		144,205.68
2038	28,841.14	8,652.34	37,493.48		115,364.54
2039	28,841.14	6,921.87	35,763.01		86,523.41
2040	28,841.14	5,191.40	34,032.54		57,682.27
2041	28,841.14	3,460.94	32,302.07		28,841.14
2042	28,841.14	1,730.47	30,571.60		(0.00)
	519,140.44	295,910.05	815,050.49		



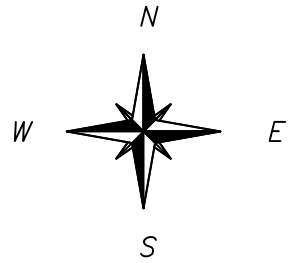
Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE:	May 19, 2025
SUBMITTED BY:	Claire Stickler,Planning
ITEM TYPE:	Agenda Report
AGENDA SECTION:	General Business
SUBJECT:	Lot 5 Block 1 Judicial Estates Driveway Location
BACKGROUND:	There is an easement agreement between the property owner and the City of Credit River that requires the City to allow access over City owned Outlot B to Lot 5 Block 1 in Judicial Estates. City Staff is in possession of a driveway permit and building permit for the property. Because it is a blanket easement Staff wanted to bring it to the City Councils attention prior to approval. Staff sees no issue with this location and size.
SUGGESTED ACTION:	No Action Required - Discussion
ATTACHMENTS:	Drive grade plan 4-30-25 (1).pdf Cert of survey 4-30-25 (1).pdf Plat Easement and DA.pdf

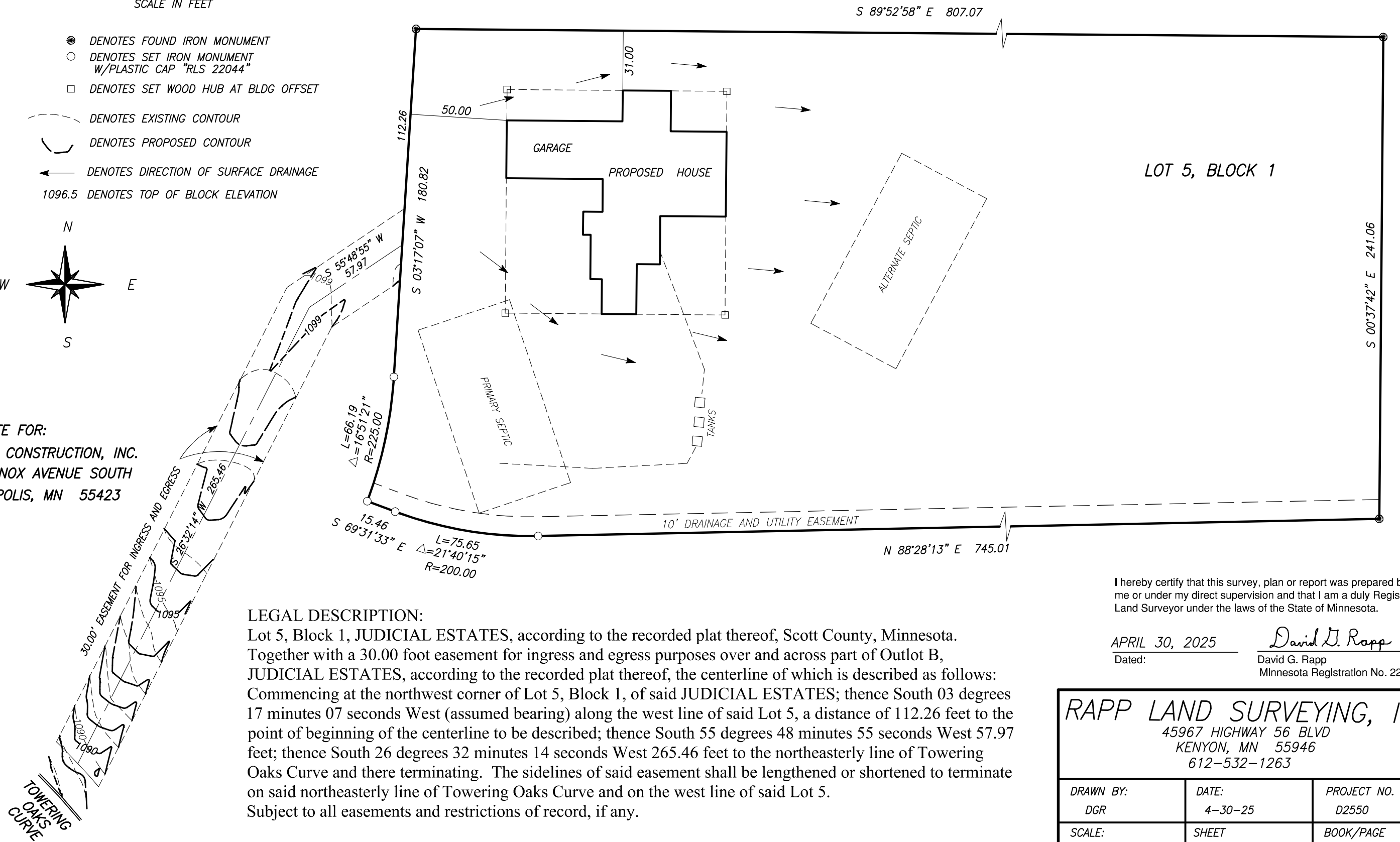


- DENOTES FOUND IRON MONUMENT
- DENOTES SET IRON MONUMENT W/PLASTIC CAP "RLS 22044"
- DENOTES SET WOOD HUB AT BLDG OFFSET
- - - DENOTES EXISTING CONTOUR
- - - DENOTES PROPOSED CONTOUR
- ← DENOTES DIRECTION OF SURFACE DRAINAGE
- 1096.5 DENOTES TOP OF BLOCK ELEVATION



CERTIFICATE FOR:

A MAAS CONSTRUCTION, INC.
7232 KNOX AVENUE SOUTH
MINNEAPOLIS, MN 55423



LEGAL DESCRIPTION:

Lot 5, Block 1, JUDICIAL ESTATES, according to the recorded plat thereof, Scott County, Minnesota. Together with a 30.00 foot easement for ingress and egress purposes over and across part of Outlot B, JUDICIAL ESTATES, according to the recorded plat thereof, the centerline of which is described as follows: Commencing at the northwest corner of Lot 5, Block 1, of said JUDICIAL ESTATES; thence South 03 degrees 17 minutes 07 seconds West (assumed bearing) along the west line of said Lot 5, a distance of 112.26 feet to the point of beginning of the centerline to be described; thence South 55 degrees 48 minutes 55 seconds West 57.97 feet; thence South 26 degrees 32 minutes 14 seconds West 265.46 feet to the northeasterly line of Towering Oaks Curve and there terminating. The sidelines of said easement shall be lengthened or shortened to terminate on said northeasterly line of Towering Oaks Curve and on the west line of said Lot 5. Subject to all easements and restrictions of record, if any.

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

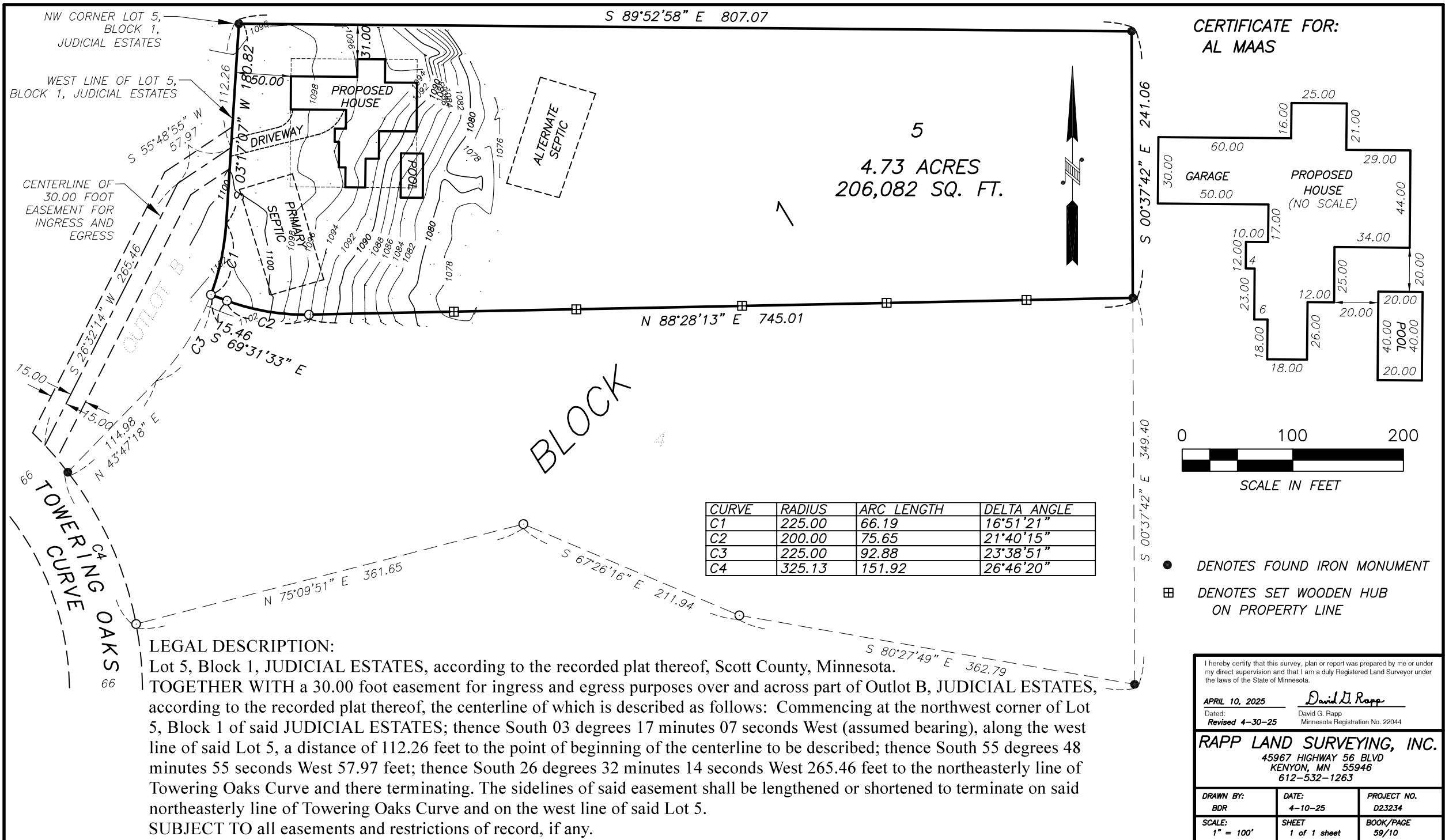
APRIL 30, 2025
Dated:

David G. Rapp
David G. Rapp
Minnesota Registration No. 22044

RAPP LAND SURVEYING, INC.

45967 HIGHWAY 56 BLVD
KENYON, MN 55946
612-532-1263

DRAWN BY: DGR	DATE: 4-30-25	PROJECT NO. D2550
SCALE: 1"=50'	SHEET 1 of 1 sheet	BOOK/PAGE 59/10



JUDICIAL ESTATES

KNOW ALL MEN BY THESE PRESENTS: That Judicial Development Company, a Minnesota Corporation, owner and proprietor and Prior Lake State Bank, a Minnesota Corporation, mortgagee of the following described property situated in the County of Scott, State of Minnesota, to wit:

South One-half of the South One-half of the Southeast One-Quarter (S 1/2 of S 1/2 of SE 1/4) EXCEPT the East One-half (E 1/2) thereof, Section 15, Township 114, Range 21, Scott County, Minnesota.

and

The East One-half (E 1/2) of the South One-half of South One-half of the Southeast Quarter (S 1/2 of S 1/2 of SE 1/4) EXCEPT the East 660 feet thereof, Section 15, Township 114, Range 21, Scott County, Minnesota.

and

The North half of the North half of the Northeast quarter (N 1/2 of N 1/2 of NE 1/4) of Section 22, Township 114, Range 21, Scott County, Minnesota.

Have caused the same to be surveyed and platted as JUDICIAL ESTATES and do hereby dedicate to the public for public use forever the curve, road and trail and the easements as shown on this plat for drainage and utility purposes only.

In witness whereof said Judicial Development Company, a Minnesota Corporation, has caused these presents to be signed by its proper officer this 6th day of MARCH, 1995.

In witness whereof said Prior Lake State Bank, a Minnesota Corporation, has caused these presents to be signed by its proper officers this 6th day of MARCH, 1995.

Judicial Development Company

Signed: Dean R. Stuke, its President
Dean R. Stuke

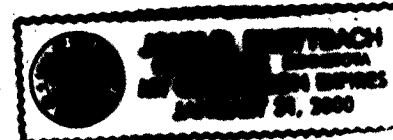
Prior Lake State Bank

Signed: Robert N. Barsness, its President
Robert N. Barsness

Signed: John R. Breitbach, its Senior Vice-President
John R. Breitbach

State of Mn
County of Scott

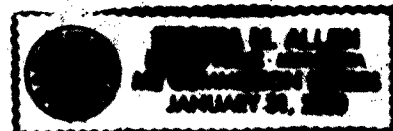
The foregoing instrument was acknowledged before me this 6th day of MARCH, 1995, by Dean R. Stuke, President of Judicial Development Company, a Minnesota Corporation, on behalf of said corporation.



John R. Breitbach
Notary Public, Scott County, Mn
My Commission Expires January 31, 2000

State of MINNESOTA
County of Scott

The foregoing instrument was acknowledged before me this 6th day of MARCH, 1995, by Robert N. Barsness, President and John R. Breitbach, Senior Vice-President of Prior Lake State Bank, a Minnesota Corporation, on behalf of said corporation.



Alvin R. Rehder
Notary Public, Scott County, MINNESOTA
My Commission Expires January 31, 2000

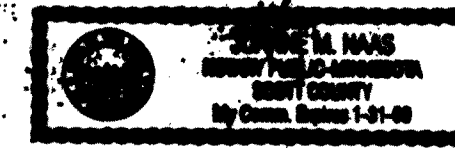
I hereby certify that I have surveyed and platted the property described on this plat as JUDICIAL ESTATES; that this plat is a correct representation of said survey; that all distances are correctly shown on said plat in feet and hundredths of a foot; that all monuments have been correctly placed in the ground as shown or will be correctly placed in the ground as designated; that the outside boundary lines are correctly designated on said plat and that there are no wetlands to be designated other than as shown.

Alvin R. Rehder
Alvin R. Rehder, Land Surveyor
Minnesota License No. 13295

STATE OF MINNESOTA - COUNTY OF SCOTT
Certified to be a true and correct copy
of the original on file in my office.
PAT BOECKMAN
COUNTY RECORDER/REGISTRAR OF TITLES
Pat Boeckman

County of Scott
State of Minnesota

The foregoing Surveyor's Certificate was acknowledged before me this 3rd day of MARCH, 1995, by Alvin R. Rehder, Minnesota License No. 13295.



James M. Reis
Notary Public, Scott County, Minnesota
My Commission Expires January 31, 2000

TOWNSHIP BOARD

This plat was approved and accepted by the Town Board of Credit River this 7th day of MARCH, 1995, in pursuant to Minnesota Statutes 505.03, Subdivision 2, we are in conformance.

By: John T. Kane, its Chairman

SCOTT COUNTY ATTORNEY

I hereby certify that I have examined this plat of JUDICIAL ESTATES and do hereby recommend this plat for approval as to form this 12th day of MARCH, 1995.

Thomas L. Hartin
Scott County Attorney

COUNTY BOARD OF COMMISSIONERS

I hereby certify that the Board of Commissioners of Scott County, Minnesota, approved this plat of JUDICIAL ESTATES, by resolution at a meeting thereof this 14th day of MARCH, 1995.

ATTEST: Sam S. Cunningham
County Administrator

SCOTT COUNTY TREASURER

All current 1995 taxes are paid in full as of this 21st day of JUNE, 1995.

John E. Miller
Scott County Treasurer

SCOTT COUNTY AUDITOR

No delinquent taxes and transfer entered this 21st day of JUNE, 1995.

Thomas L. Heron
Scott County Auditor
By: Cindy Heis

SCOTT COUNTY SURVEYOR

Pursuant to Chapter 7, Minnesota Laws of 1976, this plat has been approved this 15th day of MARCH, 1995.

Wm. Schuch
Scott County Surveyor

SCOTT COUNTY RECORDER

I hereby certify that this plat was filed in this office this 21 day of JUNE, 1995, at 12:30 o'clock P.M. as Document No. 354619.

Boeckman
Scott County Recorder

SCOTT COUNTY REGISTRAR OF TITLES

I hereby certify that this instrument was filed in the office of the Registrar of Titles for record on this 21st day of JUNE, 1995, at 12:30 o'clock P.M. as Document No. 76373.

Pat Boeckman by Connie Deunell
Scott County Registrar of Titles

EXHIBIT

A

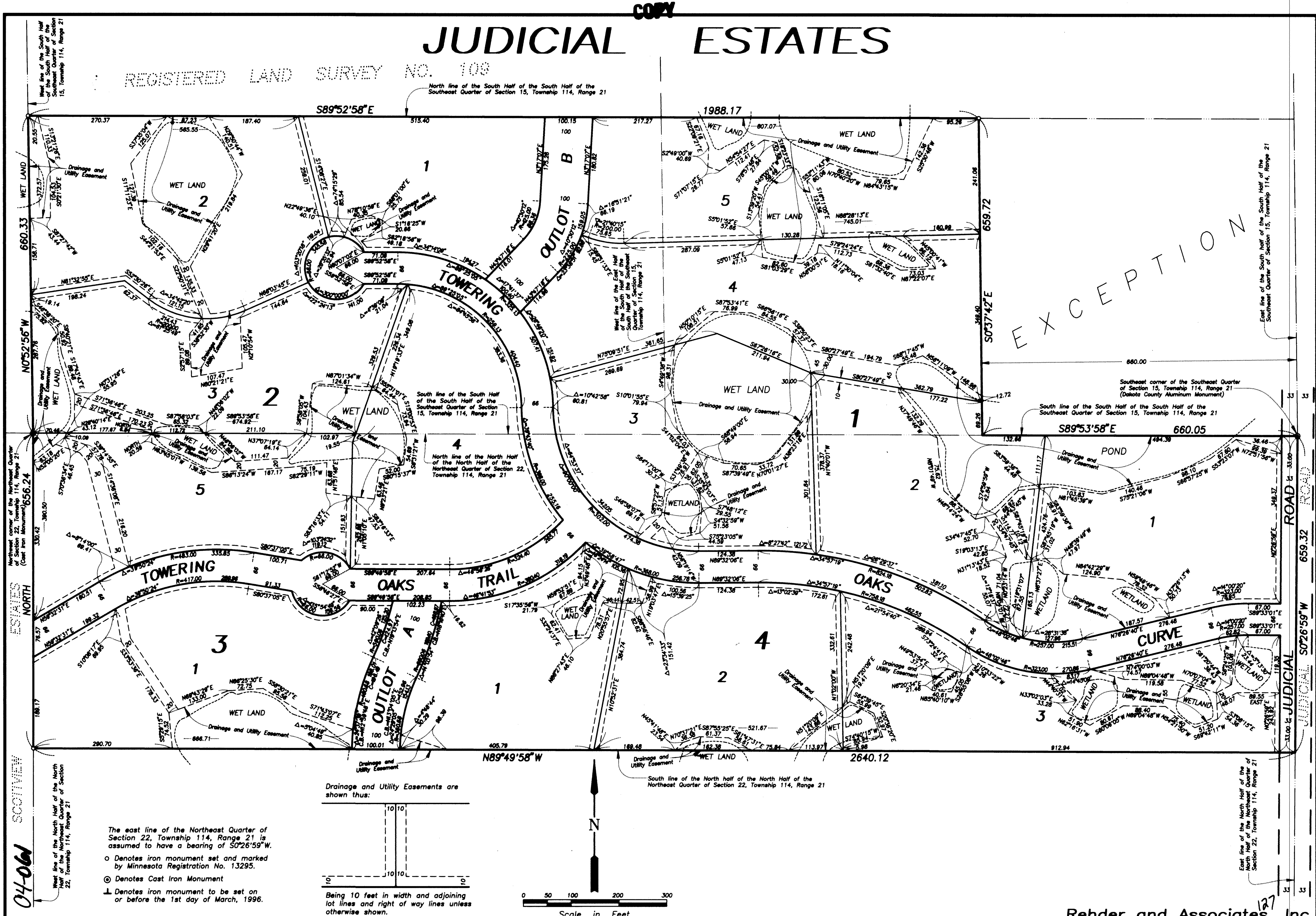
Rehder and Associates, Inc.

COPY

JUDICIAL ESTATES

REGISTERED LAND SURVEY NO. 108

North line of the South Half of the South Half of the Southeast Quarter of Section 15, Township 114, Range 21



04-06d

The east line of the Northeast Quarter of Section 22, Township 114, Range 21 is assumed to have a bearing of $S0^{\circ}26'59''W$.

- Denotes iron monument set and marked by Minnesota Registration No. 13295.
- ⊙ Denotes Cast Iron Monument
- ⊥ Denotes iron monument to be set on or before the 1st day of March, 1996.

Drainage and Utility Easements are shown thus:

Being 10 feet in width and adjoining lot lines and right of way lines unless otherwise shown.

Scale in Feet

Doc. No. **90935**, file **7525**
Vol. **92** Page **117** Cert. **30675** & **28749**
OFFICE OF THE REGISTRAR OF TITLES
SCOTT COUNTY, MINNESOTA
Certified filed on
NOV 06 1997 **8A** M.
Pat Boeckman
Pat Boeckman, Registrar of Titles

x **I-12877**
Scott County Abstract and Title, Inc.
228 Holmes Street, P.O. Box 300
Shakopee, MN 55379 **46171**

GRANT OF EASEMENT

by **Marilyn Nashby** Deputy **35**

GRANT OF EASEMENT made November **4**, 1997, by and between TOWNSHIP OF CREDIT RIVER, Scott County, Minnesota, under the laws of Minnesota ("Credit River") and LANDSTAR GROUP, INC., a Minnesota corporation ("Landstar").

RECITALS

A. Credit River is the fee owner of certain real property legally described as Outlot B, Judicial Estates, Scott County, Minnesota ("Outlot B").

B. Landstar is the fee owner of certain real property legally described as Lot 5, Block 1, Judicial Estates, Scott County, Minnesota ("Lot 5").

C. The parties wish to provide for a permanent access easement over Outlot B in favor of Lot 5 as hereinafter set forth.

NOW, THEREFORE, in consideration of \$1.00 and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Grant of Easement. Credit River hereby grants and conveys to Landstar a permanent perpetual access easement for the benefit of Lot 5 over, under and across Outlot B for purposes of ingress and egress to and from Lot 5.

2. Credit River To Be Held Harmless. Landstar shall hold Credit River harmless from and against any and all damages resulting from or caused by the use of the easement herein granted.

3. Maintenance and Repair. Landstar shall be responsible for all costs of maintenance and repair of any improvements constructed in connection with the easement herein granted.

4. Construction of Public Street. Credit River shall have total discretion as to when a public street shall be constructed on Outlot B. Notwithstanding the provisions of Paragraph 1, the easement herein granted shall terminate at such time as a public street is constructed on Outlot B resulting in public access to Lot 5. At such time, the parties agree to execute appropriate documentation terminating this easement.

5. Binding Effect. Subject to Paragraph 4, the easement granted herein shall run with the land and shall be a continuing benefit to and burden upon Lot 5 and Outlot B. The provisions of this Grant of Easement shall be binding upon, and shall inure to the benefit of, Credit River, Landstar and their respective successors and assigns as the owners of Outlot B and Lot 5.

IN WITNESS WHEREOF, the undersigned have executed this Grant of Easement as of the day and year first above written and Credit River has hereunto affixed its official seal this 4 day of November, 1997.

TOWNSHIP OF CREDIT RIVER

By: John T. Kane
John T. Kane, Chairman of
Township Board

By: Val A. Zweber
Val A. Zweber, Clerk of
Township Board



LANDSTAR GROUP, INC.

By: Michael W. Olson

Its Secretary

STATE OF MINNESOTA)
) ss.
COUNTY OF HENNEPIN)

The foregoing instrument was acknowledged before me this 4th
day of November, 1997, by Michael W. Olson, the
Secretary of Landstar Group, Inc., a Minnesota
corporation, on behalf of the corporation.

Susan C. Malz
Notary Public

THIS INSTRUMENT WAS DRAFTED BY:

Thomas R. Kelley
THOMSEN & NYBECK, P.A.
Edinborough Corporate Center East
Suite 600, 3300 Edinborough Way
Edina, Minnesota 55435
Telephone No. (612) 835-7000



DEVELOPER'S AGREEMENT

THIS AGREEMENT, made and entered into this 3 day of May, 1994, by and between the TOWNSHIP OF CREDIT RIVER, a Township under the laws of the State of Minnesota (the "Township"), and Quietus Corporation, (the "Developer").

The parcel of land within the Township limits is described as follows:

The East One-Half (E 1/2) of the South One-Half of the South One-Half of the Southeast Quarter (S 1/2 of S 1/2 of SE 1/4) EXCEPT the East 660 feet thereof, Section 15, Township 114, Range 21, Scott County, Minnesota.

and

The North half of the North half of the Northeast Quarter (N 1/2 of N 1/2 of NE 1/4) of Section 22, Township 114, Range 21, Scott County, Minnesota, subject to roads.

To be platted as JUDICIAL ESTATES.

The Developer agrees to the following improvements and conditions:

1. The Developer will construct and install, at the Developer's expense, roads and asphalt paving, including adequate drainage. These roads shall have an alignment substantially similar to the Preliminary Plat approved at the March 21, 1994 meeting of the Township Board. In addition, these roads shall be built in accordance with the following criteria:
 - A. Temporary cul-de-sacs (35' paved radius) will be required on streets proposed to be extended in the future, which the school busses do not require for turning around. Permanent cul-de-sacs and bus turnarounds shall have 54' paved radii to meet Lakeville School District requirements.
 - B. The streets shall have a minimum roadbed width of 28' gutter to gutter with surmountable concrete curb and gutter.
 - C. All roadways built within the proposed platted areas shall have asphalt paving; the pavement section shall consist of 8" of Class 5 100% crushed rock, 2" of 2331 Type 31 Bituminous Base Course, and 1 1/2" of 2331 Type 41 Bituminous Wear Course.
 - D. All roadways shall initially be surfaced with the MnDOT Class 5 crushed rock and Bituminous Base Course per MNDOT construction specifications. The wear course of this asphalt paving shall be done after one (1) freeze-thaw cycle but after no more than two (2) freeze-thaw cycles, to be determined by the township.
 - E. All street and traffic signs required shall be provided and installed by the Developer in accordance with current state standards.
 - F. A hydrologic study will be performed by the Township Engineer for determining drainage easement locations, ponding, etc.
 - G. Any temporary erosion control shall be removed after the project is completed and

EXHIBIT

D

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turf is fully established. All erosion control shall be maintained in good condition throughout the length of the construction.

- H. Final plans and specs shall meet the approval of the Township.
 - I. The Developer is responsible for providing periodic site observations (by the Township Engineer) during significant construction activity and compaction testing in fill areas greater than 4'.
2. The Developer shall reimburse the Township for all costs incurred in connection with the development project. Such costs shall include, but are not limited to, engineering, soil testing, site observation, legal and administrative costs of Township employees or appointees. Payment shall be made by the Developer within 10 days of notification by the Township Clerk of such costs to be reimbursed. In addition, the Developer agrees to a \$ 8,000.00 escrow account with the Township as partial payment for these costs. Prior to starting final plans an additional \$ 10,500.00 is required.
3. Performance and maintenance bonds (or letters of credit):
- A. Prior to starting construction, the Developer or Developer's contractor agrees to furnish to the Township a letter of credit (or restoration bond) in the sum of \$ 25,000.00. The financial guarantee shall be used by the Township in the event that construction starts but is halted and the Township determines that erosion or potential erosion may occur. The Township may also use the guarantee to control erosion even if the project is under construction and if the Developer ignores requests by the Township to control erosion. This bond or letter of credit will be in force until the road is completed and accepted by the Township Engineer.
 - B. Prior to filing the final plat, the Developer or Developer's Subcontractor agrees to furnish to the Township a letter of credit (or performance bond) in an amount determined by the Township engineer minus the value of the restoration bond if road work has been completed or partially completed prior to final plat filing. The letter of credit can be reduced by Township resolution after the Township Engineer has issued his Certificate of Partial Completion and proper lien waivers have been obtained to the satisfaction of the lending institution and the Township, with receipts or proof of payments accompanying the lien waivers to verify the amounts that have been paid. If the road construction, except for the final bituminous wear course is completed prior to filing the final plat, then no bonds or letter of credit will be required other than that required in paragraph 3C. Each final plat requires a separate letter of credit.
 - C. At the time of initial roadway acceptance, the Developer or Developer's Subcontractor agrees to furnish to the Township a performance and maintenance bond (or letter of credit) in an amount to be determined by the Township Engineer, which will be in force until one year after the roadways receive the final bituminous wear course and are accepted by the Township Engineer. This bond or letter of credit is intended to cover the bituminous wear course and any maintenance of bituminous base course or turf. The bond or letter of credit in paragraph A may be extended to be part of the financial guarantee in paragraph C. Each final plat requires a separate financial guarantee.
 - D. After the final wear surface is constructed and accepted by the Township, the maintenance bond or letter of credit may be reduced during the final year to

\$15,000.00 for any warrantee work required.

4. The Developer shall notify the Township Engineer one week prior to road construction. If the Engineer is not notified, the Developer agrees to pay all additional costs for core samples, borings, or other inspections deemed necessary by the Engineer.
5. The Township's "Development Guidelines" and ordinances governing land subdivision will be followed for items not specifically discussed in this agreement.
6. Building permits will not be issued until the aggregate base course is approved by the Township Engineer. However, permits may be issued earlier for the purpose of one model home, with occupancy after base course approval. Absolutely no building permits shall be issued prior to the filing of the final plat.
7. The Township will require \$ 200.00 per lot for park fees.
8. Development shall be in accordance with the Wetland Conservation Act of 1991, the W.M.O. ordinance regulating soil loss, erosion control, stormwater management and wetlands, the National Urban Runoff Program, M.P.C.A. and any other laws or regulations which may apply.
9. Outlots shall be deeded to the township for public use in the alignments shown as possible future road extensions to the west, north and to the south of this property. An escrow account shall be established (amount shall be determined by Township) by the developer for the extension of the township road to the south unless future 2 1/2 acre development does not require the township road to be extended. No grading of the outlots will be required at this time except for the trail and south outlot if development to south requires road extension.
10. A walking trail connection shall be made to Scottsview Estates. It shall be an 8' wide bituminous trail.
11. Ghost plat shall be provided for possible future layout of lots when City utilities are extended to this subdivision. Ghost platting will be adhered to when issuing a building permit on each lot.
12. Developer shall provide appropriate subsurface drainage as determined by Township engineer and/or soils engineer.
13. Special seed mixture (wildflower or shaded seed mix, etc.) shall be used on slopes not intended to be mowed. Tree cutting and trimming shall be wide enough to minimize future maintenance (Town Board approval in field is required).
14. Developer shall have covenances requiring adhering to ghost platting and no mail boxes on cul-de-sacs.

All notices or information distributed shall be sent to:

If to the Township at:

CREDIT RIVER TOWNSHIP ENGINEER
c/o Rehder & Associates, Inc.
3440 Federal Drive, Suite 240
Eagan, MN 55122

If to the Developer at:

Quietus Corporation
Mr. Mike Olson
15580 Andrie St. NW
Ramsey, Minnesota 55303

In Presence of:

Barbara Kane Johnson

Barbara Kane Johnson

TOWNSHIP OF CREDIT RIVER

By:

John T. Kane

Its:

Chairman

By:

Val A. Zwickler

Its:

Clark

In Presence of:

Gary R. Hall

QUIETUS CORPORATION (DEVELOPER)

By:

Michael M. Olson

Its:

PRESIDENT

By:

Its:

DEVELOPER'S AGREEMENT

THIS AGREEMENT, made and entered into this day of , 1994, by and between the TOWNSHIP OF CREDIT RIVER, a Township under the laws of the State of Minnesota (the "Township"), and Quietus Corporation, (the "Developer").

The parcel of land within the Township limits is described as follows:

The East One-Half (E 1/2) of the South One-Half of the South One-Half of the Southeast Quarter (S 1/2 of S 1/2 of SE 1/4) EXCEPT the East 660 feet thereof, Section 15, Township 114, Range 21, Scott County, Minnesota.

and

The North half of the North half of the Northeast Quarter (N 1/2 of N 1/2 of NE 1/4) of Section 22, Township 114, Range 21, Scott County, Minnesota, subject to roads.

To be platted as JUDICIAL ESTATES.

The Developer agrees to the following improvements and conditions:

1. The Developer will construct and install, at the Developer's expense, roads and asphalt paving, including adequate drainage. These roads shall have an alignment substantially similar to the Preliminary Plat approved at the March 21, 1994 meeting of the Township Board. In addition, these roads shall be built in accordance with the following criteria:
 - A. Temporary cul-de-sacs (35' paved radius) will be required on streets proposed to be extended in the future, which the school busses do not require for turning around. Permanent cul-de-sacs and bus turnarounds shall have 54' paved radii to meet Lakeville School District requirements.
 - B. The streets shall have a minimum roadbed width of 28' gutter to gutter with surmountable concrete curb and gutter.
 - C. All roadways built within the proposed platted areas shall have asphalt paving; the pavement section shall consist of 8" of Class 5 100% crushed rock, 2" of 2331 Type 31 Bituminous Base Course, and 1 1/2" of 2331 Type 41 Bituminous Wear Course.
 - D. All roadways shall initially be surfaced with the MnDOT Class 5 crushed rock and Bituminous Base Course per MNDOT construction specifications. The wear course of this asphalt paving shall be done after one (1) freeze-thaw cycle but after no more than two (2) freeze-thaw cycles, to be determined by the township.
 - E. All street and traffic signs required shall be provided and installed by the Developer in accordance with current state standards.
 - F. A hydrologic study will be performed by the Township Engineer for determining drainage easement locations, ponding, etc.
 - G. Any temporary erosion control shall be removed after the project is completed and turf is fully established. All erosion control shall be maintained in good condition throughout the length of the construction.
 - H. Final plans and specs shall meet the approval of the Township.
 - I. The Developer is responsible for providing periodic site observations (by the Township Engineer) during significant construction activity and compaction testing in fill areas greater than 4'.

2. The Developer shall reimburse the Township for all costs incurred in connection with the development project. Such costs shall include, but are not limited to, engineering, soil testing, site observation, legal and administrative costs of Township employees or appointees. Payment shall be made by the Developer within 10 days of notification by the Township Clerk of such costs to be reimbursed. In addition, the Developer agrees to a \$ 8,000.00 escrow account with the Township as partial payment for these costs. Prior to starting final plans an additional \$ 10,500.00 is required.
3. Performance and maintenance bonds (or letters of credit):
 - A. Prior to starting construction, the Developer or Developer's contractor agrees to furnish to the Township a letter of credit (or restoration bond) in the sum of \$ 25,000.00. The financial guarantee shall be used by the Township in the event that construction starts but is halted and the Township determines that erosion or potential erosion may occur. The Township may also use the guarantee to control erosion even if the project is under construction and if the Developer ignores requests by the Township to control erosion. This bond or letter of credit will be in force until the road is completed and accepted by the Township Engineer.
 - *B. Prior to filing the final plat, the Developer agrees to furnish to the Township a letter of credit (or performance bond) in an amount of \$251,710.00 minus the value of the restoration bond. If road work has been completed or partially completed prior to final plat filing, the amount may be reduced for construction completed as determined by the Township engineer. The letter of credit can be reduced by Township resolution after the Township Engineer has issued his Certificate of Partial Completion and proper lien waivers have been obtained to the satisfaction of the lending institution and the Township, with receipts or proof of payments accompanying the lien waivers to verify the amounts that have been paid. If the road construction, except for the final bituminous wear course is completed prior to filing the final plat, then no bonds or letter of credit will be required other than that required in paragraph 3C. Each final plat requires a separate letter of credit.
 - *C. At the time of initial roadway acceptance, the Developer or Developer's Subcontractor agrees to furnish to the Township a performance and maintenance bond (or letter of credit) in an amount to be determined by the Township Engineer, which will be in force until one year after the roadways receive the final bituminous wear course and are accepted by the Township Engineer. This bond or letter of credit is intended to cover the bituminous wear course and any maintenance of bituminous base course or turf. The bond or letter of credit in paragraph A may be extended to be part of the financial guarantee in paragraph C. Each final plat requires a separate financial guarantee. A letter of credit of \$25,000.00 shall be required for the final course of asphalt.
 - D. After the final wear surface is constructed and accepted by the Township, the maintenance bond or letter of credit may be reduced during the final year to \$15,000.00 for any warrantee work required.
4. The Developer shall notify the Township Engineer one week prior to road construction. If the Engineer is not notified, the Developer agrees to pay all additional costs for core samples, borings, or other inspections deemed necessary by the Engineer.
5. The Township's "Development Guidelines" and ordinances governing land subdivision will be followed for items not specifically discussed in this agreement.

- *6. Building permits will not be issued until the aggregate base course is approved by the Township Engineer. However, permits may be issued earlier for the purpose of one model home, with occupancy after base course approval. Absolutely no building permits shall be issued prior to the filing of the final plat unless approved by the County.
- *7. The Township will require \$ 200.00 per lot for park fees at time of building permit issuance.
- 8. Development shall be in accordance with the Wetland Conservation Act of 1991, the W.M.O. ordinance regulating soil loss, erosion control, stormwater management and wetlands, the National Urban Runoff Program, M.P.C.A. and any other laws or regulations which may apply.
- *9. Outlots shall be deeded to the township (when the final plat is filed) for public use in the alignments shown as possible future road extensions to the north and to the south of this property. No grading of the outlots will be required.
- *10. A walking trail connection shall be made to Scottsview Estates. It shall be an 8' wide wood chip trail. The grading for the future road connection to Scottsview Estates shall be done by the developer with the initial construction of the other roads. Barricades shall be placed. Posts with reflectors will be placed by the developer.
- 11. Ghost plat shall be provided for possible future layout of lots when City utilities are extended to this subdivision. Ghost platting will be adhered to when issuing a building permit on each lot.
- 12. Developer shall provide appropriate subsurface drainage as determined by the Township engineer and/or soils engineer.
- 13. Special seed mixture (wildflower or shaded seed mix, etc.) shall be used on slopes not intended to be mowed. Tree cutting and trimming shall be wide enough to minimize future maintenance (Town Board approval in the field is required).
- 14. Developer shall have covenances requiring adhering to ghost platting and no mail boxes on cul-de-sacs.
- *15. The township engineer will complete a pond excavation plan for the east half of Lot 1, Block 2 to be approved by Scott County Soil and Water Conservation District.

* Notes where revisions have been made.

All notices or information distributed shall be sent to:

If to the Township at:

CREDIT RIVER TOWNSHIP ENGINEER
c/o Rehder & Associates, Inc.
3440 Federal Drive, Suite 240
Eagan, MN 55122

If to the Developer at:

Quietus Corporation
Mr. Mike Olson
15580 Andrie St. NW
Ramsey, Minnesota 55303

In Presence of:

TOWNSHIP OF CREDIT RIVER

Mike Mares

By: John T. Kane

Its: Chairman

William Casey

By: Val A. Zwobes

Its: Clerk

In Presence of:

QUIETUS CORPORATION (DEVELOPER)

Perry Tremmel

By: Michael M. Olson

Its: PRESIDENT

By: _____

Its: _____

DEVELOPER'S AGREEMENT

THIS AGREEMENT, made and entered into this 27th day of Feb., 1994⁵, by and between the TOWNSHIP OF CREDIT RIVER, a Township under the laws of the State of Minnesota (the "Township"), and Quietus Corporation, (the "Developer").

The parcel of land within the Township limits is described as follows:

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and

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 - I. The Developer is responsible for providing periodic site observations (by the Township Engineer) during significant construction activity and compaction testing in fill areas greater than 4'.

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 - B. Prior to filing the final plat, the Developer agrees to furnish to the Township a letter of credit (or performance bond) in an amount of \$251,710.00 minus the value of the restoration bond. If road work has been completed or partially completed prior to final plat filing, the amount may be reduced for construction completed as determined by the Township engineer. The letter of credit can be reduced by Township resolution after the Township Engineer has issued his Certificate of Partial Completion and proper lien waivers have been obtained to the satisfaction of the lending institution and the Township, with receipts or proof of payments accompanying the lien waivers to verify the amounts that have been paid. If the road construction, except for the final bituminous wear course is completed prior to filing the final plat, then no bonds or letter of credit will be required other than that required in paragraph 3C. Each final plat requires a separate letter of credit.
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 - D. After the final wear surface is constructed and accepted by the Township, the maintenance bond or letter of credit may be reduced during the final year to \$15,000.00 for any warrantee work required.
4. The Developer shall notify the Township Engineer one week prior to road construction. If the Engineer is not notified, the Developer agrees to pay all additional costs for core samples, borings, or other inspections deemed necessary by the Engineer.
5. The Township's "Development Guidelines" and ordinances governing land subdivision will be followed for items not specifically discussed in this agreement.

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7. The Township will require \$ 200.00 per lot for park fees at time of building permit issuance.
8. Development shall be in accordance with the Wetland Conservation Act of 1991, the W.M.O. ordinance regulating soil loss, erosion control, stormwater management and wetlands, the National Urban Runoff Program, M.P.C.A. and any other laws or regulations which may apply.
9. Outlots shall be deeded to the township (when the final plat is filed) for public use in the alignments shown as possible future road extensions to the north and to the south of this property. No grading of the outlots will be required.
10. A walking trail connection shall be made to Scottview Estates. It shall be an 8' wide wood chip trail. The grading for the future road connection to Scottview Estates shall be done by the developer with the initial construction of the other roads. Barricades shall be placed. Posts with reflectors will be placed by the developer.
11. Ghost plat shall be provided for possible future layout of lots when City utilities are extended to this subdivision. Ghost platting will be adhered to when issuing a building permit on each lot.
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13. Special seed mixture (wildflower or shaded seed mix, etc.) shall be used on slopes not intended to be mowed. Tree cutting and trimming shall be wide enough to minimize future maintenance (Town Board approval in the field is required).
14. Developer shall have covenances requiring adhering to ghost platting and no mail boxes on cul-de-sacs.
15. The township engineer will complete a pond excavation plan for the east half of Lot 1, Block 2 to be approved by Scott County Soil and Water Conservation District.
- *16. Future Public Streets. The JUDICIAL ESTATES subdivision includes two outlots which will become public streets in the future. These outlots include the following:

Outlot A, JUDICIAL ESTATES
Outlot B, JUDICIAL ESTATES

The Developer shall deed all of these outlots, listed above, to the Township. The Township shall have the sole discretion in determining when these outlots will be improved to public street standards.

In addition, it is anticipated that certain lot owners will request permission to construct their private access drives over and/or across these outlots. A separate agreement will be required between the Township and the lot owner to detail the specifics of the terms of this private access construction on Township property. This agreement must be signed prior to issuance of the Building Permit for this lot and the agreement must be recorded with the property abstract.

The Developer and/or its assigns reserves the right to construct private access drives over and across the following:

Outlot B for Lot 5, Block 1

The above private accesses shall be in the form of recordable easements which will terminate at the time public access is available to the above parcels benefited by the private access drives.

Any such easement shall be subject to the Township being held harmless for any and all damages resulting from or caused by the use of said private access. The benefited party or parties shall be responsible for all costs of maintenance and repair of any private easement. The Township shall have total discretion as to when public streets shall be constructed terminating any and all right to any private access.

* Notes where revisions have been made.

All notices or information distributed shall be sent to:

If to the Township at:

CREDIT RIVER TOWNSHIP ENGINEER
c/o Rehder & Associates, Inc.
3440 Federal Drive, Suite 240
Eagan, MN 55122

If to the Developer at:

Quietus Corporation
Mr. Mike Olson
15580 Andrie St. NW
Ramsey, Minnesota 55303

In Presence of:

TOWNSHIP OF CREDIT RIVER

By: John T. Kane

Its: Chairman

By: _____

Its: _____

In Presence of:

QUIETUS CORPORATION (DEVELOPER)

By: Michael M. Olson

Its: President

By: _____

Its: _____



Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE: May 19, 2025

SUBMITTED BY: City Admin, Administrator

ITEM TYPE: Agenda Report

AGENDA SECTION: General Business

SUBJECT: Interim Finance Director Contractor Proposals

BACKGROUND: Council asked staff to go out for an RFQ for financial services during the interim time between the Finance Director leaving and the rehire of that position. Staff sent the RFQ to four companies to obtain quotes for services. The city received three submittals.

- CliftonLarsonAllen (submitted)
- Abdo (submitted)
- Ehlers, Inc. (submitted)
- Smith Schaffer (**not** submitted)

The RFQ was broken into 3 parts.

- Part A was a flat rate for the 2026 budget completion. This was a start to finish project regardless of the rehire of the Finance Director position.
- Part B was an hourly rate and estimate of time needed to conduct day to day financial operations for the City (essentially the duties of the Finance Director).
- Part C was any other needs that the contractor felt they could help with and the hourly rate to assist with those.

CliftonLarsonAllen had a Part A amount of \$8,925, a Part B monthly estimate of \$10,752 for 16 hours a week of in person assistance, and varied rates of \$90-\$250/hr for any projects that fall under Part C.

Abdo had a Part A amount of \$39,400, a Part B monthly estimate of \$7,320 for 6.5 hours a week of assistance, and varied rates of \$255 - \$370/hr for any projects that fall under Part C.

Ehlers had a Part A amount of \$38,250 - \$61,200 and said that they currently did not have the capacity to assist with Parts B & C so was not willing to provide a quote amount.

FINANCIAL IMPACT: There will be a cost to the City that varies depending on the cost of the quote that is selected. We will use the funds dedicated to the Finance Director position to cover the costs of the interim services.

SUGGESTED ACTION: Approve the proposal from CliftonLarsonAllen LLP for finance services/budget project during the interim

ALTERNATIVES: Select one of the other two quotes.

ATTACHMENTS:

[Abdo Accounting Services Proposal 2025.pdf](#)

[Credit River Proposal.pdf](#)

[CLA Response to Finance RFP.pdf](#)



SERVICE PROPOSAL FOR

City of Credit River

18985 Meadow View Blvd, Prior Lake, Minnesota 55372

May 16, 2025

abdosolutions.com | Mankato, MN - Edina, MN - Scottsdale, AZ

Abdo
Financial
Solutions

Proposed by

Jean McGann, CPA

Partner | Abdo

jean.mcgann@abdofs.com

P 952.715.3059

Steve Jelinski, City Administrator
City of Credit River
18985 Meadow View Blvd
Prior Lake, Minnesota 55372

May 16, 2025

Dear Steve,

Thank you for the opportunity to submit this proposal to the City of Credit River, Minnesota (the City), for Interim Finance Director accounting services. Based on our past experience with the City, we believe our structured contract with defined outcomes offered through Abdo Financial Solutions, (Abdo FS), will provide the City with excellent financial services.

We believe our solution will result in the City receiving high-level information, continual improvement of processes, and allow the City to keep overall costs stable. Our proposal is based on the needs of the City as laid out in the City's request for proposal, along with the experiences we have had working with the City as well as other comparable cities. This proposal outlines the scope of services identified in the proposal request, as well as additional items identified during our evaluation.

The following are a few ways in which our Financial Solutions team can provide support:

- Partnering with City staff and the City Council to develop the 2026 annual budget and levy. This process will include budget workshops with the City Council, as well as presentations of both the preliminary budget and Truth in Taxation hearing with the proposed final budget and levy in compliance with public notice requirements as outlined by State Statutes. Additionally, Abdo FS will coordinate the required reporting certifications associated with the annual budget and levy.
- Our team will bridge the gap in the vacancy of the Finance Director position by completing monthly reconciliations of the City's bank accounts, provide review of disbursements, receipts, monthly CSTS billing, and payroll processing in coordination with the City Administrator and Billing Clerk. In addition, Abdo FS will provide guidance and assistance on general financial needs for the City and assist with required quarterly and annual reporting.
- You indicated that timely and accurate financial reporting are a high priority for management and Council; our team will work to provide the City Council with a quarterly financial report indicating dashboards of key financial success metrics.
- You expressed the importance of partnering with an advisor that would provide timely financial advice regarding compliance with state and federal laws, regulations and reporting. Our team has established industry best standards for monthly monitoring of compliance tasks, and we continually work to stay ahead of industry trends that will affect our local government clients.



This contract shall begin in May 2025 and continue for a period of three to six months as the City works towards the possibility of hiring a full-time Finance Director.

An Abdo FS representative will perform services remotely.

The investment required for our services is indicated on the value page, and this quote remains valid for thirty (30) days.

Please note that Abdo FS is independent of the City as defined by auditing standards generally accepted in the United States of America.

Abdo FS acknowledges the City has retained an independent registered municipal advisor (IRMA) to assist and advise the City in evaluating information relating to the issuance of municipal securities and/or municipal financial products. Abdo FS acknowledges the City will rely on advice from their IRMA. Abdo FS will have no recourse against the City or its IRMA, regarding action or inaction relating to evaluating, commenting on, or responding to financial projects or information received under this Agreement. Abdo FS acknowledges it is not the registered independent municipal advisor retained by the Municipal Entity Client.

Abdo FS would like to thank the City for the opportunity to propose on these services. We look forward to exceeding your expectations and continuing our long-term, mutually beneficial relationship.

Sincerely,

Abdo Financial Solutions

A handwritten signature in black ink that reads "Jean D. McGann". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Jean McGann, CPA

Partner | Abdo



Government Experience

You can have confidence in our 60 years of quality auditing services and partnership in the government space. Since 1963, we've served entities just like yours. With an unwavering commitment to streamlining processes, training staff, and finding technology-based solutions, we proudly offer excellence in auditing. Out of our 250-strong, talented staff, over 70 team members are 100% focused on government clients, including services for over 100 cities and various municipalities. By serving local municipalities across Minnesota and Iowa, we have become experts in the nuances of how to best support your city. Our expertise affords you an audit experience that's painless. We do this by communicating up front, coming better prepared, and being available throughout the year to support you.

PROCESS

Our methods are centered around incorporating technology to deliver unparalleled solutions for local governments. In addition to our audit experience, our firm expertly performs outsourcing for governments giving us a wealth of experience in a finance director role. We don't believe in a one-size-fits-all mentality, so together we'll focus on the needs that are relevant to your and provide the right services to meet them with a tailored approach.

FOCUS

Through continuous training and growth opportunities, we've established an environment with a focus on serving local governments. We spend more than 100 hours training and onboarding to ensure success for our clients. We truly hope that you partner with our team to forge a brighter path forward for your city.

OUR QUALIFICATIONS

- GFOA, MnGFOA, ACMA, and GFOAz Association members
- We speak and train on government accounting and auditing topics
- Audit services for 100+ cities
- Our clients represent top tier governments with 20 municipal clients receiving the GFOA's Certificate of Achievement for Excellence in Financial Reporting
- Audit services for 15+ EDA's and HRA's
- Audit services for 35+ other governmental entities
- Audit or attestation services for 80+ Fire Relief Association's



114

CITY, TOWN & COUNTY CLIENTS

3150

Outsourced Finance Director

Building relationships to become a valuable extension of your city is what our Financial Solutions team will be ardently focused on when we work with you. When you employ our team, you gain a fresh perspective on a broad range of topics — you'll have one point of contact but a whole team of people bringing you value. With that said, we've had the opportunity to partner with over 100 clients in the Midwest. Among the support we provide, Outsourced Finance Director Services are a primary focus of our team. We offer this service for a broad range of cities with populations ranging from 800 — 25,000 in size.

Acting as outsourced finance directors and controllers requires a broad ranges of skills and experience. We bring a unique set of skills and experience as former government auditors, finance directors and controllers. Through this lens, we implement processes and procedures to improve your city's daily operations. Our experience translates to insights that streamline the audit and budget process and internal controls, consequently reducing audit findings and improving efficiencies. Ultimately, this will save your city time and money.

PROCESS

When you select our team, our process is made simple — for you and for your employees. First, we meet with your city administration to understand the challenges you face. We then analyze your financial statements, review budgets, and connect with your auditors to understand your financial position from their perspective. This gives us a holistic view to formulate a plan and propose how we can best support you.

Once our proposal is accepted, we'll work with key stakeholders to understand cash flow, investments, and begin fulfilling proposal initiatives. Together, we'll identify priorities and begin implementation.

QUALIFICATIONS

Our people make the difference — Out of 30 members in our Financial Solutions group, 60% of their work is focused on outsourced Finance Director services. The majority of our team members have worked in government organizations and public accounting, bringing you a fresh perspective backed by relevant experience. We're confident that Abdo FS has the right expertise, team support, and recommendations to help your city grow. We look forward to supporting you and your team



SEE A SAMPLE REPORT

See a sample of our quarterly financial reports.

Scope of Services

ABDO FS CONTRACT TASK	ESTIMATED HOURS	RATE
Task A: Development of 2026 Annual Budget:		
<i>Estimate includes up to four (4) budget meetings with City Council, and two (2) Council meeting presentations</i>		\$39,400
Task B: Interim Finance Director Accounting Services:		
<i>Average weekly estimate for Senior Associate</i>	5 hours/week	\$255/hour
<i>Average weekly estimate for Senior Manager</i>	1.5 hours/week	\$370/hour
Task C: Other Items not Specified in Task A or B:		
Quarterly Analytical Review and Reporting		
Senior Associate	6 hours/quarter	\$255/hour
Senior Manager	2 hours/quarter	\$370/hour
Assisting in completion of 2024 audit and required reporting		
Senior Associate	As needed	\$255/hour
Senior Manager	As needed	\$370/hour
Quarterly payroll reporting review		
Senior Associate	3 hours/quarter	\$255/hour
Senior Manager	1 hour/quarter	\$370/hour
Quarterly building permit surcharge reporting		
Senior Associate	3 hours/quarter	\$255/hour
Senior Manager	1 hour/quarter	\$370/hour
Annual reporting for unclaimed property		
Senior Associate	4 hours	\$255/hour
Senior Manager	1 hour	\$370/hour

Through our prior experience in working with the City, as well as conversations with the City Administrator, we have identified and included the tasks as noted in Task C. These duties are suggested to ensure timely and accurate financial reporting for City management and City Council, as well as ensuring the compliance with required reporting during the contract period. Additionally, we have included the potential task of assisting in the completion of the 2024 audit and related reporting requirements. At the time of this proposal, it is unknown if this process will be complete prior to the start of the contracted services period.

Your Team

Based on our ability to provide the requested services, our shared core values, and an understanding of your unique needs, we have the resources, knowledge, people and services to light the path forward for your city.

We have assembled a team with relevant experience who are committed to working with you to ensure success. Each team member is briefly profiled below, and full biographies can be found in Appendix C.



JEAN MCGANN, CPA

Partner
jean.mcgann@abdofs.com
P 952.715.3059

Partner in-charge & client oversight



TESSA BEUNING, CPA

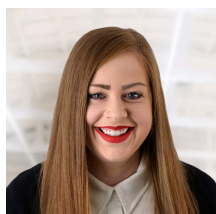
Senior Manager
tessa.beuning@abdofs.com
P 952.715.3027

Project management & primary city contact

Task A: Providing guidance on the development of budget and analysis, review of proposed fund budgets and levies, attending budget meetings and incorporating Council directives, budget presentations at City Council meetings, reviewing and ensuring compliance on required reporting and certifications.

Task B: Review of monthly bank reconciliations, review of tax levy coding & intergovernmental revenue receipting, miscellaneous accounting guidance and support, management updates and communications.

Task C: Review and analysis of general ledger account balances, review of quarterly financial reporting, coordinating & review of 2024 year-end closing and audit requirements, review of required quarterly and annual reporting and compliance requirements.



AMBER CHRUDIMSKY

Senior Associate
amber.chrudimsky@abdofs.com
P 952.715.3021

Task A: Preparation of annual fund budgets, CSTS monthly rates, and proposed tax levies.

Task B: Review of coding of invoices, bi-weekly payroll reports, monthly utility billing assistance as needed.

Task C: Quarterly reporting assistance, quarterly reconciliation of payroll transactions to 941 reporting.



LAVELLE KROONTJE

Senior Associate
lavelle.kroontje@abdofs.com
P 952.295.7165

Task B: Monthly bank reconciliations, preparing proposed coding for intergovernmental revenues, tax settlement receipts, monthly interest allocations. Assisting in review of invoices.

Task C: Preparation of the following: quarterly analysis of general ledger balances, quarterly financial reports, required permit surcharge reports, annual unclaimed property report, assistance in year-end general ledger reconciliation and reporting (as needed).

2025 Firm Schedule of Rates

At Abdo FS, we are dedicated to assisting our clients in achieving their financial goals through comprehensive and personalized financial services. Our team of experienced professionals provide expert guidance in public finance.

Our fees range from \$190 - \$510 per hour based upon the experience and level of the individuals to be assigned to perform your work. Fees are also based on the assumption and limitations outlined in the Scope of Services. Below are the fees for our services.

STAFF LEVEL	HOURLY RATES *
Partner	\$510
Senior Manager	\$370
Manager	\$310
Senior Associate	\$240 - \$255
Associate/Accounting Specialist	\$190 - \$215

**** Hourly rates are subject to change on September 1st each year***

We understand there is a large variance in our proposed rates. However, we'd like to assure you our top priority is delivering the highest value at the most economical cost to you. Our experienced project management team is committed to judiciously allocating tasks and resources to ensure the majority of the work will be executed at the lowest available rate, without compromising on the quality of the deliverables. We believe that with this approach, we can achieve a balance between cost-efficiency and excellence in execution.

This quote is valid for thirty (30) days.

Initial invoice will be sent within 10 days of the execution of this agreement. Monthly installment fees will be invoiced throughout the remainder of this contract.

In an effort to reduce environmental impact, you will receive printable, downloadable PDFs of your report. To receive one (1) paper report, you will be charged \$150 for a set-up fee. Additional paper copies will be charged at the rate of \$50 per report.

Technology



We believe technology should enhance our service offerings, making our work less intrusive, our time with you more productive and everyone's data more secure. The use of technology in our financial accounting and consulting services enables us to streamline our processes and helps to automate certain functions of our work so we are able to spend more time analyzing our results and working directly with you.

Through the outbreak of COVID-19, our team has been able to seamlessly move to a completely remote work environment with no loss of productivity, cooperation, or communication. Since March 17, 2020, our staff has been successfully conducting remote financial accounting and consulting services using the latest video conferencing and secure file sharing technology. Through Zoom, Microsoft Teams, or whatever technology your city may use, our team will continue to work through normal procedures, including regular meetings with you during the engagement to ensure effective collaboration with your team.

We take the security of our client's data - and our own - very seriously. A number of systems are in place to ensure the safety of your city's data. We operate on a remote distributed infrastructure leveraging Microsoft's Cloud Platform Azure. This not only allows our staff to securely work from any computer, anywhere, any time, but also provides large-scale, cutting-edge technology and security for your data. Your data is housed in secure data centers that reside exclusively in the U.S. and not on laptops or local servers which could be stolen or misplaced. We continually provide security awareness training to our staff members to ensure they are good digital stewards of your data. In addition to this, we also consult bi annually with 3rd party security experts to conduct risk assessments and conduct annual penetration tests.

IT ALSO MEANS:



All firm staff use dual authentication to ensure that every login to our remote environment is secure and authorized.



All data is saved on redundant servers and data centers so if one server fails, another immediately takes over with no data lost.



All data is backed up continually which means we always have an extra copy for safe-keeping.



All incoming emails, attachments, and embedded links are scanned for viruses prior to landing in our inbox, which allows us to operate with more protection from phishing emails, malware attacks, and other digital threats.

Our cloud platform, Azure, is globally trusted by companies and governments and has numerous security compliance standard they adhere to. Reports of these can be provided as requested.

A decorative orange line starts vertically on the left edge of the page, then turns 90 degrees clockwise to run horizontally across the page.

Appendix A

AGREEMENT FOR FINANCIAL SERVICES

Agreement for Financial Services

THIS AGREEMENT, is made and entered into on May 16, 2025 by and between the City of Credit River, Minnesota (hereinafter referred to as the ("Client")), and Abdo Financial Solutions (hereinafter referred to as the "Contractor").

Articles of Agreement & Recitals

WHEREAS, the Client is authorized and empowered to secure from time to time certain professional services through contracts with qualified consultants; and

WHEREAS, the Contractor understands and agrees that:

1. The Contractor will act as an Independent Contractor in the performance of all duties under this Agreement. Accordingly, the Contractor shall be responsible for payment of all taxes, including federal, state and local taxes and professional/business license fees arising out of the Contractor's activities;
2. The Contractor shall have no authority to bind the Client for the performance of any services or to obligate the Client. The Contractor is not an agent, servant, or employee of the Client and shall not make any such representations or hold himself/herself out as such;
3. The Contractor shall be the exclusive outsourced accounting service provider for the Client during the term of this Agreement;
4. The Contractor shall perform all professional services in a competent and professional manner, acting in the best interests of the Client at all times.
5. The Contractor shall not accrue any continuing contract rights for the services performed under this Agreement.

NOW THEREFORE, in consideration of the mutual covenants and promises contained herein, it is agreed as follows:

ARTICLE I

INCORPORATION OF RECITALS

The recitals and agreement set forth above are hereby incorporated into this Agreement.

ARTICLE II

LIABILITY INSURANCE

Section 1 Liability Insurance: The Contractor shall obtain professional liability insurance, at their expense with liability insurance coverage minimums in the amount of \$2,000,000, which Contractor must secure and maintain during the term of this Agreement. Contractor will provide Client with proof of liability insurance coverage under this Agreement in writing upon request by the Client.

ARTICLE III

DURATION OF THE AGREEMENT

Section 1 Duration: This Agreement shall commence upon date of execution by all parties and will remain in effect for a period of three to six months as the City works towards the possibility of hiring a full-time Finance Director unless earlier terminated as provided in Sections 2 and 3.

Section 2 Client's Termination Rights: The Client may terminate this Agreement upon sixty (60) days written notice in the event the Client determines in its sole discretion that it is not in the Client's best interest to continue using Contractor's services. The Client may terminate on ten (10) days written notice if the Contractor fails to perform its obligations under this Agreement.

Section 3 Contractor's Termination Rights: Contractor may terminate this Agreement upon thirty (30) days written notice to Client in the event Client does not pay Contractor compensation as required under Article 5, Section 9 within fifteen (15) days after invoice is received by Client. In the event of non-payment within thirty (30) days, Contractor shall give the Client an opportunity to cure the default by giving a notice of such non-payment and an additional five (5) days after the Client's receipt of the notice to remit such payment, prior to giving a notice of termination. Contractor can also terminate the Agreement with one hundred twenty (120) days written notice if the Contractor believes it is in its best interests to terminate the Agreement.

ARTICLE IV

GENERAL

Section 1 Authorized Client Agent: The Client's authorized agent for the purpose of administration of this Agreement is the City Administrator. Said agent shall have final authority for approval and acceptance of the Contractor's services performed under this Agreement and shall further have responsibility for administration of the terms and conditions of this Agreement. All notices under this Agreement shall be sent to the person and address indicated below on the signature lines.

Section 2 Amendments: No amendments or variations of the terms and conditions of this Agreement shall be valid unless in writing and signed by the parties.

Section 3 Assignability: The Contractor's rights and obligations under this Agreement are not assignable or transferable.

Section 4 Data: Any data or materials, including, but not limited to, reports, studies, photographs, negatives, or any and all other documents prepared by the Contractor or its outside consultants in the performance of the Contractor's obligations under this Agreement shall be the exclusive property of the Client, and any such data and materials shall be remitted to the Client by the Contractor upon completion, expiration, or termination of this Agreement. Further, any such data and materials shall be treated and maintained by the Contractor and its outside consultants in accordance with applicable federal, state and local laws. Further, Contractor will have access to data collected or maintained by the Client to the extent necessary to perform Contractor's obligations under this Agreement. Contractor agrees to maintain all data obtained from the Client in the same manner as the Client is required under the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 or other applicable law (hereinafter referred to as the "Act"). Contractor will not release or disclose the contents of data classified as not public to any person except at the written direction of the Client. Upon receipt of a request to obtain and/or review data as defined in the Act, Contractor will immediately notify the Client. The Client shall provide written direction to Contractor regarding the request within a reasonable time, not to exceed fifteen (15) days. The Client agrees to indemnify, hold harmless and defend Contractor for any liability, expense, cost, damages, claim, and action, including attorneys' fees, arising out of or related to Contractor's complying with the Client's direction. Subject to the aforementioned, Contractor agrees to defend and indemnify the Client from any claim, liability, damage or loss asserted against the Client as a result of Contractor's failure to comply with the requirements of the Act. Upon termination and/or completion of this Agreement, Contractor agrees to return all data to the Client, as requested by the Client.

ARTICLE IV - CONTINUED

GENERAL (CONTINUED)

Section 5 Entire Agreement: This Agreement is the entire agreement between the Client and the Contractor, and it supersedes all prior written or oral agreements. There are no other covenants, promises, undertakings, or understandings outside of this Agreement other than those specifically set forth. Any term, condition, prior course of dealing, course of performance, usage of trade, understanding, or agreement purporting to modify, vary, supplement, or explain any provision of this Agreement is null and void and of no effect unless in writing and signed by representatives of both parties authorized to amend this Agreement.

Section 6 Severability: All terms and covenants contained in this Agreement are severable. In the event any provision of this Agreement shall be held invalid by any court of competent jurisdiction, this Agreement shall be interpreted as if such invalid terms or covenants were not contained herein, and such holding shall not invalidate or render unenforceable any other provision hereof.

Section 7 Contractor Fiscal Decision Waiver: Contractor is responsible for providing the Client with timely and accurate financial recommendations and information that allows the Council the ability to make final financial decisions. Contractor will provide final financial recommendations but is not responsible for the final decisions made regarding financial matters.

Section 8 Compensation: The parties agree that the Contractor shall be paid compensation for the services provided hereunder, payable for work performed in accordance with this Agreement, based on the fees indicated on the Value page of this proposal. Additional fees will not be incurred without prior approval of the Client.

Initial invoice for anticipated first month fees will be sent within 10 days of the execution of this agreement. Monthly installment fees will be invoiced throughout the remainder of this Agreement. If the Agreement is for an hourly fee basis, invoices will be sent monthly.

Section 9 Additional Services: Should the Client request additional services in addition to the Contracted Services, the Contractor will provide the Client with proposed fees for the services to be provided. The Client shall provide a written or electronic confirmation prior to the proposed services implementation.

Section 10 Outside Contractors: It shall be the responsibility of Contractor to compensate any other outside consultants retained or hired by Contractor to fulfill their obligations under this Agreement and shall be responsible for their work and Contractor, by using outside contractors, shall not be relieved of its obligations under this Agreement.

Section 11 Municipal Advisor: Abdo FS acknowledges the Client may/has retained an independent registered municipal advisor (IRMA) to assist and advise the Client in evaluating information relating to the issuance of municipal securities and/or municipal financial products. Abdo FS acknowledges the Client will rely on advice from their IRMA. Abdo FS will have no recourse against the Client or its IRMA, regarding action or inaction relating to evaluating, commenting on, or responding to financial projects or information received under this Agreement. Abdo FS acknowledges it is not the registered independent municipal advisor retained by the Municipal Entity Client.

Section 12 Equal Employment Opportunity: Abdo, LLP and its subsidiary companies are committed to providing equal employment opportunities to all employees and applicants for employment without regard to any legally-recognized basis "protected class" including but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, sexual orientation or marital preference, genetic information or any other protected class under federal, state, or local law.



Appendix B

AGREEMENT FOR THE PROVISION OF
PROFESSIONAL SERVICES

Agreement for the Provision of Professional Services

WHEREFORE, this Agreement was entered into on the date set forth below and the undersigned, by execution hereof, represent that they are authorized to enter into this Agreement on behalf of the respective parties and state that this Agreement has been read by them and that the undersigned understand and fully agree to each, all and every provision hereof, and hereby, acknowledge receipt of a copy hereof.

City of Credit River

18985 Meadow View Blvd
Prior Lake, Minnesota 55372



SIGNATURE

Steve Jelinski

Abdo Financial Solutions, LLC

5201 Eden Avenue, Suite 250
Edina, Minnesota 554

A handwritten signature in black ink that reads "Jean D. McGann".

Jean McGann, CPA

Partner | Abdo
May 16, 2025



Appendix C

PROFESSIONAL BIOS



Jean McGann

CPA

Partner | Abdo

jean.mcgann@abdofs.com

P 952.715.3059

Jean is a seasoned professional with over 30 years of experience in government finance and auditing. Since joining the team in 2013, she has been instrumental in designing unique solutions that enhance efficiency and reduce costs. Her wealth of experience has equipped her with invaluable skills in coaching and mentoring, accounting and financial management, process evaluations, and long-term planning. Jean's acumen extends beyond finance and auditing; she is adept at identifying and implementing cost containment processes, policy development, and internal control evaluation.

EDUCATION

- Bachelor of Arts, Buena Vista University- Storm Lake, Iowa
- Continuing professional education

PROFESSIONAL MEMBERSHIPS

- Minnesota and Arizona Society of Certified Public Accountants
- American Institute of Certified Public Accountants
- Government Finance Officers Association of the United States and Canada
- Minnesota and Arizona Government Finance Officers Association
- Minnesota Clerks & Finance Officers Association

AFFILIATIONS

- Finance and Audit Committee Member for Project for Pride in Living
- Arizona Women Leading Government Member
- Arizona Government Finance Officers Education Committee
- Circle the Lake Volunteer

QUALIFICATIONS

- Expertise in managing financial operations, ensuring compliance, and optimizing financial performance
- Skilled in evaluating processes and implementing improvements to enhance efficiency and effectiveness
- Experienced in developing and implementing ERP systems tailored to organizational needs
- Adept at strategic planning, forecasting, and preparing for future financial challenges and opportunities
- Proficient in conducting detailed studies to manage utility rates and organizational debt
- Proven ability to identify cost-saving opportunities and streamline processes for better performance
- Experienced in developing policies and evaluating internal controls to ensure robust governance
- Strong project management skills, ensuring projects are completed on time, within scope, and on budget
- Delivered presentations for the League of MN Cities, MN Clerk and Finance Officer Association, and Arizona



Tessa Beuning

CPA

Senior Manager | Abdo Financial Solutions

tessa.beuning@abdofs.com

P 952.715.3027

Tessa joined the Firm in 2023, as a member of the Financial Solutions department. With over 18 years of experience, Tessa brings a wealth of knowledge to the Firm. She has experience working with cities, counties, school districts, nonprofits and municipal utilities. Prior to joining Abdo Financial Solutions, Tessa worked in government audit and was the Finance Director for the City of Melrose.

EDUCATION

- Bachelor of Science in Accounting, St. Cloud State University
 - *Graduated Cum Laude*
- Continuing professional education

PROFESSIONAL MEMBERSHIPS

- Minnesota Society of Certified Public Accountants
- American Institute of Certified Public Accountants

QUALIFICATIONS

- 18 years of experience working in local government finance and accounting
- Experience in a variety of roles within local government, including, but not limited to: monthly and annual reporting, audit preparation, budget development, long-term capital planning, utility billing, utility rate studies, municipal ambulance services and billing, payroll processing and reporting, and grant accounting and reporting
- Experience in analyzing processes and proving recommendations to increase the efficiency, accuracy, and transparency
- Experience in policy and procedures development
- Works with Engagement, Caselle, Quickbooks, Tyler Incode, Springbrook, Sage Intacct, and Banyon
- Strong leadership skills managing finance team and preparation of Council reports and attendance at Council meetings



Amber Chrudimsky

Senior Associate | Abdo Financial Solutions

amber.chrudimsky@abdofs.com

P 952.715.3021

Amber joined the Firm's Financial Solutions department in 2021. Prior to joining Abdo FS, Amber spent seven years as Finance Clerk for the City of Plymouth. She has a wealth of knowledge and experience in utility billing and customer service roles within local governments. She is highly trained and skilled in utility billing and special assessments and has provided customer service and training to internal and external clients.

EDUCATION

- Bachelor of Arts in Management, Hamline University School of Business
- Continuing professional education

QUALIFICATIONS

- 10 years of experience working with local governments
- Utility billing experience for 22,000 accounts, including, but not limited to: scheduling meter readings, process final bills, prepare procedural manuals, ensure bills are calculated accurately, audit completed reads and consumption data, create new accounts, customer service backup and answering questions about utility bills and water usage
- Experience in bank reconciliations, cash and investment reconciliations, quarterly reporting, budget development, audit preparation, cash receipts, accounts receivable and accounts payable
- Experience in software conversions, process documentation and automation implementation
- Prior experience as an integral team member of a utility billing software conversion team and prior leader of a special assessment software conversion
- 3 years of QuickBooks experience



Lavelle Kroontje- Bobrowsky

Senior Associate | Abdo Financial Solutions

lavelle.kroontje@abdofs.com

P 952.292.7165

Lavelle has over 17 years of experience in the government sector and more than 8 years in the private sector, specializing in budgeting, financial reviews, projections, cost analysis, and comprehensive reporting. Her diverse roles have included accounts receivable, accounts payable, auditing, staff training, and grant accounting. Lavelle has demonstrated strong leadership by leading a finance department and participating in leadership meetings and conferences. She has also successfully managed a capital improvements project, handling the budget, assets, and work in progress. Additionally, Lavelle has developed policies and procedures to enhance efficiency and internal controls.

EDUCATION

- Bachelor of Science in Accounting, Minor in Business, Northwestern College
 - *Graduated Cum Laude, Dean's List*

QUALIFICATIONS

- 17+ years of experience working with government and 8+ years of experience in the private sector
- Experience in budgeting and budgetary control, financial reviews, projections, cost analysis, and monthly and annual reporting.
- Experience in a variety of roles, including but not limited to, accounts receivable, accounts payable, auditing and audit preparation, training and supervising staff, and grant accounting and reporting
- Strong leadership skills having led a finance department, and participation in leadership meetings and conferences
- Leading a capital improvements project including budget, assets, and work in progress
- Experience in policy and procedure development to improve efficiency and internal controls
- Skillful at Microsoft Office Suite, IFS, and many state systems

May 16, 2025

Steve Jelinski, City Administrator
City of Credit River
18985 Meadow View Boulevard
Prior Lake, MN 55372

RE: Accounting and Financial Operations Support Proposal

Dear Steve,

Thank you for the opportunity to submit a proposal to provide accounting and financial operations support for the City of Credit River (the “City”). The purpose of this letter is to offer a proposed scope of work as well as to identify anticipated costs. The proposal is predicated on completing the work both on-site and remotely. The proposal provides budget preparation services through City Council approval of the final levy in December.

Scope of Work

Ehlers will provide the services outlined below to facilitate, develop, present, and submit the 2026 annual budget (Task A in the City’s request for proposal). We do not currently have capacity to provide other ongoing Finance Director services (Tasks B and C).

- Meet with staff to gain understanding of budget needs, goals, and initiatives;
- Prepare preliminary budget worksheets;
- Meet monthly with City Council to inform them of progress and budget projections;
- Ensure compliance with statutory requirements;
- Prepare materials and present at the Truth in Taxation hearings;
- Finalize data for preliminary and final levies to be submitted to Scott County; and
- Other budgetary functions, as requested.

Staffing

Kyle Sawyer will serve as the primary contact and provide the budget support services. Kyle brings more than a decade of direct local government experience to his role with the City. From 2011 to 2021, he served the City of Edina as an Accountant and Assistant Finance Director where he was integral in developing capital improvement plans, constructing the biennial budget, conducting annual audits, and completing and overseeing finance tasks such as bank reconciliations. He also assisted with debt planning and issuance, investments oversight, cash flow management, and

implementation of new technology. Before that, Kyle worked as an auditor for cities and school districts across Minnesota. During his time with Ehlers, Kyle has filled various interim staffing and financial support roles for communities of varying sizes. References are available upon request.

Terms and Cost

The engagement will begin upon acceptance of this proposal and will continue through December 31, 2025. The City or Ehlers may terminate at any time. It is estimated budget preparation services will take 5-8 hours per week on average. Assuming the engagement begins June 1, 2025; approximately 30 weeks of support would be provided for a total estimated cost of \$38,250 to \$61,200. The number of hours needed will vary week to week based on the City's internal timeline and meeting statutory requirements. Ehlers will bill hourly at the rate of \$255 and the City will be invoiced monthly for the work performed in the prior month. Ehlers does not require a minimum monthly payment and the City will be billed only for the support requested and hours worked.

The primary City contact for Ehlers related to questions, work priorities, and resolving issues shall be Steve Jelinski.

We strive to provide ongoing dialogue and idea-sharing, independent analysis, and a competitive, value-oriented fee structure. Thank you for the opportunity to serve the City!

Sincerely,



Nick Anhut
Senior Municipal Advisor



Kyle Sawyer, CPA
Director of Fiscal Consulting

Acceptance: _____ Date: _____



May 14, 2025

Proposal to provide professional services to:

City of Credit River

Prepared by:

Miranda Wendland CPA, CFE, Principal

miranda.wendlandt@claconnect.com

Direct 320-759-5124 | Mobile 320-493-2462

[CLAconnect.com](https://claconnect.com)

CPAs | CONSULTANTS | WEALTH ADVISORS

CLA (CliftonLarsonAllen LLP) is an independent network member of CLA Global. See [CLAglobal.com/disclaimer](https://claglobal.com/disclaimer).

Investment advisory services are offered through CliftonLarsonAllen Wealth Advisors, LLC, an SEC-registered investment advisor.

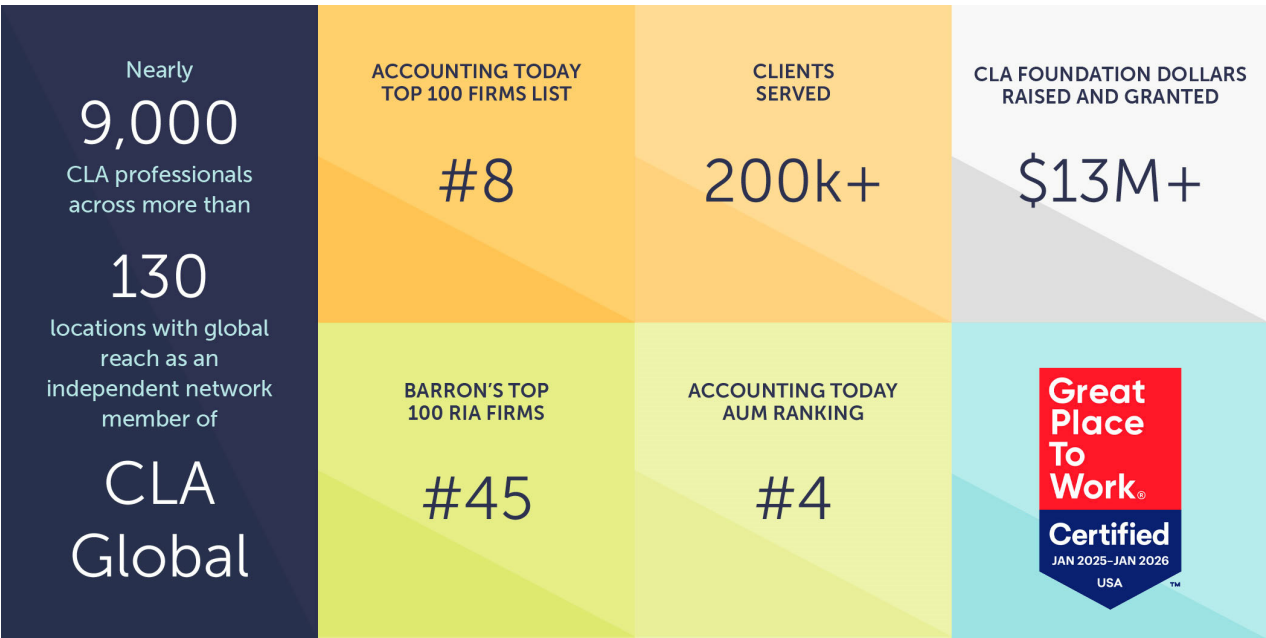


Firm Qualifications and Experience

Firm size and overview

CLA exists to create opportunities for our clients, our people, and our communities through industry-focused wealth advisory, digital, audit, tax, consulting, and outsourcing services. Our broad professional services allow us to serve clients more completely — from startup to succession and beyond.

Our professionals are immersed in the industries they serve and have specialized knowledge of their operating and regulatory environments. With nearly 9,000 people in more than 130 U.S. locations and a global vision, we promise to know you and help you.



Size of firm's governmental staff

With more than 600 professionals dedicated to our state and local government practice, CLA has one of the largest governmental audit and consulting practices in the country and brings extensive experience providing a variety of such services to state and local government entities. Our state and local government team serves more than 4,200 governmental engagements nationwide, including numerous cities, counties, municipalities, states and state agencies, and school boards.

CLA offers the credibility, reputation, and resources of a leading professional services firm — without sacrificing the small-firm touch. We bring unsurpassed levels of technical excellence, commitment, and dedication to our clients, which have made us one of the most successful professional service firms serving governmental entities. Our strong reputation for serving state and local government units provides the City of Credit River the confidence in their decision to select CLA as their professional service provider.



Our professionals have deep, technical experience in serving governmental entities. As a professional service firm experienced in serving state and local units of government, we are very aware of the financial and legal compliance requirements that government officials are faced with daily. This creates complexities and service issues within a unique operational and regulatory environment. Because of our experience, we have become adept at providing our clients with insights in this environment not typical of other professional service firms.

CLA’s government profile



Client Accounting and Advisory Services

Our Client Accounting and Advisory Services (CAAS) practice provides tailored approaches to clients’ business needs, whether it’s assessing and identifying workflow demands, completing a large-scale project, serving in a vital interim financial role, or providing a fully outsourced accounting function to manage recurring accounting and finance needs.

Our CPAs and consultants work alongside executives, CFOs, controllers, and other financial managers having difficulty finding interim resources who can work independently. With 10 to 30 years of experience in both public accounting and industry as former CFOs, controllers, financial reporting directors, internal auditors, and system implementers, we have the required tactical ability and business acumen to jump into a client engagement with minimal handholding. We’ll free your hands so you can get back to the business of doing business, and with nearly 400 consultants throughout the country, we have you covered.



Scope of Services

Overview of services to be provided

Our engagement provides you access to the accumulated wisdom of the firm through professionals with substantial experience who can serve as an interim solution, until a full-time position is hired to assume these duties.

CLA proposes to perform the following services:

Task A: Financial budgeting

CLA will provide budget assistance under the direction of management with responsibilities to include:

- Attendance at one monthly meeting of the City council for the duration of the contract
- Assisting with preparing public notices
- Assisting via presentation at the Truth in Taxation hearings
- Assisting with finalization of data for preliminary and final levy with Scott County

Task B: Assisting with interim director of finance type duties

CLA will provide interim accounting assistance under the direction of management with responsibilities to include:

- Assisting with analysis of monthly reconciliations and journal entries
- Assisting with reconciliation of accounts monthly
- Assisting with preparing monthly financial package for management and the finance committee
- Assisting with providing recommendations for efficiency improvements, internal control enhancements, or procedural recommendations, as appropriate
- Assisting with tracking letters of credits, payments and investments
- Assisting with preparing a report for management on a bi-weekly basis for management review
- Assisting with accounting and reporting duties for the City's Community Sanitary Treatment System
- Assisting with payroll, accounts payable, cash receipting and utility billing at the direction of management and in coordination with the City's part time billing clerk.

Task C: Other Items

No additional items noted at this time.

Engagement Timeline:

Our proposed consultant is available to start May 21st to allow for seamless transition from current finance director.



Your Service Team

The true value in working with our team is developing a personal and professional relationship with leaders who understand your industry, challenges, and opportunities — with the full support of an entire CLA family behind them.

Meet your service team below.

Engagement Team Member	Role	Years' Experience
Miranda Wendlandt, CPA, CFE	Relationship Principal – Miranda will serve as the client lead principal for this engagement. She will ultimately be responsible for overall satisfaction by making sure the City receives high quality and timely services. Miranda will be responsible for having the right resources available with the appropriate skill sets. Miranda has 17 years' experience in the accounting and finance industry, working closely with Minnesota governments.	17+
Susan Iverson, CMC, MAFM, MPNA	Controller - Sue has 41 years' experience in the accounting and finance industry, and for the past 26 years she has specialized in MN governmental accounting and finance. As a Controller for her clients, she helps improve their financial operations and decision-making ability through customized outsourcing services – freeing their time from finance and accounting operations, so they can focus on managing their organizations. Sue is a certified municipal clerk who taught at the Clerk's Institute for 10 years. Sue used the Banyon accounting software in another role she held for 7 years.	26+
Additional staff – We will assign additional staff to your engagement based on your needs and their experience providing services to state and local governments.		

Collaborative: Support from a responsive local team complemented by national resources. We consider the whole of your organization, bringing innovative teams to the table.



References

Our clients say it best. And their independent, authentic perspective is invaluable in learning about the experience you'll have when working with us. We encourage you to connect with our clients to hear it firsthand.

Hubbard County	
Client Contact	Jeff Cadwell, Administrator
Phone Number Email	218-732-2336 jeff.cadwell@co.hubbard.mn.us
Services Provided	Consulting

St. Cloud Regional Airport Authority	
Client Contact	Bill Towle, Director
Phone Number Email	320-255-7292 William.towle@ci.stcloud.mn.us
Services Provided	Outsourcing of accounting and financial reporting functions

Prior Lake Spring Lake Watershed	
Client Contact	Joni Giese, Administrator
Phone Number Email	951-447-4166 jgiese@plslwd.org
Services Provided	Outsourcing of accounting and financial reporting functions

Transparent: We place honesty and integrity at the center of all communication. We welcome you to start an open and candid conversation with those who know us best.



Your Investment

Our fees are based on the timely delivery of services provided, the experience of personnel assigned to the engagement, and our commitment to meeting your deadlines.

Professional Services	Estimated Weekly Hours	Standard Hourly Rate	Estimated Total
Task A: 2026 Annual Budget			
Proposed Consultant: Susan Iverson	Fixed Fee	\$8,500	\$8,500
5% Technology and Client Support Fee			425
Total Task A: Budget			\$8,925
Task B: Outsourced Finance Director			
Proposed Consultant: Susan Iverson	16	\$160	\$2,560
5% Technology and Client Support Fee			128
Estimated Weekly Total Task B			\$2,688

The professional service fees described in this proposal as part of Task B will be billed on an hourly basis; however, we have included estimated hours and fees based on the knowledge we have today in speaking with you. Please note that these hours may be adjusted based on the needs of the position and at the direction of the city administrator.

Out-of-pocket expenses

Out-of-pocket expenses, including travel expenses, are billed at cost.



Schedule of Rates - 2025

Role	Hourly Rate
Principal	\$250
Controller	\$160
Assistant Controller	\$130-\$150
Senior	\$110-\$130
Associate	\$90-\$110

Note: A 5% support and technology fee will be added to all hourly bill rates.

Our clients don't like fee surprises. Neither do we. We commit to you, as we do all our clients, that:

- Like most firms, we are investing heavily in technology to enhance the client experience, protect our data environment, and deliver quality services. We believe our clients deserve clarity around our technology and client support fee, and we will continue to be transparent with our fee structure.
- Any additional charges not discussed in this proposal will be mutually agreed upon up front.
- We will always be candid and fair in our fee discussions, and we will avoid surprises.

Our last word on fees — we are committed to serving you. Therefore, if fees are a deciding factor in your selection of an accounting firm, we would appreciate the opportunity to discuss our scope of services.

At CLA, it's more than just getting the job done.



Appendix

A. Your service team biographies



Miranda S. Wendlandt, CPA, CFE

CLA (CliftonLarsonAllen LLP)

Principal
Alexandria, Minnesota

320-759-5124
miranda.wendlandt@CLAconnect.com



Profile

Miranda is a principal in the state and local government group and has been with the firm since 2007. She works exclusively with governmental clients (including counties, cities, towns, school districts, and special districts) and has extensive experience with single audits of federal grant programs. A sampling of governmental clients she's worked with include:

- City of Redwood Falls, MN
- City of North Branch, MN
- City of Sauk Centre, MN
- City of Barnesville, MN
- Meeker County, MN
- Wadena County, MN
- Jackson County, MN
- Douglas County, MN
- Fillmore County, MN
- Nobles County, MN
- Rock County, MN
- Lac qui Parle County, MN
- Blue Earth County, MN
- Becker County, MN
- Becker County Economic Development Authority
- Rock Nobles Community Corrections
- Hamilton County, IA

Miranda participates in the GFOA special review committee for the GFOA Certificate of Excellence in Financial Reporting Program. Though participation in this committee she is exposed to governmental financial reports from various states and has a strong understanding of the GFOA requirements for the certificate. Miranda is a member of the Minnesota County Audit Work Group created by the Minnesota Office of the State Auditors. The group recently issued documentation to assist Minnesota Counties in implementing GASB 84 Fiduciary Activities.

Education and professional involvement

- Bachelor of Science in Accounting, Bemidji State University, Minnesota
- Certified Public Accountant – Licensed in Minnesota and Arizona
- American Institute of Certified Public Accountants, member
- Minnesota Society of Certified Public Accountants, member
- Association of Certified Fraud Examiners, member
- Minnesota Government Finance Officers Association
- Special Review Committee for GFOA Certificate of Excellence Program, GFOA
- Lakes Area Professional Women, member
- Minnesota County Audit Work Group and OSA Audit and Reporting Group

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Susan Iverson, CMC, MAFM, MPNA

CLA (CliftonLarsonAllen LLP)

Controller – State & Local Government Consulting
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Profile

Susan is a Controller in outsourcing services, specializing in State & Local Government accounting. She has over twenty-six years of spearheading financial operations for various municipalities and fifteen years in the private sector. She is well versed in GASB (Government Accounting Standard Board) as she has served on the GFOA (Government Finance Officers Association of the United States and Canada) Board of Directors and various standing committees including the AAFRC (Accounting, Auditing, and Financial Reporting Committee) and the TIM (Treasury and Investment Management Committee). She has served on the State Fire Service Advisory Committee, the OSA (State Auditor's) taskforce on Volunteer Fire Fighter Pensions, and Ex-Officio to Fire Relief Associations.

As a Controller for her clients, she helps improve their financial operations and decision-making ability through customized outsourcing services – freeing their time from finance and accounting operations, so they can focus on managing their organizations.

Technical experience

- Financial report preparation for management and board
- Developing budget and cash flow forecasting models and financial projections
- Perform financial department assessments
- Implement accounting systems and automation initiatives
- Partner with clients' leadership on operational and strategic issues, providing recommendations based on financial analysis combined with solid understanding of the clients' business
- Managing internal controls, as well as many other compliance and policy functions
- Training and coaching throughout the group as well as implementing new standardization practices

Education and professional involvement

- Masters Accounting and Financial Management, Keller Graduate School/DeVry University
- Masters Public and Non-Profit Administration, Metropolitan State University
- Certified Municipal Clerk
- Government Finance Officers Association of the United States and Canada (GFOA)

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CITY COUNCIL AGENDA ITEM REPORT

DATE:	May 19, 2025
SUBMITTED BY:	City Admin,Administrator
ITEM TYPE:	Agenda Report
AGENDA SECTION:	General Business
SUBJECT:	Replacement Position for City Planner
BACKGROUND:	With the departure of the City Planner at the end of March, the Council tasked staff options for filling that position. Three options were considered at that time. 1. Hiring a City Planner I which was the same position. 2. Hiring a City Planner II who had more experience. 3. Hiring a Building Official to take over permitting and use planning contractors. It was also asked of staff to see what the cost of all contracted services would look like. Attached it a spreadsheet that staff developed to show what the costs would be for each other those options as well as a Building Official and Planner II hire. To summarize: Option 1 would have no impact to current as it's a rehire of the same position. Option 2 would cost the city approx. \$13,000 more to hire a more experienced planner. Option 3 would save the city approx. \$154,000 by hiring a Building Official and keeping all permitting in house. We can eliminate MetroWest (or use them on an as needed basis) drastically reducing the cost of permitting. The savings would also allow for another position to come alongside the Building Official in some capacity including, but not limited to - a permitting tech/customer service representative that can take permitting calls, enter permitting data, greet public walk-ins, pass along planning /small development questions to the planning contractor, etc. Other options would include brining in either a Planner 1 or 2 position (indicated in Column 4 on the spreadsheet) to work in tandem with the Building Official and would still save the City at a minimum of approx. \$78,000. The last option of all contracted services does save the city money as

well - approx. \$76,000, but leaves some downsides - things like limited staff in office, code enforcements, citizens feeling like staff are "passing the buck", limited office hours and safety/security issues that presents, and delays in processing permits/inspections to name a few.

FINANCIAL IMPACT:

Varies depending on the option that is approved.

SUGGESTED ACTION:

Approve creating a Building Official position and retain MSA for planning services in 2025, and plan/budget for a permitting tech/customer service rep position to begin in Q1 2026.

ALTERNATIVES:

Select another option besides the recommended option.

ATTACHMENTS:

[20250515110150362.pdf](#)

[Building Inspector & Planner Position Comps.xlsx](#)

	2023 (Planner 1 - 1 mo)	2024 (Planner 1 - 12 mo)	Total annual projections - note that 2025 would be only include part of a year at these rates				
			Planner 1	Experienced Planner	Building Official	Experienced Planner & Building Official	All contracted
Third Party Planning & Inspections							
Metro West \8	\$ 230,642	\$ 152,203	\$ 191,423	\$ 191,423	\$ -	\$ -	\$ 191,423
Collaborative Planning /1	101,601	24,303					
MSA \2, \9	-	26,973	60,000	42,000	78,000	24,000	102,000
Total	\$ 332,243	\$ 203,479	\$ 251,423	\$ 233,423	\$ 78,000	\$ 24,000	\$ 293,423
City Staff \3, \4, \7							
Planner							
Salary \5, \7	5,547	66,920	66,920	93,600	-	93,600	-
PERA @ 7.5% Employer Share	416	5,019	5,019	7,020	-	7,020	-
FICA @ 6.2% Employer Share	344	4,149	4,149	5,803	-	5,803	-
Medicare @ 1.45% Employer Share	80	970	970	1,357	-	1,357	-
Health Insurance \10	-	-	23,162	23,162	-	23,162	-
Other staff time and wages							
Salary \5, \7	42,368	10,582	18,300	18,300	18,300	18,300	-
PERA @ 7.5% Employer Share	-	-	-	-	-	-	-
FICA @ 6.2% Employer Share	-	-	-	-	-	-	-
Medicare @ 1.45% Employer Share	-	-	-	-	-	-	-
Building Official							
Salary	-	-	-	-	83,200	83,200	-
PERA @ 7.5% Employer Share	-	-	-	-	6,240	6,240	-
FICA @ 6.2% Employer Share	-	-	-	-	5,158	5,158	-
Medicare @ 1.45% Employer Share	-	-	-	-	1,206	1,206	-
Health \10	-	-	-	-	23,162	23,162	-
Total Annual Comp & Benefits	\$ 48,755	\$ 87,640	\$ 118,521	\$ 149,243	\$ 137,267	\$ 268,210	\$ -
Total Costs - Third Party & Staff	\$ 380,998	\$ 291,119	\$ 369,943	\$ 382,665	\$ 215,267	\$ 292,210	\$ 293,423
Comparison to rehiring same position			\$ -	\$ (12,722)	\$ 154,676	\$ 77,733	\$ 76,520

Notes:

\1 Prior year Collaborative Planning Costs: 2022 - \$70K; 2021 - \$105K

\2 Collaborative Planning resigned in Q1 2024; MSA contract signed early Q2 2024.

\3 I am unsure if Planner I position took city health plans, life insurance, etc. - so those costs not included.

\4 Excludes any capital or operating charges incurred for position (desk costs, computer, software licenses, etc.)

\5 Planner I hired in early December 2023.

\6 From report provided by Planner I in January 2025 with 2024 and 2023 permit activity

\7 Clerk was spending time permit in 2023 and prior, and their time was reallocated to focus on their more traditional clerk duties once Matt was hired. LSC updated 2023 and 2024 planner department wages and benefits to actuals allocated from all staff

** Only PERA and FICA for the planned were allocated to the planned department. Clerk and Finance director PERA and FICA went to their departments.

\8 Contracted inspections projected at average of 2023 and 2024

Contracted planned - Projected at 2024 with slight increase for planner 1 option. 30% savings with experienced planner option, 30% increase when only building official helping with permitting under building

\9 official option, assumed only would need MSA for large developments if hire both (60% savings)

\10 - assumed average of the new proposed 2025 PEIP rates (+ 2,500 when HSA selected). Prior planned had waived health care.

<u>Position</u>	<u>City</u>	<u>Status</u>	<u>Starting Wage - Low (Per Hr)</u>	<u>Starting Wage - High (Per Hr)</u>	<u>Starting Wage - Low (Annual)</u>	<u>Starting Wage - High (Annual)</u>	<u>Benefits?</u>
Building Inspections Intern	Blaine	Internship	\$27.08	\$28.28	\$56,326.40	\$58,822.40	No
Building Inspector	Rochester	FT	\$42.66	\$45.94	\$88,732.80	\$95,555.20	Yes
Building Inspector	Lino Lakes	FT	\$35.00	\$45.00	\$72,800.00	\$93,600.00	Yes
Building Inspector	Maplewood	Temp/FT	\$36.42	\$46.76	\$75,753.60	\$97,260.80	No
Building Inspector 1	Victoria	FT	\$25.44	\$38.16	\$52,915.20	\$79,372.80	Yes
Building Inspector / Code Enforcement Officer	Monticello	FT	\$35.54	\$44.44	\$73,923.20	\$92,435.20	Yes
Building Official	Champlin	FT	\$47.70	\$59.63	\$99,216.00	\$124,030.40	Yes
Senior Building Inspector	Stillwater	FT	\$35.55	\$47.78	\$73,944.00	\$99,382.40	Yes
Building Inspector	Albert Lea	FT	\$32.55	\$45.05	\$67,704.00	\$93,704.00	Yes
Building Inspector	Hugo	FT	\$37.84	\$49.35	\$78,724.00	\$102,657.00	Yes
Building Inspector	Fridley	FT	\$35.98	\$45.16	\$74,838.40	\$93,932.80	Yes
Building Inspector 2	Rogers	FT	\$40.71	\$53.60	\$84,676.80	\$111,488.00	Yes
Chief Building Official	Coon Rapids	FT	\$55.60	\$69.29	\$115,648.00	\$144,123.00	Yes
Planner (Incl. Code Enforcement)	Shorewood	FT	\$40.47	\$50.49	\$84,177.60	\$105,019.20	Yes
Planner (Incl. Code Enforcement)	Prescott (WI)	FT	\$27.84	\$36.58	\$57,907.20	\$76,086.40	Yes
Planning & Development Coordinator	Hanover	FT	\$33.48	\$41.17	\$69,638.40	\$85,633.60	Yes
Planning Analyst or Senior Planner	Met Council	FT	\$40.87	\$72.12	\$85,009.60	\$150,009.60	Yes
City Planner	Prior Lake	FT	\$38.94	\$42.84	\$80,995.20	\$89,107.20	Yes
Associate Planner	Cottage Grove	FT	\$33.37	\$41.71	\$69,409.60	\$86,756.80	Yes
City Planner	New Prague	FT	\$36.69	\$48.13	\$76,315.20	\$100,110.40	Yes
Principal City Planner	St. Paul	FT	\$43.71	\$59.11	\$90,916.80	\$122,948.80	Yes
Assistant City Planner	Woodbury	FT	\$41.78	\$60.59	\$86,910.78	\$126,020.63	Yes



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CITY COUNCIL AGENDA ITEM REPORT

DATE: May 19, 2025

SUBMITTED BY: City Admin, City Council

ITEM TYPE: Agenda Report

AGENDA SECTION: General Business

SUBJECT: Discussion of ordinances and creation of Committee to review and recommend updates and additions to our ordinances

BACKGROUND: From Councilmember Saterbak

SUGGESTED ACTION: Discussion of ordinances and creation of Committee to review and recommend updates and additions to our ordinances

ATTACHMENTS: