

City Council Meeting

Monday, October 6, 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 Minutes from the September 22, 2025, City Council Meeting

3.2 Approve Final Payment for 2024 Overlay Project

3.3 Approve Declaration of Easement, Outlot B, Judicial Estates

3.4 Approve Letter of Credit Reduction for The Yellowstone of Credit River

3.5 Approve Letter of Credit Reduction for The Ranch of Credit River 2nd Addition

3.6 Approve Letter of Credit Reduction for The Yellowstone of Credit River 2nd Addition

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

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)

6 Public Hearing(s)

7 General Business

7.1 Trees in Creekwood Park

7.2 Consider Quotes for Facilitated City Council Workshop

7.3 Consider Quotes for City Hall Door Replacement

7.4 Consider Direction for 2050 Comprehensive Plan

7.5 Agreement with Scott County on County Ditch 4

8 Staff and Council Member Reports

9 Adjourn



Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE: October 6, 2025

SUBMITTED BY: Lynda Jirak, Clerk

ITEM TYPE: Agenda Report

AGENDA SECTION: Consent Agenda

SUBJECT: Minutes from the September 22, 2025, City Council Meeting

SUGGESTED ACTION: Approve Minutes from the September 22, 2025, City Council Meeting

ATTACHMENTS:

[09.22.2025 City Council Draft Minutes v2.docx](#)

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 Sue Iverson, City Attorney Peter Mikhail, City Planner Chris Janson (via Zoom), City Engineer Shane Nelson and City Clerk Lynda Jirak

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

Pledge of Allegiance

1. Approve or Amend Agenda

Motion to approve Agenda by Councilmember Schommer

Second: Councilmember Zanto

Motion passes 5-0

2. Sheriff's Report

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 Pay Estimate 1 for County Road 27 Bypass Lane Road Improvement Project

3.2 Approve Change Order 1 for County Road 27 Bypass Lane Improvements

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

Motion to approve the Consent Agenda, by Councilmember Saterbak

Second: Councilmember Schommer

Motion passes 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.

Tim Conroy, 17215 Johanna Dr, approached the podium to request assistance in finding agendas on the website. Conroy also requested the minutes be placed on the City's website.

5. Presentation(s)

None



6. Public Hearing(s)

None

7. General Business

7.1 Minutes of the September 8, 2025 City Council Meeting

City Clerk Jirak explained that a numbering error had taken place in using Resolution 2025-30 twice. September 8, 2025 City Council Minutes were updated to include Resolution 2025-30-A approving .02-acre variance from the 10-acre minimum for home extended businesses to operate two home extended businesses within an existing detached accessory structure at 18525 Texas Ave to correct and update the resolution record.

Motion to Approve Minutes of the September 8, 2025 City Council Meeting by Councilmember Markert

Second: Councilmember Saterbak

Motion passes 5-0

Councilmember Markert requested that resolutions be updated on the City's website.

7.2 Minnesota Paid Leave Law.

City Administrator Jelinski informed the Council about a new Minnesota law establishing a state-administered, mandatory Paid Family and Medical Leave insurance Program, known as the Minnesota Paid Leave Law, which will take effect on January 1, 2026. Under this law, employers are required to contribute at least 50% of the total premium, with the option to cover up to 100% of the cost.

City Staff sought input and direction from the Council regarding the percentage of the premium the City is willing to contribute on behalf of City Staff and Councilmembers in compliance with the new law.

After Council discussion, Council approved the City paying 100% of the premium for the new Minnesota Paid Leave Law.

Motion to Approve the City paying 100% of premiums for the new Minnesota Paid Leave Law by Councilmember Zanto

Second: Councilmember Saterbak

Motion passes 5-0

7.3 Resolution 2025-32 A Resolution Approving an Interim Use Permit to Establish an Accessory Dwelling Unit at 8056 165th Street East.

City Planner Janson presented an Interim use Permit (IUP) and associated resolution to Council requesting to establish an Accessory Dwelling Unit (ADU) at 8056 165th Street E. The property owners added an addition onto the north side of the pole barn in May 2025 and sought to finish the addition with a bedroom, kitchen and bathroom. Council is being asked to review and approve, with conditions, the IUP for the ADU. The application went before the Planning Commission on September 18, 2025. No members of the public commented and the Planning Commission unanimously recommended approval of the IUP with conditions. Staff recommended approval of the resolution that approves an interim use permit with the stated conditions.

After Council discussion, Council approved the resolution approving an interim use permit to



establish an ADU at 8056 165th Street E with conditions.

Motion to approve Resolution 2025-32 Approving an Interim Use Permit to Establish an Accessory Dwelling Unit at 8056 165th Street E with conditions by Councilmember Markert

Second: Councilmember Schommer

Motion passes 5-0

7.4 2026 Preliminary Levy.

Finance Director Iverson presented a summary of the preliminary budget and preliminary tax levy for 2026 as the deadline for Certification to Scott County is September 30, 2025. The amount cannot be exceeded once certified, however, it can be reduced before it is finalized in December. Iverson presented an Introduction and Background, Budget Summary, Tax Levy Summary, Potential Impact on Residential Property, Historical View of City's Tax Rates, Government Fund Budget Summary, 2025 Data for Comparison Purposes and the Next Steps. Staff sought to schedule budget Work Sessions in October and/or November, set a Truth-In-Taxation Public Hearing date and Adopt Preliminary Levy for Certification to Scott County.

Council discussion included a proposal to reduce the levy increase.

Motion to amend Resolution 2025-33 as follows:

Reduce the general fund preliminary levy by \$288,020 changing the figure of \$2,921,878 to \$2,633,858. Total preliminary levy for the city would then change from \$3,165,878 to \$2,877,858 by Councilmember Markert.

Council and Staff discussion continued to include overestimating expenses, underestimate revenue, use surplus to offset next year's tax increases, caution against using reserves for ongoing operating costs, higher interest rates on bonds for future borrowing and upcoming capital projects.

Second: Councilmember Zanto

Motion fails 2-3: Mayor Kostik and Councilmembers Schommer and Saterbak dissenting

Council discussion further continued and mentioned how residents can understand the upcoming tax statement. Council addressed that they recommend leaving the tax levy as is per the professional staff recommendations.

Motion by Councilmember Markert to change the Truth In Taxation hearing from December 15, 2025 to December 1, 2025.

Council and Staff stated they will not be able to attend the December 1, 2025 City Council Meeting. Finance Director Iverson stated that the December 15, 2025 Truth In Taxation meeting could be continued, if needed, before the December 31, 2025 deadline

Councilmember Markert withdrew his motion to change the Truth In Taxation hearing since knowing the December 15th meeting can be continued.

Motion to approve Resolution 2025-33 setting the Preliminary 2025 Levy for Collection in 2026 per Staff's recommendation by Councilmember Saterbak

Second: Councilmember Schommer

Motion passes 3-2; Councilmembers Zanto and Markert dissenting



Motion to set Work Session dates and times for working on the budget to:

October 13 from 6:00 pm to 8:00 pm

October 20 at 5:00 pm for 1 hour

November 3 at 5:00 pm for 1 hour

November 17 at 5:00 pm for 1 hour

by Mayor Kostik

Second: Councilmember Saterbak

Motion passes 5-0

8. Staff and Council Member Reports

Councilmember Schommer: provided Staff and Councilmembers with a to do list of things around the City that need to be taken care of. After Council discussion, Council asked to bring back discussion on these items at the next meeting and recommended two quotes be obtained for each item.

City Administrator Jelinski: provided a background for a rabbit call received from a local resident. Updated Council on quotes received for doors at City Hall.

Councilmember Saterbak: stated he attended the SCALE meeting and the topic was the second part of the fire service presentation.

Councilmember Markert: stated he attended the Ditch 4 meeting with the County.

City Engineer Nelson: provided an update on the bypass lanes.

City Clerk Jirak: reminded Council and residents that early voting has started with each of the schools.

9. Adjourn

Motion to Adjourn, by Councilmember Zanto

Second: Councilmember Schommer

Motion passes 5-0

Meeting adjourned at 7:00 pm.

Recorded by:

Approved by:

Lynda Jirak, City Clerk

Chris Kostik, Mayor





Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE:	October 6, 2025
SUBMITTED BY:	Shane Nelson,Engineer
ITEM TYPE:	Agenda Report
AGENDA SECTION:	Consent Agenda
SUBJECT:	Approve Final Payment for 2024 Overlay Project
BACKGROUND:	The 2024 Overlay Project was completed last year and payment for most of the work was made last September. This final payment is primarily release of the retainage.
FINANCIAL IMPACT:	The total amount of the final payment is \$34,038.90
SUGGESTED ACTION:	Approve the Final Payment
ALTERNATIVES:	We do not recommend any alternatives - this work has been completed and therefore final payment is due.
ATTACHMENTS:	CT339 Final Payment Application.pdf CT339 Consent from Surety.pdf CT339 IC-134's.pdf CT339 Lien Waivers.pdf

Contractor's Application for Payment No.

FINAL

To (Owner):	City of Credit River	Application Period:	9/13/24 to 1/24/2025	Application Date:	January 28, 2025
Project:	2024 Overlay Project	From (Contractor):	McNamara Contracting	Via (Engineer):	Hakanson Anderson

Application For Payment Change Order Summary

Approved Change Orders		
Number	Additions	Deductions
TOTALS	\$0.00	\$0.00
NET CHANGE BY CHANGE ORDERS	\$0.00	

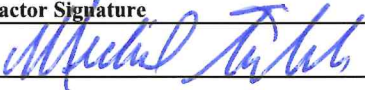
1. ORIGINAL CONTRACT PRICE.....	\$	\$634,693.00
2. Net change by Change Orders.....	\$	\$0.00
3. Current Contract Price (Line 1 ± 2).....	\$	\$634,693.00
4. TOTAL COMPLETED AND STORED TO DATE	\$	\$655,698.00
5. RETAINAGE:	\$	
a. 0% X Work Completed.....	\$	\$0.00
b. 0% X Stored Material.....	\$	\$0.00
c. Total Retainage (Line 5.a + Line 5.b).....	\$	\$0.00
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c).....	\$	\$655,698.00
7. LESS PREVIOUS PAYMENTS.....	\$	\$621,659.10
8. AMOUNT DUE THIS APPLICATION.....	\$	\$34,038.90

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

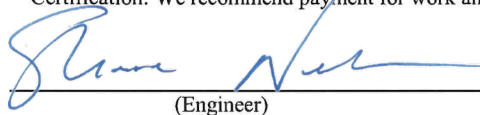
- (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
- (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and
- (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor Signature

By:  Date: 8/26/25

ENGINEER: HAKANSON ANDERSON

Certification: We recommend payment for work and quantities shown.

 9/22/2025
(Engineer) Date

OWNER: CITY OF CREDIT RIVER

(Owner) Date

FINAL PAY ESTIMATE
City of Credit River
2024 Overlay Project

Base Bid

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
1	MOBILIZATION	1	LUMP SUM	\$ 33,000.00	\$ 33,000.00	1	\$ 33,000.00
2	SALVAGE CASTING	4	EACH	\$ 200.00	\$ 800.00	4	\$ 800.00
3	SAWING CONCRETE CURB AND GUTTER	62	LIN FT	\$ 3.00	\$ 186.00	62	\$ 186.00
4	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	125	LIN FT	\$ 3.00	\$ 375.00	125	\$ 375.00
5	REMOVE BITUMINOUS PAVEMENT	20	SQ YD	\$ 40.00	\$ 800.00	20	\$ 800.00
6	REMOVE CONCRETE CURB AND GUTTER	89	LIN FT	\$ 25.00	\$ 2,225.00	100	\$ 2,500.00
7	AGGREGATE BASE CLASS 5 (LIMESTONE)	50	TON	\$ 40.00	\$ 2,000.00	50	\$ 2,000.00
8	SHOULDER BASE AGGREGATE CLASS 2 (LIMESTONE)	260	TON	\$ 40.00	\$ 10,400.00	357	\$ 14,280.00
9	MILL BITUMINOUS SURFACE	6810	SQ YD	\$ 1.50	\$ 10,215.00	6,810	\$ 10,215.00
10	TAPER MILL BITUMINOUS SURFACE (1.5")	24240	SQ YD	\$ 1.50	\$ 36,360.00	24,240	\$ 36,360.00
11	TAPER MILL BITUMINOUS SURFACE (2.0")	5070	SQ YD	\$ 1.50	\$ 7,605.00	5,070	\$ 7,605.00
12	BITUMINOUS MATERIAL FOR TACK COAT	3750	GALLON	\$ 1.00	\$ 3,750.00	3,870	\$ 3,870.00
13	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	6660	TON	\$ 72.00	\$ 479,520.00	6,921	\$ 498,312.00
14	ADJUST GATE VALVE	11	EACH	\$ 500.00	\$ 5,500.00	11	\$ 5,500.00
15	INSTALL CASTING	4	EACH	\$ 500.00	\$ 2,000.00	4	\$ 2,000.00
16	GROUT AND SEAL CATCH BASIN	15	EACH	\$ 765.00	\$ 11,475.00	15	\$ 11,475.00
17	CONCRETE CURB AND GUTTER - SURMOUNTABLE	46	LIN FT	\$ 68.00	\$ 3,128.00	57	\$ 3,876.00
18	CONCRETE CURB & GUTTER DESIGN B618	43	LIN FT	\$ 68.00	\$ 2,924.00	43	\$ 2,924.00
19	RELOCATE MAILBOX	47	EACH	\$ 180.00	\$ 8,460.00		\$ -
20	TRAFFIC CONTROL	1	LUMP SUM	\$ 3,000.00	\$ 3,000.00	1	\$ 3,000.00
21	SELECT TOPSOIL BORROW (LV)	70	CU YD	\$ 75.00	\$ 5,250.00	144	\$ 10,800.00
22	TURF ESTABLISHMENT	1	LUMP SUM	\$ 3,000.00	\$ 3,000.00	1	\$ 3,000.00
23	WEED SPRAYING	140	RD STA	\$ 10.00	\$ 1,400.00	150	\$ 1,500.00
24	12" SOLID LINE MULTI-COMPONENT	165	LIN FT	\$ 8.00	\$ 1,320.00	165	\$ 1,320.00
Total Base Bid					\$ 634,693.00		\$ 655,698.00



AIA® Document G707™ – 1994

Consent Of Surety to Final Payment

Bond No: 800164273

PROJECT: (Name and address)
2024 Overlay Project, Credit River, MN

ARCHITECT'S PROJECT NUMBER:

OWNER: ☒ARCHITECT: ☐

CONTRACT FOR: General Construction

CONTRACTOR: ☐SURETY: ☐OTHER: ☐

TO OWNER: (Name and address)
City of Credit River
18985 Meadow View Blvd.,
Prior Lake, MN 55372

CONTRACT DATED: June 11, 2024

In accordance with the provisions of the Contract between the Owner and the Contractor as indicated above, the
(Insert name and address of Surety)

Atlantic Specialty Insurance Company
605 Highway 169 North, Suite 800
Plymouth, MN 55441

, SURETY,

on bond of

(Insert name and address of Contractor)

McNamara Contracting, Inc.
16700 Chippendale Avenue
Rosemount, MN 55068-1304

, CONTRACTOR,

hereby approves of the final payment to the Contractor, and agrees that final payment to the Contractor shall not relieve the Surety
of any of its obligations to

(Insert name and address of Owner)

City of Credit River
18985 Meadow View Blvd.
Prior Lake, MN 55372

, OWNER,

as set forth in said Surety's bond.

IN WITNESS WHEREOF, the Surety has hereunto set its hand on this date: **August 20, 2025**

(Insert in writing the month followed by the numeric date and year.)

Atlantic Specialty Insurance Company

(Surety)



(Signature of authorized representative)

Attest:

(Seal):



Nicole Stillings, Attorney-in-Fact

(Printed name and title)





Power of Attorney

KNOW ALL MEN BY THESE PRESENTS, that ATLANTIC SPECIALTY INSURANCE COMPANY, a New York corporation with its principal office in Plymouth, Minnesota, does hereby constitute and appoint: **Austin Muehlschlegel, Brian J. Oestreich, Colby D White, Dylan Schaefer, Joseph Cardinal, Joshua R. Loftis, Kristine M Becks, Melinda C. Blodgett, Michelle Morrison, Nathan Weaver, Nicole Stillings, R. W. Frank, R.C. Bowman, Ross S Squires, Ryan-Olivia E Lundy, Sandra M Engstrum, Sarah Robinson, Ted Jorgensen, Tina Domask**, each individually if there be more than one named, its true and lawful Attorney-in-Fact, to make, execute, seal and deliver, for and on its behalf as surety, any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof; provided that no bond or undertaking executed under this authority shall exceed in amount the sum of: **unlimited** and the execution of such bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof in pursuance of these presents, shall be as binding upon said Company as if they had been fully signed by an authorized officer of the Company and sealed with the Company seal. This Power of Attorney is made and executed by authority of the following resolutions adopted by the Board of Directors of ATLANTIC SPECIALTY INSURANCE COMPANY on the twenty-fifth day of September, 2012:

Resolved: That the President, any Senior Vice President or Vice-President (each an "Authorized Officer") may execute for and in behalf of the Company any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof, and affix the seal of the Company thereto; and that the Authorized Officer may appoint and authorize an Attorney-in-Fact to execute on behalf of the Company any and all such instruments and to affix the Company seal thereto; and that the Authorized Officer may at any time remove any such Attorney-in-Fact and revoke all power and authority given to any such Attorney-in-Fact.

Resolved: That the Attorney-in-Fact may be given full power and authority to execute for and in the name and on behalf of the Company any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof, and any such instrument executed by any such Attorney-in-Fact shall be as binding upon the Company as if signed and sealed by an Authorized Officer and, further, the Attorney-in-Fact is hereby authorized to verify any affidavit required to be attached to bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof.

This power of attorney is signed and sealed by facsimile under the authority of the following Resolution adopted by the Board of Directors of ATLANTIC SPECIALTY INSURANCE COMPANY on the twenty-fifth day of September, 2012:

Resolved: That the signature of an Authorized Officer, the signature of the Secretary or the Assistant Secretary, and the Company seal may be affixed by facsimile to any power of attorney or to any certificate relating thereto appointing an Attorney-in-Fact for purposes only of executing and sealing any bond, undertaking, recognizance or other written obligation in the nature thereof, and any such signature and seal where so used, being hereby adopted by the Company as the original signature of such officer and the original seal of the Company, to be valid and binding upon the Company with the same force and effect as though manually affixed.

IN WITNESS WHEREOF, ATLANTIC SPECIALTY INSURANCE COMPANY has caused these presents to be signed by an Authorized Officer and the seal of the Company to be affixed this first day of January, 2023.

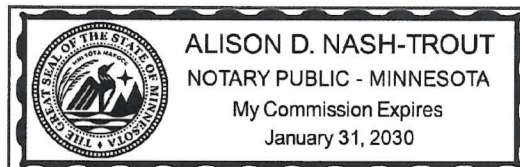
STATE OF MINNESOTA
HENNEPIN COUNTY



By

Sarah A. Kolar, Vice President and General Counsel

On this first day of January, 2023, before me personally came Sarah A. Kolar, Vice President and General Counsel of ATLANTIC SPECIALTY INSURANCE COMPANY, to me personally known to be the individual and officer described in and who executed the preceding instrument, and she acknowledged the execution of the same, and being by me duly sworn, that she is the said officer of the Company aforesaid, and that the seal affixed to the preceding instrument is the seal of said Company and that the said seal and the signature as such officer was duly affixed and subscribed to the said instrument by the authority and at the direction of the Company.



Notary Public

I, the undersigned, Secretary of ATLANTIC SPECIALTY INSURANCE COMPANY, a New York Corporation, do hereby certify that the foregoing power of attorney is in full force and has not been revoked, and the resolutions set forth above are now in force.

Signed and sealed. Dated 20th day of August, 2025.

This Power of Attorney expires
January 31, 2030



Kara L.B. Barrow, Secretary



Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:1-126-619-616

Submitted Date and Time:19-Aug-2025 7:28:41 AM

Legal Name:MCNAMARA CONTRACTING INC

Federal Employer ID:41-1709106

User Who Submitted:bjbalfe

Type of Request Submitted:Contractor Affidavit

Affidavit Summary

Affidavit Number:246886400

Minnesota ID:1525665

Project Owner:CREDIT RIVER

Project Number:24074

Project Begin Date:16-Jul-2024

Project End Date:31-Dec-2024

Project Location:CREDIT RIVER

Project Amount:\$655,698.00

Subcontractor Summary

Name	ID	Affidavit Number
ESS BROTHERS & SONS INC	8205836	1768304640
UNDERGROUND UTILITY SPECIALTIES INC	7150914	694562816
MID STATE RECLAMATION INC	1719563	2064658432
SAFETY SIGNS LLC	5139558	93597696

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) withholding.tax@state.mn.us. Business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Central Time.

Please [print this page](#) for your records using the print or save functionality built into your browser.

Whitney Holladay

From: Trent Ess <Trent@ESSBrothers.com>
Sent: Tuesday, February 18, 2025 1:48 PM
To: Whitney Holladay
Subject: Credit River
Attachments: McNamara 2024 Credit River Project ic134 UUS.pdf; Lien Wavier Ess.pdf

This email is an automated notification and is unable to receive replies.

Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	0-206-451-424
Submitted Date and Time:	18-Feb-2025 1:20:40 PM
Legal Name:	ESS BROTHERS & SONS INC
Federal Employer ID:	41-0637715
User Who Submitted:	TESS32968
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	1768304640
Minnesota ID:	8205836
Project Owner:	CITY OF CREDIT RIVER
Project Number:	2024 OVERLAY PROJECT
Project Begin Date:	26-Aug-2024
Project End Date:	29-Aug-2024
Project Location:	CREDIT RIVER, MN
Project Amount:	\$10,920.00

Subcontractor Summary

Name	ID	Affidavit Number
UNDERGROUND UTILITY SPECIALTIES	7150914	694562816

Important Messages

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How to View and Print this Request

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Trent Ess

From: MN Revenue e-Services <eservices.mndor@state.mn.us>
Sent: Tuesday, February 18, 2025 11:38 AM
To: Trent Ess
Subject: Your Recent Contractor Affidavit Request

This email is an automated notification and is unable to receive replies.

Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	0-306-885-344
Submitted Date and Time:	18-Feb-2025 11:37:44 AM
Legal Name:	UNDERGROUND UTILITY SPECIALTIES INC
Federal Employer ID:	20-1362887
User Who Submitted:	thernaholeguy
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	694562816
Minnesota ID:	7150914
Project Owner:	CITY OF CREDIT RIVER
Project Number:	2024 OVERLAY PROJECT
Project Begin Date:	26-Aug-2024
Project End Date:	29-Aug-2024
Project Location:	CREDIT RIVER, MN
Project Amount:	\$2,800.00
Subcontractors:	No Subcontractors

Important Messages

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Contact Us If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) withholding.tax@state.mn.us. Business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Central Time.

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Whitney Holladay

From: MN Revenue e-Services <eservices.mdor@state.mn.us>
Sent: Monday, February 10, 2025 11:10 AM
To: Julia Ohmann
Subject: Your Recent Contractor Affidavit Request

Caution: This is an external email. Please take care when clicking links or opening attachments.
 When in doubt, contact your IT Department

This email is an automated notification and is unable to receive replies.

Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	0-080-351-968
Submitted Date and Time:	10-Feb-2025 11:09:53 AM
Legal Name:	MID STATE RECLAMATION INC
Federal Employer ID:	39-1727526
User Who Submitted:	Juliao
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	2064658432
Minnesota ID:	1719563
Project Owner:	CITY OF CREDIT RIVER
Project Number:	24074
Project Begin Date:	01-Aug-2024
Project End Date:	02-Aug-2024
Project Location:	CREDIT RIVER, MN
Project Amount:	\$19,091.80
Subcontractors:	No Subcontractors

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) withholding.tax@state.mn.us. Business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Central Time.

How to View and Print this Request

You can see copies of your requests by going into your History.

This message and any attachments are solely for the intended recipient and may contain nonpublic / private data. If you are not the intended recipient, any disclosure, copying, use, or distribution of the information included in this message and any attachments is prohibited. If you have received this communication in error, please notify us and immediately and permanently delete this message and any attachments. Thank you.



Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	1-733-366-496
Submitted Date and Time:	12-Feb-2025 9:00:13 AM
Legal Name:	SAFETY SIGNS LLC
Federal Employer ID:	41-1991774
User Who Submitted:	beth novak
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	93597696
Minnesota ID:	5139558
Project Owner:	CITY OF CREDIT RIVER
Project Number:	CITY PROJECT NO. CT339
Project Begin Date:	16-Jul-2024
Project End Date:	09-Oct-2024
Project Location:	2024 OVERLAY PROJECT - CREDIT RIVER, MN
Project Amount:	\$5,640.00
Subcontractors:	No Subcontractors

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) withholding.tax@state.mn.us. Business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Central Time.

Please [print this page](#) for your records using the print or save functionality built into your browser.

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

Dated: August 18, 2025

The undersigned hereby acknowledges receipt of the sum of \$655,698.00

CHECK ONLY ONE,

- 1) _____ as partial payment, upon receipt, for labor, skill and material furnished
- 2) _____ as payment for all labor, skill and material furnished or to be furnished (except the sum of \$ _____ retainage or holdback)
- 3) X as full and final payment, upon receipt, for all labor, skill and material furnished to the following described real property: (legal description, street address or project name)

City of Credit River

2024 Overlay Project (McNamara #24074)

and for value received hereby waives all rights acquired by the undersigned to file or record mechanic's lien's against said real property for labor, skill or material furnished to said real property (only for the amount paid if Box 1 is checked, and except for retainage shown if Box 2 is checked). The undersigned affirms that all material furnished by the undersigned has been paid for, and all subcontractors employed by the undersigned have been paid in full, EXCEPT;

NOTE: If this instrument is executed by a corporation, it must be signed by an officer and if executed by a partnership, it must be signed by a partner.

McNamara Contracting, Inc.

BY:



TITLE:

CFO

McNamara Contracting, Inc.

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

Dated January 24, 2025

The undersigned hereby acknowledges receipt in the amount of \$ 10,374.00

CHECK ONLY ONE

- 1) ☐ as partial payment for labor, skill and material furnished
- 2) ☐ as payment for all labor, skill and material furnished or to be furnished (except the sum of \$ _____ retainage or holdback)
- 3) ☒ as full and final payment for all labor, skill and material furnished to the following described real property: (legal description, street address or project name)

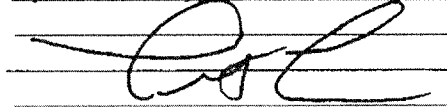
Job 24074 – 2024 Overlay Project, City of Credit River

and for value received hereby waives all rights acquired by the undersigned to file or record mechanic's lien's against said real property for labor, skill or material furnished to said real property (only for the amount paid if Box 1 is checked, and except for retainage shown if Box 2 is checked). The undersigned affirms that all material furnished by the undersigned has been paid for, and all subcontractors employed by the undersigned have been paid in full, EXCEPT;

NOTE: If this instrument is executed by a corp it must be signed by an officer and if executed by a partnership, it must be signed by a partner.

Ess Brothers and Sons Inc

By Trent ESS



THIS COMPLETED FORM MUST BE RETURNED TO:

McNamara Contracting, Inc.
16700 Chippendale Avenue
Rosemount, MN 55068

McNamara Contracting, Inc.

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

Dated: February 7, 2025

The undersigned hereby acknowledges receipt of the sum of \$19,091.80

CHECK ONLY ONE,

- 1) _____ as partial payment, upon receipt, for labor, skill and material furnished
- 2) _____ as payment for all labor, skill and material furnished or to be furnished (except the sum of \$ _____ retainage or holdback)
- 3) X as full and final payment, upon receipt, for all labor, skill and material furnished to the following described real property: (legal description, street address or project name)

City of Credit River

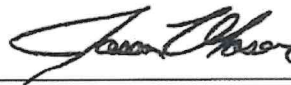
2024 Overlay Project (McNamara #24074)

and for value received hereby waives all rights acquired by the undersigned to file or record mechanic's lien's against said real property for labor, skill or material furnished to said real property (only for the amount paid if Box 1 is checked, and except for retainage shown if Box 2 is checked). The undersigned affirms that all material furnished by the undersigned has been paid for, and all subcontractors employed by the undersigned have been paid in full, EXCEPT;

NOTE: If this instrument is executed by a corporation, it must be signed by an officer and if executed by a partnership, it must be signed by a partner.

Midstate Reclamation & Trucking

BY:



TITLE:

GM

THIS COMPLETED FORM MUST BE RETURNED TO:

McNamara Contracting, Inc.
16700 Chippendale Avenue
Rosemount, Minnesota 55068

McNamara Contracting, Inc.

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

Dated: February 7, 2025

The undersigned hereby acknowledges receipt of the sum of \$5,640.00

CHECK ONLY ONE,

- 1) _____ as partial payment, upon receipt, for labor, skill and material furnished
- 2) _____ as payment for all labor, skill and material furnished or to be furnished (except the sum of \$ _____ retainage or holdback)
- 3) X _____ as full and final payment, upon receipt, for all labor, skill and material furnished to the following described real property: (legal description, street address or project name)

City of Credit River

2024 Overlay Project (McNamara #24074)

and for value received hereby waives all rights acquired by the undersigned to file or record mechanic's lien's against said real property for labor, skill or material furnished to said real property (only for the amount paid if Box 1 is checked, and except for retainage shown if Box 2 is checked). The undersigned affirms that all material furnished by the undersigned has been paid for, and all subcontractors employed by the undersigned have been paid in full, EXCEPT;

NOTE: If this instrument is executed by a corporation, it must be signed by an officer and if executed by a partnership, it must be signed by a partner.

Safety Signs, LLC

BY:

Beth Novak

TITLE:

Controller

THIS COMPLETED FORM MUST BE RETURNED TO:

McNamara Contracting, Inc.
16700 Chippendale Avenue
Rosemount, Minnesota 55068



Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE:	October 6, 2025
SUBMITTED BY:	Shane Nelson,Engineer
ITEM TYPE:	Agenda Report
AGENDA SECTION:	Consent Agenda
SUBJECT:	Approve Declaration of Easement, Outlot B, Judicial Estates
BACKGROUND:	At the May 19, 2025, staff presented documentation to the City Council regarding a driveway easement that had previously dedicated over Outlot B of Judicial Estates which provides access to Lot 5, Block 1 of Judicial Estates. A new house is currently under construction on Lot 5, Block 1. We were recently contacted by a small utility company as the driveway easement which was previously dedicated did not grant access for the installation of utilities. The attached Declaration of Easement as drafted by the City Attorney will allow for the installation of utilities to serve the new house that is currently under construction. The easement requires the utilities to relocate at their expense at such time in the future that the City determines to open the outlot as a road. We recommend approval of the easement such that the new house currently under construction may be served with utilities (i.e. electric, gas, telecommunications).
FINANCIAL IMPACT:	NA. All costs in processing this request are borne by the Applicant.
SUGGESTED ACTION:	Approve the declaration of easement and authorize the Mayor and City Clerk to execute and record the easement.
ALTERNATIVES:	1. Do not approve the easement. 2. Limit the easement area to a narrower corridor.
ATTACHMENTS:	DOCSOPEN-#1052809-v3-Declaration_of_Utility_Easement_-_Judicial_Estates.docx

DECLARATION OF DRAINAGE AND UTILITY EASEMENT

This Declaration of Drainage and Utility Easement is made this _____ day of _____, 2025, by the City of Credit River, under the laws of Minnesota, situated in the County of Scott, State of Minnesota ("Declarant" or "City").

Recitals

1. The City is the owner of that certain real property in the City of Credit River, Scott County, Minnesota, legally described as:

Outlot B, Judicial Estates, according to the official plat thereof on file and of record in the office of the County Recorder, Scott County, Minnesota.
("Property").

2. The City desires to subject the Property to a public drainage and utility easement.
3. The City may in the future elect to construct, open and operate public right of way on the Property. Until such time that the City opens right of way on the Property, the City wishes to create and maintain a public drainage and utility easement.

NOW, THEREFORE, the City makes this Declaration and hereby declares that this Declaration shall constitute covenants to run with the Property, a permanent easement in favor of the City of Credit River for drainage and utility purposes over, under, and across the Property. The City further declares that the Property shall be owned, used, occupied, and conveyed subject to easement set forth in this Declaration, which shall be binding on all persons owning or acquiring any right, title or interest in the Property, and their heirs, successors and assigns.

Easement

1. Recitals Incorporated. Recitals are incorporated and made a part of this Easement.
2. Easement. The City hereby declares a non-exclusive permanent easement over, under and through the Property in favor of the City of Credit River for public drainage and utility purposes ("Easement"). The Easement created herein includes the right to lay, locate, construct, inspect, protect, operate, maintain, improve, alter, abandon, replace, substitute and remove drainage and utilities and facilities and appurtenances thereto, surface and subsurface facilities providing for the

control, preservation, flow or storage of water, sanitary sewer, watermain, gas, power, telecom, and other public drainage and utilities, facilities and improvements that are not inconsistent with a public drainage and utility use. The Easement includes the right to keep the Easement cleared of trees, roots, brush, or other encroachments or obstructions on the surface, sub-surface, and over the Property which may interfere with the drainage or utility facilities. The rights granted herein do not include the right to install within the Property any overhead power, telecom or other utility lines, poles or associated structures (“Overhead Facilities”); Overhead Facilities are prohibited.

3. Notice of Use. All parties using the Easement shall notify the City in advance (“Notice of Use”) in writing, delivered by hand or registered mail at the following address:

City of Credit River
Attn: City Administrator
18985 Meadow View Boulevard
Prior Lake, MN 55372

Upon any merger, sale, assignment, or other conveyance of facilities within the Property, the successor or assignee shall provide a Notice of Use to the City. The Notice of Use shall include a general description of the facilities and the name, address and name/title of the person authorized to receive notices pertaining to the Easement. The City shall have no obligation to give notice under Paragraph 4(a) to any user of the Easement that has failed to deliver to the City a Notice of Use.

4. Term. The term of the Easement shall be perpetual unless terminated pursuant to this paragraph, or as modified pursuant to Paragraph 9. If the City opens public right of way on the Property, the City shall have the right in its sole discretion to terminate this Easement as follows:
- a. The City shall give 90 day’s advance notice of the City’s intent to terminate the Easement to all parties who have delivered a Notice of Use to the City (“Known Users”). The termination notice shall advise Known Users of the right to obtain right of way permits authorizing them to maintain their facilities within the right of way.
 - b. The City may not terminate the Easement before it issues to all Known Users a right of way permit authorizing them to maintain their facilities within the right of way.
 - c. Upon issuance of the right of way permit to all Known Users, the City may execute and record a termination of this Easement. Thereafter, the right to construct, maintain, repair, improve and replace facilities shall be governed by right of way permits, and any required relocation of facilities located within the right of way shall be at the users’ sole expense.
5. Reservation. Notwithstanding the declaration of the Easement, the City retains the right to construct, operate, maintain, repair, improve, remove, and replace the following installations over, under and through the Property (“Public Installations”): landscaping; driveway aprons; and, upon adoption of a resolution of the Credit River City Council to approve plans to construct a public road on the Property, roadway, trail, sidewalk, lighting, parking and other public facilities not inconsistent with a public right of way.

6. Protection of City Property. In the event a user of the Easement disrupts, removes, damages or destroys any Public Installations in the Property, the user of the Easement shall repair, replace and restore the disturbed area as close to its original condition as possible at the user's sole expense.
7. Subordination/Title. This Easement is subordinate to that certain Grant of Easement recorded in the Office of the Scott County Registrar of Titles on November 6, 1997, as Document Number 90935 ("Driveway Easement"). Other than the City's ownership of the Property and the existence of the Driveway Easement, the City makes no representations herein about the status of title to the Property.
8. Binding Effect, No Merger. The terms and provisions of this Declaration shall run with the land and be binding upon the City and the City's successors, and assigns, and upon any party making use of the Easement declared in this instrument. The City intends that the Easement shall not merge in the City's title to the Property and that any future conveyance of the Property shall be subject to this Declaration.
9. Amendment; Modification; Termination. This Declaration may be amended from time to time by a writing signed by the City. All amendments to this Declaration shall be recorded. This Declaration shall not be amended, modified, or terminated without the consent of the City of Credit River.
10. Authority. The persons signing this Easement have the authority to execute this instrument on behalf of the City.

STATE DEED TAX DUE HEREON: NONE

[Remainder of page intentionally blank.]

**DECLARANT CITY
OF CREDIT RIVER:**

By: _____
Chris Kostik, Mayor

By: _____
Lynda Jirak, City Clerk

STATE OF MINNESOTA)) ss.
COUNTY OF SCOTT)

The foregoing instrument was acknowledged before me this _____ day of _____, 2025, by Chris Kostik, Mayor, and Lynda Jyrak, City Clerk, of the City of Credit River, under the laws of Minnesota, situated in the County of Scott, State of Minnesota.

Notary Public

THIS INSTRUMENT DRAFTED BY:
Kennedy & Graven, Chartered
Fifth Street Towers, Suite 700
150 South Fifth Street
Minneapolis, MN 55402



Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE:	October 6, 2025
SUBMITTED BY:	Shane Nelson,Engineer
ITEM TYPE:	Agenda Report
AGENDA SECTION:	Consent Agenda
SUBJECT:	Approve Letter of Credit Reduction for The Yellowstone of Credit River
BACKGROUND:	As a provision of the Development Agreement, the Developer may request reductions in the financial security based on work completed. We have reviewed the status of the project and have determined that the financial security may be reduced to \$100,000 at this time.
FINANCIAL IMPACT:	NA. All costs in processing this request are borne by the Developer.
SUGGESTED ACTION:	Approve the Letter of Credit Reduction
ALTERNATIVES:	1. Do not approve the reduction. 2. Reduce the financial security to a different amount.
ATTACHMENTS:	CT224 LOC Recomendation 10.1.25.pdf

October 1, 2025

City of Credit River
18985 Meadow View Blvd
Credit River, MN 55372

RE: The Yellowstone of Credit River
Letter of Credit Reduction Recommendation

Dear Mayor and City Council:

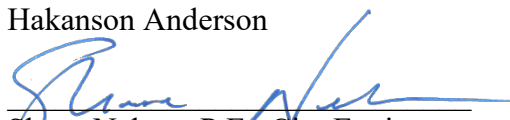
We have reviewed the status of the above-referenced project. We would summarize the project as follows:

1. The grading has been substantially completed.
2. The storm sewer/culverts have been substantially completed.
3. The city streets have been constructed and the base course and wear course of bituminous has been constructed. The city streets still need to be shouldered with Class 2 Limestone.
4. Completion of the filtration basin remains to be completed.
5. Turf establishment and maintenance of erosion control devices is ongoing.
6. We are awaiting certification that all ponds, swales, and ditches have been constructed on public easements.
7. We have not received all SWPPP reports or testing results for the project.
8. We have not received the as-built utility plans or grading plans.
9. We have not received certification that all iron monuments (lot corners) have been placed.

Based on the status of the project as summarized above, we recommend that the Letter of Credit may be reduced to \$100,000 at this time.

If you have any questions, please feel free to contact me at 763-852-0479 or ShaneN@haa-inc.com.

Sincerely,
Hakanson Anderson


Shane Nelson, P.E., City Engineer

cc: Steven Devine-Jelinski, City Administrator
Ted Kowalski, Developer
Tim Arvidson, Developer's Engineer



Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE:	October 6, 2025
SUBMITTED BY:	Shane Nelson,Engineer
ITEM TYPE:	Agenda Report
AGENDA SECTION:	Consent Agenda
SUBJECT:	Approve Letter of Credit Reduction for The Ranch of Credit River 2nd Addition
BACKGROUND:	As a provision of the Devlopment Agreement, the Developer may request reductions in the financial security based on work completed to date. We have reviewed the project status and have determined that financial security may be reduced to \$812,500 at this time.
FINANCIAL IMPACT:	NA. All costs in processing this request are borne by the Developer.
SUGGESTED ACTION:	Approve the reduction
ALTERNATIVES:	1. Do not approve the reduction. 2. Reduce the financial security to a different amount.
ATTACHMENTS:	CT223 LOC Recommendation 10.1.25.pdf

October 1, 2025

City of Credit River
18985 Meadow View Blvd
Credit River, MN 55372

RE: The Ranch of Credit River 2nd Addition
Letter of Credit Reduction Recommendation

Dear Mayor and City Council:

We have reviewed the status of The Ranch of Credit River 2nd Addition project. At this time, the project has not been accepted by the City. We would summarize the project as follows:

1. The site grading has been substantially completed.
2. Establishment of native vegetation in the filtration basins remains to be completed.
3. The initial installation of silt fence has been completed, and the site has been seeded in most areas. Maintenance of silt fence during construction and re-seeding and correction of washouts as necessary remains until the site is fully established.
4. The wetland buffers remain to be established with native vegetation.
5. Most of the storm sewer/culverts have been constructed.
6. The concrete curb and gutter and base course of bituminous for about half of the City streets have been constructed.
7. Installation of street signs remains to be completed.
8. The construction of the trail remains to be completed.
9. We have not received SWPPP reports or testing results for the project.
10. We have not received the as-built utility plans or grading plans.
11. We have not received certification that all iron monuments (lot corners) have been placed.

Based on the status of the project as summarized above, the estimated construction cost to complete the remaining improvements is \$650,000. We therefore recommend that the Letter of Credit may be reduced to \$812,500 at this time, which is 125% of the estimated cost of the remaining improvements.

If you have any questions, please feel free to contact me at 763-852-0470 or ShaneN@haa-inc.com.

Sincerely,
Hakanson Anderson


Shane Nelson, P.E., City Engineer

cc: Steve Devine-Jelinski, City Administrator
William Feldman, Developer
Nicholas Adam, Developer's Engineer



Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE:	October 6, 2025
SUBMITTED BY:	Shane Nelson,Engineer
ITEM TYPE:	Agenda Report
AGENDA SECTION:	Consent Agenda
SUBJECT:	Approve Letter of Credit Reduction for The Yellowstone of Credit River 2nd Addition
BACKGROUND:	As a provision of the Development Agreement, the Developer may request a reduction in the financial security based on work completed. We have reviewed the project status and have determined that the financial security may be reduced to \$60,000 at this time.
FINANCIAL IMPACT:	NA. All costs in processing this request are borne by the Developer.
SUGGESTED ACTION:	Approve the reduction
ALTERNATIVES:	1. Do no approve the reduction. 2. Reduce the financial security to a different amount.
ATTACHMENTS:	CT226 LOC Recomendation 10.1.25.pdf

October 1, 2025

City of Credit River
18985 Meadow View Blvd
Credit River, MN 55372

RE: The Yellowstone of Credit River Second Addition
Letter of Credit Reduction Recommendation

Dear Mayor and City Council:

We have reviewed the status of the above-referenced project. We would summarize the project as follows:

1. The grading has been substantially completed.
2. The storm sewer/culverts have been substantially completed.
3. The city streets have been constructed and the base course and wear course of bituminous has been constructed. The city streets still need to be shouldered with Class 2 Limestone.
4. Completion of the filtration basin remains to be completed.
5. Turf establishment and maintenance of erosion control devices is ongoing.
6. We are awaiting certification that all ponds, swales, and ditches have been constructed on public easements.
7. We have not received all SWPPP reports or testing results for the project.
8. We have not received the as-built utility plans or grading plans.
9. We have not received certification that all iron monuments (lot corners) have been placed.

Based on the status of the project as summarized above, we recommend that the Letter of Credit may be reduced to \$60,000 at this time.

If you have any questions, please feel free to contact me at 763-852-0479 or ShaneN@haa-inc.com.

Sincerely,
Hakanson Anderson


Shane Nelson, P.E., City Engineer

cc: Steven Devine-Jelinski, City Administrator
Ted Kowalski, Developer
Tim Arvidson, Developer's Engineer



Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE: October 6, 2025

SUBMITTED BY: Sue Iverson, 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:

[Check Detail Register Oct 6, 2025.pdf](#)

[Transfer Request Oct 6 2025.pdf](#)

CREDIT RIVER TOWNSHIP

10/01/25 3:03 PM

Page 1

***Check Detail Register©**

October 2025

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 Anchor Bank					
12866	10/01/25	AMAZON CAPITAL SERVICES			
E 100-41320-200		Office Supplies (GENERA	\$26.33	1M9P-PRVV-	Office supplies
E 100-41940-560		Furniture and Fixtures	\$269.99	1MMR-DTQ7-	Ergonomic Mesh Office Chair
E 100-41320-200		Office Supplies (GENERA	\$175.51	1YJT-1GVH-	Office supplies
E 100-41940-560		Furniture and Fixtures	\$58.79	1YJT-1GVH-	Ring security system
		Total	\$530.62		
12867	10/01/25	BRAUN INTERTEC CORPORATION			
E 401-43121-500		Capital Outlay (GENERAL	\$6,892.50	B441419	County Road 27 Bypass Lane Road Improvements
		Total	\$6,892.50		
12868	10/01/25	COLLINS TREE CARE, INC			
E 100-43100-446		Cut Trees/Brush	\$1,500.00	10944	Tree removal Casey Park
		Total	\$1,500.00		
12869	10/01/25	DRAIN PRO PLUMBING, INC.			
R 100-42400-32210		Building Permits	\$54.75		Permit work canceled by homeowner - refund
		Total	\$54.75		
12870	10/01/25	HAKANSON ANDERSON ASSOC INC			
G 800-20224		Miscellaneous Escrow	\$7,542.75	55822	The Ranch of Credit River 2nd Addition
G 800-20224		Miscellaneous Escrow	\$4,956.50	55823	Lake Estates 2nd Addition
G 800-20224		Miscellaneous Escrow	\$887.00	55824	Yellowstone of Credit River 2nd Addition
G 800-20224		Miscellaneous Escrow	\$652.50	55825	Holman Addition
G 800-20224		Miscellaneous Escrow	\$72.50	55826	Cardinal Pass
G 800-20224		Miscellaneous Escrow	\$761.25	55827	Yellowstone of Credit River 3rd Addition
G 800-20224		Miscellaneous Escrow	\$1,808.75	55828	Yellowstone of Credit River 4th Addition
E 100-43133-303		Engineering Fees	\$432.00	55829	Miscellaneous Site Review
E 100-43100-303		Engineering Fees	\$15,957.25	55830	County Road 27 Turn Lanes
E 401-43121-500		Capital Outlay (GENERAL	\$144.00	55831	General Water Resources for Credit River
E 100-41910-303		Engineering Fees	\$1,432.50	55832	Comprehensive Sanitary Sewer Study
E 100-43133-303		Engineering Fees	\$7,499.25	55833	General Engineering for Credit River
E 100-41910-303		Engineering Fees	\$506.25	55834	Building Permit Review
E 100-43100-303		Engineering Fees	\$2,462.50	55835	General Road Projects for Credit River
E 100-41910-303		Engineering Fees	\$202.50	55836	Utility Permit Reivew
E 100-43100-312		Utility Locating Service	\$120.00	55837	General locates
E 601-49450-312		Utility Locating Service	\$25.00	55837	MH lcoates
E 602-49450-312		Utility Locating Service	\$344.25	55837	Territory locates
E 603-49450-312		Utility Locating Service	\$25.00	55837	Stonebridge locates
		Total	\$45,831.75		
12871	10/01/25	HEALTH EQUITY			
G 100-21711		Health Savings Account	\$200.00	HSA Sept	September monthly HSA contribution - LJ
		Total	\$200.00		
12872	10/01/25	KRUEGER EXCAVATING INC			
E 100-43150-451		Culvert Maintenance	\$2,620.00	5622	CB repair on 160th St SE and St. Francis Ln.
		Total	\$2,620.00		

CREDIT RIVER TOWNSHIP

10/01/25 3:03 PM

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***Check Detail Register©**

October 2025

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
12873	10/01/25	LEROY SCHOMMER			
E 100-43000-300		Professional Srvs (GENE	\$3,080.00	2025-06	Ditch Mowing - Fall 2025
		Total	\$3,080.00		
12874	10/01/25	MCNAMARA CONTRACTING			
E 401-43121-500		Capital Outlay (GENERAL	\$34,038.90		Contractor's app - final pymt 2024 Overlay Project
		Total	\$34,038.90		
12875	10/01/25	METRO WEST INSPECTION SERVICES, INC			
E 100-41910-310		Other Professional Service	\$25,218.46	4749	Finalized permits September 2025
		Total	\$25,218.46		
12876	10/01/25	MORE IT			
E 100-41320-433		Dues and Subscriptions	\$378.00	600-8572	MO 365 subscription and dropsuite backup
		Total	\$378.00		
12877	10/01/25	MSA			
E 100-41910-310		Other Professional Service	\$9,038.70	021126	Planning Services
E 100-45200-300		Professional Srvs (GENE	\$225.00	021126	Parks & Trails Assessment
G 800-20224		Miscellaneous Escrow	\$220.00	021126	Cardinal Pass
G 800-20224		Miscellaneous Escrow	\$550.00	021126	Holman 2nd Addition
		Total	\$10,033.70		
12878	10/01/25	NATURAL SYSTEMS UTILITIES MN			
E 601-49450-316		Monitoring/Svc Provider C	\$1,917.76	INV-0001132	Monitoring
E 601-49450-315		Vericomm Annual Fee	\$52.69	INV-0001132	Vericomm Fees
E 601-49450-445		Grass/Lawn Care	\$210.71	INV-0001132	Grass/Lawn care
E 601-49450-409		Emergency Repair & Svc	\$178.00	INV-0001132	Homeowner repairs on private STEP system
E 604-49450-316		Monitoring/Svc Provider C	\$1,763.61	INV-0001132	Monitoring
E 604-49450-315		Vericomm Annual Fee	\$35.14	INV-0001132	Vericomm Fees
E 604-49450-400		Repairs & Maint Cont (GE	\$384.00	INV-0001132	Repairs and maintenance General
E 604-49450-445		Grass/Lawn Care	\$196.34	INV-0001132	Grass/Lawn care
E 603-49450-316		Monitoring/Svc Provider C	\$2,413.08	INV-0001132	Monitoring
E 603-49450-315		Vericomm Annual Fee	\$56.21	INV-0001132	Vericomm Fees
E 603-49450-445		Grass/Lawn Care	\$178.00	INV-0001132	Grass/Lawn care
E 603-49450-500		Capital Outlay (GENERAL	\$192.00	INV-0001132	Jetting
E 602-49450-316		Monitoring/Svc Provider C	\$11,063.13	INV-0001132	Monitoring
E 602-49450-315		Vericomm Annual Fee	\$207.28	INV-0001132	Vericomm Fees
E 602-49450-400		Repairs & Maint Cont (GE	\$775.34	INV-0001132	Repairs and maintenance General
E 602-49450-408		Annual Preventative Maint	\$6,260.10	INV-0001132	Annual preventative maintenance/STEP inspections
E 602-49450-445		Grass/Lawn Care	\$267.00	INV-0001132	Grass/Lawn care
E 602-49450-500		Capital Outlay (GENERAL	\$626.00	INV-0001132	Jetting
E 602-49450-409		Emergency Repair & Svc	\$533.66	INV-0001132	Homeowner repairs on private STEP system
E 602-49450-409		Emergency Repair & Svc	\$4,781.55	INV-0001132	Territory HOA well cleaning, flushing and disinfection
		Total	\$32,091.60		
12879	10/01/25	WATER DOCTORS			
R 100-42400-32210		Building Permits	\$150.00		Permit application over charged - refund

CREDIT RIVER TOWNSHIP

10/01/25 3:03 PM

Page 3

***Check Detail Register©**

October 2025

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$150.00		
12880	10/01/25	WESTconsin CREDIT UNION			
G 100-21711		Health Savings Account	\$192.30	HSA Sept	September monthly HSA contribution - SDJ
Total			\$192.30		
10100			\$162,812.58		

Fund Summary**10100 Anchor Bank**

100 GENERAL FUND	\$71,800.08
401 CAPITAL IMPROVEMENTS FUND	\$41,075.40
601 SP/MH SSD	\$2,384.16
602 TERRITORY SSD	\$24,858.31
603 STONEBRIDGE SSD	\$2,864.29
604 SP SSD	\$2,379.09
800 DEVELOPER ESCROW ACCOUNT	\$17,451.25
	\$162,812.58

Transfer Request for October 6, 2025

Beginning Bank Balance - October 2, 2025	\$	275,234.87
Outstanding Checks		(\$27,905.07)
Outstanding Deposit	\$	-
Outstanding CC Payment	\$	-
Payroll and Benefits Outstanding	\$	-
Claims - 10/01/25	\$	(162,812.58)
Net Balance	\$	84,517.22

Transfer from Savings to Checking **\$ 150,000.00**

Checking Balance 234,517.22

We approve the above transfer from Savings to Checking:

Chris Kostik

Bill Markert

Jay Saterbak

Leroy Schommer

Abe Zanto



Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE: October 6, 2025

SUBMITTED BY: City Admin,Administrator

ITEM TYPE: Agenda Report

AGENDA SECTION: General Business

SUBJECT: Trees in Creekwood Park

BACKGROUND:

Families from the neighborhood of Creekwood (Creekwood Rd, Creekwood Dr, Creekwood Cir & Creekwood Ln) are requesting that trees be added to the park in Creekwood which is located on the 16200 block of Creekwood Rd. Over the last few years, a number of trees have fallen or died out and some new trees being planted in their places would be appreciated.

We understand that the city is not able to budget for the care of these trees after initial planting so the families listed below are willing to take responsibility for the watering and care of the trees:

- Randy & Judie Thompson
- Susan Tersteeg
- Ken & Rena Krawza
- Kent Anderson
- Shelle Molina
- Jason Allen
- Brian & Tanya Schaper

We would appreciate it if Treegator Watering Bags were purchased along with the trees in order to water the trees at an appropriate rate. We understand that it will be our responsibility to fill up these bags with water.

Families are requesting 5-8 trees for the park. They are open to species of trees from: sugar maples, oaks, cottonwood, male ginkis, elm, kentucky coffee, white pine, hard maple, and basswood.

SUGGESTED ACTION:

Discussion about planting trees in Creekwood Park

ATTACHMENTS:



Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE:	October 6, 2025
SUBMITTED BY:	City Admin,Administrator
ITEM TYPE:	Agenda Report
AGENDA SECTION:	General Business
SUBJECT:	Consider Quotes for Facilitated City Council Workshop
BACKGROUND:	The Council directed staff to look at options for facilitators for a possible City Council workshop on city governance. Staff contacted several facilitators. Many were not available or didn't work with government units. Staff was able to obtain proposals from two facilitators: Aimee Gourlay of the League of Minnesota Cities and Chad Weinstein of Ethical Leaders in Action, Inc. Both are out of St. Paul. Both facilitators stated they can conduct the workshops in 2025.
FINANCIAL IMPACT:	League of Minnesota Cities: Free Ethical Leaders in Action, Inc: \$6,000
SUGGESTED ACTION:	Approve a facilitator to host City Council workshops
ATTACHMENTS:	Roles and Responsibilites Workshop.pdf Credit River Council Prop 251001.docx

**ROLES AND
RESPONSIBILITIES
WORKSHOP**

Mayors

Council Members

City Managers

Clerks

Administrators

Understanding the differing roles and interrelationships of city offices is crucial for effective and efficient city management. Misunderstandings about roles and the consequent overstepping of these roles can lead to conflicts among individuals in these positions.

These roles are derived from a basic structure of city government, but are tailored based on form of government, size, and community values. When conflicts arise, councils and staff may face relational challenges and need to clarify roles and responsibilities for implementation within their city.

1. **Participation is voluntary;** the City Council and staff need to agree to participate in the workshop.
2. **The free twenty-minute MemberLearn course** will be viewed prior to the workshop by all participants to remind them of basic structure.
[Roles and Responsibilities for Elected Officials](#)
[Roles and Responsibilities for City Clerks](#)
3. **A fifteen minute, anonymous, online self-assessment** is taken by all workshop participants asking your opinions about how well your city is following some important practices for roles and responsibilities.
 - a. Participation in the survey will help the workshop facilitation team understand the roots of challenges and tailor a workshop agenda for your situation.
 - b. A summary of your city's survey responses will be reported to the group during the workshop.
4. **A draft agenda and feedback will be provided to the workshop team:** two council members and one administrator are designated to help tailor the workshop agenda based on survey responses. We recommend including people with different or polarized perspectives.
5. **Attend a 1.5 to two-hour workshop, facilitated by a professional facilitator from LMCIT Collaboration Services.** An LMC Research Attorney will discuss recommended practices in depth for areas the survey highlighted. Participants will be able to ask questions, and talk with each other about any clarifications or updates they want to make for efficient and effective city management.
6. **The group will agree on next steps,** if any, during the workshop to implement clarifications and updates.

The LMC Research team and LMCIT Collaboration Services developed a workshop for cities to work toward clarifying roles and responsibilities, and addressing conflict through dialogue.



Aimee Gourlay
Collaboration Services
Manager
AGourlay@lmc.org
(651) 215-4147



**ETHICAL
LEADERS
IN ACTION**

October 1, 2025

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

RE: Proposal for City Council Team Development

VIA EMAIL

Dear Mr. Jelinski,

Thank you for your interest in engaging Ethical Leaders in Action, Inc. (ELA), to work with the elected officials of the City of Credit River to strengthen city council interaction and collaboration. This letter is offered as a proposal to do that work. It includes a statement of project objectives and a description of our proposed approach, with scope parameters and proposed fees. We have also provided some background on our firm and our work, and have attached a full list of our public sector clients to date. We are pleased to provide further information upon request.

Project Background and Objectives

The City of Credit River is a community of approximately 6,000 people located in Scott County, with deep commitments to preserve its rural character and to good governance, and a vision, in part, to “build a thriving community where nature, safety, and growth coexist.” The City is governed by a city council consisting of a mayor and four councilmembers, and served by a small staff and contractors who are managed and led by a city administrator.

City leaders are seeking an outside facilitator to work with elected officials and the city administrator to help improve collaboration on the council, consistent with the City’s vision and values. Our aim is to help each elected official to understand how they can all work together more effectively; we intend to achieve that aim through facilitated conversations and by the creation of a set of shared expectations of commitments that will guide council deliberation.

It is important to note that the council is not “broken,” nor do we conceive this as a remedial effort. Rather, we believe that good teams need ground rules and practice working with them in order to succeed, and that thoughtful and well-intentioned leaders can all benefit from an opportunity to reflect with one another on what they have in common, and how they can work together more effectively. In a national political climate that is increasingly polarized, city governments like that of Credit River have an opportunity to maintain public trust in part by modelling civility while engaging in substantive, thoughtful deliberation and debate. You are seeking a facilitator to engage elected officials in a discussion toward establishing norms that support that broad objective,

and documenting those norms in a statement that can be adopted and followed by the council.

Our proposed approach for achieving these aims is described below.

Proposed Approach

Our approach to this project will be straightforward. We will begin by interviewing each council member, the mayor, and the city administrator individually, in person or via Zoom, based on their preferences. The City will coordinate these interviews, and ELA will provide an introductory email with the interview questions for elected officials in advance. We will also engage senior staff leaders in a discussion to gather their perspectives as a group in a staff meeting. (While council-staff interaction is not a primary topic of this engagement, the perspectives of staff leaders can help the facilitator to put the interview input in a broader context based on their professional perspectives.) Based on this input, ELA will prepare an agenda and plan for a facilitated Council work session. We will meet with you to review and amend our approach, as necessary. We will then prepare a packet for participants, outline the agenda and provide any brief background reading. The City will again help to schedule this work session.

ELA will facilitate a process aimed at helping elected officials to develop a deeper shared understanding of the perspectives represented on the council, including what has worked well, or not, in past council interactions. This, in turn, will lead to a discussion of the norms that elected officials can agree to maintain in their future deliberations and, more broadly, their shared leadership, governance, and service to the people of Credit River.

While the specifics of the working session will be determined by the interviews, we anticipate bringing some content to the discussion, as well. In discussing the optimal role of the City Council, we may rely on concepts that we have developed working with other cities. For example, we will likely introduce our own model of three Core Values for Public Agencies. It was developed through qualitative research and analysis as a tool to facilitate discussions such as these. Briefly, these three values are:

1. **Excellent Public Service.** Making valuable contributions to the public good. Leaders act in good faith to determine needs and opportunities and act upon that determination. Public employees demonstrate professionalism through responsiveness and through a commitment to continuous improvement.
2. **Sound Stewardship of Public Resources.** Investments and expenditures are made thoughtfully and in ways that are linked to the value that is created, protected, or preserved. Assets are maintained and resources are conserved. Total cost is considered at all times, with an eye towards sufficiency and cost containment.
3. **Fairness.** Principles of equity and justice inform all decision-making. Stakeholders' rights are protected, and interests are carefully considered in all decisions. Leadership is principled and consistent. Information is shared as openly as is appropriate.

While these ideas and others will factor into the discussion, the considerable majority of our time will be facilitated discussion among elected officials, including exercises and structured topical discussions aimed very deliberately at the objectives noted above.

The final deliverable for this project will be a memorandum articulating the shared commitments and any other agreed-upon outcomes from the working session.

Scope Parameters

Our engagement will be conducted consistent with the following scope parameters:

1. Up to ten individual interviews (which allows for multiple conversations, which might occur at the request of elected officials).
2. One group discussion with senior staff members.
3. Up to three planning meetings with the city manager and anyone whom he designates.
4. Facilitation of the Credit River City Council for up to six hours, in one or two sessions.
5. Submission of a draft agenda, a packet for working session participants, and a final memorandum.

Project Staff

Charles Weinstein will lead ELA's team and will be primarily responsible for all aspects of project delivery, including all session facilitation. Any additional staff members would be proposed by ELA and approved by you in advance.

Schedule

We are prepared to begin this work upon your approval, or to schedule it at the convenience of those involved. Our proposal and pricing are firm for one year.

Costs

We propose a fixed fee of \$6,000 for this engagement, based on the above scope of work and parameters. Any changes in scope and costs must be agreed upon and documented in advance (email will suffice).

We propose to invoice the city for one half of fees (\$3000) upon project kickoff, and the balance upon submission of the final deliverable memorandum.

Our Background as a Firm

Ethical Leaders in Action was founded in 2010, with the mission of empowering ethical leaders to achieve extraordinary results. We provide leadership development and strategic consulting primarily to leaders and teams in public safety, municipal, health care, and business organizations. ELA grew out of a predecessor organization, the Hill Center for Ethical Leadership, founded in 2007. Under the auspices of the Hill Center, we began working with fire and police departments in 2008. Our practice has since grown to include cities and municipal agencies, including both elected and appointed officials. In particular, we have:

- Facilitated Council retreats and working sessions for the cities of:
 - Hopkins (recurring)
 - Cottage Grove (recurring)
 - Woodbury (recurring)
 - Plymouth (recurring)
 - Prior Lake (three times)
 - River Falls, WI (twice)
 - Wilmar (twice)
- Conducted performance appraisals for the city administrator or city manager in:

- Woodbury (every year since 2021_
- Edina in 2024, with 2025 scheduled to begin.
- Golden Valley in 2025
- Trained elected municipal officials at the League of Minnesota Cities Elected Leaders Institute every year since 2020.
- Facilitated the strategic planning retreats for:
 - League Minnesota Cities (2025)
 - Association of Minnesota Counties 2025
 - League of Minnesota Cities Insurance Trust (Every year since 2020)

We have attached a complete list of our public sector clients as an appendix to this proposal. We are pleased to provide specific references upon request.

Conclusion and Next Steps

We regard all proposals as works-in-progress, and are entirely willing to modify our proposed approach to best meet your needs. As noted above, we are prepared to begin work upon your written acceptance of this proposal (email will suffice).

Thank you for the opportunity to continue our work together.

Very truly yours,



Charles A. Weinstein, Ph.D.
President
Ethical Leaders in Action, Inc.

Appendix: Full List of Ethical Leaders in Action Public Sector Clients

We have served the following public sector agencies and related organizations:

1. Andover Fire Department (MN) (leadership workshop)
2. Apple Valley (MN) Fire Department (4-month leadership program)
3. Association of Minnesota Counties (strategic planning retreat)
4. Brooklyn Park (MN) Fire Department (leadership assessment with Gasaway Consulting Group)
5. Burnsville (MN) Fire Department (strategy facilitation, 6-month leadership development program, individual leadership consultation, workshops)
6. Capitol City Mutual Aid Association (leadership workshop)
7. Chanhassen (MN) Fire Department (1 year leadership program, leadership coaching)
8. City Engineers Association of Minnesota (ethics keynote, 5 years)
9. Clarksville (IN) Fire Department (6-month leadership program)
10. Columbia Heights Police Department (multiple leadership programs and consulting)
11. City of Cottage Grove (MN) (City council and staff organizational development and strategy retreats, leadership coaching)
12. Cottage Grove Fire Department (Leadership development and consulting)
13. County Engineers Association of Minnesota (ethics training)
14. City of Crystal, City of New Hope (MN) (joint city council process facilitation)
15. Crystal Police Department (leadership development and organizational development consulting)
16. Dakota County EDGE Program (single-session training classes)
17. Dakota County Sheriff's Office (ethics training for correctional officers and supervisors)
18. Eagan Fire Department (leadership training, officers and full-department)
19. Eden Prairie (MN) Fire Department (multiple programs)
20. Eden Prairie Police Department (Moral courage and emotional intelligence training)
21. City of Eden Prairie (keynotes)
22. City of Edina (MN) (CM performance appraisal, leadership consulting and training for building inspections department)
23. Edina Fire Department (strategy development, leadership development for officers, leadership/customer service keynote for firefighter/paramedics)
24. FBI National Academy Alumni Association (leadership seminars)
25. Firehouse Expo (pre-conference workshop)
26. City of Fitchburg (WI) (Fire department leadership assessment)
27. City of Golden Valley (city manager performance appraisal)
28. Criminal Justice Network (CJN) (Board and staff team development, strategic planning facilitation)
29. Grand Chute (WI) Fire Department (strategy facilitation)
30. Hamline University Fire Officers Leadership Program (leadership workshops)
31. Hastings (MN) Fire Department (4-month leadership program and workshops, leadership coaching)
32. Hastings (MN) Police Department (6-month leadership program)
33. City of Hastings (Strategic planning)
34. HERO Public Safety Training Center (strategic planning)

35. City of Hopkins (MN) (keynote; city council and staff retreat and team development consulting)
36. Hopkins (MN) Fire Department (workshop; multi-session officer training)
37. Hopkins Police Department (leadership development and strategy facilitation)
38. Illinois Chiefs of Police Association (leadership workshop)
39. Indiana Fire Chiefs Association (leadership workshops)
40. International Association of Fire Chiefs (IAFC) (keynote, luncheon speaker, workshops)
41. International Society of Fire Safety Instructors (ISFSI) (workshop, service on credential board)
42. Inver Grove Heights (MN) Fire Department (multiple leadership development programs)
43. Inver Grove Heights Police Department (keynote for departmental meeting)
44. La Crosse (WI) Fire Department (leadership development and strategic planning)
45. Lake Johanna Fire Department (Board organizational development, starting 2024)
46. Lakeville (MN) Fire Department (6-month leadership program)
47. League of Minnesota Cities (ethical leadership presentations to elected officials and board of directors)
48. League of Minnesota Cities Insurance Trust (strategic planning facilitation)
49. Long Lake (MN) Fire Department (leadership workshop)
50. MABAS (IL) Division 3 (leadership workshop)
51. Mahtomedi (MN) Fire Department (officer leadership development)
52. Maple Grove Police Department (6-month leadership development program, individual leadership coaching)
53. Maplewood (MN) Public Safety Division (Law enforcement commission facilitation; Fire/EMS strategy facilitation; police keynote; training)
54. McLeod County Fire Chiefs (single training session)
55. Mendota Heights (MN) Police Department (leadership development and organizational consulting)
56. Metro Transit Police Department (multiple leadership development programs)
57. Metropolitan Fire Chief Officers Association (4-month leadership program)
58. Minneapolis Emergency Management Department (organizational development work, starting in 2024)
59. Minneapolis Fire Department (leadership training for all officers; cohort-based training for all officers)
60. Minneapolis Police Department (consultation and leadership training for FTOs and recruits)
61. Minnesota State Emergency Communications Board (organizational development and facilitation)
62. Minnesota Association of Townships (strategic planning facilitation and team development)
63. Minnesota Jail Administrators Association (leadership seminars)
64. Minnesota State Bureau of Criminal Apprehension (BCA) (seminars, conference keynote, consulting)
65. Minnesota Board of Firefighter Training and Education (Strategy facilitation)
66. Minnesota Building Inspectors Institute (ethics and leadership seminar)
67. Minnesota Chiefs of Police Association (leadership workshops, keynotes)
68. Minnesota Clerks and Financial Officers Association (ethics and leadership seminar)
69. Minnesota Department of Employment and Economic Development (ethics and leadership seminar)
70. Minnesota Fire Service Advisory Committee (strategy facilitation)
71. Minnesota Office of Pipeline Safety (leadership training)
72. Minnesota State Auditor's Office (ethics training)

73. Minnesota State Fire Chiefs Association (Board development; leadership workshops, multiple years)
74. Minnesota State Fire Marshal's Office (agency strategic planning; leadership workshops)
75. Minnesota Sheriffs' Association (keynotes, leadership workshops, ethics course development)
76. Minnesota State Patrol (leadership training for ranking officers)
77. Minnesota Task Force One (state urban search and rescue team -US&R) (strategic planning)
78. Minnetonka (MN) Fire Department (multi-session leadership programs, leadership consulting, coaching)
79. Minnetonka Police Department (multiple leadership programs)
80. New Brighton (MN) Public Safety Department (keynote, leadership workshop, training programs)
81. North East Multi-Regional Training (IL) (leadership seminars for law enforcement)
82. North Suburban Regional Mutual Aid Association (MN) (leadership workshop)
83. Northeastern Illinois Public Safety Training Academy (leadership workshop)
84. NorthStar Women's Firefighters Association (leadership workshops)
85. Olmsted County (MN) Sheriff's Office (ethics training)
86. City of Plymouth (organizational development for council and staff senior leaders)
87. Plymouth Fire Department (leadership training for full department)
88. City of Prior Lake (leadership team development, strategic facilitation, public meeting facilitation, and city council team development)
89. Prospect Heights (IL) Fire Department (leadership development, 4 years)
90. Ramsey County (MN) Sheriff's Office (mission and strategy development, cohort-based programs for new supervisors and commanders, ethics training)
91. Richfield (MN) Fire Department (Leadership training)
92. City of River Falls (WI) City Council retreat presentation, staff leadership development
93. Rosemount (MN) Police Department (leadership workshop, cohort-based leadership program)
94. City of Saint Anthony Village (council development, city-wide staff training)
95. Saint Anthony Police Department (strategic decision-making support)
96. City of St. Louis Park (MN) (leadership workshops)
97. St. Louis Park Fire Department (leadership training and consulting)
98. St. Louis Park Police Department (strategic planning and facilitation)
99. Saint Paul (MN) Fire Department (leadership retreats, leadership and strategy consulting)
100. Saint Paul Police Department (strategy facilitation, multiple programs in ethical leadership development)
101. Savage (MN) Police Department (leadership training for sergeants and senior leaders, 2024)
102. Shakopee (MN) Fire Department (leadership training and consultation; station location study and strategy)
103. Shakopee Mdewakanton Sioux Community Public Safety Division (strategy and leadership development)
104. South Metro Fire Department (Leadership development, strategy facilitation)
105. Spring Lake Park Blaine Moundview (SBM) Fire Department (MN) (3-month programs for company and chief officers)
106. Stearns County (County Board team development)
107. Three Rivers Park District (keynote, leadership development)

108. Virginia Beach (VA) Emergency Medical Services (leadership consultation/facilitation)
109. Waconia (MN) Fire Department (leadership and culture assessment)
110. Washington County (MN) Sheriff's Office (multiple programs)
111. West Metro Fire-Rescue District (MN) (multiple programs)
112. City of West Saint Paul (MN) (leadership workshops)
113. City of Willmar (Strategic facilitation and City Council team development)
114. Wisconsin Indianhead Technical College (public safety leadership workshops)
115. Wisconsin State Fire Chiefs Association (leadership workshop)



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CITY COUNCIL AGENDA ITEM REPORT

DATE:	October 6, 2025
SUBMITTED BY:	City Admin,Administrator
ITEM TYPE:	Agenda Report
AGENDA SECTION:	General Business
SUBJECT:	Consider Quotes for City Hall Door Replacement
BACKGROUND:	The Council asked at the last City Council meeting for staff to obtain quotes for replacement of the two City Hall doors. Staff is recommending the low bid from A. Schommer Glass, Inc. for \$7,212.65.
FINANCIAL IMPACT:	\$7,212.65
SUGGESTED ACTION:	Approve Quote from A. Schommer Glass, Inc. for \$7,212.65
ALTERNATIVES:	• Council could select the alternate quote from KR Contracting & Associates for \$9,670.00 • Council could reject all quotes and solicit other quotes
ATTACHMENTS:	Estimate_1022_from_A_SCHOMMER_GLASS_INC.pdf Est_155831_from_KR_Contracting_Associates_14200.pdf

A. SCHOMMER GLASS, INC.
18526 Hadley Ave
Prior Lake, MN 55372 USA
+19522124527
larry@schommerglass.com
www.schommerglass.com

Estimate

ADDRESS
GENERAL ACCOUNTS CITY OF CREDIT RIVER

SHIP TO
REPLACEMENT OF MAIN ENTRANCE & WEST SIDE ENTRANCE

ESTIMATE #	DATE	
1022	07/21/2025	

DATE		DESCRIPTION	QTY	RATE	AMOUNT
	IW	1"Insulated LO E SILVER DOORS & FRAMES 36 X 84	2	2,774.00	5,548.00T
	IL	Labor for Replacement of Insulated Window(s)DOORS	2	600.00	1,200.00

SUBTOTAL	6,748.00
TAX	464.65
TOTAL	\$7,212.65

Accepted By

Accepted Date



7515 167th Street E • Prior Lake, MN 55373

Estimate

Name / Address
City Of Credit River Steve Jelinski 18985 Meadow View Blvd Prior Lake, MN 55372

Date	Estimate #
10/1/2025	155831

		P.O. No.	Terms
		58-31	Due on receipt
Description	Qty	Rate	Total
Entry Door Replacement (2)			
Scope of work to be performed, Prep for demo. Remove existing entry doors. Remove existing steel exterior and channel around door openings. Frame rough opening per specs. Install new 30x68 steel commercial doors with 24x30 IG glass windows & steel frame with taller threshold. Install close cell foam insulation. Reinstall existing exterior channel & wall steel. Custom bend & install interior trim (aluminum). Install new lever, dead bolt & closer. No blinds or grids available for these doors. Clean up/ haul away all job related debris.			
Doors & Trim:	2	3,230.00	6,460.00
Labor & Material	2	1,500.00	3,000.00
Dump Fee's	1	85.00	85.00
Building Permits	1	125.00	125.00
Payment Schedule: Payment due upon completion			
This estimate includes all materials, labor, permitting fees, and inspection costs per scope of work		Total	\$9,670.00

Contractor Signature _____ LICENSE# BC723939 Signature _____



Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE:	October 6, 2025
SUBMITTED BY:	City Admin,Administrator
ITEM TYPE:	Agenda Report
AGENDA SECTION:	General Business
SUBJECT:	Consider Direction for 2050 Comprehensive Plan
BACKGROUND:	Planning for the 2050 Comprehensive Plan should begin soon. Staff is looking for direction as to what Council would like to do. Options may include: asking MSA to submit a proposal separate of their current contract, going out for Request for Proposals, or other alternatives.
SUGGESTED ACTION:	Discussion of staff direction for 2050 Comp Plan
ATTACHMENTS:	



Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE:	October 6, 2025
SUBMITTED BY:	City Admin,Administrator
ITEM TYPE:	Agenda Report
AGENDA SECTION:	General Business
SUBJECT:	Agreement with Scott County on County Ditch 4
BACKGROUND:	At a previous Council meeting the Council allowed staff to work with the County to negotiate an agreement for the transfer of County Ditch 4. At our City Council meeting on September 8, 2025, the Council adopted a motion which directed staff to indicate that the City is willing to negotiate a transfer of CD 4 from the County contingent on the following five conditions: • Complete the maintenance that is noted in the SWCD' s maintenance assessment plan; • Leave the city with a positive fund balance; • The County will disclose all past complaints and any action taken on those complaints; • The County will provide historical records of the ditch to the City; • The County will indemnify the City for any work that we have completed on the ditch that there may be active lawsuits or legal issues. The County, at their Ditch Board meeting on September 16th, 2025, did agree to a continuation of their hearing until October 21st, while City and County staff can work on an agreement. ***At the time of posting the agenda, the agreement was not available. The County stated the agreement would be available prior to Monday's meeting and understood that there may not be enough time to act on the agreement. Staff will update the agenda packet when the agreement becomes available***
SUGGESTED ACTION:	Discuss/Take Action on Agreement with Scott County on County Ditch 4
ATTACHMENTS:	