

AGENDA
CITY OF LEXINGTON
REGULAR COUNCIL MEETING
FEBRUARY 15, 2024 – 7:00 P.M.
9180 LEXINGTON AVENUE

1. PLEDGE OF ALLEGIANCE

2. CALL TO ORDER: – Mayor Grote

- A. Roll Call - Council Members: DeVries, Harris, Winge and Benson

3. CITIZENS FORUM

This is a portion of the Council meeting where individuals will be allowed to address the Council on subjects which are not a part of the meeting agenda. Persons wishing to speak may be required to complete a sign-up sheet and give it to a staff person at the meeting. The Council may take action or reply at the time of the statement or may give direction to staff for future action based on the concerns expressed

4. APPROVAL OF AGENDA WITH CHANGES AND CORRECTIONS

5. LETTERS AND COMMUNICATIONS:

- A. Centennial Lakes Police Department Media Reports – 1-24 through 1-30, 2024 **pp. 1-4**
- B. City Report – January 2024 **pp. 5-11**
- C. North Metro TV – January 2024 Update **pp. 12-18**

Consent Agenda:

The Consent Agenda covers routine administrative matters. These items are not discussed, and are approved in their entirety pursuant to the recommendations on the staff reports. A Council Member or citizen may ask that an item be moved from the Consent Agenda to the end of section 7 of the agenda in order to be discussed and receive separate action.

2. CONSENT ITEMS:

- A. Recommendation to Approve Council Minutes:
Council Meeting - February 1, 2024 **pp. 19-20**
- B. Recommendation to Approve Claims and Bills: **pp. 21-34**
Check #'s 51248 through 51303
Check #'s 15079 through 15090
Check #'s 15094 through 15109
- C. Financial Reports **pp. 35**
• Cash Balances **pp. 36-37**
• Fund Summary – Budget to Actual

Action Items:

These items are intended primarily for Council discussion and action. It is up to the discretion of the Mayor as to what, if any, public comment will be heard on these items. Persons wishing to speak on discussion items must complete a sign-up sheet and give it to a staff person at the meeting.

3. ACTION ITEMS:

- A. Recommendation to approve Resolution NO. 24-06 A Resolution Receiving Feasibility Report and Calling Hearing on Improvement on Griggs Avenue **pp. 38-51**
- B. Recommendation to approve an Employment Contract with Gordon Lagerstrand – Assistant Liquor Store Manager **pp. 52-55**
- C. Recommendation to approve Minnesota State High School League (MSHCL) Section 4AAA Softball Tournament request for use of Memorial Park for the 2024 playoff dates: **pp. 56**
 - May 22
 - May 23 (May 24 rain back-up date)
 - May 28 (May 29 rain back-up date)
 - May 30 (May 31 rain back-up date)
- D. Recommendation to approve Bobcat 18” Planer (asphalt milling attachment) bid of \$18986.04 **pp. 57-58**

4. MAYOR AND COUNCIL INPUT**5. ADMINISTRATOR INPUT****6. CLOSED SESSION**

- This portion of the meeting is closed pursuant Minn. Stat. Section 13D.05, subd. 3(b), and is permitted by the attorney-client privilege to discuss the legal aspects surrounding personnel matters under investigation.
- This portion of the meeting is closed pursuant to Minnesota Statute Section 13D.05, subdivision 3(b), and is permitted by the attorney-client privilege to discuss the pending litigation versus the City of Blaine regarding the interconnected water and sewer systems.

7. ADJOURNMENT



Centennial Lakes Police Department

Media Report



Case Number	Incident Date	Time	Description	Location	City
24017041	Jan 24 2024	01:43	SUSPICIOUS ACTIVITY	19XX 73RD ST	CENTERVILLE
Summary: OFFICERS RESPONDED TO THE 1900 BLOCK OF 73RD STREET FOR A SUSPICIOUS ACTIVITY REPORT. EXCEPTIONAL CLEARANCE.					
24017149	Jan 24 2024	07:56	THEFT	20XX MAIN ST	CENTERVILLE
Summary: 2045 MAIN ST SHOPLIFTING REPORT					
24017729	Jan 24 2024	23:41	WARRANT ARREST	MAIN ST / 20TH AVE S	CENTERVILLE
Summary: TRAFFIC. OFFICERS CONDUCTED A TRAFFIC STOP IN THE 2100 BLOCK OF MAIN ST. DRIVER ARRESTED FOR WARRANTS. CLEARED BY ARREST.					
24017384	Jan 24 2024	14:32	DOMESTIC ESCORT	16XX LAKELAND CIR	CENTERVILLE
Summary: DOMESTIC ESCORT. OFFICERS WERE DISPATCHED TO THE 1600 BLOCK OF LAKELAND CIR ON A DOMESTIC ESCORT. OFFICERS STOOD BY AT THE LOCATION. CLEAR.					
24017708	Jan 24 2024	23:07	ASSIST OTHER AGENCY		LINO LAKES
24017710	Jan 24 2024	23:15	MEDICAL	18XX MAIN ST	CENTERVILLE
Summary: MEDICAL. OFFICERS WERE DISPATCHED TO THE 1800 BLOCK OF MAIN ST ON REPORTS OF A MEDICAL. ONE TRANSPORTED VIA AMBULANCE. CLEAR.					
24017709	Jan 24 2024	23:15	MEDICAL	8XX CIVIC HEIGHTS DR	CIRCLE PINES
Summary: OFFICERS RESPONDED TO THE 800 BLOCK OF CIVIC HEIGHTS DR FOR A MEDICAL. EXCEPTIONAL CLEARANCE.					
24017602	Jan 24 2024	19:58	THEFT	XX CENTRAL ST	CIRCLE PINES
Summary: THEFT. OFFICERS WERE DISPATCHED TO THE 30 BLOCK OF VILLAGE PARKWAY FOR A THEFT REPORT. OFFICERS TOOK INFORMATION FOR A REPORT. NO KNOWN SUSPECTS AT THIS TIME. CLEAR.					
24018491	Jan 25 2024	22:55	SUSPICIOUS ACTIVITY	69XX 20TH AVE	CENTERVILLE
Summary: OFFICERS RESPONDED TO THE 6900 BLOCK OF 20TH AVE FOR SUSPICIOUS ACTIVITY. EXCEPTIONAL CLEARANCE.					
24018214	Jan 25 2024	15:33	CHECK WELFARE	LEXINGTON AVE NE / LAKE DR	CIRCLE PINES
Summary: WELFARE CHECK OFFICERS DISPATCHED TO THE AREA OF LAKE DR AND LEXINGTON AVE FOR A WELFARE CHECK. CLEAR.					
24018134	Jan 25 2024	13:53	BURGLARY-RESIDENTIAL	19XX MAIN ST	CENTERVILLE

Run Date/Time:



Centennial Lakes Police Department

Media Report



Case Number	Incident Date	Time	Description	Location	City
Summary: BURGLARY-RESIDENTIAL.					
OFFICERS RESPONDED TO THE 1900 BLOCK OF MAIN ST FOR THE REPORT OF A RESIDENTIAL BURGLARY.					
CASE ACTIVE.					
24017882	Jan 25 2024	07:50	VEHICLE- LOCKOUT		CIRCLE PINES
24017984	Jan 25 2024	10:25	ASSIST OTHER AGENCY		LINO LAKES
24018010	Jan 25 2024	10:58	ASSIST OTHER AGENCY		BLAINE
24018626	Jan 26 2024	03:44	OPEN DOOR-GATE-WINDOW	XX W GOLDEN LAKE RD	CIRCLE PINES
Summary: OFFICERS STOPPED AT A RESIDENCE IN THE AREA OF THE 80 BLOCK OF W GOLDEN LAKE RD FOR A OPEN GARAGE DOOR.					
EXCEPTIONAL CLEARANCE.					
24018749	Jan 26 2024	09:56	HRO VIOLATION	94XX GRIGGS AVE	LEXINGTON
Summary: WALK IN AT BASE REGARDING A POSSIBLE HRO VIOLATION					
24019162	Jan 26 2024	20:02	SUSPICIOUS ACTIVITY	XX S PINE DR	CIRCLE PINES
Summary: OFFICERS RESPONDED TO THE 0 BLK OF S PINE DR REGARDING A DISORDERLY CUSTOMER. MALE WAS GOA.					
CLEAR.					
24019328	Jan 26 2024	23:54	CHECK WELFARE	69XX CENTERVILLE RD	CENTERVILLE
Summary: OFFICERS RESPONDED TO THE 6900 BLOCK OF CENTERVILLE RD FOR A WELFARE CHECK.					
EXCEPTIONAL CLEARANCE.					
24019374	Jan 27 2024	01:29	DOMESTIC-VERBAL	90XX GRIGGS AVE	LEXINGTON
Summary: POLICE RESPONDED TO THE 9000-BLK OF GRIGGS FOR A DOMESTIC. VERBAL NO DOMESTIC OCCURRED.					
24019395	Jan 27 2024	02:28	MEDICAL	4XX VILLAGE PKWY	CIRCLE PINES
Summary: OFFICERS RESPONDED TO THE 400 BLOCK OF VILLAGE PRKWY FOR A MEDICAL.					
EXCEPTIONAL CLEARANCE.					
24019503	Jan 27 2024	08:53	TRAFFIC-DAS/DAR/DAC	LAKE DR / WOODLAND RD	LEXINGTON
Summary: OFFICER OBSERVED A DRIVER WITH A REVOKED DRIVING STATUS. A TRAFFIC STOP WAS CONDUCTED AND THE VEHICLE WAS TOWED.					
CLEAR.					
24019487	Jan 27 2024	08:22	DAMAGE TO PROPERTY	XX GOLDEN OAK DR	CIRCLE PINES
Summary: POLICE TOOK A REPORT OF DAMAGE TO PROPERTY IN THE 10 BLK OF GOLDEN OAK DR.					
24019652	Jan 27 2024	13:31	DAMAGE TO CITY PROPERTY	7XX CIVIC HEIGHTS DR	CIRCLE PINES
Summary: POLICE FOUND GRAFFITI TO A CIRCLE PINES PUBLIC WORKS BUILDING IN THE 700 BLK OF CIVIC HEIGHTS DR					
24019722	Jan 27 2024	14:58	MEDICAL	19XX ROBIN LN N	CENTERVILLE

Run Date/Time:



Centennial Lakes Police Department

Media Report



Case Number	Incident Date	Time	Description	Location	City
Summary: MEDICAL.					
OFFICERS WERE DISPATCHED TO THE 1900 BLOCK OF ROBIN LANE N ON A MEDICAL. OFFICERS BEGAN A MEDICAL ASSESSMENT OF THE VICTIM. AMBULANCE TRANSPORTED FOR FURTHER EVALUATION AND TREATMENT.					
CLEAR.					
24019790	Jan 27 2024	16:26	MEDICAL	90XX SOUTH HIGHWAY DR	LEXINGTON
Summary: OFFICERS RESPONDED TO THE 900 BLK OF SOUTH HWY DR REGARDING A MEDICAL. VICTIM WAS TRANSPORTED TO THE HOSPITAL.					
CLEAR.					
24020039	Jan 27 2024	22:27	MEDICAL	90XX SOUTH HIGHWAY DR	LEXINGTON
Summary: OFFICERS RESPONDED TO THE 9000 BLOCK OF SOUTH HWY DR FOR A MEDICAL.					
EXCEPTIONAL CLEARANCE.					
24020054	Jan 27 2024	22:46	SUSPICIOUS ACTIVITY	XX PARK DR	CIRCLE PINES
Summary: POLICE FIELDLED A PHONE CALL REGARDING POSSIBLE SUSPICIOUS ACTIVITY AT THE 10-BLK OF PARK DRIVE. INFORMATION ONLY.					
24019495	Jan 27 2024	08:32	ASSTOTHER		LINO LAKES
24019672	Jan 27 2024	13:49	ASST OTHER		LINO LAKES
24020332	Jan 28 2024	11:00	MEDICAL	XX CENTER RD	CIRCLE PINES
Summary: POLICE RESPONDED TO THE 20 BLOCK CENTER RD FOR A MEDICAL					
24020289	Jan 28 2024	09:51	TRAFFIC-DAS/DAR/DAC	7300-BLK MAIN ST	CENTERVILLE
Summary: OFFICER OBSERVED AN UNLICENSED DRIVER IN THE 7200 BLOCK OF MAIN ST. DRIVER FOUND TO BE UNLICENSED AND THE VEHICLE UNINSURED.					
CLEAR.					
24020608	Jan 28 2024	18:39	DOMESTIC-VERBAL	39XX LOVELL RD	LEXINGTON
Summary: POLICE RESPONDED TO THE 3900-BLK OF LOVELL FOR A VERBAL DOMESTIC. CLEAR.					
24020376	Jan 28 2024	12:14	DOMESTIC	38XX RESTWOOD RD	LEXINGTON
Summary: OFFICER RESPONDED TO 3800 BLOCK RESTWOOD RD FOR A DOMESTIC DISPUTE.					
THE SITUATION WAS MEDIATED AND PARTIES SEPARATED.					
CLEAR.					
24020426	Jan 28 2024	13:39	TRAFFIC-NO VALID DL	LAKE DR / GRIGGS AVE	LEXINGTON
Summary: OFFICER STOPPED A VEHICLE WITH A SUSPENDED REGISTRATION.					
THE VEHICLE WAS FOUND TO BE UNINSURED AND THE DRIVER UNLICENSED.					
THE VEHICLE WAS TOWED.					
CLEAR.					
24020840	Jan 29 2024	01:21	MEDICAL	90XX DUNLAP AVE	LEXINGTON
Summary: POLICE RESPONDED TO THE 9000-BLK OF DUNLAP FOR A MEDICAL. PATIENT TRANSPORTED TO THE HOSPITAL.					
24020954	Jan 29 2024	09:19	MEDICAL	88XX JACKSON AVE	LEXINGTON
Summary: OFFICER RESPONDED TO THE 8800 BLOCK OF JACKSON AVE FOR A MEDICAL.					
CLEARED BY ALLINA.					

Run Date/Time:



Centennial Lakes Police Department

Media Report



Case Number	Incident Date	Time	Description	Location	City
24020970	Jan 29 2024	09:43	MEDICAL	20XX WILLOW CIR	CENTERVILLE
Summary: MEDICAL					
OFFICERS RESPONDED TO THE 2000 BLOCK OF WILLOW CIR FOR THE REPORT OF A MEDICAL..					
EXCEPTIONAL CLEARANCE.					
24021205	Jan 29 2024	15:05	DOMESTIC-VERBAL	19XX 72ND ST	CENTERVILLE
Summary: POLICE RESPONDED TO A DOMESTIC IN THE 1900 BLOCK OF 72ND STREET.					
24021382	Jan 29 2024	18:44	DOMESTIC ASSAULT	XX INDIAN HILLS DR	CIRCLE PINES
Summary: OFFICERS RESPONDED TO THE 0 BLK OF INDIAN HILLS DR FOR A DOMESTIC ASSAULT. SUSPECT WAS THEN ARRESTED.					
CLEAR.					
24021827	Jan 30 2024	10:38	PARKING COMPLAINT	89XX SYNDICATE AVE	LEXINGTON
Summary: ON JANUARY 30TH COMMUNITY SERVICE OFFICER CHECKED ON THE STATUS OF A VEHICLE PARKED IN A MARKED HANDICAP PARKING SPACE IN THE 8900 BLOCK OF SYNDICATED AVENUE.					
24021866	Jan 30 2024	11:34	DEATH NOTICE	95XX ASPEN AVE	LEXINGTON
Summary: OFFICER RESPONDED TO THE 9500 BLOCK OF ASPEN AVE TO ASSIST ANOTHER AGENCY IN LOCATING NEXT OF KIN.					
CLEAR.					
24021986	Jan 30 2024	14:27	DOG AT LARGE	101XX LEXINGTON AVE NE	CIRCLE PINES
Summary: FOUND DOG.					
OFFICERS WERE DISPATCHED TO THE 10000 BLOCK OF LEXINGTON AVE ON A FOUND DOG. OFFICERS LOCATED THE OWNER OF THE DOG AND RETURNED IT.					
CLEAR.					
24022211	Jan 30 2024	18:10	INFORMATION	70XX COTTONWOOD CT	CENTERVILLE
Summary: INFORMATION.					
OFFICERS WERE DISPATCHED TO A PHONE CALL FRAUD REPORT IN THE 7000 BLOCK OF COTTONWOOD CT. OFFICERS TOOK INFORMATION FOR THIS REPORT.					
CLEAR.					

Video Production



Municipal Producer Trevor Scholl continues to work on numerous projects for our member cities, including recruitment videos for both the Lino Lakes Police and Fire Departments, a Blaine Community Outreach video, and a series of Blaine Onboarding videos. The NMTV News team of Danika Peterson and Eric Nelson completed one news story, Volunteers Needed for USA Cup, that is airing on city channels. TJ did his usual excellent job of producing the two monthly Anoka County Board Meetings.

January Completed Videos Playing on City Cable Channels & Streaming

Title	Producer	Runtime
Anoka County Board Meeting (1/2/24)	T.J. Tronson	41 minutes
Anoka County Board Meeting (1/23/24)	T.J. Tronson	1 hour 29 minutes
Volunteers Needed for USA Cup	Danika Peterson/Eric Nelson	3 minutes

Equipment Consulting/Technical Support



Blaine

- 1/9 and 1/30 – 1/31/24 – Matt made modifications to the City Council Chamber, including swapping the position of the staff table and podium, including moving and rerouting all audio and video connections. Created a new HDMI input. Performed various modifications, trouble shooting, and testing.

Centerville

- No assistance required.

Circle Pines

- No assistance required.

Ham Lake

- No assistance required.

Lexington

- No assistance required.

Lino Lakes

- 1/19/24 – Consulted with Sarah Cotton about an unexpected vendor quote for adding audio/video controls to the staff table in the council chambers.
- 1/21/24 – Inspected City Council Chamber and video control room following report of a power outage.

Spring Lake Park

- 1/4/24 – Consulted with Dan Buchholtz regarding the vendor proposal for the new Spring Lake Park City Hall audio/video systems. With a little planning and research, Matt was able to reduce the cost for the equipment and installation by approximately \$100,000.
- 1/22/24 – Retrieved the back-up recording of a planning commission meeting and took the time to check in with city staff regarding any possible issues. After meeting with Wanda, Matt began to research an audio issue with city meetings on our website.

Channel Management



Programming Coordinator Michele Silvester, along with help from Eric Houston and Trevor Scholl, is responsible for processing and scheduling the programming on the City channels. There are three categories of programs that are scheduled on the City channels: live and replayed meetings, NMTV staff created video content, and informational graphics pages. All categories of programming must be encoded, scheduled, and entered into the Tightrope playback system or uploaded to our CG servers, formerly known as Carousel. As each live meeting is being recorded at City Hall, it is routed to the North Metro TV head-end and then sent out live over the cable system. It is also simultaneously encoded on a server for future playbacks. The following meetings were processed in January:

Title	Producer	Runtime
Blaine City Council Meeting (1/3)	T.J. Tronson	1 hour 16 minutes
Blaine City Council Meeting (1/17)	Trevor Scholl	21 minutes
Blaine Park Board Meeting (1/23)	Trevor Scholl	48 minutes
Blaine Planning Commission Meeting (1/9)	T.J. Tronson	14 minutes
Centerville City Council Meeting (1/10)	John Murphy	1 hour 33 minutes
Centerville City Council Meeting (1/24)	John Murphy	3 hours 5 minutes
Centerville EDA Meeting (1/29)	John Murphy	1 hour 38 minutes
Centerville Park and Recreation Meeting (1/3)	John Murphy	1 hour 14 minutes
Centerville Planning and Zoning Commission (1/2)	John Murphy	1 hour 15 minutes
Circle Pines City Council Meeting (1/9)	Ray Flint	35 minutes
Circle Pines City Council Meeting (1/23)	Ray Flint	30 minutes
Centennial Fire District Steering Committee Meeting (1/18)	Ray Flint	1 hour 8 minutes
Circle Pines Utility Commission Meeting (1/16)	Ray Flint	39 minutes
Ham Lake City Council Meeting (1/2)	Payton Nelson	1 hour 1 minute
Ham Lake City Council Meeting (1/16)	Payton Nelson	20 minutes

Ham Lake Planning Commission Meeting (1/22)	Payton Nelson	18 minutes
Lexington City Council Meeting (1/4)	Lexington City Staff	20 minutes
Lexington City Council Meeting (1/18)	Lexington City Staff	39 minutes
Lino Lakes City Council Meeting (1/8)	Anne Serwe	34 minutes
Lino Lakes City Council Meeting (1/22)	Anne Serwe	23 minutes
Lino Lakes Park Board Meeting (1/3)	Anne Serwe	1 hour 9 minutes
Lino Lakes Planning & Zoning Commission Meeting (1/10)	Anne Serwe	1 hour 20 minutes
Spring Lake Park City Council Meeting (1/2)	Ray Flint	1 hour 3 minutes
Spring Lake Park City Council Meeting (1/16)	Ray Flint	54 minutes
Spring Lake Park Planning Commission Meeting (1/22)	Ray Flint	1 hour 45 minutes
24 New Programs		24 New Hours

Meetings are scheduled for replay based on schedules requested by each City. Additional, full length video programs, produced by NMTV staff, are also scheduled on the channels. Shorter videos and promos are loaded onto the CG servers, rather than being scheduled as separate playbacks. These short videos play back in a repeating cycle, along with graphics pages, and air on the channels between scheduled programs 24 hours a day. The table below outlines how many times a regular length video program was entered into the Tightrope system and played back on each City channel.

City	Number of Times Programs Played	Hours Programmed on Channel
Blaine	175	117 hours 6 minutes
Centerville	59	93 hours 6 minutes
Circle Pines	196	128 hours 47 minutes
Ham Lake	60	44 hours
Lexington	99	58 hours 52 minutes
Lino Lakes	71	67 hours 31 minutes
Spring Lake Park	119	148 hours 46 minutes

The last category of programming on City channels consists of a bulletin board, or graphics pages, that display information about the City, local events, and other issues of interest to citizens. With the installation of the CG servers, Eric Houston has assumed responsibility for updating the information on all seven channels. He works closely with City staff to ensure that all requested informational slides are created and posted to the satisfaction of the City. Even though Eric is doing the work of creating the informational pages, the Cities maintain editorial control. In addition to the graphics pages, the CG units play video. Each video's producer is responsible for posting any short videos that are displayed. The following work was done for City CG servers in January:

Blaine

- Uploaded 1 video to CG.

Centerville

- Uploaded 0 videos to CG.

- **Circle Pines**
Uploaded 0 videos to CG.
- **Ham Lake**
Uploaded 0 videos to CG.
- **Lexington**
Uploaded 0 videos to CG.
- **Lino Lakes**
Uploaded 0 videos to CG.
- **Spring Lake Park**
Uploaded 0 videos to CG.
- Created 9 new Carousel slides.

Closed Captioning



Closed captioning is an additional service provided by North Metro TV. Every city meeting is closed captioned live via our Tightrope system. That process is assigned a per-minute price by Tightrope. Once the meeting is recorded on our servers for repeat airings, that version of the meeting must be captioned separately. This is accomplished through a system owned by North Metro TV and does not incur an additional cost. The following table tallies the number of minutes of captioning provided to each city for the month of January.

City	Minutes of Live Closed Captioning	Minutes of Post Closed Captioning
Blaine	159	159
Centerville	525	525
Circle Pines	172	172
Ham Lake	99	99
Lexington	59	59
Lino Lakes	206	206
Spring Lake Park	222	222
Totals:	1,442 Minutes	1,442 Minutes

Meetings on Demand



NMTV has created a Video on Demand service, with agenda item bookmarking, for our Cities' meetings. In order to accomplish this, each meeting goes through several steps. The meeting must first be transferred and transcoded from the playback server to the video on demand server. Once that is done, a staff member must go through the meeting, entering a bookmark at the start of each agenda item and entering the corresponding chapter titles. Next, the meeting is linked to the NMTV website's city meeting page for Video on Demand. Finally, PDF copies of the meeting agenda are attached to the video. The following meetings were bookmarked and/or placed on VOD for the Cities in January:

- **Blaine**
4 meetings bookmarked and placed on VOD.

- **Centerville**
5 meetings bookmarked and placed on VOD.
- **Circle Pines**
4 meetings bookmarked and placed on VOD.
- **Ham Lake**
3 meetings bookmarked and placed on VOD.
- **Lexington**
2 meeting placed on VOD.
- **Lino Lakes**
4 meetings bookmarked and placed on VOD.
- **Spring Lake Park**
3 meetings bookmarked and placed on VOD

Meeting Podcasts



NMTV is now providing a city meeting podcast service. Depending on each city's wishes, any or all meetings can be converted. All podcasts are available across six platforms: Apple Podcasts, Spotify, Podbean, Amazon Music/Audible, iHeart Radio, and Pocket Casts. Links to each platform are available on each individual channel's website and at northmetrotv.com/podcasts.

- **Blaine**
Uploaded 4 city meeting podcasts.
22 total downloads
- **Centerville**
Uploaded 5 city meeting podcasts.
19 total downloads
- **Circle Pines**
Uploaded 2 city meeting podcast.
9 total downloads
- **Ham Lake**
Uploaded 2 city meeting podcasts.
14 total downloads
- **Lexington**
Uploaded 2 city meeting podcasts.
16 total downloads
- **Lino Lakes**
Has decided not to convert city meetings to podcasts.
- **Spring Lake Park**
Uploaded 3 city meeting podcasts.
19 total downloads

Meeting Transcripts



NMTV is now providing a city meeting transcript service. Depending on each city's wishes, any or all meetings can be transcribed. The transcripts are generated using an online platform called Otter.ai, which creates an interactive transcript that is broken down by speaker. Anyone using the transcript can click on any word to hear the meeting audio. Once created, links to each transcript are sent to relevant city staff, who often use the transcripts to help with creating meeting minutes.

- **Blaine**
 - Not participating.
- **Centerville**
 - Created 5 meeting transcript.
- **Circle Pines**
 - Created 4 meeting transcripts.
- **Ham Lake**
 - Created 3 meeting transcripts.
- **Lexington**
 - Not participating.
- **Lino Lakes**
 - Created 4 meeting transcripts.
- **Spring Lake Park**
 - Created 3 meeting transcripts.



Administrative

Issues dealt with in January include analyzing and processing Comcast's 4th quarter franchise and PEG fee reports and providing information to members of the 2024 Cable Commission.

Q4 Franchise and PEG Fee Reports

- Received 4th quarter franchise and PEG fee reports and payments from Comcast.
- Entered data into spread sheets for PEG fees received, franchise fees received, and gross revenues.
- Comcast franchise fees were down \$2,209 over the previous quarter. PEG fees were down \$2,900 over the previous quarter.
- 2023 gross revenue and franchise fees were not significantly lower than 2022 gross revenue and franchise fees.
- Subscriber numbers continue to decline.
- Income predictions continue to meet expectations.

Administrator Transition

- Threw a staff party for outgoing Executive Director Heidi Arnson. Heidi enjoyed the event and expressed that it was exactly what she wanted.

- New Interim Co-Executive Directors Eric Houston and Danika Peterson continued to learn the various aspects and responsibilities of their positions and performed many tasks for the first time (like creating these reports).
- Continued to cross train on administrative tasks.
- Met with NMTV staff to discuss the transition, answer questions, and provide our vision for the future of the station.

Cable Customer Requests

- Complaints forwarded to Comcast:
 - Continued working on an issue raised by a Blaine resident regarding exposed cables and damaged pillars near Austin and Cord Streets. Made several follow up requests with Comcast. The issue was repaired on 1/10/24, nearly a month after Comcast was made aware of the issue. We visually inspected and confirmed the repair on 1/12. The customer, Cheryl Begin, expressed her gratitude, "I can't tell you how nice it is to have some officials listen to our concerns and do something to address them."
 - Clementine Mielke of Blaine claimed that her channel numbers had become "mixed up" and that customer service representatives had hung up on her.
- We also receive a steady stream of phone calls from Comcast customers who call us in error after finding our number on their bill. We typically provide them with the proper number for Comcast and recommend calling them directly to resolve the issue. If they cannot resolve the issue in this way, we invite them to call back. We received 18 such calls in January.
 - 5 of these calls were about an interruption in service
 - 2 expressed confusion about their bill
 - 1 wanted to make a payment
 - 4 were general comments about pricing
 - 5 were general service requests (upgrade/downgrade/cancel/replace equipment)
 - 1 was a complaint about an incomplete installation

Miscellaneous

- Verified names and contact information for 2024 Commission members.
- Calculated 2024 votes per city based on subscriber numbers
- Created 2024 Commission contact sheet.
- Sent On-Boarding materials to all Commission members.
- Contacted Commission members to gauge interest in Executive Committee.
- Processed payroll and made sick and vacation time calculations.
- Submitted reply to Fridley RFP.
- Began researching rules for document retention
- Made budgetary plans regarding Blaine street assessment.
- Created packets for February Operations and Executive Committee meetings.
- Reviewed voting rules outlined in JPA.
- Made list of short term goals and began prioritizing.
- Provided requested documents for 2023 audit of Commission finances.
- Did calculations regarding fees returned to Cities.
- Received and documented monthly Comcast subscriber reports.
- Read January Legal Report.
- Read industry articles.

Program Production

In January, **90 new programs** were produced using the North Metro TV facilities, funds, and services. That's **81 hours of new programming**.

- 39 programs were produced by the public
- 49 programs were produced by NMTV staff
- 2 programs were produced by City staff



Truck Shoots

The HD production truck was used for 51 hours of production in January. The following events were produced live and/or recorded for additional playback:

- Boys Basketball: Andover at Centennial
- Boys Basketball: Spring Lake Park at Blaine
- Boys Hockey: Centennial at Spring Lake Park
- Boys Hockey: Spring Lake Park at Centennial
- Girls Basketball: Spring Lake Park at Centennial
- Girls Hockey (JV): East Ridge v Park (**Paid Program**)
- Girls Hockey (Varsity): East Ridge v Park (**Paid Program**)
- Girls Hockey: Blaine at Centennial/Spring Lake Park
- Girls Hockey: Maple Grove at Blaine



vMix Live Streaming Shoots

The vMix single camera production system recorded and streamed 4 events. The vMix system requires significantly fewer staff members than the production truck. Often, a single staff member can film and stream game live, all at the same time.

- Boys Basketball: Centennial at Spring Lake Park
- Boys Hockey: Blaine at Spring Lake Park
- Boys Swim and Dive: Blaine at Spring Lake Park
- Girls Basketball: Blaine at Spring Lake Park



Most Watched Sports Program on YouTube

Sports Den
108 Views

Class	Type	# of Views	Hours Viewed
Diana Rigg: Avenger	Mini	1254	125.5 hrs
Batman's Greatest Villains	Mini	123	10.75 hrs
Columbo: One More Thing	Mini	1546	190.5 hrs
King of the Cowboys 4 – John Wayne	Mini	18	2.25 hrs
King of the Cowboys 3 – Randolph Scott	Mini	132	7.5 hrs
King of the Cowboys 2 – Autry/Rogers	Mini	277	18.5 hrs
King of the Cowboys 1 – Strong and Silent	Mini	10	.25 hrs
Great British Game Shows	Mini	42	2 hrs
We Love Lucy: The Lucille Ball Story	Full	7	.75 hrs
The Immortal Ingrid Pitt	Mini	333	16.5 hrs
The Oscars: 90 Years of the Academy Awards	Full	63	12.5 hrs
Tim Curry Horror Picture Show	Mini	15	.75 hrs
Back to the Eighties: The Decade's Biggest...	Full	NA	NA
James Bond: 50 Years of 007	Full	11	1.5 hrs
Eurovision: A Celebration	Mini	NA	NA
Yabba-Dabba-Do! The Fantastic World of Hanna...	Full	276	20.25 hrs
Superman: The Man of Steel on the Silver Screen	Full	NA	NA
The Fantastic Four on the Silver Screen	Mini	NA	NA
Christmas in Hollywood	Full	NA	NA
TV's Greatest Christmas Specials	Full	13	2.25 hrs
Chicago Christmas Classics	Mini	505	21 hrs
Let's Go Ghostbusters: Filmmation's Haunted Heroes	Mini	7	.5 hrs
Monster Movies of the 40s and 50s	Full	159	12.5 hrs
Monster Movies of the 20s and 30s	Full	5	.25 hrs
The Presidency on Film JQA to JFK	Full	NA	NA
Monstervision: The Legend of Joe Bob Briggs	Mini	NA	NA
The Cult of Caroline Munro	Mini	2559	96 hrs
The Marilyn Monroe Story	Full	5	.25 hrs
Nick at Nite: A TV Viewer's Dream	Mini	22	.25 hrs
The Birth of Animation: Mickey, Bugs, and Betty...	Full	NA	NA
Hollywood Goes to War: World War II	Full	53	5.25 hrs
Come on Down: Game Shows of the 70s and 80s	Full	25	2.5 hrs
The Quiz Show Scandals and Other Game Shows...	Full	126	33 hrs
The Three Stooges: Comedy's Heavy Hitters	Full	NA	NA
The Marx Brothers: Groucho, Harpo, Chico...	Full	107	6.75 hrs
Mary Pickford: The World's First Movie Star	Full	NA	NA
36 VOD Workshops		7,693 Total Views	590 Hours Viewed



Most Viewed YouTube Class

The Cult of Caroline Munro
2,559 Views

YouTube Stats

Month	Viewers	Videos Viewed	Hours Watched	New Subscribers	Total Impressions
January	18,260	25,412	1,379	67	299,264
TOTAL:	18,260	25,412	1,379	67	299,264

NMTV Website Stats

Unfortunately, the software that tracks our website stats is still down. We are working with our web designers to fix the problem.

Month	Number of Users	Number of Views	Live Stream Views
January	NA	NA	NA
TOTAL:	NA	NA	NA

Home Movie Transfers

Home movie transfers are one of our most popular public services. Residents can transfer their family videos themselves for free or pay NMTV to do it. NMTV can also transfer film, slides, and photos for a fee.

Month	Transfer Hours	Tapes	Film Reels	DVDs	Photos/Slides	Fees Paid
January	578.5	129	88	131	0	\$2,321.46
TOTAL:	578.5	129	88	131	0	\$2,321.46

Station Highlights

NMTV News Highlights

Each week, Danika Peterson and Eric Nelson create a news program that highlights events, people, issues, and information important to citizens of our Member Cities. Some January highlights include:

- USA Cup Wants You and Promises Fun Experience to Volunteers
- Snow-Free and Mild Makes This Winter Seem Like Spring
- Done Deal (Almost)... Teachers Union, Anoka-Hennepin Reach Tentative Agreement
- Anoka County Battling Unwelcome Guests That Infect Ash Trees
- Anoka County Wants "Gap Funding" to Complete Missing Link on Trail



In addition to daily playbacks of North Metro TV News on the cable systems, there are **1,295 local stories** archived for viewers on the **NMTV YouTube channel**. The channel can be also be accessed through northmetrotv.com.



Most Viewed YouTube News Story

Nordic Ski Season Has Been "Snow" Fun for Blaine Bengals

256 Views

Lino Lakes Fire Recruitment video

Municipal Producer Trevor Scholl is almost finished with an exciting new recruitment video for the Lino Lakes Fire Department. The new piece forgoes the usual talking heads for a focus on action as the fire department races to respond to a call. This visceral video will doubtlessly inspire viewers to do their duty and join the department. Trevor is responding to a final round of notes and hopes to have the new video on air and online in February.

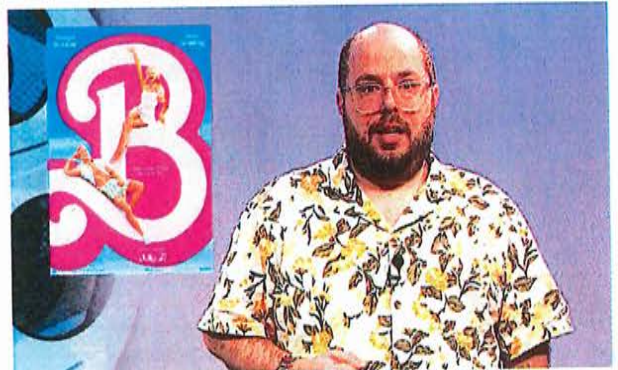


SWCTC Hockey Classic

North Metro TV Sports earned more than \$7,000 in January by filming a pair of back-to-back hockey games for SWCTC TV in Cottage Grove. The community TV station for South Washington County, SWCTC does not have its own sports department or production truck. Instead, they hire an outside company to film one to two games a year on their behalf. They dub these games the "Hockey Classic." Kenton Kipp and Ted Leroux did a great job respectively planning and filming the games and the client was very happy with the results.

More from Movie Man Eric

Eric Houston is not only one of North Metro TV's new Interim Co-Executive Directors, he's also the station's resident movie critic. In his capacity as Studio Manager, Eric often produces programs for the public access channel to help keep things fresh and encourage other producers. This month, he completed a new episode of Bad Movie Brothers, featuring a review of the movie Beastmaster 2: Through the Portal of Time. As if to prove he doesn't only watch bad movies, Eric also created a run down of his favorite films of 2023. Both programs air on channel 14 and are available on YouTube and northmetrotv.com.



Two Great New Projects from TJ

When not researching new FAA drone requirements or preparing for February's annual Guns-N-Hoses event, our intrepid Special Events and Education Coordinator TJ Tronson found time to finish two new programs. The first is a recording of a special Blaine High School Sports Alumni Panel. Filmed in December at the BHS Cafeteria, the panel featured eight former baseball players sharing their experiences. It is one of our most popular YouTube videos of the month (170 views) and is also airing on Channel 15.



If that wasn't enough, TJ also finished work on a new video for the Minnesota Softball Military Appreciation Foundation. The MSMA allows softball enthusiasts a chance to support Minneosta's military family.

Both projects are also paid productions and brought in a combined \$1,232 to the station.

News and Sports 24 Hours a Day

North Metro TV Channel 15 now airs news and sports 24 hours a day. We are giving our flagship channel a modern makeover by replacing the traditional filler videos that most community channels rely on between scheduled programming with rotating, regularly updated shortform content. This includes individual news stories produced by Danika Peterson and Eric Nelson, municipal videos created by Trevor Scholl, and newly created sports game recaps edited by Kenton Kipp, Ted Leroux, and the North Metro TV Sports team. This new programming initiative is like a fresh coat of the paint for the channel, allowing us to create a large shift in public perception by making only small tweaks to what we are already doing. Our goal is to create a modern feeling channel that embraces current viewing preferences for shorter videos.



A New Relationship with the City of Cambridge

Thanks in part to a referral from Blaine, the City of Cambridge, MN is currently paying North Metro TV for station Video Engineer Matt Waldron to consult on their upcoming video equipment upgrade. Current charges stand at approximately \$1,000 and will grow as the city has asked Matt to prepare a Request for Quotation (RFQ) and will likely ask him to review responses and possibly supervise installation. They are even considering using us for ongoing equipment maintenance and consultation and have indicated that they may be interested in hiring us for video production services.

City Productions

While Municipal Producer Trevor Scholl was unable to complete any productions in January, he has several terrific new videos just about at the finish line and awaiting final notes from city staff. In addition to the Lino Lakes Fire Department recruitment video, Trevor is also hard at work on:

- Lino Lakes Police recruitment video
- Blaine Community Outreach video
- Blaine On Boarding video series

Trevor touches base with contacts on a regular basis and also encourages Cities to contact him with ideas for new videos.

Public Access Programs

Title	Producer	Runtime
Movie Man Eric: Top 10 of 2023	Eric Houston	31 minutes
Bad Movie Bros	Eric Houston	43 minutes
Rice Creek Watershed District Meeting (2 episodes)	Theresa Stasica	2 hours 43 minutes
Christ Lutheran Church Worship (3 episodes)	Chance Amundson	2 hours 41 minutes
Christ Lutheran Church Worship Music	Chance Amundson	32 minutes
Christ Lutheran Church Worship Message (3 episodes)	Chance Amundson	1 hour 28 minutes
Lovepower (4 episodes)	Rick Larson	4 hours
The Power of Love (4 episodes)	Rick Larson	2 hours
Oak Park Community Church (4 episodes)	David Turnidge	2 hours 30 minutes
Hope Church Online (3 episodes)	Patrick Joslyn	2 hours 21 minutes
Glen Cary Lutheran Church Worship (3 episodes)	Vincent Schneider	3 hours 59 minutes
Lord of Life (4 episodes)	Jean Stauffer	3 hours 49 minutes
The Hidden Truth 5 (episodes)	Paul Dendy	4 hours 57 minutes
38 New Programs		32 New Hours



NMTV Staff Programs

Title	Producer	Runtime
Anoka County Board Meeting (1/2/24)	T.J. Tronson	41 minutes
Anoka County Board Meeting (1/23/24)	T.J. Tronson	1 hour 29 minutes
Sports Den (3 episodes)	Kenton Kipp/Ted Leroux	1 hour 10 minutes
Boys Basketball: Andover at Centennial	Kenton Kipp/Ted Leroux	1 hour 23 minutes
Boys Basketball: Spring Lake Park at Blaine	Kenton Kipp/Ted Leroux	1 hour 16 minutes
Boys Hockey: Centennial at Blaine	Kenton Kipp/Ted Leroux	1 hour 43 minutes
Boys Hockey: Spring Lake Park at Centennial	Kenton Kipp/Ted Leroux	1 hour 22 minutes
Girls Basketball: Spring Lake Park at Centennial	Kenton Kipp/Ted Leroux	1 hour 28 minutes
Girls Hockey (JV): East Ridge v Park	Kenton Kipp/Ted Leroux	1 hour 39 minutes
Girls Hockey (Varsity): East Ridge v Park	Kenton Kipp/Ted Leroux	2 hours 5 minutes
Girls Hockey: Blaine at Centennial/Spring Lake Park	Kenton Kipp/Ted Leroux	1 hour 31 minutes
Girls Hockey: Maple Grove at Blaine	Kenton Kipp/Ted Leroux	1 hour 25 minutes
Boys Basketball: Centennial at Spring Lake Park	Kenton Kipp/Ted Leroux	1 hour 8 minutes
Boys Hockey: Blaine at Spring Lake Park	Kenton Kipp/Ted Leroux	1 hour 29 minutes
Boys Swim and Dive: Blaine at Spring Lake Park	Kenton Kipp/Ted Leroux	2 hours 4 minutes
Girls Basketball: Blaine at Spring Lake Park	Kenton Kipp/Ted Leroux	1 hour 23 minutes
Blaine Sports Alumni Panel	Danika Peterson/Eric Nelson	1 hour 10 minutes
NMTV News (2 episodes)	Danika Peterson/Eric Nelson	38 minutes
Anoka County Gap Funding	Danika Peterson/Eric Nelson	3 minutes
Nordic Ski Season	Danika Peterson/Eric Nelson	3 minutes
Teachers Union Agreement	Danika Peterson/Eric Nelson	3 minutes
Volunteers Needed for USA Cup	Danika Peterson/Eric Nelson	3 minutes
Anoka County Ash Trees	Danika Peterson/Eric Nelson	2 minutes
26 New Programs		48 New Hours



City Meetings

Title	Producer	Runtime
Blaine City Council Meeting (1/3)	T.J. Tronson	1 hour 16 minutes
Blaine City Council Meeting (1/17)	Trevor Scholl	21 minutes
Blaine Park Board Meeting (1/23)	Trevor Scholl	48 minutes
Blaine Planning Commission Meeting (1/9)	T.J. Tronson	14 minutes
Centerville City Council Meeting	John Murphy	1 hour 33 minutes

(1/10)		
Centerville City Council Meeting (1/24)	John Murphy	3 hours 5 minutes
Centerville EDA Meeting (1/29)	John Murphy	1 hour 38 minutes
Centerville Park and Recreation Meeting (1/3)	John Murphy	1 hour 14 minutes
Centerville Planning and Zoning Commission (1/2)	John Murphy	1 hour 15 minutes
Circle Pines City Council Meeting (1/9)	Ray Flint	35 minutes
Circle Pines City Council Meeting (1/23)	Ray Flint	30 minutes
Centennial Fire District Steering Committee Meeting (1/18)	Ray Flint	1 hour 8 minutes
Circle Pines Utility Commission Meeting (1/16)	Ray Flint	39 minutes
Ham Lake City Council Meeting (1/2)	Payton Nelson	1 hour 1 minute
Ham Lake City Council Meeting (1/16)	Payton Nelson	20 minutes
Ham Lake Planning Commission Meeting (1/22)	Payton Nelson	18 minutes
Lino Lakes City Council Meeting (1/8)	Anne Serwe	34 minutes
Lino Lakes City Council Meeting (1/22)	Anne Serwe	23 minutes
Lino Lakes Park Board Meeting (1/3)	Anne Serwe	1 hour 9 minutes
Lino Lakes Planning & Zoning Commission Meeting (1/10)	Anne Serwe	1 hour 20 minutes
Spring Lake Park City Council Meeting (1/2)	Ray Flint	1 hour 3 minutes
Spring Lake Park City Council Meeting (1/16)	Ray Flint	54 minutes
Spring Lake Park Planning Commission Meeting (1/22)	Ray Flint	1 hour 45 minutes
24 New Programs		23 New Hours

If you have any questions or comments regarding this monthly report please contact
Eric Houston (at 763-231-2803 or eric@northmetrotv.com) or Danika Peterson
(at 763-231-2810 or danika@northmetrotv.com).

**MINUTES
CITY OF LEXINGTON
REGULAR COUNCIL MEETING
FEBRUARY 1, 2024 – 7:00 P.M.
9180 LEXINGTON AVENUE**

1. PLEDGE OF ALLEGIANCE

2. CALL TO ORDER: – Mayor Grote

- A. Roll Call - Council Members: DeVries, Harris, Winge and Benson

Vice Mayor Harris called to order the Regular City Council meeting for February 1, 2024 at 7:00 p.m. Councilmember's present: Benson, Devries, and Winge. Excused absence: Mayor Grote. Also Present: Bill Petracek, City Administrator; Chris Galiov, Finance Director.

3. CITIZENS FORUM

No citizens were present to discuss items not on the agenda.

4. APPROVAL OF AGENDA WITH CHANGES AND CORRECTIONS

*Councilmember Devries made a motion to approve the agenda as typewritten.
Councilmember Benson seconded the motion. Motion carried 4-0*

5. INFORMATIONAL REPORTS:

- A. Airport (Councilmember Devries) – *No Report*
- B. Cable Commission (Councilmember Winge) *Quarterly meetings – No report.*
- C. City Administrator (Bill Petracek) – *Petracek updated the Council on Auto Zone moving into Northway Mall. He stated that plans to remodel have been submitted and reviewed. A permit has been approved by the building official for construction. He did not have a timeline when the construction for the remodel will begin.*

He also added that negotiations for the AFSCME Union contract will begin sometime this spring.

6. LETTERS AND COMMUNICATIONS:

- A. Centennial Lakes Police Department Media Reports 1-10 through 1-22, 2024
- B. Council Workshop meeting synopsis

.No discussion on Letters and Communications.

7. CONSENT ITEMS:

- A. Recommendation to Approve Council Minutes:
Council Meeting – January 18, 2024
- B. Recommendation to Approve Claims and Bills:
Check #'s 51200 through 51246
Check #'s 15057 through 15076
VOID # 51151
Re-Issue Check # 51199
VOID # 50705
Re-Issue Check # 51247
- C. Financial Reports
 - Cash Balances
 - Fund Summary – Budget to Actual

Councilmember Winge made a motion to approve the consent agenda items. Councilmember Devries seconded the motion. Motion carried 4-0.

8. ACTION ITEMS:

- A. Recommendation to approve Resolution NO. 24-05 A Resolution Appointing
Election Judges

Councilmember Winge made a motion to approve Resolution NO. 24-05 A Resolution Appointing Election Judges. Councilmember Devries seconded the motion. Motion carried 4-0.

9. MAYOR AND COUNCIL INPUT

Councilmember Devries asked if public works would be using the new milling machine on Restwood Ave. Petracek stated that if there are potholes he was confident it would get utilized.

10. ADJOURNMENT

Councilmember Benson made motion to adjourn the meeting at 7:09 p.m. Councilmember Devries seconded the motion. Motion carried 4-0.

CITY OF LEXINGTON

RECOMMEND FOR APPROVAL OF CLAIMS AND BILLS

The following claims and bills have been presented to the Council for approval at the Council Meeting of February 15, 2024.

(1) Payroll

Vouchers	506088 through	506107	\$	23,013.94
Payroll Taxes				
	Federal Tax	\$3,063.30		
	Social Security	\$3,998.46		
	Medicare	\$935.12		
				\$7,996.88
	State Tax	\$1,494.87		\$1,494.87
	Total		\$	9,491.75

(2) General and Liquor Payment Recommendations:

Payments	51248 through	51301	\$	132,206.65
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(3) ACH and Credit Card Payments for:

JAN 2024

ACH Payments:	3462E through	3481E	\$	42,034.66
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Total Payments and Withdrawals Approval \$ 206,747.00

Centennial Lakes Police Payment Recommendations:

Checks	15079 through	15090	\$	1,884.61
	15094 through	15109	\$	18,125.76
ACH	2024011 through	2024015	\$	8,132.30
Total Payments			\$	<u>28,142.67</u>

***Check Detail Register©**

Batch: 02152024 PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 4M FUND					
51248	02/15/24	56 BREWING LLC			
E 609-00000-252		Beer Purchase	\$144.00	5625191	
		Total	\$144.00		
51249	02/15/24	AMAZON CAPITAL SERVICES			
E 101-41500-400		General Maintenance	\$49.99	1C7Q-QNYR-	CLEANING SUPPLIES
E 101-41500-200		Office Supplies	\$16.95	1C7Q-QNYR-	OFFICE SUPPLIES
E 310-43100-550		Motor Vehicles	\$136.79	1C7Q-QNYR-	NEW TRUCK EQUIPMENT
E 101-43100-240		Small Tools and Minor Eq	\$19.99	1DG4-L1NM-	TOOL SHOP SUPPLIES
E 101-43100-240		Small Tools and Minor Eq	\$327.28	1FVH-DY3R-	TOOL SHOP EQUIPMENT
E 101-45200-240		Small Tools and Minor Eq	\$130.91	1FVH-DY3R-	TOOL SHOP EQUIPMENT
E 651-00000-240		Small Tools and Minor Eq	\$32.72	1FVH-DY3R-	TOOL SHOP EQUIPMENT
E 730-00000-240		Small Tools and Minor Eq	\$81.82	1FVH-DY3R-	TOOL SHOP EQUIPMENT
E 770-00000-240		Small Tools and Minor Eq	\$81.82	1FVH-DY3R-	TOOL SHOP EQUIPMENT
E 310-43100-550		Motor Vehicles	\$338.52	1GDD-KTTV-	NEW TRUCK EQUIPMENT
E 310-45200-550		Motor Vehicles	\$169.26	1GDD-KTTV-	NEW TRUCK EQUIPMENT
E 730-00000-500		Capital Expenditures	\$169.26	1GDD-KTTV-	NEW TRUCK EQUIPMENT
E 770-00000-500		Capital Expenditures	\$169.26	1GDD-KTTV-	NEW TRUCK EQUIPMENT
E 310-43100-550		Motor Vehicles	\$145.39	1H6Y-FM6H-	NEW TRUCK EQUIPMENT
E 310-45200-550		Motor Vehicles	\$72.70	1H6Y-FM6H-	NEW TRUCK EQUIPMENT
E 730-00000-500		Capital Expenditures	\$72.69	1H6Y-FM6H-	NEW TRUCK EQUIPMENT
E 770-00000-500		Capital Expenditures	\$72.69	1H6Y-FM6H-	NEW TRUCK EQUIPMENT
		Total	\$2,088.04		
51250	02/15/24	ANOKA COUNTY			
E 101-41500-302		Assessor Fees	\$742.00		2023 TRUTH IN TAXATION FEES
E 320-41500-302		Assessor Fees	\$581.09		2023 TRUTH IN TAXATION FEES
		Total	\$1,323.09		
51251	02/15/24	ANOKA COUNTY TREASURY			
E 101-41110-208		Training and Instruction	\$13.00	EC123024A	LOCAL GOV'T MEETING
E 101-41300-208		Training and Instruction	\$13.00	EC123024A	LOCAL GOV'T MEETING
		Total	\$26.00		
51252	02/15/24	ARTISAN BEER COMPANY			
E 609-00000-252		Beer Purchase	\$759.80	3656822	
E 609-00000-252		Beer Purchase	\$673.40	3658393	
		Total	\$1,433.20		
51253	02/15/24	BADGER METER INC			
E 730-00000-309		EDP, Software and Desig	\$114.12	80096593	APR 2022 CELLULAR BACKHAUL
E 730-00000-309		EDP, Software and Desig	\$114.12	80098737	MAY 2022 CELLULAR BACKHAUL
E 730-00000-309		EDP, Software and Desig	\$114.12	80100984	JUNE 2022 CELLULAR BACKHAUL
E 730-00000-309		EDP, Software and Desig	\$141.68	80149350	JAN 2024 CELLULAR BACKHAUL
E 730-00000-309		EDP, Software and Desig	(\$114.12)	90051848	APR 2022 CELLULAR BACKHAUL
E 730-00000-309		EDP, Software and Desig	(\$114.12)	90051849	MAY 2022 CELLULAR BACKHAUL
E 730-00000-309		EDP, Software and Desig	(\$114.12)	90051850	JUNE 2022 CELLULAR BACKHAUL
		Total	\$141.68		
51254	02/15/24	BARREL THEORY BEER COMPANY			
E 609-00000-252		Beer Purchase	\$140.00	3907	
E 609-00000-252		Beer Purchase	\$243.00	3963	

***Check Detail Register©**

Batch: 02152024 PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$383.00		
51255	02/15/24	BELLBOY CORPORATION			
E 609-00000-251		Liquor Purchase	\$893.50	0202367800	
Total			\$893.50		
51256	02/15/24	BERNICK'S			
E 609-00000-252		Beer Purchase	\$748.00	10176075	
E 609-00000-252		Beer Purchase	\$758.10	10178790	
Total			\$1,506.10		
51257	02/15/24	BLAINE LOCK & SAFE			
E 101-41500-401		Repair Buildings	\$205.00	30799	DOOR REPAIRS - CITY HALL
Total			\$205.00		
51258	02/15/24	BREAKTHRU BEVERAGE MN			
E 609-00000-253		Wine Purchase	\$181.80	114097508	
E 609-00000-251		Liquor Purchase	\$266.20	114097509	
E 609-00000-254		Miscellaneous Purchase	\$55.00	114302810	
E 609-00000-251		Liquor Purchase	\$1,236.78	114302811	
E 609-00000-251		Liquor Purchase	\$308.35	114302812	
Total			\$2,048.13		
51259	02/15/24	BUSINESS ESSENTIALS			
E 609-00000-200		Office Supplies	\$13.46	OE-633388-1	OFFICE SUPPLIES
E 101-41500-200		Office Supplies	\$161.56	WO-1281242	OFFICE SUPPLIES
Total			\$175.02		
51260	02/15/24	CAPITOL BEVERAGE SALES			
E 609-00000-252		Beer Purchase	\$4,649.10	2939100	
E 609-00000-252		Beer Purchase	(\$16.80)	2941781	
E 609-00000-252		Beer Purchase	\$7,654.70	2941782	
E 609-00000-252		Beer Purchase	\$6,193.79	2944501	
Total			\$18,480.79		
51261	02/15/24	CITYWIDE WINDOW SERVICES INC.			
E 609-00000-400		General Maintenance	\$32.72	729630	JAN 2024 SERVICE
Total			\$32.72		
51262	02/15/24	CLEAR RIVER BEVERAGE COMPANY			
E 609-00000-252		Beer Purchase	\$75.25	729948	
E 609-00000-260		THC For Resale	\$424.28	729949	
Total			\$499.53		
51263	02/15/24	DAHLHEIMER BEVERAGE LLC			
E 609-00000-252		Beer Purchase	\$10,183.05	2100741	
E 609-00000-252		Beer Purchase	(\$141.60)	2101331	
E 609-00000-252		Beer Purchase	\$8,251.30	2103364	
E 609-00000-252		Beer Purchase	(\$84.38)	2105869	
Total			\$18,208.37		
51264	02/15/24	DANGEROUS MAN BREWING CO			
E 609-00000-252		Beer Purchase	\$350.00	IN-2562	

***Check Detail Register©**

Batch: 02152024 PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$350.00		
51265	02/15/24	DELL MARKETING L.P.			
E 310-00000-500		Capital Expenditures	\$4,344.47	10726546976	COMPUTER EQUIPMENT
Total			\$4,344.47		
51266	02/15/24	ELM CREEK BREWING CO.			
E 609-00000-252		Beer Purchase	\$341.00	E-6101	
Total			\$341.00		
51267	02/15/24	ESRI			
E 101-41500-327		Annual Technology Mainte	\$218.00		ARC GIS LICENSES
E 730-00000-327		Annual Technology Mainte	\$218.00		ARC GIS LICENSES
E 770-00000-327		Annual Technology Mainte	\$218.00		ARC GIS LICENSES
Total			\$654.00		
51268	02/15/24	FALLING KNIFE BREWING COMPANY			
E 609-00000-252		Beer Purchase	\$324.00	E-12995	
Total			\$324.00		
51269	02/15/24	GOPHER STATE ONE-CALL INC			
E 730-00000-228		Gopher State One Call	\$28.38	4010543	JAN 2024 LOCATES
E 770-00000-228		Gopher State One Call	\$28.37	4010543	JAN 2024 LOCATES
Total			\$56.75		
51270	02/15/24	879027509			
E 101-43100-240		Small Tools and Minor Eq	\$1,370.66	30e1b3ef	TOOL SHOP SUPPLIES
E 101-45200-240		Small Tools and Minor Eq	\$548.26	30e1b3ef	TOOL SHOP SUPPLIES
E 651-00000-240		Small Tools and Minor Eq	\$137.07	30e1b3ef	TOOL SHOP SUPPLIES
E 730-00000-240		Small Tools and Minor Eq	\$342.66	30e1b3ef	TOOL SHOP SUPPLIES
E 770-00000-240		Small Tools and Minor Eq	\$342.66	30e1b3ef	TOOL SHOP SUPPLIES
Total			\$2,741.31		
51271	02/15/24	HOHENSTEINS INC			
E 609-00000-252		Beer Purchase	\$1,103.90	685323	
E 609-00000-252		Beer Purchase	\$1,561.50	687381	
Total			\$2,665.40		
51272	02/15/24	INSIGHT BREWING COMPANY			
E 609-00000-252		Beer Purchase	\$347.93	11209	
E 609-00000-260		THC For Resale	\$120.00	11209	
Total			\$467.93		
51273	02/15/24	INSTRUMENTAL RESEARCH, INC.			
E 730-00000-306		Water Testing	\$80.00	5396	JAN 2024 TESTING
Total			\$80.00		
51274	02/15/24	JACKSON, JOHN			
E 101-42260-208		Training and Instruction	\$105.56		TRAINING REIMBURSEMENT
Total			\$105.56		
51275	02/15/24	JOHNSON BROTHERS LIQUOR			
E 609-00000-253		Wine Purchase	\$1,201.08	2468220	
E 609-00000-253		Wine Purchase	\$333.80	2472111	

***Check Detail Register©**

Batch: 02152024 PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 609-00000-251		Liquor Purchase	\$1,583.90	2473245	
E 609-00000-253		Wine Purchase	\$2,087.90	2473246	
E 609-00000-251		Liquor Purchase	\$2,633.50	2473247	
E 609-00000-251		Liquor Purchase	\$3,581.04	2477640	
E 609-00000-251		Liquor Purchase	\$252.30	2477641	
E 609-00000-253		Wine Purchase	\$3,038.80	2477642	
E 609-00000-254		Miscellaneous Purchase	\$82.80	2477643	
		Total	\$14,795.12		
51276	02/15/24	KIRVIDA FIRE			
E 101-42260-404		Repair Machinery/Equipm	\$2,476.29	12130	REPAIRS - 2001 KENWORTH PUMPER
		Total	\$2,476.29		
51277	02/15/24	M. AMUNDSON LLP			
E 609-00000-256		Tobacco Products For Re	\$2,099.38	376546	
E 609-00000-256		Tobacco Products For Re	\$2,537.20	376927	
		Total	\$4,636.58		
51278	02/15/24	MACQUEEN EQUIPMENT INC			
E 651-00000-404		Repair Machinery/Equipm	\$1,532.28	W13427	JETTER REPAIRS
E 730-00000-404		Repair Machinery/Equipm	\$3,064.55	W13427	JETTER REPAIRS
E 770-00000-404		Repair Machinery/Equipm	\$3,064.55	W13427	JETTER REPAIRS
		Total	\$7,661.38		
51279	02/15/24	METROPOLITAN COUNCIL			
E 770-00000-389		MWCC Charges	\$14,135.12	0001167879	MARCH 2024 SEWER CHARGES
		Total	\$14,135.12		
51280	02/15/24	METRO SALES, INC.			
E 101-41500-350		Print/Binding	\$95.55	INV2451503	JAN 2024 COPIER CONTRACT
		Total	\$95.55		
51281	02/15/24	METRO-INET			
E 101-41900-230		Contracted Services	\$1,109.15	1744	FEB 2024 IT SERVICES
E 101-42260-230		Contracted Services	\$316.90	1744	FEB 2024 IT SERVICES
E 101-43100-230		Contracted Services	\$316.90	1744	FEB 2024 IT SERVICES
E 101-45200-230		Contracted Services	\$316.90	1744	FEB 2024 IT SERVICES
E 609-41900-230		Contracted Services	\$316.90	1744	FEB 2024 IT SERVICES
E 651-41900-230		Contracted Services	\$158.45	1744	FEB 2024 IT SERVICES
E 730-41900-230		Contracted Services	\$316.90	1744	FEB 2024 IT SERVICES
E 770-41900-230		Contracted Services	\$316.90	1744	FEB 2024 IT SERVICES
		Total	\$3,169.00		
51282	02/15/24	AUL SPECIAL PAY TRUST			
G 101-21716		Other Retirement	\$50.00		EMPLOYEE CONTRIBUTIONS
		Total	\$50.00		
51283	02/15/24	MKL, LLC			
E 101-41500-400		General Maintenance	\$100.00	02152024	WEEK ENDING 02/03/2024
E 101-41500-400		General Maintenance	\$100.00	02152024	WEEK ENDING 02/10/2024
		Total	\$200.00		
51284	02/15/24	MOOSE LAKE BREWING CO. LLC			
E 609-00000-252		Beer Purchase	\$114.00	SB5-010	

***Check Detail Register©**

Batch: 02152024 PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 609-00000-252		Beer Purchase	\$84.00	SW6-008	
		Total	\$198.00		
51285	02/15/24	NEW FRANCE WINE COMPANY			
E 609-00000-253		Wine Purchase	\$138.50	217683	
		Total	\$138.50		
51286	02/15/24	O'REILLY AUTOMOTIVE STORES			
E 101-43100-404		Repair Machinery/Equipm	\$36.99	3472-314491	REPAIR PARTS - PW
E 101-43100-212		Gas & Oil	\$95.94	3472-314496	ANTIFREEZE - PW
		Total	\$132.93		
51287	02/15/24	OXYGEN SERVICE COMPANY			
E 101-42260-210		Operating Supplies	\$179.22	0003576239	JAN 2024 SERVICE
		Total	\$179.22		
51288	02/15/24	PAUSTIS & SONS			
E 609-00000-253		Wine Purchase	\$1,124.00	226546	
E 609-00000-253		Wine Purchase	(\$105.50)	226918	
E 609-00000-253		Wine Purchase	\$1,192.50	227077	
E 609-00000-253		Wine Purchase	\$377.00	227811	
		Total	\$2,588.00		
51289	02/15/24	PERFORMANCE PLUS			
E 101-42260-207		Physical & Fit Training	\$255.00	123939	PRE-EMPLOYMENT EXAM - FD
		Total	\$255.00		
51290	02/15/24	PHILLIPS WINE AND SPIRITS INC			
E 609-00000-251		Liquor Purchase	\$334.25	6730077	
E 609-00000-253		Wine Purchase	\$709.57	6730078	
E 609-00000-253		Wine Purchase	\$89.40	6730079	
E 609-00000-251		Liquor Purchase	\$1,250.00	6733534	
E 609-00000-253		Wine Purchase	\$615.69	6733535	
		Total	\$2,998.91		
51291	02/15/24	POPP COMMUNICATIONS			
E 101-43100-321		Telephone	\$8.14	992820348	FEB 2024 ANALOG LINES
E 101-45200-321		Telephone	\$8.14	992820348	FEB 2024 ANALOG LINES
E 651-00000-321		Telephone	\$1.56	992820348	FEB 2024 ANALOG LINES
E 730-00000-321		Telephone	\$10.47	992820348	FEB 2024 ANALOG LINES
E 770-00000-321		Telephone	\$10.47	992820348	FEB 2024 ANALOG LINES
E 101-41500-321		Telephone	\$80.21	992820348	FEB 2024 ANALOG LINES
E 609-00000-321		Telephone	\$41.77	992820348	FEB 2024 ANALOG LINES
		Total	\$160.76		
51292	02/15/24	PREMIUM WATERS, INC.			
E 609-00000-411		Culligan	\$4.32	319907917	FEB 2024 SERVICE
E 101-41500-411		Culligan	\$4.32	319907956	FEB 2024 SERVICE
E 101-42260-411		Culligan	\$4.32	319907956	FEB 2024 SERVICE
		Total	\$12.96		
51293	02/15/24	PRYES BREWING COMPANY, LLC			
E 609-00000-252		Beer Purchase	\$112.67	W-69168	

***Check Detail Register©**

Batch: 02152024 PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$112.67		
51294	02/15/24	ROYAL ROOFING INC			
E 101-41500-401		Repair Buildings	\$671.00	23-680	GUTTER REPAIRS - CITY HALL
Total			\$671.00		
51295	02/15/24	SOUTHERN GLAZER'S OF MN			
E 609-00000-251		Liquor Purchase	\$9,676.65	2437792	
E 609-00000-253		Wine Purchase	\$706.84	2437793	
E 609-00000-251		Liquor Purchase	\$3,416.41	2440225	
E 609-00000-251		Liquor Purchase	\$699.21	2442678	
E 609-00000-251		Liquor Purchase	\$293.78	5107789	
E 609-00000-253		Wine Purchase	\$1,069.74	5107790	
Total			\$15,862.63		
51296	02/15/24	SP3, LLC			
E 609-00000-252		Beer Purchase	\$613.80	W-217712	
Total			\$613.80		
51297	02/15/24	STEEL TOE BREWING, LLC			
E 609-00000-252		Beer Purchase	\$257.00	53879	
Total			\$257.00		
51298	02/15/24	TWIN CITIES TRANSPORT & RECOVERY			
E 770-00000-404		Repair Machinery/Equipm	\$300.00	24-0206-1816 TOWING - JETTER	
Total			\$300.00		
51299	02/15/24	VAN PAPER COMPANY			
E 609-00000-210		Operating Supplies	\$193.31	062150	STORE SUPPLIES
E 609-00000-400		General Maintenance	\$43.28	062150	CLEANING SUPPLIES
Total			\$236.59		
51300	02/15/24	VINOCOPIA			
E 609-00000-253		Wine Purchase	\$344.25	0345327-IN	
Total			\$344.25		
51301	02/15/24	WINE MERCHANTS			
E 609-00000-253		Wine Purchase	\$206.80	7459795	
Total			\$206.80		
10100			\$132,206.65		

Fund Summary**10100 4M FUND**

101 GENERAL FUND	\$10,147.13
310 CAPITAL PROJECTS	\$5,207.13
320 TIF #3	\$581.09
609 MUNICIPAL LIQUOR FUND	\$91,142.97
651 STORM WATER FUND	\$1,862.08
730 WATER FUND	\$4,526.41
770 SEWER FUND	\$18,739.84
	<u>\$132,206.65</u>

CITY OF LEXINGTON

RECOMMEND FOR APPROVAL OF CLAIMS AND BILLS

The following claims and bills have been presented to the Council for approval at the Council Meeting of February 15, 2024.

(1) Payroll

Vouchers	506088 through	506107	\$	23,013.94
Payroll Taxes				
	Federal Tax	\$3,063.30		
	Social Security	\$3,998.46		
	Medicare	\$935.12		
	State Tax	\$1,494.87		
	Total		\$	9,491.75

(2) General and Liquor Payment Recommendations:

Payments	51248 through	51301	\$	132,206.65
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(3) ACH and Credit Card Payments for:

JAN 2024

ACH Payments:	3462E through	3481E	\$	42,034.66
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Total Payments and Withdrawals Approval			\$	<u>206,747.00</u>
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Centennial Lakes Police Payment Recommendations:

Checks	15079 through	15090	\$	1,884.61
	15094 through	15109	\$	18,125.76
ACH	2024011 through	2024015	\$	8,132.30
Total Payments			\$	<u>28,142.67</u>

***Check Detail Register©**

Batch: JAN 2024 AUTO,JAN 2024 CC PMT

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 4M FUND					
3462 e	01/02/24	CONNEXUS ENERGY			
G 101-20200		Accounts Payable	\$89.60		NOV 2023 UTILITIES
G 101-20200		Accounts Payable	\$248.95		NOV 2023 UTILITIES
G 770-20200		Accounts Payable	\$75.54		NOV 2023 UTILITIES
G 770-20200		Accounts Payable	\$22.41		NOV 2023 UTILITIES
		Total	\$436.50		
3463 e	01/03/24	LINCOLN NATIONAL LIFE			
E 101-41500-134		ST/LT Disability Insurance	\$380.68	4641245039	JAN 2024 PREMIUM
E 101-43100-134		ST/LT Disability Insurance	\$113.24	4641245039	JAN 2024 PREMIUM
E 101-45200-134		ST/LT Disability Insurance	\$75.48	4641245039	JAN 2024 PREMIUM
E 609-00000-134		ST/LT Disability Insurance	\$231.23	4641245039	JAN 2024 PREMIUM
		Total	\$800.63		
3464 e	01/03/24	HEALTHPARTNERS			
E 609-00000-160		Health/Dental Insurance	\$1,269.63	41396294013	JAN 2024 PREMIUM
E 101-43100-160		Health/Dental Insurance	\$729.53	41396294013	JAN 2024 PREMIUM
E 101-45200-160		Health/Dental Insurance	\$486.35	41396294013	JAN 2024 PREMIUM
E 101-41500-160		Health/Dental Insurance	\$1,579.43	41396294013	JAN 2024 PREMIUM
E 609-00000-160		Health/Dental Insurance	\$1,269.63	41396294013	JAN 2024 PREMIUM
E 101-41500-160		Health/Dental Insurance	\$943.76	41396294013	JAN 2024 PREMIUM
E 101-43100-160		Health/Dental Insurance	\$998.44	41396294013	JAN 2024 PREMIUM
E 101-45200-160		Health/Dental Insurance	\$665.63	41396294013	JAN 2024 PREMIUM
E 101-41500-160		Health/Dental Insurance	\$1,249.32	41396294013	JAN 2024 PREMIUM
E 609-00000-160		Health/Dental Insurance	\$2,295.50	41396294013	JAN 2024 PREMIUM
E 101-41500-160		Health/Dental Insurance	\$987.35	41396294013	JAN 2024 PREMIUM
		Total	\$12,474.57		
3465 e	01/08/24	AFLAC			
G 101-20200		Accounts Payable	\$197.26	461310	DEC 2023 PREMIUM
G 101-21725		Supplemental Insurance	\$197.26	790065	JAN 2024 PREMIUM
		Total	\$394.52		
3466 e	01/02/24	XCEL ENERGY			
G 101-20200		Accounts Payable	\$1,451.66	857330154	NOV 2023 UTILITIES
G 609-20200		Accounts Payable	\$1,518.67	857330154	NOV 2023 UTILITIES
G 651-20200		Accounts Payable	\$23.71	857330154	NOV 2023 UTILITIES
G 730-20200		Accounts Payable	\$437.21	857330154	NOV 2023 UTILITIES
G 770-20200		Accounts Payable	\$404.84	857330154	NOV 2023 UTILITIES
		Total	\$3,836.09		
3467 e	01/31/24	CENTER POINT ENERGY			
G 101-20200		Accounts Payable	\$896.28		DEC 2023 UTILITIES
G 609-20200		Accounts Payable	\$535.58		DEC 2023 UTILITIES
G 651-20200		Accounts Payable	\$23.75		DEC 2023 UTILITIES
G 730-20200		Accounts Payable	\$160.29		DEC 2023 UTILITIES
G 770-20200		Accounts Payable	\$244.29		DEC 2023 UTILITIES
		Total	\$1,860.19		
3468 e	01/03/24	PUBLIC EMPLOYEES RETIREMENT			
G 101-21704		PERA	\$2,212.42		01/03/2024 PAYROLL
G 101-21717		PERA	\$2,552.80		01/03/2024 PAYROLL

***Check Detail Register©**

Batch: JAN 2024 AUTO,JAN 2024 CC PMT

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
G 101-21704		PERA	\$2,161.42		01/17/2024 PAYROLL
G 101-21717		PERA	\$2,493.94		01/17/2024 PAYROLL
G 101-21704		PERA	\$2,081.70		01/31/2024 PAYROLL
G 101-21717		PERA	\$2,401.95		01/31/2024 PAYROLL
Total			\$13,904.23		
3469 e	01/08/24	HSA BANK			
G 101-21726		HSA Additional Withholdin	\$290.24		EMPLOYEE CONTRIBUTIONS
E 101-41500-160		Health/Dental Insurance	\$9.00		HSA SERVICE FEE
Total			\$299.24		
3470 e	01/03/24	PITNEY BOWES GLOBAL FINANCIAL			
E 101-43500-322		Postage	\$125.00		TO REPLENISH METERED POSTAGE
E 101-41500-322		Postage	\$70.00		TO REPLENISH METERED POSTAGE
E 101-42260-322		Postage	\$15.00		TO REPLENISH METERED POSTAGE
E 609-00000-322		Postage	\$75.00		TO REPLENISH METERED POSTAGE
E 651-00000-322		Postage	\$15.00		TO REPLENISH METERED POSTAGE
E 730-00000-322		Postage	\$100.00		TO REPLENISH METERED POSTAGE
E 770-00000-322		Postage	\$100.00		TO REPLENISH METERED POSTAGE
E 101-43500-322		Postage	\$125.00		TO REPLENISH METERED POSTAGE
E 101-41500-322		Postage	\$70.00		TO REPLENISH METERED POSTAGE
E 101-42260-322		Postage	\$15.00		TO REPLENISH METERED POSTAGE
E 609-00000-322		Postage	\$75.00		TO REPLENISH METERED POSTAGE
E 651-00000-322		Postage	\$15.00		TO REPLENISH METERED POSTAGE
E 730-00000-322		Postage	\$100.00		TO REPLENISH METERED POSTAGE
E 770-00000-322		Postage	\$100.00		TO REPLENISH METERED POSTAGE
E 101-43500-322		Postage	\$125.00		TO REPLENISH METERED POSTAGE
E 101-41500-322		Postage	\$70.00		TO REPLENISH METERED POSTAGE
E 101-42260-322		Postage	\$15.00		TO REPLENISH METERED POSTAGE
E 609-00000-322		Postage	\$75.00		TO REPLENISH METERED POSTAGE
E 651-00000-322		Postage	\$15.00		TO REPLENISH METERED POSTAGE
E 730-00000-322		Postage	\$100.00		TO REPLENISH METERED POSTAGE
E 770-00000-322		Postage	\$100.00		TO REPLENISH METERED POSTAGE
Total			\$1,500.00		
3471 e	01/10/24	KWIK TRIP			
G 101-20200		Accounts Payable	\$619.08		DEC 2023 FUEL
G 651-20200		Accounts Payable	\$62.69		DEC 2023 FUEL
G 730-20200		Accounts Payable	\$125.39		DEC 2023 FUEL
G 770-20200		Accounts Payable	\$125.39		DEC 2023 FUEL
Total			\$932.55		
3472 e	01/03/24	FIDELITY SECURITY LIFE			
E 101-41500-160		Health/Dental Insurance	\$30.06	3043688	JAN 2024 PREMIUM
E 101-43100-160		Health/Dental Insurance	\$11.60	3043688	JAN 2024 PREMIUM
E 101-45200-160		Health/Dental Insurance	\$7.74	3043688	JAN 2024 PREMIUM
E 609-00000-160		Health/Dental Insurance	\$26.70	3043688	JAN 2024 PREMIUM
Total			\$76.10		
3473 e	01/11/24	CAPITAL ONE TRADE CREDIT			
G 101-20200		Accounts Payable	\$5.40	H55176	REPAIR PARTS - PW
G 101-20200		Accounts Payable	\$39.99	H56332/G	LIGHT BULBS - CITY HALL
G 101-20200		Accounts Payable	\$31.99	H56381/G	STREET SIGN MATERIALS

***Check Detail Register©**

Batch: JAN 2024 AUTO,JAN 2024 CC PMT

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$77.38		
3474 e	01/03/24	TASC			
G 101-21723		Flex Insurance	\$127.00		EMPLOYEE CONTRIBUTIONS
G 101-21723		Flex Insurance	\$127.00		EMPLOYEE CONTRIBUTIONS
E 101-41500-430		Miscellaneous	\$173.88	IN3007114	2024 ADMIN FEE
Total			\$427.88		
3475 e	01/02/24	METROPOLITAN LIFE INS CO			
E 101-41500-160		Health/Dental Insurance	\$179.40		JAN 2024 PREMIUM
E 101-43100-160		Health/Dental Insurance	\$65.12		JAN 2024 PREMIUM
E 101-45200-160		Health/Dental Insurance	\$43.42		JAN 2024 PREMIUM
E 609-00000-160		Health/Dental Insurance	\$146.22		JAN 2024 PREMIUM
Total			\$434.16		
3476 e	01/31/24	XCEL ENERGY			
G 101-20200		Accounts Payable	\$1,459.83	861080586	DEC 2023 UTILITIES
G 609-20200		Accounts Payable	\$1,476.37	861080586	DEC 2023 UTILITIES
G 651-20200		Accounts Payable	\$23.50	861080586	DEC 2023 UTILITIES
G 730-20200		Accounts Payable	\$447.18	861080586	DEC 2023 UTILITIES
G 770-20200		Accounts Payable	\$402.02	861080586	DEC 2023 UTILITIES
G 770-20200		Accounts Payable	\$28.11	861080586	DEC 2023 UTILITIES
Total			\$3,837.01		
3477 e	01/29/24	PITNEY BOWES GLOBAL FINANCIAL			
G 101-20200		Accounts Payable	\$231.93		PERMIT POSTAGE
G 609-20200		Accounts Payable	\$82.83		PERMIT POSTAGE
G 651-20200		Accounts Payable	\$16.57		PERMIT POSTAGE
G 730-20200		Accounts Payable	\$110.44		PERMIT POSTAGE
G 770-20200		Accounts Payable	\$110.44		PERMIT POSTAGE
Total			\$552.21		
3478 e	01/16/24	WALGREENS			
G 609-20200		Accounts Payable	\$8.64		SUPPLIES - MLS
Total			\$8.64		
3479 e	01/16/24	ZOOM VIDEO COMMUNICATIONS			
G 101-20200		Accounts Payable	\$31.98	INV22867153	DEC 2023 SERVICES
Total			\$31.98		
3480 e	01/16/24	T-MOBILE			
G 101-20200		Accounts Payable	\$40.22		NOV 2023 CELL SERVICE
G 651-20200		Accounts Payable	\$3.83		NOV 2023 CELL SERVICE
G 730-20200		Accounts Payable	\$25.86		NOV 2023 CELL SERVICE
G 770-20200		Accounts Payable	\$25.87		NOV 2023 CELL SERVICE
Total			\$95.78		
3481 e	01/16/24	US BANK - VISA			
E 101-41500-440		Bank Charges	\$55.00		ANNUAL FEE
Total			\$55.00		
10100			\$42,034.66		

***Check Detail Register©**

Batch: JAN 2024 AUTO,JAN 2024 CC PMT

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
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Fund Summary**10100 4M FUND**

101 GENERAL FUND	\$29,404.33
609 MUNICIPAL LIQUOR FUND	\$9,086.00
651 STORM WATER FUND	\$199.05
730 WATER FUND	\$1,606.37
770 SEWER FUND	\$1,738.91
	<hr/>
	\$42,034.66

Report Criteria:

Report type: Summary

Check Number	Check Issue Date	Payee	Amount
15079	02/01/2024	Andrew Dixon	100.00
15080	02/01/2024	ANOKA CO CHIEFS OF POLICE ASSN	485.00
15081	02/01/2024	ANOKA CO TREASURY OFFICE	75.00
15082	02/01/2024	ASPEN MILLS, INC	1,309.91
15083	02/01/2024	BARNUM GATE SERVICES, INC	262.50
15084	02/01/2024	COVERALL NORTH AMERICA, INC	820.00
15085	02/01/2024	E C S I, LLC	310.00
15086	02/01/2024	GEORGE'S INC	208.00
15087	02/01/2024	MN Dept of Public Safety-HSEM	700.00
15088	02/01/2024	NovaCare Rehabilitation	185.00
15089	02/01/2024	OFFICE OF MN IT SERVICES	44.60
15090	02/01/2024	SIGNS NOW	455.36
2024011	01/31/2024	OPTUM FINANCIAL, INC.	2,112.06
2024012	02/01/2024	DELTA DENTAL	1,069.07
2024013	02/01/2024	OPTUM FINANCIAL, INC.	18.75
2024014	02/01/2024	US Bank Credit Card	1,861.66
Grand Totals:			10,016.91

M = Manual Check, V = Void Check

Report Criteria:

Report type: Summary

Check Number	Check Issue Date	Payee	Amount
15094	02/08/2024	Amazon Capital Services	81.96
15095	02/08/2024	Barna, Guzy & Steffen Ltd.	1,177.00
15096	02/08/2024	CENTENNIAL UTILITIES	1,689.49
15097	02/08/2024	CENTURY LINK	125.54
15098	02/08/2024	DELL MARKETING L.P.	742.36
15099	02/08/2024	GEORGE'S INC	2,563.00
15100	02/08/2024	IKE'S PLUMBING & DRAIN CLEANING INC	725.96
15101	02/08/2024	Marie Ridgeway LICSW, LLC	1,100.00
15102	02/08/2024	Metro Sales, Inc.	87.41
15103	02/08/2024	Metro-INET	7,669.00
15104	02/08/2024	O'REILLY AUTOMOTIVE, INC	38.21
15105	02/08/2024	POMPS TIRE	705.00
15106	02/08/2024	QUILL LLC	129.97
15107	02/08/2024	SHRED-N-GO, INC	90.89
15108	02/08/2024	TRANSUNION RISK & ALTERNATIVE	75.00
15109	02/08/2024	VERIZON WIRELESS	1,124.97
2024015	02/08/2024	WEX BANK	3,070.81
Grand Totals:			21,196.57

M = Manual Check, V = Void Check

CITY OF LEXINGTON

*Cash Balances

Current Period January 2024

Fund	2024 Begin Balance	Receipts	Disbursements	Transfers		JE Payroll	Balance
				Rec/Disb	Journal Entries		
10100 4M FUND							
101 GENERAL FUND	\$1,638,123.75	\$55,101.09	\$233,192.79	\$0.00	\$131,625.66	(\$5,705.78)	\$1,585,951.93
220 LOVELL BUILDING	\$612,667.15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$612,667.15
229 ARPA FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
310 CAPITAL PROJEC	\$943,682.64	\$13,393.45	\$83,890.29	\$0.00	(\$201,500.00)	\$0.00	\$671,685.80
320 TIF #3	\$88,310.98	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$88,310.98
330 WATER CAPITAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
360 05 STREET-EDGE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
370 SEWER CAPITAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
405 PARK DEDICATIO	\$59,787.39	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$59,787.39
417 17 STREET IMPRO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
418 LAKE DRIVE PROJ	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
419 19 JACKSON AVE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
421 2021 STREET IMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
422 2022 STREET IMP	\$71,145.30	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$71,145.30
423 2023 STREET IMP	\$2,693.91	\$0.00	\$788.34	\$0.00	\$0.00	\$0.00	\$1,905.57
424 2024 STREET IMP	\$0.00	\$0.00	\$805.00	\$0.00	\$201,500.00	\$0.00	\$200,695.00
430 12 HAMLINE AVE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
435 13 STREET IMPRO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
440 15 STREET IMPRO	\$16,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16,500.00
445 16 STREET IMPRO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
551 16 NORTH METRO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
585 04 STREET-OAK L	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
591 14 STREET-VARIO	\$135,193.79	\$576.66	\$55,413.20	\$0.00	\$0.00	\$0.00	\$80,357.25
592 15 STREET-VARIO	\$317,578.36	\$805.88	\$93,500.00	\$0.00	\$0.00	\$0.00	\$224,884.24
599 POLICE BUILDING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
609 MUNICIPAL LIQUO	\$633,087.99	\$149.00	\$249,852.35	\$0.00	\$98,144.25	(\$61,617.65)	\$419,911.24
625 FARMERS MARKE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
650 PROPERTY MAINT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
651 STORM WATER F	(\$95,664.22)	\$8,145.53	\$18,711.67	\$0.00	\$0.00	(\$2,394.40)	(\$108,624.76)
730 WATER FUND	\$420,648.06	\$25,357.49	\$65,966.41	\$0.00	(\$786.00)	(\$10,472.90)	\$368,780.24
770 SEWER FUND	\$1,096,294.15	\$26,765.60	\$113,539.03	\$0.00	\$0.00	(\$9,490.22)	\$1,000,030.50
	\$5,940,049.25	\$130,294.70	\$915,659.08	\$0.00	\$228,983.91	(\$89,680.95)	\$5,293,987.83

CITY OF LEXINGTON

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Page 1

*Fund Summary -
Budget to Actual©

January 2024

	2024 YTD Budget	January MTD Amount	2024 YTD Amount	2024 YTD Balance	2024 % YTD Budget
FUND 101 GENERAL FUND					
Revenue	\$2,466,901.35	\$169,715.69	\$169,715.69	\$2,297,185.66	6.88%
Expenditure	\$2,466,901.36	\$216,705.08	\$216,705.08	\$2,250,196.28	8.78%
		<u>-\$46,989.39</u>	<u>-\$46,989.39</u>		
FUND 220 LOVELL BUILDING					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		<u>\$0.00</u>	<u>\$0.00</u>		
FUND 229 ARPA FUND					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		<u>\$0.00</u>	<u>\$0.00</u>		
FUND 310 CAPITAL PROJECTS					
Revenue	\$389,624.62	\$0.00	\$0.00	\$389,624.62	0.00%
Expenditure	\$511,000.00	\$273,114.55	\$273,114.55	\$237,885.45	53.45%
		<u>-\$273,114.55</u>	<u>-\$273,114.55</u>		
FUND 320 TIF #3					
Revenue	\$190,351.00	\$0.00	\$0.00	\$190,351.00	0.00%
Expenditure	\$269,381.10	\$0.00	\$0.00	\$269,381.10	0.00%
		<u>\$0.00</u>	<u>\$0.00</u>		
FUND 405 PARK DEDICATION FEE FUND					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$50,000.00	\$0.00	\$0.00	\$50,000.00	0.00%
		<u>\$0.00</u>	<u>\$0.00</u>		
FUND 419 19 JACKSON AVE					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		<u>\$0.00</u>	<u>\$0.00</u>		
FUND 421 2021 STREET IMPROVEMENTS					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		<u>\$0.00</u>	<u>\$0.00</u>		
FUND 422 2022 STREET IMPROVEMENTS					
Revenue	\$4,196.22	\$0.00	\$0.00	\$4,196.22	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		<u>\$0.00</u>	<u>\$0.00</u>		
FUND 423 2023 STREET IMPROVEMENTS					
Revenue	\$4,649.30	\$0.00	\$0.00	\$4,649.30	0.00%
Expenditure	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
		<u>\$0.00</u>	<u>\$0.00</u>		

CITY OF LEXINGTON

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Page 2

*Fund Summary -
Budget to Actual©

January 2024

	2024 YTD Budget	January MTD Amount	2024 YTD Amount	2024 YTD Balance	2024 % YTD Budget
FUND 424 2024 STREET IMPROVEMENTS					
Revenue	\$201,500.00	\$201,500.00	\$201,500.00	\$0.00	100.00%
Expenditure	\$201,500.00	\$805.00	\$805.00	\$200,695.00	0.40%
		\$200,695.00	\$200,695.00		
FUND 551 16 NORTH METRO GO					
Revenue	\$4,121.75	\$0.00	\$0.00	\$4,121.75	0.00%
Expenditure	\$4,121.75	\$0.00	\$0.00	\$4,121.75	0.00%
		\$0.00	\$0.00		
FUND 591 14 STREET-VARIOUS					
Revenue	\$58,120.19	\$0.00	\$0.00	\$58,120.19	0.00%
Expenditure	\$60,478.98	\$55,413.20	\$55,413.20	\$5,065.78	91.62%
		-\$55,413.20	-\$55,413.20		
FUND 592 15 STREET-VARIOUS					
Revenue	\$101,669.58	\$0.00	\$0.00	\$101,669.58	0.00%
Expenditure	\$106,275.00	\$93,500.00	\$93,500.00	\$12,775.00	87.98%
		-\$93,500.00	-\$93,500.00		
FUND 609 MUNICIPAL LIQUOR FUND					
Revenue	\$3,696,000.00	\$229,996.80	\$229,996.80	\$3,466,003.20	6.22%
Expenditure	\$3,696,000.00	\$282,836.92	\$282,836.92	\$3,413,163.08	7.65%
		-\$52,840.12	-\$52,840.12		
FUND 651 STORM WATER FUND					
Revenue	\$95,569.00	\$0.00	\$0.00	\$95,569.00	0.00%
Expenditure	\$95,569.30	\$14,666.46	\$14,666.46	\$80,902.84	15.35%
		-\$14,666.46	-\$14,666.46		
FUND 730 WATER FUND					
Revenue	\$286,530.00	\$8,688.05	\$8,688.05	\$277,841.95	3.03%
Expenditure	\$286,529.96	\$58,168.91	\$58,168.91	\$228,361.05	20.30%
		-\$49,480.86	-\$49,480.86		
FUND 770 SEWER FUND					
Revenue	\$297,500.00	\$4,295.35	\$4,295.35	\$293,204.65	1.44%
Expenditure	\$473,810.96	\$116,256.47	\$116,256.47	\$357,554.49	24.54%
		-\$111,961.12	-\$111,961.12		
Report Total		-\$497,270.70	-\$497,270.70		

**CITY OF LEXINGTON
COUNTY OF ANOKA
STATE OF MINNESOTA**

RESOLUTION NO. 24-06

Resolution Receiving Feasibility Report and Calling Hearing on Improvement

WHEREAS, pursuant to resolution of the council adopted December 21, 2023, a report has been prepared by MSA Professional Services, Inc. with reference to proposed Improvement called 2024 Street Improvements, the improvement of the following streets:

Griggs Avenue between Flowerfield Road and Restwood Road
Griggs Avenue between Approximately 375 feet North of Restwood Road (to exclude the new bituminous overlay at Lexington Lofts) and Lake Drive

by milling the surface and placing a bituminous overlay with street patching and repairs to the concrete curb and valley gutters, and storm sewer repairs as needed, and this report was received by the council on February 15, 2024, and

WHEREAS, the report provides information regarding whether the proposed improvement is necessary, cost-effective, and feasible; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF LEXINGTON, MINNESOTA:

1. The council will consider the improvement of such street in accordance with the report and the assessment of abutting property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Chapter 429 at an estimated total cost of the improvement of \$205,400.
2. A public hearing shall be held on such proposed improvement on the 21st day of March, 2024, in the council chambers of the city hall at 7:00 p.m. and the clerk shall give mailed and published notice of such hearing and improvement as required by law.

Adopted by the council this 15th day of February 2024.

Gary Grote, Mayor

Bill Petracek, City Administrator



Feasibility Study 2024 Street Improvements

**City of Lexington
Anoka County, Minnesota
February 2024**

Prepared by:

MSA Professional Services
60 Plato Boulevard #140
St. Paul, MN 55107
www.msa-ps.com

Project No. 10481057



© February 2024 MSA Professional Services, Inc.

2024 Street Improvements (Griggs Avenue)

City of Lexington, Minnesota

SUBMITTAL CERTIFICATION

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

Print Name: Steve Winter, P.E.

Signature: *Steve Winter*

Date: February 15, 2024

License #: 42814

TABLE OF CONTENTS

	<u>PAGE</u>
I. INTRODUCTION.....	1
II. PURPOSE	2
III. EXISTING CONDITIONS.....	2
IV. PROPOSED IMPROVEMENTS	3
V. RIGHT-OF-WAY, EASEMENTS AND PERMITS	3
VI. RECOMMENDED IMPROVEMENT OPTIONS	4
VII. FINANCING AND ASSESSMENTS	4
VIII. NECESSITY AND COST-EFFECTIVENESS	5
IX. PROJECT SCHEDULE	5
X. CONCLUSION & RECOMMENDATION	6

LIST OF TABLES

Table VI.1: Estimate of Project Costs	4
Table VII.1: Project Cost by Frontage	4
Table VIII.1: Project Schedule	5
Table A.1: Engineer's Opinion of Cost	Appendix

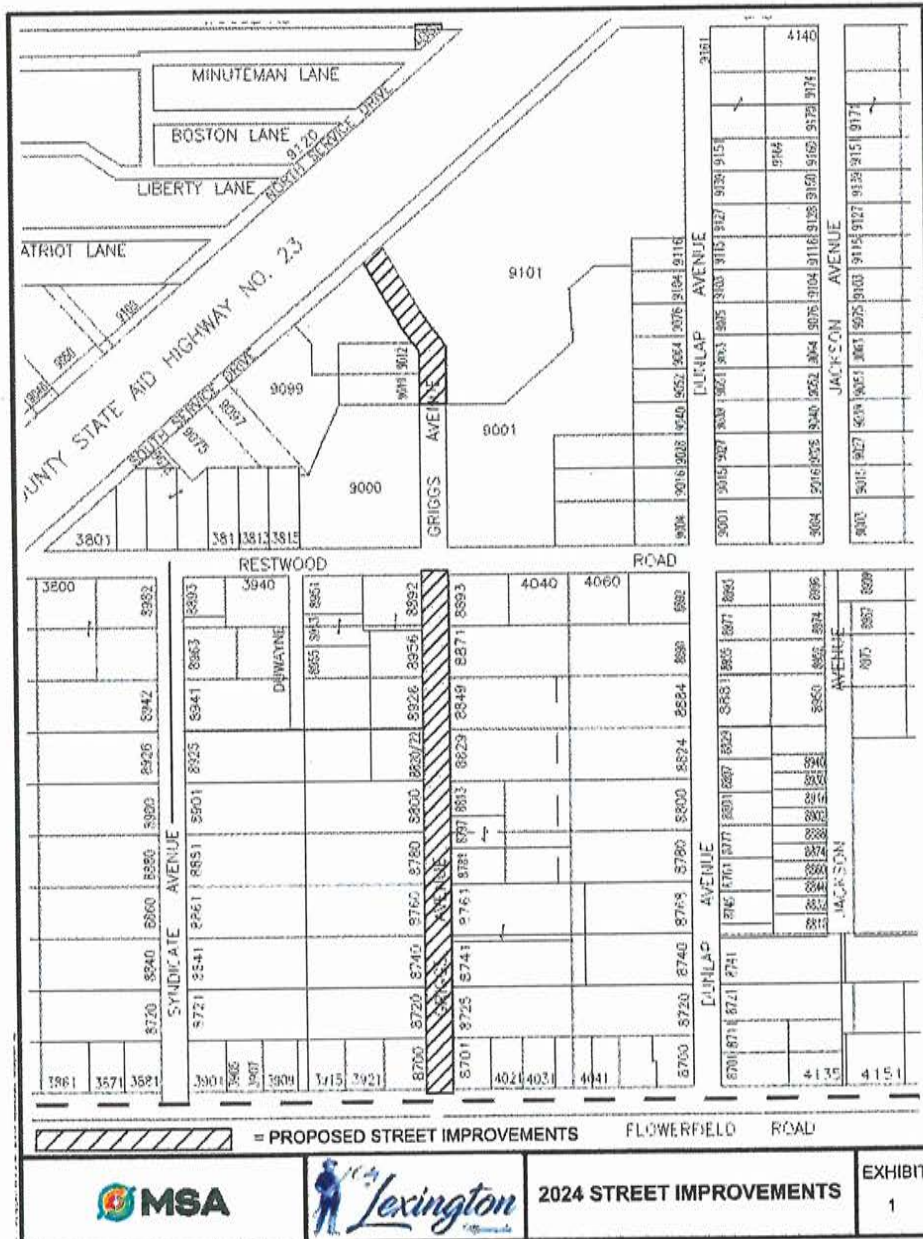
LIST OF EXHIBITS

Exhibit 1: Project Area	1 & Appendix
Exhibit 2: Assessment Area	Appendix

I. INTRODUCTION

On December 21st, 2023, the City Council unanimously passed a resolution authorizing the 2024 Street Improvements Feasibility Study. The study is necessary to assess whether improvements should be made to the roadway and determine estimated costs of the improvements as recommended. The road improvements will begin Lake Drive and End at Flowerfield Road, but will exclude the new overlay completed in 2023 at Lexington Lofts.

Exhibit 1 – Project Area



II. PURPOSE

The purpose of this study is to analyze the necessity, possible alternatives, and cost effectiveness of the proposed street improvements. The study discusses the existing conditions, proposed improvements, estimated construction costs, and financing sources necessary to complete the proposed work. Also addressed within this report are the estimated project costs, proposed project funding sources, and an anticipated project schedule. This project will be accomplished under Minnesota Statute 429 and will thus require public hearings for the project and assessment of project costs. Project costs consist of estimated construction costs plus overhead, which includes City administration, engineering, fiscal, and legal expenses. The City's current assessment policy will be used as a guide to discuss financing methods for this project.

III. EXISTING CONDITIONS

The existing conditions of the roadway were evaluated to determine current system capacity and areas of concern. As part of the project scope, a site visit and review of available information of the project area was completed. Below is a summary of the information collected on the conditions, separated into the project groupings.

SOILS/BEDROCK

According to the Natural Resources Conservation Service (NRCS) database, the underlying soils can generally be described as:

- Zimmerman fine sand, 1 to 6% slopes, hydrologic group A. Group A soils typically have a high infiltration rate (low runoff potential) when thoroughly wetted.
- Soderville fine sand, 0 to 3% slopes, hydrologic soil group A/D. Group D soils typically have a very slow infiltration rate (high runoff potential) when thoroughly wetted.

No soil borings have been obtained to verify the sub-surface conditions.

TRAFFIC

Griggs Avenue is a low volume local road, providing access to residential households located along the south end of the project and include the commercial area new Festival Foods ion the north end of the project. At this time average daily traffic (ADT) has not been accessed by the City or MnDOT.

EXISTING ROADWAY

Griggs Avenue is a local roadway that has existing concrete curb and gutter. The pavement is approximately 32 feet wide on the north end and 25 feet wide on the south end. According

to the Anoka County half section maps, the right-of-way 66 feet. The driving surface throughout the project area is bituminous pavement with concrete curb and gutters.

This roadway is no longer adequate condition. The roadway surface shows a limited amount of both transverse and lateral cracking. These cracks have been sealed in previous maintenance projects. There are some areas of minor patching and potholes, which indicate a certain amount of structural pavement distress. These cracks and potholes are becoming more apparent and numerous as the roads ages. However, the condition of these streets has not deteriorated such that a reconstruction is required. There are a few areas, around sanitary manholes and along some curb and gutter sections for example, that are showing signs of subsurface failure. These should be patched as part of this overlay project.

Griggs Avenue contains City utilities including sanitary sewer and a water main. We do not recommend repairing or replacing any utilities with this overlay project. The last improvement to Griggs Avenue was a sealcoat or crack fill. BDM Consulting Engineers completed a reconstruction project of Griggs Avenue in 2001 on the south end. The north end was reconstructed in approximately 1996.

IV. PROPOSED IMPROVEMENTS

The City's assessment policy details a standard practice for maintenance and rehabilitation of residential streets as an additional bituminous layer of 1.5 inches thick placed over the existing bituminous surface. For this project the entire roadway will be milled 1.5 inches along the edges to 6 feet from the curb and the overlay will be crowned to ensure adequate drainage.

There are some areas, particularly around sanitary manholes and catch basins, that will need to be patched before the overlay. In addition to the sanitary manholes and catch basins, there are a few concrete curb and valley gutter segments that should be replaced due settlements or other concrete failures. There are four catch basins which may need to be replaced. We will review them with Public Works during the design of the plans for the project. The rest of the existing curb and gutter section will not be affected by the milling or overlay.

The estimated costs for the proposed street improvements are included in the Cost Tabulation section of this report. We recommend the City contract for the milling and placement of the bituminous pavement with the repairs the catch basin and concrete curb and valley gutters.

V. RIGHT-OF-WAY, EASEMENTS AND PERMITS

The proposed improvements will not exceed the current width of the roadway. The existing right-of-way is adequate for the proposed mill and overlay improvements on this street. No additional easements or permits are needed to complete these improvements. All of the improvements will be performed within the present pavement boundaries. There will be minimal, if any, adverse effects to the surrounding area. Whenever possible, the street improvements will be designed to match existing conditions.

VI. RECOMMENDED IMPROVEMENT OPTIONS

MSA Professional Services, Inc. (MSA) develops opinions of construction cost based on the complexity of the proposed project and the bid prices received on previous similar projects. The volume of projects bidding, the cost of raw materials, the cost of fuels and other various factors can have a significant impact on the cost of construction.

In this case, we have bid prices other projects in nearby communities. The estimated construction costs and associated overhead costs for the proposed improvements are summarized in **Table VI.1** below. A detailed estimate considered can be found in the Appendix on **Table A.1**.

Table VI.1: Estimated Project Costs

	Construction Cost	Overhead Cost	Total Project Cost
GRIGGS AVENUE	158,000	47,400	205,400

VII. FINANCING AND ASSESSMENTS

Per the City's current assessment policy, street maintenance/rehabilitation projects shall be assessed against the benefited property on the basis of frontage on the street abutting the improvement. The assessment policy requires 30% of the total project cost be assessed to abutting property owners. The remaining 70% of the total project cost is paid by the entire City. The total project cost includes construction and overhead costs.

It is estimated that there is approximately 3,321 feet of assessable frontage. The properties include platted residential lots. The attached **Exhibit 1** presents the anticipated lots to be assessed for the project.

The following table summarizes the anticipated assessment calculations for the project. These rates are based upon the assessment of 30% of the project cost as outlined in the City's assessment policy. The following section briefly outlines the methods used to calculate these respective assessment amounts.

Table VII.1: Project Cost by Frontage

Total Project Cost	\$205,400
Total City General Fund Amount 70%	\$143,780
Total Assessment Amount 30%	\$61,620
Divided by Frontage Abutting Improvements	3,321 feet
Estimated Assessment Rate per foot	\$18.20/foot

VIII. NECESSITY AND COST-EFFECTIVENESS

It is our opinion that Griggs Avenue should be milled 1.5 inches and paved with a bituminous surface to improve the strength and longevity of the roadway.

The mill and overlay improvement is cost effective for the City. Other paving options for improving the roadway surface are not suitable. Portland cement concrete paving is expensive and unrealistic for this application. The life cycle costs of concrete can only be justified for roads subjected to heavy and frequent traffic loading.

The paving of Griggs Avenue is also feasible from an engineering perspective. The City of Lexington has improved streets in various parts of the City and found the improvements to increase the value of the properties benefiting from the improvements. The street cross section shows both an acceptable width for the pavement surface and shoulders and the structural strength to support the anticipated traffic loading.

IX. PROJECT SCHEDULE

Table VIII.1: Project Schedule

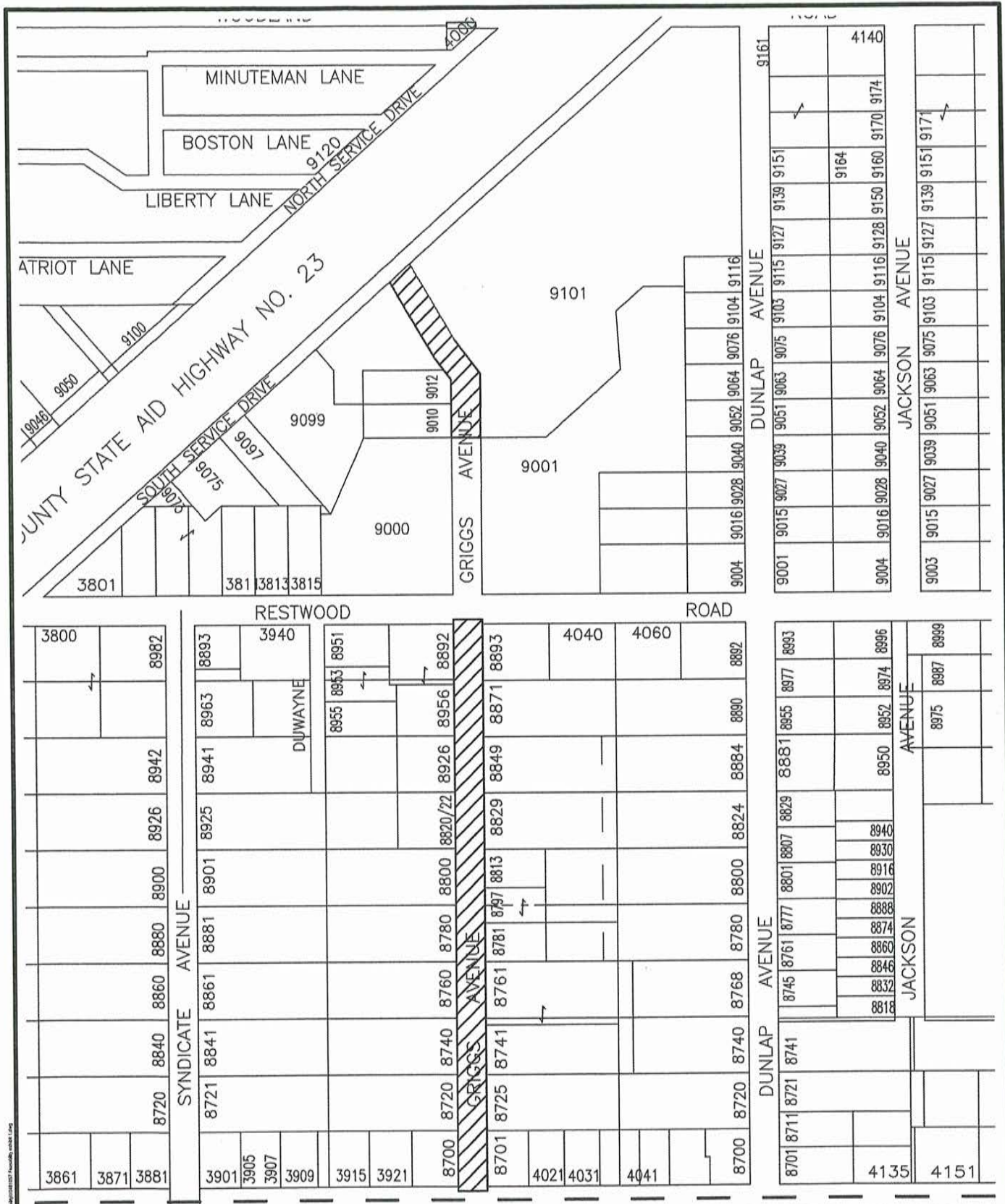
Task	Action	Date
1	City Council authorized Feasibility Study	December 15, 2023
2	Council Receives the Feasibility Study and Orders the Improvement Hearing	February 15, 2024
	City Council holds Improvement Hearing	March 21, 2024
4	City Council Orders Improvement	March 21, 2024
5	Council Approves Plans and Orders Bid Advertisement	April 4, 2024
6	Council Accepts Bids and Awards Contract *	May 2, 2024
7	Construction Begins	May-June 2024
8	Construction Complete	August 2024
9	Prepare Assessment Roll	September 2024
10	Orders Assessment Hearing	September 2024
11	Assessment Hearing	October 2024
12	Property Owner Makes First Assessment Payment to County	May 2025
13	Warranty Review	Summer 2025

X. CONCLUSION & RECOMMENDATION

It is recommended that the City chooses to complete the mill and overlay. The total estimated project cost of the project, which includes the roadway improvements as well as overhead and contingency cost, is \$205,400. It is recommended that this study be used as a guide for the layout, design, cost allocation, and project scheduling for the public improvements.

If the improvements considered within the scope of this report are to be completed during the 2024 construction season, it is critical to initiate the public hearing process, then order plans and specifications as soon as possible to allow the construction project to start in the early part of summer. The project identified herein, is necessary, cost effective, and feasible from an engineering perspective. The project is proposed to be financed through the assessment of the improvements to abutting properties, in accordance with Minnesota Statute 429.

APPENDIX

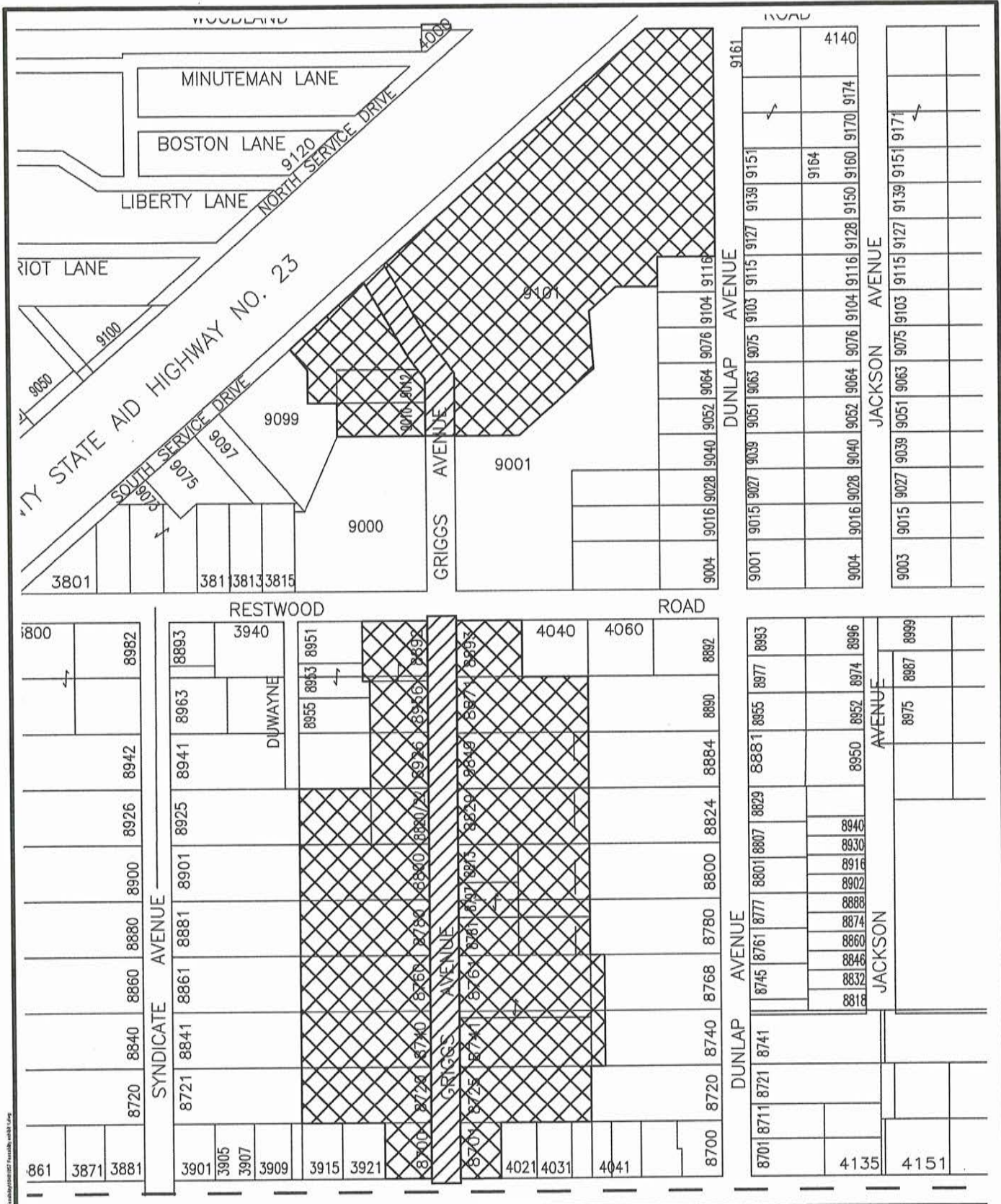


 = PROPOSED STREET IMPROVEMENTS



2024 STREET IMPROVEMENTS

EXHIBIT
1



XXXXXX = ASSESSMENT AREAS



2024 STREET IMPROVEMENTS

EXHIBIT
2

Table A.1
Engineer's Opinion of Cost for 2024 Griggs Improvements
City of Lexington, MN

Item No.	Item Description	Unit	Qty.	Unit Price	Price
<u>Schedule 1.0 -2024 Griggs Overlay Project</u>					
2104.5	Concrete Curb Removal	LF	400	11.00	4,400.00
2104.5	Concrete Valley Gutter Removal	LF	52	30.00	1,560.00
2104.51	Bituminous Pavement Removal	SY	440	11.00	4,840.00
2232.5	Mill Bituminous Surface(1.5 inch)	SY	2740	8.00	21,920.00
2357.51	Bituminous Material for Tack Coat	GAL	320	8.00	2,560.00
2360.5	Type LV3 Non Wearing Course Mix (B) 3" Thick	SY	440	45.00	19,800.00
2360.51	Type MV3 Wearing Course Mixture (B)	TN	560	106.00	59,360.00
2504.6	Adjust Valve Box - Water	EA.	3	750.00	2,250.00
2506.52	Adjust Frame and Ring Casting (Riser Rings)	EA.	5	900.00	4,500.00
2506.6	Remove and replace Catch Basin	EACH	4	4,000.00	16,000.00
2531.5	Concrete Curb and Gutter B6-18	LF	400	25.00	10,000.00
2531.6	8" Concrete Valley Gutter	LF	52	200.00	10,400.00
Total-Schedule 1.0 - 2024 Griggs Overlay Project					157,590.00
Residential Areas					
Total-Schedule 1.0 - 2024 Griggs Overlay Project					158,000.00
Total Project Cost					205,400.00
30% Overhead					47,400.00
Assessment 30%					61,620.00
City General 70%					143,780.00

To: Lexington City Council

From: Bill Petracek, City Administrator; Matt Rivard, Liquor Store Manager

Date: February 6, 2024

Re: Recommendation to approve an employment contract with Gordon Lagerstrand – Assistant Liquor Store Manager.

Following the recent promotion of Matt Rivard to Liquor Store Manager -- a three member interview panel made up of myself, the liquor store manager, and the finance director -- interviewed five (5) individuals to replace Matt as one of the assistant liquor store managers. In spite of the ongoing challenges to recruit employees for the liquor store, we were fortunate to have had some really solid applicants for the position.

Following the interview process, the interview panel is recommending the approval of an employment contract with Gordon Lagerstrand and a starting salary of \$25.00/hour with benefits.

Mr. Lagerstrand is currently the Liquor Store Director at Cub Foods in Crystal, MN. And has held that position for five (5) years. He has an associate's degree in supervisory management and over 10 years' experience in retail sales.

STANDARD EMPLOYMENT AGREEMENT

This agreement ("Agreement") is made effective the **29th day of January 2024**, by and between the City of Lexington, a Minnesota municipal corporation ("Employer"), and **Gordon Lagerstrand**, ("Employee").

IT IS HEREBY AGREED:

1. **POSITION.** Employer agrees to employ Employee as **Assistant Liquor Store Manager**. Employee agrees to serve in that position in accordance with the attached position/job description or at the direction of the City Council or its designee. Employee is hired on an "at-will" basis and his/her employment with the City may be terminated by the City Council, with or without cause, at any time. Employee shall perform the duties as are required of him/her pursuant to the Employee Handbook for City of Lexington employees. At all times during the performance of this Agreement, Employee shall adhere to all rules and regulations established by the City of Lexington for the conduct of its key employees.
2. **SALARY.** Employer shall pay Employee an initial annual salary of **\$25.00/hour** starting with the pay period beginning the effective date of this Agreement as set forth above, said amount to be paid in installments in accordance with the City's regular payroll period for City employees. Employee shall be given an annual performance review. Upon successful completion of Employees six (6) month probation period the Employer will increase Employee's hourly wage to **\$25.75/hour**. Any annual salary increases thereafter will be either step and/or merit based and at the sole discretion of the City Council upon the recommendation of the City Administrator.
3. **PAID TIME OFF.** Employee will start employment with the status of a 5-year managerial employee for the purposes of calculating PTO (currently 9.85 hours per bi-weekly pay period) and will begin earning time off accordingly. The Assistant Liquor Store Manager will be provided 40 hours of PTO upon employment. Employee will be eligible to convert paid time off hours to cash with the following conditions:
 - Employee may elect each November 1st to convert up to 50% of their annual accumulated paid time off.
 - Payment will be based on the employee's current hourly rate on November 1st of the current year.
 - Conversion to cash will occur on the first payroll of November of the current year.
 - The conversion will be paid on a separate payroll on the same day of the above mentioned regular payroll..
4. **PENSION.** Employee shall be eligible to participate in the pension plan applicable for municipal employees in accordance with the terms of the plan and applicable laws ("Pension Plan").
5. **INSURANCE.** The Employer shall offer group health, dental and vision insurance with a Health Savings Account (HSA) component and the HSA will be fully funded by the City on July 1, meeting requirements of state law for regular employees and their dependents. The Employer shall contribute up to **\$1,385.00** per month per employee for premiums for all such coverage. Any excess shall be paid by the employee by means of payroll deductions. The continuation rights of employees whose employment terminates and of dependents whose coverage terminates for any reason shall be governed by applicable state and federal law. Upon proof of an alternative insurance, Employee may elect, in lieu of participation in the Employees' Insurance Benefits plan, to have the Employer's cost for such coverage, up to a total of \$ **1,385.00** per month to be paid as premium payments to an alternative medical, dental or HMO plan selected by the Employee.

The Employer shall offer Employer paid short and long term disability insurance and life insurance for ~~and~~ each Regular Employee as follows:

- a.) Short-term disability insurance ("STD") (i.e., disability insurance coverage for "disabilities" that qualify for coverage for the "short term" as those terms are defined in the STD group insurance policy offered by the Employer);
- b.) Long-term disability insurance ("LTD") (i.e., disability insurance coverage for "disabilities" that qualify for coverage during the "long term" as those terms are defined in the LTD group insurance policy offered by the Employer); and
- c.) Life insurance in the amount of \$25,000.00 per employee as provided for in the group life

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insurance policy offered by the Employer.

- d.) For the term of this Agreement and any extension thereto, the health care premium payment by the City for Employee shall be equal to or greater than the amount set forth in the COLLECTIVE BARGAINING AGREEMENT BETWEEN THE CITY OF LEXINGTON AND AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES, COUNCIL NO. 5 LOCAL 2454 for the applicable year for which insurance coverage is due and owing by the City for the Employee.

6. **GENERAL EXPENSES.** Employer shall reimburse Employee miscellaneous job related expenses incurred in the necessary course of job performance and for which the Employer has given Employee prior written approval. Employee shall complete a log providing the necessary documentation for business purposes required by the City and the Internal Revenue Code.
7. **DUES AND SUBSCRIPTIONS.** The Employer shall budget and provide for the professional dues and subscriptions for the Employee which are deemed reasonable and necessary for the Employee's participation in national, regional, state and local associations necessary and desirable for the Employee's continued professional participation, growth and advancement in a mutually agreed upon amount. The amount for all activities included in this section shall be budgeted and paid for annually.
8. **TRAINING (PROBATION) PERIOD.** The training (probation) period is an integral part of the selection process and will be used for the purpose of observing the employee's work and for training the employee in work expectations. The probation period shall be in effect for the first six (6) months of employment. The Employer may terminate the Employee at any time during the probationary period if in the sole judgment of the Employer, the Employee's work performance indicates that the Employee is unable or unwilling to perform the duties of the position satisfactorily. Employee understands that after the initial Probationary Period, employee's employment status will continue to be "at will" as defined in Section 1 above.
9. **HOURS OF WORK.** The position of Employee is a non-exempt, full-time position and Employee is expected to devote his/her full time and attention to the duties of his/her position. The Employee's work schedule shall be established by the city administrator to meet the performance expectations outlined by the city administrator. At times, however, the requirements of Employee's job may require him or her to work more than forty (40) hours in a given work week. When Employee's regular job duties require work outside normal business hours, the Employee may adjust his/her working hours to compensate.
10. **GENERAL CONDITIONS OF EMPLOYMENT.** Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Employer to terminate the services of Employee at any time, and for any reason, subject only to the provisions of this Agreement. Furthermore, nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Employee to resign at any time from his/her position with Employer, subject to the provisions of this Agreement.
11. **INDEMNIFICATION.** Employer shall defend and indemnify Employee pursuant to Minn. Stat. §§ 466.07 and 465.76. In addition, Employer shall defend, hold harmless, and indemnify Employee from all torts; civil damages, penalties, and fines; violation of statutes, laws, rules, and ordinances, provided the Employee was acting in good faith in the performance of the duties of the position.
12. **ENTIRE AGREEMENT.** This Agreement constitutes the entire agreement between the parties and there are no agreements, understandings, restrictions, warranties, or representations between the parties relating to this subject matter other than those in this Agreement. **To the extent, if any, this Agreement and the Employee Handbook conflict, the terms and conditions set forth in this Agreement shall take precedence over the Employee Handbook.** This Agreement supersedes all prior agreements, understandings, discussions, or negotiations relating to this subject matter. Any modification or amendment to this Agreement will be effective only if it is in writing and signed by both Employee and the Mayor or other authorized City Council member.
13. **ARBITRATION.** Employee and the City agree that any and all unresolved disputes arising in relation to or out of this Agreement including, but not limited to, any dispute regarding the interpretation of this Agreement

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and the performance thereunder, shall be resolved through binding arbitration. The arbitration shall be held before one (1) arbitrator and shall be conducted in accordance with the Minnesota Uniform Arbitration Act (Minn. Stat. Ch. 572B) and the arbitrator's fee and forum fees, if any, for the arbitration shall be borne by the City. The parties also agree that any arbitration award shall be binding upon the parties and said award may be filed by either party in any court of competent jurisdiction.

14. **GOVERNING LAW.** This Agreement and any addendum or amendment hereto shall be governed by and enforced in accordance with the laws of the State of Minnesota, without regard to its conflict of laws principles.
15. **OPPORTUNITY TO REVIEW AGREEMENT WITH LEGAL COUNSEL.** By executing this Agreement, Employee acknowledges that he/she has had an adequate opportunity to read and understand this contract, and to seek legal assistance, if he/she desires, to gain an understanding of the meaning thereof.

IN WITNESS WHEREOF, Employer has caused this Agreement to be signed and executed on its behalf by its Mayor and/or City Administrator and Employee has signed this Agreement, in duplicate, the day and year first written above.

CITY OF LEXINGTON: EMPLOYER

Dated: _____

By: _____

Its: _____

EMPLOYEE

Dated: 2/6/24



Gordon Lagerstrand

Gordon Daniel Lagerstrand
Print Name

*From the Desk of
Troy Urdahl, Director of Athletics, Activities, and Facilities
St. Anthony-New Brighton School District*

TO: City of Lexington City Council and Park Board

RE: Minnesota State High School League (MSHSL) Section 4AAA Softball Tournament

DATE: February 6, 2024

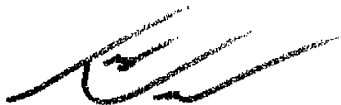
City of Lexington City Council and Park Board:

Lexington Memorial Park has been the site for the Minnesota State High School League's Section 4AAA softball tournament for many years now. We have had a great relationship with the City of Lexington and the Centennial Lakes group – thank you for your partnership! MSHSL section 4AAA softball would like to request the use of Lexington Memorial Park once again for the 2024 playoffs. Your fields are a great location for us due to location, the fields' dimensions, lights, concessions, scoreboards, and the ability to manage entrance to the games. In addition, the people from Centennial Lakes have been fantastic to work with. We are looking forward to enjoying the many upgrades made over the past year!

The dates we request use of your complex in the spring of 2024 include:

- May 22
- May 23 (May 24 rain back-up date)
- May 28 (May 29 rain back-up date)
- May 30 (May 31 rain back-up date)

Please let me know if you have any questions – we look forward to the opportunity to continue partnering with the City of Lexington to host this event.



Troy Urdahl
Director of Athletics, Activities, and Facilities
St. Anthony Village High School
3303 33rd Avenue NE
St. Anthony Village, MN 55418
612-706-1105
turdahl@isd282.org

To: Lexington City Council

From: Bill Petracek, City Administrator, Travis Schmid, Public Works

Date: February 8, 2024

Re: Recommendation to Approve Bobcat 18" Planer (asphalt milling attachment)

Attached is a quote for an asphalt milling attachment to be used with our Bobcat skid loader. This attachment will improve our ability to fix potholes and other asphalt problem areas on our streets. We are confident this will make the repair process more efficient and more aesthetically appealing.

The quote in the amount of \$18,986.04 was obtained from Tri-State Bobcat, Inc., Little Canada, MN, which is the price provided through the State Bid contract. We budgeted \$21,000 in 2024 for the purchase of this milling attachment, so the quote is \$2,014.00 less than the budgeted amount.

<p>Staff recommends the approval of a quote from Tri-State Bobcat, Inc., Little Canada, Mn In the amount of \$18,986.04 for the purchase of an 18" Planer, High Flow/Drum 18 Smooth Cut</p>
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Product Quotation
Quotation Number: **GP331460**
Quote Sent Date: **Feb 06, 2024**
Expiration Date: **Mar 07, 2024**

Prepared By
Gordy Peterson
Phone: 763-760-9832
Email: gordyp@tristatebobcat.com

Customer
City of Lexington
Phone: +17637842792

Contact
Travis Schmid
Phone: 763-286-9035
Email:
travis.schmid@cityoflexingtonmn.org

Dealer
Tri-State Bobcat, Inc, Little Canada, MN
71 MINNESOTA AVE
LITTLE CANADA, MN, 55117

Item Name	Item Number	Quantity	Price Each	Total
18" Planer, High Flow	M7018	1	14,475.72	14,475.72
<i>Comment: Minnesota State Bid Contract # T-631(5)</i>				
Drum 18 Smoothcut	M7018-R01-C11	1	3,995.32	3,995.32
Total for 18" Planer, High Flow				18,471.04
Quote Total - USD				18,471.04
Dealer P.D.I.				100.00
Destination Charges				415.00
Quote Total - USD				18,986.04

Notes:
Minnesota State Bid Contract # T-631(5)