

**AGENDA  
CITY OF LEXINGTON  
REGULAR COUNCIL MEETING  
FEBRUARY 20, 2025– 7:00 P.M.  
9180 LEXINGTON AVENUE**

**1. PLEDGE OF ALLEGIANCE**

**2. CALL TO ORDER:** – Mayor Murphy

- A. Roll Call - Council Members: DeVries, Benson, Mahr and Hunt

**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. | Notice of Public Hearing  | pp. 1     |
| B. | Notice of Public Hearing  | pp. 2     |
| C. | Centennial Lakes Police Department Media Reports – 2-1 through 2-11, 2025 | pp. 3-7   |
| D. | City Report – January 2025  | pp. 8-16  |
| E. | North Metro TV – January 2025   | pp. 17-26 |

**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:<br>Council Meeting – February 6, 2025                              | pp. 27-31 |
| B. | Recommendation to Approve Claims and Bills:<br>Check #'s 52536 through 52590<br>Check #'s 15585 through 15598 | pp. 32-48 |

C. Financial Reports

- Cash Balances
- Fund Summary – Budget to Actual

pp. 49  
pp. 50-51

**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 request by Karner Blue Education Center to use Memorial Park for Track and Field Day on May 16, 2025 (weather back-up date May 30, 2025)
- B. Recommendation to approve Councilmember Robert Benson as back up to Cable Commission
- C. Planning and Zoning Commission recommendation for Brandon Winge to fill vacant Planning and Zoning seat
- D. Recommendation to approve Circle Lex Lions Farmer's Market Business License application from June 11 through October 1, 2025
- E. Recommendation to approve Utility Rate Study conducted by Ehlers Public Finance Advisors in the amount up to \$60,000.00

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**4. MAYOR AND COUNCIL INPUT**

**5. ADMINISTRATOR INPUT**

**6. ADJOURNMENT**

**NO COUNCIL WORKSHOP**

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

TO WHOM IT MAY CONCERN:

**Notice is hereby given**, the Lexington Planning and Zoning Commission will be conducting a Public Hearing on Tuesday, March 11, 2025 at 7:00 p.m. in the Lexington City Council Chambers, Lexington City Hall, 9180 Lexington Avenue, Lexington, MN 55014.

The purpose of the Public Hearing is to consider an application submitted by SRENOR1, LLC, 251 Little Falls Drive., Wilmington, DE. 19808 to review a proposed preliminary plat for the following lots:

Lot 1, Block 2, Lexington Lofts, Anoka County, Minnesota. Torrens Property Per Certificate No. 149422;

Lot 1A, Block 2, Lexington Lofts, Anoka County, Minnesota;

Lot 2, Block 2, Lexington Lofts, Anoka County, Minnesota. Torrens Property Per Certificate No. 149422

The current location of these lots are located at Lexington Lofts, 9001 Griggs Ave, Lexington, MN and is within a planned unit development (PUD) in an M-1 zoning district. The proposed preliminary plat is for the purpose of combining these aforementioned lots.

Anyone wishing to make comments or if you have questions on the proposed preliminary plat, you are invited to attend the Public Hearing. If you are unable to attend the public hearing, written comments or questions are welcome and will be accepted until 4:30 p.m. on March 11, 2025. A copy of the proposed preliminary plat is on file at City Hall and available upon request.

In accordance with the Americans with Disability Act, a hearing impaired individual wishing to attend the Public Hearing may request a sign language translator by contacting City Hall at (763) 784-2792 within one week prior to the hearing.

Bill Petracek  
City Administrator

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CITY OF LEXINGTON  
COUNTY OF ANOKA  
STATE OF MINNESOTA**

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The purpose of the Public Hearing is to consider an application submitted by Menlo Capital Partners, 10949 Ayres Ave., Los Angeles, CA, 90064 to review a proposed preliminary plat, site plan, and planned unit development (PUD) for a new quick serve restaurant (Chipotle) and a future retail building at the Lexington Retail Center (Northway Mall)

The current location of Northway Mall is an M-1 zoning district and the proposed planned unit development is required to provide flexibility for parking requirements and setback requirements.

Anyone wishing to make comments or if you have questions on the proposed preliminary plat, site plan, and planned unit development (PUD), you are invited to attend the Public Hearing. If you are unable to attend, written comments or questions are welcome and will be accepted until 4:30 p.m. on March 11, 2025. A copy of the proposed site plan, preliminary plat, and planned unit development are on file at City Hall and available upon request.

In accordance with the Americans with Disability Act, a hearing impaired individual wishing to attend the Public Hearing may request a sign language translator by contacting City Hall at (763) 784-2792 within one week prior to the hearing.

Bill Petracek  
City Administrator





# Centennial Lakes Police Department

## Media Report



Case Number	Incident Date	Time	Description	Location	City
25022800	Feb 1 2025	09:08	THEFT FROM MOTOR VEHICLE	XX VILLAGE PKWY	CIRCLE PINES
<b>Summary:</b> THEFT OF LICENSE PLATE. OFFICERS WERE DISPATCHED TO THE 30 BLOCK OF VILLAGE PARKWAY FOR A PHONE CALL THEFT OF LICENSE PLATE REPORT. OFFICERS TOOK INFORMATION FOR THIS REPORT. PLATE WAS ALREADY RECOVERED. NO KNOWN SUSPECTS. CLEAR.					
25023092	Feb 1 2025	19:21	MEDICAL	XX VILLAGE PKWY	CIRCLE PINES
<b>Summary:</b> OFFICERS RESPONDED TO THE 30 BLK REGARDING A MEDICAL. CLEAR.					
25023290	Feb 2 2025	00:08	MEDICAL	XX CENTER RD	CIRCLE PINES
<b>Summary:</b> OFFICERS WERE DISPATCHED TO THE 0 BLOCK OF CENTER RD FOR A MEDICAL. -CASE CLEARED.					
25023307	Feb 2 2025	01:02	MEDICAL	8XX CIVIC HEIGHTS DR	CIRCLE PINES
<b>Summary:</b> OFFICERS WERE DISPATCHED TO THE 800 BLOCK OF CIVIC HEIGHTS FOR A MEDICAL. -CASE CLEARED.					
25023324	Feb 2 2025	01:41	TRAFFIC	69XX DUPRE RD	CENTERVILLE
<b>Summary:</b> POLICE OBSERVED A VEHICLE IN THE PARKING LOT AFTER HOURS. THE OCCUPANTS WERE ADVISED OF PARK HOURS.					
25023554	Feb 2 2025	13:45	CHECK WELFARE	XX CIRCLE DR	CIRCLE PINES
<b>Summary:</b> POLICE RESPONDED TO A WELFARE CHECK IN THE 10 BLOCK OF CIRCLE DR.					
25020733	Jan 29 2025	15:48	CIVIL DISPUTE	71XX ROBIN LN W	CENTERVILLE
<b>Summary:</b> OFFICERS RESPONDED TO THE 7100 BLOCK OF ROBIN LN W FOR A CIVIL DISPUTE. EXCEPTIONAL CLEARANCE.					
25020930	Jan 29 2025	20:19	INFORMATION	XX NORTH RD	CIRCLE PINES
<b>Summary:</b> OFFICERS WERE DISPATCHED TO A WALK IN AT BASE FOR A MISCELLANEOUS REPORT. -CASE CLEARED.					
25021714	Jan 30 2025	19:53	MEDICAL	5XX VILLAGE PKWY	CIRCLE PINES
<b>Summary:</b> OFFICERS RESPONDED TO THE 500 BLOCK OF VILLAGE PKWY FOR A MEDICAL. EXCEPTIONAL CLEARANCE.					
25021088	Jan 30 2025	00:22	TRAFFIC-DAS/DAR/DAC	POINTCROSS DR / NORTH RD	CIRCLE PINES
<b>Summary:</b> POLICE CONDUCTED A TRAFFIC STOP AT THE INTERSECTION OF POINTCROSS DR AND NORTH RD.					
25022338	Jan 31 2025	15:43	ASSIST OTHER AGENCY		BLAINE
25022522	Jan 31 2025	21:35	NOISE COMPLAINT	XX CENTER RD	CIRCLE PINES
<b>Summary:</b> OFFICERS WERE DISPATCHED TO THE 40 BLOCK OF CENTER ROAD FOR A NOISE COMPLAINT. -CASE CLEARED.					
25022645	Jan 31 2025	23:50	LIFT ASSIST	90XX DUNLAP AVE	LEXINGTON

Run Date/Time:



# Centennial Lakes Police Department

## Media Report



Case Number	Incident Date	Time	Description	Location	City
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**Summary:** POLICE RESPONDED TO THE 9000 BLK OF DUNLAP AVE REGARDING A LIFT ASSIST. OFFICERS ASSISTED THE CALLER.

Run Date/Time:



# Centennial Lakes Police Department

## Media Report



Case Number	Incident Date	Time	Description	Location	City
25025865	Feb 5 2025	19:41	DOMESTIC	38XX LIBERTY LN	LEXINGTON
<b>Summary:</b> POLICE RESPONDED TO THE 3809 LIBERTY LN FOR A DELAYED DOMESTIC REPORT.					
25025827	Feb 5 2025	18:52	NEIGHBORHOOD DISPUTE	92XX NORTH HIGHWAY DR	LEXINGTON
<b>Summary:</b> POLICE RESPONDED TO THE 9200 BLOCK OF NORTH HIGHWAY DR FOR A NEIGHBOR DISPUTE.					
25025297	Feb 5 2025	01:21	SUSPICIOUS ACTIVITY	EDGEWOOD RD / DUNLAP AVE	LEXINGTON
<b>Summary:</b> POLICE STOPPED OUT WITH A VEHICLE AT THE INTERSECTION OF EDGEWOOD RD AND DUNLAP AVE.					
25025831	Feb 5 2025	19:02	ASSIST OTHER AGENCY		LINO LAKES
25025500	Feb 5 2025	10:30	PROPERTY DAMAGE	WOODLAND RD / SYNDICATE AVE	LEXINGTON
<b>Summary:</b> PROPERTY DAMAGE. OFFICERS RECEIVED A PHONE CALL REGARDING A SINGLE VEHICLE PROPERTY DAMAGE. EXCEPTIONAL CLEARANCE.					
25026456	Feb 6 2025	15:33	INFORMATION	72XX CLEAR RDG	CENTERVILLE
<b>Summary:</b> OFFICERS WERE DISPATCHED TO THE 7200 BLOCK OF CLEAR RIDGE - INFORMATION CALL. CASE CLEARED.					
25026714	Feb 6 2025	21:58	MEDICAL	1XX SOUTH DR	CIRCLE PINES
<b>Summary:</b> POLICE WERE DISPATCHED TO A MEDICAL IN THE 100 BLOCK OF SOUTH DR. BWC.CLR.					
25026626	Feb 6 2025	20:04	DOMESTIC	2XX NORTH STAR LN	CIRCLE PINES
<b>Summary:</b> POLICE WERE DISPATCHED TO A DOMESTIC IN THE 260 BLOCK OF NORTH STAR LN. BWC.CLR.					
25026461	Feb 6 2025	15:40	MEDICAL	XX SHADY WAY	CIRCLE PINES
<b>Summary:</b> OFFICERS WERE DISPATCHED TO A MEDICAL ON THE 0 BLOCK OF SHADY WAY. CASE CLEARED.					
25026916	Feb 7 2025	08:35	MEDICAL	20XX MICHAUD WAY	CENTERVILLE
<b>Summary:</b> POLICE RESPONDED TO THE 2000 BLK OF MICHAUD WAY FOR A MEDICAL EMERGENCY.					
25026973	Feb 7 2025	10:17	MEDICAL	91XX DUNLAP AVE	LEXINGTON
<b>Summary:</b> POLICE RESPONDED TO THE 9100 BLK OF DUNLAP AVE FOR A MEDICAL EMERGENCY.					
25027070	Feb 7 2025	12:28	LIFT ASSIST	69XX TOURVILLE CIR	CENTERVILLE
<b>Summary:</b> LIFT ASSIST. OFFICERS WERE DISPATCHED TO THE 6900 BLOCK OF TOURVILLE CIR ON A LIFT ASSIST. OFFICERS ASSISTED RESCUE IN MOVING THE VICTIM. CLEAR.					
25027231	Feb 7 2025	15:34	MEDICAL	8XX CIVIC HEIGHTS DR	CIRCLE PINES

Run Date/Time:





# Centennial Lakes Police Department

## Media Report



Case Number	Incident Date	Time	Description	Location	City
<b>Summary:</b> OFFICERS WERE DISPATCHED TO THE 800 BLOCK OF CIVIC HEIGHTS FOR A MEDICAL. -CASE CLEARED.					
25027346	Feb 7 2025	17:48	MEDICAL	69XX TOURVILLE CIR	CENTERVILLE
<b>Summary:</b> OFFICERS RESPONDED TO THE 6900 BLK OF TOURVILLE CIR REGARDING A MEDICAL. CLEAR.					
25027664	Feb 8 2025	04:47	MEDICAL	20XX MICHAUD WAY	CENTERVILLE
<b>Summary:</b> POLICE RESPONDED TO THE 2000 BLK OF MICHAUD WAY REGARDING A MEDICAL CALL. THE PATIENT WAS EVALUATED BY EMS.					
25027893	Feb 8 2025	13:10	ACCIDENT-MV HR PD	88XX DUNLAP AVE	LEXINGTON
<b>Summary:</b> PROPERTY DAMAGE HIT AND RUN ACCIDENT. OFFICERS WERE DISPATCHED TO A PHONE CALL REPORT IN THE 8800 BLOCK OF DUNLAP AVE FOR A REPORT OF A HIT AND RUN. OFFICERS TOOK INFORMATION OF A VEHICLE HITTING A MAILBOX. NO KNOWN SUSPECTS. CLEAR.					
25027856	Feb 8 2025	11:54	MEDICAL	XX EAST RD	CIRCLE PINES
<b>Summary:</b> POLICE RESPONDED TO THE 40 BLK OF EAST RD FOR A MEDICAL EMERGENCY.					
25028367	Feb 8 2025	23:33	WARRANT ARREST	LAKE DR / GRIGGS AVE	LEXINGTON
<b>Summary:</b> POLICE CONDUCTED A TRAFFIC STOP AT THE INTERSECTION OF LAKE AND GRIGGS.					
25028246	Feb 8 2025	21:05	SUSPICIOUS ACTIVITY	18XX MAIN ST	CENTERVILLE
<b>Summary:</b> POLICE RESPONDED TO THE 1800-BLK OF MAIN STREET FOR A THREAT REPORT. SUSPECT NOT LOCATED. CASE CLOSED.					
25028172	Feb 8 2025	19:43	DWI-4TH DEGREE	MAIN ST / 21ST AVE	CENTERVILLE
<b>Summary:</b> OFFICERS PERFORMED A DWI TRAFFIC STOP AT THE 7300 BLOCK OF WATERMARK WAY. CASE CLEARED.					
25028857	Feb 9 2025	20:57	INFORMATION	XX WEST RD	CIRCLE PINES
<b>Summary:</b> OFFICERS WERE DISPATCHED A PHONE CALL OF A POSSIBLE SWATTING REPORT FROM THE XX BLOCK OF WEST ROAD. CASE CLEARED.					
25028729	Feb 9 2025	17:28	ASSIST OTHER AGENCY		BLAINE
25029075	Feb 10 2025	07:46	MEDICAL	4XX VILLAGE PKWY	CIRCLE PINES
<b>Summary:</b> MEDICAL. OFFICERS DISPATCHED TO THE 400 BLOCK OF VILLAGE PKWY ON REPORTS OF A MEDICAL. CLEAR.					
25029511	Feb 10 2025	16:50	ACCIDENT-MV PD	94XX LEXINGTON AVE	LEXINGTON
<b>Summary:</b> OFFICERS WERE DISPATCHED TO THE 9400 BLOCK OF LEXINGTON AVE FOR A MOTOR VEHICLE PROPERTY DAMAGE. CASE CLEARED.					
25029329	Feb 10 2025	13:09	EXTRA PATROL	94XX LEXINGTON AVE	LEXINGTON
<b>Summary:</b> POLICE RESPONDED TO THE 9400 BLOCK OF LEXINGTON AVE FOR AN EX PAT REQUEST					
25029623	Feb 10 2025	19:29	MEDICAL	2XX TWILITE TER	CIRCLE PINES

Run Date/Time:





# Centennial Lakes Police Department

## Media Report



Case Number	Incident Date	Time	Description	Location	City
<b>Summary:</b> OFFICERS WERE DISPATCHED TO THE 200 BLOCK OF TWILITE TERRACE FOR A MEDICAL. CASE CLEARED.					
25029481	Feb 10 2025	16:07	CHECK WELFARE	20XX WILLOW CIR	CENTERVILLE
<b>Summary:</b> OFFICERS WERE DISPATCHED TO THE 2000 BLOCK OF WILLOW CIRCLE FOR A WELFARE CHECK. CASE CLEARED.					
25030196	Feb 11 2025	14:37	ACCIDENT-MV HR PD	94XX LEXINGTON AVE	LEXINGTON
<b>Summary:</b> OFFICERS RECEIVED A PHONE CALL REGARDING A PROPERTY DAMAGE HIT AND RUN. ACTIVE.					
25030362	Feb 11 2025	18:10	INFORMATION	88XX JACKSON AVE	LEXINGTON
<b>Summary:</b> OFFICERS WERE DISPATCHED A PHONE CALL TO THE 8800 BLOCK OF JACKSON AVE FOR A POSSIBLE FRAUD REPORT. CASE CLEARED.					
25030376	Feb 11 2025	18:30	MEDICAL	90XX LEXINGTON AVE	LEXINGTON
<b>Summary:</b> OFFICERS RESPONDED TO THE 9000 BLK OF LEXINGTON AVE REGARDING A MEDICAL. CLEAR.					

Run Date/Time:

## Video Production



This month, Trevor profiled outgoing Lino Lakes Public Safety Director John Swenson. Chief Swenson reminisced to Trevor about his long career in law enforcement, starting with military service before moving on to Minneapolis, White Bear Lake, and, finally, Lino Lakes. Chief Swenson spoke glowingly about his experiences working with the Lino Lakes community and of his pride in the men and women under his command. [See the story here.](#)



Trevor also took the time to learn all about one of the newest activities at the Mary Ann Young Center: the fast paced world of competitive puzzles. At Puzzle Palooza, teams of seniors work separately to solve the same puzzle in the fastest time. The seniors enjoyed the activity and the opportunity to make new friends, not to mention the fun and exciting twist on the age old rainy day activity. [Catch the action here.](#)

After months of hard work, Trevor has created a new series of seven videos highlighting how to stay in shape at the Rookery in Lino Lakes. Trevor is releasing the videos one at a time on Facebook, in hopes of offering viewers regular reminders of the fun activities available in Lino Lakes. [See one of the segments here.](#)



In the works are a new retail theft prevention video with the Blaine Police Department and a look at this year's Polar Plunge.



Danika Peterson teamed up with Trevor to produce a new training video on storm water discharge. The duo invited Rebecca Houg of the Anoka County Transportation Department to our studios to record a training video that Houg will distribute to every city in Anoka County that they can use free of charge to train their storm water experts, also called MS4s. The video should streamline training for city staff and the transportation department. NMTV staff hopes this is only the first of such collaborations.



TJ Tronson visited the City of Centerville to attend skate and sled night at Laurie LaMotte Park. Everyone is welcome to come and enjoy the ice and snow as well as refreshments of popcorn, hot chocolate, and even s'mores! TJ spoke to some Centervillians, who were all having a blast. One young skater called the event "pretty sweet." TJ also created a video previewing the Centennial Area Chamber of Commerce Winterfest. That event is coming up in February.

This Month's Completed Videos Playing In-Between Scheduled Programming on City Cable Channels and Streaming

Title	Producer	Runtime
Alexandra House Opens Linus' Pet Haven	Danika Peterson and TJ Tronson	3 minutes
Anoka County Library Goes Fine-Free	Danika Peterson	3 minutes
Blaine Snowplow Operators Give out Tips for Future Storms	Eric Nelson	3 minutes
Bunker Beach Water Park Hiring for 2025 Season	Eric Nelson	1 minute
Centennial Area Chamber Winterfest 2025	TJ Tronson	1 minute
Centerville Skate Night	TJ Tronson	2 minutes
Curling Day in Minnesota Coming to Fogerty Arena	Eric Nelson	4 minutes
Lino Lakes Police Chief Retires	Trevor Scholl	5 minutes
Mark Statz Reflects on Seven Years of Service	Danika Peterson and Trevor	2 minutes
Minnesota's Road Salt Problem Is Accelerating	Eric Nelson	3 minutes
NSC Cheerleading Class	Eric Nelson	4 minutes
Puzzle Palooza	Trevor Scholl	2 minutes
Rookery: BodyCombat	Trevor Scholl	2 minutes
Rookery: BodyPump	Trevor Scholl	2 minutes
Rookery: BodyStep	Trevor Scholl	2 minutes
Rookery: Group Cycle	Trevor Scholl	2 minutes
Rookery: Pilates	Trevor Scholl	2 minutes
Rookery: Silver Sneakers	Trevor Scholl	2 minutes
Rookery: Yoga	Trevor Scholl	2 minutes
Updates on 20th Avenue Progress in Centerville and Lino Lakes	Eric Nelson and Trevor Scholl	2 minutes

## Equipment Consulting/Technical Support



### Blaine

- Engineer Matt Waldron responded to a report of audio trouble in the Cloverleaf Room. Since that room uses internet based audio, rather than traditional XLR lines, tracking the source of the problem was difficult and required several hours of work and research. Matt was able to trace the problem to a device called the Crestron Matrix. He was able to fix the issue for the moment and is researching long term solutions.

### Centerville

- Matt worked remotely with part time meeting director Colin Branch to attempt to resolve an audio streaming issue. The issue could not be resolved remotely and a back up recording had to be used.
- The next day, Matt visited Centerville personally to attempt resetting various devices and was able to restore audio.



### **Circle Pines**

- No assistance required

### **Ham Lake**

- Worked with Ham Lake city staff to accommodate the need for more remote access for council members. Matt planned a system, installed new equipment, set up software, and tested everything with city staff. He also supplied staff with instructions on how to conduct these meetings with a Zoom component.

### **Lexington**

- Lexington's digital video recorder broke down this month and cannot be repaired. Matt researched replacements and recommended a unit that can provide better functionality at relatively low cost.

### **Lino Lakes**

- Matt visited Lino Lakes City Hall to test and prepare their equipment for a remote presentation that involved some special requests. Matt scheduled time to plan and return since the AV equipment was not initially designed to accommodate these specific requests.
- On his return, Matt installed several pieces of new equipment, reran cabling, and reprogrammed and reconfigured software to enable the AV system to perfectly reflect staff requests for an ideal, in person and remote hybrid meeting utilizing Microsoft Teams. Matt also drew up detailed instructions for city staff. This was a challenging job that required many hours of Matt's time for both planning and execution. He was thrilled, though, that his hard work enabled city staff to better execute the meeting in a way that seems seamless to officials. He was also pleased that the changes he made to the system sets the city up for enhanced future ease of use.

### **Spring Lake Park**

- Matt inspected signal transmission issues and isolated the problem to either the Brightsign player or Makito X transmitter. He worked remotely with part time meeting director Ray Flint to resolve the issue.
- Matt met with City Administrator Dan Buccholtz and Taylor Olson of Z Systems to further discuss installation of new video equipment for the council chambers. Matt and Taylor planned cable runs and desk installation and reviewed general plans.

## **Channel Management**



Programming Coordinator Michele Silvester, along with help from TJ Tronson and Eric Houston, 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 this month:

<b>Title</b>	<b>Producer</b>	<b>Runtime</b>
Lexington City Council Meeting (1/2)	City Staff	26 minutes
Spring Lake Park City Council Meeting (1/6)	Ray Flint	56 minutes
Ham Lake City Council Meeting (1/6)	Ben Brannon	16 minutes
Blaine City Council Meeting (1/6)	TJ Tronson	1 hour 33 minutes
Centerville Planning and Zoning Committee Meeting (1/7)	Colin Branch	1 hour 3 minutes
Centerville City Council Meeting (1/8)	Colin Branch	2 hours 23 minutes
Lino Lakes Planning & Zoning Meeting (1/8)	Anne Serwe	1 hour 24 minutes
Lino lakes City Council (1/13)	Anne Serwe	48 minutes
Blaine City Council Workshop (1/13) (Not Televised)	TJ Tronson	3 hours
Circle Pines City Council Meeting (1/14)	Ray Flint	36 minutes
Centerville EDA Meeting (1/15)	Colin Branch	45 minutes
Lino Lakes City Council Special Joint Meeting (1/15)	Anne Serwe	1 hour 46 minutes
Lexington City Council Meeting (1/16)	City Staff	11 minutes
Blaine Natural Resource Meeting (1/21)	Trevor Scholl	1 hour 17 minutes
Spring Lake Park City Council Meeting (1/21)	TJ Tronson	27 minutes
Ham Lake City Council Meeting (1/21)	Ben Brannon	21 minutes
Centerville City Council Meeting (1/22)	TJ Tronson	2 hours 17 minutes
Blaine City Council Workshop (1/22) (Not Televised)	Trevor Scholl	2 hours
Blaine City Council Meeting (1/22)	Trevor Scholl	3 hours 15 minutes
Spring Lake Park Planning Commission Meeting (1/27)	Ray Flint	19 minutes
Lino Lakes City Council Meeting (1/27)	Anne Serwe	8 minutes
Lino Lakes Special Council Meeting (1/27)	Anne Serwe	2 minutes
Circle Pines Utilities Commission Meeting (1/28)	Ray Flint	35 minutes
Circle Pines City Council Meeting (1/28)	Ray Flint	30 minutes
Blaine Park Advisory Committee Meeting (1/28)	Trevor Scholl	58 minutes
Lino Lakes Environmental Board Meeting (1/29)	Anne Serwe	1 hour 28 minutes
<b>26 New Programs</b>		<b>29 New Hours</b>

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.

<b>City</b>	<b>Number of Times Programs Played</b>	<b>Hours Programmed on Channel</b>
Blaine	163	251.5 hours
Centerville	60	100 hours
Circle Pines	140	78 hours
Ham Lake	69	37 hours
Lexington	106	35.5 hours
Lino Lakes	84	56 hours
Spring Lake Park	117	82 hours



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 updates 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 this month:

- Blaine**
  - Uploaded 5 videos to CG.
- Centerville**
  - Uploaded 5 video to CG.
  - Created 1 new CG slide.
- Circle Pines**
  - Uploaded 2 video to CG.
- Ham Lake**
  - Uploaded 1 video to CG.
  - Created 2 new CG slides.
- Lexington**
  - Uploaded 2 video to CG.
- Lino Lakes**
  - Uploaded 10 videos to CG.
- Spring Lake Park**
  - Uploaded 4 videos to CG.
  - Created 4 new CG 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.

City	Minutes of Live Closed Captioning	Minutes of Post Closed Captioning
Blaine	454	454
Centerville	420	420
Circle Pines	101	101
Ham Lake	23	23
Lexington	37	37
Lino Lakes	457	457
Spring Lake Park	104	104
<b>Totals:</b>	<b>1,596 Minutes</b>	<b>1,596 Minutes</b>



## 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 this month:

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

## Meeting Podcasts



NMTV provides 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](http://northmetroTV.com/podcasts).

- **Blaine**
  - Uploaded 4 city meeting podcasts.
  - 26 total downloads
- **Centerville**
  - Uploaded 4 city meeting podcasts.
  - 36 total downloads
- **Circle Pines**
  - Uploaded 2 city meeting podcasts.
  - 9 total downloads
- **Ham Lake**
  - Uploaded 2 city meeting podcasts.
  - 2 total downloads

### **Lexington**

- Uploaded 1 city meeting podcast.
- 2 total downloads

### **Lino Lakes**

- Has decided not to convert city meetings to podcasts.

### **Spring Lake Park**

- Uploaded 3 city meeting podcasts.
- 17 total downloads

## **Meeting Transcripts**

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NMTV also provides a city meeting transcription 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 4 meeting transcripts.

### **Circle Pines**

- Created 3 meeting transcripts.

### **Ham Lake**

- Created 2 meeting transcripts.

### **Lexington**

- Not participating.

### **Lino Lakes**

- Created 6 meeting transcripts.

### **Spring Lake Park**

- Created 3 meeting transcripts.

## **Administrative**

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### **Workshop**

- Attended a Blaine City Council Workshop and answered council questions about the Cable Commission, the franchise, and NMTV in general

### **Payroll and Benefits**

- Took 2025 HealthPartners Benefit Manager Orientation

### **Web Accessibility**

- Attended a webinar on web accessibility standards and new captioning and transcription hardware available from Cablecast
- Ran first successful test of audio description

### **Franchise Extension**

- Distributed cover letters and ordinances to city staff
- Tracked status of the ordinances across all cities

**Fridley Partnership**

- Prepared a detailed report on 2024 revenue generated from NMTV's partnership with the City of Fridley

**Employee Handbook**

- Worked on updating the NMTC Employee Handbook

**On Boarding**

- Updated NMTC on boarding materials for 2025
- Created a new contact sheet to reflect the new membership of the Commission
- Distributed materials to all cable commissioners and alternates

**Staff Communication**

- Continued regular meetings with station staff to foster communication and understanding and to create a more efficient workplace.
  - Conducted employee annual reviews
  - Continued with regular, twice monthly producers meetings
  - Continued with monthly full staff meeting
  - Continued with monthly NMTV Sports team meeting

**Cable Customer Requests**

- Requests forwarded to Comcast:
  - Seausankar Deroj of Ham Lake called in this past month to discuss an issue with the cable company. Seausankar said she had called to have her service downgraded and to be sent some new cable boxes. Instead, she stopped receiving cable television entirely. Seausankar's husband is suffering from cancer and, she said, television is all he has to distract him from the pain. We gave her the proper contact information for the cable company and offered further assistance if she needed it.
  - Lee Sapetta of Ham Lake was concerned that he was no longer receiving the cable channel Insp. It was his favorite channel. We reached out to Comcast on his behalf and they worked with Mr. Sapetta to help him find the new channel number for Insp and to install new equipment that would help him receive the channel. His older box could not access that group of channels.
  - Jim Berg of Lino Lakes was having trouble with intermittent signal outages. We reached out to Comcast on his behalf.
- 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 10 such calls this month.
  - 6 were general billing questions
  - 1 was a question about accessing YouTube through the cable box
  - 1 was about trouble with a customer's phone line
  - 1 was about network outages
  - 1 was to cancel the account of a deceased relative

**Miscellaneous**

- Reviewed January Legal Report
- Read industry articles



- Attended webinars and meetings hosted by MACTA
- Created meeting agendas and packets

## NEW PROGRAMS

# 120

- 76 programs produced by NMTV staff
- 2 programs produced by city staff
- 44 programs produced by the public
- 90 hours of new programming



## NEWS AND EVENTS

North Metro TV News is produced by Danika Peterson and Eric Nelson. Each month, the news team researches, shoots, and edits several news stories. Special Events Coordinator TJ Tronson also contributes videos, when not managing city meetings. These stories are distributed online via NMTV social media channels and compiled into the NMTV News program, which airs on channel 15. The stories relevant to each member city also air in between scheduled programs on the city channel.

### Most Viewed Online News Story

National Sports Center Cheerleading Class

626 Views



In recent years, cheerleading has taken a much deserved spot in the limelight, moving from the sidelines to center stage. No one knows that better than Ellen Jones, a former University of Minnesota cheerleader who now teaches a course for kids at Blaine's National Sports Center. Eric Nelson profiled Ellen last month and learned all about the eight week course that focuses on cheering, dancing, and tumbling. [Click here to watch the story.](#)

### North Metro Now

North Metro Now is a brand new series that will have a greater reach than any other NMTV show. Each episode will feature a compilation of all of the best stories from the previous month, combined with new in studio anchor footage. While North Metro Now will air online and on channel 15, it is specifically designed to be shared with other area community stations. The idea, inspired by recent Cable Commission conversations, is to widen North





Metro TV's reach and share our member cities' stories across the metro. The premier episode is currently airing in 14 additional cities, including Coon Rapids, Anoka, Andover, Plymouth, Brooklyn Park, Brooklyn Center, and Maple Grove. We plan to add even more cities throughout the year. [Watch North Metro Now here.](#)

### **Curling Day in Minnesota**

This year, Curling Day in Minnesota came to the Fogerty Arena in Blaine. Eric Nelson previewed the event, which was hosted by the Four Seasons Curling Club. Curling Day included an open house that allowed anyone in the community to get on the ice. Eric interviewed several curling enthusiasts, who praised the sport's sense of camaraderie and addictive nature.

[Check out the story here.](#)



### **Fine Free Libraries**

In a bold move, Anoka County Libraries have eliminated fines for overdue books. The move is designed to make the library more accessible. Danika Peterson spoke to library staff and Anoka County Commissioner Julie Jeppson about the change. They say that research shows that fines make patrons afraid to come to the library. Eliminating those fines, then, may bring in more people, especially kids. Staff also says they are not worried about patrons keeping books forever. Instead, they typically become more likely to both use the library and return their books without the threat of fees. [See the story here.](#)



### **Skate and Sled Night in Centerville**

Each winter, the City of Centerville hosts two skate and sled nights at Laurie LaMotte Park. Everyone is welcome to come and enjoy the ice and snow as well as refreshments of popcorn, hot chocolate, and even s'mores! TJ Tronson visited January's skate night and spoke to some Centervillians, who were all having a blast. One young skater called the event "pretty sweet." [Watch this story here.](#)



### **Safe Haven for Pets**

New, pet friendly housing is now a reality at Alexandra House, a haven for women fleeing violent situations at home. The goal is to make it so that survivors no longer have to choose between their own safety and their pets. In her reporting, Danika Peterson learned that 40 percent of women delay leaving unsafe domestic situations out of fear for their pets. Alexandra House, which is located in Blaine, was inspired in part by a local survivor and advocate who stayed in a violent situation because she was concerned for her dog, Linus. The new pet friendly units are named Linus' Safe Haven in their honor.

[Click here for the story.](#)





# MUNICIPAL PRODUCTIONS

Trevor Scholl is North Metro TV's Municipal Producer. Trevor works with city staff to create videos and stories at city request. Examples include promotional videos, instructional videos, and specialty videos for city social media channels. Trevor touches base with contacts on a regular basis and also encourages cities to contact him with ideas for new videos.

## Most Viewed Online News Story

Lino Lakes Public Safety Director Retires

412 Views



This month, Trevor profiled outgoing Lino Lakes Public Safety Director John Swenson. Chief Swenson reminisced to Trevor about his long career in law enforcement, starting with military service before moving on to Minneapolis, White Bear Lake, and, finally, Lino Lakes. Chief Swenson spoke glowingly about his experiences working with the Lino Lakes community and of his pride in the men and women under his command. [See the story here.](#)

### Puzzle Palooza

There's always something exciting happening at Blaine's Mary Ann Young Center. Trevor took the time to learn all about one of the newest activities: the fast paced world of competitive puzzles. At Puzzle Palooza, teams of seniors work separately to solve the same puzzle in the fastest time. The seniors enjoyed the activity and the opportunity to make new friends, not to mention the fun and exciting twist on the age old rainy day activity. MAYC will offer Puzzle Palooza again and they hope that even more seniors will come for a piece of the action. [Catch the action here.](#)



### Stay in Shape at the Rookery

Trevor has created a new series of videos that highlight how to stay in shape at the Rookery in Lino Lakes. Working with Rookery staff on and off for several months, Trevor has ultimately completed seven great videos covering everything from yoga to pilates to silver sneakers. Trevor is releasing the videos one at a time on Facebook, in hopes of offering viewers regular reminders of the fun activities available in Lino Lakes. [See one of the segments here.](#)



### Storm Water Training

Danika Peterson teamed up with Trevor to produce a new training video on storm water discharge. The duo invited Rebecca Houg of the Anoka County Transportation Department to our studios to record a training video that Houg will distribute to every city in Anoka County that they can use free of charge to train their storm water experts, also called MS4s. The video should streamline training for city staff and the transportation department. NMTV staff hopes this is only the first of such collaborations.





## News, Events and Municipal Videos on Social

Here you can see all of the short form videos produced by our news, events, and municipal video staff. These videos are available to watch on the NMTV YouTube, Facebook, and X (formerly known as Twitter) accounts.

Title	Producer	Views Across All Social Media	Length
NSC Cheerleading Class	Eric Nelson	626	4 minutes
Lino Lakes Public Safety Director Retires	Trevor	412	5 minutes
Anoka County Library Goes Fine-Free	Danika Peterson	399	3 minutes
Blaine Snowplow Operators Give out Tips for Future Storms	Eric Nelson	357	3 minutes
Bunker Beach Water Park Hiring for 2025 Season	Eric Nelson	290	1 minute
Curling Day in Minnesota Coming to Fogerty Arena	Eric Nelson	265	4 minutes
Minnesota's Road Salt Problem Is Accelerating	Eric Nelson	265	3 minutes
Stay in Shape at the Rookery: BodyStep	Trevor Scholl	249	2 minutes
Centerville Skate Night	TJ Tronson	202	2 minutes
Mark Statz Reflects on Seven Years of Service	Danika Peterson and Trevor	184	2 minutes
Updates on 20th Avenue Progress in Centerville and Lino Lakes	Eric Nelson and Trevor	167	2 minutes
Puzzle Palooza at the Mary Ann Young Center	Trevor Scholl	142	2 minutes
Stay in Shape at the Rookery: BodyPump	Trevor Scholl	129	2 minutes
Alexandra House Opens Linus Linus' Pet Haven	Danika Peterson and TJ Tronson	102	3 minutes
Stay in Shape at the Rookery: Silver Sneakers	Trevor Scholl	99	2 minutes
Stay in Shape at the Rookery: Yoga	Trevor Scholl	99	2 minutes
Stay in Shape at the Rookery: BodyCombat	Trevor Scholl	98	2 minutes
Stay in Shape at the Rookery: Group Cycle	Trevor Scholl	93	2 minutes
Centennial Area Chamber Winterfest 2025	TJ Tronson	85	1 minute
Stay in Shape at the Rookery: Pilates	Trevor Scholl	60	2 minutes
<b>20 New Short Form Videos</b>		<b>4,323 Total Views</b>	<b>59 minutes</b>

## HIGH SCHOOL SPORTS

NMTV presents high school sports games live on channel 15 and on YouTube. Kenton Kipp and Ted Leroux lead a team of talented videographers in capturing every exciting moment for Blaine, Centennial, and Spring Lake Park High Schools. Games are produced using our HD production truck and the vMix single camera system. [You can watch this month's most popular game here.](#)

### Most Watched Live Game Online

Boys Hockey: Blaine at Spring Lake Park/Coon Rapids  
January 16

740 views





### Sports Are Free on NMTV!

Yes, you heard right. North Metro TV Sports are free again! After a 14 month trial, NMTV has decided not to extend our monthly streaming partnership with the Neighborhood Sports Network. We will instead continue to work with them on post season games and special events. Regular season games, meanwhile, will once again stream live for free on northmetrotv.com and Youtube. The free games started airing in mid-January and are already a big success, attracting nearly 2,500 views. Compare this to January 2024, when just 202 total viewers watched our games on NSPN. We are excited to once again offer these games free to a wide audience and are looking forward to adding even more viewers as word gets out. [Watch all the action live on YouTube!](#)



These are all of the games covered by the NMTV Sports Team in the past month.

Game	Type	Views Across All Social Media	Length
Girls Hockey: Elk River at Centennial/Spring Lake Park (1/7)	vMix	N/A	1 hour 18 minutes
Boys Swim & Dive: Centennial at Spring Lake Park (1/9)	vMix	71	1 hour 40 minutes
Girls Basketball: Spring Lake Park at Blaine (1/15)	Truck	246	1 hour 30 minutes
Boys Basketball: Blaine at Spring Lake Park (1/15)	vMix	237	1 hour 33 minutes
Boys Hockey: Blaine at SpringLake Park/Coon Rapids (1/16)	Truck	740	2 hours 22 minutes
Girls Hockey: Rogers at Blaine (1/16)	vMix	123	1 hour 52 minutes
Girls Basketball: Centennial at Spring Lake Park (1/21)	vMix	224	1 hour 4 minutes
Boys Basketball: Spring Lake Park at Centennial (1/21)	Truck	193	1 hour 29 minutes
Boys Swim & Dive: Centennial at Spring Lake Park (1/23)	vMix	N/A	1 hour 59 minutes
Girls Hockey: Blaine at Centennial/Spring Lake Park (1/28)	Truck	606	2 hours 2 minutes
Wrestling: Forest Lake at Spring Lake Park/Irondale (1/29)	vMix	27	56 minutes
Wrestling: Roseville at Spring Lake Park/Irondale (1/29)	vMix	22	56 minutes
Wrestling: Centennial at Spring Lake Park/Irondale (1/29)	vMix	27	1 hour 4 minutes

The sports team also produces game recap videos for all truck-based productions. These have proven especially popular on social media.

Video	Views Across All Social Media	Length
Game Recap: Boys Basketball - Spring Lake Park at Centennial (1/21)	566	2 minutes
Game Recap: Boys Hockey - Blaine vs Spring Lake Park/Coon Rapids (1/16)	433	2 minutes
Game Recap: Girls Hockey - Centennial Spring Lake Park at Blaine (1/28)	366	2 minutes
Game Recap: Girls Basketball - Spring Lake Park at Blaine (1/15)	322	2 minutes



# CLASSES & PUBLIC ACCESS

North Metro TV offers its facilities and equipment to members of the public and helps them make and air their own programs! Eric Houston manages the department and offers support to our local producers. He teaches classes on variety of topics, including video production, film history, and even how to use the internet. Eric also runs NMTV's popular home movie transfer program, which helps community members put their old tapes, photos, and film reels on digital formats.

## **Business Professionals of America**

Each year, teams of high school students participating in the Business Professionals of America club create mock news broadcasts, competing against other teams on local, state, and national levels. This year, students from Blaine High School have formed three teams, comprised of twelve total students. The teams have worked hard with Eric over the last couple of months to complete their videos, which include anchor segments, field interviews, and even weather reports. All three teams did well at regionals and are now reshooting and reediting their videos to compete at the state tournament.



## **Internet Training Classes**

Eric returned to the Mary Ann Young Center this month to present another of his popular internet training classes. Attendance was at record levels in January, with 31 seniors coming to learn how to avoid common internet and phone scams. The students, some of whom had previously been victims of internet scammers, asked questions and looked at real world examples.

Spring Lake Park Parks and Recreation also hosted one of our Internet Training classes this month, in this case the DIY Antiques Appraisal course. Participants brought in a variety of interesting antiques and learned how to use online resources to discover their history and value. Some of the most unique items were a 100 year old toothpick holder and a buffalo skin coat.

## **ECHO Home School Tours**

Kids and parents from the ECHO home school group toured the station in two groups this month. The kids who hailed from Blaine, Spring Lake Park, and the surrounding area, learned all about how television is made and even had the opportunity to go in front of the cameras and tell a joke. The resulting video proved popular, earning 447 views on social media. [You can see their jokes here.](#)

## Live, In Person Classes

Eric Houston hosted two live, in person classes and two studio tours this past month. 74 total people attended.

Class	Date	Location	Attendees
Internet Training: DIY Antiques Appraisal	1/4	Spring Lake Park	11
Studio Tour: ECHO Home School	1/23	NMTV	18
Studio Tour ECHO Home School	1/23	NMTV	14
Internet Training: Look out for Scams!	1/29	MAYC	31

## VOD Class Views

Over the last several years, Eric has created an archive of VOD Movie History Classes on YouTube. This chart represents the top 10 videos of the month in terms of views.

Class	Type	# of Views	Hours Viewed
Columbo: One More Thing	Mini	2,229	223 hours
The Cult of Caroline Munro	Mini	1,489	56 hours
Diana Rigg: Avenger	Mini	1,037	86 hours
Chicago Christmas Classics	Mini	374	17 hours
The Marx Brothers: Groucho, Harpo, Chico...	Full	299	11 hours
The Immortal Ingrid Pitt	Mini	212	10 hours
King of the Cowboys 2 – Autry/Rogers	Mini	204	8 hours
Yabba-Dabba-Do! The Fantastic World of Hanna...	Full	111	9 hours
The Quiz Show Scandals and Other Game Shows...	Full	110	26 hours
Monster Movies of the 40s and 50s	Full	107	2 hours

The Movie Man Eric Archive is home to 38 VOD classes. This month, those classes received **6,802 total views with 495 total hours watched.**

## 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	120.25	31	28	7	0	\$965.04
<b>TOTAL:</b>	<b>120.25</b>	<b>31</b>	<b>28</b>	<b>7</b>	<b>0</b>	<b>\$965.04</b>



# ONLINE VIEWING STATS

While North Metro TV does not have access to cable TV ratings, we can track how many people watch our shows and videos online.



## YouTube Stats

Month	Viewers	Videos Viewed	Hours Watched	New Subscribers	Total Impressions
January	38,400	65,600	2,375	54	305,500
<b>TOTAL:</b>	<b>38,400</b>	<b>65,600</b>	<b>2,375</b>	<b>54</b>	<b>305,500</b>



## Facebook Stats

Month	Viewers	Videos Viewed	Hours Watched	New Subscribers	Content Interactions
January	26,264	8,073	76	21	485
<b>TOTAL:</b>	<b>26,264</b>	<b>8,073</b>	<b>76</b>	<b>21</b>	<b>485</b>



## NMTV Website Stats

Month	Number of Users	Number of Views	Live Stream Views
January	9,275	27,273	2,076
<b>TOTAL:</b>	<b>9,275</b>	<b>27,273</b>	<b>2,076</b>



## VOD Views

In addition to airing on our cable channels and on social media sites, many of our programs – like city meetings - are available On Demand on our website and on Roku, AppleTV, and Amazon Fire.

This month, 66 NMTV programs and city meetings were viewed on VOD with 563 total views.

# FULL LENGTH PROGRAMS

North Metro TV's staff produces dozens of traditional, full length television programs each month. These programs air on cable channels 15 and 16. Programs produced by members of the public air on cable channel 14.



## Public Access Programs

Title	Producer	Runtime
Christ Lutheran Church Worship (5 episodes)	Chance Amundsen	4 hours 56 minutes
Christ Lutheran Church Worship Message (5 episodes)	Chance Amundsen	2 hours 33 minutes
Every Movie Ever Remembering David Lynch	Eric Houston	25 minutes
Glen Cary Lutheran Church (5 episodes)	Vincent Schneider	4 hours 57 minutes
Hope Church (4 episodes)	Al Goracke	3 hours 41 minutes
Lord of Life (5 episodes)	Jean Stauffer	4 hours 47 minutes



Lovepower (4 episodes)	Rick Larson	4 hours
Power of Love (4 episodes)	Rick Larson	2 hours
Rice Creek Watershed District Meeting (2 episodes)	Emmet Hurley	1 hour 25 minutes
The Hidden Truth (6 episodes)	Paul Dendy	5 hours 55 minutes
What Does the Bible Say (3 episode)	George Degidio	1 hour 26 minutes
<b>44 New Programs</b>		<b>36.5 New Hours</b>



## NMTV Staff Full Length Programs

Title	Producer	Runtime
Anoka County Board Meeting (1/28)	TJ Tronson	1 hour 4 minutes
Anoka County Board Meeting (1/7)	TJ Tronson	32 minutes
Blue Heron Elementary 2 <sup>nd</sup> Grade Concert (1/31) (Not Televised)	Kenton Kipp	30 minutes
Golden Lake Elementary School 4 <sup>th</sup> Grade Concert (1/16) (Not Televised)	Kenton Kipp	22 minutes
NMTV News (2 episodes)	Danika Peterson and Eric Nelson	25 minutes
North Metro Now	Danika Peterson and Eric Houston	30 minutes
Sports Den (3 episodes)	Ted Leroux	1 hour 3 minutes
Training for Anoka County MS4s – 2025	Danika Peterson and Trevor Scholl	25 minutes
<b>11 New Programs</b>		<b>16 New Hours</b>



## City Meetings

Title	Producer	Runtime
Lexington City Council Meeting (1/2)	City Staff	26 minutes
Spring Lake Park City Council Meeting (1/6)	Ray Flint	56 minutes
Ham Lake City Council Meeting (1/6)	Ben Brannon	16 minutes
Blaine City Council Meeting (1/6)	TJ Tronson	1 hour 33 minutes
Centerville Planning and Zoning Committee Meeting (1/7)	Colin Branch	1 hour 3 minutes
Centerville City Council Meeting (1/8)	Colin Branch	2 hours 23 minutes
Lino Lakes Planning & Zoning Meeting (1/8)	Anne Serwe	1 hour 24 minutes
Lino lakes City Council (1/13)	Anne Serwe	48 minutes
Blaine City Council Workshop (1/13) (Not Televised)	TJ Tronson	3 hours
Circle Pines City Council Meeting (1/14)	Ray Flint	36 minutes
Centerville EDA Meeting (1/15)	Colin Branch	45 minutes
Lino Lakes City Council Special Joint Meeting (1/15)	Anne Serwe	1 hour 46 minutes
Lexington City Council Meeting (1/16)	City Staff	11 minutes
Blaine Natural Resource Meeting (1/21)	Trevor Scholl	1 hour 17 minutes
Spring Lake Park City Council Meeting (1/21)	TJ Tronson	27 minutes
Ham Lake City Council Meeting (1/21)	Ben Brannon	21 minutes
Centerville City Council Meeting (1/22)	TJ Tronson	2 hours 17 minutes
Blaine City Council Workshop (1/22) (Not Televised)	Trevor Scholl	2 hours
Blaine City Council Meeting (1/22)	Trevor Scholl	3 hours 15 minutes
Spring Lake Park Planning Commission Meeting (1/27)	Ray Flint	19 minutes
Lino Lakes City Council Meeting (1/27)	Anne Serwe	8 minutes

Lino Lakes Special Council Meeting (1/27)	Anne Serwe	2 minutes
Circle Pines Utilities Commission Meeting (1/28)	Ray Flint	35 minutes
Circle Pines City Council Meeting (1/28)	Ray Flint	30 minutes
Blaine Park Advisory Committee Meeting (1/28)	Trevor Scholl	58 minutes
Lino Lakes Environmental Board Meeting (1/29)	Anne Serwe	1 hour 28 minutes
<b>26 New Programs</b>		<b>29 New Hours</b>

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

**MINUTES  
APPEALS HEARING  
&  
CITY OF LEXINGTON  
REGULAR COUNCIL MEETING  
FEBRUARY 6, 2025 – 7:00 P.M.  
9180 LEXINGTON AVENUE**

**APPEALS HEARING**

**1. PLEDGE OF ALLEGIANCE**

**2. CALL TO ORDER:** Mayor Murphy

A. A.Roll Call - Council Members: Devries, Benson, Mahr, and Hunt

*Vice Mayor Benson called to order the Appeals Hearing for February 6, 2025 at 7:00 p.m.  
Councilmember's present: Devries, Hunt, and Mahr. Excused Absence: Mayor Murphy. Also  
Present: Bill Petracek, City Administrator; Kurt Glaser, City Attorney; Chris Galiov, Finance  
Director; Jim Mork, Police Chief; Mara Smith, Community Service Officer; Edward and Lisa  
Holland; Candace Meadows; Quad Press.*

**APPEALS HEARING:**

**A HEARING TO APPEAL THE POLICE DEPARTMENTS DESIGNATION AS A  
POTENTIALLY DANGEROUS DOG, by Candace Meadows**

*Jim Mork, Police Chief, provided an overview of the evidence involved in the designation of  
Candace Meadow's dog, Diamond, as potentially dangerous that involved a dog bite to Lisa  
Holland.*

*Councilmember Hunt asked if there is a fence around their yard. Chief Mork stated that there  
isn't. Discussion ensued.*

*Councilmember Devries asked the city attorney how long the Dangerous Animal ordinance had  
been in effect. Attorney Glaser stated several decades. Discussion ensued.*

*Edward Holland  
9220 N. Hwy Drive, Unit A.  
Lexington, MN.*



*Mr. Holland approached the Council stating that there is a temporary fence around the yard and stated that her dogs are able to escape through the fence. He added that Meadows had told them it was Diamond was an emotional support animal. Discussion ensued.*

*Lisa Holland  
9220 N. Hwy Drive, Unit A  
Lexington, MN.*

*Ms. Holland stated Ms. Meadows had three dogs when they first moved in; two dogs ran away and never came back. She added that she doesn't feel safe in her own home and wants the dog to go away. She said that the dog is going to hurt somebody, again. Discussion ensued.*

*Candace Meadows  
9220 N. Highway Drive  
Lexington, MN.*

*Ms. Meadows stated she didn't deny that Ms. Holland was bit by Diamond. She explained that Mr. Holland following Diamond and was kicking her. She stated that her dog didn't bite until she was provoked. Councilmember Hunt asked Ms. Meadows if she keeps her dog fenced or on a leash. Meadows explained that her dogs are kept in an enclosure. Discussion ensued.*

*Councilmember Mahr asked if Meadows had used a training collar on Diamond after she was kicked. Meadows responded by saying she was not anticipating her dog being kicked. Discussion ensued.*

*Chief Mork stated that he doesn't believe Diamond was provoked. Discussion ensued.*

### **3. ADJOURN APPEALS HEARING**

*Councilmember Devries made motion to adjourn the Appeals Hearing at 7:26 p.m.  
Councilmember Hunt seconded the motion. Motion carried 4-0.*

## **REGULAR COUNCIL MEETING**

### **4. CALL TO ORDER: – Mayor Murphy**

A. Roll Call - Council Members: DeVries, Benson, Mahr and Hunt

*Vice Mayor Benson called to order the Regular Council meeting for February 6, 2025 at 7:26 p.m.  
Councilmember's present: Devries, Hunt, and Mahr. Excused Absence: Mayor Murphy. Also Present: Bill Petracek, City Administrator; Kurt Glaser, City Attorney; Chris Galiov, Finance Director; Jim Mork, Police Chief; Mara Smith, Community Service Officer; Edward and Lisa Holland; Candace Meadows; Quad Press.*

## **5. CITIZENS FORUM**

*Edward Holland  
9220 N. Hwy Drive, Unit A.  
Lexington, MN.*

*Mr. Holland asked if there were ordinances for someone who is constantly parking on our front lawn. Mr. Holland was informed to contact the police department if people are parking on his front lawn.*

## **6. APPROVAL OF AGENDA WITH CHANGES AND CORRECTIONS**

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

## **7. INFORMATIONAL REPORTS:**

- A. Airport (Councilmember Devries) – No report given.
- B. Cable Commission (Councilmember Mahr) *Quarterly meetings – No report given*
- C. City Administrator (Bill Petracek) – *Petracek stated we need to have an alternate for the Cable Commission meeting if Councilmember Mahr is unable to make quarterly meetings. Vice Mayor Benson stated he would be willing to accept that role.*

## **8. LETTERS AND COMMUNICATIONS:**

- A. Centennial Lakes Police Department Media Reports 1/8 through 1/28, 2025
- B. City Report – December 2024
- C. North Metro TV – December 2024
- D. Public Notice – Councilmembers Mahr & Hunt Attending  
Council Meeting via Zoom – January 16, 2025
- E. Council Workshop Synopsis – December 19, 2024
- F. Planning & Zoning Meeting Minutes – January 14, 2025

*No discussion on Letters and Communications.*

## **9. CONSENT ITEMS:**

- A. Recommendation to Approve Council Minutes:  
Council Meeting – January 16, 2025
- B. Recommendation to Approve Claims and Bills:  
Check #'s 52489 through 52535



Check #'s 15564 through 15578

- C. Financial Reports
  - Cash Balances
  - Fund Summary

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

## **10. ACTION ITEMS:**

- A. City Council to Consider the Appeal of the Police Departments Designation as a Potentially Dangerous Animal by Candace Meadows

***Attorney Glaser explained the City Council's options in response to the hearing on Candace Meadows, dog, Diamond. Discussion ensued.***

***Councilmember Hunt made a motion to uphold and affirm the police departments designation of Candace Meadows, dog, Diamond as a potentially dangerous animal. Councilmember Devries seconded the motion. Motion carried 4-0.***

- B. Second Reading and Recommendation to Approve Ordinance NO. 25-01 An Ordinance for Franchise Extension Agreement – A Five Year Extension to the Current Comcast Cable Franchise

***Councilmember Devries made a motion to Approve Ordinance NO. 25-01 An Ordinance for Franchise Extension Agreement – A Five Year Extension to the Current Comcast Cable Franchise. Councilmember Mahr seconded the motion. Motion carried 4-0.***

- C. Recommendation to Approve Centennial Lakes Little League Association use of Memorial Park Ball Fields beginning April 1st, 2025 through the end of September, 2025.

***Councilmember Devries made a motion to Approve Centennial Lakes Little League Association use of Memorial Park Ball Fields beginning April 1st, 2025 through the end of September, 2025. Councilmember Hunt seconded the motion. Motion carried 4-0.***

## **11. MAYOR AND COUNCIL INPUT**

*Councilmember Devries thanked Public Works for doing a good job this past snowstorm.*

## **12. CLOSED SESSION**

*Vice Mayor Benson explained the need to go into closed session.*

*Councilmember Devries made a motion to go into closed session at 7:43 p.m. 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. Councilmember Hunt seconded the motion. Motion carried 4-0.*

*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.*

*Councilmember Mahr made a motion to reconvene into open session at 8:29 p.m. Councilmember Devries seconded the motion. Motion carried 4-0.*

## **13. ADJOURNMENT**

*Councilmember Devries made motion to adjourn the meeting at 8:29 p.m. Councilmember Mahr seconded the motion. Motion carried 4-0.*

## RECOMMEND FOR APPROVAL OF CLAIMS AND BILLS

**(1) Payroll**

Payroll Taxes			
Federal Tax	\$3,092.84		
Social Security	\$5,656.26		
Medicare	\$1,322.86		
		\$10,071.96	
State Tax	\$1,744.75	\$1,744.75	
Total			\$ 11,816.71

Payments	52536	through	52590	\$ 182,071.67
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<b>DEC 2024</b>	ACH Payments:	3708E	through	3722E	\$	43,150.39
<b>JAN 2025</b>	ACH Payments:	3723E	through	3737E	\$	34,461.38
<b>FEB 2025</b>	CC Payments:	3738E	through	3744E	\$	1,343.44

**Centennial Lakes Police Payment Recommendations:**

P32



**\*Check Detail Register©**

Batch: 02202025 PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>10100 4M FUND</b>					
<b>52536</b>	02/20/25	<b>56 BREWING LLC</b>			
E 609-00000-252		Beer Purchase	\$26.00	5628258	
E 609-00000-260		THC For Resale	\$840.00	5628258	
E 609-00000-252		Beer Purchase	\$114.33	5628451	
		Total	\$980.33		
<b>52537</b>	02/20/25	<b>AMAZON CAPITAL SERVICES</b>			
E 101-41500-200		Office Supplies	\$109.04	19FQ-9RP1-	OFFICE SUPPLIES
E 101-43100-210		Operating Supplies	\$123.00	1N7Y-X3P1-1	SHOP SUPPLIES - PW
E 101-41500-200		Office Supplies	\$10.01	1VL7-VMLP-	OFFICE SUPPLIES
		Total	\$242.05		
<b>52538</b>	02/20/25	<b>ANCOM COMMUNICATIONS, INC.</b>			
E 101-42260-323		Radio Units/User Fees	\$186.00	126026	PAGER BATTERIES
		Total	\$186.00		
<b>52539</b>	02/20/25	<b>ANOKA COUNTY</b>			
E 101-41500-302		Assessor Fees	\$919.34		2024 TRUTH IN TAXATION FEES
E 320-41500-302		Assessor Fees	\$652.32		2024 TRUTH IN TAXATION FEES
		Total	\$1,571.66		
<b>52540</b>	02/20/25	<b>ANOKA CO FIRE PROTECTION</b>			
E 101-42260-433		Dues and Subscriptions	\$1,582.00	381	2025 COST ALLOCATION
		Total	\$1,582.00		
<b>52541</b>	02/20/25	<b>ARTISAN BEER COMPANY</b>			
E 609-00000-252		Beer Purchase	\$670.05	3742524	
E 609-00000-260		THC For Resale	\$992.80	3742525	
E 609-00000-252		Beer Purchase	\$570.35	3744211	
E 609-00000-252		Beer Purchase	\$505.10	3745692	
		Total	\$2,738.30		
<b>52542</b>	02/20/25	<b>ASPEN MILLS</b>			
E 101-42260-214		Fire Uniforms	\$10.00	347603	UNIFORMS - FIRE DEPT
		Total	\$10.00		
<b>52543</b>	02/20/25	<b>BARREL THEORY BEER COMPANY</b>			
E 609-00000-252		Beer Purchase	\$248.00	5845	
		Total	\$248.00		
<b>52544</b>	02/20/25	<b>BENT BREWSTILLERY</b>			
E 609-00000-252		Beer Purchase	\$179.05	INV-014683	
E 609-00000-260		THC For Resale	\$140.00	INV-014683	
		Total	\$319.05		
<b>52545</b>	02/20/25	<b>BERNICK'S</b>			
E 609-00000-252		Beer Purchase	\$1,634.20	10316218	
E 609-00000-252		Beer Purchase	\$588.50	10319052	
		Total	\$2,222.70		

**\*Check Detail Register©**

Batch: 02202025 PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>52546</b>	<b>02/20/25</b>	<b>BREAKTHRU BEVERAGE MN</b>			
E 609-00000-253		Wine Purchase	\$129.45	119819451	
E 609-00000-253		Wine Purchase	\$181.80	119820082	
E 609-00000-254		Miscellaneous Purchase	\$61.45	119820083	
E 609-00000-251		Liquor Purchase	\$5,344.65	119820084	
E 609-00000-254		Miscellaneous Purchase	\$149.22	119932286	
E 609-00000-251		Liquor Purchase	\$7,477.98	119932287	
E 609-00000-253		Wine Purchase	\$241.90	119932288	
		Total	\$13,586.45		
<b>52547</b>	<b>02/20/25</b>	<b>BROKEN CLOCK BREWING COOP</b>			
E 609-00000-252		Beer Purchase	\$177.00	9488	
		Total	\$177.00		
<b>52548</b>	<b>02/20/25</b>	<b>CAPITOL BEVERAGE SALES</b>			
E 609-00000-251		Liquor Purchase	\$129.00	3090420	
E 609-00000-252		Beer Purchase	\$5,641.60	3090420	
E 609-00000-254		Miscellaneous Purchase	\$91.75	3090420	
E 609-00000-260		THC For Resale	\$76.00	3090420	
E 609-00000-252		Beer Purchase	(\$75.40)	3093162	
E 609-00000-252		Beer Purchase	\$4,376.95	3093258	
E 609-00000-260		THC For Resale	\$449.80	3093258	
		Total	\$10,689.70		
<b>52549</b>	<b>02/20/25</b>	<b>CITYWIDE WINDOW SERVICES INC.</b>			
E 609-00000-400		General Maintenance	\$32.34	742959	JAN 2025 SERVICE
		Total	\$32.34		
<b>52550</b>	<b>02/20/25</b>	<b>CLEAR RIVER BEVERAGE COMPANY</b>			
E 609-00000-252		Beer Purchase	(\$9.33)	787779	
E 609-00000-252		Beer Purchase	\$547.00	788802	
E 609-00000-260		THC For Resale	\$347.01	788802	
E 609-00000-252		Beer Purchase	\$42.00	789860	
E 609-00000-260		THC For Resale	\$177.01	789860	
E 609-00000-252		Beer Purchase	(\$9.33)	789862	
E 609-00000-252		Beer Purchase	\$238.75	790973	
E 609-00000-260		THC For Resale	\$85.00	790973	
		Total	\$1,418.11		
<b>52551</b>	<b>02/20/25</b>	<b>GREAT LAKES COCA-COLA</b>			
E 609-00000-254		Miscellaneous Purchase	\$535.14	45338025013	
		Total	\$535.14		
<b>52552</b>	<b>02/20/25</b>	<b>DAHLHEIMER BEVERAGE LLC</b>			
E 609-00000-260		THC For Resale	\$519.00	2387138	
E 609-00000-252		Beer Purchase	\$10,995.85	2387139	
E 609-00000-252		Beer Purchase	(\$135.00)	2390369	
E 609-00000-260		THC For Resale	\$93.00	2393426	
E 609-00000-252		Beer Purchase	\$15,080.20	2393427	
E 609-00000-260		THC For Resale	\$63.00	2393427	



**\*Check Detail Register©**

Batch: 02202025 PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$26,616.05		
<b>52553</b>	02/20/25	<b>DANGEROUS MAN BREWING CO</b>			
E 609-00000-252		Beer Purchase	\$355.00	IN-6741	
Total			\$355.00		
<b>52554</b>	02/20/25	<b>DEFIANT DISTRIBUTORS</b>			
E 609-00000-251		Liquor Purchase	\$323.00	INV-003120	
Total			\$323.00		
<b>52555</b>	02/20/25	<b>GLOBAL RESERVE DISTRIBUTION</b>			
E 609-00000-260		THC For Resale	\$80.00	ORD-14515	
E 609-00000-260		THC For Resale	\$2,741.46	ORD-14581	
Total			\$2,821.46		
<b>52556</b>	02/20/25	<b>GOPHER STATE ONE-CALL INC</b>			
E 730-00000-228		Gopher State One Call	\$27.02	5010548	JAN 2025 LOCATES
E 770-00000-228		Gopher State One Call	\$27.03	5010548	JAN 2025 LOCATES
Total			\$54.05		
<b>52557</b>	02/20/25	<b>GREEN ELEVATOR</b>			
E 609-00000-260		THC For Resale	\$120.00	2273	
Total			\$120.00		
<b>52558</b>	02/20/25	<b>HAMMERHEART BREWING CO.</b>			
E 609-00000-252		Beer Purchase	\$828.00	1299	
Total			\$828.00		
<b>52559</b>	02/20/25	<b>HOHENSTEINS INC</b>			
E 609-00000-260		THC For Resale	\$478.50	790690	
E 609-00000-252		Beer Purchase	\$593.10	790691	
E 609-00000-252		Beer Purchase	\$363.60	792655	
Total			\$1,435.20		
<b>52560</b>	02/20/25	<b>HYDRO KLEAN</b>			
E 770-00000-420		Sewer Cleaning/Televising	\$11,934.91	092607	SANITARY SEWER CLEANING & TELEVISIONING
Total			\$11,934.91		
<b>52561</b>	02/20/25	<b>INBOUND BREWCO</b>			
E 609-00000-252		Beer Purchase	\$183.50	IN-241948	
E 609-00000-260		THC For Resale	\$375.00	IN-241948	
Total			\$558.50		
<b>52562</b>	02/20/25	<b>INSIGHT BREWING COMPANY</b>			
E 609-00000-252		Beer Purchase	\$138.40	21607	
E 609-00000-252		Beer Purchase	\$164.85	21608	
E 609-00000-260		THC For Resale	\$600.00	21608	
Total			\$903.25		
<b>52563</b>	02/20/25	<b>INSPECTRON, INC</b>			
G 101-20200		Accounts Payable	\$15,421.73	1462	4TH QTR 2024 INSPECTIONS

**\*Check Detail Register©**

Batch: 02202025 PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$15,421.73		
<b>52564</b>	<b>02/20/25</b>	<b>INSTRUMENTAL RESEARCH, INC.</b>			
E 730-00000-306		Water Testing	\$98.00	6126	JAN 2025 WATER SAMPLES
Total			\$98.00		
<b>52565</b>	<b>02/20/25</b>	<b>JOHNSON BROTHERS LIQUOR</b>			
E 609-00000-251		Liquor Purchase	\$2,149.66	2716481	
E 609-00000-251		Liquor Purchase	\$925.90	2716482	
E 609-00000-253		Wine Purchase	\$901.24	2716483	
E 609-00000-251		Liquor Purchase	\$639.20	2720019	
E 609-00000-253		Wine Purchase	\$124.20	2720020	
E 609-00000-251		Liquor Purchase	\$1,370.00	2720566	
E 609-00000-253		Wine Purchase	\$2,860.20	2720567	
E 609-00000-251		Liquor Purchase	\$5,986.78	2721415	
E 609-00000-253		Wine Purchase	\$523.20	2721416	
E 609-00000-260		THC For Resale	\$926.95	2721417	
E 609-00000-251		Liquor Purchase	\$1,201.50	2721418	
E 609-00000-251		Liquor Purchase	\$1,222.50	2724648	
E 609-00000-251		Liquor Purchase	\$39.17	2724649	
E 609-00000-251		Liquor Purchase	\$666.92	2725813	
E 609-00000-253		Wine Purchase	\$525.80	2725814	
E 609-00000-254		Miscellaneous Purchase	\$38.40	2725815	
E 609-00000-251		Liquor Purchase	\$1,498.23	2725816	
Total			\$21,599.85		
<b>52566</b>	<b>02/20/25</b>	<b>KIRVIDA FIRE</b>			
E 101-42260-404		Repair Machinery/Equipm	\$982.42	12982	MAINTENANCE - ENGINE 1
E 101-42260-404		Repair Machinery/Equipm	\$972.14	12983	MAINTENANCE - ENGINE 2
E 101-42260-404		Repair Machinery/Equipm	\$831.59	12984	MAINTENANCE -RESCUE 1
E 101-42260-404		Repair Machinery/Equipm	\$146.85	12985	MAINTENANCE -UTILITY 1
Total			\$2,933.00		
<b>52567</b>	<b>02/20/25</b>	<b>M. AMUNDSON LLP</b>			
E 609-00000-256		Tobacco Products For Re	\$1,050.61	397315	
E 609-00000-254		Miscellaneous Purchase	\$36.80	397315	
E 609-00000-256		Tobacco Products For Re	\$2,177.51	397679	
Total			\$3,264.92		
<b>52568</b>	<b>02/20/25</b>	<b>MEGA BEER</b>			
E 609-00000-252		Beer Purchase	\$267.75	IN-20754	
E 609-00000-252		Beer Purchase	\$204.50	IN-20963	
Total			\$472.25		
<b>52569</b>	<b>02/20/25</b>	<b>METROPOLITAN COUNCIL</b>			
E 770-00000-389		MWCC Charges	\$13,739.29	0001183246	MARCH 2025 SEWER CHARGES
Total			\$13,739.29		
<b>52570</b>	<b>02/20/25</b>	<b>METRO-INET</b>			
E 101-41900-230		Contracted Services	\$1,642.55	2473	IT SERVICES - FEB 2025
E 101-42260-230		Contracted Services	\$469.30	2473	IT SERVICES



**\*Check Detail Register©**

Batch: 02202025 PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-43100-230		Contracted Services	\$469.30	2473	IT SERVICES
E 101-45200-230		Contracted Services	\$469.30	2473	IT SERVICES
E 609-41900-230		Contracted Services	\$469.30	2473	IT SERVICES
E 651-41900-230		Contracted Services	\$234.65	2473	IT SERVICES
E 730-41900-230		Contracted Services	\$469.30	2473	IT SERVICES
E 770-41900-230		Contracted Services	\$469.30	2473	IT SERVICES
		Total	\$4,693.00		
<b>52571</b>	02/20/25	<b>AUL SPECIAL PAY TRUST</b>			
G 101-21716		Other Retirement	\$50.00		EMPLOYEE CONTRIBUTIONS
		Total	\$50.00		
<b>52572</b>	02/20/25	<b>MKL, LLC</b>			
E 101-41500-400		General Maintenance	\$100.00	02202025	WEEK ENDING 02/08/2025
E 101-41500-400		General Maintenance	\$100.00	02202025	WEEK ENDING 02/15/2025
		Total	\$200.00		
<b>52573</b>	02/20/25	<b>MSA PROFESSIONAL SERVICES INC</b>			
E 405-45200-500		Capital Expenditures	\$360.00	013032	MEMORIAL PARK RESTROOMS
		Total	\$360.00		
<b>52574</b>	02/20/25	<b>OLIPHANT BREWING</b>			
E 609-00000-260		THC For Resale	\$96.00	IN-2587	
		Total	\$96.00		
<b>52575</b>	02/20/25	<b>OXYGEN SERVICE COMPANY</b>			
E 101-42260-210		Operating Supplies	\$184.46	0003608519	JAN 2025 SERVICE
		Total	\$184.46		
<b>52576</b>	02/20/25	<b>PAUSTIS &amp; SONS</b>			
E 609-00000-253		Wine Purchase	\$666.00	257657	
		Total	\$666.00		
<b>52577</b>	02/20/25	<b>PERFORMANCE PLUS</b>			
E 101-42260-207		Physical & Fit Training	\$330.00	01032035	PREPLACEMENT EXAMS - FIRE DEPT
E 101-42260-207		Physical & Fit Training	\$330.00	01032039	PREPLACEMENT EXAMS - FIRE DEPT
E 101-42260-207		Physical & Fit Training	\$366.00	11062201	PREPLACEMENT EXAMS - FIRE DEPT
		Total	\$1,026.00		
<b>52578</b>	02/20/25	<b>PHILLIPS WINE AND SPIRITS INC</b>			
E 609-00000-251		Liquor Purchase	\$262.71	6919483	
E 609-00000-253		Wine Purchase	\$1,062.33	6919484	
E 609-00000-251		Liquor Purchase	\$4,600.75	6922417	
E 609-00000-253		Wine Purchase	\$493.60	6922418	
E 609-00000-251		Liquor Purchase	\$2,829.82	6923302	
E 609-00000-253		Wine Purchase	\$227.00	6923303	
E 609-00000-251		Liquor Purchase	\$319.09	6926007	
E 609-00000-253		Wine Purchase	\$1,119.00	6926008	
E 609-00000-251		Liquor Purchase	\$400.02	6926793	
E 609-00000-253		Wine Purchase	\$67.40	6926794	
		Total	\$11,381.72		

**\*Check Detail Register©**

Batch: 02202025 PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>52579</b>	<b>02/20/25</b>	<b>POPP COMMUNICATIONS</b>			
E 101-43100-321		Telephone	\$9.31	992866567	FEB 2025 ANALOG LINES
E 101-45200-321		Telephone	\$9.31	992866567	FEB 2025 ANALOG LINES
E 651-00000-321		Telephone	\$1.78	992866567	FEB 2025 ANALOG LINES
E 730-00000-321		Telephone	\$11.97	992866567	FEB 2025 ANALOG LINES
E 770-00000-321		Telephone	\$11.97	992866567	FEB 2025 ANALOG LINES
E 101-41500-321		Telephone	\$91.37	992866567	FEB 2025 ANALOG LINES
E 609-00000-321		Telephone	\$47.24	992866567	FEB 2025 ANALOG LINES
		<b>Total</b>	<b>\$182.95</b>		
<b>52580</b>	<b>02/20/25</b>	<b>PREMIUM WATERS, INC.</b>			
E 101-41500-411		Culligan	\$10.54	310592443	FEB 2025 SERVICE
E 101-42260-411		Culligan	\$10.55	310592443	FEB 2025 SERVICE
E 609-00000-411		Culligan	\$4.32	310607644	FEB 2025 SERVICE
E 101-41500-411		Culligan	\$4.32	310607713	FEB 2025 SERVICE
E 101-42260-411		Culligan	\$4.32	310607713	FEB 2025 SERVICE
		<b>Total</b>	<b>\$34.05</b>		
<b>52581</b>	<b>02/20/25</b>	<b>PRESS PUBLICATIONS</b>			
E 101-41500-353		Ordinance Publication	\$259.74	825609	ORD 24-01 PUBLICATION
		<b>Total</b>	<b>\$259.74</b>		
<b>52582</b>	<b>02/20/25</b>	<b>PRYES BREWING COMPANY, LLC</b>			
E 609-00000-252		Beer Purchase	\$329.00	W-91708	
		<b>Total</b>	<b>\$329.00</b>		
<b>52583</b>	<b>02/20/25</b>	<b>SHAMROCK GROUP, INC.</b>			
E 609-00000-257		Ice For Resale	\$171.76	3115649	
		<b>Total</b>	<b>\$171.76</b>		
<b>52584</b>	<b>02/20/25</b>	<b>SOUTHERN GLAZER'S OF MN</b>			
E 609-00000-253		Wine Purchase	(\$54.00)	0106425	
E 609-00000-253		Wine Purchase	(\$59.84)	0106426	
E 609-00000-251		Liquor Purchase	\$271.28	2583429	
E 609-00000-251		Liquor Purchase	\$1,475.45	2583430	
E 609-00000-254		Miscellaneous Purchase	\$84.55	2583431	
E 609-00000-253		Wine Purchase	\$1,364.44	2583432	
E 609-00000-251		Liquor Purchase	\$6,320.83	2586092	
E 609-00000-254		Miscellaneous Purchase	\$83.56	2586093	
E 609-00000-253		Wine Purchase	\$593.88	2586094	
E 609-00000-251		Liquor Purchase	\$200.58	5122307	
		<b>Total</b>	<b>\$10,280.73</b>		
<b>52585</b>	<b>02/20/25</b>	<b>TOSHIBA BUSINESS SOLUTIONS</b>			
E 101-42260-400		General Maintenance	\$27.25	6481963	COPIER MAINTENANCE - FIRE DEPT
		<b>Total</b>	<b>\$27.25</b>		
<b>52586</b>	<b>02/20/25</b>	<b>USAFRIK, INC.</b>			
E 405-45200-500		Capital Expenditures	\$9,025.00	10481059 - P	MEMORIAL PARK RESTROOM REMODEL
		<b>Total</b>	<b>\$9,025.00</b>		



**\*Check Detail Register©**

Batch: 02202025 PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>52587</b>	02/20/25	<b>VAN PAPER COMPANY</b>			
E 609-00000-210		Operating Supplies	\$197.58	097432 00 00	PAPER BAGS - MLS
		Total	\$197.58		
<b>52588</b>	02/20/25	<b>VENN BREWING COMPANY</b>			
E 609-00000-252		Beer Purchase	\$229.33	8069	
		Total	\$229.33		
<b>52589</b>	02/20/25	<b>VINOCOPIA</b>			
E 609-00000-253		Wine Purchase	\$98.50	0367275-IN	
E 609-00000-251		Liquor Purchase	\$577.25	0367275-IN	
		Total	\$675.75		
<b>52590</b>	02/20/25	<b>WINE MERCHANTS</b>			
E 609-00000-253		Wine Purchase	\$1,611.58	7506599	
E 609-00000-253		Wine Purchase	\$372.48	7506822	
		Total	\$1,984.06		
		<b>10100</b>	<b>\$182,071.67</b>		

**Fund Summary**

<b>10100 4M FUND</b>	
101 GENERAL FUND	\$26,231.74
320 TIF #3	\$652.32
405 PARK DEDICATION FEE FUND	\$9,385.00
609 MUNICIPAL LIQUOR FUND	\$118,777.39
651 STORM WATER FUND	\$236.43
730 WATER FUND	\$606.29
770 SEWER FUND	\$26,182.50
	<b>\$182,071.67</b>

**\*Check Detail Register©**

Batch: DEC2024 AUTO

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>10100 4M FUND</b>					
<b>3708 e</b>	<b>12/02/24</b>	<b>CONNEXUS ENERGY</b>			
E 101-45200-381		Electric Utilities	\$120.41		OCT 2024 UTILITIES
E 101-43100-386		Street Lights	\$253.15		OCT 2024 UTILITIES
E 770-00000-381		Electric Utilities	\$63.34		OCT 2024 UTILITIES
E 770-00000-381		Electric Utilities	\$22.48		OCT 2024 UTILITIES
		Total	\$459.38		
<b>3709 e</b>	<b>12/02/24</b>	<b>LINCOLN NATIONAL LIFE</b>			
E 101-41500-134		ST/LT Disability Insurance	\$376.94	4767716379	DEC 2024 PREMIUM
E 101-43100-134		ST/LT Disability Insurance	\$113.24	4767716379	DEC 2024 PREMIUM
E 101-45200-134		ST/LT Disability Insurance	\$75.48	4767716379	DEC 2024 PREMIUM
E 609-00000-134		ST/LT Disability Insurance	\$200.34	4767716379	DEC 2024 PREMIUM
		Total	\$766.00		
<b>3710 e</b>	<b>12/02/24</b>	<b>HEALTHPARTNERS</b>			
E 609-00000-160		Health/Dental Insurance	\$967.31	41396716528	DEC 2024 PREMIUM
E 101-43100-160		Health/Dental Insurance	\$795.60	41396716528	DEC 2024 PREMIUM
E 101-45200-160		Health/Dental Insurance	\$531.29	41396716528	DEC 2024 PREMIUM
E 101-41500-160		Health/Dental Insurance	\$1,717.06	41396716528	DEC 2024 PREMIUM
E 609-00000-160		Health/Dental Insurance	\$1,348.47	41396716528	DEC 2024 PREMIUM
E 101-41500-160		Health/Dental Insurance	\$1,048.66	41396716528	DEC 2024 PREMIUM
E 101-43100-160		Health/Dental Insurance	\$824.73	41396716528	DEC 2024 PREMIUM
E 101-45200-160		Health/Dental Insurance	\$549.82	41396716528	DEC 2024 PREMIUM
E 101-41500-160		Health/Dental Insurance	\$1,348.47	41396716528	DEC 2024 PREMIUM
E 609-00000-160		Health/Dental Insurance	\$2,477.15	41396716528	DEC 2024 PREMIUM
E 101-41500-160		Health/Dental Insurance	\$1,495.46	41396716528	DEC 2024 PREMIUM
E 609-00000-160		Health/Dental Insurance	\$766.83	41396716528	DEC 2024 PREMIUM
		Total	\$13,870.85		
<b>3711 e</b>	<b>12/30/24</b>	<b>AFLAC</b>			
G 101-21725		Supplemental Insurance	\$197.26	536639	DEC 2024 PREMIUM
		Total	\$197.26		
<b>3712 e</b>	<b>12/18/24</b>	<b>XCEL ENERGY</b>			
E 101-43100-381		Electric Utilities	\$99.07	903202271	OCT 2024 UTILITIES
E 101-45200-381		Electric Utilities	\$99.07	903202271	OCT 2024 UTILITIES
E 651-00000-381		Electric Utilities	\$18.86	903202271	OCT 2024 UTILITIES
E 730-00000-381		Electric Utilities	\$2,816.45	903202271	OCT 2024 UTILITIES
E 770-00000-381		Electric Utilities	\$127.37	903202271	OCT 2024 UTILITIES
E 609-00000-381		Electric Utilities	\$1,330.38	903202271	OCT 2024 UTILITIES
E 101-45200-381		Electric Utilities	\$20.97	903202271	OCT 2024 UTILITIES
E 770-00000-381		Electric Utilities	\$192.79	903202271	OCT 2024 UTILITIES
E 101-43100-381		Electric Utilities	\$52.25	903202271	OCT 2024 UTILITIES
E 101-42260-381		Electric Utilities	\$173.75	903202271	OCT 2024 UTILITIES
E 101-41500-381		Electric Utilities	\$231.41	903202271	OCT 2024 UTILITIES
E 101-43100-386		Street Lights	\$686.46	903202271	OCT 2024 UTILITIES
		Total	\$5,848.83		
<b>3713 e</b>	<b>12/30/24</b>	<b>CENTER POINT ENERGY</b>			

**\*Check Detail Register©**

Batch: DEC2024 AUTO

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-42260-383		Gas Utilities	\$139.89		NOV 2024 UTILITIES
E 101-43100-383		Gas Utilities	\$49.18		NOV 2024 UTILITIES
E 101-45200-383		Gas Utilities	\$49.18		NOV 2024 UTILITIES
E 651-00000-383		Gas Utilities	\$9.37		NOV 2024 UTILITIES
E 730-00000-383		Gas Utilities	\$63.22		NOV 2024 UTILITIES
E 770-00000-383		Gas Utilities	\$158.93		NOV 2024 UTILITIES
E 101-41500-383		Gas Utilities	\$217.87		NOV 2024 UTILITIES
E 609-00000-383		Gas Utilities	\$263.04		NOV 2024 UTILITIES
Total			\$950.68		
<b>3714 e</b>	12/04/24	<b>PUBLIC EMPLOYEES RETIREMENT</b>			
G 101-21704		PERA	\$2,267.28		12/04/2024 PAYROLL
G 101-21717		PERA	\$2,616.08		12/04/2024 PAYROLL
G 101-21704		PERA	\$2,278.01		12/18/2024 PAYROLL
G 101-21717		PERA	\$2,628.48		12/18/2024 PAYROLL
G 101-21704		PERA	\$2,239.48		12/31/2024 PAYROLL
G 101-21717		PERA	\$2,584.01		12/31/2024 PAYROLL
E 609-00000-121		PERA	(\$0.01)		12/31/2024 PAYROLL - ROUNDING
Total			\$14,613.33		
<b>3715 e</b>	12/08/24	<b>HSA BANK</b>			
G 101-21726		HSA Additional Withholdin	\$232.30		EMPLOYEE CONTRIBUTIONS
E 101-41500-160		Health/Dental Insurance	\$11.25		HSA SERVICE FEE
Total			\$243.55		
<b>3716 e</b>	12/10/24	<b>PITNEY BOWES GLOBAL FINANCIAL</b>			
E 101-43500-322		Postage	\$154.91		BULK MAILING 2024 PERMIT #43
E 101-41500-322		Postage	\$86.75		BULK MAILING 2024 PERMIT #43
E 101-42260-322		Postage	\$18.59		BULK MAILING 2024 PERMIT #43
E 609-00000-322		Postage	\$92.94		BULK MAILING 2024 PERMIT #43
E 651-00000-322		Postage	\$18.58		BULK MAILING 2024 PERMIT #43
E 730-00000-322		Postage	\$123.93		BULK MAILING 2024 PERMIT #43
E 770-00000-322		Postage	\$123.93		BULK MAILING 2024 PERMIT #43
E 101-41500-200		Office Supplies	\$91.29	1026420790	POSTAGE SUPPLIES
E 101-43500-322		Postage	\$42.61	3106917552	Q4 2024 POSTAGE EQUIPMENT
E 101-41500-322		Postage	\$23.86	3106917552	Q4 2024 POSTAGE EQUIPMENT
E 101-42260-322		Postage	\$5.11	3106917552	Q4 2024 POSTAGE EQUIPMENT
E 609-00000-322		Postage	\$25.56	3106917552	Q4 2024 POSTAGE EQUIPMENT
E 651-00000-322		Postage	\$5.11	3106917552	Q4 2024 POSTAGE EQUIPMENT
E 730-00000-322		Postage	\$34.09	3106917552	Q4 2024 POSTAGE EQUIPMENT
E 770-00000-322		Postage	\$34.09	3106917552	Q4 2024 POSTAGE EQUIPMENT
Total			\$881.35		
<b>3717 e</b>	12/10/24	<b>KWIK TRIP</b>			
E 101-43100-212		Gas & Oil	\$81.70		NOV 2024 FUEL
E 101-45200-212		Gas & Oil	\$81.70		NOV 2024 FUEL
E 651-00000-212		Gas & Oil	\$32.68		NOV 2024 FUEL
E 730-00000-212		Gas & Oil	\$65.36		NOV 2024 FUEL
E 770-00000-212		Gas & Oil	\$65.34		NOV 2024 FUEL
E 101-45200-212		Gas & Oil	\$42.10		NOV 2024 FUEL



**\*Check Detail Register©**

Batch: DEC2024 AUTO

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-42260-212		Gas & Oil	\$27.01		NOV 2024 FUEL
		Total	\$395.89		
<b>3718 e</b>	12/03/24	<b>FIDELITY SECURITY LIFE</b>			
E 101-41500-160		Health/Dental Insurance	\$30.06	3144760	DEC 2024 PREMIUM
E 101-43100-160		Health/Dental Insurance	\$11.60	3144760	DEC 2024 PREMIUM
E 101-45200-160		Health/Dental Insurance	\$7.74	3144760	DEC 2024 PREMIUM
E 609-00000-160		Health/Dental Insurance	\$50.45	3144760	DEC 2024 PREMIUM
		Total	\$99.85		
<b>3719 e</b>	12/11/24	<b>CAPITAL ONE TRADE CREDIT</b>			
E 101-41410-432		Election Expense	\$13.96	I10300/G	SUPPLIES - VOTING BOOTHS
E 101-45200-210		Operating Supplies	\$29.99	I10652/G	CHAINSAW OILS
E 101-43100-210		Operating Supplies	\$21.99	I11620/G	SUPPLIES - PW
E 101-41500-401		Repair Buildings	\$18.99	I12904/G	LIGHTBULBS - CITY HALL
		Total	\$84.93		
<b>3720 e</b>	12/02/24	<b>METROPOLITAN LIFE INS CO</b>			
E 101-41500-160		Health/Dental Insurance	\$112.68		DEC 2024 PREMIUM
E 101-43100-160		Health/Dental Insurance	\$69.04		DEC 2024 PREMIUM
E 101-45200-160		Health/Dental Insurance	\$46.02		DEC 2024 PREMIUM
E 609-00000-160		Health/Dental Insurance	\$193.54		DEC 2024 PREMIUM
		Total	\$421.28		
<b>3721 e</b>	12/19/24	<b>T-MOBILE</b>			
E 101-43100-321		Telephone	\$22.90		CELL SERVICE
E 101-45200-321		Telephone	\$22.90		CELL SERVICE
E 651-00000-321		Telephone	\$4.36		CELL SERVICE
E 730-00000-321		Telephone	\$29.45		CELL SERVICE
E 770-00000-321		Telephone	\$29.45		CELL SERVICE
E 101-42260-321		Telephone	\$85.48		CELL SERVICE
		Total	\$194.54		
<b>3722 e</b>	12/30/24	<b>XCEL ENERGY</b>			
E 770-00000-381		Electric Utilities	\$22.20	905700040	NOV 2024 UTILITIES
E 101-43100-381		Electric Utilities	\$144.64	906985961	NOV 2024 UTILITIES
E 101-45200-381		Electric Utilities	\$144.64	906985961	NOV 2024 UTILITIES
E 651-00000-381		Electric Utilities	\$27.55	906985961	NOV 2024 UTILITIES
E 730-00000-381		Electric Utilities	\$845.75	906985961	NOV 2024 UTILITIES
E 770-00000-381		Electric Utilities	\$185.97	906985961	NOV 2024 UTILITIES
E 609-00000-381		Electric Utilities	\$1,318.14	906985961	NOV 2024 UTILITIES
E 101-45200-381		Electric Utilities	\$22.32	906985961	NOV 2024 UTILITIES
E 770-00000-381		Electric Utilities	\$221.23	906985961	NOV 2024 UTILITIES
E 101-43100-381		Electric Utilities	\$55.53	906985961	NOV 2024 UTILITIES
E 101-42260-381		Electric Utilities	\$200.99	906985961	NOV 2024 UTILITIES
E 101-41500-381		Electric Utilities	\$256.89	906985961	NOV 2024 UTILITIES
E 101-43100-386		Street Lights	\$676.82	906985961	NOV 2024 UTILITIES
		Total	\$4,122.67		
		<b>10100</b>	<b>\$43,150.39</b>		

**\*Check Detail Register©**

Batch: DEC2024 AUTO

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

101 GENERAL FUND	\$28,774.37
609 MUNICIPAL LIQUOR FUND	\$9,034.14
651 STORM WATER FUND	\$116.51
730 WATER FUND	\$3,978.25
770 SEWER FUND	\$1,247.12
	<hr/>
	\$43,150.39

**\*Check Detail Register©**

Batch: JAN 2025 AUTO

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>10100 4M FUND</b>					
<b>3723 e</b>	01/02/25	<b>CONNEXUS ENERGY</b>			
G 101-20200		Accounts Payable	\$355.14		DEC 2024 UTILITIES
G 770-20200		Accounts Payable	\$79.49		DEC 2024 UTILITIES
		Total	\$434.63		
<b>3724 e</b>	01/03/25	<b>LINCOLN NATIONAL LIFE</b>			
E 101-41500-134		ST/LT Disability Insurance	\$376.94	4777879191	JAN 2025 PREMIUM
E 101-43100-134		ST/LT Disability Insurance	\$113.24	4777879191	JAN 2025 PREMIUM
E 101-45200-134		ST/LT Disability Insurance	\$75.48	4777879191	JAN 2025 PREMIUM
E 609-00000-134		ST/LT Disability Insurance	\$200.34	4777879191	JAN 2025 PREMIUM
		Total	\$766.00		
<b>3725 e</b>	01/02/25	<b>HEALTHPARTNERS</b>			
E 609-00000-160		Health/Dental Insurance	\$967.31	41396863913	JAN 2025 PREMIUM
E 101-43100-160		Health/Dental Insurance	\$795.60	41396863913	JAN 2025 PREMIUM
E 101-45200-160		Health/Dental Insurance	\$531.29	41396863913	JAN 2025 PREMIUM
E 101-41500-160		Health/Dental Insurance	\$1,717.06	41396863913	JAN 2025 PREMIUM
E 609-00000-160		Health/Dental Insurance	\$1,348.47	41396863913	JAN 2025 PREMIUM
E 101-41500-160		Health/Dental Insurance	\$1,048.66	41396863913	JAN 2025 PREMIUM
E 101-43100-160		Health/Dental Insurance	\$824.73	41396863913	JAN 2025 PREMIUM
E 101-45200-160		Health/Dental Insurance	\$549.82	41396863913	JAN 2025 PREMIUM
E 101-41500-160		Health/Dental Insurance	\$1,348.47	41396863913	JAN 2025 PREMIUM
E 609-00000-160		Health/Dental Insurance	\$2,477.15	41396863913	JAN 2025 PREMIUM
E 101-41500-160		Health/Dental Insurance	\$1,495.46	41396863913	JAN 2025 PREMIUM
E 609-00000-160		Health/Dental Insurance	\$766.83	41396863913	JAN 2025 PREMIUM
		Total	\$13,870.85		
<b>3726 e</b>	01/28/25	<b>AFLAC</b>			
G 101-21725		Supplemental Insurance	\$197.26	820630	JAN 2025 PREMIUM
		Total	\$197.26		
<b>3727 e</b>	01/24/25	<b>XCEL ENERGY</b>			
G 770-20200		Accounts Payable	\$53.58	909421635	DEC 2024 UTILITIES
G 101-20200		Accounts Payable	\$1,245.16	910967975	DEC 2024 UTILITIES
G 651-20200		Accounts Payable	\$15.75	910967975	DEC 2024 UTILITIES
G 730-20200		Accounts Payable	\$346.20	910967975	DEC 2024 UTILITIES
G 770-20200		Accounts Payable	\$339.66	910967975	DEC 2024 UTILITIES
G 609-20200		Accounts Payable	\$1,062.77	910967975	DEC 2024 UTILITIES
		Total	\$3,063.12		
<b>3728 e</b>	01/28/25	<b>CENTER POINT ENERGY</b>			
G 101-20200		Accounts Payable	\$1,261.29		DEC 2024 UTILITIES
G 651-20200		Accounts Payable	\$35.70		DEC 2024 UTILITIES
G 730-20200		Accounts Payable	\$240.96		DEC 2024 UTILITIES
G 770-20200		Accounts Payable	\$339.08		DEC 2024 UTILITIES
G 609-20200		Accounts Payable	\$639.44		DEC 2024 UTILITIES
		Total	\$2,516.47		
<b>3729 e</b>	01/15/25	<b>PUBLIC EMPLOYEES RETIREMENT</b>			



**\*Check Detail Register©**

Batch: JAN 2025 AUTO

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
G 101-21704		PERA	\$2,455.70		01/15/2025 PAYROLL
G 101-21717		PERA	\$2,833.48		01/15/2025 PAYROLL
G 101-21704		PERA	\$2,238.84		01/29/2025 PAYROLL
G 101-21717		PERA	\$2,583.28		01/29/2025 PAYROLL
Total			\$10,111.30		
<b>3730 e</b>	01/08/25	<b>HSA BANK</b>			
G 101-21726		HSA Additional Withholdin	\$232.30		EMPLOYEE CONTRIBUTIONS
E 101-41500-160		Health/Dental Insurance	\$11.25		HSA SERVICE FEE
Total			\$243.55		
<b>3731 e</b>	01/08/25	<b>PITNEY BOWES GLOBAL FINANCIAL</b>			
E 101-43500-322		Postage	\$375.00		JAN 2025 METERED POSTAGE
E 101-41500-322		Postage	\$210.00		JAN 2025 METERED POSTAGE
E 101-42260-322		Postage	\$45.00		JAN 2025 METERED POSTAGE
E 609-00000-322		Postage	\$225.00		JAN 2025 METERED POSTAGE
E 651-00000-322		Postage	\$45.00		JAN 2025 METERED POSTAGE
E 730-00000-322		Postage	\$300.00		JAN 2025 METERED POSTAGE
E 770-00000-322		Postage	\$300.00		JAN 2025 METERED POSTAGE
Total			\$1,500.00		
<b>3732 e</b>	01/10/25	<b>KWIK TRIP</b>			
G 101-20200		Accounts Payable	\$673.12		DEC 2024 FUEL
G 651-20200		Accounts Payable	\$34.19		DEC 2024 FUEL
G 730-20200		Accounts Payable	\$68.38		DEC 2024 FUEL
G 770-20200		Accounts Payable	\$68.37		DEC 2024 FUEL
Total			\$844.06		
<b>3733 e</b>	01/03/25	<b>FIDELITY SECURITY LIFE</b>			
E 101-41500-160		Health/Dental Insurance	\$30.06	3152380	JAN 2025 PREMIUM
E 101-43100-160		Health/Dental Insurance	\$11.60	3152380	JAN 2025 PREMIUM
E 101-45200-160		Health/Dental Insurance	\$7.74	3152380	JAN 2025 PREMIUM
E 609-00000-160		Health/Dental Insurance	\$50.45	3152380	JAN 2025 PREMIUM
Total			\$99.85		
<b>3734 e</b>	01/13/25	<b>CAPITAL ONE TRADE CREDIT</b>			
G 101-20200		Accounts Payable	\$16.99	I17331/G	SUPPLIES - FIRE DEPT
Total			\$16.99		
<b>3735 e</b>	01/02/25	<b>METROPOLITAN LIFE INS CO</b>			
E 101-41500-160		Health/Dental Insurance	\$112.68		JAN 2025 PREMIUM
E 101-43100-160		Health/Dental Insurance	\$69.04		JAN 2025 PREMIUM
E 101-45200-160		Health/Dental Insurance	\$46.02		JAN 2025 PREMIUM
E 609-00000-160		Health/Dental Insurance	\$193.54		JAN 2025 PREMIUM
Total			\$421.28		
<b>3736 e</b>	01/21/25	<b>T-MOBILE</b>			
G 101-20200		Accounts Payable	\$130.36		DEC 2024 CELL SERVICE
G 651-20200		Accounts Payable	\$4.36		DEC 2024 CELL SERVICE
G 730-20200		Accounts Payable	\$29.45		DEC 2024 CELL SERVICE
G 770-20200		Accounts Payable	\$29.45		DEC 2024 CELL SERVICE

**\*Check Detail Register©**

Batch: JAN 2025 AUTO

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$193.62		
<b>3737 e</b>	01/28/25	<b>TASC</b>			
E 101-41500-430		Miscellaneous	\$182.40	IN3355840	2025 COBRA ADIN FEES
Total			\$182.40		
<b>10100</b>			\$34,461.38		

**Fund Summary****10100 4M FUND**

101 GENERAL FUND	\$24,200.46
609 MUNICIPAL LIQUOR FUND	\$7,931.30
651 STORM WATER FUND	\$135.00
730 WATER FUND	\$984.99
770 SEWER FUND	\$1,209.63
	<u>\$34,461.38</u>

## Payments

Current Period: February 2025

Payments Batch FEB 2025 CC PMT

\$1,343.44

Refer	1 FLEET FARM	Ck# 003738E 2/15/2025		
Cash Payment	E 101-43100-210 Operating Supplies	CLOTHING ALLOWANCE - PW		\$346.89
Invoice	5581 1/2/2025			
Transaction Date	2/5/2025	4M FUND	10100	Total \$346.89
Refer	2 AMAZON	Ck# 003739E 2/15/2025		
Cash Payment	G 609-20200 Accounts Payable	OPERATING SUPPLIES - MLS		\$17.32
Invoice	2037052 12/27/2024			
Cash Payment	G 609-20200 Accounts Payable	OPERATING SUPPLIES - MLS		\$75.84
Invoice	0822655 12/28/2024			
Cash Payment	E 609-00000-200 Office Supplies	OFFICE SUPPLIES - MLS		\$57.20
Invoice	5773843 1/11/2025			
Cash Payment	E 609-00000-210 Operating Supplies	OPERATING SUPPLIES - MLS		\$54.01
Invoice	4161039 1/11/2025			
Transaction Date	2/5/2025	4M FUND	10100	Total \$204.37
Refer	3 FACEBOOK	Ck# 003740E 2/15/2025		
Cash Payment	G 609-20200 Accounts Payable	ADVERTISING - MLS		\$0.28
Invoice	LDZXSJQCQ2 12/27/2024			
Transaction Date	2/5/2025	4M FUND	10100	Total \$0.28
Refer	4 ROBERTS POLYPRO	Ck# 003741E 2/15/2025		
Cash Payment	E 609-00000-210 Operating Supplies	OPERATING SUPPLIES - MLS		\$251.85
Invoice	A0037413 1/3/2025			
Transaction Date	2/5/2025	4M FUND	10100	Total \$251.85
Refer	5 MENARDS - BLAINE	Ck# 003742E 2/15/2025		
Cash Payment	G 101-20200 Accounts Payable	MAINTENANCE PARTS - PW		\$454.06
Invoice	BLNE30270945 12/18/2024			
Transaction Date	2/5/2025	4M FUND	10100	Total \$454.06
Refer	6 ZOOM VIDEO COMMUNICATIONS	Ck# 003743E 2/15/2025		
Cash Payment	E 101-41500-300 Professional Svcs	JAN 2025 SERVICE		\$15.99
Invoice	INV286153018			
Transaction Date	2/5/2025	4M FUND	10100	Total \$15.99
Refer	7 MN GFOA	Ck# 003744E 2/15/2025		
Cash Payment	E 101-41500-433 Dues and Subscriptions	2025 MEMBERSHIP		\$70.00
Invoice	1814 1/20/2025			
Transaction Date	2/5/2025	4M FUND	10100	Total \$70.00

## Fund Summary

	10100 4M FUND	
101 GENERAL FUND		\$886.94
609 MUNICIPAL LIQUOR FUND		\$456.50
		\$1,343.44

Pre-Written Checks	\$1,343.44
Checks to be Generated by the Computer	\$0.00
Total	\$1,343.44



## Report Criteria:

Report type: Summary

Check Number	Check Issue Date	Payee	Amount
15585	02/06/2025	Amazon Capital Services	214.89
15586	02/06/2025	AXON ENTERPRISE, INC	1,598.30
15587	02/06/2025	E C S I, LLC	360.00
15588	02/06/2025	GEORGE'S INC	170.00
15589	02/06/2025	HD Supply	558.40
15590	02/06/2025	Language Line Services	70.04
15591	02/06/2025	Marie Ridgeway LICSW, LLC	560.00
15592	02/06/2025	Metro Sales, Inc.	179.38
15593	02/06/2025	REMILLARD INSURANCE AGENCY	2,800.00
15594	02/06/2025	Safeguard Business Systems	103.28
15595	02/06/2025	Shred-N-Go, Inc	103.93
15596	02/06/2025	TACTICAL SOLUTIONS	2,645.50
15597	02/06/2025	TRANSUNION RISK & ALTERNATIVE	75.00
15598	02/06/2025	VERIZON WIRELESS	1,140.13
2025009	02/06/2025	US Bank Credit Card	3,344.02
Grand Totals:			13,922.87

M = Manual Check, V = Void Check

# City of Lexington

## \*Cash Balances

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Current Period January 2025

Fund	2025 Begin Balance	Receipts	Disbursements	Transfers		JE Payroll	Balance
				Rec/Disb	Journal Entries		
<b>10100 4M FUND</b>							
101 GENERAL FUND	\$1,764,099.40	\$23,638.60	\$189,246.85	\$0.00	(\$16,091.40)	(\$16,781.10)	\$1,565,618.65 In Bal
220 LOVELL BUILDING	\$645,509.68	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$645,509.68 In Bal
229 ARPA FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 In Bal
310 CAPITAL PROJEC	\$997,761.79	\$53,609.44	\$0.00	\$0.00	\$0.00	\$0.00	\$1,051,371.23 In Bal
320 TIF #3	\$95,293.08	\$0.00	\$360.00	\$0.00	\$0.00	\$0.00	\$94,933.08 In Bal
330 WATER CAPITAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 In Bal
360 05 STREET-EDGE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 In Bal
370 SEWER CAPITAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 In Bal
405 PARK DEDICATIO	\$50,050.63	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,050.63 In Bal
417 17 STREET IMPRO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 In Bal
418 LAKE DRIVE PROJ	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 In Bal
419 19 JACKSON AVE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 In Bal
421 2021 STREET IMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 In Bal
422 2022 STREET IMP	\$78,537.96	\$182.00	\$0.00	\$0.00	\$0.00	\$0.00	\$78,719.96 In Bal
423 2023 STREET IMP	\$13,490.69	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,490.69 In Bal
424 2024 STREET IMP	\$39,258.78	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$39,258.78 In Bal
430 12 HAMLINE AVE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 In Bal
435 13 STREET IMPRO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 In Bal
440 15 STREET IMPRO	\$16,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16,500.00 In Bal
445 16 STREET IMPRO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 In Bal
551 16 NORTH METRO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 In Bal
585 04 STREET-OAK L	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 In Bal
591 14 STREET-VARIO	\$132,179.05	\$259.97	\$50,677.33	\$0.00	\$0.00	\$0.00	\$81,761.69 In Bal
592 15 STREET-VARIO	\$333,510.65	\$2,533.13	\$92,300.00	\$0.00	\$0.00	\$0.00	\$243,743.78 In Bal
599 POLICE BUILDING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 In Bal
609 MUNICIPAL LIQUO	\$580,844.12	\$0.00	\$157,255.76	\$0.00	\$231,777.61	(\$36,220.90)	\$619,145.07 In Bal
625 FARMERS MARKE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 In Bal
650 PROPERTY MAINT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 In Bal
651 STORM WATER F	(\$52,083.70)	\$7,878.32	\$12,474.34	\$0.00	\$0.00	(\$1,688.36)	(\$58,368.08) In Bal
730 WATER FUND	\$450,797.52	\$17,435.57	\$44,125.83	\$0.00	(\$940.00)	(\$7,585.40)	\$415,681.86 In Bal
770 SEWER FUND	\$1,070,774.76	\$25,590.46	\$94,173.87	\$0.00	\$0.00	(\$6,900.96)	\$995,290.39 In Bal
	\$6,216,524.41	\$131,127.49	\$640,613.98	\$0.00	\$214,846.21	(\$69,176.72)	\$5,852,707.41

**City of Lexington**  
**\*Fund Summary -**  
**Budget to Actual©**  
January 2025

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	2025 YTD Budget	January MTD Amount	2025 YTD Amount	2025 YTD Balance	2025 % YTD Budget
<b>FUND 101 GENERAL FUND</b>					
Revenue	\$2,511,874.91	\$14,776.00	\$14,776.00	\$2,497,098.91	0.59%
Expenditure	\$2,511,874.92	\$219,780.32	\$219,780.32	\$2,292,094.60	8.75%
		<u>-\$205,004.32</u>	<u>-\$205,004.32</u>		
<b>FUND 310 CAPITAL PROJECTS</b>					
Revenue	\$383,417.33	\$40,000.00	\$40,000.00	\$343,417.33	10.43%
Expenditure	\$136,950.00	\$0.00	\$0.00	\$136,950.00	0.00%
		<u>\$40,000.00</u>	<u>\$40,000.00</u>		
<b>FUND 320 TIF #3</b>					
Revenue	\$95,058.00	\$0.00	\$0.00	\$95,058.00	0.00%
Expenditure	\$185,409.67	\$0.00	\$0.00	\$185,409.67	0.00%
		<u>\$0.00</u>	<u>\$0.00</u>		
<b>FUND 405 PARK DEDICATION FEE FUND</b>					
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>		
<b>FUND 422 2022 STREET IMPROVEMENTS</b>					
Revenue	\$3,251.96	\$0.00	\$0.00	\$3,251.96	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		<u>\$0.00</u>	<u>\$0.00</u>		
<b>FUND 423 2023 STREET IMPROVEMENTS</b>					
Revenue	\$2,886.60	\$0.00	\$0.00	\$2,886.60	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		<u>\$0.00</u>	<u>\$0.00</u>		
<b>FUND 424 2024 STREET IMPROVEMENTS</b>					
Revenue	\$6,000.00	\$0.00	\$0.00	\$6,000.00	0.00%
Expenditure	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
		<u>\$0.00</u>	<u>\$0.00</u>		
<b>FUND 551 16 NORTH METRO GO</b>					
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>		
<b>FUND 591 14 STREET-VARIOUS</b>					
Revenue	\$57,075.59	\$0.00	\$0.00	\$57,075.59	0.00%
Expenditure	\$55,327.90	\$50,677.33	\$50,677.33	\$4,650.57	91.59%
		<u>-\$50,677.33</u>	<u>-\$50,677.33</u>		
<b>FUND 592 15 STREET-VARIOUS</b>					
Revenue	\$104,411.68	\$1,998.01	\$1,998.01	\$102,413.67	1.91%
Expenditure	\$103,875.00	\$92,300.00	\$92,300.00	\$11,575.00	88.86%
		<u>-\$90,301.99</u>	<u>-\$90,301.99</u>		

**City of Lexington**  
**\*Fund Summary -**  
**Budget to Actual©**  
 January 2025

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	2025 YTD Budget	January MTD Amount	2025 YTD Amount	2025 YTD Balance	2025 % YTD Budget
<b>FUND 609 MUNICIPAL LIQUOR FUND</b>					
Revenue	\$3,810,990.00	\$240,599.18	\$240,599.18	\$3,570,390.82	6.31%
Expenditure	\$3,810,990.00	\$132,735.61	\$132,735.61	\$3,678,254.39	3.48%
		\$107,863.57	\$107,863.57		
<b>FUND 651 STORM WATER FUND</b>					
Revenue	\$102,642.54	\$0.00	\$0.00	\$102,642.54	0.00%
Expenditure	\$102,642.54	\$13,012.70	\$13,012.70	\$89,629.84	12.68%
		-\$13,012.70	-\$13,012.70		
<b>FUND 730 WATER FUND</b>					
Revenue	\$297,620.00	\$600.44	\$600.44	\$297,019.56	0.20%
Expenditure	\$297,620.00	\$42,306.53	\$42,306.53	\$255,313.47	14.21%
		-\$41,706.09	-\$41,706.09		
<b>FUND 770 SEWER FUND</b>					
Revenue	\$479,500.00	\$0.00	\$0.00	\$479,500.00	0.00%
Expenditure	\$479,500.00	\$98,723.17	\$98,723.17	\$380,776.83	20.59%
		-\$98,723.17	-\$98,723.17		
<b>Report Total</b>		<b>-\$351,562.03</b>	<b>-\$351,562.03</b>		





February 10, 2025

To Whom it May Concern:

Karner Blue Education Center would like to request the use of Memorial Park for our annual Karner Blue Education Center Track and Field day. We would request to use the park on May 16th, 2025, with a weather backup day of May 30th, 2025.

Thank you for your consideration. Our students look forward to this day for an entire year after it concludes. We appreciate the city's contribution to a successful leisure day practicing important life skills for our students.

Thank you,

Tenneil Champlin  
Karner Blue Education Center Teacher  
651-415-6260

*Karner Blue Education Center*

3764 95th Avenue NE | Circle Pines, MN 55014

p | 651.415.6200 • f | 651.415-6275

[www.nemetro.k12.mn.us](http://www.nemetro.k12.mn.us)

BUSINESS LICENSE - COUNCIL APPROVAL - February 20, 2025

BUSINESS LICENSE APPLICATIONS						
NAME OF BUSINESS	BUSINESS ADDRESS	CITY	ST.	ZIP	DESCRIPTION OF BUSINESS	
Circle Lex Lions FarmersMarket	9271 South Highway Drive	Lexington	MIN	55014	Farmers Market	

To: Lexington City Council.

From: Bill Petracek, City Administrator

Date: February 14, 2025

Re: Proposed utility rate study

---

Enclosed you will find a proposal from Ehlers Public Finance Advisors to conduct a utility rate study for the City of Lexington. As I explained in closed session, the next step that the City of Lexington will need to take, while we await the court's decision on our lawsuit with the City of Blaine, is to complete the process of a utility rate study.

The purpose of this proposed utility rate study is to determine your revenue needs for the next 10 years based on the assumption that at some point we are going to come to an agreement with the City of Blaine on the best approach to handling our dispute with them, and providing year round treated water to our citizens. The study will provide us with calculated numbers as to the utility rates the City of Lexington will need to charge their citizens to cover the costs of any necessary upgrades – recommended upgrades provided through MSA's feasibility study - to our utility system and the potential for purchasing treated water from the City of Blaine.

As the city attorney and I explained, the Minnesota Department of Health (MDH) Officials are very much involved in following this process with our dispute with the City of Blaine and our shared water system. MDH will continue to pressure the City of Lexington to move forward with addressing our periodic spikes in Gross Alpha in our water system, and the need for us to permanently provide treated water to our citizens.

As we move through the 2025 budget year, the City Council will need to approve a budget amendment to address the lawsuit with the City of Blaine as invoices for legal and engineering expenses, as well as the cost to conduct this utility rate study are submitted. It has been difficult to fully anticipate our expenses for this lawsuit and our dispute with the City of Blaine, but as I also explained, the City of Lexington is prepared to cover these costs through the water utility fund reserves and the inactive Lovell Fund.

<p><b>Staff recommends the approval of a utility rate study to be conducted by Ehlers Public Finance Advisors in the amount up to \$60,000.</b></p>
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February 3, 2025

Bill Petracek  
City Administrator  
City of Lexington  
9180 Lexington Ave  
Lexington, MN 55014-3531

## **RE: Proposal for a Water & Sewer Utility Rate Study**

Dear Bill,

Thank you for the opportunity to provide this proposal to undertake a Water and Sewer Utility Rate Study for the City of Lexington (the "City"). We appreciate our long-standing relationship with the City, and hope this proposal demonstrates our team's collective qualifications to deliver a study that meets your needs and objectives.

We understand the City has an interconnected water system with the City of Blaine, operated through a joint powers agreement. We also understand the City continues to source a portion of its water from an untreated well, creating issues with the City of Blaine and the MN Department of Health. This has led to the City of Blaine filing a suit to dissolve the joint power agreement and separate its water system from the City's. Ehlers has been subsequently requested to analyze several utility rate study scenarios for the City and assist legal counsel in evaluating different options as the suit progresses through the court system.

The primary goal of completing a Water and Sewer Utility Rate Study is to provide just and equitable water and sewer rates balanced with a long-term financial plan for utility operations, capital needs, and adequate reserves. This utility rate study will provide a platform for the City to make informative decisions to help determine the future of the water fund and ensure the sewer fund continues to build and maintain financial self-sufficiency. It will also provide the following:

- A full understanding of the anticipated financial needs of the water and sewer systems
- Rate recommendations for the next 10 years
- Recommendations for appropriate cash balances and required reserves
- A funding plan for future capital projects and utility replacement
- A flexible planning tool that will help the City respond to changing circumstances and assumptions about capital investment and funding options



The proposed scope of work for the utility rate study is attached in [Appendix A](#).

## **Deliverables**

Upon completion, the City will have:

- 10-year base cashflow projections for both funds that identify the revenues required to adequately fund capital projects, annual operating expenses, debt service, and to build and maintain adequate reserves for the funds, as they currently exist
- Recommended rate increases for each fund and sample customer rate impacts
- Up to six (6) scenarios for the water fund with respect to the suit filed by the City of Blaine. Possible examples include:
  - No ownership change, City purchases all water from Blaine and Lexington well is shut down
  - No ownership change, City treats water from their well and remaining water needs are purchased from the City of Blaine
  - No ownership change, City constructs a blending station to blend water from both systems and includes additional water main loops to maintain water quality and pressure
  - The City of Blaine acquires all water system assets of the City and begins to operate the system independently
  - Other options as requested by the City, legal counsel, or determined by the courts
- PowerPoint presentations or Executive Summaries for each of the scenarios, as needed for City Council meetings or court proceedings
- A transparent decision-making process

**Note:** Depending on the complexity of the options, we recommend the City also involve the City engineer/consultant as part of this process.

## **Project Team**

The Project Manager for the study will be Keith Dahl assisted by Stacie Kvilvang, Jeanne Vogt and Megan Sandell. Keith will manage the project, Stacie will assist in overseeing the project, strategic direction and recommendations, and Jeanne and Megan will complete the numerical analysis and participate in staff meetings as needed.

## **Proposed Cost**

Given the level of complexity and unknown requests from the court, Ehlers will perform the scope identified for this utility rate study billed at our currently rate of \$300/hour, for actual hours worked. Ehlers will invoice monthly for work completed in the prior month.

We estimate the base scenario(s) to be \$25,000. Due to all the unknowns of the options to pursue and complexity of each we can't provide an exact estimate. However, for purpose of the City budgeting for the analysis, we expect the costs of the various scenarios could be an additional \$60,000 or more. Once we have a better understanding of the base scenario and what legal counsel recommends as best options to pursue further, we can provide the City an updated estimate.

## Project Schedule

The base rate studies can be within 9-12 weeks, depending on City workshop and meeting schedules. Completion of the scenarios for the water fund is dependent on timing of requests and amount of change required.

We appreciate your consideration of our proposal and look forward to discussing how Ehlers can best serve the City.

Respectfully submitted,



Stacie Kvilvang  
Senior Municipal Advisor  
[skvilvang@ehlers-inc.com](mailto:skvilvang@ehlers-inc.com)  
(651) 697-8504



Keith Dahl  
Municipal Advisor  
[kdahl@ehlers-inc.com](mailto:kdahl@ehlers-inc.com)  
(651) 697-8595



## Appendix A

### Scope of Work for the Utility Rate Study

Ehlers proposes to take the following steps in completing the Utility Rate Study. Our approach is flexible and has proven to deliver the information, recommendations, and facilitated discussion essential to setting utility rates with confidence and accuracy.

#### Step 1. Gather data from City staff

Rate studies are a team effort. Ehlers will work with you to ensure that we receive the necessary data for the study.

#### Step 2. Complete a review of the City's Capital Improvement Plan

- We will use information from City staff and consulting engineers, if applicable, to compile a detailed Capital Improvement Plan for the utility funds base scenario.
- We will ensure all utility-related costs, such as equipment and capital improvement projects are included in the Capital Improvement Plan.

#### Step 3. Solicit feedback on objectives the City wants to achieve with the study and preferred options for storm water rates.

At our initial meeting, Ehlers will work with staff to make sure we fully understand each utility's financial situation, including outstanding and planned capital projects, the City's short and long-term system goals, and future estimates of land use and customer growth. We will also have frequent check-in's with staff to stay current with court proceedings.

#### Step 4. Complete rate study and financial plan

This step will focus on providing options (as defined previously) for user rates for residential and commercial customers. Ehlers will:

- Assemble and review existing historical utility system financial information
- Develop or update a pro forma cash flow statement for each fund showing total operating revenues and total expenses, including operations and maintenance costs, depreciation, department servicing, net operating income, capital improvements, etc. to test the adequacy of existing and proposed utility rates
- Review rates and user charges to determine if the rates and charges are sufficient to pay for expected operations and capital improvements
- Identify any additional issues, such as:
  - The use of debt vs. cash to pay for future capital improvements
  - Establishing a target minimum cash balance for each fund
  - Address City-identified issues

- Develop inflationary rate recommendations for each utility for the next ten years

#### Step 5. Review preliminary findings with City staff

- Review preliminary findings and seek direction for any revisions.
- Facilitate discussion to prioritize projects, if necessary, and develop proposed charges.

#### Step 6. Prepare Recommendations

The rate analysis will give recommendations for the staff and City Council to consider. The recommendations will be customized for the City of Lexington and will address annual adjustments to rates, cash balance policies, and the timing of future capital improvements.

#### Step 7. Presentation to City Council

The rate analysis will include one City Council workshop or meeting to discuss the findings and recommendations for the base scenarios.