

**AGENDA  
CITY OF LEXINGTON  
BOARD OF REVIEW  
&  
REGULAR COUNCIL MEETING  
APRIL 19, 2018 – 7:00 P.M.  
9180 LEXINGTON AVENUE**

**1. CALL TO ORDER BOARD OF REVIEW - Mayor Kurth**

A. Roll Call - Council Members: DeVries, Harris, Hughes and Murphy

**2. INTRODUCTION OF COUNTY ASSESSOR**

**3. CITIZENS WHO WISH TO ADDRESS ASSESSOR**

**4. CLOSE BOARD OF REVIEW**

**REGULAR COUNCIL MEETING  
APRIL 19, 2018 – 7:00 P.M.  
9180 LEXINGTON AVENUE**

**1. CALL TO ORDER: - Mayor Kurth**

A. Roll Call – Council Members: DeVries, Harris, Hughes and Murphy

**2. CITIZENS FORUM**

This is the 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.

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

### **4. PROCLAMATION – HONORING CENTENNIAL HOCKEY PLAYER TRAVIS ALLEN ACKNOWLEDGING HIS OUTSTANDING SPORTSMANSHIP**

**pp. 1-3**

### **5. INFORMATIONAL REPORTS:**

- A. Airport (Councilmember Harris)
- B. Cable Commission (Councilmember Murphy)
- C. City Administrator (Bill Petracek)

### **6. LETTERS AND COMMUNICATIONS:**

- A. Anoka County Septic & Well Loan Program
- B. North Metro TV - March 2018 Update
- C. City Report
- D. Centennial Lakes Police Department – Media Reports
  - 3-29-18 – 4-4-18
  - 4-5-18 – 4-11-18
- E. Planning & Zoning meeting minutes – March 13, 2018
- F. Letter from resident
- G. Public Notice – Board of Appeal & Equalization

**pp. 4-6**

**pp. 7-13**

**pp. 14-20**

**pp. 21-26**

**pp. 27-30**

**pp. 31-32**

**under separate cover**

**pp. 33**

### **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 Action Items in order to be discussed and receive separate action.

### **7. CONSENT ITEMS:**

- A. Recommendation to Approve Council Minutes:  
Council Meeting – April 5, 2018
- B. Recommendation to approve Claims and Bills:

**pp. 34-36**

**pp. 37-53**

Check # 13572 through 13572

Check # 11900 through 11916

### **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.

## **8. ACTION ITEMS:**

- A. Recommendation to approve Resolution NO. 18-13 A Resolution Authorizing The Issuance, Sale, And Delivery Of A Multifamily Housing Revenue Note Relating To The Lexington Apartments Project Pursuant To Minnesota Statutes, Chapter 462C; Approving The Forms Of And Authorizing The Execution And Delivery of The Note And Related Documents; Providing For The Security, Rights, And Remedies With Respect To The Note; And Granting Approval For Certain Other Actions With Respect Thereto pp. 54-63
- Supporting Documentation under separate cover**
- B. Recommendation to approve Memorandum of Understanding for the Summer Fun Program pp. 64-66
- C. Recommendation to approve Anoka County Contract # C0006189 – 2018 Agreement for Residential Recycling Program pp. 67-83
- D. Recommendation to approve Business License Renewal for Lexington Fire & Rescue Auxiliary Farmer's Market pp. 84
- E. Recommendation to approve Karner Blue Education Center's request to use Memorial Park for a Track & Field Day on Thursday, May 17, 2018 (May 31, 2018 rain make-up) pp. 85
- F. Recommendation to approve Re-hire of Public Works Seasonal Part-time employee Mohamed Elsharkawy at \$13.00 per hour

## **9. MAYOR AND COUNCIL INPUT:**

## **10.ADJOURNMENT**







BLOG

**StribSports Upload**[\(http://www.startribune.com/blogs/StribSports\\_Upload/\)](http://www.startribune.com/blogs/StribSports_Upload/)

## Sweet moment of goofy sportsmanship during the state hockey tournament

MARCH 12, 2018 — 8:02AM

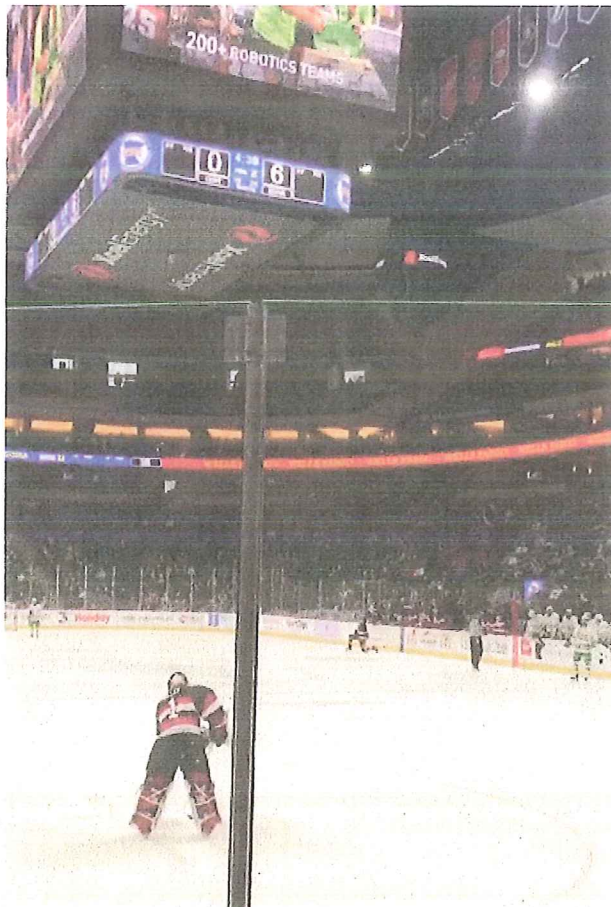
You almost certainly missed this scene because it took place during the third-place game of the Class 2A tournament between Edina and Centennial. That Edina won the game 11-0 isn't what will be remembered as much as the unusual scene that unfolded on the ice while officials were sorting out penalties following a scuffle in the second period.

**Here's how it was described in one of the Two-Man Advantage posts authored by David La Vaque and Loren Nelson during the state tournament.**

Serving as a much-needed mood-lightener in a hockey game quickly devolving into something resembling a wrestling bout was an odd exchange between Edina defenseman Jake Boltmann and Centennial goalie Travis Allen.

Edina defenseman Ben Brinkman was standing on the ice at 12:21 of the second period of Saturday's state Class 2A tournament third-place game as referees were sorting out penalties to both teams. He noticed Boltmann and Allen passing the puck back and forth at the other end.

Boltmann called for the puck. Allen passed it to him. Boltmann returned the favor, and Allen fired a one-timer wide. Boltmann retrieved the puck out of the corner and sent another pass Allen's way.



This time the sparse crowd cheered as Allen buried a one-timer. Allen and Boltmann each raised their arms in unison to celebrate the "goal."

"We we're talking with the Centennial guys like, 'What's going on?' " Brinkman said. "They said, 'Our goalie is a little weird.' We're like, 'Well, Jake is a little weird, too.'"

"I've never seen anything like that. It was really funny."

Edina won the game 11-0. Seven penalties had been called before the good-natured puck sharing between Boltmann and Allen. Just two more penalties were called the rest of the game.

For a look back on the tournament, everything from the game stories to the visit by Team USA gold-medal goalkeeper Maddie Rooney ([http://www.mnhockeyhub.com/news\\_article/show/896464?referrer\\_id=32760](http://www.mnhockeyhub.com/news_article/show/896464?referrer_id=32760)) to all of the Two-Man Advantage extras from the X, click here (<http://www.mnhockeyhub.com/>) to visit our Hockey Hub.

OLDER POST ([HTTP://WWW.STARTRIBUNE.COM/LET-IT-FLOW-BRO-THE-2018-MINNESOTA-HOCKEY-ALL-HAIR-TEAM/476479983/](http://www.startribune.com/let-it-flow-bro-the-2018-minnesota-hockey-all-hair-team/476479983/))

Let it flow, bro: The 2018 Minnesota hockey all-hair team (<http://www.startribune.com/let-it-flow-bro-the-2018-minnesota-hockey-all-hair-team/476479983/>)



([http://www.startribune.com/sports/blogs/StribSports\\_Upload/](http://www.startribune.com/sports/blogs/StribSports_Upload/))

**StribSports Upload** is where you'll see what other people are saying about Minnesota sports. It could be a report from another city's media following a game. It could be a blog or video from somewhere in Minnesota. It could be serious or funny, on point or off the wall. It could be something you tell us about. Send stuff to Upload [here](mailto:Stribsports@startribune.com) (<mailto:Stribsports@startribune.com>). All correspondence to Upload is on the record unless requested otherwise.

*A Proclamation Honoring Centennial Hockey Goalie Travis  
Allen for His Outstanding Sportsmanship*

**WHEREAS**, the third place matchup at the 2018 Minnesota State Class 2A High School Hockey tournament between Centennial and Edina High School; and,

**WHEREAS**, during a timeout for officials to sort out penalties between both teams - there were seven (7) penalties at this point - and tempers were flaring between both contenders; and,

**WHEREAS**, in the midst of this heated battle, Travis Allen, Centennial Goalie, showed extraordinary sportsmanship through his "Goofy" exchange of the puck (quoted from the March 12, 2018 Minneapolis Star-Tribune) with Edina Defenseman Jake Boltmann; and,

**WHEREAS**; this sportsmanship exchange between these two players served as a much-needed mood-lightener in a hockey game quickly devolving into something resembling a wrestling bout; and,

**WHEREAS**, even though Centennial Hockey eventually lost 11-0, what will be remembered most that evening at the Xcel Energy Center will be the outstanding sportsmanlike exchange between Mr. Allen and Mr. Boltmann; and,

**WHEREAS**; the residents of the City of Lexington are proud of the exceptional example you have set for the children of this community, the Centennial School District, and Minnesota Hockey Fans; and,

**NOW, THEREFORE**, I, Mayor Mark Kurth, this 19<sup>th</sup> Day of April 2018 do hereby recognize Travis Allen for his Outstanding Sportsmanship and his positive example he has set for future generations of hockey in Minnesota and I call this observance to the attention of all of our citizens.

Signed: Mayor Mark Kurth \_\_\_\_\_

SEAL Attest \_\_\_\_\_



**Anoka County**  
COUNTY ADMINISTRATION  
Community & Governmental Relations

**BARB MCKUSICK**

Community Development Coordinator

Phone: 763.324-4605

E-mail: [barb.mckusick@co.anoka.mn.us](mailto:barb.mckusick@co.anoka.mn.us)

April 6, 2018

RE: Anoka County Septic & Well Loan Program

Anoka County Community Development, in conjunction with the Minnesota Department of Agriculture, is pleased to offer an opportunity to all of Anoka County property owners to improve water quality.

The AgBMP Septic/Well Program is for property owners with failed or failing well or septic systems where the repair/replacement will fix a water quality issue. Residents who qualify will receive funding to repair/replace their systems and repay the loan via a special assessment on their property taxes. This program can also be used to connect the property to city water and sewer systems. Property owners can get more information at [www.AnokaCounty.us/cd](http://www.AnokaCounty.us/cd)

Please share the information with your residents via your website, newsletter and with your building permit department staff that work with septic permits. This program has been very beneficial for property owners facing major expenses for repairs.

Thank you in advance for posting the enclosed brochures in your public areas. Also included is a copy of the application for your review. If you or your staff would like further information about the program, please call me directly, I would be happy to talk with you.

Kind regards,

Barb McKusick

Community Development Coordinator





Anoka County HRA assists landowners by offering low interest loans for qualified projects to repair or replace failed/failing septic systems or private wells that pose a threat to groundwater quality.

The purpose of this program is to enhance ground and surface water by providing loans to landowners for certain practices or activities that prevent, reduce and eliminate water pollution.



*Don't let this happen to you! Call today for more information.*



**AgBMP is funded by:**  
 MN State Legislature  
 MN Public Facilities Authority  
 US Environmental Protection Agency (EPA)  
 The AgBMP Program is administered by the MN Department of Agriculture (MDA)



Anoka County Community Development  
 2100 3rd Avenue, Suite W250  
 Anoka, MN 55303

**RS-CommDev@co.anoka.mn.us**  
 Phone: 763-324-4605  
 Fax: 763-324-4610

# ANOKA COUNTY

## Well & Septic Repair/Replacement Loan Program

## AgBMP Water Quality Program

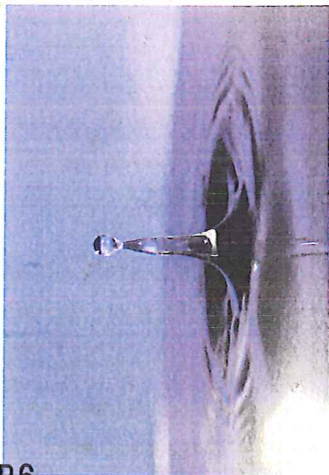


[www.AnokaCounty.us/cd](http://www.AnokaCounty.us/cd)

Anoka County  
 Community Development

Department of Agriculture  
 Best Management Practices  
 Loan Program (AgBMP)





## Well/Septic Program:

To qualify for the loan program, your project must meet program guidelines and correct a "Water Quality Issue."

The MN Department of Agriculture—Best Management Practices (AgBMP) Loan Program is a water quality program that provides low interest loans to landowners. The loans are paid back via a special assessment placed on your property tax.

The AgBMP Loan Program provides financing to qualified projects. These low interest loans make it more affordable to implement practices that improve and protect water quality.

### Qualifications:

- Property must be located in Anoka County
- Applicant must be the landowner
- Applicant must be current on all mortgage, liens or assessments; no reverse mortgages
- Property taxes must be current
- Repair/replacement must correct a water quality issue

### The Loan:

- Loans are limited to \$100,000 for any one project with a maximum of \$200,000 per borrower
- Loan length is determined by the amount borrowed; maximum is 10 years
- Current interest rate is 3%\*
- Loan application fee is \$200\*
- 1% loan origination fee\*
- Borrower repays the county via special assessment on the property tax

### How to Apply:

- Go to the [AnokaCounty.us/cd](http://AnokaCounty.us/cd) website for the guidelines, application and more information
- Call the Anoka County Community Development Office at 763-323-5722

### Eligible Projects:

***ALL projects must solve an existing or potential groundwater pollution problem***

### Septic Systems

- Mound Systems
- Septic System Repair/Replacement
- Cluster System

### Wells

- To meet setback requirements
- Repair broken casings
- Contaminated wells
- Sealing open/abandon wells

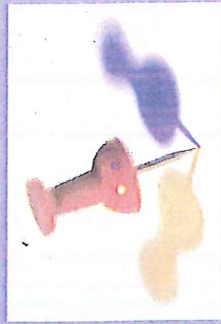
***Connection costs associated with city sewer and water may also qualify for the loan program.***

### What's NOT Allowed:

- Construction of septic and wells for new properties
- Expansion or upgrading of conforming septic systems due to construction of additional living quarters or expanded use.
- Installation of a new septic or well when one does not currently exist on the property.
- Projects outside of Anoka County
- Reverse mortgages

Safe, clean water is important for everyone.  
Contact Anoka County Community Development  
for further assistance.

Learn more at [www.AnokaCounty.us/cd](http://www.AnokaCounty.us/cd)



\* Fees and program subject to change

Published: May 30, 2017



# North Metro TV

March 2018 Update

## Program Production

In March, a total of **78 new programs** were produced utilizing the North Metro facilities, funds, and services. This constitutes **53:15:00 hours of new programming**.

- 26 programs were produced by the public
- 26 programs were produced by NMTV staff
- 26 programs were produced by City staff



## Van Shoots

The HD truck was used for **26:45:00** hours of production. Events produced live and recorded for additional playbacks include (Most tournament level games cannot be done live):

- Boys Hockey: 5AAAA Championship: Centennial vs. Maple Grove
- Girls Basketball: 5AAAA Semi-Final: Centennial vs. Park Center
- Boys Basketball: 7AAAA Quarter-Final: Anoka vs. Blaine
- Boys Basketball: 7AAAA Final: Forest Lake vs. Blaine



## Workshops

Workshop	Instructor	Organization	Students
Special Production Series Class 19	Eric Houston	Blaine/Ham Lake Girl Scouts	9
Intro to NMTV and Tour	Eric Houston	American Heritage Girls	18
Special Production Series Class 20	Eric Houston	Blaine/Ham Lake Girl Scouts	11
Camera	Eric Houston	General Public	4
Bad Movie Bros Taping	Eric Houston	Video Club	3
Special Production Series Class 21	Eric Houston	Blaine/Ham Lake Girl Scouts	9
Intro to North Metro TV	Eric Houston	General Public	5
Jim Henson and the Muppets Lecture	Eric Houston	General Public	14
Special Production Series Class 22/Premiere Night	Eric Houston	Blaine/Ham Lake Girl Scouts	27
Open Studio Night	Eric Houston	General Public	5
<b>10 Workshops</b>			<b>105 Students</b>



## Home Movie Transfers

Home movie transfers have become one of our most popular 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	Hours Transferred	Tapes	Film Reels	DVDs	Photos/Slides	Fees Paid
January	201.75	57	122	20	409	\$1,159.00
February	120.5	41	53	15	1,164	\$780.00
March	167.5	64	0	74	237	\$381.00
<b>TOTAL:</b>	<b>489.75</b>	<b>162</b>	<b>175</b>	<b>109</b>	<b>1,810</b>	<b>\$2,320.00</b>

## Public Usage Stats

For statistical purposes, the public access department documents total numbers of unique individuals and total hours of usage of the facility by the general public, every month. These numbers include regular users, class participants, individuals transferring videos, people who attend events, and any other public usage of the facility. The numbers do not take into account the many members of the public who work with any other NMTV department, such as news, sports, municipal, or educational.

Month	Unique Individuals	Total Usage Hours
January	111	460
February	112	685.25
March	117	552.25
<b>TOTAL PUBLIC USAGE:</b>		<b>1,697.50</b>

## Production Highlights

### NMTV News Highlights

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

- Charity Hockey Game Makes Big Donation
- MN Food Share Month
- Local Survivor Awarded Labor Trafficking Grant
- Minnesotan Travels to Korea to Work At Olympics
- Paul the Barber Celebrates Retirement
- Invictus Brewing Company Moves Closer to Opening
- Metro North Chamber of Commerce Working With Women
- Wonders Ice Cream Opens in Blaine
- Lee Carlson Center Holds Fundraiser
- Habitat for Humanity Celebrates Four New Homes

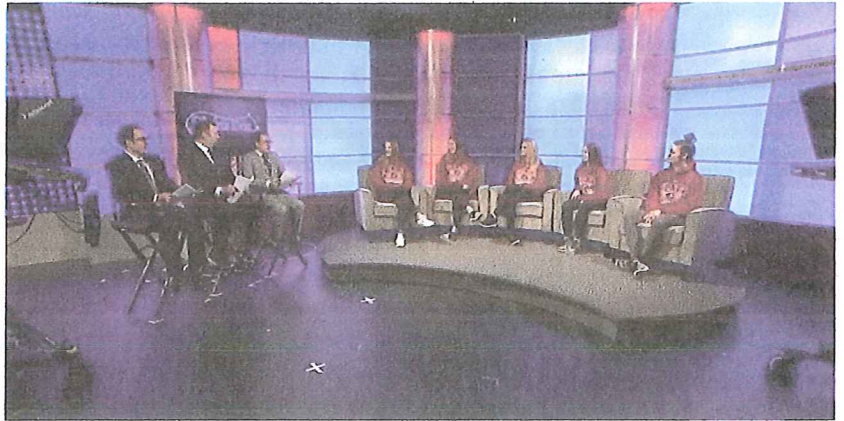


In addition to daily playbacks of North Metro TV News on the cable systems, there are over 474 local stories archived for viewers on the NMTV YouTube page. The page can be accessed through the [northmetrotv.com](http://northmetrotv.com) website.



### Sports Den Winter Finale

The hour-and-a-half long Sports Den Winter Finale went out live on Monday, March 26th. Once again, the studio was filled with student athletes from Blaine, Centennial, and Spring Lake Park High Schools. The programming event included highlights from the hockey, wrestling, gymnastics and basketball seasons and interviews. Groups of student athletes were brought onto the set and asked questions about the past season and their future goals. The students all received a dvd copy of the program to thank them for attending and for being a fan of Sports Den. Replays of the program are playing on the NMTV channels, and is available On Demand, and on the NMTV YouTube page.



### Spring Mayor's Minutes

Municipal Producer, Trevor Scholl, has started his Spring round of Mayor's Minutes programs. The Blaine and Lexington versions were completed in March, along with the field work for the Centerville episode. The show is a casual report by the Mayor of what is going on in each City. It is generally pretty short...around three to five minutes...and is intended to give Cities a forum to highlight issues, plans and accomplishments. All City Mayor's are contacted and invited to participate.



### Girl Scouts Premiere Project

After a long and productive series of classes, the Blaine/Ham Lake Girl Scouts have completed their training and have produced seven video shorts about the lives and careers of pioneering women in film and television, and a PSA about things you can do without your cell phone. At the conclusion of the class series, a special premiere night was held for the girls, and their families and friends. All of the videos were played for the audience and the girls received well deserved recognition for their accomplishments. All of the videos can be seen on the North Metro TV website.



### Drone Requests

The NMTV drone is becoming a more common and popular tool for staff video productions. It is being used regularly for sports events, municipal productions, and other staff programs like "On Tap" and "Arrive Alive." City staff are beginning to request footage from the drone for their programs as well. We currently have three municipal drone shoots scheduled, by request of City Staff, including coverage of Circle Pines Clean Up Day, Lexington's Section 4AAA Girls Softball Tournament, and aerial coverage of Centerville's Fetes Des Lacs events. Once Spring arrives...if Spring arrives...drone operator, T.J. Tronson, will be recording new scenic drone shots of each of our Member Cities. In the meantime, if any City Department has a request for drone footage give us a call!

### Your City Staff

One episode of Your City Staff was produced in March. It featured Jean Keely, Blaine City Engineer. The episode highlighted her background, career, awards, and the work she does for the City of Blaine. The videos are presented as a news story on North Metro TV News, and then edited into a stand alone video for the City Channels.

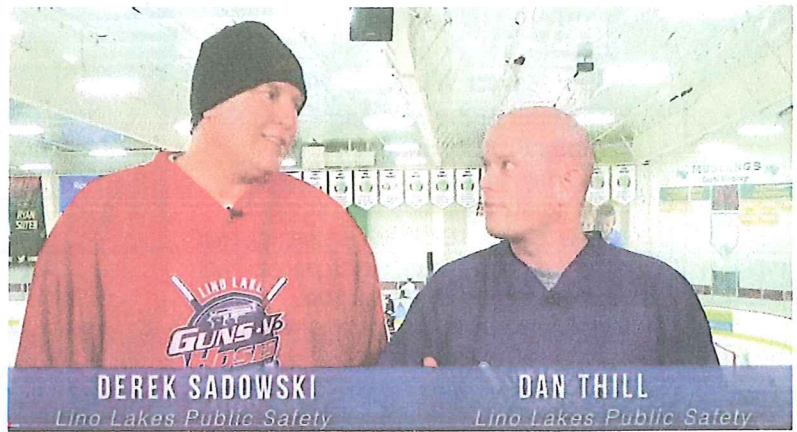




## City Productions

Municipal Producer, Trevor Scholl, completed seven projects in March, and worked on several more, including Blaine's Lakes Eggstravaganza and Centerville's Spring edition of Mayor's Minutes. Projects completed include:

- Blaine's Mayor's Minutes
- Lexington's Mayor's Minutes
- Paul's Barbershop Retirement
- Open to Business: Blaine
- Lino Lakes Guns N Hoses Charity Hockey Game
- Mary Ann Young Senior Center Issues for Consideration by Blaine City Council



New and ongoing projects include:

- Editing and Spring b-roll for Centerville's Mayor's Minutes
- Shoot and edit Blaine Lakes Eggstravaganza
- Business matters episode featuring Pressed yoga and juice bar in Blaine
- Call Cities to get more Mayor's Minutes Organized
- Investigating story opportunities with Park and Rec departments with weather getting better
- Circle Pines District Day and a City promo
- Lino Lakes organics recycling
- Tower Days promo for Spring Lake Park
- Open to Business, each Cities involvement
- Ham Lake senior dance day
- Arranging interviews with each City's economic developer about Open to Business

Trevor touches base with contacts on a regular basis and also encourages Cities to contact him whenever they have an idea for a new show.

## Production equipment consulting for cities and schools

### Blaine

- No equipment assistance requested or required.

### Centerville

- No equipment assistance requested or required.

### Circle Pines

- 3/6/18: Checked out microphone issues. Mics seemed ok, but noticed a really touchy mixer in the control room. Set everything appropriately and notified Patrick of a potential issue with turning the pots during recording.
- 3/14/18: Contacted AVI Systems regarding a quote for the Circle Pines HD upgrade. Set up a meeting time with AVI and Patrick to go over HD needs for upgrade.
- 3/19/18: Met with Patrick and AVI Systems at Circle Pines City Hall regarding HD upgrade. They will be submitting a proposal.
- 3/21/18: Alpha Video finally returns calls and wants to submit a proposal for HD upgrade.
- 3/22/18: Met with Alpha Video regarding Circle Pines proposal.

### Ham Lake

- 3/21/18: Met with Denise and Z Systems for final walk through for Ham Lake project. Went through all details and made several changes. Met key installer for project.

### Lexington

- 3/19/18: Sent Bill an estimate for a 1 camera HD upgrade for Lexington.

### Lino Lakes

- 3/14/18: Installed the live streaming server in master control and ran a network cable to the switch, a video cable from the patch bay and a network cable to the monitor and keyboard switch. Will need a DVI-D to VGA adapter to function. Will order.
- 3/27/18: Sent Jeff Karlson an email outlining the remaining steps for installation of the streaming server, along with an anticipated timeline to get it up and operational.
- 3/27/18: Met with contract IT guy Ian to adapt fire-wall for new streaming server.
- 3/29/18: Schedule BizzyWeb to program website for new streaming server.
- 3/30/18: Updated Jeff Karlson on live streaming server progress.

### Spring Lake Park

- 3/29/18: Went to City Hall to work with cameras again. Broadcast Pix had Matt try a few new things with the system and none of them worked, so he experimented with more

settings and found a new camera device profile. He used that configuration for the new cameras and it worked! He has informed Broadcast Pix of the fix so that they will know if it ever comes up with someone else.

**All Cities**

- 3/19/18: Requested warranty and service contracts for Carousel equipment through Z Systems. Alpha not being responsive to requests.
- 3/20/19: Signed off on Tightrope/Carousel service contracts.

## City Channel 16 Playback Stats

City	Number of Times Programs Played	Hours Programmed on Channel
Blaine	176	175:47:23
Centerville	35	36:59:55
Circle Pines	205	143:15:43
Ham Lake	68	58:05:30
Lexington	94	80:58:37
Lino Lakes	94	80:45:39
Spring Lake Park	103	74:59:11
<b>Totals:</b>	<b>775 Program Playbacks</b>	<b>690:51:58 Hours of Video Programming on Channels</b>

## Programs Produced by the Public

Title	Producer	Runtime
Put Down Your Phone PSA	Kimberly Ryan/Blaine Ham Lake Girl Scouts	00:01:05
Off Constantly 30 Sec Super Bowl Halftime Recap	D. W. Bauer	00:00:30
Off Constantly 30 Sec Super Bowl Soils Recap	D. W. Bauer	00:00:30
Girl Scouts Presents: Women in Film (7 episodes)	Kimberly Ryan/Blaine Ham Lake Girl Scouts	00:12:57
Toastmasters Live (2 episodes)	Kent Hawks	00:56:28
Off Constantly	D.W. Bauer	00:26:24
Remember?	Sharon Shultz/MacKenzie Kaltow	00:36:19
Every Movie Ever (2 episodes)	Ben Daniels/Ryan Frieundschuh, Gavin Van Trease/Eric Houston	00:49:37
Bad Movie Bros	Video Club	00:29:29
A Fresh New Day	Anita Wardlaw	00:10:04
Cornerstone Church (2 episodes)	Rick Bostrom	00:59:28
The Power of Love (2 episodes)	Rick Larson	01:00:00
LovePower (2 episodes)	Ann Sandell	02:00:00
Rice Creek Watershed District Meeting (2 episodes)	Theresa Stasica	03:59:20
<b>26 New Programs</b>		<b>11:42:11 New Hours</b>



## Programs Produced by NMTV Staff

Title	Producer	Runtime
Anoka County Board Meeting (3/13/18)	T.J. Tronson	00:14:01
Anoka County Board Meeting (3/27/18)	T.J. Tronson	01:07:29
NMTC Meeting (3/21/18)	Ben Hayle	00:15:00
NMTV News (4 episodes)	Danika Peterson/Ben Hayle	01:31:38
Charity Hockey Game	Danika Peterson/Ben Hayle	00:04:29
Your City Staff: Jean Keely	Danika Peterson/Ben Hayle	00:05:11
Working With Women	Danika Peterson/Ben Hayle	00:03:47
Lexington's Mayor's Minutes	Trevor Scholl	00:05:04
Paul's Barbershop Retirement	Trevor Scholl	00:03:31
Blaine's Mayor's Minutes	Trevor Scholl	00:05:10
Open To Business: Blaine	Trevor Scholl	00:05:23
Guns N Hoses Hockey Game	Trevor Scholl	01:02:55
Mary Ann Young Senior Center Issues for Blaine City Council	Trevor Scholl	00:02:30
Adapted Floor Hockey: CI: North Suburban vs. Anoka-Hennepin	Kenton Kipp/J. Millington	01:05:28
Boys Hockey: 5AAAA Champ: Centennial/Maple Grove	Kenton Kipp/J. Millington	02:11:18
Girls Basketball: 5AAAA SF: Centennial/Park Center	Kenton Kipp/J. Millington	01:55:09
Boys Basketball: 7AAAA AF: Anoka/Blaine	Kenton Kipp/J. Millington	01:55:09
Boys Basketball: 7AAAA Final: Forest Lake/Blaine	Kenton Kipp/J. Millington	01:48:07
Adapted Floor Hockey: State CI Division 3rd Place Game: North Suburban vs. Anoka Hennepin	Kenton Kipp/J. Millington	01:10:16
Sports Den (3 episodes)	Kenton Kipp/J. Millington	01:27:50
Sports Den Winter Finale	Kenton Kipp/J. Millington	01:21:05
<b>26 New Programs</b>		<b>17:26:11 New Hours</b>

## Programs Produced by City Staff

Title	Producer	Runtime
Blaine City Council Meeting (3/1/18)	Blaine Staff	00:53:30
Blaine Planning Commission Meeting (3/13/18)	Blaine Staff	01:05:18
Blaine City Council Meeting (3/15/18)	Blaine Staff	01:05:11
Blaine Natural Resources Conservation Board Meeting (3/20/18)	Blaine Staff	00:20:23
Blaine Park Board Meeting (3/27/18)	Blaine Staff	01:03:37
Centerville City Council Meeting (3/14/18)	Centerville Staff	00:41:29
Centerville City Council Meeting (3/28/18)	Centerville Staff	01:39:59
Circle Pines Park Board Meeting (3/6/18)	Circle Pines Staff	00:25:22
Circle Pines City Council Meeting (3/13/18)	Circle Pines Staff	00:55:02
Circle Pines Planning Commission Meeting (3/19/18)	Circle Pines Staff	01:16:21
Circle Pines Utility Commission Meeting (3/21/18)	Circle Pines Staff	00:11:17
Circle Pines City Council Meeting (3/27/18)	Circle Pines Staff	00:38:43
Ham Lake City Council Meeting (3/5/18)	Ham Lake Staff	00:15:25
Ham Lake Planning Commission Meeting (3/12/18)	Ham Lake Staff	00:46:05
Ham Lake City Council Meeting (3/20/18)	Ham Lake Staff	00:53:40

<b>Title cont.</b>	<b>Producer cont.</b>	<b>Runtime cont.</b>
Ham Lake Park & Tree Commission Meeting (3/21/18)	Ham Lake Staff	00:31:51
Ham Lake Planning Commission Meeting (3/26/18)	Ham Lake Staff	00:56:07
Lexington City Council Meeting (3/1/18)	Lexington Staff	00:45:08
Lexington City Council Meeting (3/15/18)	Lexington Staff	00:49:59
Lino Lakes Park Board Meeting (3/5/18)	Lino Lakes Staff	01:42:56
Lino Lakes City Council Meeting (3/12/18)	Lino Lakes Staff	00:22:32
Lino Lakes Planning & Zoning Commission Meeting (3/14/18)	Lino Lakes Staff	02:57:20
Lino Lakes City Council Meeting (3/26/18)	Lino Lakes Staff	00:28:12
Lino Lakes Environmental Board Meeting (3/28/18)	Lino Lakes Staff	02:07:15
Spring Lake Park City Council Meeting (3/5/18)	Spring Lake Park Staff	00:20:39
Spring Lake Park City Council Meeting (3/19/18)	Spring Lake Park Staff	00:41:27
<b>26 New Programs</b>		<b>23:54:48 New Hours</b>

If you have any questions or comments regarding this monthly report please contact  
Heidi Arnson at 763.231.2801 or harnson@northmetrotv.com.

# CITY REPORT

March 2018

blaine centerville circle pines ham lake lexington lino lakes spring lake park

## Video Production



Municipal Producer, Trevor Scholl, completed six projects, and worked toward the completion of several more in March. The Spring series of Mayor's Minutes, the Lino Lakes Guns and Hoses Charity Hockey Game, the first in the series of Open to Business segments, and an internal work product for the Blaine City Council regarding Mary Ann Young Senior Center Issues for Consideration, were completed. Programs were also produced by Ben Hayle, T.J. Tronson, and Danika Peterson. Trevor reaches out to City officials and department contacts, every month, regarding potential programming for the channels.

### ▪ March Completed Videos/Playing on City Channels & Internet

Title	Producer	Runtime
Blaine's Mayor's Minutes	Trevor Scholl	00:05:10
Lexington's Mayor's Minutes	Trevor Scholl	00:05:04
Paul's Barbershop Retirement	Trevor Scholl	00:03:31
Open to Business: Blaine	Trevor Scholl	00:05:23
Guns N Hoses Hockey Game	Trevor Scholl	01:02:55
Mary Ann Young Senior Center Issues for Blaine City Council	Trevor Scholl	00:02:30
Your City Staff: Jean Keely	Danika Peterson/Ben Hayle	00:05:11
Working With Women	Danika Peterson/Ben Hayle	00:03:47
Charity Hockey Game	Danika Peterson/Ben Hayle	00:04:29
Anoka County Board Meeting (3/13/18)	T.J. Tronson	00:14:01
Anoka County Board Meeting ( 3/27/18)	T.J. Tronson	01:07:29
North Metro Cable Commission Meeting (3/21/18)	Ben Hayle	00:15:00

Some projects that Trevor is working on or is scheduled to produce include:

- Editing and Spring b-roll for Centerville's Mayor's Minutes
- Shoot and edit Blaine Lakes Eggstravaganza
- Business matters episode featuring Pressed yoga and juice bar in Blaine
- Call Cities to get more Mayor's Minutes Organized
- Investigating story opportunities with Park and Rec departments with weather getting better
- Circle Pines District Day and a City promo
- Lino Lakes organics recycling
- Tower Days promo for Spring Lake Park



- Open to Business, each Cities involvement
- Ham Lake senior dance day
- Arranging interviews with each City's economic developer about Open to Business
- Learned to update City Carousel graphics and upload videos

## Equipment Consulting/Technical Support



### **Blaine**

- No equipment assistance requested or required.
- **Centerville**
- No equipment assistance requested or required.

### **Circle Pines**

- 3/6/18: Checked out microphone issues. Mics seemed ok, but noticed a really touchy mixer in the control room. Set everything appropriately and notified Patrick of a potential issue with turning the pots during recording.
- 3/14/18: Contacted AVI Systems regarding a quote for the Circle Pines HD upgrade. Set up a meeting time with AVI and Patrick to go over HD needs for upgrade.
- 3/19/18: Met with Patrick and AVI Systems at Circle Pines City Hall regarding HD upgrade. They will be submitting a proposal.
- 3/21/18: Alpha Video finally returns calls and wants to submit a proposal for HD upgrade.
- 3/22/18: Met with Alpha Video regarding Circle Pines proposal.

### **Ham Lake**

- 3/21/18: Met with Denise and Z Systems for final walk through for Ham Lake project. Went through all details and made several changes. Met key installer for project.

### **Lexington**

- 3/19/18: Sent Bill an estimate for a 1 and 2 camera option HD upgrade for Lexington.

### **Lino Lakes**

- 3/14/18: Installed the live streaming server in master control and ran a network cable to the switch, a video cable from the patch bay and a network cable to the monitor and keyboard switch. Will need a DVI-D to VGA adapter to function. Will order.
- 3/27/18: Sent Jeff Karlson an email outlining the remaining steps for installation of the streaming server, along with an anticipated timeline to get it up and operational.
- 3/27/18: Met with contract IT guy Ian to adapt fire-wall for new streaming server.
- 3/29/18: Schedule BizzyWeb to program website for new streaming server.
- 3/30/18: Updated Jeff Karlson on live streaming server progress.

### **Spring Lake Park**

- 3/29/18: Went to City Hall to work with cameras again. Broadcast Pix had Matt try a few new things with the system and none of them worked, so he experimented with more settings and found a new camera device profile. He used that configuration for the new cameras and it worked! He has informed Broadcast Pix of the fix so that they will know if it ever comes up with someone else.

### **All Cities**

- 3/19/18: Requested warranty and service contracts for Carousel equipment through Z Systems. Alpha not being responsive to requests.
- 3/20/19: Signed off on Tightrope/Carousel service contracts.

## Master Control



Programming Coordinator, Michele Silvester, along with help from Eric Houston and Tarkor Zehn, 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 entered into the Carousel video files.

As each live meeting is being recorded at City Hall, it is routed to the North Metro TV head-end and then sent out over the cable system live. At the same time it is also encoded on a server for future playbacks. The following meetings were processed in March:

Title	Producer	Runtime
Blaine City Council Meeting (3/1/18)	Blaine Staff	00:53:30
Blaine Planning Commission Meeting (3/13/18)	Blaine Staff	01:05:18
Blaine City Council Meeting (3/15/18)	Blaine Staff	01:05:11
Blaine Natural Resources Conservation Board Meeting (3/20/18)	Blaine Staff	00:20:23
Blaine Park Board Meeting (3/27/18)	Blaine Staff	01:03:37
Centerville City Council Meeting (3/14/18)	Centerville Staff	00:41:29
Centerville City Council Meeting (3/28/18)	Centerville Staff	01:39:59
Circle Pines Park Board Meeting (3/6/18)	Circle Pines Staff	00:25:22
Circle Pines City Council Meeting (3/13/18)	Circle Pines Staff	00:55:02
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Ham Lake City Council Meeting (3/20/18)	Ham Lake Staff	00:53:40
Ham Lake Park & Tree Commission Meeting (3/21/18)	Ham Lake Staff	00:31:51
Ham Lake Planning Commission Meeting (3/26/18)	Ham Lake Staff	00:56:07
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Lexington City Council Meeting (3/15/18)	Lexington Staff	00:49:59
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Lino Lakes City Council Meeting (3/12/18)	Lino Lakes Staff	00:22:32
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Lino Lakes City Council Meeting (3/26/18)	Lino Lakes Staff	00:28:12
Lino Lakes Environmental Board Meeting (3/28/18)	Lino Lakes Staff	02:07:15
Spring Lake Park City Council Meeting (3/5/18)	Spring Lake Park Staff	00:20:39
Spring Lake Park City Council Meeting (3/19/18)	Spring Lake Park Staff	00:41:27
<b>26 New Programs</b>		<b>23:54:48 New Hours</b>

Meetings are scheduled for replay based on schedules requested by each City. Additional longer-length video programming produced by NMTV staff is also scheduled on the channels. **With the arrival of the Carousel units, shorter-length videos and promos are loaded onto those devices, rather than being scheduled as separate playbacks. The short videos cycle through, with graphics pages, and play on the channels whenever a scheduled program is not playing. Depending on whether a City selected the split screen or full screen Carousel option, the shorter videos are cycling 24 hours a day.** The table below outlines how many times a longer-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	176	175:47:23
Centerville	35	36:59:55
Circle Pines	205	143:15:43
Ham Lake	68	58:05:30
Lexington	94	80:58:37
Lino Lakes	94	80:45:39
Spring Lake Park	103	74:59:11
<b>Totals:</b>	<b>775 Program Playbacks</b>	<b>690:51:58 Hours of Video Programming on Channels</b>

The last category of programming on City channels consists of bulletin board, or graphics pages, that display information about the City or about events and issues of interest to citizens. With the installation of the new Carousel units complete, Eric Houston has assumed responsibility for updating the information on all seven channels. He works closely with each City's representative to ensure that all requested data slides are created and posted to the satisfaction of the City. Even though Eric is doing the work of creating the data pages, the Cities will always maintain editorial control. In addition to the graphics pages, the new Carousel units play video. Eric is also responsible for encoding any videos that will be displayed. The following work was done for City Carousel units in March:

**Blaine**

- Transcoded and uploaded 5 videos to Carousel.

**Centerville**

- Created 2 bulletins for Carousel.



### **Circle Pines**

- Transcoded and uploaded 1 video to Carousel.
- Put all March meetings on hard drive for City
- Created a list of current active Carousel bulletins for Chandra to review
- Created 5 bulletins for Carousel

### **Ham Lake**

- No changes to Carousel content.

### **Lexington**

- Transcoded and uploaded 1 video to Carousel.

### **Lino Lakes**

- Transcoded and uploaded 2 videos to Carousel.
- Created 1 bulletin for Carousel.
- City requested that the Park Board meetings be put on VOD. Created new page on website.
- Programmed setup of Cablecast for new streaming server.
- Work with Tightrope Media Systems to get server set up to run on Reflect service.
- Negotiate timeline for BizzyWeb to create web page for streaming server.
- Test Reflect service. It works.

### **Spring Lake Park**

- Created 7 bulletins for Carousel.
- Removed 5 bulletins at Wanda's request.
- Transcoded and uploaded 1 video to Carousel.

## **City Channel Signal Monitoring**

### **Blaine**

- No channel signal problems.

### **Centerville**

- Council meeting recorded only a Please Stand By graphic. Picked up DVD copy of meeting and transcoded into system for playback and VOD.

### **Circle Pines**

- No channel signal problems.

### **Ham Lake**

- No channel signal problems.

### **Lexington**

- No channel signal problems.

### **Lino Lakes**

- No channel signal problems.

### **Spring Lake Park**

- No channel signal problems.

## **Meetings on Demand**



NMTV has created a video on demand service, with line-item bookmarking, for our Cities meetings. In order to accomplish this, each encoded meeting has to undergo several steps. The meeting must first be transferred and transcoded from the playback server to the video on demand server. The length of time necessary for this varies based on the length of the meeting and whether it is recorded in SD or HD. Once that is done, a

staff member must go through the meeting entering a bookmark at the start of each meeting line-item, and type in the corresponding line-item information. Staff utilizes marked agendas provided by City staff members for this step. If marked agendas aren't provided by City staff we go to the City website to find unmarked agendas and place the meeting on VOD without bookmarks. Once that is done and saved the bookmarked meeting is then linked to the NMTV website's city meeting page for video on demand. The following number of meetings were bookmarked and/or placed on VOD for the Cities in March:

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

## **Administrative**

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The issues dealt with in March include following up with the 4th quarter Comcast PEG fee calculation, participating in a franchise and PEG fee audit of Comcast, and developing a model drone ordinance and internal usage policy for Member Cities and NMTV staff.

### **Comcast Fourth Quarter PEG Fee Issue**

- Had previously noted a significant variation in Comcast's 4th Quarter PEG fee calculation.
- Emailed Comcast for explanation.
- Inquiry was forwarded to Regulatory Compliance.
- Sent follow-up email inquiries to three different individuals, at Comcast, requesting an explanation and resolution for PEG fee deviation.
- Emailed Comcast and requested contact information for individual in Regulatory Compliance who is dealing with the PEG fee issue. Included legal counsel on email.
- Received email explanation from Comcast regarding the PEG fee deviation.
- The deviation was described as a one-time adjustment resulting from an improper procedure for determining fees. Apparently the fees were being calculated on billed revenue rather than earned revenue, resulting in an inaccurate fee payment. The billing system was updated to align taxes and fees, charged to customers, with the associated earned subscriber revenues, upon which they were assessed. The adjustment was described as "a one-time" occurrence.
- Discussed explanation with Legal Counsel.
- Discussed conducting a franchise fee audit of Comcast.

### **Comcast Franchise Fee and PEG Fee Audit**

- Discussed franchise fee and PEG fee audits with Legal Counsel.
- Received proposal from Legal Counsel inviting clients to participate in a group audit. Participating with other clients would result in shared costs.
- Discussed participating in franchise fee and PEG fee audits with Operations Committee, Executive Committee, and Cable Commission.
- Conducting franchise fee and PEG fee audits will be part of the franchise renewal process, so it made sense to participate in the group audit, which will result in cost savings for the Commission.
- The Commission approved moving forward with a franchise and PEG fee audit of Comcast as part of a group of Mike Bradley's clients.

#### **Drone Ordinance and Usage Policies**

- Received a Drone Policy and Ordinance Project proposal from Mike Bradley.
- Reviewed proposal and included in packets for Operations and Executive Committee consideration.
- Researched League of MN Cities drone policies. Found informational memo that said the League doesn't have a model policy but recommends that Cities adopt one.
- Researched National League of Cities drone policies. Found one. Was fairly vague. Didn't include usage policies.
- Discussed joining drone project with Operations Committee and Executive Committee. Both groups recommended joining the project.
- The Commission considered joining the drone project which will result in a model ordinance for drone usage and internal employee usage policies for each City and the Commission.
- The Commission approved joining in the Drone Policy and Ordinance Project at a cost of no more than \$5,000.

#### **Miscellaneous**

- Contacted Mike Bradley for update on Small Cell Ordinance project.
- Relayed a request to Video Engineer, Matt Waldron, that he create an HD upgrade plan for Lexington that includes a one-camera and two-camera option.
- Emailed Commission history to new Cable Commission member.
- Met with Commission insurer to review annual policies and costs.
- Participated in annual audit of finances.
- Processed insurance liability waiver, after Commission approval.
- Created page on website for NMTV Monthly Updates.

# Centennial Lakes Police Department

Media Report  
3/29/18 through 4/4/18

**CASE NUMBER:** 18071053  
**CASE DESCRIPTION:** DOMESTIC  
**INCIDENT DATE:** 3/29/18  
**INCIDENT LOCATION:** 93XX SYNDICATE AVE, LEXINGTON, MN  
**NARRATIVE:** OFFICERS RESPONDED TO THE 9300 BLOCK OF SYNDICATE AVE REGARDING A DOMESTIC. THERE WAS NO PHYSICAL CONTACT AND THE PERSON INVOLVED LEFT THE HOUSE FOR A COUPLE OF HOURS.  
CLEAR

**CASE NUMBER:** 18071457  
**CASE DESCRIPTION:** ANIMAL  
**INCIDENT DATE:** 3/30/18  
**INCIDENT LOCATION:** 69XX OAK CIR, CENTERVILLE, MN  
**NARRATIVE:** ANIMAL CALL-POLICE SUMMONED TO AN ANIMAL CALL IN THE 6900 BLOCK OF OAK CIR.

**CASE NUMBER:** 18071194  
**CASE DESCRIPTION:** SUICIDE THREAT  
**INCIDENT DATE:** 3/29/18  
**INCIDENT LOCATION:** LEXINGTON, MN  
**NARRATIVE:** OFFICERS WERE DISPATCHED TO LEXINGTON FOR A POSSIBLE SUICIDAL PARTY. OFFICERS LOCATED THAT INDIVIDUAL AND LEFT THEM WITH A RESPONSIBLE PERSON.  
CLEARED.

**CASE NUMBER:** 18071122  
**CASE DESCRIPTION:** DOMESTIC  
**INCIDENT DATE:** 3/29/18  
**INCIDENT LOCATION:** 38XX BOSTON LN, LEXINGTON, MN  
**NARRATIVE:** OFFICERS RESPONDED TO THE 3800 BLOCK OF BOSTON LN REGARDING A VERBAL DOMESTIC. THERE WAS NO PHYSICAL CONTACT AND THE PERSON INVOLVED AGREED TO LEAVE FOR THE NIGHT.  
CLEAR.

**CASE NUMBER:** 18071458  
**CASE DESCRIPTION:** DAMAGE TO PROPERTY  
**INCIDENT DATE:** 3/30/18  
**INCIDENT LOCATION:** DUPRE RD / CENTERVILLE RD, CENTERVILLE, MN  
**NARRATIVE:** DAMAGE TO PROPERTY-A DAMAGE TO PROPERTY REPORT WAS TAKEN AT THE INTERSECTION OF DUPRE RD AND CENTERVILLE RD. THE CASE IS MARKED INACTIVE.



**CASE NUMBER:** 18072039  
**CASE DESCRIPTION:** MEDICAL  
**INCIDENT DATE:** 3/30/18  
**INCIDENT LOCATION:** 2XX BALDWIN DR, CIRCLE PINES, MN  
**NARRATIVE:** MEDICAL  
OFFICERS RESPONDED TO THE 200 BLOCK OF BALDWIN DR ON A MEDICAL.  
AN ADULT WAS TRANSPORTED BY AMBULANCE.  
CLEARED.

**CASE NUMBER:** 18072506  
**CASE DESCRIPTION:** ANIMAL  
**INCIDENT DATE:** 3/31/18  
**INCIDENT LOCATION:** 16XX HUNTERS RIDGE LN, CENTERVILLE, MN  
**NARRATIVE:** MEDICAL EMERGENCY  
POLICE WERE DISPATCHED TO THE 1600 BLOCK OF HERITAGE ST ON A  
MEDICAL EMERGENCY. POLICE ARRIVED ON SCENE AND SPOKE WITH A BOY.  
BOY SUFFERED LACERATION TO FINGER. POLICE GATHERED INFORMATION  
FROM MOTHER. EMS ARRIVED, ATTENDED TO THE BOY AND DECIDED TO  
TRANSPORT BOY AND MOTHER TO A NEARBY HOSPITAL FOR FURTHER  
REVIEW.  
CLEARED

**CASE NUMBER:** 18072384  
**CASE DESCRIPTION:** ANIMAL  
**INCIDENT DATE:** 3/31/18  
**INCIDENT LOCATION:** 70XX GOFFIN RD, CENTERVILLE, MN  
**NARRATIVE:** ANIMAL COMPLAINT  
POLICE WERE DISPATCHED TO THE 7000 BLOCK OF GOFFIN RD ON AN  
ANIMAL COMPLAINT. POLICE SPOKE WITH REPORTING PARTY ON THE  
PHONE AND GATHERED CONTACT INFORMATION.  
CLEARED

**CASE NUMBER:** 18071957  
**CASE DESCRIPTION:** INFORMATION  
**INCIDENT DATE:** 3/30/18  
**INCIDENT LOCATION:** 93XX LEXINGTON AVE, LEXINGTON, MN  
**NARRATIVE:** HRO VIOLATION  
OFFICERS RESPONDED TO THE 9300 BLOCK OF LEXINGTON AVE ON A  
REPORTED HRO VIOLATION. THE HRO HAD NOT YET BEEN SERVED ON THE  
ALLEGED REPORTING PARTY. NO CHARGES.  
CLEARED.

**CASE NUMBER:** 18072417  
**CASE DESCRIPTION:** FRAUD COMPLAINT  
**INCIDENT DATE:** 3/31/18  
**INCIDENT LOCATION:** 90XX LEXINGTON AVE, LEXINGTON, MN  
**NARRATIVE:** FRAUDULENT POSTING  
POLICE WERE DISPATCHED TO 9000 BLOCK OF LEXINGTON ON A FRAUD  
CASE. POLICE SPOKE WITH A MALE OVER THE PHONE REGARDING A  
FRAUDULENT POSTING ON A WEBSITE. POLICE GATHERED CONTACT  
INFORMATION FROM MALE. MALE REQUESTED A REPORT BE COMPLETED.  
CLEARED.

**CASE NUMBER:** 18072083  
**CASE DESCRIPTION:** THEFT  
**INCIDENT DATE:** 3/30/18  
**INCIDENT LOCATION:** 70XX CENTERVILLE RD, CENTERVILLE, MN  
**NARRATIVE:** OFFICERS WERE DISPATCHED TO A THEFT THAT OCCURRED ON THE 7000 BLOCK OF CENTERVILLE RD. THE SUSPECT HAS NOT BEEN IDENTIFIED.  
CLEAR/ PENDING

**CASE NUMBER:** 18072086  
**CASE DESCRIPTION:** THEFT  
**INCIDENT DATE:** 3/30/18  
**INCIDENT LOCATION:** 92XX LAKE DR, LEXINGTON, MN  
**NARRATIVE:** VEHICLE - STOLEN  
POLICE RESPONDED TO THE 9200 BLOCK LAKE DRIVE ON A VEHICLE THEFT REPORT. POLICE GATHERED ALL PERTINENT INFORMATION REGARDING THE THEFT. POLICE HAD THE VEHICLE ENTERED INTO NCIC.  
NO SUSPECTS OR WITNESSES TO THE THEFT  
CLEAR

**CASE NUMBER:** 18073971  
**CASE DESCRIPTION:** MEDICAL  
**INCIDENT DATE:** 4/2/18  
**INCIDENT LOCATION:** 1X OAK LEAF LN, CIRCLE PINES, MN  
**NARRATIVE:** RESIDENT ON OAK LEAF LN WAS EXPERIENCING A MEDICAL EMERGENCY.  
RESIDENT TREATED AND TRANSPORTED TO A HOSPITAL FOR FURTHER EVALUATION.

**CASE NUMBER:** 18073621  
**CASE DESCRIPTION:** MEDICAL  
**INCIDENT DATE:** 4/1/18  
**INCIDENT LOCATION:** CIRCLE PINES, MN  
**NARRATIVE:** MEDICAL  
OFFICERS RESPONDED TO THE 0 BLOCK OF CAMEO LN. AN ADULT WAS NOT FEELING WELL. ADULT WAS EVALUATED BY MEDICS AND NOT TRANSPORTED.  
CLEARED.

**CASE NUMBER:** 18073879  
**CASE DESCRIPTION:** DOMESTIC  
**INCIDENT DATE:** 4/2/18  
**INCIDENT LOCATION:** 1XX SOUTH DR, CIRCLE PINES, MN  
**NARRATIVE:** OFFICERS WERE DISPATCHED TO THE 100 BLOCK OF SOUTH DR. OFFICERS MEDIATED THE SITUATION AND FOUND THAT NO CRIME HAD OCCURRED.  
CLEARED.

**CASE NUMBER:** 18073713  
**CASE DESCRIPTION:** INFORMATION  
**INCIDENT DATE:** 4/1/18  
**INCIDENT LOCATION:** 3X VILLAGE PKWY, CIRCLE PINES, MN  
**NARRATIVE:** WELFARE CHECK  
OFFICERS RESPONDED TO THE 30 BLOCK OF VILLAGE PKWY ON A WELFARE CHECK. OFFICERS ASSISTED THE REPORTING PARTY.  
CLEARED.

**CASE NUMBER:** 18073556  
**CASE DESCRIPTION:** DISPUTE  
**INCIDENT DATE:** 4/1/18  
**INCIDENT LOCATION:** 92XX LAKE DR, LEXINGTON, MN  
**NARRATIVE:** CHILD CUSTODY DISPUTE.  
OFFICERS WERE DISPATCHED TO THE 9200 BLOCK OF LAKE DR FOR A  
DISPUTE OVER CHILD CUSTODY.  
OFFICERS ADVISED COMPLAINANT OF OPTIONS. KOPS ALERT WAS PUT IN  
PLACE.  
CASE CLOSED.

**CASE NUMBER:** 18073259  
**CASE DESCRIPTION:** DISORDERLY CONDUCT  
**INCIDENT DATE:** 4/1/18  
**INCIDENT LOCATION:** 38XX RESTWOOD RD, LEXINGTON, MN  
**NARRATIVE:** OFFICERS WERE DISPATCHED TO THE AREA OF 3800 RESTWOOD RD FOR A  
FIGHT IN PROGRESS. UPON ARRIVAL THE FIGHT HAD DISPERSED, AND  
OFFICERS LOCATED THE INVOLVED PARTIES. IT WAS FOUND THAT THE  
FIGHT WAS MUTUAL AND NO CHARGES WERE SOUGHT.  
CLEARED.

**CASE NUMBER:** 18074754  
**CASE DESCRIPTION:** MEDICAL  
**INCIDENT DATE:** 4/2/18  
**INCIDENT LOCATION:** 2XX COBBLER CT, CIRCLE PINES, MN  
**NARRATIVE:** OFFICERS WERE DISPATCHED TO A MEDICAL ON THE 240 BLOCK OF COBBLE  
CT. PATIENT WAS TRANSPORTED TO THE HOSPITAL VIA AMBULANCE.  
CLEAR.

**CASE NUMBER:** 18074522  
**CASE DESCRIPTION:** DOMESTIC  
**INCIDENT DATE:** 4/2/18  
**INCIDENT LOCATION:** CIRCLE PINES, MN  
**NARRATIVE:** OFFICERS RESPONDED TO THE 10 BLOCK OF PARK DR REGARDING A  
DOMESTIC. THE PERSON INVOLVED LEFT BEFORE OFFICERS ARRIVED.  
CLEAR.

**CASE NUMBER:** 18074383  
**CASE DESCRIPTION:** ANIMAL  
**INCIDENT DATE:** 4/2/18  
**INCIDENT LOCATION:** 17XX MAIN ST, CENTERVILLE, MN  
**NARRATIVE:** ANIMAL COMPLAINT.  
OFFICERS TOOK A PHONE CALL REPORT FOR THE 1700 BLOCK OF MAIN ST  
REGARDING AN ANIMAL COMPLAINT.  
OFFICERS ADVISED COMPLAINANT AND ATTEMPTED CONTACT WITH  
OWNERS.

**CASE NUMBER:** 18074231  
**CASE DESCRIPTION:** FRAUD  
**INCIDENT DATE:** 4/2/18  
**INCIDENT LOCATION:** 69XX SUMAC CT, CENTERVILLE, MN  
**NARRATIVE:** FRAUD-A CITIZEN IN THE 6900 BLOCK OF SUMAC CT REPORTED FRAUD. PENDING LEADS.

**CASE NUMBER:** 18074226  
**CASE DESCRIPTION:** EMERGENCY MEDICAL COMMITMENT HOLD  
**INCIDENT DATE:** 4/2/18  
**INCIDENT LOCATION:** CIRCLE PINES, MN  
**NARRATIVE:** A STUDENT AT A SCHOOL IN CIRCLE PINES WAS EXPERIENCING A MENTAL HEALTH CRISIS. STUDENT TO A LOCAL HOSPITAL FOR EVALUATION.

**CASE NUMBER:** 18074206  
**CASE DESCRIPTION:** WARRANT ARREST  
**INCIDENT DATE:** 4/2/18  
**INCIDENT LOCATION:** LEXINGTON AVE / LAKE DR, CIRCLE PINES, MN  
**NARRATIVE:** A MALE WITH A WARRANT WAS TAKEN INTO CUSTODY ON LAKE DR NEAR LEXINGTON AVE. THE MALE WAS TRANSPORTED TO JAIL WITHOUT INCIDENT.

**CASE NUMBER:** 18074282  
**CASE DESCRIPTION:** ACCIDENT  
**INCIDENT DATE:** 4/2/18  
**INCIDENT LOCATION:** 30 BLOCK VILLAGE PKWY, CIRCLE PINES, MN  
**NARRATIVE:** MOTORIST ON VILLAGE PKWY STRUCK AN UNOCCUPIED PARKED VEHICLE CAUSING LIGHT DAMAGE. CASE ACTIVE AS VICTIM HAS YET TO COME FORWARD.

**CASE NUMBER:** 18074987  
**CASE DESCRIPTION:** MEDICAL  
**INCIDENT DATE:** 4/3/18  
**INCIDENT LOCATION:** 38XX MINUTEMAN LN, LEXINGTON, MN  
**NARRATIVE:** MEDICAL: RESPONDED TO THE 3800 BLOCK OF MINUTEMAN LANE ON LEXINGTON FOR MEDICAL EMERGENCY INVOLVING AN ADULT MALE. ARRIVED AND RENDERED MEDICAL TREATMENT UNTIL EMS ARRIVED AND TRANSPORTED MALE TO THE HOSPITAL.

**CASE NUMBER:** 18075275  
**CASE DESCRIPTION:** MEDICAL  
**INCIDENT DATE:** 4/3/18  
**INCIDENT LOCATION:** 95XX DUNLAP AVE, LEXINGTON, MN  
**NARRATIVE:** RESIDENT ON DUNLAP AVE WAS EXPERIENCING A MEDICAL EMERGENCY. RESIDENT TO A LOCAL HOSPITAL FOR TREATMENT.

**CASE NUMBER:** 18075718  
**CASE DESCRIPTION:** DOMESTIC  
**INCIDENT DATE:** 4/4/18  
**INCIDENT LOCATION:** 88XX LEXINGTON AVE, LEXINGTON, MN  
**NARRATIVE:** DOMESTIC.  
DISPATCHED TO 8800 BLOCK OF LEXINGTON AVE ON A DOMESTIC IN  
PROGRESS. SITUATION MEDIATED.

**CASE NUMBER:** 18075449  
**CASE DESCRIPTION:** MEDICAL.  
**INCIDENT DATE:** 4/3/18  
**INCIDENT LOCATION:** 38XX MINUTEMAN LN, LEXINGTON, MN  
**NARRATIVE:** MEDICAL.  
OFFICERS RESPONDED TO THE 3800 BLOCK OF MINUTEMAN LN. FOR AN  
ADULT FEMALE HAVING A MEDICAL EMERGENCY.  
FEMALE WAS TRANSPORTED TO THE HOSPITAL VIA AMBULANCE.  
CLEARED.

# Centennial Lakes Police Department

## Media Report

4/5/18 through 4/11/18

**CASE NUMBER:** 18077081  
**CASE DESCRIPTION:** MEDICAL  
**INCIDENT DATE:** 4/5/18  
**INCIDENT LOCATION:** CIRCLE PINES, MN  
**NARRATIVE:** MEDICAL  
OFFICERS WERE DISPATCHED TO THE 0 BLOCK OF CENTER RD ON A MEDICAL. OFFICERS GATHERED INFORMATION REGARDING THE VICTIMS CURRENT MEDICAL SITUATION. AMBULANCE TRANSPORTED FOR FURTHER EVALUATION.  
CLEAR

**CASE NUMBER:** 18077302  
**CASE DESCRIPTION:** WELFARE CHECK  
**INCIDENT DATE:** 4/5/18  
**INCIDENT LOCATION:** 39XX RESTWOOD RD, LEXINGTON, MN  
**NARRATIVE:** WELFARE CHECK.  
OFFICERS WERE DISPATCHED TO THE 3900 BLOCK OF RESTWOOD RD TO CHECK THE WELFARE OF COMPLAINANT'S NEIGHBOR.  
AN ADULT FEMALE WAS TRANSPORTED TO THE HOSPITAL VIA AMBULANCE.  
CASE CLOSED.

**CASE NUMBER:** 18078002  
**CASE DESCRIPTION:** MEDICAL  
**INCIDENT DATE:** 4/6/18  
**INCIDENT LOCATION:** 38XX MINUTEMAN LN, LEXINGTON, MN  
**NARRATIVE:** MEDICAL-EMS SUMMONED TO THE 3800 BLOCK OF MINUTEMAN LN ON THE REPORT OF A MEDICAL EMERGENCY. THE CASE IS MARKED INACTIVE.

**CASE NUMBER:** 18078037  
**CASE DESCRIPTION:** SUSPICIOUS ACTIVITY  
**INCIDENT DATE:** 4/6/18  
**INCIDENT LOCATION:** 72XX CLEARWATER DR, CENTERVILLE, MN  
**NARRATIVE:** SUSP ACTIVITY. RESPONDED TO THE 7200 BLOCK OF CLEARWATER DRIVE IN CENTERVILLE ON SUSPICIOUS ACTIVITY. CALLER ADVISED UNKNOWN SUSPECT ATTEMPTED TO GAIN ENTRY THROUGH HIS FRONT DOOR. NO SUSPECTS AND NO ENTRY WAS MADE. UNKNOWN WHEN IT HAPPENED.

**CASE NUMBER:** 18077442  
**CASE DESCRIPTION:** WARRANT ARREST  
**INCIDENT DATE:** 4/5/18  
**INCIDENT LOCATION:** 2XX TWILITE TER, CIRCLE PINES, MN  
**NARRATIVE:** WARRANT ARREST  
ON 04/05/2018 OFFICERS LOCATED A MALE WITH A OUTSTANDING WARRANT IN THE 230 BLOCK OF TWILITE TER.  
MALE ARRESTED AND TRANSPORTED TO JAIL.  
CLEAR.

**CASE NUMBER:** 18078017  
**CASE DESCRIPTION:** UNAUTHORIZED USE OF MOTOR VEHICLE  
**INCIDENT DATE:** 4/6/18  
**INCIDENT LOCATION:** 3X INNER DR, CIRCLE PINES, MN  
**NARRATIVE:** UUMV: RESPONDED TO PHONE CALL REPORT IN THE 30 BLOCK OF INNER DRIVE. CALLER REPORTED HER BLACK 2008 FORD TAURUS WAS TAKEN WITHOUT PERMISSION BY KNOWN SUSPECT. VEHICLE ENTERED AS KOPS ENTERED AND BROADCAST AS UUMV.

**CASE NUMBER:** 18078691  
**CASE DESCRIPTION:** DOMESTIC  
**INCIDENT DATE:** 4/7/18  
**INCIDENT LOCATION:** 3X WEST RD, CIRCLE PINES, MN  
**NARRATIVE:** OFFICERS RESPONDED TO THE 30 BLOCK OF WEST RD REGARDING A DOMESTIC. OFFICERS TRANSPORTED THE PERSON INVOLVED TO HER RESIDENCE.  
CLEAR.

**CASE NUMBER:** 18078478  
**CASE DESCRIPTION:** MEDICAL  
**INCIDENT DATE:** 4/6/18  
**INCIDENT LOCATION:** CIRCLE PINES, MN  
**NARRATIVE:** OFFICERS RESPONDED TO THE 10 BLOCK OF INNER DR REGARDING A MEDICAL. THE VICTIM WAS TRANSPORTED TO THE HOSPITAL VIA AMBULANCE.  
CLEAR.

**CASE NUMBER:** 18078343  
**CASE DESCRIPTION:** MEDICAL  
**INCIDENT DATE:** 4/6/18  
**INCIDENT LOCATION:** 2XX MARION CT, CIRCLE PINES, MN  
**NARRATIVE:** MEDICAL  
OFFICERS RESPONDED TO THE 200 BLOCK OF MARION CT. A CHILD WAS CHOKING. UPON ARIVAL, THE CHILD HAD COUGHED UP THE ITEM AND WAS FINE.  
CLEARED.

**CASE NUMBER:** 18078143  
**CASE DESCRIPTION:** INFORMATION  
**INCIDENT DATE:** 4/6/18  
**INCIDENT LOCATION:** CIRCLE PINES, MN  
**NARRATIVE:** INFORMATION-POLICE RECEIVED INFORMATION WHILE IN THE 1ST BLOCK OF SCHOOL RD. THE CASE IS MARKED INACTIVE.



**CASE NUMBER:** 18078166  
**CASE DESCRIPTION:** CIVIL DISPUTE  
**INCIDENT DATE:** 4/6/18  
**INCIDENT LOCATION:** 5X NORTH DR, CIRCLE PINES, MN  
**NARRATIVE:** CIVIL DISPUTE  
OFFICERS TOOK A REPORT OF A THEFT THAT WAS ACTUALLY A CIVIL ISSUE  
BETWEEN TWO PARTIES.  
CLEARED.

**CASE NUMBER:** 18078560  
**CASE DESCRIPTION:** VEHICLE LOCK OUT  
**INCIDENT DATE:** 4/6/18  
**INCIDENT LOCATION:** 41XX WOODLAND RD, LEXINGTON, MN  
**NARRATIVE:**

**CASE NUMBER:** 18078228  
**CASE DESCRIPTION:** VEHICLE LOCK OUT  
**INCIDENT DATE:** 4/6/18  
**INCIDENT LOCATION:** 3X PINE DR, CIRCLE PINES, MN  
**NARRATIVE:**

**CASE NUMBER:** 18078383  
**CASE DESCRIPTION:** WARRANT ARREST  
**INCIDENT DATE:** 4/6/18  
**INCIDENT LOCATION:** LOVELL RD / LEXINGTON AVE, LEXINGTON, MN  
**NARRATIVE:** AN ADULT FEMALE WAS ARRESTED FOR AN OUTSTANDING WARRANT AFTER  
BEING STOPPED FOR A VEHICLE EQUIPMENT VIOLATION IN THE AREA OF  
LEXINGTON AVENUE AND LOVELL RD.

**CASE NUMBER:** 18079408  
**CASE DESCRIPTION:** WARRANT ARREST  
**INCIDENT DATE:** 4/7/18  
**INCIDENT LOCATION:** 38XX BOSTON LN, LEXINGTON, MN  
**NARRATIVE:** WARRANT ARREST  
OFFICERS ARRESTED A MALE IN THE 3800 BLOCK OF BOSTON LN FOR AN  
OUTSTANDING WARRANT.  
CLEAR

**CASE NUMBER:** 18080577  
**CASE DESCRIPTION:** WARRANT ARREST  
**INCIDENT DATE:** 4/9/18  
**INCIDENT LOCATION:** LAKE DR / DUNLAP AVE, LEXINGTON, MN  
**NARRATIVE:** ROUTINE REGISTRATION CHECK REVEALED AN OWNER OF A VEHICLE HAD  
AN OUTSTANDING ARREST WARRANT. VEHICLE STOPPED ON LAKE DR AND  
DRIVER FOUND TO TO BE THE OWNER. DRIVER TRANSPORTED TO JAIL AND  
BOOKED ON THE WARRANT.

**CASE NUMBER:** 18080599  
**CASE DESCRIPTION:** COUNTERFEIT  
**INCIDENT DATE:** 4/9/18  
**INCIDENT LOCATION:** 71XX 21ST AVE, CENTERVILLE, MN  
**NARRATIVE:** COUNTERFEIT BILL-A COUNTERFEIT BILL WAS TURNED OVER TO POLICE IN THE 7100 BLOCK OF 21ST AVE. INACTIVE.

**CASE NUMBER:** 18080680  
**CASE DESCRIPTION:** DOMESTIC  
**INCIDENT DATE:** 4/9/18  
**INCIDENT LOCATION:** 1X HILLCREST LN, CIRCLE PINES, MN  
**NARRATIVE:** DOMESTIC.  
OFFICERS RESPONDED TO THE 0 BLOCK OF HILLCREST LN FOR A PHYSICAL DOMESTIC.  
OFFICERS MEDIATED AND PARTIES SEPARATED FOR THE NIGHT.  
CASE CLOSED.

**CASE NUMBER:** 18081238  
**CASE DESCRIPTION:** WARRANT ARREST  
**INCIDENT DATE:** 4/10/18  
**INCIDENT LOCATION:** 40XX LOVELL RD, LEXINGTON, MN  
**NARRATIVE:** RECEIVED INFORMATION OF A RESIDENT ON LOVELL RD WITH AN OUTSTANDING DEPARTMENT OF CORRECTIONS ARREST WARRANT. MALE TAKEN INTO CUSTODY AND TRANSPORTED TO ANOKA COUNTY JAIL.

**CASE NUMBER:** 18080990  
**CASE DESCRIPTION:** MEDICAL  
**INCIDENT DATE:** 4/9/18  
**INCIDENT LOCATION:** 8X WEST RD, CIRCLE PINES, MN  
**NARRATIVE:** OFFICERS RESPONDED TO THE 80 BLOCK OF WEST RD REGARDING A MEDICAL. THE VICTIM WAS TRANSPORTED TO THE HOSPITAL VIA AMBULANCE.  
CLEAR.

**CASE NUMBER:** 18081037  
**CASE DESCRIPTION:** INFORMATION  
**INCIDENT DATE:** 4/9/18  
**INCIDENT LOCATION:** 7000 BLOCK CENTERVILLE RD, CENTERVILLE, MN  
**NARRATIVE:** OFFICERS CONDUCTED A TRAFFIC STOP ON THE 7000 BLOCK OF CENTERVILLE RD. PARTIES WERE ID'D, INFO PASSED ON TO ROLL CALL.  
CLEAR.

**CASE NUMBER:** 18081169  
**CASE DESCRIPTION:** THEFT  
**INCIDENT DATE:** 4/10/18  
**INCIDENT LOCATION:** 9X WEST GOLDEN LAKE RD, CIRCLE PINES, MN  
**NARRATIVE:** RESIDENT ON WEST GOLDEN LAKE RD REPORTS A THEFT FROM MOTOR VEHICLE. RESIDENT LEFT THE VEHICLE UNLOCKED AND PERSONAL BELONGINGS AND MISCELLANEOUS CHANGE WERE TAKEN. NO SUSPECTS, CASE CLOSED.

**Minutes**  
**REGULAR PLANNING COMMISSION MEETING**  
**March 13, 2018 - 7:00 P.M.**  
**9180 Lexington Avenue, Lexington, MN**

1. CALL TO ORDER

- A. Roll Call: Chairperson O'Neil, Commissioners Bautch, Thorson, Koch and Vanderbloomer

*Chairperson O'Neil called to order the Regular Planning Commission meeting on March 13, 2018 at 7:00 p.m. Commissioners Present: John Bautch, Michele Koch, Ron Thorson, and Mark Vanderbloomer. Also present: John Hughes, Councilmember; Bill Petracek, City Administrator; Chris Janson, MSA Consultants.*

2. CITIZENS FORUM

*No citizens were present to address the Planning Commission on items not on the agenda.*

3. APPROVAL OF AGENDA WITH CHANGES AND CORRECTIONS

*Bautch made a motion to approve the agenda as presented. Thorson seconded the motion. Motion carried 5-0.*

4. LETTERS AND COMMUNICATION

- A. Building Permits for February 2018

*Some discussion on building permits issued at 9050 Lake Drive and 3801 Restwood Rd.*

5. APPROVAL OF PLANNING COMMISSION MINUTES

- A. February 13, 2018

*Thorson made a motion to approve the February 2018 minutes as typewritten. Bautch seconded the motion. Motion carried 5-0.*

6. DISCUSSION ITEM:

- A. Review Final 2040 Comprehensive Plan

*Chris Janson, MSA Consultants, provided an overview of the final draft chapters of the Lexington 2040 Comprehensive Plan.*

*Janson reviewed the following chapters with the Commission:*

- 1. Transportation*
- 2. Water Resources*

3. *Economic Competitiveness*
4. *Implementation and Action Plan*

*Discussion ensued.*

*Petracek asked Janson about the public hearing for the Comprehensive Plan with the Planning Commission. Janson explained that the City Council is required by Statute to hold the public hearing. Discussion ensued.*

*Janson stated the April P & Z meeting will be the final review of the 2040 Comprehensive Plan.*

*No action taken.*

7. NOTE COUNCIL MINUTES:

- A. February 1, 2018
- B. February 15, 2018

*Bautch asked about the Bond issuance for the Lovell building redevelopment project. Discussion ensued.*

8. PLANNING COMMISSION INPUT

*Some discussion on the Lovell Building redevelopment. Petracek gave an update on the progress.*

9. ADJOURNMENT

*Bautch made a motion to adjourn at 7:46 p.m. O'Neil seconded the motion. Motion carried 5-0.*

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

**Important Information Regarding Assessment and  
Classification of Property**

**This may affect your 2019 property tax payments.**

Notice is hereby given that the Board of Appeal and Equalization for the City of Lexington shall meet on April 19, 2018, 7:00 p.m., at Lexington City Hall. The purpose of this meeting is to determine whether taxable property in the jurisdiction has been properly valued and classified by the assessor, and to determine whether corrections need to be made.

If you believe the value or classification of your property is incorrect, please contact your assessor's office to discuss your concerns. If you are still not satisfied with the valuation or classification after discussing it with your assessor, you may appear before the local board of appeal and equalization. The board shall review the valuation, classification, or both if necessary, and shall correct it as needed. Generally, an appearance before your local board of appeal and equalization is required by law before an appeal can be taken to the county board of appeal and equalization.

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

Mary Vinzant  
Deputy City Clerk

Published in the Quad Community Press April 3<sup>rd</sup>, 2018  
Posted: April 3, 2018

**Unapproved minutes  
CITY OF LEXINGTON  
REGULAR COUNCIL MEETING  
APRIL 5, 2018 – 7:00 P.M.  
9180 LEXINGTON AVENUE**

**1. CALL TO ORDER: - Mayor Kurth**

- A. Roll Call – Council Members: DeVries, Harris, Hughes and Murphy

*Vice Mayor Hughes called to order the Regular City Council meeting for April 5, 2018 at 7:00 p.m. Councilmember's present: Devries, Harris, and Murphy. Excused absence: Mayor Kurth Also Present: Bill Petracek, City Administrator; Chris Galiov, Finance Director; Joe Molohon, Quad Press.*

**2. CITIZENS FORUM**

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

**3. APPROVAL OF AGENDA WITH CHANGES AND CORRECTIONS**

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

**4. INFORMATIONAL REPORTS:**

- A. Airport (Councilmember Harris) – *No report from Councilmember Harris*
- B. Cable Commission (Councilmember Murphy) – *No report from Councilmember Murphy*
- C. City Administrator (Bill Petracek) – *Petracek stated city staff would be beginning the process of land use planning of the Lovell site redevelopment project April 17 with Dominion Acquisitions, LLC.*

**5. LETTERS AND COMMUNICATIONS:**

- A. Anoka County Community Action Program - Annual Report for the Senior Outreach Program
- B. Council Workshop meeting minutes – March 15, 2018
- C. Public Notice – Fireman's Award ceremony
- D. Centennial Lakes Police Department Media Reports:
  - 3-8-18 through 3-15-18
  - 3-16-18 through 3-21-18
  - 3-22-18 through 3-28-18

*No discussion was had on Letters and Communications.*

**6. CONSENT ITEMS:**

- A. Recommendation to Approve Council Minutes:  
Council Meeting – March 15, 2018
- B. Recommendation to approve Claims and Bills:

Check # xxxxx through xxxxx

Check # xxxxx through xxxxx

Check # xxxxx through xxxxx

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

**7. ACTION ITEMS:**

- A. Recommendation to approve Revised Development Agreement with 89  
Lexington LLC – Ephesians Apartment Complex

*Petracek stated that this item needs to be tabled due to the final document not yet being ready  
for final approval. Petracek stated that the city attorney has not heard back from the  
Ephesians attorney on the proposed document. Discussion ensued.*

- B. Recommendation to approve Purchasing Policy

*Councilmember Harris made a motion to approve the City of Lexington Purchasing Policy.  
Councilmember Devries seconded the motion. Motion carried 4-0.*

- C. Recommendation to approve Renaissance Fireworks Business  
License for the dates of June 22, 2018 through July 11, 2018

*Councilmember Harris made a motion to approve Renaissance Fireworks Business  
License for the dates of June 22, 2018 through July 11, 2018. Councilmember Murphy  
seconded the motion. Motion carried 4-0.*

- D. Recommendation to approve Special Event Permit – City Heat  
Annual Charity Ride – June 30, 2018

*Councilmember Harris made a motion to approve Special Event Permit – City Heat Annual  
Charity Ride for June 30, 2018. Councilmember Devries seconded the motion. Motion  
carried 4-0.*

## **8. MAYOR AND COUNCIL INPUT:**

*Councilmember Harris announced her appointment to the YMCA Board as of June 1st. She will be a community Boardmember. She explained how the relationship with YMCA could benefit the City of Lexington. Discussion ensued.*

## **9. ADJOURNMENT**

*Councilmember Murphy made a motion to adjourn at 7:08 p.m. Councilmember Devries seconded the motion. Motion carried 4-0.*



**CITY OF LEXINGTON**

**RECOMMEND FOR APPROVAL OF CLAIMS AND BILLS**

<p><b>The following claims and bills have been presented to the Council for approval at the Council Meeting of April 19, 2018.</b></p>
--

**(1) Payroll**

Checks	13572 through	13572	\$	397.86
Vouchers	501018 through	501033	\$	19,206.76

**Payroll Taxes**

Federal Tax	\$2,770.90		
Social Security	\$3,452.64		
Medicare	\$807.46		
		\$7,031.00	
State Tax	\$1,352.67	\$1,352.67	
Total			\$8,383.67

**(2) General and Liquor Payment Recommendations:**

Payments	43313 through	43375	\$	221,825.44
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**(3) ACH and Credit Card Payments for: MARCH 2018**

ACH Checks:	2276E through		\$	29,195.39
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Total Payments and Withdrawals Approval	<u>\$ 278,611.26</u>
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**Centennial Lakes Police Payment Recommendations:**

Checks	11900 through	11916	\$	50,900.70
ACH	201804 through	201805	\$	17,294.11

Total Payments	<u>\$ 68,194.81</u>
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VOID:	\$ -
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**\*Check Detail Register©**

April 2018

Check Amt Invoice Comment

**10100 4M FUND**

Paid Chk# 043313	4/19/2018	ALL PROFESSIONAL CARPET			
E 609-00000-230	Contracted Services		\$224.44	21375	MARCH 2018 SERVICE
<b>Total</b>	<b>ALL PROFESSIONAL CARPET</b>		<b>\$224.44</b>		
Paid Chk# 043314	4/19/2018	AMERICAN BOTTLING			
E 609-00000-254	Miscellaneous Purchase		\$230.40	3562802260	
<b>Total</b>	<b>AMERICAN BOTTLING</b>		<b>\$230.40</b>		
Paid Chk# 043315	4/19/2018	ARTISAN BEER COMPANY			
E 609-00000-252	Beer Purchase		\$151.50	3250896	
E 609-00000-252	Beer Purchase		\$197.50	3252226	
<b>Total</b>	<b>ARTISAN BEER COMPANY</b>		<b>\$349.00</b>		
Paid Chk# 043316	4/19/2018	ASPEN MILLS			
E 101-42260-214	Fire Uniforms		\$325.00	214040	PATCHES - FIRE DEPT
<b>Total</b>	<b>ASPEN MILLS</b>		<b>\$325.00</b>		
Paid Chk# 043317	4/19/2018	AUTOPLUS AUTO PARTS			
E 101-43100-210	Operating Supplies		\$47.36	038848734	SHOP SUPPLIES
<b>Total</b>	<b>AUTOPLUS AUTO PARTS</b>		<b>\$47.36</b>		
Paid Chk# 043318	4/19/2018	AWARDS BY HAMMOND, INC			
E 101-42260-430	Miscellaneous		\$659.50	M4698	AWARD PLAQUES
<b>Total</b>	<b>AWARDS BY HAMMOND, INC</b>		<b>\$659.50</b>		
Paid Chk# 043319	4/19/2018	BADGER METER INC			
E 730-00000-309	EDP, Software and Design		\$54.00	80019061	Q2 2018 CELLULAR BACKHAUL
<b>Total</b>	<b>BADGER METER INC</b>		<b>\$54.00</b>		
Paid Chk# 043320	4/19/2018	BELLBOY CORPORATION			
E 609-00000-251	Liquor Purchase		\$1,194.57	63638900	
<b>Total</b>	<b>BELLBOY CORPORATION</b>		<b>\$1,194.57</b>		
Paid Chk# 043321	4/19/2018	BENT BREWSTILLERY			
E 609-00000-252	Beer Purchase		\$70.00	INV-004739	
<b>Total</b>	<b>BENT BREWSTILLERY</b>		<b>\$70.00</b>		
Paid Chk# 043322	4/19/2018	BERNICKS BEVERAGES			
E 609-00000-252	Beer Purchase		\$747.65	418797	
<b>Total</b>	<b>BERNICKS BEVERAGES</b>		<b>\$747.65</b>		
Paid Chk# 043323	4/19/2018	BREAKTHRU BEVERAGE MN			
E 609-00000-251	Liquor Purchase		\$11,003.23	1080779152	
E 609-00000-251	Liquor Purchase		\$2,087.86	1080781788	
<b>Total</b>	<b>BREAKTHRU BEVERAGE MN</b>		<b>\$13,091.09</b>		
Paid Chk# 043324	4/19/2018	CANNON RIVER WINERY			
E 609-00000-253	Wine Purchase		\$432.00	4845	
<b>Total</b>	<b>CANNON RIVER WINERY</b>		<b>\$432.00</b>		
Paid Chk# 043325	4/19/2018	CAPITOL BEVERAGE SALES			
E 609-00000-252	Beer Purchase		\$6,199.70	2087499	
E 609-00000-252	Beer Purchase		\$4,154.65	2090471	
E 609-00000-252	Beer Purchase		(\$41.28)	254-0575	
<b>Total</b>	<b>CAPITOL BEVERAGE SALES</b>		<b>\$10,313.07</b>		

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April 2018

			Check Amt	Invoice	Comment
Paid Chk#	043326	4/19/2018	<b>CLEAR RIVER BEVERAGE COMPANY</b>		
E 609-00000-252	Beer Purchase		\$538.00	101-5022	
<b>Total</b>	<b>CLEAR RIVER BEVERAGE COMPANY</b>		\$538.00		
Paid Chk#	043327	4/19/2018	<b>COCA-COLA BOTTLING CO</b>		
E 609-00000-254	Miscellaneous Purchase		\$522.35	3642203955	
<b>Total</b>	<b>COCA-COLA BOTTLING CO</b>		\$522.35		
Paid Chk#	043328	4/19/2018	<b>COMCAST</b>		
E 609-00000-329	Cable/Internet		\$131.94		APRIL 2018 SERVICES
<b>Total</b>	<b>COMCAST</b>		\$131.94		
Paid Chk#	043329	4/19/2018	<b>CULLIGAN BOTTLED WATER</b>		
E 101-41500-411	Culligan		\$28.95	114X65266005	MAR-APR 2018 SERVICE
E 101-42260-411	Culligan		\$28.95	114X65266005	MAR-APR 2018 SERVICE
E 609-00000-411	Culligan		\$14.30	114X65447209	MAR-APR 2018 SERVICE
<b>Total</b>	<b>CULLIGAN BOTTLED WATER</b>		\$72.20		
Paid Chk#	043330	4/19/2018	<b>DAHLHEIMER DISTRIBUTING</b>		
E 609-00000-252	Beer Purchase		\$4,586.60	1335350	
E 609-00000-252	Beer Purchase		\$9,153.00	173709	
E 609-00000-252	Beer Purchase		(\$57.10)	173776	
E 609-00000-252	Beer Purchase		\$63.00	173913	
<b>Total</b>	<b>DAHLHEIMER DISTRIBUTING</b>		\$13,745.50		
Paid Chk#	043331	4/19/2018	<b>EHLERS &amp; ASSOC.</b>		
G 220-22040	Dominium Escrow - Lovell Bldg		\$662.50	76626	LOVELL PROJECT TIF PREP
<b>Total</b>	<b>EHLERS &amp; ASSOC.</b>		\$662.50		
Paid Chk#	043332	4/19/2018	<b>EHLERS INVESTMENT PARTNERS</b>		
E 101-41500-301	Auditing/Acctg Services		\$70.00		MAR 2018 MGMT FEES
<b>Total</b>	<b>EHLERS INVESTMENT PARTNERS</b>		\$70.00		
Paid Chk#	043333	4/19/2018	<b>EMERGENCY RESPONSE SOLUTIONS</b>		
E 101-42260-229	Turn Out Gear		\$141.86	10665	PROTECTIVE GEAR - FIRE DEPT
E 101-42260-404	Repair Machinery/Equipment		\$1,253.39	10693	GAS DETECTOR - FIRE DEPT
<b>Total</b>	<b>EMERGENCY RESPONSE SOLUTIONS</b>		\$1,395.25		
Paid Chk#	043334	4/19/2018	<b>FLEETPRIDE</b>		
E 651-00000-404	Repair Machinery/Equipment		\$569.99	93397524	EQUIPMENT PARTS - JETTER
E 770-00000-404	Repair Machinery/Equipment		\$1,709.60	93397524	EQUIPMENT PARTS - JETTER
<b>Total</b>	<b>FLEETPRIDE</b>		\$2,279.59		
Paid Chk#	043335	4/19/2018	<b>FRATTALLONE S HARDWARE</b>		
E 101-43100-210	Operating Supplies		\$8.98	063117/G	SHOP SUPPLIES
E 101-43100-210	Operating Supplies		\$23.97	063122/G	SHOP SUPPLIES
E 101-43100-210	Operating Supplies		\$39.71	063216/G	SHOP SUPPLIES
E 101-42260-400	General Maintenance		\$27.26	063222/G	SUPPLIES - FIRE DEPT
<b>Total</b>	<b>FRATTALLONE S HARDWARE</b>		\$99.92		
Paid Chk#	043336	4/19/2018	<b>HAMMERHEART BREWING CO.</b>		
E 609-00000-252	Beer Purchase		\$273.00	2018--221	
<b>Total</b>	<b>HAMMERHEART BREWING CO.</b>		\$273.00		
Paid Chk#	043337	4/19/2018	<b>HAWKINS INC</b>		
E 730-00000-216	Chemicals		\$10.00	4253818	

**\*Check Detail Register©**

April 2018

			Check Amt	Invoice	Comment
	<b>Total HAWKINS INC</b>		<b>\$10.00</b>		
Paid Chk# 043338	4/19/2018	<b>HOHENSTEINS INC</b>			
E 609-00000-252	Beer Purchase		\$1,824.50	955625	
	<b>Total HOHENSTEINS INC</b>		<b>\$1,824.50</b>		
Paid Chk# 043339	4/19/2018	<b>HOLIDAY STATIONSTORES</b>			
E 101-43100-212	Gas & Oil		\$33.88		ACCT #012-558-511
E 101-45200-212	Gas & Oil		\$33.88		ACCT #012-558-511
E 651-00000-212	Gas & Oil		\$16.94		ACCT #012-558-511
E 730-00000-212	Gas & Oil		\$42.35		ACCT #012-558-511
E 770-00000-212	Gas & Oil		\$42.37		ACCT #012-558-511
E 101-42260-212	Gas & Oil		\$125.95		
	<b>Total HOLIDAY STATIONSTORES</b>		<b>\$295.37</b>		
Paid Chk# 043340	4/19/2018	<b>IMAGE PRINTING &amp; GRAPHICS</b>			
E 101-41500-350	Print/Binding		\$489.30	151338	SPRING 2018 NEWSLETTER
E 101-43500-203	Printing		\$209.70	151338	SPRING 2018 NEWSLETTER
	<b>Total IMAGE PRINTING &amp; GRAPHICS</b>		<b>\$699.00</b>		
Paid Chk# 043341	4/19/2018	<b>INDIAN ISLAND WINERY</b>			
E 609-00000-253	Wine Purchase		\$111.84	2062	
	<b>Total INDIAN ISLAND WINERY</b>		<b>\$111.84</b>		
Paid Chk# 043342	4/19/2018	<b>INSPECTRON INC</b>			
G 101-20200	Accounts Payable		\$17,602.55		3RD QTR 2017 INSPECTION SERVICES
G 101-20200	Accounts Payable		\$14,106.69		4TH QTR 2017 INSPECTION SERVICES
E 101-42400-100	Building Inspections		\$39,698.12		1ST QTR 2018 INSPECTION SERVICES
	<b>Total INSPECTRON INC</b>		<b>\$71,407.36</b>		
Paid Chk# 043343	4/19/2018	<b>JJ TAYLOR</b>			
E 609-00000-252	Beer Purchase		\$8,043.59	2819201	
E 609-00000-252	Beer Purchase		\$3,733.45	2819232	
	<b>Total JJ TAYLOR</b>		<b>\$11,777.04</b>		
Paid Chk# 043344	4/19/2018	<b>JOHNSON BROTHERS LIQUOR</b>			
E 609-00000-251	Liquor Purchase		\$175.05	5973260	
E 609-00000-251	Liquor Purchase		\$426.88	5974702	
E 609-00000-253	Wine Purchase		\$2,472.44	5974703	
E 609-00000-251	Liquor Purchase		\$512.01	5974704	
E 609-00000-251	Liquor Purchase		\$404.29	5978508	
E 609-00000-253	Wine Purchase		\$557.43	5978509	
E 609-00000-251	Liquor Purchase		\$45.62	5978510	
E 609-00000-251	Liquor Purchase		\$1,456.08	5979984	
E 609-00000-253	Wine Purchase		\$606.15	5979985	
E 609-00000-251	Liquor Purchase		\$1,123.35	5979986	
E 609-00000-253	Wine Purchase		(\$29.13)	671467	
E 609-00000-251	Liquor Purchase		(\$32.88)	671468	
E 609-00000-253	Wine Purchase		(\$83.96)	672285	
E 609-00000-253	Wine Purchase		(\$792.00)	672289	
E 609-00000-253	Wine Purchase		(\$20.70)	672981	
E 609-00000-251	Liquor Purchase		(\$153.41)	673970	
	<b>Total JOHNSON BROTHERS LIQUOR</b>		<b>\$6,667.22</b>		
Paid Chk# 043345	4/19/2018	<b>LAKES AREA ELECTRIC, INC</b>			
E 609-00000-401	Repair Buildings		\$137.07	5452	ELECTRIC REPAIR - MLS

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			Check Amt	Invoice	Comment
<b>Total LAKES AREA ELECTRIC, INC</b>			<b>\$137.07</b>		
Paid Chk# 043346	4/19/2018	LEXINGTON, CITY OF			
E 101-43100-382	Water/Sewer Utilities		\$12.81	Q1 2018	03-00000111-00-4
E 101-45200-382	Water/Sewer Utilities		\$12.81	Q1 2018	03-00000111-00-4
E 651-00000-382	Water/Sewer Utilities		\$3.87	Q1 2018	03-00000111-00-4
E 730-00000-382	Water/Sewer Utilities		\$17.29	Q1 2018	03-00000111-00-4
E 770-00000-382	Water/Sewer Utilities		\$17.29	Q1 2018	03-00000111-00-4
E 101-45200-382	Water/Sewer Utilities		\$116.37	Q1 2018	03-00000121-00-7
E 101-41500-382	Water/Sewer Utilities		\$51.22	Q1 2018	03-00000231-00-7
E 101-42260-382	Water/Sewer Utilities		\$71.47	Q1 2018	03-00000531-00-8
E 101-45200-382	Water/Sewer Utilities		\$35.78	Q1 2018	03-00000581-00-3
E 220-47500-382	Water/Sewer Utilities		\$921.11	Q1 2018	03-00000251-00-3
E 609-00000-382	Water/Sewer Utilities		\$103.44	Q1 2018	03-00000181-00-5
<b>Total LEXINGTON, CITY OF</b>			<b>\$1,363.46</b>		
Paid Chk# 043347	4/19/2018	LUPULIN BREWING			
E 609-00000-252	Beer Purchase		\$144.00	11337	
E 609-00000-252	Beer Purchase		\$234.00	11540	
<b>Total LUPULIN BREWING</b>			<b>\$378.00</b>		
Paid Chk# 043348	4/19/2018	M AMUNDSON LLP			
E 609-00000-256	Tobacco Products For Resale		\$2,760.81	255926	
E 609-00000-256	Tobacco Products For Resale		\$1,796.25	256297	
<b>Total M AMUNDSON LLP</b>			<b>\$4,557.06</b>		
Paid Chk# 043349	4/19/2018	MET COUNCIL - WASTEWATER			
E 770-00000-389	MWCC Charges		\$9,335.04	0001080895	MAY 2018 SEWER CHARGES
<b>Total MET COUNCIL - WASTEWATER</b>			<b>\$9,335.04</b>		
Paid Chk# 043350	4/19/2018	MIDAMERICA ADMINISTRATIVE			
G 101-21716	Other Retirement		\$150.00		APR 2018 EMP. CONTRIBUTIONS
<b>Total MIDAMERICA ADMINISTRATIVE</b>			<b>\$150.00</b>		
Paid Chk# 043351	4/19/2018	MKL SERVICES, LLC			
E 220-46000-230	Contracted Services		\$132.00	04192018	WEEK ENDING 04/07/18
E 220-46000-230	Contracted Services		\$132.00	04192018	WEEK ENDING 04/14/18
<b>Total MKL SERVICES, LLC</b>			<b>\$264.00</b>		
Paid Chk# 043352	4/19/2018	MN DEPT OF LABOR/INDUSTRY			
G 101-21710	State Inspection - Surcharge		\$972.73		Q1 2018 SURCHARGES
R 101-36200	Miscellaneous Revenues		(\$38.91)		Q1 2018 SURCHARGES
<b>Total MN DEPT OF LABOR/INDUSTRY</b>			<b>\$933.82</b>		
Paid Chk# 043353	4/19/2018	MN FIRE CERTIFICATION BOARD			
E 101-42260-208	Training and Instruction		\$430.00	5400	HAZ MAT EXAMS - FIRE DEPT
<b>Total MN FIRE CERTIFICATION BOARD</b>			<b>\$430.00</b>		
Paid Chk# 043354	4/19/2018	MORRISON, JOE			
E 101-42260-210	Operating Supplies		\$100.42		CLEANING SUPPLIES - FIRE DEPT
<b>Total MORRISON, JOE</b>			<b>\$100.42</b>		
Paid Chk# 043355	4/19/2018	MUNICIPAL EMERGENCY SERVICES			
E 101-42260-229	Turn Out Gear		\$62.06	IN1212853	PROTECTIVE GEAR - FIRE DEPT
<b>Total MUNICIPAL EMERGENCY SERVICES</b>			<b>\$62.06</b>		
Paid Chk# 043356	4/19/2018	NCPERS GROUP LIFE INSURANCE			

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		Check Amt	Invoice	Comment
G 101-21724	Life Insurance	\$80.00	5868518	MAY 2018 PREMIUM
<b>Total</b>	<b>NCPERS GROUP LIFE INSURANCE</b>	<b>\$80.00</b>		
Paid Chk# 043357	4/19/2018	<b>OXYGEN SERVICE COMPANY</b>		
E 101-42260-210	Operating Supplies	\$142.60	03400997	
<b>Total</b>	<b>OXYGEN SERVICE COMPANY</b>	<b>\$142.60</b>		
Paid Chk# 043358	4/19/2018	<b>PACE ANALYTICAL</b>		
E 730-00000-306	Water Testing	\$50.00	18100210122	WATER TEST FEE
<b>Total</b>	<b>PACE ANALYTICAL</b>	<b>\$50.00</b>		
Paid Chk# 043359	4/19/2018	<b>PAUSTIS &amp; SONS</b>		
E 609-00000-253	Wine Purchase	\$388.00	6644	
<b>Total</b>	<b>PAUSTIS &amp; SONS</b>	<b>\$388.00</b>		
Paid Chk# 043360	4/19/2018	<b>PHILLIPS WINE AND SPIRITS INC</b>		
E 609-00000-251	Liquor Purchase	\$321.63	2332783	
E 609-00000-253	Wine Purchase	\$941.38	2332784	
E 609-00000-251	Liquor Purchase	\$389.44	2333771	
E 609-00000-253	Wine Purchase	\$299.26	2333772	
E 609-00000-254	Miscellaneous Purchase	\$43.21	2333773	
E 609-00000-254	Miscellaneous Purchase	\$65.41	2337495	
E 609-00000-253	Wine Purchase	\$268.97	2337496	
E 609-00000-253	Wine Purchase	\$65.21	2337497	
E 609-00000-251	Liquor Purchase	(\$11.80)	290634	
E 609-00000-251	Liquor Purchase	(\$29.43)	291092	
<b>Total</b>	<b>PHILLIPS WINE AND SPIRITS INC</b>	<b>\$2,353.28</b>		
Paid Chk# 043361	4/19/2018	<b>POPP COMMUNICATIONS</b>		
E 101-43100-321	Telephone	\$5.93	992478204	TELEPHONE SERVICE
E 101-45200-321	Telephone	\$5.95	992478204	TELEPHONE SERVICE
E 651-00000-321	Telephone	\$1.77	992478204	TELEPHONE SERVICE
E 730-00000-321	Telephone	\$8.00	992478204	TELEPHONE SERVICE
E 770-00000-321	Telephone	\$8.00	992478204	TELEPHONE SERVICE
E 101-41500-321	Telephone	\$340.56	992478204	TELEPHONE SERVICE
E 609-00000-321	Telephone	\$31.63	992478204	TELEPHONE SERVICE
<b>Total</b>	<b>POPP COMMUNICATIONS</b>	<b>\$401.84</b>		
Paid Chk# 043362	4/19/2018	<b>PRESS PUBLICATIONS</b>		
E 101-41500-351	Legal Notices Publishing	\$39.91	588349	2019 PROPOSED TAX BOARD OF APPEALS
<b>Total</b>	<b>PRESS PUBLICATIONS</b>	<b>\$39.91</b>		
Paid Chk# 043363	4/19/2018	<b>RED BULL DISTRIBUTION CO.</b>		
E 609-00000-254	Miscellaneous Purchase	\$519.75	K-35264446	
<b>Total</b>	<b>RED BULL DISTRIBUTION CO.</b>	<b>\$519.75</b>		
Paid Chk# 043364	4/19/2018	<b>REPLENISHMENT SOLUTIONS</b>		
E 609-00000-254	Miscellaneous Purchase	\$92.00	564363	
<b>Total</b>	<b>REPLENISHMENT SOLUTIONS</b>	<b>\$92.00</b>		
Paid Chk# 043365	4/19/2018	<b>SHAMROCK GROUP, INC.</b>		
E 609-00000-257	Ice For Resale	\$105.04	2221002	
<b>Total</b>	<b>SHAMROCK GROUP, INC.</b>	<b>\$105.04</b>		
Paid Chk# 043366	4/19/2018	<b>SMITH &amp; GLASER, L.L.C.</b>		
G 101-20200	Accounts Payable	\$16,044.50	2017CIVIL	2017 CIVIL SERVICES
G 101-22042	Dinkytown Rentals Escrow	\$26,917.50	2017CIVIL	2017 LEGAL SERVICES



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G 220-22040	Dominium Escrow - Lovell Bldg	\$6,920.00	2017CIVIL	2017 LEGAL SERVICES
	<b>Total SMITH &amp; GLASER, L.L.C.</b>	<b>\$49,882.00</b>		
Paid Chk# 043367	4/19/2018	<b>SOUTHERN GLAZERS OF MN</b>		
E 609-00000-251	Liquor Purchase	\$1.28	1665101	
E 609-00000-251	Liquor Purchase	\$2,767.29	1665102	
E 609-00000-253	Wine Purchase	\$2,288.08	1665103	
E 609-00000-251	Liquor Purchase	\$1,258.84	1667703	
E 609-00000-253	Wine Purchase	\$0.22	1667704	
E 609-00000-253	Wine Purchase	\$182.56	1667705	
E 609-00000-251	Liquor Purchase	\$2.67	5028983	
E 609-00000-253	Wine Purchase	(\$500.00)	9137719	
	<b>Total SOUTHERN GLAZERS OF MN</b>	<b>\$6,000.94</b>		
Paid Chk# 043368	4/19/2018	<b>ST PAUL STAMPS WORKS</b>		
E 609-00000-430	Miscellaneous	\$48.50	409754	NAME TAGS - MLS
	<b>Total ST PAUL STAMPS WORKS</b>	<b>\$48.50</b>		
Paid Chk# 043369	4/19/2018	<b>ST. PAUL S FLAT EARTH</b>		
E 609-00000-252	Beer Purchase	\$222.00	22328	
	<b>Total ST. PAUL S FLAT EARTH</b>	<b>\$222.00</b>		
Paid Chk# 043370	4/19/2018	<b>TITAN MACHINERY</b>		
E 101-43100-404	Repair Machinery/Equipment	\$1,195.93	882957	CASE LOADER REPAIR AND SERVICE
E 730-00000-404	Repair Machinery/Equipment	\$597.97	882957	CASE LOADER REPAIR AND SERVICE
E 770-00000-404	Repair Machinery/Equipment	\$597.97	882957	CASE LOADER REPAIR AND SERVICE
	<b>Total TITAN MACHINERY</b>	<b>\$2,391.87</b>		
Paid Chk# 043371	4/19/2018	<b>TWIST OFFICE PRODUCTS</b>		
E 609-00000-200	Office Supplies	\$202.52	832988-0	
	<b>Total TWIST OFFICE PRODUCTS</b>	<b>\$202.52</b>		
Paid Chk# 043372	4/19/2018	<b>WILD MOUNTAIN WINERY INC</b>		
E 609-00000-253	Wine Purchase	\$114.00	1663	
	<b>Total WILD MOUNTAIN WINERY INC</b>	<b>\$114.00</b>		
Paid Chk# 043373	4/19/2018	<b>WINE COMPANY</b>		
E 609-00000-253	Wine Purchase	\$408.25	67211	
	<b>Total WINE COMPANY</b>	<b>\$408.25</b>		
Paid Chk# 043374	4/19/2018	<b>WINE MERCHANTS</b>		
E 609-00000-253	Wine Purchase	\$213.42	7177057	
E 609-00000-253	Wine Purchase	\$89.21	7177348	
E 609-00000-253	Wine Purchase	(\$10.21)	719379	
	<b>Total WINE MERCHANTS</b>	<b>\$292.42</b>		
Paid Chk# 043375	4/19/2018	<b>XCEL ENERGY</b>		
E 770-00000-381	Electric Utilities	\$58.93	587068277	
	<b>Total XCEL ENERGY</b>	<b>\$58.93</b>		
	<b>10100 4M FUND</b>	<b>\$221,825.44</b>		

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

101 GENERAL FUND	\$121,704.64
220 LOVELL BUILDING	\$8,767.61
609 MUNICIPAL LIQUOR FUND	\$78,211.81
651 STORM WATER FUND	\$592.57
730 WATER FUND	\$779.61
770 SEWER FUND	\$11,769.20
	<hr/>
	\$221,825.44

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**10100 4M FUND**

Paid Chk# 002276 3/30/2018 AFLAC

G 101-21725	Supplemental Insurance	\$166.44	934618	MARCH 2018 PREMIUM
<b>Total AFLAC</b>		<b>\$166.44</b>		

Paid Chk# 002277 3/30/2018 AMAZON.COM

E 310-43100-550	Motor Vehicles	\$334.35	0251539-4610	EQUIPMENT - NEW PW VEHICLE
E 310-43100-550	Motor Vehicles	\$2.24	1478113-0766	EQUIPMENT - NEW PW VEHICLE
E 310-43100-550	Motor Vehicles	\$199.99	1504504-2547	EQUIPMENT - NEW PW VEHICLE
E 609-00000-210	Operating Supplies	\$17.96	1721548-5662	MLS SUPPLIES
E 101-43100-210	Operating Supplies	\$81.00	3805920-3052	TONER - PW
E 310-43100-550	Motor Vehicles	\$11.95	4391693-6004	EQUIPMENT - NEW PW VEHICLE
E 310-43100-550	Motor Vehicles	\$26.61	5395479-4497	EQUIPMENT - NEW PW VEHICLE
E 101-41500-200	Office Supplies	\$62.51	5763014-3582	OFFICE SUPPLIES
E 310-43100-550	Motor Vehicles	\$6.35	6521660-8122	EQUIPMENT - NEW PW VEHICLE
E 310-43100-550	Motor Vehicles	\$107.06	7468796-9901	EQUIPMENT - NEW PW VEHICLE
E 310-43100-550	Motor Vehicles	\$327.98	9097849-6357	EQUIPMENT - NEW PW VEHICLE
<b>Total AMAZON.COM</b>		<b>\$1,178.00</b>		

Paid Chk# 002278 3/30/2018 CENTERPOINT ENERGY PO BOX 4671

E 101-43100-383	Gas Utilities	\$13.20		JAN 2018 UTILITIES
E 770-00000-383	Gas Utilities	\$13.20		JAN 2018 UTILITIES
E 101-45200-383	Gas Utilities	\$6.60		JAN 2018 UTILITIES
E 651-00000-383	Gas Utilities	\$16.51		JAN 2018 UTILITIES
E 101-42260-383	Gas Utilities	\$16.51		JAN 2018 UTILITIES
E 730-00000-383	Gas Utilities	\$508.53		JAN 2018 UTILITIES
E 220-47500-383	Gas Utilities	\$3,657.41		JAN 2018 UTILITIES
E 101-41500-383	Gas Utilities	\$463.34		JAN 2018 UTILITIES
E 101-41500-383	Gas Utilities	\$78.34		JAN 2018 UTILITIES
E 609-00000-383	Gas Utilities	\$644.44		JAN 2018 UTILITIES
E 101-43100-383	Gas Utilities	\$170.29		JAN 2018 UTILITIES
E 101-45200-383	Gas Utilities	\$170.29		JAN 2018 UTILITIES
E 651-00000-383	Gas Utilities	\$85.14		JAN 2018 UTILITIES
E 730-00000-383	Gas Utilities	\$212.86		JAN 2018 UTILITIES
E 770-00000-383	Gas Utilities	\$212.86		JAN 2018 UTILITIES
<b>Total CENTERPOINT ENERGY PO BOX 4671</b>		<b>\$6,269.52</b>		

Paid Chk# 002279 3/30/2018 CONNEXUS ENERGY

E 101-45200-381	Electric Utilities	\$103.17		JAN 2018 UTILITIES
E 101-43100-386	Street Lights	\$245.92		JAN 2018 UTILITIES
E 770-00000-381	Electric Utilities	\$60.93		JAN 2018 UTILITIES
E 770-00000-381	Electric Utilities	\$30.16		JAN 2018 UTILITIES
<b>Total CONNEXUS ENERGY</b>		<b>\$440.18</b>		

Paid Chk# 002280 3/30/2018 HEALTHPARTNERS

E 609-00000-160	Health/Dental Insurance	\$905.56	79045544	MAR 2018 PREMIUM
E 101-43100-160	Health/Dental Insurance	\$429.40	79045544	MAR 2018 PREMIUM
E 101-45200-160	Health/Dental Insurance	\$286.27	79045544	MAR 2018 PREMIUM
E 101-41500-160	Health/Dental Insurance	\$1,449.14	79045544	MAR 2018 PREMIUM
E 609-00000-160	Health/Dental Insurance	\$362.90	79045544	MAR 2018 PREMIUM
E 101-41500-160	Health/Dental Insurance	\$523.33	79045544	MAR 2018 PREMIUM
E 101-43100-160	Health/Dental Insurance	\$932.44	79045544	MAR 2018 PREMIUM
E 101-45200-160	Health/Dental Insurance	\$621.62	79045544	MAR 2018 PREMIUM
<b>Total HEALTHPARTNERS</b>		<b>\$5,510.66</b>		

Paid Chk# 002281 3/30/2018 HSA BANK



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G 101-21726	HSA Additional Withholding		\$377.00		EMPLOYEE CONTRIBUTIONS
E 101-41500-160	Health/Dental Insurance		\$11.25		HSA SERVICE FEE
<b>Total HSA BANK</b>			<b>\$388.25</b>		
Paid Chk# 002282	3/30/2018	<b>LINCOLN NATIONAL LIFE</b>			
E 101-41500-134	ST/LT Disability Insurance		\$259.26	3622359312	MAR 2018 PREMIUM
E 101-43100-134	ST/LT Disability Insurance		\$83.74	3622359312	MAR 2018 PREMIUM
E 101-45200-134	ST/LT Disability Insurance		\$55.83	3622359312	MAR 2018 PREMIUM
E 609-00000-134	ST/LT Disability Insurance		\$182.81	3622359312	MAR 2018 PREMIUM
<b>Total LINCOLN NATIONAL LIFE</b>			<b>\$581.64</b>		
Paid Chk# 002283	3/30/2018	<b>MILLS FLEET FARM</b>			
E 101-45200-404	Repair Machinery/Equipment		\$27.61	3641	PARTS - PARKS
E 101-43100-210	Operating Supplies		\$59.94	4675	OPER. SUPPLIUES
E 101-43100-240	Small Tools and Minor Equip		\$159.70	5776	TOOLS
<b>Total MILLS FLEET FARM</b>			<b>\$247.25</b>		
Paid Chk# 002284	3/30/2018	<b>MISC CUSTOMERS</b>			
E 310-43100-550	Motor Vehicles		\$260.73	GOLIGHT.CO	EQUIPMENT - NEW PW VEHICLE
E 609-00000-208	Training and Instruction		\$14.95	SERVINGALC	TRAINING - MLS
E 101-43100-210	Operating Supplies		\$32.20	SHOPKO	SUPPLIES - SHOP
E 101-42260-219	Fire Prevention		\$57.70	X0226058	FIRE PREVENTION SUPPLIES
<b>Total MISC CUSTOMERS</b>			<b>\$365.58</b>		
Paid Chk# 002285	3/30/2018	<b>MN GFOA</b>			
E 101-41500-433	Dues and Subscriptions		\$50.00	09210	2018 MEMBERSHIP
<b>Total MN GFOA</b>			<b>\$50.00</b>		
Paid Chk# 002286	3/30/2018	<b>PERA</b>			
G 101-21704	PERA		\$1,868.46		03/07/2018 PAYROLL
G 101-21717	PERA		\$2,155.92		03/07/2018 PAYROLL
G 101-21704	PERA		\$1,698.18		03/21/2018 PAYROLL
G 101-21717	PERA		\$1,959.43		03/21/2018 PAYROLL
<b>Total PERA</b>			<b>\$7,681.99</b>		
Paid Chk# 002287	3/30/2018	<b>US POSTAL SERVICE</b>			
E 730-00000-322	Postage		\$6.70		WATER TESTING
<b>Total US POSTAL SERVICE</b>			<b>\$6.70</b>		
Paid Chk# 002288	3/30/2018	<b>WALMART</b>			
E 101-41500-200	Office Supplies		\$30.97		SUPPLIES - CITY HALL
<b>Total WALMART</b>			<b>\$30.97</b>		
Paid Chk# 002289	3/30/2018	<b>XCEL ENERGY</b>			
E 101-43100-381	Electric Utilities		\$183.75	580833554	JAN 2018 UTILITIES
E 101-45200-381	Electric Utilities		\$183.75	580833554	JAN 2018 UTILITIES
E 651-00000-381	Electric Utilities		\$91.87	580833554	JAN 2018 UTILITIES
E 730-00000-381	Electric Utilities		\$229.68	580833554	JAN 2018 UTILITIES
E 770-00000-381	Electric Utilities		\$229.68	580833554	JAN 2018 UTILITIES
E 609-00000-381	Electric Utilities		\$1,396.76	580833554	JAN 2018 UTILITIES
E 101-45200-381	Electric Utilities		\$23.46	580833554	JAN 2018 UTILITIES
E 770-00000-381	Electric Utilities		\$144.51	580833554	JAN 2018 UTILITIES
E 220-47500-381	Electric Utilities		\$2,478.92	580833554	JAN 2018 UTILITIES
E 101-43100-381	Electric Utilities		\$34.69	580833554	JAN 2018 UTILITIES
E 101-42260-381	Electric Utilities		\$144.78	580833554	JAN 2018 UTILITIES
E 101-41500-381	Electric Utilities		\$440.31	580833554	JAN 2018 UTILITIES
E 101-43100-386	Street Lights		\$696.05	580833554	JAN 2018 UTILITIES

**\*Check Detail Register©**

March 2018

		Check Amt	Invoice	Comment
Total	XCEL ENERGY	\$6,278.21		
10100	4M FUND	\$29,195.39		

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

101 GENERAL FUND	\$16,413.79
220 LOVELL BUILDING	\$6,136.33
310 CAPITAL PROJECTS	\$1,277.26
609 MUNICIPAL LIQUOR FUND	\$3,525.38
651 STORM WATER FUND	\$193.52
730 WATER FUND	\$957.77
770 SEWER FUND	\$691.34
	<hr/>
	\$29,195.39

Report Criteria:  
Report type: Summary

GL Period	Check Issue Date	Ck No	Payee	Description	Check Amount
04/18	04/04/2018	11900	AXON ENTERPRISE, INC	MOLLIE MOUNT FOR BC ON VEST	215.68
04/18	04/04/2018	11901	BCA/MNJIS SECTION	1ST QTR CJDN FOR ACCESS	390.00
04/18	04/04/2018	11902	CALIBRE PRESS LLC	BULLETPROOF SEMINAR MG	229.00
04/18	04/04/2018	11903	COVERALL OF THE TWIN CITIES INC	APRIL CLEANING SERVICE	780.00
04/18	04/04/2018	11904	DON'S CIRCLE SERVICE, INC	VEHICLE REPAIRS & MTC	286.89
04/18	04/04/2018	11905	E C S I, LLC	GARAGE CARD READER MTC	470.60
04/18	04/04/2018	11906	IMAGE PRINTING & GRAPHICS, INC	BUSINESS CARDS RESERVE OFFICE	57.75
04/18	04/04/2018	11907	WILLIAM JACOBSON	FRAMED DISPLAY FOR SGT CARLSO	260.58
04/18	04/04/2018	11908	LEAGUE OF MN CITIES INS TRUST P&	2018 PROPERT/LIAB/VEH INS 1/1-12/3	45,308.00
04/18	04/04/2018	11909	OPTUM	MONTHLY SERVICE FEE JAN	30.00
04/18	04/04/2018	11910	O'REILLY AUTOMOTIVE, INC	WINDSHIELD FLUID	9.16
04/18	04/04/2018	11911	CITY OF ROSEVILLE	MARCH PHONES	357.80
04/18	04/04/2018	11912	ROSEVILLE MIDWAY FORD	WHEEL COVERS	262.24
04/18	04/04/2018	11913	SUPPLYWORKS	TOWELS/TISSUE	590.57
04/18	04/04/2018	11914	TRANS UNION LLC	PERSONNEL TESTING	5.30
04/18	04/04/2018	11915	TRANSUNION RISK & ALTERNATIVE	INVESTIGATION EXPENSES MARCH	25.00
03/18	03/31/2018	201804	U S BANK	VISA EFT-FLOWERS FOR FUNERAL	255.00
Grand Totals:					49,533.57



Report Criteria:  
Report type: Summary

GL Period	Check Issue Date	Ck No	Payee	Description	Check Amount
04/18	04/05/2018	11916	DELL MARKETING L.P.	OPTI PLEX 5050 COMPUTER	1,622.13
04/18	04/05/2018	201805	OPTUM	EFT-2ND QTR EMPLOYER HSA CONT	17,039.11
Grand Totals:					<u>18,661.24</u>

## CITY OF LEXINGTON

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## Cash Balances

Current Period: March 2018

FUND Descr	Account	MTD Debit	MTD Credit	Current Balance
<b>Cash</b>				
GENERAL FUND	G 101-10100	\$13,872.85	\$119,182.54	\$634,632.11
LOVELL BUILDING	G 220-10100	\$22,350.00	\$17,679.90	\$398,822.90
CAPITAL PROJECTS	G 310-10100	\$4,416.00	\$15,755.26	\$483,231.43
WATER CAPITAL FUND	G 330-10100	\$0.00	\$0.00	-\$397,565.43
05 STREET-EDGEWOOD	G 360-10100	\$0.00	\$0.00	-\$0.17
SEWER CAPITAL FUND	G 370-10100	\$0.00	\$0.00	\$123,304.02
17 STREET IMPROVEMENTS	G 417-10100	\$0.00	\$0.00	-\$228,945.72
LAKE DRIVE PROJECT	G 418-10100	\$0.00	\$0.00	\$275,681.38
12 HAMLINE AVE	G 430-10100	\$0.00	\$0.00	\$0.00
13 STREET IMPROVEMENTS	G 435-10100	\$0.00	\$0.00	\$0.00
15 STREET IMPROVEMENTS	G 440-10100	\$0.00	\$0.00	\$16,500.00
16 STREET IMPROVEMENTS	G 445-10100	\$0.00	\$0.00	\$0.00
16 NORTH METRO GO	G 551-10100	\$0.00	\$0.00	\$0.00
04 STREET-OAK LANE	G 585-10100	\$0.00	\$0.00	\$27,458.76
14 STREET-VARIOUS	G 591-10100	\$402.00	\$0.00	\$86,686.59
15 STREET-VARIOUS	G 592-10100	\$0.00	\$0.00	\$62,731.14
POLICE BUILDING	G 599-10100	\$0.00	\$4,829.27	\$7,700.14
MUNICIPAL LIQUOR FUND	G 609-10100	\$251,282.14	\$259,321.51	\$559,183.04
FARMERS MARKET	G 625-10100	\$0.00	\$0.00	\$0.00
PROPERTY MAINTENANCE PROGRAM	G 650-10100	\$0.00	\$0.00	\$0.00
STORM WATER FUND	G 651-10100	\$217.20	\$1,479.19	-\$74,527.32
WATER FUND	G 730-10100	\$1,249.97	\$9,411.66	\$291,743.71
SEWER FUND	G 770-10100	\$3,772.83	\$16,559.98	\$884,206.89
<b>Total Cash</b>		\$297,562.99	\$444,219.31	\$3,150,843.47
<b>Held by Fiscal Agent</b>				
POLICE BUILDING	G 599-10110	\$0.00	\$0.00	\$0.00
<b>Total Held by Fiscal Agent</b>		\$0.00	\$0.00	\$0.00
<b>Petty Cash</b>				
GENERAL FUND	G 101-10200	\$0.00	\$0.00	\$200.00
<b>Total Petty Cash</b>		\$0.00	\$0.00	\$200.00
<b>Change Fund</b>				
MUNICIPAL LIQUOR FUND	G 609-10250	\$0.00	\$0.00	\$2,500.00
<b>Total Change Fund</b>		\$0.00	\$0.00	\$2,500.00
<b>Credit Card Sales Receivable</b>				
MUNICIPAL LIQUOR FUND	G 609-10350	\$201,738.93	\$177,560.91	\$29,178.49
<b>Total Credit Card Sales Receivable</b>		\$201,738.93	\$177,560.91	\$29,178.49
<b>Interest Receivable on Invest</b>				
GENERAL FUND	G 101-10450	\$0.00	\$0.00	\$8,005.73
04 STREET-OAK LANE	G 585-10450	\$0.00	\$0.00	\$0.00
<b>Total Interest Receivable on Invest</b>		\$0.00	\$0.00	\$8,005.73
<b>Taxes Receivable-Current</b>				
15 STREET-VARIOUS	G 592-10500	\$0.00	\$0.00	\$0.00

## CITY OF LEXINGTON

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**\*Fund Summary -  
Budget to Actual©**

March 2018

	2018 YTD Budget	March MTD Amount	2018 YTD Amount	2018 YTD Balance	2018 % YTD Budget
<b>FUND 101 GENERAL FUND</b>					
Revenue	\$1,798,998.10	\$11,575.87	\$132,733.64	\$1,666,264.46	7.38%
Expenditure	\$1,798,998.11	\$116,218.29	\$395,725.91	\$1,403,272.20	22.00%
		<u>-\$104,642.42</u>	<u>-\$262,992.27</u>		
<b>FUND 220 LOVELL BUILDING</b>					
Revenue	\$143,200.00	\$7,350.00	\$36,223.70	\$106,976.30	25.30%
Expenditure	\$190,162.06	\$10,038.65	\$19,467.39	\$170,694.67	10.24%
		<u>-\$2,688.65</u>	<u>\$16,756.31</u>		
<b>FUND 310 CAPITAL PROJECTS</b>					
Revenue	\$132,500.00	\$0.00	\$34,000.00	\$98,500.00	25.66%
Expenditure	\$132,500.00	\$15,755.26	\$24,401.18	\$108,098.82	18.42%
		<u>-\$15,755.26</u>	<u>\$9,598.82</u>		
<b>FUND 330 WATER CAPITAL 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 360 05 STREET-EDGEWOOD</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 370 SEWER CAPITAL 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 417 17 STREET IMPROVEMENTS</b>					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$1,377.00	-\$1,377.00	0.00%
		<u>\$0.00</u>	<u>-\$1,377.00</u>		
<b>FUND 418 LAKE DRIVE PROJECT</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 430 12 HAMLINE AVE</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 435 13 STREET IMPROVEMENTS</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 440 15 STREET IMPROVEMENTS</b>					

## CITY OF LEXINGTON

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**\*Fund Summary -  
Budget to Actual©**

March 2018

	2018 YTD Budget	March MTD Amount	2018 YTD Amount	2018 YTD Balance	2018 % YTD Budget
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
<b>FUND 445 16 STREET IMPROVEMENTS</b>					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
<b>FUND 551 16 NORTH METRO GO</b>					
Revenue	\$4,102.96	\$0.00	\$0.00	\$4,102.96	0.00%
Expenditure	\$4,102.96	\$0.00	\$0.00	\$4,102.96	0.00%
		\$0.00	\$0.00		
<b>FUND 585 04 STREET-OAK LANE</b>					
Revenue	\$700.00	\$0.00	\$0.00	\$700.00	0.00%
Expenditure	\$22,760.00	\$0.00	\$21,380.00	\$1,380.00	93.94%
		\$0.00	-\$21,380.00		
<b>FUND 591 14 STREET-VARIOUS</b>					
Revenue	\$31,020.49	\$402.00	\$756.03	\$30,264.46	2.44%
Expenditure	\$18,662.78	\$0.00	\$12,993.56	\$5,669.22	69.62%
		\$402.00	-\$12,237.53		
<b>FUND 592 15 STREET-VARIOUS</b>					
Revenue	\$111,481.66	\$0.00	\$0.00	\$111,481.66	0.00%
Expenditure	\$28,669.00	\$0.00	\$0.00	\$28,669.00	0.00%
		\$0.00	\$0.00		
<b>FUND 599 POLICE BUILDING</b>					
Revenue	\$60,516.75	\$0.00	\$0.00	\$60,516.75	0.00%
Expenditure	\$57,921.25	\$4,829.27	\$14,487.81	\$43,433.44	25.01%
		-\$4,829.27	-\$14,487.81		
<b>FUND 609 MUNICIPAL LIQUOR FUND</b>					
Revenue	\$3,235,000.00	\$250,683.69	\$663,118.52	\$2,571,881.48	20.50%
Expenditure	\$3,217,491.34	\$238,506.99	\$555,738.55	\$2,661,752.79	17.27%
		\$12,176.70	\$107,379.97		
<b>FUND 625 FARMERS MARKET</b>					
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
<b>FUND 650 PROPERTY MAINTENANCE PROGRAM</b>					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
<b>FUND 651 STORM WATER FUND</b>					
Revenue	\$28,607.16	\$4,995.39	\$4,995.39	\$23,611.77	17.46%
Expenditure	\$49,415.16	\$1,479.03	\$11,391.95	\$38,023.21	23.05%

# CITY OF LEXINGTON

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## \*Fund Summary - Budget to Actual©

March 2018

	2018 YTD Budget	March MTD Amount	2018 YTD Amount	2018 YTD Balance	2018 % YTD Budget
<b>FUND 730 WATER FUND</b>		\$3,516.36	-\$6,396.56		
Revenue	\$138,000.00	\$30,121.06	\$30,121.06	\$107,878.94	21.83%
Expenditure	\$213,860.41	\$8,392.23	\$87,352.46	\$126,507.95	40.85%
		\$21,728.83	-\$57,231.40		
<b>FUND 770 SEWER FUND</b>					
Revenue	\$199,000.00	\$48,203.13	\$53,156.95	\$145,843.05	26.71%
Expenditure	\$342,038.32	\$15,447.98	\$106,363.94	\$235,674.38	31.10%
		\$32,755.15	-\$53,206.99		
<b>Report Total</b>		-\$57,336.56	-\$295,574.46		



Extract of Minutes of a Meeting of the  
City Council of the  
City of Lexington, Minnesota

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Lexington, Minnesota, was duly held at the City Hall in said City on Thursday, the 19th day of April, 2018, at 7:00 p.m.

The following members were present:

and the following were absent:

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

**RESOLUTION NO. 18-13**

**AUTHORIZING THE ISSUANCE, SALE, AND DELIVERY OF A MULTIFAMILY HOUSING REVENUE NOTE RELATING TO THE LEXINGTON APARTMENTS PROJECT PURSUANT TO MINNESOTA STATUTES, CHAPTER 462C; APPROVING THE FORMS OF AND AUTHORIZING THE EXECUTION AND DELIVERY OF THE NOTE AND RELATED DOCUMENTS; PROVIDING FOR THE SECURITY, RIGHTS, AND REMEDIES WITH RESPECT TO THE NOTE; AND GRANTING APPROVAL FOR CERTAIN OTHER ACTIONS WITH RESPECT THERETO**

The motion for the adoption of the foregoing resolution was duly seconded by member \_\_\_\_\_, and after full discussion thereof and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

**CITY OF LEXINGTON  
STATE OF MINNESOTA**

**RESOLUTION NO. 18-13**

**AUTHORIZING THE ISSUANCE, SALE, AND DELIVERY OF A MULTIFAMILY HOUSING REVENUE NOTE RELATING TO THE LEXINGTON APARTMENTS PROJECT PURSUANT TO MINNESOTA STATUTES, CHAPTER 462C; APPROVING THE FORMS OF AND AUTHORIZING THE EXECUTION AND DELIVERY OF THE NOTE AND RELATED DOCUMENTS; PROVIDING FOR THE SECURITY, RIGHTS, AND REMEDIES WITH RESPECT TO THE NOTE; AND GRANTING APPROVAL FOR CERTAIN OTHER ACTIONS WITH RESPECT THERETO**

WHEREAS, the City of Lexington, Minnesota (the "City"), is a municipal corporation duly organized and existing under the Constitution and laws of the State of Minnesota; and

WHEREAS, pursuant to Minnesota Statutes, Chapter 462C, as amended (the "Act"), the City is authorized to carry out the public purposes described in the Act by issuing revenue bonds or other obligations to finance or refinance multifamily housing developments located within the City and, as a condition to the issuance of such revenue bonds, adopt a housing program providing the information required by Section 462C.03, subdivision 1a, of the Act; and

WHEREAS, in the issuance of the City's revenue bonds and in the making of a loan to finance a multifamily housing development, the City may exercise, within its corporate limits, any of the powers that the Minnesota Housing Finance Agency may exercise under Minnesota Statutes, Chapter 462A, as amended, without limitation under the provisions of Minnesota Statutes, Chapter 475, as amended; and

WHEREAS, Lexington Leased Housing Associates I, LLLP, a Minnesota limited liability limited partnership (the "Borrower"), has requested that the City issue its Multifamily Housing Revenue Note (Lexington Apartments Project) Series 2018 (the "Note"), in one or more series, issued in an aggregate amount not to exceed \$22,000,000 to finance the acquisition, construction, and equipping of an approximately 180-unit multifamily rental housing development and functionally related facilities to be located on the northwest corner of the intersection of Lovell Road NE and Lexington Avenue NE in the City (the "Project"); and

WHEREAS, on November 16, 2017, the City Council of the City (the "City Council") adopted Resolution No. 17-22 (the "Initial Resolution") which constitutes a reimbursement resolution and an official intent of the City to reimburse expenditures with respect to the Project from the proceeds of tax-exempt revenue bonds in accordance with the provisions of Treasury Regulations, Section 1.150-2; and

WHEREAS, on December 21, 2017, the City Council adopted Resolution No. 17-33 (the "Preliminary Resolution") under the terms of which the City: (i) granted preliminary approval to the issuance of multifamily housing revenue obligations under the terms of the Act to finance the

Project; (ii) authorized the submission of an application to the Minnesota Department of Management and Budget ("MMB") for an allocation of bonding authority under Minnesota Statutes, Chapter 474A, as amended (the "Allocation Act"), in a principal amount not to exceed \$22,000,000; and (iii) acknowledged the preparation of a housing program in accordance with the requirements of the Act; and

WHEREAS, the City received a certificate of allocation from Minnesota Management and Budget allocating volume cap bonding authority to the City in the amount of \$22,000,000 for the issuance of the Note; and

WHEREAS, the City has prepared a housing program (the "Housing Program") to authorize the issuance by the City of revenue bonds in the maximum principal amount of \$22,000,000 to finance the acquisition, construction, and equipping of the Project; and

WHEREAS, a notice of public hearing (the "Public Notice") was published in accordance with the Act and Section 147(f) of the Internal Revenue Code of 1986, as amended (the "Code"), with respect to: (i) the required public hearing under the Code; (ii) the required public hearing under Section 462C.04, subdivision 2, of the Act; (iii) the Housing Program; and (iv) approval of the issuance of the Note; and

WHEREAS, the Public Notice was published at least 15 days before the regularly scheduled meeting of the City Council, and on March 1, 2018, the City Council conducted a public hearing at which a reasonable opportunity was provided for interested individuals to express their views, both orally and in writing, and following such public hearing on March 1, 2018, the City Council adopted Resolution No. 18-11 approving the Housing Program; and

WHEREAS, the Borrower has requested that the City issue, sell, and deliver the Note, in an original aggregate principal amount not to exceed \$22,000,000; and

WHEREAS, sufficient details of the Note and other aspects of the financing have been agreed to that this final bond resolution should be adopted on this date accepting a proposal for issuance of the Note.

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

## **SECTION 1. LEGAL AUTHORIZATION AND FINDINGS.**

1.1 Findings. The City hereby finds, determines and declares as follows:

(a) The issuance and sale of the Note by the City, pursuant to the Act, is in the best interest of the City, and the City hereby determines to issue the Note and to sell the Note to Bridgewater Bank, a Minnesota banking corporation, or another bank selected by the Borrower (the "Purchaser"). The City will loan the proceeds of the Note (the "Loan") to the Borrower in order to finance the Project.

(b) Pursuant to a Loan Agreement (the "Loan Agreement") to be entered into between the City and the Borrower, the City will loan to the Borrower the proceeds of the

Note as set forth therein and the Borrower will agree to repay the Loan in specified amounts and at specified times sufficient to pay in full when due the principal of, premium, if any, and interest on the Note. In addition, the Loan Agreement contains provisions relating to the construction, maintenance, and operation of the Project, indemnification, insurance, and other agreements and covenants which are required or permitted by the Act and which the City and the Borrower deem necessary or desirable for the financing of the Project.

(c) Pursuant to a Pledge Agreement between the City and the Purchaser (the "Pledge Agreement"), the City will pledge and grant a security interest in all of its rights, title, and interest in the Loan Agreement to the Purchaser (except for certain rights of indemnification and to reimbursement for certain costs and expenses).

(d) The proceeds of the Note will be disbursed pursuant to a Disbursing Agreement (the "Disbursing Agreement") by and between the Borrower and the Purchaser.

(e) Certain rental and occupancy requirements of federal and state law are set forth in a Regulatory Agreement (the "Regulatory Agreement") by and between the City, the Borrower, and the Purchaser.

(f) The Note will be a special, limited obligation of the City. No holder of the Note shall ever have the right to compel any exercise of the taxing power of the City to pay the Note or the interest thereon, nor to enforce payment thereof against any property of the City. The Note and the interest thereon: (i) shall be payable solely from the revenues pledged therefor under the Loan Agreement; (ii) shall not constitute a debt of the City within the meaning of any constitutional, charter, or statutory limitation; (iii) shall not constitute nor give rise to a pecuniary liability of the City or a charge against its general credit or taxing powers; (iv) shall not constitute a charge, lien, or encumbrance, legal or equitable, upon any property of the City other than the City's interest in the Loan Agreement, which will be assigned to the Purchaser under the Pledge Agreement; and (v) shall not constitute a general or moral obligation of the City.

(g) It is desirable, feasible and consistent with the objects and purposes of the Act to issue the Note for the purpose of financing the costs of the Project.

(h) The Project constitutes a "qualified residential rental project" within the meaning of Section 142(d) of the Code, and a "multifamily housing development" authorized by the Act, and furthers the purposes of the Act.

(i) The purpose of the Project is, and the effect thereof will be, to promote the public welfare by the acquisition and construction of a facility for use as a multifamily housing development designed primarily for occupancy by persons of low and moderate income.

(j) The Act authorizes (i) the acquisition and construction of the Project, (ii) the issuance and sale of the Note, (iii) the execution and delivery by the City of the Loan Agreement, Regulatory Agreement, and Pledge Agreement (the "City Agreements"), (iv) the performance of all covenants and agreements of the City contained in the City Agreements and any other documents reasonably necessary to effectuate the intent of this

resolution, and (v) the performance of all other acts and things required under the constitution and laws of the State of Minnesota to make the City Agreements and the Note valid and binding special, limited obligations of the City in accordance with its terms.

(k) It is desirable that the Borrower be authorized, subject to the terms and conditions set forth in the Loan Agreement, which terms and conditions the City determines, based on representations of the Borrower, to be necessary, desirable, and proper, to complete the acquisition, construction, and installation of the Project by such means as shall be available to the Borrower and in the manner determined by the Borrower, and with or without advertisement for bids as required for the acquisition and installation of municipal facilities.

(l) The payments under the Loan Agreement are fixed to produce revenue sufficient to provide for the prompt payment of principal of, premium, if any, and interest on the Note when due, and the Loan Agreement also provides that the Borrower is required to pay all expenses of the operation and maintenance of the Project, including, but without limitation, adequate insurance thereon and insurance against all liability for injury to persons or property arising from the operation thereof, and all taxes and special assessments levied upon or with respect to the Project and payable during the term of the Loan Agreement.

(m) There is no litigation pending or, to the actual knowledge of the City, threatened against the City questioning the City's execution or delivery of the Note or the City Agreements or questioning the due organization of the City, or the powers or authority of the City to issue the Note and undertake the transactions contemplated hereby.

(n) The execution, delivery, and performance of the City's obligations under the Note and the City Agreements do not and will not violate any order against the City of any court or other agency of government, or any indenture, agreement, or other instrument to which the City is a party or by which it or any of its property is bound, or be in conflict with, result in a breach of, or constitute (with due notice or lapse of time or both) a default under any such indenture, agreement or other instrument.

(o) The City hereby finds, determines, and declares, based on representations of the Borrower, that it is in the public interest of the residents of the City that the Project be undertaken in order to further the public purpose by providing multifamily housing developments for low or moderate income residents of the City and otherwise further the purposes and policies of the Act.

1.2 Authorization and Ratification of Project. The City has heretofore and does hereby authorize the Borrower, in accordance with the provisions of the Act and subject to the terms and conditions imposed by the Purchaser, to provide for the acquisition and construction of the Project by such means as shall be available to the Borrower and in the manner determined by the Borrower, and without advertisement for bids as may be required for the construction and acquisition of other municipal facilities; and the City hereby ratifies, affirms, and approves all actions heretofore taken by the Borrower consistent with and in anticipation of such authority.



## SECTION 2. THE NOTE.

2.1 Authorized Maximum Amount and Form of Note and Interest Rate. The Note is hereby approved and shall be issued pursuant to this Resolution in substantially the form on file with the City with such appropriate variations, omissions, and insertions as are necessary and appropriate and are permitted or required by this Resolution, and in accordance with the further provisions thereof; and the principal amount of the Note that may be outstanding hereunder is expressly limited to \$22,000,000, unless a duplicate Note is issued pursuant to Section 2.6. The actual amount of the Note shall be determined by the agreement of the Purchaser and the Borrower and any of the officers specified in Section 2.3 prior to the issuance of the Note. The Note will bear interest at the rates, mature in the years and amounts and be subject to redemption on the dates determined by the Borrower and the Purchaser and set forth in the Note executed by the Authorized Officers. The sale of the Note to the Purchaser at a purchase price equal to its stated amount is hereby accepted.

2.2 The Note. The Note shall be dated as of the date of delivery to the Purchaser, shall be payable at the time and in the manner and shall be subject to such other terms and conditions as are set forth therein.

2.3 Execution of Note. The Note shall be executed on behalf of the City by the Mayor and the City Administrator (the "Authorized Officers"). In case any Authorized Officer whose signature shall appear on the Note shall cease to be such officer before the delivery of the Note, such signature shall nevertheless be valid and sufficient for all purposes, the same as if such signatory had remained in office until delivery. In the event of the absence or disability of the Authorized Officer, such officers of the City as, in the opinion of the City Attorney, may act in their behalf, shall without further act or authorization of the City execute and deliver the Note.

2.4 Disposition of Note Proceeds. Upon delivery of the Note to the Purchaser, the Purchaser shall, on behalf of the City, disburse the purchase price thereof for payment of Project Costs in accordance with the terms of a Disbursing Agreement or the Purchaser shall advance the proceeds of the Note to the Borrower, on behalf of the City, pursuant to the terms of a Disbursing Agreement.

2.5 Registration of Transfer. The City will cause to be kept at the office of the City Administrator of the City a Note Register in which, subject to such reasonable regulations as it may prescribe, the City shall provide for the registration of transfers of ownership of the Note. The Note shall be initially registered in the name of the Purchaser and shall be transferable upon the Note Register for such Note by the holder thereof in person or by its agent duly authorized in writing, upon surrender of such Note together with a written instrument of transfer satisfactory to the City Administrator, duly executed by the then holder thereof or its duly authorized agent. The City may require, as a precondition to any transfer, that the transferee provide evidence satisfactory to the City that the transferee is a financial institution or other accredited investor under the securities laws. The following form of assignment shall be sufficient for said purpose.

For value received \_\_\_\_\_ hereby sells, assigns, and transfers unto \_\_\_\_\_ the attached Note of the City of Lexington, Minnesota, and does hereby irrevocably constitute and appoint \_\_\_\_\_ attorney to

transfer said Note on the books of said City, with full power of substitution in the premises. The undersigned certifies that the transfer is made in accordance with the provisions of Sections 2.5 and 2.8 of the Resolution authorizing the issuance of the Note.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Registered Owner

Upon such transfer the City Administrator shall note the date of registration and the name and address of the successor holder in the Note Register and in the registration blank appearing on the Note.

2.6 Mutilated, Lost or Destroyed Note. In case the Note shall become mutilated or be destroyed or lost, the City shall, if not then prohibited by law, cause to be executed and delivered a new Note of like outstanding principal amount, number and tenor in exchange and substitution for and upon cancellation of such mutilated Note, or in lieu of and in substitution for such Note destroyed or lost, upon the payment by the registered holder thereof of the reasonable expenses and charges of the City in connection therewith, and in the case of a Note destroyed or lost, the filing with the City of evidence satisfactory to the City with indemnity satisfactory to it. If the mutilated, destroyed or lost Note has already matured or been called for redemption in accordance with its terms it shall not be necessary to issue a new Note prior to payment.

2.7 Ownership of Note. The City may deem and treat the person in whose name the Note is last registered in the Note Register and by notation on the Note, whether or not such Note shall be overdue, as the absolute owner of such Note for the purpose of receiving payment of or on account of the Principal Balance, redemption price or interest and for all other purposes whatsoever, and the City shall not be affected by any notice to the contrary.

2.8 Limitation on Note Transfers. The Note has been issued without registration under state or other securities laws, pursuant to an exemption for such issuance; and accordingly the Note may not be assigned or transferred in whole or part, nor may a participation interest in the Note be given pursuant to any participation agreement, except to a financial institution or other accredited investor and as an exempt security or as an exempt transaction and in principal amounts of at least \$100,000.

### **SECTION 3. MISCELLANEOUS.**

3.1 Severability. If any provision of this Resolution shall be held or deemed to be or shall, in fact, be inoperative or unenforceable as applied in any particular case in any jurisdiction or jurisdictions or in all jurisdictions or in all cases because it conflicts with any provisions of any constitution or statute or rule or public policy, or for any other reason, such circumstances shall not have the effect of rendering the provision in question inoperative or unenforceable in any other case or circumstance, or of rendering any other provision or provisions contained herein invalid, inoperative, or unenforceable to any extent whatever. The invalidity of any one or more phrases, sentences, clauses or paragraphs contained in this Resolution shall not affect the remaining portions of this Resolution or any part thereof.

3.2 Authentication of Transcript. The officers of the City are directed to furnish to Bond Counsel certified copies of this Resolution and all documents referred to herein, and affidavits or certificates as to all other matters which are reasonably necessary to evidence the validity of the Note. All such certified copies, certificates, and affidavits, including any heretofore furnished, shall constitute recitals of the City as to the correctness of all statements contained therein.

3.3 Authorization to Execute Agreements. The forms of the proposed City Agreements are hereby approved in substantially the forms on file with the City, together with such additional details therein as may be necessary and appropriate and such modifications thereof, deletions therefrom and additions thereto as may be necessary and appropriate and approved by Bond Counsel prior to the execution of the documents, and the Authorized Officers are authorized to execute the Note and the City Agreements in the name of and on behalf of the City, together with such other documents as Bond Counsel considers appropriate in connection with the issuance of the Note (collectively, the "Financing Documents"). In the event of the absence or disability of any of the Authorized Officers, such officers of the City as, in the opinion of the City Attorney for the City, may act in their behalf shall without further act or authorization of the City Council of the City do all things and execute all instruments and documents required to be done or executed by such absent or disabled officers. The execution of any instrument by the appropriate officer or officers of the City herein authorized shall be conclusive evidence of the approval of such documents in accordance with the terms hereof.

3.4 Program. The City has established a governmental program of acquiring purpose investments for qualified residential rental projects. The governmental program is one in which the following requirements of §1.148-1(b) of the federal regulations relating to tax-exempt obligations shall be met:

- (a) the program involves the origination or acquisition of purpose investments;
- (b) at least 95% of the cost of the purpose investments acquired under the program represents one or more loans to a substantial number of persons representing the general public, states or political subdivisions, 501(c)(3) organizations, persons who provide housing and related facilities, or any combination of the foregoing;
- (c) at least 95% of the receipts from the purpose investments are used to pay principal, interest, or redemption prices on issues that financed the program, to pay or reimburse administrative costs of those issues or of the program, to pay or reimburse anticipated future losses directly related to the program, to finance additional purpose investments for the same general purposes of the program, or to redeem and retire governmental obligations at the next earliest possible date of redemption;
- (d) the program documents prohibit any obligor on a purpose investment financed by the program or any related party to that obligor from purchasing bonds of an issue that finances the program in an amount related to the amount of the purpose investment acquired from that obligor; and

(e) the City shall not waive the right to treat the investment as a program investment.

3.5 Costs; Indemnification by Borrower. The Borrower has agreed and it is hereby determined that any and all costs incurred by the City in connection with the financing and refinancing of the Project whether or not the Project is carried to completion will be paid by the Borrower. In addition, on or prior to the date of issuance of the Note, the Borrower will pay the City an administrative fee as provided in the Loan Agreement in connection with the issuance of the Note which will also constitute payment of the City's administrative fee with respect to a tax exempt financing issued to refund the Note. It is understood and agreed that the Borrower shall indemnify the City against all liabilities, losses, damages, costs, and expenses (including attorney's fees and expenses incurred by the City) arising with respect to the Project or the Note, as further provided for and agreed to by and between the Borrower and the City in the Loan Agreement.

3.6 Headings; Terms. Paragraph headings in this resolution are for convenience of reference only and are not a part hereof, and shall not limit or define the meaning of any provision hereof. Capitalized terms used, but not defined, herein shall have the meanings given them in, or pursuant to, the Loan Agreement.

#### **SECTION 4. EFFECTIVE DATE.**

This resolution shall be in full force and effect from and after its passage.

Adopted by the City Council of the City of Lexington, Minnesota, on April 19, 2018.

**CITY OF LEXINGTON, MINNESOTA**

\_\_\_\_\_  
Mark Kurth, Mayor

Attest:

\_\_\_\_\_  
Bill Petracek, City Administrator

STATE OF MINNESOTA  
COUNTY OF ANOKA  
CITY OF LEXINGTON

I, the undersigned, being the duly qualified and acting Administrator of the City of Lexington, Minnesota, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council of said City, duly called and held on the date therein indicated, insofar as such minutes related to a resolution approving issuance of a multifamily housing revenue note for the Lexington Apartments Project.

WITNESS my hand this \_\_\_\_ day of April, 2018.

\_\_\_\_\_  
City Administrator



## MEMORANDUM OF UNDERSTANDING Summer Fun Program

**Our Savior's Social Ministry Team  
City of Lexington  
City of Blaine Parks and Recreation  
YMCA of Lino Lakes**

**Centennial Square Manufactured Housing  
Community  
Centennial Community Education (ISD #12)**

- I. **Purpose:** The participating organizations share a concern for the well being of children targeted as "at-risk". Each organization, operating under its own authority, has voluntarily adopted responsibilities so that together the organizations can collaboratively provide quality summer programs at two sites: Centennial Square Park and Lexington Memorial Park. Summer Fun is held at Centennial Square Park and Lexington Memorial Park. Teen Force is a program under the Summer Fun umbrella, Teen Force is held at Centennial Square. This memorandum is intended to clarify roles of each organization and to signify a willingness to collaborate with others so as to benefit children.
- II. **Agency Responsibilities**
  - a. **Blaine Parks and Recreation:**
    - i. **Committee Member:** Provide a full-time recreation professional to participate on the Summer Fun Program Committee to ensure the responsibilities of the agency are being followed and to provide support to the other participating agencies.
    - ii. **Staffing:** Hire, train, and supervise part-time seasonal staff to administer the Summer Fun recreation component of the program at Centennial Square and Lexington Memorial Park sites.
    - iii. **Planning:** Plan a well-rounded recreation program including arts and crafts, active and passive games, educational activities, service learning, and field trips. Maintain attendance records and other related forms associated with the Summer Fun program.
    - iv. **Lunches:** Collect related forms and submit to Anoka Hennepin School District for the possibility of qualifying for free lunches. Blaine Parks & Recreation staff will attend training outlined by Anoka Hennepin. Submit required paperwork weekly.
    - v. **Supplies:** Purchase and distribute supplies necessary to run the Summer Fun programs at Centennial Square and Lexington Memorial Park. Provide storage facility and portable restroom for Centennial Square site.
    - vi. **Promotion:** Create, distribute, and collect registration materials for Centennial Square and Lexington Memorial Park sites.
    - vii. **Evaluation:** Provide the committee with data on participation, program content, photos, and budget.
    - viii. **Funding:** Provide additional funding for the program in the amount of \$6000. Assist with grant-writing and provide documentation, etc as needed to complete grant processes.
    - ix. **Basic Services:** In the event that that collaboration is no longer functioning, continue to deliver a level of service to the Centennial Square community similar to that of other areas in the City of Blaine.
  - b. **City of Lexington**
    - i. Provide Lexington Park and warming house space for the program and participants.

- ii. Provide maintenance for the warming house.
- iii. Provide space in city newsletter for program advertisement purposes.
- iv. Provide monetary assistance for seasonal staff costs at the City of Lexington's program site at a level to be determined by the Lexington City Council (a funding request will be submitted to the Lexington City Council annually).

**c. Our Savior's Lutheran Church Social (OSLC) Ministry Team**

- i. **Committee Members:** Provide 2 seasoned volunteers for assistance in the planning and implementation of the Summer Fun Program. Volunteers will have as their main focus a concern for the success of programs at both sites, for the welfare of at-risk children and for building children's experiences and assets. The volunteers will bring spirit, creativity, and a network of connections to accomplish these tasks.
- ii. **Planning:** Contribute to the vision for the program, and articulate unmet needs of the children.
- iii. **Staffing:** Recruit and supervise volunteers for various activities outlined below. Provide background information at staff training.
- iv. **Funding:** Contribute \$2,000 from the OSLC general funds to the program budget. Research and submit grants to cover annual program costs. Oversee additional fundraising from local sources.
- v. **Operational services - as needed:** Assist as necessary. Recruit and coordinate volunteers as needed. Acquire craft supplies and sports supplies when not otherwise available.
- vi. **Additional functions:** Sponsor one ice cream social at each site to increase parent participation, and an "End of Summer Party" for staff, collaborators, volunteers, and supporters.
- vii. **Archive:** Be a repository for the historical background of the program. Maintain a list of program contributors, presenters, and volunteers.

**d. Centennial Square Manufactured Housing Community**

- i. Provide outdoor space for program.
- ii. Provide maintenance for program site.
- iii. Provide space in newsletter for promotion of program.
- v. Provide space for program storage.
- vi. Provide water use for program.
- vii. Provide indoor space in cases of inclement weather.

**e. Centennial Community Education #12**

- i. **Committee Member:** Provide a Community Education Coordinator to serve on the Summer Fun Program Committee to ensure the responsibilities of the agency are being followed and to provide support to the other participating agencies.
- ii. **Programming/Bussing:** Assist in program planning for both sites and secure field trip bussing for Summer Fun field trips.
- iii. **Evaluation:** Provide the committee with data on participation, program content, and budget.
- iv. **Fiscal agent:** Accept and administer contributions made to the program in a timely manner. Insure that funds are used for charitable activities as outlined in the project proposal. Maintain records establishing the use of the funds consistent with 501c3 purposes.
- v. **Grant Writing:** Approve grants and assist in grant writing, provide documentation, etc., as needed to complete grant process.

**f. Lino Lakes YMCA.**

- i. **Committee Member:** Provide a full-time recreation professional to participate on the Summer Fun Program Committee to ensure the responsibilities of the agency are being flowed and to provide support to the other participating agencies.
- ii. **Staffing:** Hire, train, and supervise part-time seasonal staff to administer the Teen Force component of Summer Fun at Centennial Square.
- iii. **Planning:** Plan a well-rounded program. Maintain attendance records and other related forms associated with the Teen Force program.
- iv. **Supplies:** Purchase and distribute supplies necessary to run the Teen Force program at Centennial Square.
- viii. **Evaluation:** Provide the committee with data on participation and program content.

**III. Period of Agreement**

This non-binding Memorandum of Understanding shall be valid for a period of one calendar year (Jan 1, 2018 – Dec 31, 2018). Each year a review and evaluation will occur. The agreement, made in good faith, may be adjusted due to fiscal restraints of participating agencies at the end of the summer session.

**IV. Acceptance**

By: \_\_\_\_\_  
Shari Kunza; Recreation Manager  
Blaine Parks and Recreation  
Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Bill Petracek; City Administrator  
City of Lexington  
Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Roberta Dale; Staff member with responsibility for Social Ministry  
Our Savior's Lutheran Church  
Dated: \_\_\_\_\_

By: \_\_\_\_\_  
For Centennial Square Manufactured Housing Community  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Cori Sendle; Director of Community Education  
Centennial School District #12  
Date: \_\_\_\_\_



# Anoka County

## HUMAN SERVICES DIVISION

### Community Health & Environmental Services

Correctional  
Health

Environmental  
Services

Recycling &  
Resource Solutions

Public Health  
Nursing

Women, Infants  
& Children (WIC)

Date: April 5, 2018

To: Municipal Recycling Coordinators

From: Sue Doll, Solid Waste Specialist

Regarding: Municipal Contracts for 2018, Funding and Goals

The 2018 Residential Recycling Agreements include a fixed base of \$10,000 for each municipality and \$5.00 per household (HH). In addition, targeted program funds are available for specific program areas and funds may be used for problem materials and yard waste/organics. The household count is based on the latest population and household estimate available from the Metropolitan Council. This funding allocation is not dependent upon the receipt of the second SCORE allocation. The county will use reserve funds if the second grant payment is not received in the spring of 2018.

The 2018 funding includes enhancement funds for the following program areas:

- Monthly/Quarterly Drop-off Events – \$10,000 or \$15,000 depending on HH's
- General Enhancement Grant \$1/HH
- Organics Collection \$0.50/HH if no organics drop-off or curbside program
- Organics Collection \$1/HH if there is an organics drop-off or curbside program
- Additional Grant Request up to \$30,000

The 2018 municipal recycling goal is 210 pounds per person for single family households (up to 4 units) and 160 pounds per person for multi-unit households (5 units or more). This goal reflects the estimated tonnage needed to assist the county in achieving its recycling goal as established by the State of Minnesota. The goals have been set to reflect the differences between single family and multi-unit housing.

One copy of the contract has been enclosed for signature by your municipality. Please obtain the necessary signatures. The funding amounts you requested on Attachment B and the final funding award, Attachment C, are included as part of this contract.

Mail the signed copy back to our department and we will obtain remaining signatures. We will return the original to you once fully-executed. We will not be able to reimburse any expenditures until we have a signed contract returned by your municipality.

Thank you for your cooperation and efforts to reduce waste and increase the amount of material recycled in our county. Please do not hesitate to contact me if you have any questions regarding this information.

Prevent. Promote. Protect.

Field Operations Building ▲ 1530 Bunker Lake Boulevard NW ▲ Andover, MN 55304 ▲ [www.anokacounty.us](http://www.anokacounty.us)  
763-324-3400 ▲ FAX: 763-324-3410

Affirmative Action / Equal Opportunity Employer

**2018 AGREEMENT FOR RESIDENTIAL RECYCLING PROGRAM**

**THIS AGREEMENT** made and entered into on the 1st day of January, 2018, notwithstanding the date of the signatures of the parties, between the COUNTY OF ANOKA, State of Minnesota, hereinafter referred to as the "COUNTY", and the CITY OF LEXINGTON, hereinafter referred to as the "MUNICIPALITY".

**WITNESSETH:**

**WHEREAS**, the County will receive funding from the State of Minnesota pursuant to Minn. Stat. § 115A.557 (hereinafter "SCORE funds") during 2018; and

**WHEREAS**, pursuant to legislation a portion of the SCORE funds must be used to encourage recycling of source-separated compostable materials; and

**WHEREAS**, the County will also receive funding pursuant to Minn. Stat. § 473.8441 (hereinafter "LRDG funds") during 2018; and

**WHEREAS**, the County also has additional budgeted program funding available to supplement SCORE and LRDG funds for solid waste recycling programs, so that the available amount for the Residential Recycling Program is \$1,551,029; and

**WHEREAS**, the County Solid Waste Master Plan 2012 (Master Plan 2012) and MPCA Metropolitan Solid Waste Management Policy Plan 2010-2030 state that MSW generated in the County that is not reused, recycled or composted, will be processed to the extent that processing capacity is available; and

**WHEREAS**, the Master Plan 2012 was developed with the participation of a representative from the Municipality staff, and the Municipality is required to develop and implement programs, practices, or methods designed to meet waste abatement goals by Minn. Stat. § 115A.551, Subd 2a. (b).

**WHEREAS**, in 2017, the County engaged in a process of drafting an updated Master Plan which will be submitted to the MPCA for review and approval in 2018. The anticipated Master Plan 2018 will supersede the current Master Plan 2012 upon approval. The Master Plan 2018 has been developed with the participation of a representative from the Municipality staff, and the Municipality will be required to develop and implement programs, practices, or methods designed to meet waste abatement goals by Minn. Stat. § 115A.551, Subd 2a. (b).

**WHEREAS**, the County wishes to assist the Municipality in meeting recycling goals established by Anoka County by providing said SCORE and LRDG funds to cities and townships in the County for solid waste recycling programs.

**NOW, THEREFORE**, in consideration of the mutual covenants and promises contained in this Agreement, the parties mutually agree to the following terms and conditions:



1. **PURPOSE.** The purpose of this Agreement is to provide for cooperation between the County and the Municipality to implement solid waste recycling programs in the Municipality which will help the County and member municipalities meet the goals set in the current Anoka County Solid Waste Management Master Plan.
2. **TERM.** The term of this Agreement is from January 1, 2018 through December 31, 2018, unless earlier terminated as provided herein.
3. **DEFINITIONS.**
  - a. "Eligible Expenses" means those expenses for recycling projects/programs and education and outreach and for priority issue activities that assist the municipality in collecting additional tons to help meet its recycling goal. Such expenses may include administration, but only to the extent of salary and legal costs of personnel who are directly working on the planning, implementation and promotion of eligible activities as detailed in this definition.
  - b. "Full Service Recycling Drop-off Center" means centralized permanent drop-off center that is open at least two times a week and accepts at least four types of materials beyond traditional curbside recyclables, i.e.: mattresses, appliances, scrap metal, carpet, furniture, source-separated compostable materials, electronics, etc.
  - c. "Mixed municipal solid waste" (MSW) shall have the meaning set forth in Minn. Stat. §115A.03, Subd. 21.
  - d. "Multi-unit households" means households within apartment complexes, condominiums, townhomes, mobile homes and senior housing complexes.
  - e. "Opportunity to Recycle" means providing recycling and curbside pickup or collection centers for recyclable materials for residents, including single and multi-family dwellings, as required by Minn. Stat. § 115A.552. Subd. 1.
  - f. "Problem material" shall have the meaning set forth in Minn. Stat. § 115A.03, Subd. 24a.
  - g. "Public entity waste" shall have the meaning set forth in Minn. Stat. § 115A.471 (b).
  - h. "Quasi-Municipal event" means community festivals which appear to the public to be supported and run by the Municipality but in fact are sponsored or co-sponsored by an independent non-profit 501c (3) organization, for example: the Anoka Halloween Parade.
  - i. "Recyclable materials" shall have the meaning set forth in Minn. Stat. § 115A.03, Subd. 25a.
  - j. "Recycling" shall have the meaning set forth in Minn. Stat. § 115A.03, Subd. 25b.
  - k. "Refuse-derived fuel" (RDF) as defined by Minn. Stat. § 115A.03, Subd. 25d., or other material that is destroyed by incineration is not a recyclable material.
  - l. "Source-separated compostable materials" (commonly called "organics") shall have the meaning set forth in Minn. Stat. § 115A.03, Subd. 32a.
  - m. "Yard waste" shall have the meaning set forth in Minn. Stat. § 115A.03, Subd. 38.

4. **PROGRAM.** The Municipality shall develop and implement a residential solid waste recycling program adequate to meet the Municipality's annual recycling goal of 200 tons of recyclable materials as established by the County. The Municipality shall ensure that the recyclable materials collected are delivered to processors or end markets for recycling.
- a. The Municipal recycling program shall include the following components:
- i. Each household (including multi-unit households) in the Municipality shall have the Opportunity to Recycle at least four broad types of materials, including but not limited to, paper (including cardboard/paperboard cartons), glass, plastic, metal and textiles.
  - ii. The recycling (including any organics) program shall be operated in compliance with all applicable federal, state, and local laws, ordinances, rules and regulations.
  - iii. The Municipality shall implement a public information program that contains at least the following components:
    - (1) One promotion is to be mailed to each household focused exclusively on the Municipality's recycling program;
    - (2) One promotion advertising recycling opportunities available for residents is to be included in the Municipality's newsletter or local newspaper; and
    - (3) Two community outreach activities at Municipal or Quasi-Municipal events to inform residents about recycling opportunities.
  - iv. The public information components listed above shall focus on all recyclable materials and the various opportunities to recycle within the Municipality. The Municipality shall incorporate Rethink Recycling images and use the toolkits provided when preparing promotional materials. The Municipality, on an ongoing basis, shall identify new residents and provide detailed information on the recycling opportunities available to these new residents. The County shall work with the Municipality on promotional materials to coordinate messages. The Municipality shall provide promotional materials for review prior to publication to ensure accuracy.
  - v. The Municipality shall regularly attend the monthly Solid Waste Abatement Advisory Team meetings per year.
  - vi. The Municipality shall offer one or two spring and fall cleanup/recycling drop-off event(s) where items not normally accepted at the curb are collected for recycling. If the Municipality is hosting a monthly drop-off as described in 4.b.i below, the spring/fall cleanup/recycling drop-off events may be included within that program.

- b. The Municipality is encouraged to expand its recycling program to include one or more of the following components in order to receive additional funding.
  - i. Organize monthly/quarterly recycling drop-off events which can be held in conjunction with a neighboring municipality(ies) on a cooperative basis for the citizens of both/all municipalities.
  - ii. Provide a community event recycling program, which at a minimum would consist of providing recycling opportunities at all Municipal sponsored or Quasi-Municipal events and festivals as required by Minn. Stat. § 115A.151. The feasibility of adding organics collection at the event will be explored and if feasible, implemented as an enhancement to the waste abatement program.
  - iii. Provide the opportunity for citizens to engage in recycling activities at Municipal and Quasi-Municipal facilities as required by Minn. Stat. § 115A.151 such as athletic fields and public centers.
  - iv. Organize and manage a Full Service Recycling Drop-off Center.
  - v. Develop enhanced recycling promotion and assistance for multi-units.
  - vi. Develop additional opportunities for Source-Separated Compostable Materials collection.
  - vii. Develop and implement additional opportunities to recycle bulky and problem materials (e.g. appliances, carpet, electronics, mattresses and scrap metal) from residents on an on-going basis either curbside or at a drop-off.
- c. If the Municipality's recycling program did not achieve the Municipality's recycling goals as established by the County for the prior calendar year, the Municipality shall work with the County to prepare a plan to achieve the recycling goals set forth in this Agreement.
- d. The Municipality's recycling program shall be limited to residential programming for funding reimbursements under this Agreement. The County will not reimburse business recycling programming or household hazardous waste programming by the Municipality. Any inquiries or requests regarding these topics should be sent to the County for response.
- e. In addition to the above requirements designed to increase residential recycling opportunities, the Municipality shall provide recycling opportunities in all municipal buildings including but not limited to, city offices, public meeting rooms and parks, as required by Minn. Stat. § 115A.151. If items collected through the Municipal recycling program prove to be contaminated or not recyclable, those items shall be treated as public entity waste and must be processed at a resource recovery facility.<sup>1</sup> Minn. Stat. §§ 115A.46 ,115A.471 and 473.848.

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<sup>1</sup> See pages 44-45 of the 2012 Anoka County Solid Waste Management Master Plan regarding the requirements for Public Entity Waste.

- f. Pursuant to Minn. Stat. §§ 115A. 46, 115A.471 and 473.848, all waste generated by city/township government activities (including city/town halls, public works and public safety buildings, parks, and libraries, and for city/townships that arrange for waste services on behalf of their residents (organized collection)) shall be delivered to a waste processing plant for disposal as long as capacity is available. Failure to comply with this provision shall constitute a breach of this Grant Agreement resulting in the loss of all Grant Funding unless, pursuant to statute, the Municipality has conferred with the County and developed a plan to comply within a reasonable period of time.<sup>2</sup>
5. **REPORTING.** The Municipality shall submit the following reports semi-annually to the County no later than July 20, 2018 and January 10, 2019.
  - a. An accounting of the amount of waste which has been recycled as a result of the Municipality's activities and the efforts of other community programs, redemption centers and drop-off centers. For recycling programs, the Municipality shall certify the number of tons of each recyclable material which has been collected and the number of tons of each recyclable material which has been marketed. For recycling programs run by other persons or entities, the Municipality shall also provide documentation on forms provided by the County showing the tons of materials that were recycled by the Municipality's residents through these other programs. The Municipality shall keep detailed records documenting the disposition of all recyclable materials collected pursuant to this Agreement. The Municipality shall also report the number of cubic yards or tons of yard waste collected for composting, chipping, or land spreading, together with a description of the methodology used for calculations. Any other material removed from the waste stream by the Municipality, i.e. tires and used oil, shall also be reported separately.
  - b. Information regarding any revenue received from sources other than the County for the Municipality's recycling programs.
  - c. Copies of all promotional materials that have been prepared by the Municipality during the term of this Agreement to promote its recycling programs.
  - d. The Municipality agrees to support County efforts in obtaining hauler reports by ensuring compliance through ordinance, contract or license requirements and the ability to exercise punitive actions, if needed.

The Municipality agrees to furnish the County with additional reports in form and at frequencies requested by the County for financial evaluation, program management purposes, and reporting to the State of Minnesota.

6. **BILLING AND PAYMENT PROCEDURE.** The Municipality shall submit itemized invoices semi-annually to the County for abatement activities no later than July 20, 2018 and January 10, 2019. Costs not billed by January 10, 2019 may not be eligible for funding. The invoices shall be paid in accordance with standard County procedures, subject to the approval of the Anoka County Board of Commissioners.
7. **ELIGIBILITY FOR FUNDS.** The Municipality is entitled to receive reimbursement for eligible expenses, less revenues or other reimbursement received, for eligible activities up

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<sup>2</sup> *Ibid.*

to the project maximum as computed below, which shall not exceed \$23,632.85. The project maximum for eligible expenses shall be computed as follows:

- a. A base amount of \$10,000 and \$5 per household for recycling activities only;
- b. Enhancement activities as provided according to the schedule in Attachment A and the applications in Attachment B for each of the following services: Full Service Recycling Drop-off Center, Spring/Fall or Monthly/Quarterly Drop-off Events; Municipal Park Recycling; Community Event Recycling; Special Curbside Pickup Events; Multi-unit Recycling; and Organics Collection;
- c. After considering the 2018 Municipal Funding Request applications (Attachment B) designating the additional Grant Projects that the City will undertake in the upcoming year; and
- d. Including an additional change order contingency of up to 10% of the total of the total base funding, Monthly/Quarterly Drop-offs, and General Enhancement grants.

For the Municipality's convenience in determining the amounts for the 2018 Municipal Funding Request, a work plan is included with the Packet. Notwithstanding any provision to the contrary, the County reserves the right to reduce the funding provided hereunder in the event the City does not undertake and complete the additional Grant Projects referenced in Attachment B. The County also reserves the ability to assess the programs and reallocate unused SCORE and LRDG funds mid-year if any participating municipality demonstrates the need for the funding and funds are available.

8. **RECORDS.** The Municipality shall maintain financial and other records and accounts in accordance with requirements of the County and the State of Minnesota. The Municipality shall maintain strict accountability of all funds and maintain records of all receipts and disbursements. Such records and accounts shall be maintained in a form which will permit the tracing of funds and program income to final expenditure. The Municipality shall maintain records sufficient to reflect that all funds received under this Agreement were expended in accordance with Minn. Stat. § 115A.557, Subd. 2, for residential solid waste recycling purposes. The Municipality shall also maintain records of the quantities of materials recycled. All records and accounts shall be retained as provided by law, but in no event for a period of less than five years from the last receipt of payment from the County pursuant to this Agreement.
9. **AUDIT.** Pursuant to Minn. Stat. § 16C.05, the Municipality shall allow the County or other persons or agencies authorized by the County, and the State of Minnesota, including the Legislative Auditor or the State Auditor, access to the records of the Municipality at reasonable hours, including all books, records, documents, and accounting procedures and practices of the Municipality relevant to the subject matter of the Agreement, for purposes of audit. In addition, the County shall have access to the project site(s), if any, at reasonable hours.
10. **GENERAL PROVISIONS.**
  - a. In performing the provisions of this Agreement, both parties agree to comply with all applicable federal, state or local laws, ordinances, rules, regulations or standards established by any agency or special governmental unit which are now or hereafter promulgated insofar as they relate to performance of the provisions of this Agreement.



In addition, the Municipality shall comply with all applicable requirements of the State of Minnesota for the use of SCORE funds provided to the Municipality by the County under this Agreement. The Municipality shall also comply with all relevant portions of the current Anoka County Solid Waste Management Master Plan, and shall participate in the preparation of the successor Master Plans.

- b. No person shall illegally, on the grounds of race, creed, color, religion, sex, marital status, public assistance status, sexual preference, handicap, age or national origin, be excluded from full employment rights in, participation in, be denied the benefits of, or be otherwise subjected to unlawful discrimination under any program, service or activity hereunder. The Municipality agrees to take affirmative action so that applicants and employees are treated equally with respect to the following: employment, upgrading, demotion, transfer, recruitment, layoff, termination, selection for training, rates of pay, and other forms of compensation.
  - c. If the Municipality utilizes the services of a subcontractor for purposes of meeting requirements herein, the Municipality shall be responsible for the performance of all such subcontracts and shall ensure that the subcontractors perform fully the terms of the subcontract. The agreement between the Municipality and a subcontractor shall obligate the subcontractor to comply fully with the terms of this Agreement.
  - d. It is understood and agreed that the entire agreement is contained herein and that this Agreement supersedes all oral and written agreements and negotiations between the parties relating to the subject matter hereof.
  - e. Any amendments, alterations, variations, modifications, or waivers of this Agreement shall be valid only when they have been reduced to writing, duly signed by the parties.
  - f. Contracts let and purchases made under this Agreement shall be made by the Municipality in conformance with all laws, rules, and regulations applicable to the Municipality.
  - g. The provisions of this Agreement are severable. If any paragraph, section, subdivision, sentence, clause or phrase of this Agreement is for any reason held to be contrary to law, such decision shall not affect the remaining portion of this Agreement.
  - h. Nothing in this Agreement shall be construed as creating the relationship of co-partners, joint venturers, or an association between the County and the Municipality, nor shall the Municipality, its employees, agents or representatives be considered employees, agents, or representatives of the County for any purpose.
11. **PUBLICATION.** The Municipality shall acknowledge the financial assistance of the County on all promotional materials, reports and publications relating to the activities funded under this Agreement, by including the following acknowledgement: "Funded by the Anoka County Board of Commissioners and State SCORE funds." The Municipality shall provide copies of all promotional materials funded by SCORE funds.

The County shall provide all printed public information pieces about County programs. A Municipality shall not modify County publications related to business recycling, household hazardous waste management or the County compost sites.

Information about the County's business recycling program, household hazardous waste management program or County compost sites that a Municipality plans to publish in a Municipal communication, printed or electronic, shall be provided to the County for review and approved by the County prior to publication to ensure accuracy and consistency.

12. **INDEMNIFICATION.** The County agrees to indemnify, defend, and hold the Municipality harmless from all claims, demands, and causes of action of any kind or character, including the cost of defense thereof, resulting from the acts or omissions of its public officials, officers, agents, employees, and contractors relating to activities performed by the County under this Agreement.

The Municipality agrees to indemnify, defend, and hold the County harmless from all claims, demands, and causes of action of any kind or character, including the cost of defense thereof, resulting from the acts or omissions of its public officials, officers, agents, employees, and contractors relating to activities performed by the Municipality under this Agreement.

The provisions of this subdivision shall survive the termination or expiration of the term of this Agreement.

13. **TERMINATION.** This Agreement may be terminated by mutual written agreement of the parties or by either party, with or without cause, by giving not less than seven (7) days' written notice, delivered by mail or in person to the other party, specifying the date of termination. If this Agreement is terminated, assets acquired in whole or in part with funds provided under this Agreement shall be the property of the Municipality so long as said assets are used by the Municipality for the purpose of a landfill abatement program approved by the County.

IN WITNESS WHEREOF, the parties hereunto set their hands as of the dates first written above:

**CITY OF LEXINGTON**

**COUNTY OF ANOKA**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Rhonda Sivarajah, Chair  
Anoka County Board of Commissioners

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Municipality's Clerk

By: \_\_\_\_\_

Jerry Soma  
County Administrator

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Approved as to form and legality:

Approved as to form and legality:

By: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Kathryn M. Timm  
Assistant County Attorney

Date: \_\_\_\_\_

## Attachment A

## 2018 Funding for Municipal Waste Abatement Programs

Municipality	2018 Base Funding and Goals										2018 Additional Enhancement Funds Available*						
	Base Funding: \$10,000 + \$5 Per HH (Household)						Goals: 160 PP MF + 210 PP SF	Monthly/Quarterly Drop-off Events	5,000 + households	All municipalities are eligible equally	Organics Grant \$0.50/HH	Organics Grant \$1/HH	Additional Grant Program	Total Funds Available For Base + Drop-off, General Enhancement and Organics Enhancement Funds			
	Contract Number	Total Pop	HH	\$10,000 Base	\$5.00/HH	Total									\$10,000	\$15,000	
Andover	CO006176	32,335	10,381	10,000.00	\$ 51,955.00	\$ 61,955.00	3,371	\$ 10,000	\$ 15,000	\$ 10,381	\$ 5,195.50			\$ 92,541.50			
Amos	CO006177	17,996	7,436	10,000.00	\$ 37,180.00	\$ 47,180.00	1,726	\$ 10,000	\$ 15,000	\$ 7,436	\$ 3,718.00			\$ 73,334.00			
Bethel	CO006178	461	174	10,000.00	\$ 870.00	\$ 10,870.00	48	\$ 10,000	\$ 15,000	\$ 174	\$ 87.00			\$ 21,131.00			
Blaine	CO006179	64,188	23,586	10,000.00	\$ 117,950.00	\$ 127,950.00	6,488	\$ 10,000	\$ 15,000	\$ 23,586	\$ 11,793.00			\$ 178,305.00			
Centerville	CO006180	3,958	1,351	10,000.00	\$ 6,755.00	\$ 16,755.00	409	\$ 10,000	\$ 15,000	\$ 1,351	\$ 675.50			\$ 28,781.50			
Circle Pines	CO006181	4,909	2,021	10,000.00	\$ 10,105.00	\$ 20,105.00	502	\$ 10,000	\$ 15,000	\$ 2,021	\$ 1,010.50			\$ 33,136.50			
Columbia Heights	CO006182	20,158	8,155	10,000.00	\$ 40,775.00	\$ 50,775.00	2,050	\$ 10,000	\$ 15,000	\$ 8,155		\$ 8,155		\$ 82,085.00			
Columbus	CO006183	3,870	1,425	10,000.00	\$ 7,125.00	\$ 17,125.00	405	\$ 10,000	\$ 15,000	\$ 1,425		\$ 1,425		\$ 29,975.00			
Coon Rapids	CO006184	62,726	24,235	10,000.00	\$ 121,125.00	\$ 131,125.00	6,330	\$ 10,000	\$ 15,000	\$ 24,235		\$ 24,235		\$ 194,645.00			
East Bethel	CO006185	11,788	4,155	10,000.00	\$ 20,725.00	\$ 30,725.00	1,219	\$ 10,000	\$ 15,000	\$ 4,155	\$ 2,077.50			\$ 47,007.50			
Fridley	CO006186	28,631	11,578	10,000.00	\$ 57,890.00	\$ 67,890.00	2,270	\$ 10,000	\$ 15,000	\$ 11,578	\$ 5,789.00			\$ 100,257.00			
Henn Lake	CO006187	15,831	5,405	10,000.00	\$ 27,030.00	\$ 37,030.00	1,642	\$ 10,000	\$ 15,000	\$ 5,405		\$ 5,405		\$ 62,841.00			
Hilltop	CO006188	754	394	10,000.00	\$ 3,970.00	\$ 13,970.00	68	\$ 10,000	\$ 15,000	\$ 394	\$ 197.00			\$ 22,551.00			
Levington	CO006189	2,078	782	10,000.00	\$ 3,910.00	\$ 13,910.00	200	\$ 10,000	\$ 15,000	\$ 782	\$ 391.00			\$ 25,083.00			
Lino Lakes	CO006190	20,803	6,529	10,000.00	\$ 32,645.00	\$ 42,645.00	2,158	\$ 10,000	\$ 15,000	\$ 6,529		\$ 6,529		\$ 70,703.00			
Limwood Township	CO006192	5,359	1,959	10,000.00	\$ 9,795.00	\$ 19,795.00	558	\$ 10,000	\$ 15,000	\$ 1,959		\$ 1,959		\$ 33,715.00			
Novatlen	CO006193	4,548	1,494	10,000.00	\$ 7,470.00	\$ 17,470.00	477	\$ 10,000	\$ 15,000	\$ 1,494	\$ 747.00			\$ 29,711.00			
Oak Grove	CO006194	8,360	2,861	10,000.00	\$ 14,305.00	\$ 24,305.00	874	\$ 10,000	\$ 15,000	\$ 2,861	\$ 1,430.50			\$ 38,596.50			
Ramsey	CO006195	26,251	8,973	10,000.00	\$ 44,865.00	\$ 54,865.00	2,696	\$ 10,000	\$ 15,000	\$ 8,973		\$ 8,973		\$ 87,811.00			
Spring Lake Park	CO006196	6,419	2,607	10,000.00	\$ 13,055.00	\$ 23,055.00	622	\$ 10,000	\$ 15,000	\$ 2,607		\$ 2,607		\$ 38,249.00			
St. Francis	CO006196	7,400	2,623	10,000.00	\$ 13,115.00	\$ 23,115.00	731	\$ 10,000	\$ 15,000	\$ 2,623	\$ 1,311.50			\$ 37,049.50			
		348,652	128,435	\$ 210,000.00	\$ 640,675.00	\$ 850,675.00	35,347	\$ 120,000	\$ 135,000	\$ 128,435	\$ 34,423.00	\$ 59,289	\$ 220,000	\$ 1,537,522.00			

2018 Total Allocation includes state SCORE and LEOS funds and additional budgeted program funding.

Population and Household Counts are based on 2016 Vite Council Estimates

Goals are based on 210 pounds/person/year single family home up to 4 units and 160 pounds/person/year multi-units 5 units or more

\*For all enhancement funds, municipalities must complete Attachment B and qualify.

**2018 Grant Funding**

**Applications due January 31, 2018**

The City or Town of Lexington is requesting the following funding for their municipal program abatement efforts in 2018.

**General Instructions**

**Eligible Expenses:**

Staffing: Salary and benefits to cover a portion of full-time or part-time recycling program staff who are directly working on the planning, implementation and promotion of waste reduction, recycling and composting programs can be covered with base funding.

Collection Costs: If residents are charged recycling fees for curbside or recycling events, waste abatement funds will reimburse the difference between the fees collected and the cost of recycling or composting the materials.

Equipment: The cost to purchase, maintain and repair equipment that is used exclusively to operate the recycling or composting program.

Containers: The cost for recycling or organics containers.

Promotion: The percentage of cost for the portion of a municipal newsletter dedicated to waste reduction, recycling or composting information.

**Ineligible Expenses:**

The following costs should not be submitted for reimbursement from dedicated waste abatement funds (SCORE, LRDG and SWMC).

General Municipal Staff: Administrative, clerical, finance and legal staff that provide general support to municipal employees at the city or town.

General Operational Costs/Building Overhead: Since most of the municipal recycling coordinators are part-time positions and staff serve multiple roles at the city/township, it is assumed that the general cost of space, office equipment and basic office supplies would need to be provided with or without the recycling program, therefore, these costs are not eligible for reimbursement.

Project Costs: Specific to energy or ground water protection.

Collection Costs: General waste and recycling costs for the collection of materials from municipal buildings, trash costs when accepted at a recycling/cleanup day or costs associated with road side cleanup of illegally dumped materials.

## Attachment B

## 2018 Base Funding Grant Application Form

Since the start of SCORE (Select Committee On Recycling and the Environment) funding, a similar formula has been distributed to municipalities, \$10,000 base and \$5/household.

This amount should pay for the basic program elements including the percentage of time the recycling coordinator spends on recycling duties, regular curbside collection costs, general operations of a drop-off center, costs for spring and fall recycling days, basic promotion costs and yard waste collection costs.

BASE FUNDING REQUESTED+A35:CA35:B77	Dollar Amount
<b>Administration</b>	
% of time for Recycling Coordinator <i>20%</i>	<i>10 978.24</i>
Other Staff that directly administer the recycling program	
Office supplies needed for recycling program	<i>200.<sup>00</sup></i>
Training/Mileage/Dues	<i>220.<sup>00</sup></i>
Subtotal	\$ <i>11398.24</i>
<b>Curbside Collection</b>	
Estimated curbside collection contract costs	
Estimated curbside collection revenue	
Difference that requires funding Subtotal	\$ -
<b>Regular Drop-off Expenses</b>	
Equipment - standard equipment maintenance	
Facility costs e.g. electricity, rent, supplies, trash removed from recyclables	
Service Providers/collection costs	
Labor	
Other	
Estimated revenue	
Difference that requires funding Subtotal	\$ -
<b>Promotion</b>	
Printing	<i>1894.16</i>
Postage	
Advertising	
Incentive products	
Contracted performances e.g. Climb, Tricia and the Toonies	
Subtotal	\$ <i>1894.16</i>
<b>Yard Waste</b>	
Special Collections for leaves/grass and tree waste <i>2x 310.<sup>00</sup></i>	<i>620.<sup>00</sup></i>
Estimated Curbside Collection Contract Costs	
Estimated Curbside Collection Revenue	
Difference that requires funding Subtotal	\$ <i>620.<sup>00</sup></i>
<b>Problem Materials</b>	
Tires	<i>150.<sup>00</sup></i>
Oil	
Estimated revenue from oil	
Difference that requires funding Subtotal	\$ <i>150.<sup>00</sup></i>
<b>Total Base Funding Requested</b>	\$ <i>14062.40</i>



## Attachment B

### 2018 Municipal Program Enhancement Grant Application

There is \$686,847 available for enhancement activities. When the county started offering additional enhancement grants, the intent was to make these funds available to collect more materials to help the county meet its 75% recycling/composting goal by 2030. This attachment is an application form. All communities must apply for these funds and explain what projects they are proposing that meet the following categories.

#### Monthly/Quarterly Drop-off Events Grant

- \$10,000 is available for communities with up to 4,999 households
- \$15,000 is available for communities with 5,000 or more households

#### Additional Drop-off Collection Programs

From the list of targeted materials, it is expected that spring and fall drop-off recycling events will accept appliances, automotive products, bicycles, carpet, confidential paper, electronics, fluorescent lamps, household batteries, mattresses and scrap metal from residents. This funding is provided for additional events beyond the regularly scheduled spring and fall recycling days.

#### Program Costs for Collecting the Following Targeted Materials

Examples of materials that can be collected for reuse/recycling/composting:

Standard Recyclable Materials Collected at Drop-off Events		Additional Items
Appliances	Fluorescent Bulbs	Block n Shape Polystyrene
Automotive Products	Household Batteries	Furniture*
Bicycles	Mattresses*	Small Household Goods
Carpet*	Scrap Metal	Source Separated Organics
Confidential Paper		Vinyl Siding
Electronics		Yard Waste

None of these materials should be advertised and then collected as trash, specifically those items marked with the \*.

Items that should be evaluated for reuse prior to recycling:

Bicycles	Clothing	Furniture	Mattresses
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Special Monthly/Quarterly Drop-off Events		
Equipment		
Service Providers/Collection Costs	2683.36	5366.72
Promotional Coupon Costs		
Labor - Staff/organizations		1657.13
Other		
Promotion Printing		1917.00
Full Service Drop-off Center		
Equipment		
Service Providers/Collection Costs		
Additional staffing requirements		
Total Drop-off Program Request		\$ 8940.85

Please describe the additional drop-off activities and how they will increase the amount of material collected for recycling.

## Attachment B

**General Enhancement Grant** – \$1/household – all municipalities are all eligible for this regardless of size

Eligible categories are listed below. Staffing for multi-family outreach, park recycling or dedicated recycling program interns, event recycling expenses, new recycling containers and promotional materials for additional recycling opportunities are some examples of eligible expenses.

<b>Park Recycling</b>	
-- Recycling Containers	7 @ Price/container 334.95 2344.95
-- Recycling Bags	
Service Providers/Collection Costs	
Labor - Staff costs needed for collection	182 days @ \$8.00 1460.00
<b>Park Recycling Subtotal</b> \$ 3804.95	
<b>Event Recycling - Please list any organics costs in organics section.</b>	
-- Recycling Containers	Price/container
-- Recycling Bags	
Service Providers/Collection Costs	
Labor - Staff costs needed for collection	
<b>Event Recycling Subtotal</b> \$ -	
<b>Special Curbside Recycling Pickups</b>	
Collection Costs	
Subsidy to resident -- # of items collected x _____	
<b>Special Curbside Subtotal</b> \$ -	
<b>Multi-Unit Recycling Outreach</b>	
Equipment/Promotion	
Staff costs	
<b>Multi-unit Enhancement Subtotal</b> \$ -	
<b>Additional Promotion Costs</b>	
Promotion/Printing/Postage/Advertising	
<b>Promotion Subtotal</b> \$ -	
<b>Total General Enhancement Request</b> \$ 3804.95	

Please describe the additional general enhancement activities and how they will increase the amount of material collected for reuse or recycling.

### Organics Grant

- \$0.50/household for municipalities that do not have a permanent organics program
- \$1/household for municipalities that have a permanent organics drop-off(s) or a curbside program

<b>Organics Program Costs</b>	
Equipment	
-- Organics Containers/Starter Kits	Price/container
-- Compostable Bags	
-- Compostable Serving Ware - cups/bowls/utensils	
-- Container rental or collection costs	
Promotional costs	
Labor - Staff/organizations # of hours	
<b>Total Organics Program Request</b> \$ -	

Please describe the additional organics activities planned and how they will increase the amount of material collected for composting.

## Attachment B

### Additional Grant Program Request

\$30,000 is available based on need. If more applications are received than funds available, applications will be reviewed and those projects with the greatest potential to increase materials collected for recycling will receive the funding. Eligible costs for this category are expenses that cannot be funded by all the other categories. Preference will be given to those communities that are currently spending all enhancement funding on innovative, new program ideas and need additional funds to continue to expand program opportunities throughout 2018 to meet their recycling goal.

#### Project Description:

Provide a brief, one page or less, project description. The project description should address:

- project scope and design;
- expected outcomes - increased materials collected, increased tons from this project;
- if the project will benefit multiple municipalities or the county;
- key individuals participating in project activities, including any project collaborators;
- overall project timeline; and
- why project is compelling and worthy of funding

#### Project Budget:

Tasks/Items	Costs
<b>Total Additional Grant Program Request</b>	<b>\$ -</b>

### Total Funding Requested

<b>Total Base Funding*</b>	\$ 14062.40	-
<b>Total Enhancement Funding</b>		
• Monthly/Quarterly Drop-off Funding*	\$ 8940.85	-
• General Enhancement Funding*	\$ 3804.65	-
• Organics Program Funding	\$	-
• Additional Grant Program	\$	-
<b>Total Funding Requested</b>	\$ 26807.90	-

\* These amounts are eligible for up to 10% change order if unexpected costs exceed budgeted amounts.

The City/Township of Lexington requests 26807.90 for 2018 municipal funding.

Date 3-28-18

Name Mary Vincent

Title Deputy City Clerk

## Grant Funding Decision

### 2018 Grant Year

The City of Lexington is eligible for a total of \$ 25,083 for their Municipal program abatement efforts in 2018. The City submitted a timely application for funds (Attachment B) in the amount of \$ 26,808.20.

To the extent that the City requested funds in excess of the total eligible amount and/or the eligible amount in any category it is denied.

The approved total funding for the 2018 Residential Recycling Program based on the budgeted expenditures set out in Attachment B and the eligible amount is \$23,632.85

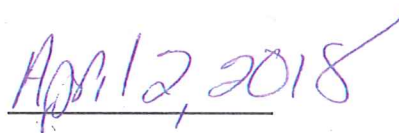
	<u>ELIGIBLE</u>	<u>REQUESTED</u>	<u>Award/(Deny)</u>
Base Amount: (no application needed) \$	13,910	\$ 14,062.40	\$ 13,910 ( 152.40)
Monthly /Quarterly Drop off Events	10,000	8,940.85	8,940.85
General Enhancement grant	782	3,804.65	782 (3,022.65)
Organics Grant	391	___Ø___	___Ø___
Total	<u>\$ 25,083</u>	<u>\$26,807.90</u>	<u>\$23,632.85 (3,175.05)</u>

Reviewed by:

  
 Kathryn Timm

Assistant County Attorney

Dated:

  
 April 12, 2018



CITY OF LEXINGTON  
BUSINESS LICENSE APPLICATION  
9180 Lexington Avenue • Lexington, MN • 55014  
Phone (763) 784-2792 Fax (763) 785-8951

License Application for (please check all that apply):

<input type="checkbox"/> Amusement Devices	\$ 15.00
<input type="checkbox"/> Commercial Business	\$100.00
<input type="checkbox"/> Fireworks-Commercial	\$350.00
<input type="checkbox"/> Fireworks-Retail	\$100.00
<input type="checkbox"/> New/Used Car Sales	\$500.00
<input type="checkbox"/> Tobacco Sales	\$100.00
<input type="checkbox"/> Vending Machines	\$150.00
<input checked="" type="checkbox"/> Temporary Business	\$ 75.00/mo. (five month max.) <i>waived</i>
<input type="checkbox"/> Background Check	\$100.00 (for new licensees only)

CHECK ONE: NEW BUSINESS ☐ RENEWAL ☒

**\*THE COMPLETED APPLICATION FOR RENEWAL MUST BE RECEIVED ON OR BEFORE 12:00 NOON ON JUNE 10. AN INCOMPLETE APPLICATION OR ANY PART THEREOF RECEIVED ON OR AFTER JULY 1 WILL INCURR A \$50.00 LATE FEE FOR EXPEDITED PROCESSING. \*See cover letter.**

TOTAL FEE ENCLOSED \$ \_\_\_\_\_ Non-Profit Organization (exempt from fee)? Yes

BUSINESS NAME: Lexington Fire & Rescue Auxiliary Market

BUSINESS ADDRESS: \_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_

TYPE OF BUSINESS: Market (open air, produce and merchandise)

APPLICANT NAME: Julie VanderBloomer, President L.F.R.A.

APPLICANT ADDRESS: 200 \_\_\_\_\_

APPLICANT PHONE: 1 \_\_\_\_\_

APPLICANT EMAIL: \_\_\_\_\_

EMAIL/WEBSITE: N/A

NUMBER OF EMPLOYEES AT THIS LOCATION 2-3 (non-paid volunteers)

THE UNDERSIGNED APPLICANT MAKES THIS APPLICATION PURSUANT TO ALL THE LAWS OF THE CITY OF LEXINGTON, ANOKA COUNTY, STATE OF MINNESOTA AND SUCH RULES AND REGULATIONS AS THE CITY COUNCIL OF THE CITY OF LEXINGTON MAY FROM TIME TO TIME PRESCRIBE.

Applicant's Signature Julie VanderBloomer Date 4/3/18

NOTE: License Expires June 30th of Each Year

\*\*\*\*\*OFFICE USE ONLY\*\*\*\*\*

Lic. #: \_\_\_\_\_ Date Rec'd: 4/6/18 Amt. Pd.: 0 Late Fee Pd.: \_\_\_\_\_

Bkgd Chk ☐ P ☐ F FD Insp.: \_\_\_\_\_ BO Insp.: \_\_\_\_\_ Council Appr.: \_\_\_\_\_





March 27, 2018

To Whom It May Concern at the City of Lexington,

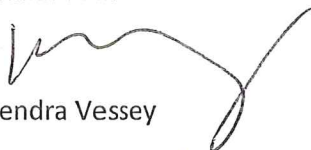
My name is Kendra Vessey and I am the Physical Education Assistant at Karner Blue Education Center. We are the special education school next to Lexington Park. We would like to ask for permission to use Lexington Park for a schoolwide track and field day on Thursday May 17 (or Thursday May 31 due to rain). Our school has wonderful prairies, wetlands, and forests, but not enough grass area to have track and field events.

We would set up on the morning of the 17<sup>th</sup> at around 8:00 and would have everything removed by 3:00 pm that same day. We would only have staff and students at the park and the number of individuals including staff and students would be around 150. The events we are having would include running relays, tug of war, Frisbee toss, shuttle run, softball toss, and 40 yard dash. We would use our own equipment and would not rearrange or change anything at the park.

We would greatly appreciate your consideration in this request. If you could please let us know of your decision as soon as possible we'd be grateful!

I can be reached at [kvessey@916schools.org](mailto:kvessey@916schools.org) or 763-222-6320

Thank You!

  
Kendra Vessey

*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)



