

**AGENDA  
CITY OF LEXINGTON  
REGULAR COUNCIL MEETING  
MAY 21, 2020– 7:00 P.M.  
9180 LEXINGTON AVENUE**

**This meeting will be held electronically and televised on  
Channel 16  
For Citizen Forum comments please call 763-784-2792**

**1. CALL TO ORDER: – Mayor Murphy**

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

**2. CITIZENS FORUM**

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

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

**4. LETTERS AND COMMUNICATIONS:**

- A. Centennial Lakes Police Department – Media Reports 4-29 through 5-12-2020 **pp. 1-7**
- B. Anoka County 2020 Assessor's Report **pp. 8-20**
- C. City Report – April 2020 **pp. 21-27**
- D. North Metro TV – April 2020 Update **pp. 28-34**

**Consent Agenda:**

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

**5. CONSENT ITEMS:**

- A. Recommendation to Approve Council Minutes:  
Council Meeting – May 7, 2020 **pp. 35-39**
- B. Recommendation to Approve Claims and Bills: **pp. 40-53**  
Check #'s 13674 through 13675  
Check #'s 46246 through 46308

Check #'s 13196 through 13213

C. Financial Reports

- Cash Balances
- Fund Summary – Budget to Actual

pp. 54  
pp. 55-56

**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.

**6. ACTION ITEMS:**

A. Electronic Funds Transfer Policy

pp. 57-58

**7. MAYOR AND COUNCIL INPUT**

**8. ADMINISTRATOR INPUT**

**9. CLOSED SESSION**

Attorney-Client Privileged discussion of litigation strategy in the matter of Parkview Homes LLC v. City of Lexington. Confidentiality is necessary in order to allow candid and open discussion with the City Council about the litigation, including defense strategies and any possibilities for resolution. Minn. Stat. § 13D.05, subd. 3(b) authorizes this discussion to be held in closed session.

**10. ADJOURNMENT**

/mv





# Centennial Lakes Police Department

## Media Report



Case Number	Incident Date	Time	Description	Location	City
20097567	Apr 29 2020	09:51	CHECK WELFARE	9XXX SYNDICATE AVE	LEXINGTON
<b>Summary:</b> CHECK WELFARE: RESPONDED TO AN ADDRESS IN THE 9300 BLOCK OF SYNDICATE AVE IN LEXINGTON TO CHECK WELFARE OF TWO CHILDREN FOR CPS. MADE CONTACT WITH CHILDREN AND MOTHER AND SHE WAS ADVISED THE KIDS NEEDED TO ATTEND ONLINE SCHOOLING.					
20097582	Apr 29 2020	10:11	ORDINANCE VIOLATION	89XX PASCAL AVE	LEXINGTON
<b>Summary:</b> AN ORDINANCE VIOLATION WAS OBSERVED IN THE 8900 BLOCK OF PASCAL AVE.CLEAR.					
20097587	Apr 29 2020	10:19	ORDINANCE COMPLAINT	16XX LAKELAND CIR	CENTERVILLE
<b>Summary:</b> OFFICER RESPONDED TO AN ORDINANCE COMPLAINT ON THE 1600 BLOCK OF LAKELAND CIR.VERBAL WARNING.					
20097930	Apr 29 2020	18:10	MEDICAL	90XX LEXINGTON AVE	LEXINGTON
<b>Summary:</b> OFFICERS WERE DISPATCHED TO THE 9000 BLOCK OF LEXINGTON AVE FOR A MEDICAL SITUATION.CLEAR.					
20097831	Apr 29 2020	15:43	TRAFFIC-DAC IPS	MAIN ST / 21ST AVE NORTH	CENTERVILLE
<b>Summary:</b> TRAFFIC STOP. OFFICERS CONDUCTED A TRAFFIC STOP IN THE AREA OF COMMERCE DR AND 21ST AVE.DRIVER ARRESTED.CLEAR.					
20098183	Apr 30 2020	02:02	INFORMATION	39XX RESTWOOD RD	LEXINGTON
<b>Summary:</b> POLICE WERE DISPATCHED TO THE 3900 BLOCK OF RESTWOOD ROAD ON A REPORT OF AN ARGUMENT IN THE PARKING LOT. POLICE WERE ABLE TO LOCATE ONE OF THE INVOLVED PARTIES WHO ADVISED THE ARGUMENT WAS OVER PROPERTY THAT WAS STOLEN IN BLAINE. PARTY WAS ADVISED TO MAKE A REPORT WITH BLAINE PD.					
20098620	Apr 30 2020	12:52	MEDICAL	92XX LEXINGTON AVE NE	CIRCLE PINES
<b>Summary:</b> OFFICERS WERE DISPATCHED TO THE 9200 BLOCK OF LEXINGTON AVE FOR A MEDICAL SITUATION.CLEAR.					
20098776	Apr 30 2020	15:59	DOMESTIC	18XX HAYFIELD RD	CENTERVILLE
<b>Summary:</b> OFFICERS WERE DISPATCHED TO THE 1800 BLOCK OF HAYFIELD ROAD FOR A DOMESTIC SITUATION.CLEAR.					
20098721	Apr 30 2020	15:11	TRAFFIC-DAS/DAR/DAC	MAIN ST / LAKELAND CIR	CENTERVILLE
<b>Summary:</b> TRAFFIC STOP CONDUCTED IN THE 7400 BLOCK OF MAIN ST. DRIVER CITED.CLEAR					
20098908	Apr 30 2020	18:23	DOMESTIC	XX RIDGE RD	CIRCLE PINES
<b>Summary:</b> DOMESTIC. OFFICERS WERE DISPATCHED TO THE 10 BLOCK OF RIDGE RD ON A DOMESTIC. OFFICERS MEDIATED. NO CRIME OCCURRED.CLEAR.					
20099206	May 1 2020	02:24	TRAFFIC-DAC IPS	LAKE DR/LEXINGTON AVE	LEXINGTON
<b>Summary:</b> TRAFFIC STOP.AN OFFICER CONDUCTED A TRAFFIC STOP IN THE AREA OF LAKE DR AND LEXINGTON AVE.DRIVER WAS SUBSEQUENTLY ARRESTED.CASE CLEARED BY ARREST.					
20099625	May 1 2020	15:19	MEDICAL	69XX MEADOW CIR	CENTERVILLE
<b>Summary:</b> OFFICERS WERE DISPATCHED TO A MEDICAL SITUATION IN THE 6900 BLOCK OF MEADOW CIRCLE.CLEAR.					
20099675	May 1 2020	16:05	ALARM-RESIDENTIAL	19XX 72ND ST	CENTERVILLE





# Centennial Lakes Police Department

## Media Report



Case Number	Incident Date	Time	Description	Location	City
<b>Summary:</b> POLICE RESPONDED TO THE 1900 BLOCK OF 72ND ST FOR A RESIDENCE ALARM.					
20099679	May 1 2020	16:28	FTC FRAUD	XX CAMEO LN	CIRCLE PINES
<b>Summary:</b> OFFICERS WERE DISPATCHED TO A PHONE CALL REGARDING A FRAUD THAT TOOK PLACE IN THE 0 BLOCK OF CAMEO LANE.CLEAR					
20099392	May 1 2020	10:01	ASSIST OTHER AGENCY	500 BLOCK OF VILLAGE PARKWAY	CIRCLE PINES
<b>Summary:</b> ASSIST TO OTHER: ASSIST TO SOUTH CAROLINA LAW ENFORCEMENT DIVISION IN THE 500 BLOCK OF VILLAGE PARKWAY.					
20100059	May 1 2020	23:07	ASSIST OTHER AGENCY		COLUMBUS
20099512	May 1 2020	12:44	DISORDERLY CONDUCT	XX VILLAGE PKWY	CIRCLE PINES
<b>Summary:</b> OFFICERS WERE DISPATCHED TO A DISORDERLY SITUATION IN THE 30 BLOCK OF VILLAGE PARKWAY.CLEAR.					
20099553	May 1 2020	13:44	THEFT	XX VILLAGE PKWY	CIRCLE PINES
<b>Summary:</b> THEFT: RESPONDED TO A DELAYED THEFT OF MAIL PACKAGE REPORT IN THE 30 BLOCK OF VILLAGE PARKWAY REPORTED FROM PHONE CALL REPORT. VIDEO WAS DISCOVERED OF THE INCIDENT AND THERE IS A MALE SUSPECT UNDER INVESTIGATION FOR SEVERAL THEFTS. INVESTIGATION CONTINUES.					
20099647	May 1 2020	15:41	DISORDERLY CONDUCT	XX VILLAGE PKWY	CIRCLE PINES
<b>Summary:</b> OFFICERS WERE DISPATCHED TO THE 30 BLOCK OF VILLAGE PARKWAY FOR A DISORDERLY INCIDENT. MALE ARRESTED. CLEARBWC					
20100884	May 2 2020	23:01	MEDICAL	XX PINE DR	CIRCLE PINES
<b>Summary:</b> OFFICERS DISPATCHED TO THE 10 BLOCK OF PINE DRIVE ON THE REPORT OF A MEDICAL. BWC. CLEAR.					
20100802	May 2 2020	21:21	TRAFFIC	89XX DUWAYNE AVE	LEXINGTON
<b>Summary:</b> SUSPICIOUS VEHICLES AND SUSPICIOUS ACTIVITY. DRUGS FOUND AND SENT TO LAB. CHARGES PENDING.					
20101302	May 3 2020	14:43	MEDICAL	70XX CENTERVILLE RD	CENTERVILLE
<b>Summary:</b> POLICE RESPONDED TO A MEDICAL EMERGENCY. ONE INDIVIDUAL WAS TRANSPORTED TO THE HOSPITAL.					
20101189	May 3 2020	11:33	MEDICAL	71XX PETERSON TRL	CENTERVILLE
<b>Summary:</b> MEDICAL: OFFICER RESPONDED TO THE 7100 BLOCK OF PETERSON TRAIL FOR AN ADULT FEMALE EXPERIENCING A MEDICAL EMERGENCY. FEMALE TRANSPORTED BY AMBULANCE TO NEARBY HOSPITAL.					
20101599	May 3 2020	22:54	SUSPICIOUS ACTIVITY	19XX ROBIN LN N	CENTERVILLE
<b>Summary:</b> OFFICER DISPATCHED TO THE AREA SOUTH OF THE 1900 BLOCK OF SOUTH ROBIN LANE ON THE REPORT OF A SUSPICIOUS VEHICLE. WHILE CHECKING THE AREA, UNSECURED DOOR ON BUSINESS FOUND. BUILDING CLEAR, NO PERSONS AROUND. BWC. CLEAR.					
20101537	May 3 2020	20:49	DOMESTIC	93XX DUNLAP AVE	LEXINGTON
<b>Summary:</b> OFFICERS DISPATCHED TO THE 9300 BLOCK OF DUNLAP ON THE REPORT OF A DOMESTIC IN PROGRESS. PARTIES SEPARATED. BWC. CLEAR.					
20101346	May 3 2020	15:49	BARKING DOG - DISTURBING	XX CIRCLE DR	CIRCLE PINES





# Centennial Lakes Police Department

## Media Report



Case Number	Incident Date	Time	Description	Location	City
<b>Summary:</b> ON THE ABOVE DATE AND TIME OFFICERS WERE DISPATCHED TO A BARKING DOG COMPLAINT.VERBAL WARNING GIVEN.					
20101637	May 4 2020	00:16	EMERGENCY MEDICAL HOLD		LEXINGTON
<b>Summary:</b> OFFICERS RESPONDED TO LEXINGTON REGARDING A MEDICAL. VICTIM WAS THEN PLACED ON A HOLD AND TRANSPORTED TO THE HOSPITAL.CLEAR.					
20102033	May 4 2020	14:54	CHECK WELFARE	XX SHADY WAY	CIRCLE PINES
<b>Summary:</b> POLICE RESPONDED TO A CHECK THE WELFARE CALL. PARTIES ADVISED.					
20102231	May 4 2020	19:07	ASSIST OTHER		LINO LAKES
20102156	May 4 2020	17:28	STOLEN PROPERTY	XX NORTH RD	CIRCLE PINES
<b>Summary:</b> ON THE ABOVE DATE AND TIME OFFICER WAS MET AT CLPD BASE TO TURN IN FOUND PROPERTY. PROPERTY FOUND TO BE STOLEN OUT OF FRIDLEY. FRIDLEY WAS ADVISED AND PROPERTY WAS REMOVED FROM STOLEN STATUS BY FRIDLEY PD.CLEAR.					
20102342	May 4 2020	21:33	MEDICAL	1XX SOUTH DR	CIRCLE PINES
<b>Summary:</b> POLICE RESPONDED TO A MEDICAL EMERGENCY IN THE 100 BLK OF SOUTH DR.					
20102303	May 4 2020	20:32	SUSPICIOUS ACTIVITY	HAMLIN AVE / WOODLAND RD	LEXINGTON
<b>Summary:</b> OFFICERS NOTED SUSPICIOUS ACTIVITY AND ORDINANCE VIOLATION. PERSON IDENTIFIED, AND SENT ON HIS WAY. NO CRIME, INFORMATIONAL REPORT ONLY.					
20102445	May 4 2020	00:59	ASSIST OTHER AGENCY		BLAINE
20102083	May 4 2020	15:53	ACCIDENT-MV HR PD	6XX NORTH STAR LN	CIRCLE PINES
<b>Summary:</b> POLICE RESPONDED TO A PD HIT AND RUN REPORT.					
20102258	May 4 2020	19:40	HARASSMENT	91XX HAMLIN AVE	LEXINGTON
<b>Summary:</b> OFFICER DISPATCHED A CALL REGARDING CHILDREN BEING HARASSED AT LEXINGTON MEMORIAL PARK. CHILDREN SPOKEN TO. BWC. CLEAR.					
20103011	May 5 2020	17:31	PARKING - NO TAG	XX CENTER RD	CIRCLE PINES
<b>Summary:</b> PARKING TAG REQUESTED ON LAWN WITHIN THE 10 BLOCK OF CENTER DUE TO CONSTRUCTION.					
20102867	May 5 2020	14:42	CHECK WELFARE	67XX CENTERVILLE RD	CENTERVILLE
<b>Summary:</b> POLICE RESPONDED TO THE 6700 BLOCK OF CENTERVILLE ROAD FOR A WELFARE CHECK.					
20103143	May 5 2020	20:04	ASSIST OTHER		LINO LAKES
20102943	May 5 2020	16:19	FIRE	LAKE DR / KEITH RD	CIRCLE PINES
<b>Summary:</b> DISPATCHED TO A GRASS FIRE ON LAKE DRIVE AT KEITH ROAD. FIRE PUT OUT. BWC. CLEAR.					
20102818	May 5 2020	14:01	THEFT	8XX CIVIC HEIGHTS DR	CIRCLE PINES
<b>Summary:</b> OFFICER DISPATCHED A PHONE CALL REGARDING A LICENSE PLATE THAT HAD BEEN STOLEN. PLATE ENTERED AS STOLEN. BWC. CLEAR.					





# Centennial Lakes Police Department

## Media Report



Case Number	Incident Date	Time	Description	Location	City
20102966	May 5 2020	16:45	ALARM-CO/FIRE	2XX STARDUST BLVD	CIRCLE PINES

**Summary:** OFFICER DISPATCHED TO THE 200 BLOCK OF STARDUST ON THE REPORT OF NATURAL GAS SMELL FROM THE METER ON THE HOUSE. CLEARED BY FIRE. BWC. CLEAR.





# Centennial Lakes Police Department

## Media Report



Case Number	Incident Date	Time	Description	Location	City
20103462	May 6 2020	07:04	MISCELLANEOUS OFFICER	XX CENTRAL ST	CIRCLE PINES
Summary: A MISC OFFICER CALL WAS TAKEN AT MCDONALD'S IN CIRCLE PINES.					
20104162	May 6 2020	21:23	TRAFFIC	LEXINGTON AVE / LAKE DR	LEXINGTON
Summary: POLICE CONDUCTED A TRAFFIC STOP. A DANCO VIOLATION OCCURRED.					
20103726	May 6 2020	12:52	SUICIDE ATTEMPT/THREAT		CIRCLE PINES
Summary: SUICIDAL PARTY.DISPATCHED TO CIRCLE PINES ON A SUICIDAL INDIVIDUAL. INDIVIDUAL TRANSPORTED TO HOSPITAL.					
20103740	May 6 2020	13:12	DISORDERLY CONDUCT	17XX MAIN ST	CENTERVILLE
Summary: A FIGHT WAS REPORTED IN THE 1700 BLOCK OF MAIN ST.					
20103811	May 6 2020	14:24	ACCIDENT-MV PD	70XX EAGLE TRL	CENTERVILLE
Summary: OFFICERS DISPATCHED TO A PROPERTY DAMAGE ACCIDENT REGARDING A CAR THAT DROVE INTO A GARAGE. NO INJURIES. BWC. CLEAR.					
20103930	May 6 2020	16:14	HRO VIOLATION	70XX GOIFFON RD	CENTERVILLE
Summary: OFFICERS WERE DISPATCHED TO THE 7000 BLOCK OF GOIFFON ROAD FOR A TRESPASSING SITUATION. ADULT MALE ARRESTED.CLEAR.					
20104284	May 7 2020	00:52	SUSPICIOUS ACTIVITY	91XX HAMLINE AVE	LEXINGTON
Summary: POLICE WERE DISPATCHED TO THE 9100 BLOCK OF HAMLINE AVENUE ON A REPORT OF A SUSPICIOUS MALE IN LEXINGTON MEMORIAL PARK. POLICE LOCATED THE MALE WHO ADVISED THAT HE WAS IN THE PARK BUT DID NOT KNOW IT WAS CLOSED.					
20105086	May 7 2020	20:27	NOISE COMPLAINT	XX OAK LEAF LN	CIRCLE PINES
Summary: LOUD MUSIC DISTURBANCE WITHIN 10 BLOCK OF OAK LEAF LANE.ADVISED TO TURN DOWN MUSIC, UNCOOPERATIVE.MUSIC WAS TURNED OFF.CLEAR.					
20104932	May 7 2020	17:14	ANIMAL COMPLAINT	93XX SYNDICATE AVE	LEXINGTON
Summary: OFFICERS RESPONDED TO AN ANIMAL ABUSE CALL WITHIN THE 9300 BLOCK OF SYNDICATE.NO ANIMAL ABUSE.ACTIVE.					
20105141	May 7 2020	21:27	THEFT	92XX SOUTH HIGHWAY DR	LEXINGTON
Summary: THEFT. OFFICERS WERE DISPATCHED TO THE 9200 BLOCK OF SOUTH HIGHWAY DR ON A THEFT. OFFICERS TOOK INFORMATION REGARDING THE THEFT AND THE CASE IS BEING INVESTIGATED.STILL UNDER INVESTIGATION.					
20104492	May 7 2020	09:49	DISORDERLY CONDUCT	XX W GOLDEN LAKE RD	CIRCLE PINES
Summary: DISORDERLY: REPORT OF DISORDERLY MALE WALKING IN THE 80 BLOCK OF WEST GOLDEN LAKE RD. CALLER ADVISED MALE WAS DRUNK AND YELLING PROFANITIES. MALE WAS LOCATED, TRANSPORTED HOME AND RELEASED TO FAMILY MEMBER.					
20104587	May 7 2020	11:27	FRAUD	68XX 20TH AVE	CENTERVILLE
Summary: FRAUD: RESPONDED TO PHONE CALL FRAUD REPORT IN THE 6800 BLOCK OF 20TH AVE. SPOKE TO CALLER WHO ADVISED UNKNOWN SUSPECT CREATED COUNTERFEIT CHECKS ON HIS BUSINESS ACCOUNT AND CASHED THEM OUT OF OUR AREA. CALLER ADVISED BANK WAS INVESTIGATING THE MATTER.					
20104656	May 7 2020	12:44	TRESPASSING	92XX LEXINGTON AVE NE	CIRCLE PINES





# Centennial Lakes Police Department

## Media Report



Case Number	Incident Date	Time	Description	Location	City
<b>Summary:</b> A TRESPASSING MATTER WAS REPORTED AT THE CIRCLE PINES DEPT OF MOTOR VEHICLES.					
20104630	May 7 2020	12:07	PUBLIC ASSIST	88XX SOUTH HIGHWAY DR	LEXINGTON
<b>Summary:</b> A PUBLIC ASSIST WAS RECEIVED IN THE 8800 BLOCK OF SOUTH HIGHWAY DR.					
20104824	May 7 2020	15:41	ACCIDENT-MV PD	LEXINGTON AVE NE / LAKE DR	CIRCLE PINES
<b>Summary:</b> OFFICERS WERE DISPATCHED TO THE AREA OF LAKE DR AND LEXINGTON AVE FOR A PROPERTY DAMAGE ACCIDENT. CLEAR.					
20105083	May 7 2020	20:19	DOMESTIC-VERBAL	18XX 73RD ST	CENTERVILLE
<b>Summary:</b> OFFICERS WERE DISPATCHED TO THE 1800 BLOCK OF 73RD ST FOR A POSSIBLE MEDICAL HOLD/DOMESTIC SITUATION.CLEAR.					
20105514	May 8 2020	10:46	FTC FRAUD	91XX JACKSON AVE	LEXINGTON
<b>Summary:</b> A FRAUD REPORT WAS FILED IN THE 9100 BLOCK OF JACKSON AVE.					
20105541	May 8 2020	11:28	ACCIDENT	95XX LEXINGTON AVE	LEXINGTON
<b>Summary:</b> A PROPERTY DAMAGE ACCIDENT WAS REPORTED IN THE 9500 BLOCK OF LEXINGTON AVE.					
20105634	May 8 2020	13:29	EXTRA PATROL	XX PARK DR	CIRCLE PINES
<b>Summary:</b> EXTRA PATROL WAS REQUESTED FOR A HOME IN THE 20TH BLOCK OF PARK DR.					
20105672	May 8 2020	14:19	MEDICAL	90XX LEXINGTON AVE	LEXINGTON
<b>Summary:</b> OFFICERS WERE DISPATCHED TO THE 9000 BLOCK OF LEXINGTON AVE FOR A MEDICAL SITUATION.CLEAR.					
20105924	May 8 2020	19:57	ACCIDENT-MV HR PD	71XX BRIAN DR	CENTERVILLE
<b>Summary:</b> PD ACCIDENT HIT AND RUN. OFFICERS WERE DISPATCHED TO THE 7100 BLOCK OF BRIAN DR AFTER A VEHICLE HIT A GROUP OF MAILBOXES THEN PARKED IN THE 1900 BLOCK OF 72ND. OFFICERS GATHERED INFORMATION FOR A REPORT. NO CONTACT HAS BEEN MADE YET WITH THE R/O OF THE VEHICLE.STILL UNDER INVESTIGATION.					
20105964	May 8 2020	20:49	MEDICAL	90XX JACKSON AVE	LEXINGTON
<b>Summary:</b> OFFICERS WERE DISPATCHED TO THE 9000 BLOCK OF JACKSON AVE FOR A MEDICAL SITUATION.CLEAR.					
20106065	May 8 2020	22:53	DOMESTIC-VERBAL	71XX ROBIN LN W	CENTERVILLE
<b>Summary:</b> DOMESTIC.OFFICERS WERE DISPATCHED TO THE 7100 BLK OF ROBIN LN WEST FOR A REPORT OF A VERBAL DOMESTIC.OFFICERS ARRIVED AND MEDIATED SCENE.CASE CLOSED.					
20108106	May 8 2020	12:36	THEFT	19XX MAIN ST	CENTERVILLE
<b>Summary:</b> THEFT: RESPONDED TO DELAYED PHONE CALL THEFT REPORT IN THE 1900 BLOCK OF MAIN STREET AT A LOCAL CONVENIENCE STORE WHERE UNKNOWN SUSPECT STOLE 8 CYLINDER PROPANE TANKS VALUED AT \$400.00 THEFT OCCURRED ABOUT THREE DAYS EARLIER AND VEHICLE WAS RECORDED ON CAMERA WITH NO PLATE INFORMATION.					
20106217	May 9 2020	03:12	MARIJUANA IN MV	RESTWOOD RD / GRIGGS AVE	LEXINGTON
<b>Summary:</b> MARIJUANA IN MV.OFFICERS CONDUCTED A TRAFFIC STOP IN THE AREA OF RESTWOOD RD AND GRIGGS AVE.OCCUPANT WAS ARRESTED ON SEVERAL OFFENSES.CASE CLEARED BY ARREST.					





# Centennial Lakes Police Department

## Media Report



Case Number	Incident Date	Time	Description	Location	City
20107304	May 10 2020	12:50	CHECK WELFARE	XX VILLAGE PKWY	CIRCLE PINES

**Summary:** WELFARE CHECK.DISPATCHED TO 30 BLOCK OF VILLAGE PARKWAY ON A WELFARE CHECK. SITUATION MEDIATED AND INFORMATION COLLECTED.

20107433	May 10 2020	16:37	ACCIDENT-MV PD	POINTCROSS DR / LAKE DR	CIRCLE PINES
----------	-------------	-------	----------------	-------------------------	--------------

**Summary:** PROPERTY DAMAGE ACCIDENT. OFFICERS WERE DISPATCHED TO LAKE DR AT POINT CROSS FOR A PROPERTY DAMAGE ACCIDENT. OFFICERS TOOK INFORMATION FOR A REPORT AND VERIFIED THERE WERE NO INJURIES.CLEAR.

20107537	May 10 2020	19:44	LOST ANIMAL	XX PARK DR	CIRCLE PINES
----------	-------------	-------	-------------	------------	--------------

**Summary:** DOG BROUGHT TO POLICE DEPARTMENT. RETURNED TO OWNER IN THE 0 BLOCK OF PARK DRIVE. BWC. CLEAR.

20108271	May 11 2020	15:13	DOMESTIC ESCORT	95XX ASPEN AVE	LEXINGTON
----------	-------------	-------	-----------------	----------------	-----------

**Summary:** POLICE RESPONDED TO THE 9500.BLOCK OF ASPEN FOR A DOMESTIC ESCORT.

20108847	May 11 2020	09:31	HARASSMENT	94XX LEXINGTON AVE	LEXINGTON
----------	-------------	-------	------------	--------------------	-----------

**Summary:** HARASSMENT: RESPONDED TO DELAYED PHONE CALL HARASSMENT REPORT THAT OCCURRED IN THE 9400 BLOCK OF LEXINGTON AVE. CALLER REPORTED UNKNOWN JUVENILES THREATENED HER AFTER SHE CONFRONTED THEM ABOUT INCIDENT.

20108065	May 11 2020	12:03	FOUND PROPERTY	2XX STARDUST BLVD	CIRCLE PINES
----------	-------------	-------	----------------	-------------------	--------------

**Summary:** ON THE ABOVE DATE AND TIME OFFICERS WERE DISPATCHED TO A REPORT OF FOUND PROPERTY WITHIN THE 200 BLOCK OF STARDUST BLVD.CIRCLE PINES PARKS ASSISTED AND PROPERTY WAS DISPOSED OF.CLEAR.

20108080	May 11 2020	12:15	DEATH		CIRCLE PINES
----------	-------------	-------	-------	--	--------------

**Summary:** DEATH.DISPATCHED TO CIRCLE PINES ON A POSSIBLE DEATH. INFORMATION COLLECTED.

20108560	May 11 2020	21:03	MEDICAL	2XX KEITH RD	CIRCLE PINES
----------	-------------	-------	---------	--------------	--------------

**Summary:** OFFICERS DISPATCHED TO THE 200 BLOCK OF KEITH ROAD ON A MEDICAL. BWC. CLEAR.

20108324	May 11 2020	16:17	DAMAGE TO PROPERTY	XX EAST RD	CIRCLE PINES
----------	-------------	-------	--------------------	------------	--------------

**Summary:** POLICE RESPONDED TO A VANDALISM REPORT.

20108709	May 12 2020	02:43	MAIL THEFT	6700-BLK BEAVER POND WAY	CENTERVILLE
----------	-------------	-------	------------	--------------------------	-------------

**Summary:** MAIL THEFT.OFFICERS LOCATED WHAT APPEARED TO BE MAIL THEFT IN THE 6700 BLK OF BEAVER POND WAY AND SURROUNDING AREAS.NO SUSPECTS AT THIS TIME.CASE INACTIVE.

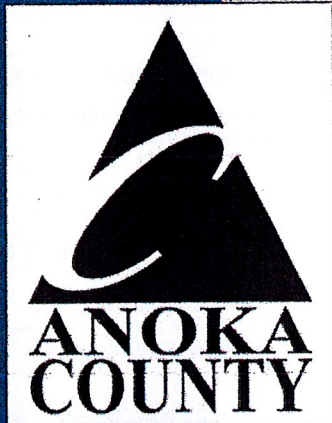
20109467	May 12 2020	20:14	DOMESTIC-VERBAL	71XX PROGRESS RD	CENTERVILLE
----------	-------------	-------	-----------------	------------------	-------------

**Summary:** OFFICERS DISPATCHED TO VERBAL DOMESTIC IN THE 7100 BLOCK OF PROGRESS ROAD. ADULT MALE ARRESTED FOR DANCO VIOLATION. BWC. CLEARED BY ARREST.

20108658	May 12 2020	00:10	TRAFFIC-DAS/DAR/DAC	LAKE DR / PINE DR	CIRCLE PINES
----------	-------------	-------	---------------------	-------------------	--------------

**Summary:** DAR.OFFICERS CONDUCTED A TRAFFIC STOP IN THE AREA OF LAKE DR/PINE DR.DRIVER SUBSEQUENTLY CITED FOR MULTIPLE VIOLATIONS.CASE CLOSED.





# 2020

## ASSESSOR'S REPORT

BOARD OF APPEAL AND  
EQUALIZATION



## 2020 Local Board of Appeal and Equalization

### Agenda

May 7, 2020

1. Call the Board of Review to Order
2. Roll Call
3. Read Official Notice of the Board of Review
4. Board Chair outlines the ground rules for the meeting. The specific ground rules may vary for each local board but should include:
  - Purpose of the meeting;
  - Remind property owners that only appeals for the current year valuation or classification may be made. The 2020 board is to review the assessment as of January 2, 2020, which will be used to compute the property taxes payable in 2021. Prior years' assessments or taxes (including taxes payable in 2020) are not within the jurisdiction of the board;
  - The order of the appellants - by appointment first, followed by walk-ins on a first-come basis. The board will also receive written appeals from property owners. The secretary will record the required information (name, mailing address, telephone number, and address of property, etc.)
  - The expectations of the appellant when presenting their appeal (i.e. the appeal must be substantiated by facts; where the appellant should stand or sit; the appellant should be prepared to answer questions posed by the board, etc.);
  - Time limits imposed (if any);
  - The procedure the board will follow for making decisions (Will the board hear all appeals before making any decisions? Will the board send a letter to appellants to inform them of the decision? Etc.) The Board may correct any erroneous valuation and add any omission of properties or increase of value after due process. The total decrease of valuations may not exceed one percent of the total valuation of the taxing district;
5. The Board Chair should give the assessor the opportunity to present a brief overview of the property tax process and a recap of the current assessment.
6. Appellants should then present their appeals to the board. If the assessor has had a chance to review the property prior to the meeting, the assessor can present facts and information either supporting the valuation and or classification, or recommend that the board make a change. If the assessor has not had a chance to review the property prior to the meeting, the board may ask the assessor to review the property and present his/her findings to the board at a reconvene meeting.
7. Recess or Close the Meeting. (If needed, the meeting will be reconvened at a date to be determined. The Board of Appeal and Equalization of any city must complete its work and adjourn within twenty days from the time of convening as specified in the notice of the clerk, unless a longer period is approved by the Commissioner of Revenue. No action taken subsequent to such date shall be valid.)



## Understanding Your Assessment and Appeal Options

### Assessment Process Timeline

In Minnesota it is the duty of the Assessor to value and classify property. This is done annually as of the assessment date of **January 2<sup>nd</sup>**. Each year's assessment is based on arms-length transactions (sales that meet the criteria of an open market transaction, see market value definition below) that occurred the **previous October thru September**. When the assessment is completed the local taxing jurisdictions begin their budgeting process for the following year. They use the total assessment to determine their tax base and develop their tax rates (formerly referred to as mill rates). All aspects of the assessment, including but not limited to the assessment date, sales period for each assessment and property tax classification are dictated by state statute and under the oversight of the Minnesota Department of Revenue.

### Market Value Defined

As in private appraisal, Market Value is defined as:

*The most probable price that a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably, and assuming the price is not affected by any undue stimulus. Implicit in this definition are the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby:*

- *buyer and seller are typically motivated;*
- *both parties are well informed or well advised, and acting in what they consider their own best interests;*
- *a reasonable time is allowed for exposure in the open market;*
- *payment is made in terms of cash in U.S. dollars or in terms of financial arrangements comparable thereto;*
- *the price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale (a foreclosure sale or a short sale [a sale to avoid foreclosure] is not considered an arms-length transaction).*

### Mass Appraisal Defined

Property values for Minnesota real estate tax purposes are determined via mass appraisal. Mass appraisal is the practice of determining individual values based on statistical analysis of a group of sales for a large area. The values are determined as of a specific date and are based on arms-length transactions that occurred during a specified sales period.



## Sales Statistics Defined

We have the ability by using statistical analysis to test the accuracy of the assessment. We use these statistics to ensure equity between properties at the neighborhood, municipal and county levels. The Minnesota Department of Revenue also uses these same techniques to test for equity between counties. The primary statistics used are:

**Median Ratio:** This is a measure of central tendency that is the midpoint of a group of sales ratios when arrayed from low to high. The median is a useful statistic as it is not affected by extreme ratios.

**Aggregate Ratio:** This is the total market value of all sale properties divided by the total sale prices. It, along with the mean ratio, gives an idea of our assessment level. Within the city, we constantly try to achieve an aggregate and mean ratio of 94% to 95% to give us a margin to account for a fluctuating market and still maintain ratios within state mandated guidelines. Also referred to as the **Weighted Mean**.

**Mean Ratio:** The mean is the average ratio. We use this ratio not only to watch our assessment level, but also to analyze property values by development, type of dwelling and value range. These studies enable us to track market trends in neighborhoods, popular housing types and classes of property.

**Coefficient of Dispersion (COD):** The COD measures the accuracy of the assessment. It is possible to have a median ratio of 93% with 300 sales, two ratios at 93%, 149 at 80% and 149 at 103%. Although this is an excellent median ratio, there is obviously a great inequality in the assessment. The COD indicates the spread of the ratios from the mean or median ratio.

The goal of a good assessment is a COD of 10 to 20. A COD under 10 is considered excellent and anything over 20 will mean an assessment review by the Department of Revenue.

**Price Related Differential (PRD):** This statistic measures the equality between the assessments of high and low valued property. A PRD over 100 indicates a regressive assessment, or the lower valued properties are assessed at a greater degree than the higher. A PRD of less than 100 indicates a progressive assessment or the opposite. A perfect PRD of 100 means that both higher and lower valued properties are assessed exactly equal.

## Appeals Procedure

Each spring Anoka County sends out a property tax bill (based on the prior year assessment) along with the Notice of Valuation and Classification. Three factors that affect the tax bill are:

1. The amount your local governments (town, city, county, etc.) spend to provide services to your community;
2. The **estimated market value** of your property;
3. The **classification** of your property (how it is used).

The assessor determines the final two factors. You may appeal the value or classification of your property as described on the next page.



### Informal Appeal

- Property owners are encouraged to call the appraiser or assessor whenever they have questions or concerns about their market value, classification of the property, or the assessment process.
- Almost all questions can be answered during this informal appeal process.
- When taxpayers call questioning their market value, every effort is made to make an appointment to inspect properties that were not previously inspected.
- If the data on the property is correct, the appraiser can show the property owner other sales in the market that support the estimated market value.
- If errors are found during the inspection, or other factors indicate a value reduction is warranted, the appraiser can easily make the changes at this time.

### Local Board of Appeal and Equalization

- The Local Board of Appeal and Equalization is typically made up of city council members or township board members. In certain cases, a special board is appointed and is typically consists of real estate professionals.
- The Board meets during late April and early May.
- Taxpayers can make their appeal in person or by letter.
- If an interior inspection is denied no adjustment can be made to value per MN Statute.
- The assessor is present to answer any questions and present evidence supporting their value.

### County Board of Appeal and Equalization

- In order to appeal to the County Board of Appeal and Equalization, a property owner must first appeal to the Local Board of Appeal and Equalization.
- The County Board of Appeal and Equalization follows the Local Board of Appeal and Equalization in the assessment appeals process.
- Again, if an interior inspection is denied no adjustment can be made to value per MN Statute.
- Their role is to ensure equalization among individual assessment districts and classes of property.
- Decisions of the County Board of Appeal and Equalization can be appealed to the Minnesota Tax Court.

### Minnesota Tax Court

The Tax Court has statewide jurisdiction. Except for an appeal to the Supreme Court, the Tax Court shall be the sole, exclusive and final authority for the hearing and determination of all questions of law and fact arising under the tax laws of the state. There are two divisions of tax court: the small claims division and the regular division.

The **Small Claims Division of the Tax Court** only hears appeals involving one of the following situations:

- The assessor's estimated market value of the property is <\$300,000
- The entire parcel is classified as a residential homestead and the parcel contains no more than one dwelling unit.
- The entire property is classified as an agricultural homestead.
- Appeals involving the denial of a current year application for homestead classification of the property.

The proceedings of the small claims division are less formal and property owners often represent themselves. There is no official record of the proceedings. ***Decisions made by the small claims division are final and cannot be appealed further. Small claims decisions do not set precedent.***



The **Regular Division of the Tax Court** will hear all appeals, including those with the jurisdiction of the small claims division. ***Decisions made here can be appealed to a higher court.***

The principal office for the Tax Court is in St. Paul. However, the Tax Court is a circuit court and can hold hearings at any other place within the state so that taxpayers may appear with as little inconvenience and expense to the taxpayer as possible. Appeals of property located in Anoka County are heard at the Anoka County Courthouse. Three judges make up the Tax Court. Each may hear and decide cases independently. However, a case may be tried before the entire court under certain circumstances.

The petitioner must file in tax court on or before April 30 of the year in which the tax is payable.



## Lexington Assessment Overview

### Lexington Assessment Staff

Name	Position	License Level	Responsibility
Tedman Anderson	Residential Appraiser	CMA – Income Qualified	Residential 1-3 Units
Ben Hamill	Senior Appraiser	CMA – Income Qualified	Apartments
John Leone	Senior Appraiser	AMA	Commercial/Industrial/Exempt
Alex Guggenberger	County Assessor	SAMA	Countywide Oversight

### City of Lexington Property Breakdown

Property Type	Number of Parcels
Vacant Residential	18
Improved Residential	540
Apartment (Vacant & Improved)	18
Commercial/Industrial (Vacant & Improved)	58
Public Utility	0
Mobile Homes	96
<b>Total</b>	<b>664</b>

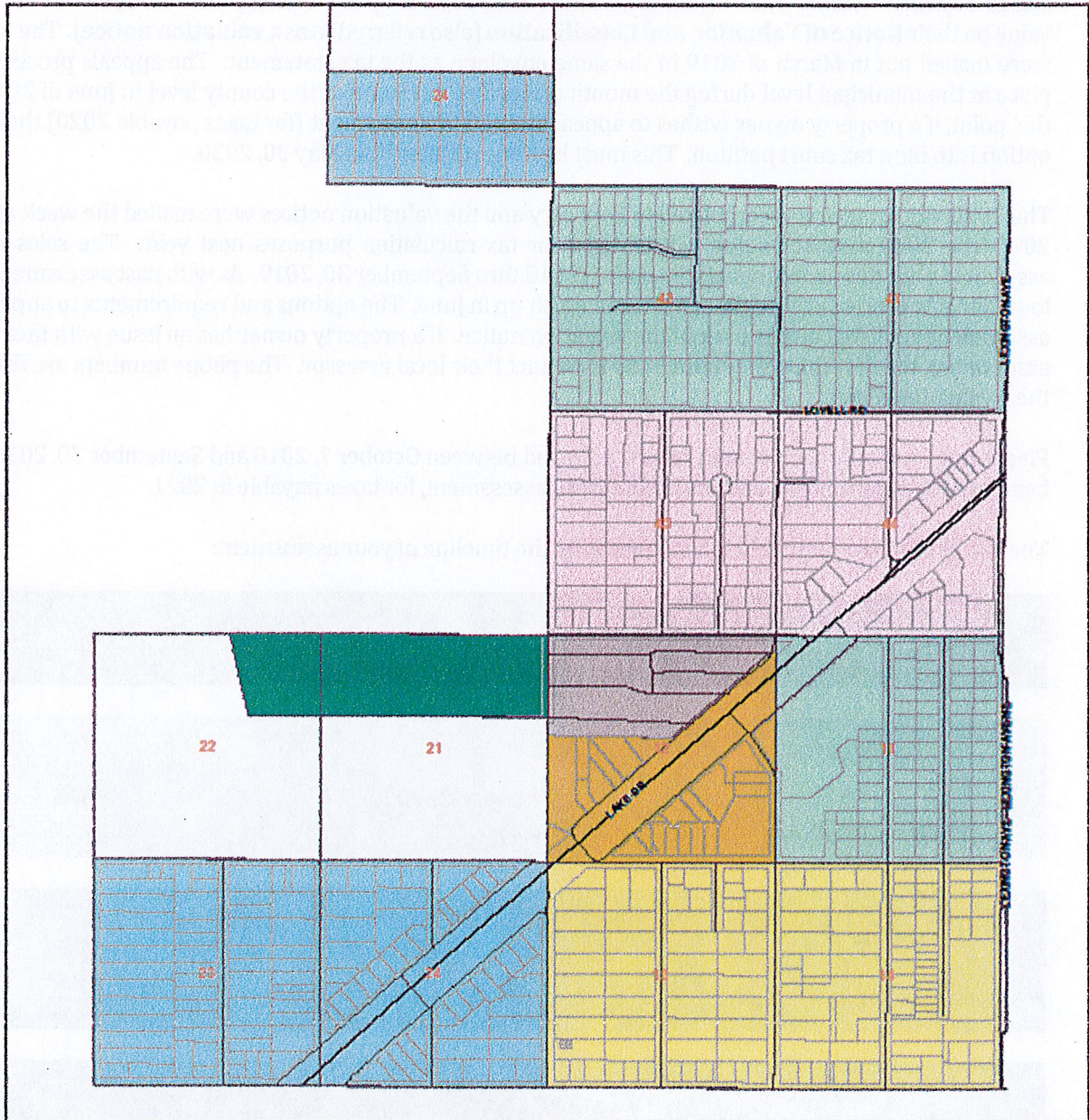
### 2020 Assessment

As part of this mass appraisal process, all properties are re-valued annually based on the information on record. Properties are physically inspected and property records reviewed once every 5 years (as statutorily required). This is an ongoing process whereby 20% (referred to as quintile) of a city is inspected each year so that in a cycle of 5 years all properties have been inspected at least once. In addition to this quintile review, properties are also inspected when there is a building permit issued or at the request of the property owner. The sale of a property does not initiate a reassessment. The map on the next page depicts the residential quintile plan for the next 5 years.



# Lexington

## 5 Year Quintile Map



**Legend**

Quarter Quarter Section	2019	2021	C/I
2018	2020	Park	Manufactured Homes





As stated earlier, Minnesota state law governs the assessment date, which is January 2nd of each year, as well as the sales periods associated with each assessment date.

The 2019 assessment which was used for tax calculations this year (2020) was based on transactions that closed between October 1, 2017 and September 30, 2018. Property owners were notified of their 2019 value on their **Notice of Valuation and Classification** (also referred to as a **valuation notice**). The notices were mailed out in March of 2019 in the same envelope as the tax statement. The appeals process took place at the municipal level during the month of April of 2019 and at the county level in June of 2019. At this point, if a property owner wishes to appeal their 2019 assessment (for taxes payable 2020) their only option is to file a tax court petition. This must be done no later than May 30, 2020.

The 2020 assessment was completed in February and the valuation notices were mailed the week of April 20<sup>th</sup>. The 2020 assessed value will be used for tax calculation purposes next year. The sales period associated with this assessment is October 1, 2018 thru September 30, 2019. As with past assessments, the local appeals process will begin in April and finish up in June. The options and requirements to appeal this assessment are listed on the back of the valuation notice. If a property owner has an issue with their 2020 assessment, the first thing they should do is contact their local assessor. The phone numbers are listed on their valuation notice.

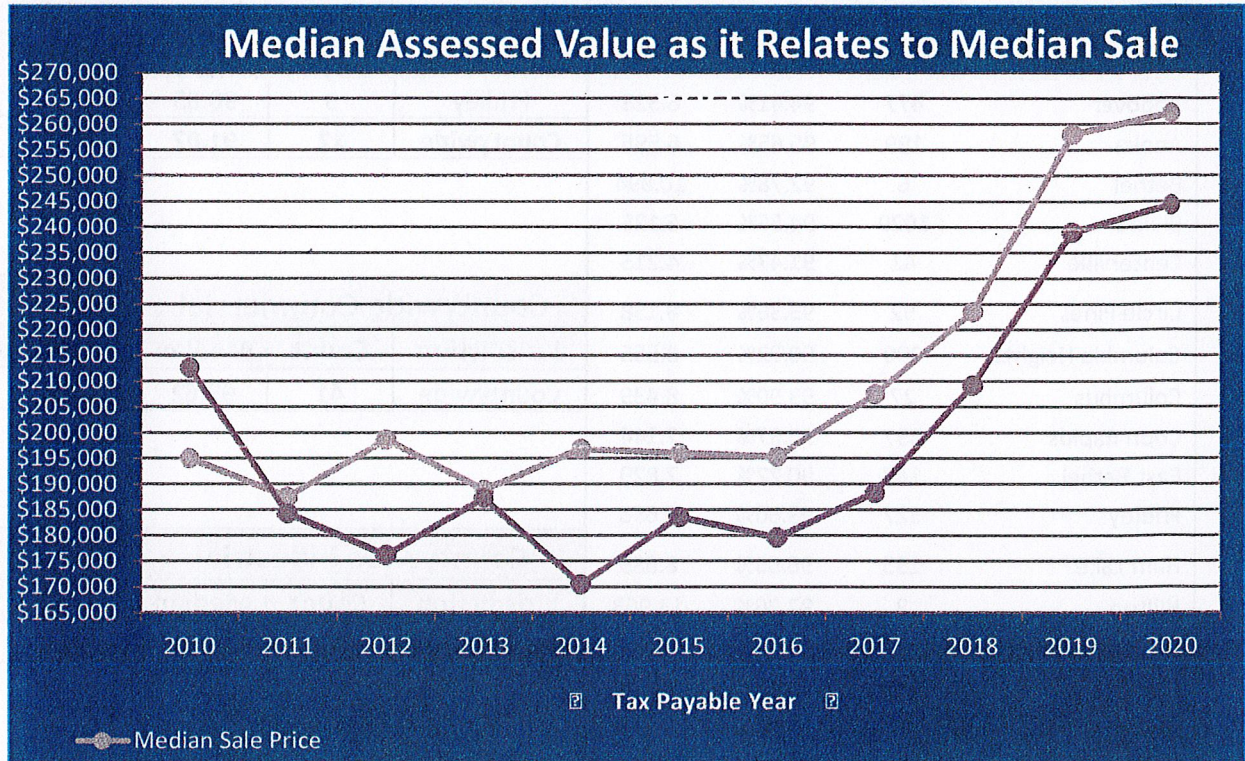
Please note that only arms-length sales that closed between October 1, 2018 and September 30, 2019 have been used to determine valuations for the 2020 assessment, for taxes payable in 2021.

The following chart may be helpful in following the timeline of your assessment:

SALES PERIOD	ASSESSMENT DATE	TAX YEAR
October 1, 2016 to September 30, 2017	January 2, 2018	2019
October 1, 2017 to September 30, 2018	January 2, 2019	2020
October 1, 2018 to September 30, 2019	January 2, 2020	2021



We are aware that due to the time frames we are required to work within it sometimes appears as though the assessor's estimated market value does not represent the market. It seems lower than it should be during times of inflation and higher than it should be in times of deflation. The following chart illustrates the relationship between assessed values and actual sale prices; and how the assessor's market values have been following the changes as they occur in the open market.



Note: The Median Assessor's Estimated Market Value represents the homes that are in the sales study.

One important thing to remember is the assessment process is completed **before** the budgeting process begins. Assessors do not adjust values in order to increase revenue. There is little correlation between changes in assessments due to market changes and how the resulting real estate tax changes. When we adjust assessments due to market conditions, all properties are adjusted. The only time that an adjustment in an assessor's estimated market value will have an impact on the increase or decrease in tax is if the change in value is due to value added for new construction or value removed due to demolition/destruction of an improvement.

### 2020 Sales Statistics – Residential

The table below uses various sales metrics to compare how the residential market in Lexington performed compared to the rest of the county. The sales study figures were gathered using Northstar MLS data.

Metric	Lexington	Countywide
Average Sale Price & % Change (YOY)	\$231,399(+3.35%)	\$304,685(+11.13%)
Median Sale Price % Change (YOY)	\$237,450(+7.93%)	\$275,000(+10.00%)
Median Days on Market (DOM)	32	44
# of Sales & % Change (YOY)	22(+57.14%)	4,544(-8.81%)
# of Arm's Length Sales & % Change (YOY)	21(+61.54%)	4,435(-8.89%)
# of Non-Arm's Length Sales & % Change (YOY)	1(0.00%)	109(-46.04%)



**2020 Sales Ratio Statistics**

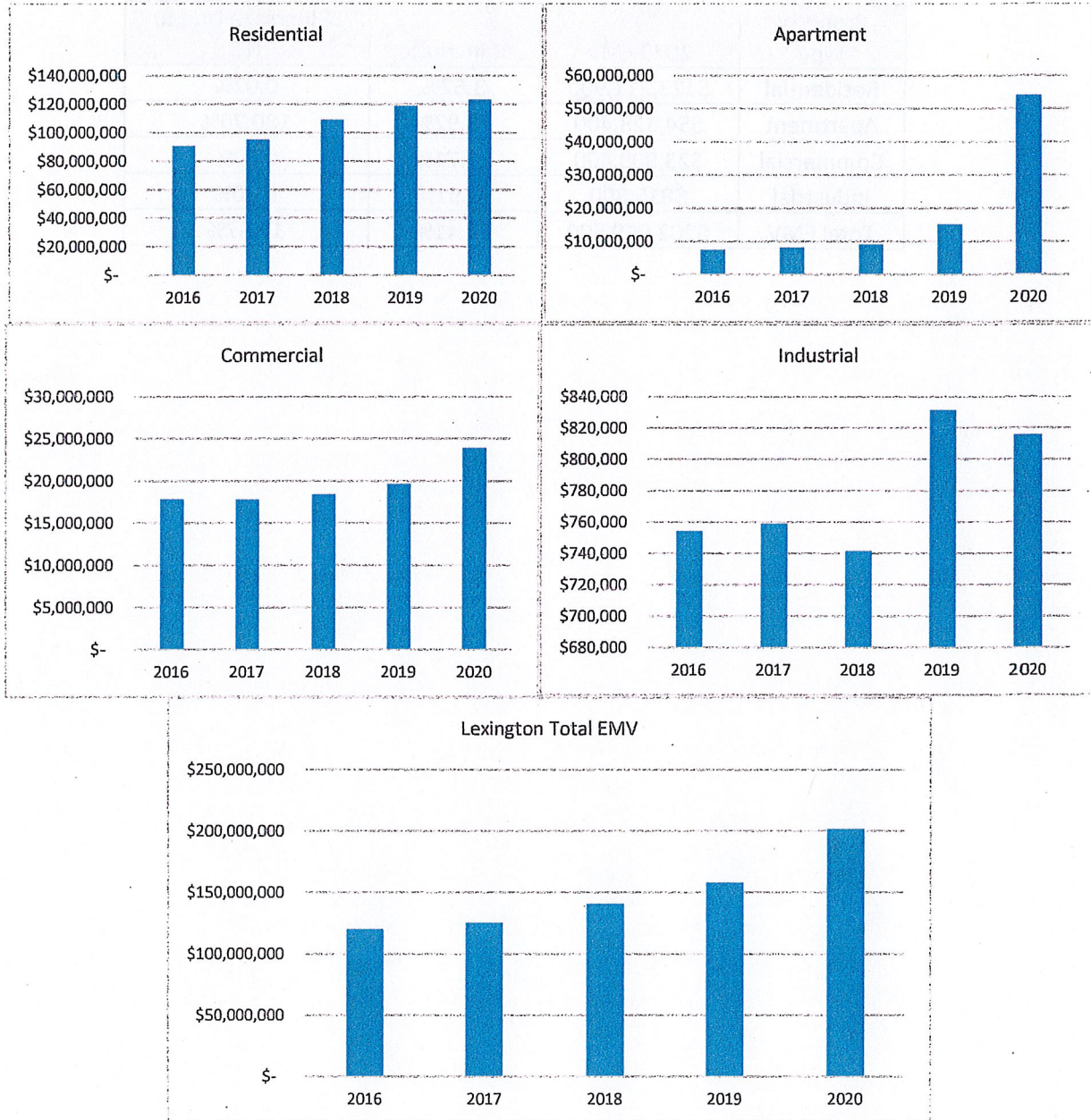
The tables below display the final adjusted sales ratios for Residential, Apartments, Commercial, and Industrial properties. All the numbers are within State of MN requirements and indicate a high-quality assessment with good equalization.

<b>Residential</b>				<b>Countywide Apartments</b>			
<b>Jurisdiction</b>	<b>Count</b>	<b>Median</b>	<b>COD</b>	<b>Jurisdiction</b>	<b>Count</b>	<b>Median</b>	<b>COD</b>
Andover	477	94.41%	6.523	Fridley	9	90.85	6.14
Anoka	199	95.65%	6.596	<b>Countywide</b>	<b>12</b>	<b>91.07</b>	<b>6.13</b>
Bethel	6	92.78%	10.894				
Blaine	1029	94.56%	6.125				
Centerville	41	91.47%	4.215				
Circle Pines	92	93.36%	8.158	<b>Countywide Commercial</b>			
Columbia Heights	290	90.72%	8.555	<b>Jurisdiction</b>	<b>Count</b>	<b>Median</b>	<b>COD</b>
Columbus	27	93.90%	8.439	<b>Countywide</b>	<b>41</b>	<b>95.62</b>	<b>14.12</b>
Coon Rapids	897	95.87%	7.144				
East Bethel	147	90.22%	7.829				
Fridley	327	93.60%	6.658				
Ham Lake	155	96.55%	8.689	<b>Countywide Industrial</b>			
Hilltop	3	97.06%	13.963	<b>Jurisdiction</b>	<b>Count</b>	<b>Median</b>	<b>COD</b>
Lexington	20	92.43%	6.052	<b>Countywide</b>	<b>28</b>	<b>92.04</b>	<b>13.1</b>
Lino Lakes	216	93.17%	5.728				
Linwood	48	92.34%	8.277				
Nowthen	40	95.40%	5.944				
Oak Grove	40	97.41%	8.360				
Ramsey	455	93.95%	8.039				
Spring Lake Park	80	93.00%	7.354				
St Francis	100	94.87%	6.108				
<b>County Total</b>	<b>4689</b>	<b>94.47%</b>	<b>6.997</b>				



### Market Value History

The graphs below indicate how aggregate values have changed over the last 5 years for each of the four largest property types.





**2020 Market Value Statistics & New Construction**

The tables below indicate the percentage change (YOY) for each of the four largest property types as well as the total market value. The increase due to New Construction (NC) is also included in the table below.

Property Type	2020 EMV	% Increase	% Increase Due to NC
Residential	\$123,211,900	3.52%	0.02%
Apartment	\$54,123,400	75.92%	180.79%
Commercial	\$23,909,400	21.71%	0.00%
Industrial	\$815,800	-1.91%	0.00%
Total EMV	\$202,069,500	10.41%	17.37%



# CITY REPORT

April 2020

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

## Video Production



Municipal Producer, Trevor Scholl, completed five productions in April, including two Spring Mayor's Minutes, a local business profile, and a special city meeting. Programs were also produced T.J. Tronson, Rusty Ray and Danika Peterson for the city channels. Trevor reaches out to city officials and department contacts, every month, regarding potential programming for the channels. City staff and elected officials are encouraged to contact Trevor with any ideas or requests for programming.

### ▪ April Completed Videos/Playing on City Cable Channels & Streaming

Title	Producer	Runtime
Circle Pines Street Project Informational Meetings	Trevor Scholl	00:33:24
Cowboy Church	Trevor Scholl	00:04:30
Blaine Mayor's Minutes	Trevor Scholl	00:05:49
Centerville Mayor's Minutes	Trevor Scholl	00:07:30
Business Profile: DASCO	Trevor Scholl	00:08:30
MetroNorth Chamber Partners With Member Businesses to Promote Services	Danika Peterson/Rusty Ray	00:03:01
Centennial Meals/COVID	Danika Peterson/Rusty Ray	00:02:37
Blaine Dentist/COVID	Danika Peterson/Rusty Ray	00:02:47
North Metro Churches/COVID	Danika Peterson/Rusty Ray	00:03:26
Blaine Playgrounds/COVID	Danika Peterson/Rusty Ray	00:02:00
National Sports Center/COVID	Danika Peterson/Rusty Ray	00:03:28
Anoka County Library/COVID	Danika Peterson/Rusty Ray	00:03:55
Non-Profits Struggling/COVID	Danika Peterson/Rusty Ray	00:04:06
Anoka-Hennepin Education Foundation Supports Schools Amid COVID 19 Shutdown	Danika Peterson/Rusty Ray	00:03:19
CareerForce/COVID	Danika Peterson/Rusty Ray	00:03:32
Blaine Business 3-D Prints Protective Masks for Healthcare Workers	Danika Peterson/Rusty Ray	00:03:50
Centennial Lakes Police Officer Reads to Kids on Facebook	Danika Peterson/Rusty Ray	00:02:07



Blaine Asks for Garage Sales to Wait	Danika Peterson/Rusty Ray	00:02:34
Local Restaurants Struggle Through Closure	Danika Peterson/Rusty Ray	00:03:26
Census Efforts Change Due to Social Distancing	Danika Peterson/Rusty Ray	00:04:35
Blaine Parks Introduce Rec at Home	Danika Peterson/Rusty Ray	00:02:29
Conversations (4 episodes)	Rusty Ray	01:15:46
Blaine PD How To Fit A Bike Helmet	T.J. Tronson	00:01:45
Blaine PD Madison Elementary Award	T.J. Tronson	00:01:46
Blaine PD Story Time (8 episodes)	T.J. Tronson	00:58:49
Special Anoka County Board Meeting (3/31/20)	T.J. Tronson	00:05:29
Anoka County Board Meeting (4/14/20)	T.J. Tronson	01:29:40
Anoka County Board Meeting (4/28/20)	T.J. Tronson	01:12:55

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

- Beyond the Yellow Ribbon project for Spring Lake Park
- Centerville business profiles
- Small business impacts from the Corona Virus
- Grandma's House non-profit profile
- More Mayor's Minutes

## Equipment Consulting/Technical Support



### **Blaine**

- No assistance required.
- **Centerville**
- 4.8.20: Meeting looked choppy. Went to office to troubleshoot. Interference from staff use of remote program. Switched program to different internal network. Video good.
- 4.15.20: Watched meeting for quality control. Looks good.

### **Circle Pines**

- 4.1.20: Accompanied Trevor Scholl to tape a special meeting. Taught him how to use the graphics, digital audio board system, and the datavideo recorder.
- 4.15.20: Helped Patrick Wilson with equipment issues. Lost control of camera, but got back after restarting dashboard. Graphics aren't following settings. Will have to troubleshoot.
- 4.16.20: Checked out graphics issue at city hall. Could not get cameras to work through LCS. Noticed in the system menu that a grid file for the configuration was not chosen. Chose the correct Sony.grid file. Everything working.

### **Ham Lake**

- 3.31.20: Talked with Denise Webster about using Zoom. Helped solve audio/video issues.
- 4.1.20: Assisted Denise Webster with setting up Zoom for city council member attendance. Will be a hybrid broadcast.
- 4.3.20: Contacted Denise regarding upcoming meeting.
- 4.6.20: Emailed Denise to verify meeting to review council chamber equipment.



- 4.6.20: Met with Denise to review chamber equipment use.
- **Lexington**
- 4.1.20: Emailed Bill Petracek to find out plans for meetings. Offered to help set up zoom.
- 4.2.20: Stopped by Lexington City Hall. Showed Bill how to set up live custom stream. Reviewed security settings.
- 4.3.20: Received email from Bill stating future meetings would be done via Zoom.
- 4.13.20: Ran live test of Zoom with Bill. Familiarized with stop stream button.

#### **Lino Lakes**

- 4.3.20: Emailed Janele Waterman regarding Zoom P&Z meeting. Sent all set-up, recording, and security information.
- 4.6.20: Ran Zoom test with Janele Waterman for P&Z meeting.
- 4.13.20: Ran a live test with Sarah Cotton for City Council meeting.

#### **Spring Lake Park**

- 4.1.20: Dan Bucchholtz called with questions concerning Zoom. Helped set up custom streaming service function.
- 4.3.20: Left voicemail and emailed Dan regarding format for upcoming meeting.
- 4.6.20: Ran Zoom test with Dan.
- 4.15.20: Received request for info on Ipad split screen use with zoom. Unfamiliar with how to do....referred Dan to Zoom.

#### **All Cities**

- 3.29.20: Researching Python and other coding languages. Mixing in Rasperian, C++, and Javascript. Will help with streaming meeting issues.
- 3.29.20: Started researching more about IP/TCP networks and UDP ports. Will help with streaming issues.
- 3/30/20: Put together a list of security steps to take when using Zoom. Sent to City Administrators/Managers.
- 4.3.20: Sent NMTV Program Coordinator a list of city contacts for Zoom meetings.

## Master Control



Programming Coordinator, Michele Silvester, along with help from Eric Houston, Trevor Scholl and John Schoolmeesters, 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 April:

Title	Producer	Runtime
Blaine City Council Meeting (4/6/20)	Blaine Staff	01:08:23
Blaine City Council Meeting (4/20/20)	Blaine Staff	02:44:05



Centerville Park & Rec Meeting (4/1/20)	Centerville Staff	01:11:36
Centerville City Council Meeting (4/8/20)	Centerville Staff	03:44:19
Centerville EDA Meeting (4/15/20)	Centerville Staff	02:20:23
Centerville City Council Meeting (4/22/20)	Centerville Staff	04:00:31
Centerville EDA Meeting (4/29/20)	Centerville Staff	02:03:22
Circle Pines Street Project Meeting (4/1/20)	Trevor Scholl/Circle Pines Staff	00:33:25
Circle Pines City Council Meeting (4/14/20)	Circle Pines Staff	01:01:06
Circle Pines Utility Commission Meeting (4/15/20)	Circle Pines Staff	00:24:21
Circle Pines City Council Meeting (4/28/20)	Circle Pines Staff	01:11:52
Ham Lake City Council Meeting (4/6/20)	Ham Lake Staff	00:29:46
Ham Lake City Council Meeting (4/20/20)	Ham Lake Staff	00:22:24
Ham Lake Planning Commission Meeting (4/27/20)	Ham Lake Staff	00:11:18
Lexington City Council Meeting (4/2/20)	Lexington Staff	00:36:27
Lexington City Council Meeting (4/16/20)	Lexington Staff	01:50:21
Lino Lakes Planning and Zoning Commission Meeting (4/8/20)	Lino Lakes Staff	01:06:18
Lino Lakes City Council Meeting (4/13/20)	Lino Lakes Staff	01:26:20
Lino Lakes City Council Meeting (4/27/20)	Lino Lakes Staff	01:38:26
Lino Lakes Environmental Board Meeting (4/29/20)	Lino Lakes Staff	00:57:26
Spring Lake Park City Council Meeting (4/6/20)	Spring Lake Park Staff	00:54:59
Spring Lake Park City Council Meeting (4/20/20)	Spring Lake Park Staff	00:53:21
Spring Lake Park Planning Commission Meeting (4/27/20)	Spring Lake Park Staff	00:32:38
<b>23 New Programs</b>		<b>31:23:07 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	188	237:23:36
Centerville	64	127:09:47
Circle Pines	156	147:29:13
Ham Lake	65	35:53:59
Lexington	106	116:38:43
Lino Lakes	80	112:44:21
Spring Lake Park	127	90:58:54
<b>Totals:</b>	<b>786 Program Playbacks</b>	<b>868:18:33 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 Carousel units, 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 Carousel units play video. Trevor Scholl is responsible for encoding any videos that will be displayed. The following work was done for City Carousel units in April:

**Blaine**

- Transcoded and uploaded 14 videos to Carousel.
- Reviewed Carousel pages for events cancelled by quarantine

**Centerville**

- Transcoded and uploaded 9 videos to Carousel.
- Created/Edited 1 graphics page for Carousel
- Reviewed Carousel pages for events cancelled by quarantine

**Circle Pines**

- Transcoded and uploaded 10 videos to Carousel.
- Reviewed Carousel pages for events cancelled by quarantine

**Ham Lake**

- Transcoded and uploaded 6 video to Carousel.
- Reviewed Carousel pages for events cancelled by quarantine

**Lexington**

- Transcoded and uploaded 8 videos to Carousel.
- Reviewed Carousel pages for events cancelled by quarantine

**Lino Lakes**

- Transcoded and uploaded 6 videos to Carousel.
- Created/Edited 4 graphics pages for Carousel
- Reviewed Carousel pages for events cancelled by quarantine

**Spring Lake Park**

- Transcoded and uploaded 5 videos to Carousel.
- Created/Edited 4 graphics pages for Carousel
- Reviewed Carousel pages for events cancelled by quarantine



## City Channel Signal Monitoring

- Blaine**
  - No channel signal problems.
- Centerville**
  - No channel signal problems.
- 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



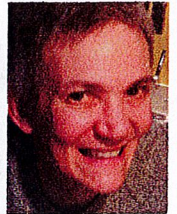
NMTV has created a video on demand service, with line-item bookmarking, for our Cities' meetings. In order to accomplish this, each encoded meeting has to undergo several steps. The meeting must first be transferred and transcoded from the playback server to the video on demand server. The length of 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 enter 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 April:

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



## Administrative

---



The issues dealt with in April included receiving and analyzing the first quarter franchise and PEG fee reports, reviewing the 2019 audit, finalizing the Joint Powers Agreement and CenturyLink franchise violation notice projects, and working with cities to make sure live meeting streaming functioned properly.

### **First Quarter Franchise and PEG Fees**

- Received both the Comcast and CenturyLink first quarter franchise fee and PEG fee payments and reports.
- Franchise fees were \$4,700 lower than they were in the 4th quarter of 2019. Last year, franchise fees were lowest in the 1<sup>st</sup> Quarter, but grew across the rest of the year. COVID 19 will likely influence fees for the rest of the year.
- PEG fees decreased by \$2,000.
- CenturyLink franchise fee and PEG fees continue to decline each quarter, as they pull out of the market.
- Created 2020 spread sheets for PEG fees received, franchise fees received, and gross revenues.

### **CenturyLink Settlement and Release**

- CenturyLink agreed to settle the 2017 Franchise Violation Notice by reimbursing the Commission \$7,000 for legal fees related to the issue.
- Presented the solution to the Operations Committee and Cable Commission.
- Cable Commission approved the Settlement Agreement and Release.
- Sent signed agreement to CenturyLink.
- CenturyLink has 30 days to send payment after signing the agreement.

### **Joint Powers Agreement**

- Presented final changes to Joint Powers Agreement at Operations and Cable Commission meetings.
- Cable Commission approved recommended changes.
- Created staff memo outlining changes.
- Sent staff memo, red-line JPA, and clean JPA to cities for consideration by councils.
- Followed up with cities regarding progress on approvals.

### **Miscellaneous**

- Get information from Comcast regarding possible sports fee refunds for subscribers. Forward info to Dale Stoesz.
- Email Columbia Heights City Administrator and Communications Coordinator with update on FCC Order, just to stay in touch...
- Process two subscriber complaints with Comcast.
- Answer questions regarding freelancer invoices.
- Reviewed Commission 2019 financial audit.
- Worked with staff to insure cities live meeting streaming needs were being met.
- Reviewed schedule for appeal of FCC Order.
- Read industry articles.



# North Metro TV

April 2020 Update

## Program Production

In April, a total of 91 **new programs** were produced utilizing the North Metro facilities, funds, and services. This constitutes **58:30:00 hours of new programming**.

- 23 programs were produced by the public
- 45 programs were produced by NMTV staff
- 23 programs were produced by City staff



## Van Shoots

Due to the cancellation of all public events, the HD truck was not used during the month of April. Instead, it is getting a well deserved rest and taking up space in the garage.



## Workshops

Workshop	Instructor	Organization	Students
Lecture Series – Hollywood Goes to the Dogs	Eric Houston	General Public via Youtube Live	65 Live, 95 w/VOD
Lecture Series – Mary Pickford: The World's First Movie Star	Eric Houston	General Public via Youtube Live	56 Live, 80 w/ VOD
Lecture Series – The Marx Brothers: Groucho, Chico, Harpo, and Sometimes Zeppo	Eric Houston	General Public via Youtube Live	52 Live, 66 w/VOD
<b>3 Workshops</b>			<b>173 Live Students, 241 Students w/VOD</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	192.75	69	4	13	415	\$639.00
February	286	69	86	18	1,020	\$3,595.00
March	343.25	58	107	0	3,587	\$627.00
April	0	0	0	0	341	\$0.00
<b>TOTAL:</b>	<b>822.00</b>	<b>196</b>	<b>197</b>	<b>31</b>	<b>5,363</b>	<b>\$4,861.00</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	131	504.75
February	155	636.5
March	59	466.75
April	0	0
<b>TOTAL PUBLIC USAGE:</b>		<b>1,608.00</b>

## Production Highlights

### NMTV News Highlights

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

- Conversations: Distance Learning During the Pandemic
- Music Lessons Continue Despite Stay At Home Order
- Anoka County Library Seeks Ways to Stay Connected With Patrons
- Metro North Chamber Partners With Member Businesses to Promote Services During Shutdown
- Red Cross Looks for Safe Ways to Collect Needed Blood Donations
- Community Works Together to Help Make Masks for Healthcare Workers
- Conversations: Mandy Meissner
- North Metro Churches Adapt to Being Closed on Easter Sunday
- Blaine Fights Those Who Want to Use Closed Playgrounds
- National Sports Center Stands to Lose Millions During Shutdown
- Non-Profit Losing Donations and Struggling to Keep Clients and Staff Well
- Allina Health Receives Mask Donation
- Centennial Lakes Police Officer Reads Children's Books On-line to Stay Connected
- Anoka Hennepin Education Foundation Supports District During Shutdown
- Anoka County Leaders Cancel Summer Season at Bunker Beach Water Park





- Anoka County CareerForce Center Helping Jobless
- Conversations: Rhonda Sivarajah
- Blaine Leaders Discourage Garage Sales
- Census Man Reflects on COVID 19 Impact
- College Students and Instructors Adapt to Distance Learning
- Blaine Restaurant Owner Talks About What it Takes to Stay Open
- Conversations: Anoka County Historical Society
- Conversations: Anoka County Economic Development: Jacquell Hajder

In addition to daily playbacks of North Metro TV News on the cable systems, there are 648 local stories archived for viewers on the NMTV YouTube channel. The channel can be accessed through the [northmetrotv.com](http://northmetrotv.com) website.

### Working With the Blaine PD

Because of the pandemic, several of the Blaine Police Department's usual public service activities had to be done remotely. Special Projects Coordinator, T.J. Tronson, worked with Blaine PD's Community Outreach Specialist, Andrea Hunt to produce "Story Time" segments. Because Andrea is unable to go into the schools to read to the kids, T.J. recorded and edited the readings in studio. The clips were then given to teachers to share via a closed/private link with their students. T.J. and Andrea put together eight episodes of "Story Time."



T.J. also helped the Department out by recording the presentation of the "Outstanding School Safety Patrol" trophy. Each year, the Blaine Police Department presents the traveling trophy to a school. Because they were unable to present the award in person, to Madison Elementary School, NMTV recorded the presentation and shared it.

T.J. has also been working with Community Outreach Specialist, Kim Kiley, to produce a series of PSAs. Topics include How to Fix a Bike Helmet to Theft From Auto to Scams. Some work remains to be done on the PSAs, but they should be completed in May. In total, six PSAs will be produced.

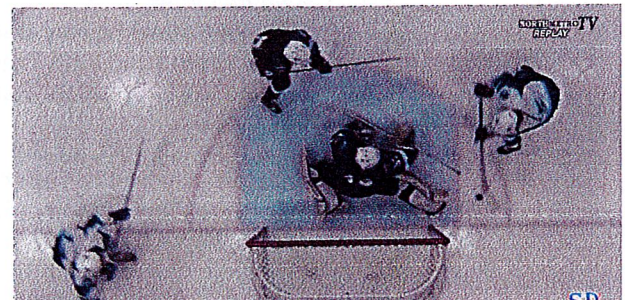
### Lecture Series

Instructor, Eric Houston continues to provide his lecture series remotely. After noodling it around a bit, he discovered that the best way to produce the class live to the widest audience was to do it as a Youtube live presentation. Eric sent invitations, to the workshops, to city park and rec departments, community education programs, history centers, senior centers, libraries and schools. So far, the response has been encouraging. He presented three workshops in April and had 173 live participants. The classes are still available on Youtube and had, at the end of April, posted 241 views.



### Classic Games

Because everyone misses sports so much, Kenton and Jeremy have re-mastered and produced for rebroadcast sixteen classic high school sporting events originally recorded between 2000 and 2012. They continue to re-master the best games from the past 20 years.



### Working With the Schools

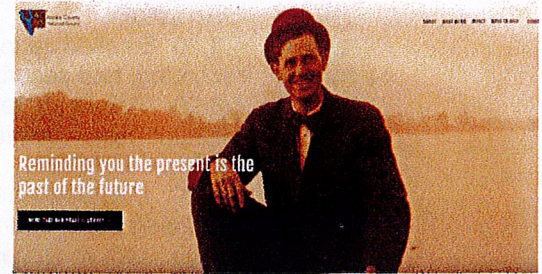
The NMTV Sports Department has been working with the Anoka Hennepin and Centennial School Districts to provide remote coverage of several events. First, Kenton and Jeremy will be creating a "live" presentation of Blaine High School's Scholarship and Awards Night." Then, they are putting together a pretty complex and time consuming virtual graduation ceremony for both Blaine and Centennial High School. Coordinating all the various



interviews, pictures, and video clips will require a lot of editing so the Sports crew is working hard to get it all done in time. Centennial has also requested drone footage of the campus.

### Conversations

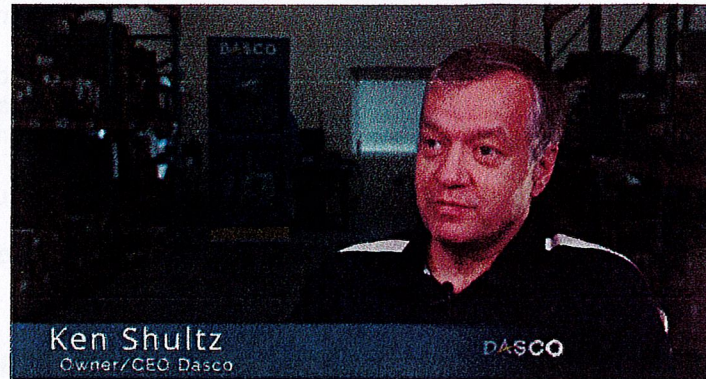
News Producer, Rusty Ray, produced four episodes of Conversations in April. Guests included Anoka County Commissioner Mandy Meissner, Anoka County Administrator Rhonda Sivarajah, the Anoka County Historical Society, and Anoka County Economic Development Department's Jacquell Hajder. The program highlights people and topics of interest to the North Metro.



### City Productions

In April, Municipal Producer, Trevor Scholl, completed five productions, including helping Circle Pines out with a street project meeting, spring Mayor's Minutes, and a business profile. Programs completed include:

- Circle Pines Street Project Informational Meeting
- Cowboy Church
- Blaine Mayor's Minutes Spring 2020
- Centerville Mayor's Minutes Spring 2020
- DASCO Business Profile



New and ongoing projects include:

- Beyond the Yellow Ribbon project for Spring Lake Park
- Centerville business profiles
- Small business impacts from the Corona Virus
- Grandma's House non-profit profile
- More Mayor's Minutes

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 assistance required.
- **Centerville**
- 4.8.20: Meeting looked choppy. Went to office to troubleshoot. Interference from staff use of remote program. Switched program to different internal network. Video good.
- 4.15.20: Watched meeting for quality control. Looks good.

#### Circle Pines

- 4.1.20: Accompanied Trevor Scholl to tape a special meeting. Taught him how to use the graphics, digital audio board system, and the datavideo recorder.
- 4.15.20: Helped Patrick Wilson with equipment issues. Lost control of camera, but got back after restarting dashboard. Graphics aren't following settings. Will have to troubleshoot.
- 4.16.20: Checked out graphics issue at city hall. Could not get cameras to work through LCS. Noticed in the system menu that a grid file for the configuration was not chosen. Chose the correct Sony.grid file. Everything working.

#### Ham Lake

- 3.31.20: Talked with Denise Webster about using Zoom. Helped solve audio/video issues.
- 4.1.20: Assisted Denise Webster with setting up Zoom for city council member attendance. Will be a hybrid broadcast.
- 4.3.20: Contacted Denise regarding upcoming meeting.
- 4.6.20: Emailed Denise to verify meeting to review council chamber equipment.
- 4.6.20: Met with Denise to review chamber equipment use.

#### Lexington

- 4.1.20: Emailed Bill Petracek to find out plans for meetings. Offered to help set up zoom.
- 4.2.20: Stopped by Lexington City Hall. Showed Bill how to set up live custom stream. Reviewed security settings.



- 4.3.20: Received email from Bill stating future meetings would be done via Zoom.
- 4.13.20: Ran live test of Zoom with Bill. Familiarized with stop stream button.
- Lino Lakes**
  - 4.3.20: Emailed Janele Waterman regarding Zoom P&Z meeting. Sent all set-up, recording, and security information.
  - 4.6.20: Ran Zoom test with Janele Waterman for P&Z meeting.
  - 4.13.20: Ran a live test with Sarah Cotton for City Council meeting.
- Spring Lake Park**
  - 4.1.20: Dan Bucchholtz called with questions concerning Zoom. Helped set up custom streaming service function.
  - 4.3.20: Left voicemail and emailed Dan regarding format for upcoming meeting.
  - 4.6.20: Ran Zoom test with Dan.
  - 4.15.20: Received request for info on Ipad split screen use with zoom. Unfamiliar with how to do....referred Dan to Zoom.
- All Cities**
  - 3.29.20: Researching Python and other coding languages. Mixing in Rasperian, C++, and Javascript. Will help with streaming meeting issues.
  - 3.29.20: Started researching more about IP/TCP networks and UDP ports. Will help with streaming issues.
  - 3/30/20: Put together a list of security steps to take when using Zoom. Sent to City Administrators/Managers.
  - 4.3.20: Sent NMTV Program Coordinator a list of city contacts for Zoom meetings.

### City Channel 16 Playback Stats

City	Number of Times Long-Form Programs Played	Hours Programmed on Channel
Blaine	188	237:23:36
Centerville	64	127:09:47
Circle Pines	156	147:29:13
Ham Lake	65	35:53:59
Lexington	106	116:38:43
Lino Lakes	80	112:44:21
Spring Lake Park	127	90:58:54
<b>Totals:</b>	<b>786 Program Playbacks</b>	<b>868:18:33 Hours of Video Programming on Channels</b>

### Programs Produced by the Public

Title	Producer	Runtime
Every Movie Ever Made (7 episodes)	Eric Houston/Video Club Remotely	02:38:01
Rice Creek Watershed District Meeting (2 episodes)	Theresa Stasica	03:35:25
Christ Lutheran Church (5 episodes)	Chance Amundson	04:16:25
A Fresh New Day (4 episodes)	Anita Wardlaw	01:01:01
Oak Park Community Church (5 episodes)	David Turnidge	03:03:45
<b>23 New Programs</b>		<b>14:34:37 New Hours</b>

### Programs Produced by NMTV Staff

Title	Producer	Runtime
Special Anoka County Board Meeting (3/31/20)	T.J. Tronson	00:05:29
Anoka County Board Meeting (4/14/20)	T.J. Tronson	01:29:40



Anoka County Board Meeting (4/28/20)	T.J. Tronson	01:12:55
Blaine PD Madison Elementary Award	T.J. Tronson	00:01:46
Blaine PD How to Fit A Bike Helmet	T.J. Tronson	00:01:45
Blaine PD Story Time ( 8 episodes)	T. J. Tronson	00:58:49
NMTV News (5 episodes)	Danika Peterson/Rusty Ray	02:25:51
Conversations (5 episodes)	Rusty Ray	01:15:46
MetroNorth Chamber Partners With Member Businesses to Promote Services	Danika Peterson/Rusty Ray	00:03:01
Centennial Meals/COVID	Danika Peterson/Rusty Ray	00:02:37
Blaine Dentist/COVID	Danika Peterson/Rusty Ray	00:02:47
North Metro Churches/COVID	Danika Peterson/Rusty Ray	00:03:26
Blaine Playgrounds/COVID	Danika Peterson/Rusty Ray	00:02:00
National Sports Center/COVID	Danika Peterson/Rusty Ray	00:03:28
Anoka County Library/COVID	Danika Peterson/Rusty Ray	00:03:55
Non-Profits Struggling/COVID	Danika Peterson/Rusty Ray	00:04:06
Anoka-Hennepin Education Foundation Supports Schools Amid COVID 19 Shutdown	Danika Peterson/Rusty Ray	00:03:19
CareerForce/COVID	Danika Peterson/Rusty Ray	00:03:32
Blaine Business 3-D Prints Protective Masks for Healthcare Workers	Danika Peterson/Rusty Ray	00:03:50
Centennial Lakes Police Officer Reads to Kids on Facebook	Danika Peterson/Rusty Ray	00:02:07
Blaine Asks for Garage Sales to Wait	Danika Peterson/Rusty Ray	00:02:34
Local Restaurants Struggle Through Closure	Danika Peterson/Rusty Ray	00:03:26
Census Efforts Change Due to Social Distancing	Danika Peterson/Rusty Ray	00:04:35
Blaine Parks Introduce Rec at Home	Danika Peterson/Rusty Ray	00:02:29
Circle Pines Street Project Informational Meetings	Trevor Scholl	00:33:24
Cowboy Church	Trevor Scholl	00:04:30
Blaine Mayor's Minutes	Trevor Scholl	00:05:49
Centerville Mayor's Minutes	Trevor Scholl	00:07:30
Business Profile: DASCO	Trevor Scholl	00:08:30
Sports Den. Quarantine: (4 episodes)	Kenton Kipp/J. Millington	02:57:44
<b>45 New Programs</b>		<b>12:29:31 New Hours</b>

### Programs Produced by City Staff

Title	Producer	Runtime
Blaine City Council Meeting (4/6/20)	Blaine Staff	01:08:23
Blaine City Council Meeting (4/20/20)	Blaine Staff	02:44:05
Centerville Park & Rec Meeting (4/1/20)	Centerville Staff	01:11:36
Centerville City Council Meeting (4/8/20)	Centerville Staff	03:44:19
Centerville EDA Meeting (4/15/20)	Centerville Staff	02:20:23
Centerville City Council Meeting (4/22/20)	Centerville Staff	04:00:31
Centerville EDA Meeting (4/29/20)	Centerville Staff	02:03:22
Circle Pines Street Project Meeting (4/1/20)	Trevor Scholl/Circle Pines Staff	00:33:25
Circle Pines City Council Meeting (4/14/20)	Circle Pines Staff	01:01:06
Circle Pines Utility Commission Meeting (4/15/20)	Circle Pines Staff	00:24:21
Circle Pines City Council Meeting (4/28/20)	Circle Pines Staff	01:11:52
Ham Lake City Council Meeting (4/6/20)	Ham Lake Staff	00:29:46
Ham Lake City Council Meeting (4/20/20)	Ham Lake Staff	00:22:24
Ham Lake Planning Commission Meeting (4/27/20)	Ham Lake Staff	00:11:18



Lexington City Council Meeting (4/2/20)	Lexington Staff	00:36:27
Lexington City Council Meeting (4/16/20)	Lexington Staff	01:50:21
Lino Lakes Planning and Zoning Commission Meeting (4/8/20)	Lino Lakes Staff	01:06:18
Lino Lakes City Council Meeting (4/13/20)	Lino Lakes Staff	01:26:20
Lino Lakes City Council Meeting (4/27/20)	Lino Lakes Staff	01:38:26
Lino Lakes Environmental Board Meeting (4/29/20)	Lino Lakes Staff	00:57:26
Spring Lake Park City Council Meeting (4/6/20)	Spring Lake Park Staff	00:54:59
Spring Lake Park City Council Meeting (4/20/20)	Spring Lake Park Staff	00:53:21
Spring Lake Park Planning Commission Meeting (4/27/20)	Spring Lake Park Staff	00:32:38
<b>23 New Programs</b>		<b>31:23:07 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](mailto:harnson@northmetrotv.com).



**MINUTES  
CITY OF LEXINGTON  
BOARD OF REVIEW  
&  
CITY OF LEXINGTON  
REGULAR COUNCIL MEETING  
MAY 7, 2020 – 7:00 P.M.  
9180 LEXINGTON AVENUE  
THIS MEETING WAS HELD VIA ZOOM**

- 1. CALL TO ORDER BOARD OF REVIEW - Mayor Murphy**
  - A. Roll Call- Council Members: DeVries, Harris, Hughes and Winge

*Mayor Murphy called to order the Board of Review meeting for May 7, 2020 at 7:00 p.m. Councilmember's present: Devries, Harris, Hughes, and Winge. Also Present: Bill Petracek, City Administrator; Kurt Glaser, City Attorney; Chris Galiov, Finance Director; Tedman Anderson and Theodore Anderson, Anoka County Assessor's*

- 2. INTRODUCTION OF COUNTY ASSESSOR**

*Tedman and Theodore Anderson introduced themselves and presented the 2020 Assessor's Report. Petracek stated he did not receive a copy of the 2020 Assessor's Report; therefore, it did not get placed in the Council's meeting packet. Discussion ensued.*

- 3. CITIZENS WHO WISH TO ADDRESS ASSESSOR**

*No citizens were present by phone or Zoom to address the Board of Review to contest their property values.*

- 4. CLOSE BOARD OF REVIEW**

*Councilmember Hughes made a motion to close the Board of Review at 7:07 p.m. Councilmember Devries seconded the motion. Motion carried 5-0.*

- 5. CALL TO ORDER: – Mayor Murphy**
  - A. Roll Call - Council Members: DeVries, Harris, Hughes and Winge

*Mayor Murphy called to order the Regular City Council meeting for May 7, 2020 at 7:09 p.m. Councilmember's present: Devries, Harris, Hughes, and Winge. Also Present: Bill Petracek, City Administrator; Kurt Glaser, City Attorney; Chris Galiov, Finance Director; Steve Winter, City Engineer; Mark Kurth, Lexington Fire Relief Association Gambling Manager; Justin Templin, Attorney from Hoff Barry.*



## **6. CITIZENS FORUM**

*No citizens were present via phone or zoom to address the council on items not on the agenda*

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

*Councilmember Winge made a motion to approve the agenda as typewritten. Councilmember Hughes seconded the motion. Roll call vote: Devries – yes; Harris – yes; Hughes – yes; Winge – yes; Mayor Murphy – yes. Motion carried 5-0.*

## **8. INFORMATIONAL REPORTS:**

- A. Airport (Councilmember Devries) – *Councilmember Devries stated that he was not able to attend meeting due to the type of virtual online meeting being held.*
- B. Cable Commission (Councilmember Winge)- *Councilmember Winge had nothing to report*
- C. City Administrator (Bill Petracek) – *Petracek stated that hydrant flushing will begin on the following Monday. He also updated the City Council on Landings of Lexington occupancy is at 75% leased, and approximately 30 apartments are full on the west building. Discussion ensued.*

## **9. LETTERS AND COMMUNICATIONS:**

- A. Public Notice – Closed Executive meeting
- B. 35W North MnPASS Project Update – Spring 2020
- C. Council Workshop meeting minutes – April 15, 2020
- D. Centennial Lakes Police Department – Media Reports 4-8 through 4-28-2020

*No discussion on Letters and Communications.*

## **10. CONSENT ITEMS:**

- A. Recommendation to Approve Council Minutes:  
Council Meeting – April 16, 2020
- B. Recommendation to Approve Claims and Bills:  
Check #'s 13672 through 13673  
Check #'s 46181 through 46245  
Check #'s 13154 through 13182  
Check #'s 13186 through 13195

*Councilmember Devries made a motion to approve the consent agenda items. Councilmember Harris seconded the motion. Roll call vote: Devries – yes; Harris – yes; Hughes – yes; Winge – yes; Mayor Murphy – yes. Motion carried 5-0.*



## **11. ACTION ITEMS:**

- A. Recommendation to Approve Resolution NO. 20-13 – A Resolution Accepting Bid for 2020 Street Improvements (Jackson Ave. and Liquor Store Parking Lot Project).

*Steve Winter, City Engineer, provided an overview of his recommendation to approve Resolution 20-13. Discussion ensued.*

*Councilmember Harris made a motion to Approve Resolution NO. 20-13 – A Resolution Accepting Bid for 2020 Street Improvements (Jackson Ave. and Liquor Store Parking Lot Project). Councilmember Hughes seconded the motion. Roll call vote: Devries – yes; Harris – yes; Hughes – yes; Winge – yes; Mayor Murphy – yes. Motion carried 5-0.*

- B. Recommendation to approve Escrow Agreement for Site Grading- Lexington Lofts.

*Attorney Glaser provided an overview of the escrow agreement for site grading for Lexington Lofts. Discussion ensued.*

*Councilmember Winge made a motion to approve an Escrow Agreement for Site Grading- Lexington Lofts. Councilmember Hughes seconded the motion. Roll call vote: Devries – yes; Harris – yes; Hughes – yes; Winge – yes; Mayor Murphy – yes. Motion carried 5-0.*

- C. Recommendation to approve the low quote from Super Siders, Albertville, MN in the Amount not to Exceed \$17,976 for Roofing and Fascia Repair to Memorial Park Concessions Stands

*Councilmember Devries made a motion to approve the low quote from Super Siders, Albertville, MN in the Amount not to Exceed \$17,976 for Roofing and Fascia Repair to Memorial Park Concessions Stands. Councilmember Harris seconded the motion. Roll call vote: Devries – yes; Harris – yes; Hughes – yes; Winge – yes; Mayor Murphy – yes. Motion carried 5-0.*

- D. Cable Commission Recommendation to Approve Updates to the North Metro Telecommunications Commission Joint Powers Agreement

*Councilmember Winge made a motion to Approve Updates to the North Metro Telecommunications Commission Joint Powers Agreement. Councilmember Hughes seconded the motion. Roll call vote: Devries – yes; Harris – yes; Hughes – yes; Winge – yes; Mayor Murphy – yes. Motion carried 5-0.*



- E. Recommendation to Approve Resolution NO. 20-12 – A Resolution In Support of the Protecting Community Television Act

***Councilmember Devries made a motion to Approve Resolution NO. 20-12 – A Resolution In Support of the Protecting Community Television Act. Councilmember Hughes seconded the motion. . Roll call vote: Devries – yes; Harris – yes; Hughes – yes; Winge – yes; Mayor Murphy – yes. Motion carried 5-0.***

- F. Second Reading: Ordinance NO. 20-05 – An Ordinance Incorporating Chapter 11.8 – Planned Unit Development

***Councilmember Harris made a motion to approve Second Reading: Ordinance NO. 20-05 – An Ordinance Incorporating Chapter 11.8 – Planned Unit Development. Councilmember Winge seconded the motion. Roll call vote: Devries – yes; Harris – yes; Hughes – yes; Winge – yes; Mayor Murphy – yes. Motion carried 5-0.***

- G. Recommendation to approve Resolution 20-14 Summary Publication of Ordinance NO. 20-05

***Councilmember Hughes made a motion to approve Resolution 20-14 Summary Publication of Ordinance NO. 20-05. Councilmember Harris seconded the motion. Roll call vote: Devries – yes; Harris – yes; Hughes – yes; Winge – yes; Mayor Murphy – yes. Motion carried 5-0.***

- H. Recommendation to Rehire T.J. Schmid as a Seasonal Employee at \$13.50/hour.

***Councilmember Harris made a motion to Rehire T.J. Schmid as a Seasonal Employee at \$13.50/hour. Councilmember Devries seconded the motion. Councilmember Harris seconded the motion. Roll call vote: Devries – yes; Harris – yes; Hughes – yes; Winge – yes; Mayor Murphy – yes. Motion carried 5-0.***

- I. Recommendation to approve Temporary Business License for Renaissance Fireworks, Inc. – June 26 through July 5, 2020

***Councilmember Harris made a motion to approve Temporary Business License for Renaissance Fireworks, Inc. – June 26 through July 5, 2020. Councilmember Winge seconded the motion. Roll call vote: Devries – yes; Harris – yes; Hughes – yes; Winge – yes; Mayor Murphy – yes. Motion carried 5-0.***

- J. Recommendation to approve Minnesota Lawful Gambling LG214 Premises Permit Application for Lexington Fire Relief Association/Lexington Municipal Liquor Store

***Mark Kurth, Fire Relief Association Gambling Manager, explained that he was not aware that pull-tabs could be placed in convenience stores and liquor stores until recently. He stated he spoke with the city administrator and liquor store manager and we believe that there is money to be made***



*on pull tabs at the liquor store. He stated that the liquor store would make 20% of the profits and the Lexington Fire Relief Association would get the other 80% of the profits. Discussion ensued.*

*Councilmember Devries made a motion to approve Minnesota Lawful Gambling LG214 Premises Permit Application for Lexington Fire Relief Association/Lexington Municipal Liquor Store. Councilmember Winge seconded the motion. Roll call vote: Devries – yes; Harris – yes; Hughes – yes; Winge – yes; Mayor Murphy – yes. Motion carried 5-0.*

## **12. CLOSED SESSION**

Attorney-Client Privileged discussion of litigation strategy in the matter of Parkview Homes LLC v. City of Lexington. Confidentiality is necessary in order to allow candid and open discussion with the City Council about the litigation, including defense strategies and any possibilities for resolution. Minn. Stat. § 13D.05, subd. 3(b) authorizes this discussion to be held in closed session.

*Councilmember Harris made a motion to convene into closed session at 7:48 p.m for the purpose of Attorney-Client Privileged discussion of litigation strategy in the matter of Parkview Homes LLC v. City of Lexington. Confidentiality is necessary in order to allow candid and open discussion with the City Council about the litigation, including defense strategies and any possibilities for resolution. Minn. Stat. § 13D.05, subd. 3(b) authorizes this discussion to be held in closed session. Councilmember Hughes seconded the motion. Roll call vote: Devries – yes; Harris – yes; Hughes – yes; Winge – yes; Mayor Murphy – yes. Motion carried 5-0.*

*Councilmember Harris made a motion to reconvene into open session at 8:29 p.m. Councilmember Winge seconded the motion. Roll call vote: Devries – yes; Harris – yes; Hughes – yes; Winge – yes; Mayor Murphy – yes. Motion carried 5-0*

## **13. MAYOR AND COUNCIL INPUT**

*Councilmember Harris stated that she and a friend cleaned the ditch on Hamline Ave by the Blaine Business Park. They approached the Blaine Planning Commission to get help from the City of Blaine to keep the ditch cleaned. They are also going to try to get businesses in the park to help maintain the ditch. Discussion ensued.*

## **14. ADJOURNMENT**

*Councilmember Hughes made motion to adjourn the meeting at 8:36 p.m. Councilmember Harris seconded the motion. Roll call vote: Devries – yes; Harris- yes; Hughes – yes; Winge – yes; Mayor Murphy – yes. Motion carried 5-0.*



**CITY OF LEXINGTON**

**RECOMMEND FOR APPROVAL OF CLAIMS AND BILLS**

**The following claims and bills have been presented to the Council for approval  
at the Council Meeting of May 21, 2020.**

**(1) Payroll**

Checks	13674 through	13675	\$	672.05
Vouchers	502792 through	502809	\$	19,570.04
Vouchers	502811 through	502840	\$	6,605.81
 Payroll Taxes				
	Federal Tax	\$2,873.03		
	Social Security	\$4,425.84		
	Medicare	\$1,035.12		
				<hr/>
				\$8,333.99
	State Tax	\$1,309.16		\$1,309.16
	Total			<hr/>
				\$9,643.15

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

Checks	46246 through	46308	\$	327,659.80
--------	---------------	-------	----	------------

**(3) ACH and Credit Card Payments for:**

ACH Checks:	2664E through	2679E	\$	29,080.33
-------------	---------------	-------	----	-----------

Total Payments and Withdrawals Approval	<u>\$ 393,231.18</u>
---	----------------------

**Centennial Lakes Police Payment Recommendations:**

Checks	13196 through	13213	\$	10,161.71
ACH	2020015 through	2020015	\$	166.66
				<hr/>
Total Payments			\$	<u>10,328.37</u>

**\*Check Detail Register©**

May 2020

		Check Amt	Invoice	Comment
<b>10100 4M FUND</b>				
Paid Chk#	046246	5/21/2020	<b>ABDO, EICK &amp; MEYERS, LLP</b>	
E 609-00000-301	Auditing/Acctg Services	\$1,650.00	429365	2019 AUDIT SERVICES
E 651-00000-301	Auditing/Acctg Services	\$1,100.00	429365	2019 AUDIT SERVICES
E 730-00000-301	Auditing/Acctg Services	\$2,200.00	429365	2019 AUDIT SERVICES
E 770-00000-301	Auditing/Acctg Services	\$2,200.00	429365	2019 AUDIT SERVICES
E 101-41500-301	Auditing/Acctg Services	\$3,850.00	429365	2019 AUDIT SERVICES
<b>Total ABDO, EICK &amp; MEYERS, LLP</b>		\$11,000.00		
Paid Chk#	046247	5/21/2020	<b>ABLE SEEDHOUSE AND BREWERY</b>	
E 609-00000-252	Beer Purchase	\$260.00	E-11984	
E 609-00000-252	Beer Purchase	\$256.00	E-12048	
<b>Total ABLE SEEDHOUSE AND BREWERY</b>		\$516.00		
Paid Chk#	046248	5/21/2020	<b>AMAZON</b>	
E 101-41500-400	General Maintenance	\$54.99	1F1P-3QVJ-N	CLEANING SUPPLIES - CITY HALL
E 101-43100-400	General Maintenance	\$78.46	1V6G-NNQV-C	CLEANING SUPPLIES - PW
E 101-41500-400	General Maintenance	\$59.99	1V6G-NNQV-C	CLEANING SUPPLIES - CITY HALL
<b>Total AMAZON</b>		\$193.44		
Paid Chk#	046249	5/21/2020	<b>ARTISAN BEER COMPANY</b>	
E 609-00000-252	Beer Purchase	\$756.05	3415290	
E 609-00000-252	Beer Purchase	\$1,121.20	3416118	
E 609-00000-252	Beer Purchase	\$261.40	3416977	
E 609-00000-252	Beer Purchase	\$71.20	3416978	
E 609-00000-252	Beer Purchase	(\$79.40)	489020	
<b>Total ARTISAN BEER COMPANY</b>		\$2,130.45		
Paid Chk#	046250	5/21/2020	<b>BEISSWENGER S</b>	
E 101-45200-400	General Maintenance	\$128.36	289011	EQUIPMENT PARTS AND MAINTENANCE - PARKS
E 101-45200-400	General Maintenance	(\$24.49)	291822	EQUIPMENT PARTS AND MAINTENANCE - PARKS
<b>Total BEISSWENGER S</b>		\$103.87		
Paid Chk#	046251	5/21/2020	<b>BELLBOY CORPORATION</b>	
E 609-00000-251	Liquor Purchase	\$950.90	0083874900	
E 609-00000-254	Miscellaneous Purchase	\$649.71	0101270100	
<b>Total BELLBOY CORPORATION</b>		\$1,600.61		
Paid Chk#	046252	5/21/2020	<b>BLACK STACK BREWING, INC.</b>	
E 609-00000-252	Beer Purchase	\$272.00	8009	
<b>Total BLACK STACK BREWING, INC.</b>		\$272.00		
Paid Chk#	046253	5/21/2020	<b>BREAKTHRU BEVERAGE MN</b>	
E 609-00000-251	Liquor Purchase	\$3,172.91	1081125944	
E 609-00000-254	Miscellaneous Purchase	\$118.05	1081125944	
E 609-00000-253	Wine Purchase	\$785.99	1081125944	
E 609-00000-251	Liquor Purchase	\$5,670.37	1081128328	
E 609-00000-251	Liquor Purchase	\$510.65	1081128635	
E 609-00000-251	Liquor Purchase	\$3,874.63	1081130244	
E 609-00000-251	Liquor Purchase	\$278.15	1081130245	
<b>Total BREAKTHRU BEVERAGE MN</b>		\$14,410.75		
Paid Chk#	046254	5/21/2020	<b>CAPITOL BEVERAGE SALES</b>	
E 609-00000-252	Beer Purchase	\$10,459.88	2409379	
E 609-00000-252	Beer Purchase	\$10,353.60	2411189	



**\*Check Detail Register©**

May 2020

			Check Amt	Invoice	Comment
E 609-00000-252	Beer Purchase		\$8,287.30	2413146	
	<b>Total CAPITOL BEVERAGE SALES</b>		<b>\$29,100.78</b>		
Paid Chk# 046255	5/21/2020	<b>CARLOS CREEK WINERY</b>			
E 609-00000-253	Wine Purchase		\$324.00	19162	
	<b>Total CARLOS CREEK WINERY</b>		<b>\$324.00</b>		
Paid Chk# 046256	5/21/2020	<b>CINTAS</b>			
E 609-00000-255	Linen		\$93.02	4049414899	MAT SERVICE
	<b>Total CINTAS</b>		<b>\$93.02</b>		
Paid Chk# 046257	5/21/2020	<b>CLEAR RIVER BEVERAGE COMPANY</b>			
E 609-00000-252	Beer Purchase		\$819.00	533655	
E 609-00000-252	Beer Purchase		\$1,237.00	534286	
E 609-00000-252	Beer Purchase		(\$83.33)	534417	
E 609-00000-252	Beer Purchase		\$890.00	534968	
	<b>Total CLEAR RIVER BEVERAGE COMPANY</b>		<b>\$2,862.67</b>		
Paid Chk# 046258	5/21/2020	<b>COCA-COLA BOTTLING CO</b>			
E 609-00000-254	Miscellaneous Purchase		\$1,123.40	3642208936	
	<b>Total COCA-COLA BOTTLING CO</b>		<b>\$1,123.40</b>		
Paid Chk# 046259	5/21/2020	<b>COMCAST</b>			
E 609-00000-329	Cable/Internet		\$141.18		8772 10 519 0024097
	<b>Total COMCAST</b>		<b>\$141.18</b>		
Paid Chk# 046260	5/21/2020	<b>CULLIGAN BOTTLED WATER</b>			
E 101-41500-411	Culligan		\$25.64	114X75296703	MAY-JUNE 2020 SERVICE
E 101-42260-411	Culligan		\$25.63	114X75296703	MAY-JUNE 2020 SERVICE
E 609-00000-411	Culligan		\$14.30	114X75447306	MAY-JUNE 2020 SERVICE
	<b>Total CULLIGAN BOTTLED WATER</b>		<b>\$65.57</b>		
Paid Chk# 046261	5/21/2020	<b>DAHLHEIMER DISTRIBUTING</b>			
E 609-00000-252	Beer Purchase		\$13,836.10	111-03266	
E 609-00000-252	Beer Purchase		\$5,874.50	111-03267	
E 609-00000-252	Beer Purchase		\$793.78	111-03286	
E 609-00000-252	Beer Purchase		\$16,205.55	111-03301	
E 609-00000-252	Beer Purchase		\$859.80	111-03302	
E 609-00000-252	Beer Purchase		\$665.70	111-03303	
E 609-00000-252	Beer Purchase		\$958.25	111-03342	
E 609-00000-252	Beer Purchase		\$123.00	1221183	
E 609-00000-252	Beer Purchase		\$320.90	1223752	
E 609-00000-252	Beer Purchase		\$102.40	1224255	
E 609-00000-252	Beer Purchase		\$52.00	1224790	
	<b>Total DAHLHEIMER DISTRIBUTING</b>		<b>\$39,791.98</b>		
Paid Chk# 046262	5/21/2020	<b>DELTA DENTAL</b>			
E 609-00000-160	Health/Dental Insurance		\$183.00	CNS00004662	JUNE 2020 PREMIUM
E 101-45200-160	Health/Dental Insurance		\$58.92	CNS00004662	JUNE 2020 PREMIUM
E 101-41500-160	Health/Dental Insurance		\$180.75	CNS00004662	JUNE 2020 PREMIUM
E 101-43100-160	Health/Dental Insurance		\$88.38	CNS00004662	JUNE 2020 PREMIUM
	<b>Total DELTA DENTAL</b>		<b>\$511.05</b>		
Paid Chk# 046263	5/21/2020	<b>ENVIRO-MASTER SERVICES</b>			
E 101-41500-401	Repair Buildings		\$244.00	MIN-83667	DISINFECTING - CITY HALL

**\*Check Detail Register©**

May 2020

		Check Amt	Invoice	Comment
<b>Total ENVIRO-MASTER SERVICES</b>		<b>\$244.00</b>		
Paid Chk# 046264	5/21/2020	<b>FEDEX / KINKOS</b>		
E 609-00000-340	Advertising	\$12.82	061700008492	SALES PRINTS - MLS
<b>Total FEDEX / KINKOS</b>		<b>\$12.82</b>		
Paid Chk# 046265	5/21/2020	<b>FERGUSON WATERWORKS</b>		
E 770-00000-403	Lift Station Maintenance	\$4,944.71	0452327	LIFT STATION MAINTENANCE
<b>Total FERGUSON WATERWORKS</b>		<b>\$4,944.71</b>		
Paid Chk# 046266	5/21/2020	<b>GALLS</b>		
E 101-42260-214	Fire Uniforms	\$38.40	015567103	UNIFORMS - FIRE DEPT
<b>Total GALLS</b>		<b>\$38.40</b>		
Paid Chk# 046267	5/21/2020	<b>GOPHER STATE ONE CALL</b>		
E 770-00000-228	Gopher State One Call	\$31.73	0040535	APRIL 2020 LOCATES
E 730-00000-228	Gopher State One Call	\$31.72	0040535	APRIL 2020 LOCATES
<b>Total GOPHER STATE ONE CALL</b>		<b>\$63.45</b>		
Paid Chk# 046268	5/21/2020	<b>HAMMERHEART BREWING CO.</b>		
E 609-00000-252	Beer Purchase	\$600.00	2020-140	
<b>Total HAMMERHEART BREWING CO.</b>		<b>\$600.00</b>		
Paid Chk# 046269	5/21/2020	<b>HAWKINS INC</b>		
E 730-00000-216	Chemicals	\$5,320.96	4710093	CHEMICALS
<b>Total HAWKINS INC</b>		<b>\$5,320.96</b>		
Paid Chk# 046270	5/21/2020	<b>HOHENSTEINS INC</b>		
E 609-00000-252	Beer Purchase	\$1,386.00	201140	
E 609-00000-252	Beer Purchase	\$1,650.15	201738	
<b>Total HOHENSTEINS INC</b>		<b>\$3,036.15</b>		
Paid Chk# 046271	5/21/2020	<b>HOLIDAY STATIONSTORES</b>		
E 101-45200-212	Gas & Oil	\$55.35		
E 101-42260-212	Gas & Oil	\$62.50		
E 770-00000-212	Gas & Oil	\$47.66		ACCT #012-558-511
E 730-00000-212	Gas & Oil	\$47.65		ACCT #012-558-511
E 651-00000-212	Gas & Oil	\$19.06		ACCT #012-558-511
E 101-45200-212	Gas & Oil	\$38.12		ACCT #012-558-511
E 101-43100-212	Gas & Oil	\$38.12		ACCT #012-558-511
<b>Total HOLIDAY STATIONSTORES</b>		<b>\$308.46</b>		
Paid Chk# 046272	5/21/2020	<b>HYDRO KLEAN</b>		
E 651-00000-420	Sewer Cleaning/Televising	\$1,340.00	070371	STORM SEWER TELEVISING
<b>Total HYDRO KLEAN</b>		<b>\$1,340.00</b>		
Paid Chk# 046273	5/21/2020	<b>INVICTUS BREWING CO.</b>		
E 609-00000-252	Beer Purchase	\$356.00	1313	
<b>Total INVICTUS BREWING CO.</b>		<b>\$356.00</b>		
Paid Chk# 046274	5/21/2020	<b>JACK PINE BREWERY</b>		
E 609-00000-252	Beer Purchase	\$187.80	3351	
<b>Total JACK PINE BREWERY</b>		<b>\$187.80</b>		
Paid Chk# 046275	5/21/2020	<b>JJ TAYLOR</b>		
E 609-00000-252	Beer Purchase	\$15,824.75	3086153	



**\*Check Detail Register©**

May 2020

		Check Amt	Invoice	Comment
E 609-00000-252	Beer Purchase	\$10,713.47	3086190	
<b>Total JJ TAYLOR</b>		<b>\$26,538.22</b>		
<b>Paid Chk# 046276 5/21/2020 JOHNSON BROTHERS LIQUOR</b>				
E 609-00000-251	Liquor Purchase	\$1,190.63	1547540	
E 609-00000-253	Wine Purchase	\$2,311.80	1547541	
E 609-00000-251	Liquor Purchase	\$1,464.97	1547542	
E 609-00000-251	Liquor Purchase	\$1,040.94	1548487	
E 609-00000-253	Wine Purchase	\$5,434.52	1548488	
E 609-00000-254	Miscellaneous Purchase	\$134.63	1548489	
E 609-00000-251	Liquor Purchase	\$2,297.50	1548490	
E 609-00000-251	Liquor Purchase	\$3,545.95	1551392	
E 609-00000-253	Wine Purchase	\$2,708.56	1551393	
E 609-00000-251	Liquor Purchase	\$1,934.74	1551394	
E 609-00000-251	Liquor Purchase	\$3,591.02	1552441	
E 609-00000-253	Wine Purchase	\$2,349.34	1552442	
E 609-00000-254	Miscellaneous Purchase	\$41.21	1552443	
E 609-00000-251	Liquor Purchase	\$2,389.15	1552444	
E 609-00000-251	Liquor Purchase	\$1,252.83	1555130	
E 609-00000-253	Wine Purchase	\$1,658.65	1555131	
E 609-00000-251	Liquor Purchase	\$3,320.77	1556174	
E 609-00000-253	Wine Purchase	\$898.87	1556175	
E 609-00000-251	Liquor Purchase	\$3,044.97	1556176	
<b>Total JOHNSON BROTHERS LIQUOR</b>		<b>\$40,611.05</b>		
<b>Paid Chk# 046277 5/21/2020 KIRVIDA FIRE</b>				
E 101-42260-404	Repair Machinery/Equipment	\$2,943.71	8597	REPAIRS - 2001 KENWORTH PUMPER
<b>Total KIRVIDA FIRE</b>		<b>\$2,943.71</b>		
<b>Paid Chk# 046278 5/21/2020 LINN BUILDING MAINTENANCE, INC</b>				
E 609-00000-400	General Maintenance	\$342.00	30999	FLOOR MAINTENANCE - MLS
<b>Total LINN BUILDING MAINTENANCE, INC</b>		<b>\$342.00</b>		
<b>Paid Chk# 046279 5/21/2020 M AMUNDSON LLP</b>				
E 609-00000-256	Tobacco Products For Resale	\$4,764.39	300104	
E 609-00000-256	Tobacco Products For Resale	\$4,498.96	300446	
<b>Total M AMUNDSON LLP</b>		<b>\$9,263.35</b>		
<b>Paid Chk# 046280 5/21/2020 M/A ASSOCIATES</b>				
E 101-43100-210	Operating Supplies	\$432.41	103762	SHOP SUPPLIES - PW
<b>Total M/A ASSOCIATES</b>		<b>\$432.41</b>		
<b>Paid Chk# 046281 5/21/2020 MENARDS - BLAINE</b>				
E 310-41500-520	Buildings and Structures	\$1,943.37	94758	CITY SIGN MATERIALS
<b>Total MENARDS - BLAINE</b>		<b>\$1,943.37</b>		
<b>Paid Chk# 046282 5/21/2020 MET COUNCIL - WASTEWATER</b>				
E 770-00000-389	MWCC Charges	\$7,475.25	0001109437	JUNE 2020 SEWER CHARGES
<b>Total MET COUNCIL - WASTEWATER</b>		<b>\$7,475.25</b>		
<b>Paid Chk# 046283 5/21/2020 MIDAMERICA ADMINISTRATIVE</b>				
G 101-21716	Other Retirement	\$150.00		MAY 2020 EMPLOYEE CONTRIBUTIONS
<b>Total MIDAMERICA ADMINISTRATIVE</b>		<b>\$150.00</b>		
<b>Paid Chk# 046284 5/21/2020 MKL SERVICES, LLC</b>				
E 101-41500-400	General Maintenance	\$100.00	05212020	WEEK ENDING 05/02/2020

**\*Check Detail Register©**

May 2020

			Check Amt	Invoice	Comment
E 101-41500-400	General Maintenance		\$100.00	05212020	WEEK ENDING 05/09/2020
	<b>Total MKL SERVICES, LLC</b>		<b>\$200.00</b>		
Paid Chk# 046285	5/21/2020	<b>MODIST BREWING COMPANY</b>			
E 609-00000-252	Beer Purchase		\$126.00	E-13183	
E 609-00000-252	Beer Purchase		\$189.00	E-13489	
	<b>Total MODIST BREWING COMPANY</b>		<b>\$315.00</b>		
Paid Chk# 046286	5/21/2020	<b>MSA PROFESSIONAL SERVICES</b>			
G 101-22047	Norhart Development		\$3,465.00	11-R10481036.	NORHART DEVELOPMENT
G 101-22046	O'Reilly Escrow		\$1,435.00	13-R10481027.	O'REILLY AUTO PARTS
G 220-22040	Dominium Escrow - Lovell Bldg		\$718.25	17-R10481030.	LANDINGS OF LEXINGTON PROJECT
E 101-41500-308	Consultant Fees		\$4,176.25	23-R10481025.	2040 COMPREHENSIVE PLAN
G 101-22042	Dinkytown Rentals Escrow		\$1,227.00	24-R10481028.	THE EPHESIANS PROJECT
E 101-43100-303	Engineering Fees		\$1,420.00	2-R10481041.0	GIS UPGRADES
E 417-00000-303	Engineering Fees		\$1,073.00	38-R10481024.	2017 STREET IMPROVEMENTS
E 730-00000-303	Engineering Fees		\$203.00	3-R10481040.0	WELL #1 GROSS ALPHA
E 310-45200-530	Improvements Other Than Bldgs		\$7,550.30	4-R10481039.0	MEMORIAL PARK IMPROVEMENTS
E 651-00000-303	Engineering Fees		\$2,407.00	75-R10481002.	NPDES PHASE II MS4
E 609-00000-500	Capital Expenditures		\$551.00	79-R10481000.	MLS PARKING LOT
E 101-41500-303	Engineering Fees		\$2,943.15	79-R10481000.	GENERAL SERVICES
E 730-00000-303	Engineering Fees		\$350.00	7-R10481038.0	CIP WATER SYSTEM
E 101-43100-303	Engineering Fees		\$1,215.50	8-R10481034.0	SALT SHED
E 419-00000-303	Engineering Fees		\$5,179.50	9-R10481037.0	2020 JACKSON AVE IMPROVEMENTS
	<b>Total MSA PROFESSIONAL SERVICES</b>		<b>\$33,913.95</b>		
Paid Chk# 046287	5/21/2020	<b>NCPERS GROUP LIFE INSURANCE</b>			
G 101-21724	Life Insurance		\$80.00	586800062020	JUNE 2020 PREMIUM
	<b>Total NCPERS GROUP LIFE INSURANCE</b>		<b>\$80.00</b>		
Paid Chk# 046288	5/21/2020	<b>OMNI BREWING CO.</b>			
E 609-00000-252	Beer Purchase		\$140.00	E-7003	
E 609-00000-252	Beer Purchase		\$138.00	E-7051	
E 609-00000-252	Beer Purchase		\$555.00	E-7082	
	<b>Total OMNI BREWING CO.</b>		<b>\$833.00</b>		
Paid Chk# 046289	5/21/2020	<b>OXYGEN SERVICE COMPANY</b>			
E 101-42260-210	Operating Supplies		\$145.20	03464464	APRIL 2020 SUPPLIES
	<b>Total OXYGEN SERVICE COMPANY</b>		<b>\$145.20</b>		
Paid Chk# 046290	5/21/2020	<b>PACE ANALYTICAL</b>			
E 730-00000-306	Water Testing		\$50.00	20100293100	WATER TEST FEE
	<b>Total PACE ANALYTICAL</b>		<b>\$50.00</b>		
Paid Chk# 046291	5/21/2020	<b>PAUSTIS &amp; SONS</b>			
E 609-00000-253	Wine Purchase		(\$160.90)	83954	
E 609-00000-253	Wine Purchase		\$276.25	88203	
E 609-00000-253	Wine Purchase		\$946.75	88855	
	<b>Total PAUSTIS &amp; SONS</b>		<b>\$1,062.10</b>		
Paid Chk# 046292	5/21/2020	<b>PETRACEK, BILL</b>			
E 101-41500-205	Mileage Reimbursement		\$200.00		JUNE 2020
E 101-41500-321	Telephone		\$100.00		JUNE 2020
	<b>Total PETRACEK, BILL</b>		<b>\$300.00</b>		
Paid Chk# 046293	5/21/2020	<b>PHILLIPS WINE AND SPIRITS INC</b>			



**\*Check Detail Register©**

May 2020

		Check Amt	Invoice	Comment
E 609-00000-251	Liquor Purchase	\$723.20	6028003	
E 609-00000-253	Wine Purchase	\$442.89	6028004	
E 609-00000-254	Miscellaneous Purchase	\$50.71	6028005	
E 609-00000-251	Liquor Purchase	\$2,261.76	6028541	
E 609-00000-253	Wine Purchase	\$424.68	6028542	
E 609-00000-251	Liquor Purchase	\$379.78	6030288	
E 609-00000-253	Wine Purchase	\$570.18	6030289	
E 609-00000-254	Miscellaneous Purchase	\$94.42	6030290	
E 609-00000-251	Liquor Purchase	\$1,787.58	6030825	
E 609-00000-253	Wine Purchase	\$2,558.81	6030826	
E 609-00000-254	Miscellaneous Purchase	\$126.42	6030827	
E 609-00000-251	Liquor Purchase	\$478.57	6032535	
E 609-00000-254	Miscellaneous Purchase	\$513.52	6032536	
E 609-00000-251	Liquor Purchase	\$2,598.07	6033161	
E 609-00000-253	Wine Purchase	\$2,375.12	6033162	
E 609-00000-254	Miscellaneous Purchase	\$45.21	6033163	
<b>Total PHILLIPS WINE AND SPIRITS INC</b>		<b>\$15,430.92</b>		
Paid Chk# 046294	5/21/2020	<b>POPP COMMUNICATIONS</b>		
E 651-00000-321	Telephone	\$1.80	992614388	MAY 2020 ANALOG LINES
E 609-00000-321	Telephone	\$31.85	992614388	MAY 2020 ANALOG LINES
E 101-41500-321	Telephone	\$59.76	992614388	MAY 2020 ANALOG LINES
E 730-00000-321	Telephone	\$8.06	992614388	MAY 2020 ANALOG LINES
E 101-45200-321	Telephone	\$5.97	992614388	MAY 2020 ANALOG LINES
E 101-43100-321	Telephone	\$5.97	992614388	MAY 2020 ANALOG LINES
E 770-00000-321	Telephone	\$8.06	992614388	MAY 2020 ANALOG LINES
<b>Total POPP COMMUNICATIONS</b>		<b>\$121.47</b>		
Paid Chk# 046295	5/21/2020	<b>PRESS PUBLICATIONS</b>		
E 609-00000-340	Advertising	\$249.00	663830	APRIL 2020 ADVERTISING
<b>Total PRESS PUBLICATIONS</b>		<b>\$249.00</b>		
Paid Chk# 046296	5/21/2020	<b>RED BULL DISTRIBUTION CO.</b>		
E 609-00000-254	Miscellaneous Purchase	\$931.75	K-99772492	
<b>Total RED BULL DISTRIBUTION CO.</b>		<b>\$931.75</b>		
Paid Chk# 046297	5/21/2020	<b>RITE</b>		
E 609-00000-327	Annual Technology Maintenance	\$513.00	8062	CARD DEFENDER ANNUAL SERVICE
<b>Total RITE</b>		<b>\$513.00</b>		
Paid Chk# 046298	5/21/2020	<b>ROSEVILLE, CITY OF</b>		
E 770-41900-230	Contracted Services	\$206.00	0228957	MAY 2020 IT SERVICES
E 101-41900-230	Contracted Services	\$721.00	0228957	MAY 2020 IT SERVICES
E 101-42260-230	Contracted Services	\$206.00	0228957	MAY 2020 IT SERVICES
E 101-43100-230	Contracted Services	\$206.00	0228957	MAY 2020 IT SERVICES
E 101-45200-230	Contracted Services	\$206.00	0228957	MAY 2020 IT SERVICES
E 609-41900-230	Contracted Services	\$206.00	0228957	MAY 2020 IT SERVICES
E 651-41900-230	Contracted Services	\$103.00	0228957	MAY 2020 IT SERVICES
E 730-41900-230	Contracted Services	\$206.00	0228957	MAY 2020 IT SERVICES
<b>Total ROSEVILLE, CITY OF</b>		<b>\$2,060.00</b>		
Paid Chk# 046299	5/21/2020	<b>SAFE OPERATION SERVICE - REHER</b>		
E 101-41500-400	General Maintenance	\$1,016.00	INV-0202	KN-95 MASKS
<b>Total SAFE OPERATION SERVICE - REHER</b>		<b>\$1,016.00</b>		
Paid Chk# 046300	5/21/2020	<b>SHAMROCK GROUP, INC.</b>		

**\*Check Detail Register©**

May 2020

			Check Amt	Invoice	Comment
E 609-00000-257	Ice For Resale		\$297.43	2493445	
<b>Total SHAMROCK GROUP, INC.</b>			\$297.43		
Paid Chk# 046301	5/21/2020	<b>SMITH &amp; GLASER, L.L.C.</b>			
G 101-20200	Accounts Payable		\$5,536.55	201742	3RD QTR 2019 CIVIL SERVICES
G 101-22042	Dinkytown Rentals Escrow		\$1,536.00	201742	3RD QTR 2019 CIVIL SERVICES
G 101-22047	Norhart Development		\$7,650.00	201742	3RD QTR 2019 CIVIL SERVICES
G 101-22046	O'Reilly Escrow		\$420.00	201743	4TH QTR 2019 CIVIL SERVICES
G 101-20200	Accounts Payable		\$4,769.50	201743	4TH QTR 2019 CIVIL SERVICES
G 101-22042	Dinkytown Rentals Escrow		\$1,830.00	201743	4TH QTR 2019 CIVIL SERVICES
G 101-22047	Norhart Development		\$8,520.00	201743	4TH QTR 2019 CIVIL SERVICES
<b>Total SMITH &amp; GLASER, L.L.C.</b>			\$30,262.05		
Paid Chk# 046302	5/21/2020	<b>SOUTHERN GLAZERS OF MN</b>			
E 609-00000-251	Liquor Purchase		\$8,355.77	1946275	
E 609-00000-253	Wine Purchase		\$359.84	1946276	
E 609-00000-251	Liquor Purchase		\$3,654.25	1948194	
E 609-00000-251	Liquor Purchase		\$3,995.11	1948195	
E 609-00000-254	Miscellaneous Purchase		\$82.56	1948196	
E 609-00000-253	Wine Purchase		\$1,107.76	1948197	
E 609-00000-251	Liquor Purchase		\$6,457.18	1950266	
E 609-00000-254	Miscellaneous Purchase		\$37.42	1950267	
E 609-00000-253	Wine Purchase		\$1.28	1950268	
E 609-00000-253	Wine Purchase		\$53.28	1950269	
<b>Total SOUTHERN GLAZERS OF MN</b>			\$24,104.45		
Paid Chk# 046303	5/21/2020	<b>STACKED DECK BREWING</b>			
E 609-00000-252	Beer Purchase		\$590.00	000722	
E 609-00000-252	Beer Purchase		\$322.00	000742	
E 609-00000-252	Beer Purchase		\$204.00	000770	
<b>Total STACKED DECK BREWING</b>			\$1,116.00		
Paid Chk# 046304	5/21/2020	<b>TOSHIBA BUSINESS SOLUTIONS</b>			
E 101-41500-350	Print/Binding		\$32.50	5258992	COPIER MAINTENANCE
<b>Total TOSHIBA BUSINESS SOLUTIONS</b>			\$32.50		
Paid Chk# 046305	5/21/2020	<b>TWIST OFFICE PRODUCTS</b>			
E 609-00000-200	Office Supplies		\$27.29	906897-0	OFFICE SUPPLIES
<b>Total TWIST OFFICE PRODUCTS</b>			\$27.29		
Paid Chk# 046306	5/21/2020	<b>VINOCOPIA</b>			
E 609-00000-253	Wine Purchase		\$2,426.75	0256032-IN	
E 609-00000-253	Wine Purchase		\$162.50	0256267-IN	
<b>Total VINOCOPIA</b>			\$2,589.25		
Paid Chk# 046307	5/21/2020	<b>WINE MERCHANTS</b>			
E 609-00000-253	Wine Purchase		\$263.07	7262408	
E 609-00000-253	Wine Purchase		\$1,299.36	7283802	
<b>Total WINE MERCHANTS</b>			\$1,562.43		
Paid Chk# 046308	5/21/2020	<b>XCEL ENERGY</b>			
E 770-00000-381	Electric Utilities		\$54.13	683624604	APRIL 2020 UTILITIES
<b>Total XCEL ENERGY</b>			\$54.13		
<b>10100 4M FUND</b>			\$327,659.80		



**\*Check Detail Register©**

May 2020

Check Amt Invoice Comment

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

101 GENERAL FUND	\$57,857.59
220 LOVELL BUILDING	\$718.25
310 CAPITAL PROJECTS	\$9,493.67
417 17 STREET IMPROVEMENTS	\$1,073.00
419 19 JACKSON AVE	\$5,179.50
609 MUNICIPAL LIQUOR FUND	\$224,982.00
651 STORM WATER FUND	\$4,970.86
730 WATER FUND	\$8,417.39
770 SEWER FUND	\$14,967.54
	<hr/>
	\$327,659.80

**\*Check Detail Register©**

April 2020 to May 2020

		Check Amt	Invoice	Comment
<b>10100 4M FUND</b>				
Paid Chk#	002664E	4/1/2020	<b>CONNEXUS ENERGY</b>	
E 101-43100-386	Street Lights	\$248.89		FEB 2020 UTILITIES
E 770-00000-381	Electric Utilities	\$76.39		FEB 2020 UTILITIES
E 770-00000-381	Electric Utilities	\$29.74		FEB 2020 UTILITIES
E 101-45200-381	Electric Utilities	\$84.73		FEB 2020 UTILITIES
<b>Total CONNEXUS ENERGY</b>		<b>\$439.75</b>		
Paid Chk#	002665E	4/1/2020	<b>LINCOLN NATIONAL LIFE</b>	
E 101-41500-134	ST/LT Disability Insurance	\$333.16	4053990711	APRIL 2020 PREMIUM
E 101-43100-134	ST/LT Disability Insurance	\$106.94	4053990711	APRIL 2020 PREMIUM
E 101-45200-134	ST/LT Disability Insurance	\$71.30	4053990711	APRIL 2020 PREMIUM
E 609-00000-134	ST/LT Disability Insurance	\$220.64	4053990711	APRIL 2020 PREMIUM
<b>Total LINCOLN NATIONAL LIFE</b>		<b>\$732.04</b>		
Paid Chk#	002666E	4/1/2020	<b>HEALTHPARTNERS</b>	
E 101-41500-160	Health/Dental Insurance	\$719.74	96128915	APRIL 2020 PREMIUM
E 101-41500-160	Health/Dental Insurance	\$753.32	96128915	APRIL 2020 PREMIUM
E 609-00000-160	Health/Dental Insurance	\$1,157.76	96128915	APRIL 2020 PREMIUM
E 101-41500-160	Health/Dental Insurance	\$1,004.55	96128915	APRIL 2020 PREMIUM
E 101-43100-160	Health/Dental Insurance	\$1,184.15	96128915	APRIL 2020 PREMIUM
E 609-00000-160	Health/Dental Insurance	\$468.51	96128915	APRIL 2020 PREMIUM
E 101-41500-160	Health/Dental Insurance	\$1,921.11	96128915	APRIL 2020 PREMIUM
E 101-45200-160	Health/Dental Insurance	\$393.33	96128915	APRIL 2020 PREMIUM
E 101-43100-160	Health/Dental Insurance	\$589.99	96128915	APRIL 2020 PREMIUM
E 609-00000-160	Health/Dental Insurance	\$1,157.76	96128915	APRIL 2020 PREMIUM
E 101-45200-160	Health/Dental Insurance	\$789.44	96128915	APRIL 2020 PREMIUM
<b>Total HEALTHPARTNERS</b>		<b>\$10,139.66</b>		
Paid Chk#	002667E	4/24/2020	<b>AFLAC</b>	
G 101-21725	Supplemental Insurance	\$143.68	562326	APRIL 2020 PREMIUM
<b>Total AFLAC</b>		<b>\$143.68</b>		
Paid Chk#	002668E	4/10/2020	<b>XCEL ENERGY</b>	
E 101-42260-381	Electric Utilities	\$140.44	676904646	FEB 2020 UTILITIES
E 101-43100-381	Electric Utilities	\$225.49	676904646	FEB 2020 UTILITIES
E 101-45200-381	Electric Utilities	\$225.49	676904646	FEB 2020 UTILITIES
E 651-00000-381	Electric Utilities	\$112.75	676904646	FEB 2020 UTILITIES
E 730-00000-381	Electric Utilities	\$281.86	676904646	FEB 2020 UTILITIES
E 770-00000-381	Electric Utilities	\$281.86	676904646	FEB 2020 UTILITIES
E 609-00000-381	Electric Utilities	\$1,224.55	676904646	FEB 2020 UTILITIES
E 101-45200-381	Electric Utilities	\$22.92	676904646	FEB 2020 UTILITIES
E 101-41500-381	Electric Utilities	\$258.92	676904646	FEB 2020 UTILITIES
E 101-43100-386	Street Lights	\$549.98	676904646	FEB 2020 UTILITIES
E 770-00000-381	Electric Utilities	\$195.97	676904646	FEB 2020 UTILITIES
E 101-43100-381	Electric Utilities	\$49.59	676904646	FEB 2020 UTILITIES
<b>Total XCEL ENERGY</b>		<b>\$3,569.82</b>		
Paid Chk#	002669E	4/24/2020	<b>CENTERPOINT ENERGY PO BOX 4671</b>	
E 101-42260-383	Gas Utilities	\$364.66		FEB 2020 UTILITIES
E 101-43100-383	Gas Utilities	\$9.56		FEB 2020 UTILITIES
E 101-45200-383	Gas Utilities	\$9.54		FEB 2020 UTILITIES
E 651-00000-383	Gas Utilities	\$4.78		FEB 2020 UTILITIES
E 730-00000-383	Gas Utilities	\$11.95		FEB 2020 UTILITIES
E 770-00000-383	Gas Utilities	\$11.95		FEB 2020 UTILITIES



**\*Check Detail Register©**

April 2020 to May 2020

		Check Amt	Invoice	Comment
E 101-41500-383	Gas Utilities	\$215.16		FEB 2020 UTILITIES
<b>total</b>	<b>CENTERPOINT ENERGY PO BOX 4671</b>	<b>\$627.60</b>		
Paid Chk# 002670E	4/1/2020 PERA			
G 101-21704	PERA	\$1,781.70		04/15/2020 PAYROLL
G 101-21717	PERA	\$2,032.40		04/29/2020 PAYROLL
G 101-21717	PERA	\$2,055.80		04/15/2020 PAYROLL
G 101-21717	PERA	\$2,197.44		04/01/2020 PAYROLL
G 101-21704	PERA	\$1,904.46		04/01/2020 PAYROLL
G 101-21704	PERA	\$1,761.41		04/29/2020 PAYROLL
<b>Total PERA</b>		<b>\$11,733.21</b>		
Paid Chk# 002671E	4/8/2020 HSA BANK			
G 101-21726	HSA Additional Withholding	\$550.00		EMPLOYEE CONTRIBUTIONS
E 101-41500-160	Health/Dental Insurance	\$9.00		HSA SERVICE FEE
<b>Total HSA BANK</b>		<b>\$559.00</b>		
Paid Chk# 002672E	4/15/2020 HOME DEPOT			
E 101-43100-240	Small Tools and Minor Equip	\$74.92		TOOLS - PW
E 101-41500-401	Repair Buildings	\$44.56		HVAC FILTERS - CITY HALL
<b>Total HOME DEPOT</b>		<b>\$119.48</b>		
Paid Chk# 002673E	4/15/2020 FLEET FARM			
E 730-00000-404	Repair Machinery/Equipment	\$64.23	0644	EQUIP. REPAIR SUPPLIES
<b>Total FLEET FARM</b>		<b>\$64.23</b>		
Paid Chk# 002674E	4/15/2020 DOLLAR TREE STORES			
E 609-00000-200	Office Supplies	\$5.36		OFFICE SUPPLIES
<b>Total DOLLAR TREE STORES</b>		<b>\$5.36</b>		
Paid Chk# 002675E	4/15/2020 ACTIVE911, INC.			
E 101-42260-323	Radio Units/User Fees	\$260.00	275289	2020 SERVICES - FIRE DEPT
<b>Total ACTIVE911, INC.</b>		<b>\$260.00</b>		
Paid Chk# 002676E	4/15/2020 MN GFOA			
E 101-41500-208	Training and Instruction	\$70.00	12660	2020 MEMBERSHIP
<b>Total MN GFOA</b>		<b>\$70.00</b>		
Paid Chk# 002677E	4/15/2020 MCFOA			
E 101-41500-208	Training and Instruction	\$445.00	252599	MCFOA REGISTRATION
<b>Total MCFOA</b>		<b>\$445.00</b>		
Paid Chk# 002678E	4/15/2020 MISC CUSTOMERS			
E 101-41410-432	Election Expense	\$71.50	351359	ELECTION JUDGES FOOD
<b>Total MISC CUSTOMERS</b>		<b>\$71.50</b>		
Paid Chk# 002679E	4/15/2020 US BANK - VISA			
E 609-00000-440	Bank Charges	\$25.00		2020 MEMBERSHIP FEES
E 101-41500-440	Bank Charges	\$75.00		2020 MEMBERSHIP FEES
<b>Total US BANK - VISA</b>		<b>\$100.00</b>		
<b>10100 4M FUND</b>		<b>\$29,080.33</b>		

**\*Check Detail Register©**

April 2020 to May 2020

Check Amt Invoice Comment

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

101 GENERAL FUND	\$23,749.27
609 MUNICIPAL LIQUOR FUND	\$4,259.58
651 STORM WATER FUND	\$117.53
730 WATER FUND	\$358.04
770 SEWER FUND	\$595.91
	<hr/>
	\$29,080.33



Report Criteria:  
Report type: Summary

GL Period	Check Issue Date	Ck No	Payee	Description	Check Amount
05/20	05/06/2020	13196	EMERGENCY AUTO TECH ,INC	2017 FORD UTILITY MODULE REPL	90.00
05/20	05/12/2020	13199	ANOKA CO TREASURY OFFICE	1ST QTR STATE ACCESS	690.00
05/20	05/12/2020	13200	ASPEN MILLS, INC	UNIFORMS ED SHIRTS	87.90
05/20	05/12/2020	13201	BRENT RICHTER CONSULTING LLC	MGMT CONSULTATION	200.00
05/20	05/12/2020	13202	CENTURY LINK	COMMUNICATIONS MAY	119.66
05/20	05/12/2020	13203	CONSOLIDATED COMMUNICATIONS	PHONES MAY	393.32
05/20	05/12/2020	13204	COVERALL OF THE TWIN CITIES INC	CLEANING SERVICE MAY	780.00
05/20	05/12/2020	13205	DON'S CIRCLE SERVICE	VEHICLE REPAIRS & MTC TIRE REPAI	35.00
05/20	05/12/2020	13206	HOLIDAY COMPANIES	FUEL APRIL	1,857.96
05/20	05/12/2020	13207	KNOWLAN'S SUPER MARKETS	EVIDENCE BAGS	8.52
05/20	05/12/2020	13208	METRO SALES, INC	COPIER CONTRACT USAGE CHG APR	67.06
05/20	05/12/2020	13209	MY HOLDINGS INC	TREATMENT BACTERIA/VIRUSES CO	260.00
05/20	05/12/2020	13210	CITY OF ROSEVILLE	IT SUPPORT SERVICES MAY	3,816.00
05/20	05/12/2020	13211	STREICHER'S, INC	9MM PRACTICE AMMO	485.62
05/20	05/12/2020	13212	TRANSUNION RISK & ALTERNATIVE	INVESTIGATION EXPENSES APRIL	50.00
05/20	05/12/2020	13213	VERIZON WIRELESS	SQUAD LAPTOPS APRIL	1,220.67
Grand Totals:					10,161.71

M = Manual Check, V = Void Check

Report Criteria:  
Report type: Summary

GL Period	Check Issue Date	Ck No	Payee	Description	Check Amount
04/20	04/30/2020	2020015	U S BANK	VISA ACH-LAIRD PLASTICS COVID FA	196.66
Grand Totals:					196.66

M = Manual Check, V = Void Check



# CITY OF LEXINGTON

## \*Cash Balances

05/13/20 9:23 AM  
Page 1

Current Period April 2020

Fund	2020 Begin Balance	Receipts	Disbursements	Transfers		JE Payroll	Balance
				Rec/Disb	Journal Entries		
<b>10100 4M FUND</b>							
101 GENERAL FUND	\$1,070,546.86	\$92,960.46	\$588,448.36	\$0.00	\$256,376.26	(\$28,710.45)	\$802,724.77
220 LOVELL BUILDING	\$822,813.41	\$0.00	\$62.14	\$0.00	(\$149,937.86)	\$0.00	\$672,813.41
310 CAPITAL PROJEC	\$664,032.53	\$104,054.95	\$12,978.81	\$0.00	\$2,892.72	\$0.00	\$758,001.39
320 TIF #3	(\$1,606.29)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,606.29)
330 WATER CAPITAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
360 05 STREET-EDGE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
370 SEWER CAPITAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
405 PARK DEDICATIO	\$136,117.95	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$136,117.95
417 17 STREET IMPRO	\$29,021.48	\$0.00	\$609.00	\$0.00	\$0.00	\$0.00	\$28,412.48
418 LAKE DRIVE PROJ	\$19,320.42	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$19,320.42
419 19 JACKSON AVE	(\$22,176.31)	\$0.00	\$5,703.96	\$0.00	\$0.00	\$0.00	(\$27,880.27)
430 12 HAMLINE AVE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
435 13 STREET IMPRO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
440 15 STREET IMPRO	\$16,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16,500.00
445 16 STREET IMPRO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
551 16 NORTH METRO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
585 04 STREET-OAK L	\$5,379.96	\$0.00	\$20,470.00	\$0.00	\$0.00	\$0.00	(\$15,090.04)
591 14 STREET-VARIO	\$105,900.92	\$298.20	\$15,396.73	\$0.00	\$0.00	\$0.00	\$90,802.39
592 15 STREET-VARIO	\$291,300.59	\$190.45	\$82,850.00	\$0.00	\$0.00	\$0.00	\$208,641.04
599 POLICE BUILDING	\$31,281.75	\$262.87	\$20,490.00	\$0.00	\$0.00	\$0.00	\$11,054.62
609 MUNICIPAL LIQUO	\$513,408.85	\$23,113.82	\$941,193.69	\$0.00	\$1,060,850.75	(\$137,059.02)	\$519,120.71
625 FARMERS MARKE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
650 PROPERTY MAINT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
651 STORM WATER F	(\$113,770.53)	\$9,330.26	\$8,217.30	\$0.00	\$0.00	(\$6,481.96)	(\$119,139.53)
730 WATER FUND	(\$131,911.25)	\$55,208.76	\$59,082.07	\$0.00	(\$768.00)	(\$27,536.78)	(\$164,089.34)
770 SEWER FUND	\$954,097.00	\$80,345.15	\$123,034.76	\$0.00	\$0.00	(\$24,849.77)	\$886,557.62
	\$4,390,257.34	\$365,764.92	\$1,878,536.82	\$0.00	\$1,169,413.87	(\$224,637.98)	\$3,822,261.33

## CITY OF LEXINGTON

05/13/20 9:23 AM

Page 1

\*Fund Summary -  
Budget to Actual©

April 2020

	2020 YTD Budget	April MTD Amount	2020 YTD Amount	2020 YTD Balance	2020 % YTD Budget
<b>FUND 101 GENERAL FUND</b>					
Revenue	\$2,027,622.69	\$72,074.05	\$381,356.19	\$1,646,266.50	18.81%
Expenditure	\$2,027,622.69	\$145,587.84	\$614,602.44	\$1,413,020.25	30.31%
		<u>-\$73,513.79</u>	<u>-\$233,246.25</u>		
<b>FUND 220 LOVELL BUILDING</b>					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$150,000.00	\$0.00	\$150,000.00	\$0.00	100.00%
		<u>\$0.00</u>	<u>-\$150,000.00</u>		
<b>FUND 310 CAPITAL PROJECTS</b>					
Revenue	\$256,000.00	\$45,984.57	\$57,184.57	\$198,815.43	22.34%
Expenditure	\$251,400.00	\$0.00	\$12,978.81	\$238,421.19	5.16%
		<u>\$45,984.57</u>	<u>\$44,205.76</u>		
<b>FUND 320 TIF #3</b>					
Revenue	\$80,091.00	\$0.00	\$0.00	\$80,091.00	0.00%
Expenditure	\$80,091.00	\$0.00	\$0.00	\$80,091.00	0.00%
		<u>\$0.00</u>	<u>\$0.00</u>		
<b>FUND 405 PARK DEDICATION FEE FUND</b>					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$130,000.00	\$0.00	\$0.00	\$130,000.00	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	\$28,000.00	\$0.00	\$609.00	\$27,391.00	2.18%
		<u>\$0.00</u>	<u>-\$609.00</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 419 19 JACKSON AVE</b>					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$94,400.00	\$0.00	\$5,703.96	\$88,696.04	6.04%
		<u>\$0.00</u>	<u>-\$5,703.96</u>		
<b>FUND 551 16 NORTH METRO GO</b>					
Revenue	\$4,146.18	\$0.00	\$0.00	\$4,146.18	0.00%
Expenditure	\$4,146.18	\$0.00	\$0.00	\$4,146.18	0.00%
		<u>\$0.00</u>	<u>\$0.00</u>		
<b>FUND 585 04 STREET-OAK LANE</b>					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$20,707.50	\$0.00	\$20,470.00	\$237.50	98.85%
		<u>\$0.00</u>	<u>-\$20,470.00</u>		



## CITY OF LEXINGTON

05/13/20 9:23 AM

Page 2

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

April 2020

	2020 YTD Budget	April MTD Amount	2020 YTD Amount	2020 YTD Balance	2020 % YTD Budget
<b>FUND 591 14 STREET-VARIOUS</b>					
Revenue	\$23,166.58	\$0.00	\$173.40	\$22,993.18	0.75%
Expenditure	\$22,045.24	\$0.00	\$15,396.73	\$6,648.51	69.84%
		\$0.00	-\$15,223.33		
<b>FUND 592 15 STREET-VARIOUS</b>					
Revenue	\$96,004.02	\$0.00	\$0.00	\$96,004.02	0.00%
Expenditure	\$100,200.00	\$0.00	\$82,850.00	\$17,350.00	82.68%
		\$0.00	-\$82,850.00		
<b>FUND 599 POLICE BUILDING</b>					
Revenue	\$64,071.00	\$0.00	\$0.00	\$64,071.00	0.00%
Expenditure	\$61,470.00	\$5,122.50	\$20,490.00	\$40,980.00	33.33%
		-\$5,122.50	-\$20,490.00		
<b>FUND 609 MUNICIPAL LIQUOR FUND</b>					
Revenue	\$3,447,000.00	\$385,081.73	\$1,218,985.86	\$2,228,014.14	35.36%
Expenditure	\$3,447,000.00	\$384,161.90	\$1,180,461.17	\$2,266,538.83	34.25%
		\$919.83	\$38,524.69		
<b>FUND 651 STORM WATER FUND</b>					
Revenue	\$26,929.20	\$0.00	\$10,006.37	\$16,922.83	37.16%
Expenditure	\$58,027.01	\$2,412.91	\$13,610.19	\$44,416.82	23.45%
		-\$2,412.91	-\$3,603.82		
<b>FUND 730 WATER FUND</b>					
Revenue	\$153,500.00	\$400.00	\$42,183.67	\$111,316.33	27.48%
Expenditure	\$236,257.28	\$22,794.92	\$80,281.47	\$155,975.81	33.98%
		-\$22,394.92	-\$38,097.80		
<b>FUND 770 SEWER FUND</b>					
Revenue	\$214,000.00	\$2,791.53	\$59,606.72	\$154,393.28	27.85%
Expenditure	\$386,649.02	\$29,358.15	\$145,131.42	\$241,517.60	37.54%
		-\$26,566.62	-\$85,524.70		
<b>Report Total</b>		<b>-\$83,106.34</b>	<b>-\$573,088.41</b>		

## **ELECTRONIC FUNDS TRANSFER POLICY**

### **I. Purpose**

The purpose of this policy is to set forth the circumstances in which City of Lexington may make electronic funds transfers.

### **II. Policy**

It is the policy of City of Lexington to abide by Minnesota Statute § 471.38 when making an electronic funds transfer.

### **III. Transfers Allowed for Certain Purposes**

City of Lexington may make an electronic funds transfer for the following:

1. For vendor payments;
2. For a payment of bond principal, bond interest, and a fiscal agent service charge from the debt redemption fund;
3. For a payment of contributions to pension or retirement funds; and
4. For payment of tax or aid anticipation certificates;

### **IV. Policy Controls**

City of Lexington will only make payments via electronic funds if the following policy controls are met:

1. The City Council must annually delegate the authority to make electronic fund transfers to a designated business administrator or the administrator's designee;
2. The disbursing bank must keep on file a certified copy of the delegation of authority;
3. The initiator of the electronic transfer must be identified;



4. The initiator must document the request and obtain an approval from the chief financial officer or the officers designee before initiating the transfer;
5. A written confirmation of the transaction within one business day
6. A list of all transactions made by electronic funds transfer must be submitted to the City Council at the next regular meeting after the transaction.

**V. Delegation of Authority**

The Finance Director of the City is designated as the business administrator of the City and is responsible for electronic funds transfers and activities under the direction of this policy. The Finance Director may delegate certain duties to appropriate staff, but shall remain responsible for the operation of the transfer program.