



Agenda
City Council Meeting
Monday, May 13, 2024, 6:00 PM
City Council Chambers | 2780 Kelley Parkway, Orono, MN 55356
952-249-4600 / <https://www.oronomn.gov/>

Roll Call

Pledge of Allegiance

Approval of Agenda

Consent Agenda

1. City Council Minutes
2. Work Session Schedule
3. Claims/Bills
4. Election Recap
5. Fee Schedule Updates - Ordinance 305
6. Workplace Culture Assessment Service Contract
7. HR Onboarding Software
8. IT Position Descriptions and Recruiting
9. Seasonal Employee Hiring v.2
10. Authorization to Hire Paid-On-Call Firefighter
11. Accept Resignation and Appoint Golf Course Superintendent
12. Repair Blacktop and Storm Sewer on Webber Hills Rd
13. #LA23-000062, 3838 Cherry Ave, After-the-Fact Conditional Use Permit - Resolution No. 7477
14. #LA24-000006, 1359 Park Drive, Variances, - Resolution 7475
15. #LA24-000015, 200 Big Island, Variances - Resolution No. 7476
16. Appoint Full-time Parks Maintenance Worker

Community Development Report

17. #LA24-000016, 3339 Crystal Bay Rd, Variances

Parks Report

18. Lurton Dog Park Parking Lot Project - Award
19. Golf Course Pavilion Project Award

Public Safety Report

20. Purchase of radio equipment for Orono fire facilities

Attorney Report

City Administrator/Engineer Report

21. Navarre Garage Additions (24-034) - Award
22. Correspondence with the Long Lake City Council

Council Committee Reports

23. Review Council Committee Reports

Public Comments - (Limit 3 Minutes per Person)

This is an opportunity for the public to address the City Council. The council will not engage in discussion or take action on items presented at this time. However, the council may refer issues to staff for follow up or consideration at a future meeting. Speakers should state their name and home address at the podium before speaking. The council will first open the podium to Orono residents before opening the podium to any member of the public wishing to address the council.

Mayor/Council Report

Adjournment

Upcoming Events

May 14 Election Day

May 20 Planning Commission

June 4 Park Commission Work Session

AGENDA ITEM



Date: May 13, 2024

Item: 1

Title: City Council Minutes

Presenter: Christine Lusian, City Clerk

Section: Consent Agenda

1. **Purpose:**

The purpose of this item is to approve the City Council Meeting Minutes of April 22, 2024

2. **Staff Recommendation:**

Approve the City Council regular meeting minutes.

COUNCIL ACTION REQUESTED

Approve the City Council Regular Meeting Minutes of April 22, 2024.

Exhibits

[04-22-2024 CC Minutes](#)



Minutes
City Council Regular Meeting
Monday, April 22, 2024, 6:00 PM
City Council Chambers 2780 Kelley Parkway, Orono, MN 55356

Mayor Walsh called the meeting to order at 6:00 p.m., followed by the Pledge of Allegiance.

ROLL CALL

Orono City Council members present: Mayor Dennis Walsh, City Council Members Matt Johnson, Alisa Benson, and Maria Veach. Members absent: Richard Crosby III

Staff present were City Attorney Soren Mattick, City Administrator/Engineer Adam Edwards, Finance Director Maggie Jin, and Fire Chief James Van Eyll.

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

CONSENT AGENDA

1. City Council Meeting Minutes April 8, 2024
2. Claims/Bills
3. Work Session Schedule
4. 975 Long Bridge Lane, Paul and Andrea Scott- Encroachment Agreement & Resolution No.7472
5. LA24-000010, Westwood Professional Services o/b/o Wayzata Country Club, 200 Wayzata Boulevard West, Interim Use Permit (IUP) – Resolution No 7471
6. 485 Orono Orchard Rd S, Assent to Registration and Row of Way Easement Agreements— Resolution No. 7474
7. LA24-000008, GreenWood Design Build o/b/o Brenda Iversen, 1850 Lakeside Trail, Variance – Resolution No. 7473
This Item was removed from the Consent Agenda
8. LA24-000004-Tom Ryan, 2245 Watertown Road, Final Plat-Resolution No. 7466
9. Update for Holiday pay
This Item was removed from the Consent Agenda
10. Updating Our Membership into the Hennepin County Fire Chiefs Association
This Item was removed from the Consent Agenda
11. Cooperative Agreement with Three Rivers Park District for the Dakota Luce Line Trail Connector Project
12. Public Works Maintenance Worker Resignation and recruitment of a Full Time Public Works Maintenance Worker

Johnson moved, Veach seconded, to approve the Consent Agenda excluding Items 7, 9 and 10.

VOTE: Ayes 4, Nays 0.

7. LA24-000008, GreenWood Design Build o/b/o Brenda Iversen, 1850 Lakeside Trail, Variance – Resolution No. 7473

Walsh moved, Johnson seconded, to adopt Resolution 7473 allowing the driveway to be increased from 8 to a total of 12 feet wide in the 75-foot setback. VOTE: Ayes 3, Nays 1 (Benson).

9. Update for Holiday Pay for Firefighters



**Johnson moved, Walsh seconded, to adopt the Special Compensation Pay Schedule as presented.
VOTE: Ayes 2, Nays 1 (Benson) Abstain 1 (Veach)**

10. Updating Our Membership into the Hennepin County Fire Chiefs Association

Walsh moved, Johnson seconded, to adopt Resolution 7470 updating membership in the Hennepin County Fire Chief’s Association. VOTE: Ayes 3, Nays 1 (Benson)

FINANCE DIRECTOR REPORT

13. First Quarter Financial Update

Finance Director Jin presented the first quarter financial update.

The Council discussed the item and asked questions of staff.

PUBLIC SAFETY REPORT

Fire Chief Van Eyll gave a status report on the Orono Fire Department staffing, training, equipment and operating budget.

The Council discussed the item and asked questions of staff.

PARKS REPORT

City Administrator Edwards reported for Josh Lemons, parks superintendent, on spring activities and preparations for summer.

The Council discussed the item and asked questions of staff.

CITY ADMINISTRATOR/ENGINEER REPORT

City Administrator Edwards presented a report on engineering and election activities.

The Council discussed the item and asked questions of staff.

COUNCIL COMMITTEE REPORTS

Council members reported on a meeting of the Communications Committee.

PUBLIC COMMENTS

Kim Carswell, 261 Cygnet Place; Cheryl Kulseth, 725 Stone Bay Drive; Janie Delaney, 1315 Woodhill Avenue; Brian Turbeville, 997 Wildhurst Trail; and Ritchie Anderson, 3205 Crystal Bay Road, provided comments.



Minutes
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MAYOR/COUNCIL REPORT

Mayor and Council provided reports.

ADJOURNMENT

Walsh moved, Johnson seconded, to adjourn the meeting at 7:56 p.m. to Monday, May 13, 2024 at 6:00 p.m. VOTE: Ayes 4, Nays 0.

ATTEST:

Christine Lusian, City Clerk

Dennis Walsh, Mayor

Minutes approved by Orono City Council May 13, 2024. Meeting videos and transcripts available at oronomn.gov.

AGENDA ITEM



Date: May 13, 2024

Item: 2

Title: Work Session Schedule

Presenter: Adam Edwards, City Administrator / Engineer

Section: Consent Agenda

1. **Purpose:**

The purpose of the action item is to forecast future work session agendas.

2. **Background:**

This is an opportunity for council members to propose and agree to future work session topics. Work session meetings are at 5 pm on the same days as 6 pm regular council meetings. The table below lists upcoming *proposed* subjects and dates.

Date	Subject	Date	Subject
8 Jan	Annual Appointments	8 Jul	
22 Jan	Recodification-streets, utilities, parks	22 Jul	General Fund Budget Update
12 Feb	Average Lakeshore Setback (Part 3)	12 Aug	
26 Feb	Interview Commissioner Applicants (Parks/Planning)-- if needed; Police Department Canine Program Overview	26 Aug	Enterprise Budget Update
11 Mar	Elected and appointed official civility; tech use at the dais; appropriate use of staff time	9 Sep	Preliminary Levy / Budget
8 Apr	Street Maintenance 2025 Meeting Minutes	23 Sep	
22 Apr		14 Oct	Draft Capital Improvement Plans
13 May	Street Maintenance 2025 (Part 2)	28 Oct	Draft Capital Improvement Plans
28 May	Grants Primer	12 Nov	
10 Jun	<i>ALS and Driveway Width within the Shoreland Discussion</i>	25 Nov	Fee Schedule Update
24 Jun	Preliminary Budget Guidance 2025	9 Dec	Council Vision and Goal Setting

3. **Staff Recommendation:**

I recommend the next work session occur as scheduled.

COUNCIL ACTION REQUESTED

Move to approve the draft work session schedule.

AGENDA ITEM



Date: May 13, 2024

Item: 3

Title: Claims/Bills

Presenter: Alicia Johnson, Resource Management Technician

Section: Consent Agenda

1. **Purpose:**

The purpose of this action item is to approve payment of claims made on the City for services and/or products provided to the City.

2. **Background:**

The attached claims for payment have been received by the City. Staff has reviewed the claims and is recommending approval of the listing for payment. The claims will be paid by checks 123345 to 123471 and ACH transactions 20130462 to 20130473 totaling \$877,669.08.

3. **Staff Recommendation:**

Staff recommends approval of a motion authorizing payment to the claims listed as presented.

COUNCIL ACTION REQUESTED

Motion to approve the claims list as presented.

Exhibits

[Check Register 2024-05-13.pdf](#)

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
BEAUDRY OIL & SERVICE INC	04/26/2024	123345	2618998	701-49800-212	DIESEL FUEL		1,633.78
BEAUDRY OIL & SERVICE INC	04/26/2024	123345	2619008	701-49800-212	UNLEADED FUEL		2,662.57
BEAUDRY OIL & SERVICE INC	04/26/2024	123345	2622794	701-49800-212	DIESEL FUEL		848.56
Total 123345:							5,144.91
Century Link	04/26/2024	123346	04.2024 GC	613-49830-321	GC PHONE/INTERNET	Golf Course	243.24
Total 123346:							243.24
ECM PUBLISHERS INC	04/26/2024	123347	994259	101-43000-340	MAINTENANCE WORKER ADVERTISEMENT	Public Works Department	349.20
ECM PUBLISHERS INC	04/26/2024	123347	994260	101-43000-340	SUMMER SEASONAL POSTING	Public Works Department	381.50
Total 123347:							730.70
Jefferson Fire & Safety	04/26/2024	123348	IN313592	440-48960-530	TURNOUT GEAR DRYERS		17,917.91
Total 123348:							17,917.91
METLIFE SMALL BUSINESS CE	04/26/2024	123349	05.2024	101-21709	DENTAL INSURANCE 05/24		2,779.19
Total 123349:							2,779.19
METROPOLITAN COUNCIL ENVI	04/26/2024	123350	0001171717	601-49400-382	2024 DISCHARGE PERMIT		500.00
Total 123350:							500.00
NOVA COMMUNICATIONS INC	04/26/2024	123351	172888	710-49970-401	PHONE SUPPORT		285.00
NOVA COMMUNICATIONS INC	04/26/2024	123351	172895	710-49970-401	PHONE UPDATES		95.00
Total 123351:							380.00
Petty Cash	04/26/2024	123352	04252024	101-10300	CLEAN UP DAY CHANGE		200.00
Total 123352:							200.00
PRECISION UTILITIES	04/26/2024	123353	1173	602-49450-406	SEWER GATE VALVE REPAIR	Sewer	13,969.83
Total 123353:							13,969.83

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
RICHARD KLING	04/26/2024	123354	2780 WHITE	999-10015	UB REFUND - 2780 WHITE OAK CIR		39.00
Total 123354:							39.00
TAYLOR ANDRES	04/26/2024	123355	04.2024 TA	101-42260-437	PER DIEM FOR CLASS	Fire Protection Services	276.94
Total 123355:							276.94
UNIFIRST CORPORATION	04/26/2024	123356	1410051615	602-49450-226	UNIFORMS PW-SEWER DEPT	Sewer	27.83
UNIFIRST CORPORATION	04/26/2024	123356	1410051615	601-49400-226	UNIFORMS PW-WATER DEPT		27.84
UNIFIRST CORPORATION	04/26/2024	123356	1410051615	101-45200-226	UNIFORMS-PARKS	Parks	8.36
UNIFIRST CORPORATION	04/26/2024	123356	1410051615	701-49800-226	UNIFORMS - FLEET		37.17
UNIFIRST CORPORATION	04/26/2024	123356	1410051615	101-43000-226	UNIFORMS - STORMWATER	Public Works Department	62.27
UNIFIRST CORPORATION	04/26/2024	123356	1410051615	101-43000-404	RUGS - PW	Public Works Department	26.13
UNIFIRST CORPORATION	04/26/2024	123356	1410051615	101-41900-223	MOPS/CLEANING TOWELS	Central Services	27.18
UNIFIRST CORPORATION	04/26/2024	123356	1410051615	701-49800-221	SHOP TOWELS - PW		3.35
UNIFIRST CORPORATION	04/26/2024	123356	1410051615	613-49830-226	UNIFORMS-GOLF COURSE	Golf Course	27.41
UNIFIRST CORPORATION	04/26/2024	123356	1410051615	101-41900-226	UNIFORMS-FACILITY	Central Services	11.86
UNIFIRST CORPORATION	04/26/2024	123356	1410051615	651-49910-226	UNIFORMS - STORMWATER	Storm Water	62.26
UNIFIRST CORPORATION	04/26/2024	123356	1410053254	101-45200-226	UNIFORMS-PARKS	Parks	8.22
UNIFIRST CORPORATION	04/26/2024	123356	1410053254	101-41900-226	UNIFORMS-FACILITY	Central Services	11.72
UNIFIRST CORPORATION	04/26/2024	123356	1410053254	613-49830-226	UNIFORMS-GOLF	Golf Course	27.27
UNIFIRST CORPORATION	04/26/2024	123356	1410053254	101-43000-226	UNIFORMS-STREETS	Public Works Department	61.92
UNIFIRST CORPORATION	04/26/2024	123356	1410053254	651-49910-226	UNIFORMS-STORM	Storm Water	61.92
UNIFIRST CORPORATION	04/26/2024	123356	1410053254	601-49400-226	UNIFORMS-WATER		27.65
UNIFIRST CORPORATION	04/26/2024	123356	1410053254	602-49450-226	UNIFORMS-SEWER	Sewer	27.65
UNIFIRST CORPORATION	04/26/2024	123356	1410053254	701-49800-226	UNIFORMS-FLEET		36.94
UNIFIRST CORPORATION	04/26/2024	123356	1410053254	101-41900-223	MOPS/CLEANING TOWELS	Central Services	27.18
UNIFIRST CORPORATION	04/26/2024	123356	1410053254	701-49800-221	SHOP TOWELS - PW		3.35
UNIFIRST CORPORATION	04/26/2024	123356	1410053254	101-43000-404	RUGS - PW	Public Works Department	26.13
Total 123356:							641.61
VERIZON WIRELESS	04/26/2024	123357	9961328166	101-41900-321	VERIZON BILL/ARLO CAMERAS	Central Services	658.38
Total 123357:							658.38
ZAYO GROUP LLC	04/26/2024	123358	20489493	602-49450-321	PHONE SERVICE 04/23/24-05/22/24	Sewer	108.31
ZAYO GROUP LLC	04/26/2024	123358	20489493	601-49400-321	PHONE SERVICE 04/23/24-05/22/24		110.76
ZAYO GROUP LLC	04/26/2024	123358	20489493	101-41900-321	PHONE SERVICE 04/23/24-05/22/24	Central Services	219.10

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
ZAYO GROUP LLC	04/26/2024	123358	20489493	101-42110-321	PHONE SERVICE 04/23/24-05/22/24	Police Department	216.58
ZAYO GROUP LLC	04/26/2024	123358	20489493	613-49830-321	PHONE SERVICE 04/23/24-05/22/24	Golf Course	125.42
Total 123358:							780.17
CENTRAL PENSION FUND SOU	05/01/2024	123359	05.02.24 FU	101-21705	CENTRAL PENSION FUND 05022024		1,044.00
Total 123359:							1,044.00
DAHLHEIMER BEVERAGE MON	05/01/2024	123360	2159100	613-49830-094	CONCESSIONS	Golf Course	242.20
DAHLHEIMER BEVERAGE MON	05/01/2024	123360	2159100	613-49830-091	ALCOHOL	Golf Course	526.34
DAHLHEIMER BEVERAGE MON	05/01/2024	123360	2168245	613-49830-093	CONCESSIONS	Golf Course	249.90
DAHLHEIMER BEVERAGE MON	05/01/2024	123360	2168245	613-49830-091	ALCOHOL	Golf Course	944.50
Total 123360:							1,962.94
Minnesota Pollution Control Agen	05/01/2024	123361	05.2024 WA	602-49450-437	JIMMY WASTEWATER CLASS D TRAINING	Sewer	55.00
Total 123361:							55.00
Newegg Business Inc	05/01/2024	123362	1304991695	710-49970-221	DOCKING STATION - NEW PW BUILDING LAPTO		509.97
Newegg Business Inc	05/01/2024	123362	1304991769	710-49970-221	NEW LAPTOP BUILDS - CITY & PW		1,703.96
Newegg Business Inc	05/01/2024	123362	1304991814	710-49970-221	DOCKING STATION - NEW PW BUILDING LAPTO		291.57
Newegg Business Inc	05/01/2024	123362	1304992975	710-49970-221	REPLACEMENT PC		767.98
Total 123362:							3,273.48
ABDO LLP	05/13/2024	123363	488393	101-41500-301	2023 AUDIT	Finance Department	10,000.00
Total 123363:							10,000.00
ABM Equipment & Supply LLC	05/13/2024	123364	0178082-IN	701-49800-403	LIFT TRUCK INSPECTION		1,044.46
Total 123364:							1,044.46
ACME TOOLS	05/13/2024	123365	12675865	701-49800-222	TRUCK 700 BUILD (BOXES)		1,900.00
ACME TOOLS	05/13/2024	123365	12675866	701-49800-240	UNDERHOOD LIGHT		199.00
Total 123365:							2,099.00

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
ACTION FLEET INC.	05/13/2024	123366	I6914	602-49450-222	NEW UNIT 700 WARNING LIGHT INSTALL	Sewer	2,276.99
Total 123366:							2,276.99
ALERT-ALL CORPORATION	05/13/2024	123367	W37697	101-42260-208	PUBLIC SAFETY ED MATERIALS	Fire Protection Services	557.00
Total 123367:							557.00
AMELIA & RICKY HILBRANDS	05/13/2024	123368	3460 LIVING	999-10015	UB REFUND - 3460 LIVINGSTON AVE - HILBRAN		22.92
Total 123368:							22.92
American Environmental LLC	05/13/2024	123369	3511	602-49450-406	TV FORCEMAIN @ 680 BROWN RD S	Sewer	4,000.00
Total 123369:							4,000.00
ANCOM TECHNICAL CENTER	05/13/2024	123370	121114	101-42260-414	PAGERS FOR FIREFIGHTERS	Fire Protection Services	26,346.00
ANCOM TECHNICAL CENTER	05/13/2024	123370	121209	101-42260-414	PAGERS FOR FIREFIGHTERS	Fire Protection Services	111.00
Total 123370:							26,457.00
AT&T MOBILTY	05/13/2024	123371	2873263270	101-41900-321	MOBILE SERVICE/AT&T	Central Services	1,831.70
AT&T MOBILTY	05/13/2024	123371	2873263283	602-49450-321	AT&T BILL 3/26/24-4/25/24	Sewer	82.94
AT&T MOBILTY	05/13/2024	123371	2873263283	601-49400-321	AT&T BILL 3/26/24-4/25/24		121.17
AT&T MOBILTY	05/13/2024	123371	2873263283	101-42400-321	AT&T BILL 3/26/24-4/25/24	Building & Zoning	165.88
AT&T MOBILTY	05/13/2024	123371	2873263283	101-45200-321	AT&T BILL 3/26/24-4/25/24	Parks	114.69
AT&T MOBILTY	05/13/2024	123371	2873263283	101-43000-321	AT&T BILL 3/26/24-4/25/24	Public Works Department	427.01
AT&T MOBILTY	05/13/2024	123371	2873263283	101-41900-321	AT&T BILL 3/26/24-4/25/24	Central Services	269.06
AT&T MOBILTY	05/13/2024	123371	2873263283	101-43100-321	AT&T BILL 3/26/24-4/25/24	Brush Site	76.46
Total 123371:							3,088.91
BEAUDRY OIL & SERVICE INC	05/13/2024	123372	2627351	701-49800-212	UNLEADED FUEL		2,662.57
BEAUDRY OIL & SERVICE INC	05/13/2024	123372	2627353	701-49800-212	UNLEADED FUEL		2,662.57
BEAUDRY OIL & SERVICE INC	05/13/2024	123372	2627361	701-49800-212	DIESEL FUEL		3,136.00
Total 123372:							8,461.14
BIFFS INC	05/13/2024	123373	INV19144	101-45200-415	BIFF RENTAL	Parks	91.00
BIFFS INC	05/13/2024	123373	W961922	101-45200-415	BIFF RENTAL	Parks	135.86

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
BIFFS INC	05/13/2024	123373	W961923	101-45200-415	BIFF RENTAL	Parks	84.00
BIFFS INC	05/13/2024	123373	W961924	101-45200-415	BIFF RENTAL	Parks	103.72
BIFFS INC	05/13/2024	123373	W961925	101-45200-415	BIFF RENTAL	Parks	51.86
BIFFS INC	05/13/2024	123373	W961926	101-45200-415	BIFF RENTAL	Parks	51.86
BIFFS INC	05/13/2024	123373	W961927	101-45200-415	BIFF RENTAL	Parks	84.00
BIFFS INC	05/13/2024	123373	W961928	101-45200-415	BIFF RENTAL	Parks	121.00
BIFFS INC	05/13/2024	123373	W961929	101-45200-415	BIFF RENTAL	Parks	51.86
Total 123373:							775.16
BILL ROBEY	05/13/2024	123374	LA24-000011	101-22205	ESCROW REFUND - LA24-000011 1487 SHORELI		700.00
Total 123374:							700.00
BOLTON & MENK INC.	05/13/2024	123375	0334066	601-16500	23-020 LEAD SERVICE LINE INVENTORY PROJE		2,431.00
BOLTON & MENK INC.	05/13/2024	123375	0334862	440-48970-304	21-039 PW FACILITY CONSTRUCTION		149.00
BOLTON & MENK INC.	05/13/2024	123375	0335464	602-16500	22-021 FORCMAIN REPLACEMENT (TONKAWA)		2,184.50
BOLTON & MENK INC.	05/13/2024	123375	0335465	435-48976-304	23-001 STREETS PROJECT		1,733.00
BOLTON & MENK INC.	05/13/2024	123375	0335466	408-48800-590	21-040 NAVARRE PARKING LOT		721.50
BOLTON & MENK INC.	05/13/2024	123375	0335467	602-16500	24-014 SANITARY SEWER REHAB (CIPP)		1,233.50
BOLTON & MENK INC.	05/13/2024	123375	0335468	101-43000-304	ROW EASEMENT EXHIBITS	Public Works Department	104.50
BOLTON & MENK INC.	05/13/2024	123375	0335469	101-43280-304	LA21-000036 ORONO CROSSINGS	Special Services	1,079.50
BOLTON & MENK INC.	05/13/2024	123375	0335470	602-49450-305	GIS MAINTENANCE SEWER	Sewer	302.00
BOLTON & MENK INC.	05/13/2024	123375	0335470	601-49400-305	GIS MAINTENANCE WATER		367.50
BOLTON & MENK INC.	05/13/2024	123375	0335470	651-49910-305	GIS MAINTENANCE STORM SEWER	Storm Water	302.00
BOLTON & MENK INC.	05/13/2024	123375	0335470	101-43170-305	GIS MAINTENANCE GENERAL	Engineering	1,404.50
BOLTON & MENK INC.	05/13/2024	123375	0335470	101-43000-305	GIS FOR STREETS	Public Works Department	141.00
BOLTON & MENK INC.	05/13/2024	123375	0335470	602-49450-305	GIS MAINTENANCE SEWER CARTEGRAPH	Sewer	926.75
BOLTON & MENK INC.	05/13/2024	123375	0335471	234-45680-304	24-026 LURTON PARK PARKING LOT		6,357.50
BOLTON & MENK INC.	05/13/2024	123375	0335473	101-43170-304	MISC ENGINEERING	Engineering	1,062.00
BOLTON & MENK INC.	05/13/2024	123375	0335474	435-48978-304	24-001 2024 STREETS IMPROVEMENTS PROJE		2,308.00
Total 123375:							22,807.75
BOND TRUST SERVICES CORP	05/13/2024	123376	87112	324-47000-611	INTEREST 2021A		184,721.88
Total 123376:							184,721.88
BOYER TRUCKS - MINNEAPOLI	05/13/2024	123377	093P12742	701-49800-222	FILTERS 507		228.68
BOYER TRUCKS - MINNEAPOLI	05/13/2024	123377	093P12844	701-49800-222	FUEL ACTUATOR FIRE ENGINE		422.42

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BOYER TRUCKS - MINNEAPOLI	05/13/2024	123377	093P12998	701-49800-222	STEERING SLEEVE CYLINDER		2,570.08
Total 123377:							3,221.18
Bratt Tree Company	05/13/2024	123378	13309	101-43000-405	TREE REMOVAL IN ROW TASK 84524	Public Works Department	5,000.00
Total 123378:							5,000.00
BRAYDEN SHERMAN	05/13/2024	123379	04.2024 REI	437-39630	CANINE EQUIPMENT-SETUP		1,009.53
Total 123379:							1,009.53
BRIDGESTONE GOLF INC	05/13/2024	123380	INV-1003228	613-49830-095	GOLF BALLS	Golf Course	606.06
Total 123380:							606.06
BUSINESS ESSENTIALS	05/13/2024	123381	WO-1295240	101-41900-201	MULTIPURPOSE PAPER	Central Services	251.94
Total 123381:							251.94
CENTERPOINT ENERGY MAIN	05/13/2024	123382	04.2024	601-49400-381	GAS SERVICE 3/21/24-04/18/24		780.68
CENTERPOINT ENERGY MAIN	05/13/2024	123382	04.2024	602-49450-381	GAS SERVICE 3/21/24-04/18/24	Sewer	732.39
CENTERPOINT ENERGY MAIN	05/13/2024	123382	04.2024	101-41900-381	GAS SERVICE 3/21/24-04/18/24	Central Services	942.90
CENTERPOINT ENERGY MAIN	05/13/2024	123382	04.2024	101-42110-381	GAS SERVICE 3/21/24-04/18/24	Police Department	275.58
CENTERPOINT ENERGY MAIN	05/13/2024	123382	04.2024	613-49830-381	GAS SERVICE 3/21/24-04/18/24	Golf Course	249.79
CENTERPOINT ENERGY MAIN	05/13/2024	123382	04.2024 137	602-49450-381	GAS SERVICE 1377 VINE PL 03/21/24-04/19/24	Sewer	19.49
Total 123382:							3,000.83
CITY OF BLOOMINGTON	05/13/2024	123383	23444	601-49400-489	LAB FEES		102.00
Total 123383:							102.00
CITY OF LONG LAKE	05/13/2024	123384	04.2024 SE	602-49450-387	APRIL 2024 SEWER	Sewer	2,309.82
CITY OF LONG LAKE	05/13/2024	123384	04.2024 SE	601-49400-387	APRIL 2024 WATER		1,735.01
Total 123384:							4,044.83
CITY OF MONTICELLO	05/13/2024	123385	0030522	101-42110-317	ANIMAL CARE/MOUND CASE	Police Department	194.00

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
Total 123385:							194.00
City of Orono Utilities	05/13/2024	123386	04.2024 234	601-49400-382	2024.04 UB - WTP		159.72
City of Orono Utilities	05/13/2024	123386	04.2024 CH&	101-41900-382	2024.04 UB CH	Central Services	253.67
City of Orono Utilities	05/13/2024	123386	04.2024 CH&	101-42110-382	2024.04 UB PD	Police Department	253.68
City of Orono Utilities	05/13/2024	123386	04.2024 PW	101-41900-382	2024.04 PW	Central Services	315.93
City of Orono Utilities	05/13/2024	123386	04.2024 PW-	101-41900-382	2024.04 PW - 2700 KELLEY PARKWAY	Central Services	451.82
City of Orono Utilities	05/13/2024	123386	04.2024 US	101-41900-382	2024.04 UB - PO	Central Services	87.94
Total 123386:							1,522.76
CITY OF ST PAUL	05/13/2024	123387	IN58093	101-42110-437	TRAINING / LANGE	Police Department	300.00
Total 123387:							300.00
CITY OF WAYZATA	05/13/2024	123388	04.2024 UTIL	602-49450-387	APRIL 2024 SEWER	Sewer	5,023.20
CITY OF WAYZATA	05/13/2024	123388	04.2024 UTIL	601-49400-387	APRIL 2024 WATER		2,458.90
Total 123388:							7,482.10
CIVICPLUS LLC	05/13/2024	123389	302797	614-49840-329	ONLINE CODE HOSTING	Cable Franchise	950.00
Total 123389:							950.00
CLINT SCHUMANN	05/13/2024	123390	04.2024 REI	101-43000-226	BOOTS REIMBURSEMENT	Public Works Department	300.00
Total 123390:							300.00
CORE & MAIN	05/13/2024	123391	U736442	601-49400-227	CURB STOPS FOR STOCK		1,970.20
Total 123391:							1,970.20
DITTER INC.	05/13/2024	123392	i19472	101-41900-404	SPRING AC MAINTENANCE - REPLACED FILTER	Central Services	100.00
DITTER INC.	05/13/2024	123392	i19476	101-41900-404	HEATING AND AC SERVICE	Central Services	1,362.11
Total 123392:							1,462.11
E.J. MAYERS INC	05/13/2024	123393	414	602-49450-406	SANITARY SEWER FLUSHING CONNECTION RE	Sewer	3,301.00

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Total 123393:							3,301.00
EBERT INC	05/13/2024	123394	PW PAY APP	440-48970-520	21-039 NEW PUBLIC WORK FACILITY CONSTRU		102,188.11
EBERT INC	05/13/2024	123394	PW PAY APP	440-20600	21-039 NEW PUBLIC WORK FACILITY CONSTRU		5,109.41-
Total 123394:							97,078.70
ECM PUBLISHERS INC	05/13/2024	123395	994983	101-41410-340	ELECTION PUBLIC ACCURACY TEST LEGAL NO	Elections	42.71
ECM PUBLISHERS INC	05/13/2024	123395	995152	101-43000-340	MAINTENANCE WORKER ADVERTISEMENT	Public Works Department	129.20
ECM PUBLISHERS INC	05/13/2024	123395	995153	101-43000-340	SUMMER SEASONAL POSTING	Public Works Department	161.50
ECM PUBLISHERS INC	05/13/2024	123395	996247	613-49830-340	SUMMER SEASONAL POSTING	Golf Course	381.50
Total 123395:							714.91
EHLERS AND ASSOCIATES INC	05/13/2024	123396	97367	324-47000-319	ARBITRAGE - 2021A BONDS		4,500.00
Total 123396:							4,500.00
FASTENAL COMPANY	05/13/2024	123397	MNPLY1450	101-43000-224	NUTS AND BOLTS	Public Works Department	44.49
Total 123397:							44.49
FERGUSON WATERWORKS #25	05/13/2024	123398	0521802-2	601-49400-227	1" METERS FOR RESALE		1,309.64
Total 123398:							1,309.64
FIRE SAFETY USA, INC	05/13/2024	123399	183405	415-42260-550	REPAIRS AND MODS TO RESCUE PUMPER		27,225.00
Total 123399:							27,225.00
FLANNERY CONSTRUCTION	05/13/2024	123400	CPS21-0000	101-20809	PERMIT REFUND- CPS21-000004 - 645 TONKAW		5,864.60
Total 123400:							5,864.60
GEAR WEST SKI, BIKE, RUN	05/13/2024	123401	315292	101-42110-221	BIKE PATROL REPAIR	Police Department	245.00
Total 123401:							245.00
GENUINE PARTS COMPANY/NA	05/13/2024	123402	297321	701-49800-222	DURANGO OIL FILTERS		101.16

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GENUINE PARTS COMPANY/NA	05/13/2024	123402	596145	701-49800-222	DURANGO REFRIDGERANT		167.45
GENUINE PARTS COMPANY/NA	05/13/2024	123402	596220	701-49800-222	PD WIPERS		113.96
GENUINE PARTS COMPANY/NA	05/13/2024	123402	596221	701-49800-222	PD SQUAD FILTERS		102.26
GENUINE PARTS COMPANY/NA	05/13/2024	123402	596245	701-49800-222	PD SQUAD FILTERS		102.14
GENUINE PARTS COMPANY/NA	05/13/2024	123402	596354	701-49800-222	PD DURANGO REFRIDGERANT		12.99
GENUINE PARTS COMPANY/NA	05/13/2024	123402	596375	701-49800-222	PD DURANGO REFRIDGERANT		115.96
GENUINE PARTS COMPANY/NA	05/13/2024	123402	596454	701-49800-222	PD CHARGER WIPERS		115.86
GENUINE PARTS COMPANY/NA	05/13/2024	123402	596630	701-49800-222	FIRE EXPLORER #504 TPMS SENSORS		205.16
GENUINE PARTS COMPANY/NA	05/13/2024	123402	596708	701-49800-222	FILTERS		26.62
GENUINE PARTS COMPANY/NA	05/13/2024	123402	596745	701-49800-222	FIRE EXPLORER		30.80
GENUINE PARTS COMPANY/NA	05/13/2024	123402	596767	701-49800-222	FIRE EXPLORER TIE ROD END		80.18
GENUINE PARTS COMPANY/NA	05/13/2024	123402	596800	701-49800-222	A/C REFRIDGERANT		115.96
GENUINE PARTS COMPANY/NA	05/13/2024	123402	596823	701-49800-221	BIG ISLAND MOWER		179.23
GENUINE PARTS COMPANY/NA	05/13/2024	123402	596867	701-49800-222	2ND FIRE EXPLORER PART		80.18
GENUINE PARTS COMPANY/NA	05/13/2024	123402	596898	701-49800-215	BIG ISLAND MOWER		36.48
GENUINE PARTS COMPANY/NA	05/13/2024	123402	597002	701-49800-222	BATTERY VEHICLE		153.75
GENUINE PARTS COMPANY/NA	05/13/2024	123402	597012	701-49800-222	BATTERY CORE		18.00-
GENUINE PARTS COMPANY/NA	05/13/2024	123402	597047	701-49800-222	PD SQUAD 269 AIR FILTERS		20.03
GENUINE PARTS COMPANY/NA	05/13/2024	123402	597051	701-49800-222	CAB AIR FILTERS		257.94
GENUINE PARTS COMPANY/NA	05/13/2024	123402	597171	701-49800-222	DURANGO OIL FILTERS		106.56
GENUINE PARTS COMPANY/NA	05/13/2024	123402	597263	701-49800-213	507 POWER STEERING FLUID		21.99
GENUINE PARTS COMPANY/NA	05/13/2024	123402	597360	701-49800-215	FAILED PART RETURN		80.18-
GENUINE PARTS COMPANY/NA	05/13/2024	123402	597620	602-49450-489	ANTIFREEZE FOR LS#12 GENERATOR	Sewer	10.49
Total 123402:							2,058.97
GOPHER ACE	05/13/2024	123403	020026/1	101-43000-224	VELCRO	Public Works Department	17.99
GOPHER ACE	05/13/2024	123403	020051/1	101-41900-404	ROOF LEAK REPAIR	Central Services	51.57
GOPHER ACE	05/13/2024	123403	020052/1	101-43000-224	VELCRO	Public Works Department	14.99
GOPHER ACE	05/13/2024	123403	020053/1	701-49800-215	STAINLESS STEEL BOLTS FOR FIRE ENGINE		8.70
GOPHER ACE	05/13/2024	123403	020065/1	101-43000-226	EAR MUFFS HUNTER	Public Works Department	36.99
GOPHER ACE	05/13/2024	123403	020120/1	701-49800-215	PRESSURE TESTER		23.74
GOPHER ACE	05/13/2024	123403	020135/1	701-49800-215	NUTS AND BOLTS		.55
GOPHER ACE	05/13/2024	123403	020161/1	701-49800-215	NUTS AND BOLTS		3.54
GOPHER ACE	05/13/2024	123403	020167/1	701-49800-215	HARDWARE		3.78
GOPHER ACE	05/13/2024	123403	020170/1	101-41900-223	HOSE FOR PW SHOP	Central Services	31.58
GOPHER ACE	05/13/2024	123403	19947/1	601-49400-227	PARTS FOR HYDRANTS		7.87
GOPHER ACE	05/13/2024	123403	19961/1	701-49800-221	421 LIGHT REPAIR		2.70
GOPHER ACE	05/13/2024	123403	19971/1	701-49800-215	RANDOM BOLTS		4.19
GOPHER ACE	05/13/2024	123403	20001/1	101-43000-221	CLIPS FOR FLAG	Public Works Department	5.98

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GOPHER ACE	05/13/2024	123403	20041/1	101-41900-223	CLEANING SUPPLIES	Central Services	22.94
GOPHER ACE	05/13/2024	123403	20084/1	613-49830-223	RAIN GAUGE	Golf Course	6.59
GOPHER ACE	05/13/2024	123403	20096/1	603-49500-442	SPRING CLEAN UP SUPPLIES		8.98
GOPHER ACE	05/13/2024	123403	20128/1	101-41900-404	CONFERENCE ROOM SETUP	Central Services	34.98
GOPHER ACE	05/13/2024	123403	20203/1	101-41900-223	CLEANING SUPPLIES	Central Services	17.77
GOPHER ACE	05/13/2024	123403	20216/1	101-45200-223	IRRIGATION TOOLS	Parks	39.98
Total 123403:							345.41
GOPHER STATE ONE CALL	05/13/2024	123404	4040660	602-49450-227	LOCATES - SEWER	Sewer	199.12
GOPHER STATE ONE CALL	05/13/2024	123404	4040660	601-49400-382	LOCATES - WATER		199.13
Total 123404:							398.25
GRAINGER INC	05/13/2024	123405	9096396859	101-41900-223	CLEANING SUPPLIES	Central Services	367.42
GRAINGER INC	05/13/2024	123405	9097080676	101-41900-223	CLEANING SUPPLIES	Central Services	866.17
Total 123405:							1,233.59
GREENWOOD DESIGN BUILD	05/13/2024	123406	LA24-000008	101-22205	ESCROW REFUND - LA24-000008 1850 LAKESID		700.00
Total 123406:							700.00
GREGERSON, ROSOW, JOHNS	05/13/2024	123407	50370	101-41600-306	PROSECUTION SERVICES 4/2024	Law/Legal Services	3,285.16
Total 123407:							3,285.16
HAWKINS INC	05/13/2024	123408	6731949	601-49400-216	CHLORINE TANKS		90.00
Total 123408:							90.00
HENNEPIN COUNTY CHIEFS OF	05/13/2024	123409	05022024	101-42110-433	2024 HENNEPIN CHIEFS	Police Department	330.00
Total 123409:							330.00
HENNEPIN COUNTY INFOR TE	05/13/2024	123410	1000226007	101-42110-414	RADIO/MDC LEASES	Police Department	2,731.06
HENNEPIN COUNTY INFOR TE	05/13/2024	123410	1000226030	101-43000-415	PW RADIOS	Public Works Department	305.58
Total 123410:							3,036.64

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
HENTGES, ANNE	05/13/2024	123411	04.2024 REI	101-41500-331	MILEAGE 04.2024	Finance Department	21.78
Total 123411:							21.78
HERC U LIFT	05/13/2024	123412	R04953-2	440-48970-319	FORKLIFT RENTAL FOR OPW MOVE		3,360.00
Total 123412:							3,360.00
HOFFMAN WEBER CONSTRUC	05/13/2024	123413	RBG24-0000	101-20802	BP REFUND - RBG24-000051 1802 LAKEVIEW TE		7.34
HOFFMAN WEBER CONSTRUC	05/13/2024	123413	RBG24-0000	101-32510	BP REFUND - RBG24-000051 1802 LAKEVIEW TE		273.92
Total 123413:							281.26
HOLIDAY COMPANIES	05/13/2024	123414	0796010524	101-42110-402	CAR WASHES / HOLIDAY	Police Department	280.50
Total 123414:							280.50
HOLTON ELECTRIC CONTRACT	05/13/2024	123415	6548	601-49400-405	SOUTH WATER PLANT ELECTRICAL REPAIR BRI		10,296.56
Total 123415:							10,296.56
JANE SZCZEPANIK	05/13/2024	123416	04.2024 REI	101-42110-229	EXPLORERS EVENTS REIMB	Police Department	129.21
Total 123416:							129.21
JP NIXON CONSULTING LLC	05/13/2024	123417	1059	101-42110-437	TRAINING LANGE	Police Department	180.00
Total 123417:							180.00
KYLE KIRSCHNER	05/13/2024	123418	04.2024 REI	101-42110-437	TRAINING / KIRSCHNER	Police Department	138.51
Total 123418:							138.51
LAPOINTE UTILITIES INC	05/13/2024	123419	ROW23-000	101-22205	ESCROW REFUND - ROW23-000064 - 2240 NOR		1,500.00
LAPOINTE UTILITIES INC	05/13/2024	123419	ROW24-000	101-22205	ESCROW REFUND - ROW24-000004 - WILLOW D		1,500.00
Total 123419:							3,000.00
LIGHTSPEED COMMERCE INC.	05/13/2024	123420	ORONO-000	613-49830-415	LIGHTSPEED	Golf Course	1,500.00

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
Total 123420:							1,500.00
MACQUEEN EQUIPMENT LLC	05/13/2024	123421	P10859	701-49800-222	LADDER TRUCK SHORE POWER CHARGER		708.54
MACQUEEN EQUIPMENT LLC	05/13/2024	123421	P28698	415-42260-580	BOOTS FOR NEW FIREFIGHTERS		601.45
MACQUEEN EQUIPMENT LLC	05/13/2024	123421	P28719	415-42260-580	BOOTS FOR NEW FIREFIGHTERS		604.11
MACQUEEN EQUIPMENT LLC	05/13/2024	123421	P28720	415-42260-580	BOOTS FOR NEW FIREFIGHTERS		589.90
MACQUEEN EQUIPMENT LLC	05/13/2024	123421	P28753	415-42260-580	MISC EQUIP FOR RESCUE PUMPER		170.76
MACQUEEN EQUIPMENT LLC	05/13/2024	123421	P29015	415-42260-580	MISC EQUIP FOR RESCUE PUMPER		575.86
MACQUEEN EQUIPMENT LLC	05/13/2024	123421	P29167	415-42260-580	BOOTS FOR NEW FIREFIGHTERS		1,193.36
MACQUEEN EQUIPMENT LLC	05/13/2024	123421	P29188	440-48960-530	EQUIPMENT FOR BUILDING		684.91
MACQUEEN EQUIPMENT LLC	05/13/2024	123421	P29188	440-48975-319	EQUIPMENT FOR BUILDING		684.91
MACQUEEN EQUIPMENT LLC	05/13/2024	123421	P29230	415-42260-580	TURNOUT COAT FOR FIREFIGHTERS QTY14		382.00
MACQUEEN EQUIPMENT LLC	05/13/2024	123421	P29258	415-42260-580	MISC EQUIP FOR RESCUE PUMPER		530.74
MACQUEEN EQUIPMENT LLC	05/13/2024	123421	P29433	415-42260-580	MISC EQUIP FOR RESCUE PUMPER		4,348.04
MACQUEEN EQUIPMENT LLC	05/13/2024	123421	P57285	602-49450-221	HOSE REEL COUNTER	Sewer	625.77
Total 123421:							11,700.35
MADELYN KOZLOWSKI	05/13/2024	123422	3720 TOGO	999-10015	UB REFUND - 3720 TOGO RD - KOZLOWSKI		53.25
Total 123422:							53.25
METROPOLITAN COUNCIL ENVI	05/13/2024	123423	0001172589	602-49450-383	WASTWATER SERVICE 6/2024	Sewer	64,223.79
Total 123423:							64,223.79
MID AMERICA METER, INC.	05/13/2024	123424	024-6051	601-49400-404	FLOW METER BY HIGH SERVICE PUMPS		1,297.25
Total 123424:							1,297.25
MIDWAY FORD COMPANY	05/13/2024	123425	135271	405-48500-550	2024 FORD F350 REPLACEMENT 712 CHASSIS		56,846.12
Total 123425:							56,846.12
MINNEAPOLIS OXYGEN COMPA	05/13/2024	123426	00125696	701-49800-215	ACETYLENE, OXYGEN		73.90
MINNEAPOLIS OXYGEN COMPA	05/13/2024	123426	00125697	101-42110-221	MEDICAL OXYGEN REFILL	Police Department	145.81
Total 123426:							219.71

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MORRIE'S BUFFALO FORD	05/13/2024	123427	1000126	701-49800-222	FIRE EXPLORER SEAT BELT		112.72
Total 123427:							112.72
MTI DISTRIBUTING INC	05/13/2024	123428	1416263-01	613-49830-404	MOWER FILTERS	Golf Course	24.22
MTI DISTRIBUTING INC	05/13/2024	123428	1424285-00	613-49830-404	MOWER PARTS	Golf Course	83.07
Total 123428:							107.29
NAVARRE HARDWARE	05/13/2024	123429	345998	101-42110-240	MISC HARDWARE	Police Department	38.77
NAVARRE HARDWARE	05/13/2024	123429	346077	101-45200-404	PONTOON REPAIR	Parks	21.99
NAVARRE HARDWARE	05/13/2024	123429	346110	601-49400-227	SUPPLIES FOR TRUCK 709		15.99
NAVARRE HARDWARE	05/13/2024	123429	346124	602-49450-227	POS SUPPLIES	Sewer	21.99
NAVARRE HARDWARE	05/13/2024	123429	346174	101-41900-404	CONFERENCE ROOM SETUP	Central Services	1.86
NAVARRE HARDWARE	05/13/2024	123429	346178	101-42110-201	OFFICE SUPPLIES	Police Department	12.99
NAVARRE HARDWARE	05/13/2024	123429	346212	601-49400-227	SUPPLIES FOR TRUCK 709		14.99
Total 123429:							128.58
Newegg Business Inc	05/13/2024	123430	1305007065	710-49970-221	UPS - FIRE SWITCH		184.99
Total 123430:							184.99
NORTH MEMORIAL	05/13/2024	123431	04.30.2024 8	101-42110-437	EMR REFRESHER - 15 OFFICERS	Police Department	1,500.00
Total 123431:							1,500.00
NOVA COMMUNICATIONS INC	05/13/2024	123432	IN-80009186	710-49970-401	PHONE SERVICE 5/24		226.84
Total 123432:							226.84
OFFICE DEPOT	05/13/2024	123433	3639389680	101-41900-201	PAPER PLATES	Central Services	22.30
OFFICE DEPOT	05/13/2024	123433	3639720620	101-42110-201	OFFICE SUPPLIES	Police Department	35.50
OFFICE DEPOT	05/13/2024	123433	3639720630	101-42110-201	OFFICE SUPPLIES/MEDICAL	Police Department	10.89
Total 123433:							68.69
OPD BUSINESS SOLUTIONS LL	05/13/2024	123434	3620594980	101-42110-201	OFFICE SUPPLIES	Police Department	47.24
OPD BUSINESS SOLUTIONS LL	05/13/2024	123434	3620788200	101-42110-201	OFFICE SUPPLIES	Police Department	19.40
OPD BUSINESS SOLUTIONS LL	05/13/2024	123434	3620788480	101-42110-201	OFFICE SUPPLIES	Police Department	3.68

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
OPD BUSINESS SOLUTIONS LL	05/13/2024	123434	3620788510	101-42110-201	OFFICE SUPPLIES	Police Department	47.24
OPD BUSINESS SOLUTIONS LL	05/13/2024	123434	3629688840	101-41900-201	RED DIVIDER FOLDERS FOR ACCOUNTANT	Central Services	13.36
OPD BUSINESS SOLUTIONS LL	05/13/2024	123434	3629688840	101-41900-201	BUSINESS CARD HOLDER FOR PW	Central Services	17.99
OPD BUSINESS SOLUTIONS LL	05/13/2024	123434	3629688840	101-43000-489	PACKING TAPE	Public Works Department	24.50
Total 123434:							173.41
OPTUM	05/13/2024	123435	0001584504	101-41900-319	HSA MAINTENANCE FEE 1ST QTR 2024	Central Services	58.50
Total 123435:							58.50
PERFORMANCE KENNELS INC.	05/13/2024	123436	3320	437-39630	CANINE/DOG AND TRAINING 2025		17,000.00
Total 123436:							17,000.00
PERFORMANCE PLUS LLC dba	05/13/2024	123437	00051	101-42260-305	MEDICAL EXAM PRE-EMPLOYMENT	Fire Protection Services	563.00
Total 123437:							563.00
Perry's Truck Repair	05/13/2024	123438	1988	701-49800-222	SUCTION TUBE WELDING		45.00
Total 123438:							45.00
PETER PLUIMER	05/13/2024	123439	LA24-000021	101-22205	ESCROW REFUND - LA24-000021- 2710 KELLEY		700.00
Total 123439:							700.00
PETER PLUIMER	05/13/2024	123440	LA24-000021	101-34420	BP REFUND - LA24-000021 2710 KELLY AVE		375.00
Total 123440:							375.00
Petty Cash	05/13/2024	123441	2024 GC LIQ	613-49830-441	GC PERMIT	Golf Course	20.00
Total 123441:							20.00
PRECISION UTILITIES	05/13/2024	123442	1180	601-49400-405	HYDT & VALVE REPLACEMENT @ COUNCIL CHA		8,582.50
PRECISION UTILITIES	05/13/2024	123442	1181	602-49450-406	SEWER VALVE REPLACEMENT @ WEBBER HILL	Sewer	14,034.28
Total 123442:							22,616.78

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
QUADIENT INC	05/13/2024	123443	04.2024 POS	101-41900-322	POSTAGE REFILL APRIL 2024	Central Services	1,000.00
Total 123443:							1,000.00
REPUBLIC SERVICES #894	05/13/2024	123444	0894-006674	101-45200-404	TRASH SERVICE	Parks	2,374.79
Total 123444:							2,374.79
ROADKILL ANIMAL CONTROL	05/13/2024	123445	03.2024 ROA	101-42110-317	PICK UP ROADSIDE DEER KILL	Police Department	178.00
Total 123445:							178.00
RUCHTI, STEVE	05/13/2024	123446	40824	651-49910-489	BEAVER REMOVAL TASK 84361	Storm Water	680.00
Total 123446:							680.00
RYAN AUTO MALL	05/13/2024	123447	260396	701-49800-222	PD DURANGO PARTS	Police Department	126.36
RYAN AUTO MALL	05/13/2024	123447	260483	101-42110-402	SQUAD 269 REPAIR		37.30
RYAN AUTO MALL	05/13/2024	123447	260613	701-49800-222	DURANGO OIL COOLERS		337.72
Total 123447:							501.38
SARA SJOBERG	05/13/2024	123448	SEP24-0000	101-32180	BP REFUND - SEP24-000006 - 3498 NORTHSHO		100.00
Total 123448:							100.00
SCHADEGG MECHANICAL, INC.	05/13/2024	123449	70368	601-49400-405	VALVE INSTALL ON SOFTENERS		25,100.00
Total 123449:							25,100.00
SECOND NATURE GRAPHICS	05/13/2024	123450	489	101-41900-201	BUSINESS CARDS - D.GOMAN, S.OBERAIGNER,	Central Services	396.00
Total 123450:							396.00
SECURITY & SOUND CO	05/13/2024	123451	28120	710-49970-401	DOOR DATABASE INSTALL - PD COMPUTER		300.00
SECURITY & SOUND CO	05/13/2024	123451	28127	710-49970-221	KEY FOBS		255.00
Total 123451:							555.00
SiteOne Landscape Supply LLC	05/13/2024	123452	140533894-0	101-45200-216	FERTILIZER	Parks	435.75

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SiteOne Landscape Supply LLC	05/13/2024	123452	140533894-0	613-49830-404	IRRIGATION REPAIR	Golf Course	88.73
SiteOne Landscape Supply LLC	05/13/2024	123452	140559714-0	613-49830-404	CREDIT	Golf Course	25.29-
SiteOne Landscape Supply LLC	05/13/2024	123452	140611156-0	101-41900-404	CITY HALL IRRIGATION REPAIR	Central Services	75.85
Total 123452:							575.04
SOUTH LAKE MINNETONKA PO	05/13/2024	123453	02.2024 UNI	101-42110-226	UNIFORM / THOMAS	Police Department	675.00
Total 123453:							675.00
STEVE & SUE LACROIX	05/13/2024	123454	2166 SHADY	999-10015	UB REFUND - 2166 SHADYWOOD RD - LACROIX		167.13
Total 123454:							167.13
STREETER HOMES	05/13/2024	123455	RBG24-0000	101-34410	PERMIT REFUND- RBG24-000061-1645 BOHNS P		721.45
Total 123455:							721.45
STREICHER'S	05/13/2024	123456	CM299331	101-42260-226	DUTY UNIFORMS FOR FFS	Fire Protection Services	999.90
STREICHER'S	05/13/2024	123456	I1671954	101-42260-226	DUTY UNIFORMS FOR FFS	Fire Protection Services	3,401.20
STREICHER'S	05/13/2024	123456	I1678335	101-42260-226	DUTY UNIFORMS FOR FFS	Fire Protection Services	1,269.90
STREICHER'S	05/13/2024	123456	I1691642	101-42260-226	DUTY UNIFORMS FOR FFS	Fire Protection Services	1,559.80
STREICHER'S	05/13/2024	123456	I1691761	101-42110-228	UOF/SPENCER/OFFICERS	Police Department	94.95
STREICHER'S	05/13/2024	123456	I1692036	101-42110-226	UNIFORM/WITTKKE	Police Department	28.99
STREICHER'S	05/13/2024	123456	I1692314	101-42110-226	UNIFORMS/MCCOY	Police Department	30.00
STREICHER'S	05/13/2024	123456	I1692325	101-42110-226	UNIFORMS/SONNEK	Police Department	103.99
STREICHER'S	05/13/2024	123456	I1692326	101-42110-226	UNIFORMS/SONNEK	Police Department	139.98
STREICHER'S	05/13/2024	123456	I1693495	101-42110-226	UNIFORMS/KLUKAS	Police Department	46.99
STREICHER'S	05/13/2024	123456	I1694095	101-42110-226	UNIFORMS/SLIPKA	Police Department	155.00
STREICHER'S	05/13/2024	123456	I1694311	101-42110-226	UNIFORMS/HENNESSY	Police Department	64.99
STREICHER'S	05/13/2024	123456	I1694335	101-42110-226	UNIFORMS/RUSSETH	Police Department	1,418.76
STREICHER'S	05/13/2024	123456	I1694487	101-42110-226	UNIFORMS/SCHAUER	Police Department	35.98
STREICHER'S	05/13/2024	123456	I1694797	101-42260-226	DUTY UNIFORMS FOR FFS	Fire Protection Services	1,640.64
STREICHER'S	05/13/2024	123456	I1695172	101-42110-226	UNIFORMS/WITTKKE	Police Department	160.00
STREICHER'S	05/13/2024	123456	I1695406	101-42260-226	DUTY UNIFORMS FOR FFS	Fire Protection Services	1,974.86
STREICHER'S	05/13/2024	123456	I1695691	101-42260-226	DUTY UNIFORMS FOR FFS	Fire Protection Services	79.99
STREICHER'S	05/13/2024	123456	I1695849	101-42260-226	DUTY UNIFORMS FOR FFS	Fire Protection Services	79.99
STREICHER'S	05/13/2024	123456	I1695853	101-42260-226	DUTY UNIFORMS FOR FFS	Fire Protection Services	799.90

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Total 123456:							14,085.81
SUN AUTO TIRE & SERVICE	05/13/2024	123457	520800175	701-49800-402	POLICE INTERCEPTOR ALIGNMENT		125.99
SUN AUTO TIRE & SERVICE	05/13/2024	123457	520800211	701-49800-402	PD REALIGNMENT DUE TO FAILD TIE ROD END		125.99
Total 123457:							251.98
TEAM LABORATORY CHEMICAL	05/13/2024	123458	INV0040538	602-49450-227	SUPER BUGS	Sewer	2,589.00
Total 123458:							2,589.00
TERMINAL SUPPLY INC.	05/13/2024	123459	33800-00	701-49800-215	WIRING GROMETS		263.18
TERMINAL SUPPLY INC.	05/13/2024	123459	34747-00	701-49800-215	WIRING SUPPLIES		227.52
Total 123459:							490.70
THOMSON REUTERS - WEST	05/13/2024	123460	850089891	101-42110-311	DATA PROCESSING/THOMSON REUTERS	Police Department	302.99
Total 123460:							302.99
THREE RIVERS PARK DISTRICT	05/13/2024	123461	47760	101-42110-439	DEPARTMENT YEARLY BANQUET	Police Department	325.00
Total 123461:							325.00
TimeSaver Off Site Secretarial Inc	05/13/2024	123462	M29132	101-42400-319	PLANNING COMMISSION MINUTES 4/15/2024	Building & Zoning	206.50
TimeSaver Off Site Secretarial Inc	05/13/2024	123462	M29132	101-41300-319	CC MINUTES 4/22/2024	Administration	246.00
Total 123462:							452.50
TOLL GAS & WELDING SUPPLY	05/13/2024	123463	40193615	701-49800-215	TANK RENTAL		12.75
Total 123463:							12.75
TOM RYAN	05/13/2024	123464	LA24-000004	101-22205	ESCROW REFUND-LA24-000004 2245 WATERTO		2,500.00
Total 123464:							2,500.00
TONY WITTKKE	05/13/2024	123465	04.2024 REI	101-42110-229	TRAINING PARKING REIMBURSEMENT	Police Department	16.22

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
Total 123465:							16.22
ULTIMATE SAFETY CONCEPTS	05/13/2024	123466	211187	415-42260-580	SCBA MASKS FOR FIREFIGHTERS		7,293.75
ULTIMATE SAFETY CONCEPTS	05/13/2024	123466	211227	415-42260-580	GAS MONITOR FOR TRUCKS		4,546.33
Total 123466:							11,840.08
UNIFIRST CORPORATION	05/13/2024	123467	1410054703	101-41900-223	MOPS/CLEANING TOWELS	Central Services	42.50
UNIFIRST CORPORATION	05/13/2024	123467	1410054705	101-41900-223	MOPS/CLEANING TOWELS	Central Services	27.18
UNIFIRST CORPORATION	05/13/2024	123467	1410054705	101-43000-404	RUGS - PW	Public Works Department	26.13
UNIFIRST CORPORATION	05/13/2024	123467	1410054705	701-49800-221	SHOP TOWELS - PW		3.35
UNIFIRST CORPORATION	05/13/2024	123467	1410054705	602-49450-226	UNIFORMS PW-SEWER DEPT	Sewer	24.79
UNIFIRST CORPORATION	05/13/2024	123467	1410054705	701-49800-226	UNIFORMS - FLEET		36.94
UNIFIRST CORPORATION	05/13/2024	123467	1410054705	601-49400-226	UNIFORMS PW-WATER DEPT		24.79
UNIFIRST CORPORATION	05/13/2024	123467	1410054705	101-45200-226	UNIFORMS-PARKS	Parks	8.22
UNIFIRST CORPORATION	05/13/2024	123467	1410054705	101-41900-226	UNIFORMS -FACILITIES	Central Services	11.72
UNIFIRST CORPORATION	05/13/2024	123467	1410054705	101-43000-226	UNIFORMS -STREETS	Public Works Department	61.92
UNIFIRST CORPORATION	05/13/2024	123467	1410054705	651-49910-226	UNIFORMS -STORM	Storm Water	61.92
UNIFIRST CORPORATION	05/13/2024	123467	1410054705	613-49830-226	UNIFORMS -GOLF	Golf Course	27.27
UNIFIRST CORPORATION	05/13/2024	123467	1410056216	101-41900-223	MOPS/CLEANING TOWELS	Central Services	27.18
UNIFIRST CORPORATION	05/13/2024	123467	1410056216	101-43000-404	RUGS - PW	Public Works Department	26.13
UNIFIRST CORPORATION	05/13/2024	123467	1410056216	701-49800-221	SHOP TOWELS - PW		3.35
UNIFIRST CORPORATION	05/13/2024	123467	1410056216	602-49450-226	UNIFORMS PW-SEWER DEPT	Sewer	27.60
UNIFIRST CORPORATION	05/13/2024	123467	1410056216	601-49400-226	UNIFORMS PW-WATER DEPT		27.59
UNIFIRST CORPORATION	05/13/2024	123467	1410056216	651-49910-226	UNIFORMS - STORMWATER	Storm Water	70.28
UNIFIRST CORPORATION	05/13/2024	123467	1410056216	701-49800-226	UNIFORMS - FLEET		36.88
UNIFIRST CORPORATION	05/13/2024	123467	1410056216	101-41900-226	UNIFORMS-FACILITY	Central Services	11.67
UNIFIRST CORPORATION	05/13/2024	123467	1410056216	101-45200-226	UNIFORMS-PARKS	Parks	5.73
UNIFIRST CORPORATION	05/13/2024	123467	1410056216	613-49830-226	UNIFORMS-GOLF COURSE	Golf Course	27.23
UNIFIRST CORPORATION	05/13/2024	123467	1410056216	101-43000-226	UNIFORMS-STREETS	Public Works Department	70.27
UNIFIRST CORPORATION	05/13/2024	123467	1410056218	101-45200-404	RUGS - PW	Parks	80.77
UNIFIRST CORPORATION	05/13/2024	123467	1410057557	613-49830-404	LAUNDRY	Golf Course	42.50
Total 123467:							813.91
WAYZATA COUNTRY CLUB	05/13/2024	123468	LA24-000010	101-22205	ESCROW REFUND - LA24-000010 - 200 WAYZATA		700.00
Total 123468:							700.00

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WELDON, BRENT	05/13/2024	123469	04.2024 BO	101-43000-226	PPE BOOTS	Public Works Department	289.87
Total 123469:							289.87
WM CORPORATE SERVICES, IN	05/13/2024	123470	0112826-280	603-49500-316	RECYCLING MAY 2024		19,283.60
WM CORPORATE SERVICES, IN	05/13/2024	123470	0112826-280	603-49500-444	ORGANICS APR 2024		90.28
WM CORPORATE SERVICES, IN	05/13/2024	123470	0112826-280	603-49500-316	ADMIN FEE 05/2024		8.50
WM CORPORATE SERVICES, IN	05/13/2024	123470	0112826-280	603-49500-319	NEW PW BUILDING DUMPSTER SERVICE		90.45
Total 123470:							19,472.83
XCEL ENERGY	05/13/2024	123471	874406345	101-41900-381	NEW PW BUILDING ELECTRICITY 3/20-4/20/24	Central Services	1,528.21
XCEL ENERGY	05/13/2024	123471	875392068 -	602-49450-381	3425 LYRIC 03/28/24-04/28/24	Sewer	25.98
XCEL ENERGY	05/13/2024	123471	876021716	613-49830-381	ELECTRIC SERVICE 4/2/24-5/2/24	Golf Course	817.73
XCEL ENERGY	05/13/2024	123471	876021716	602-49450-381	ELECTRIC SERVICE 4/2/24-5/2/24	Sewer	3,631.31
XCEL ENERGY	05/13/2024	123471	876021716	601-49400-381	ELECTRIC SERVICE 4/2/24-5/2/24		6,222.97
XCEL ENERGY	05/13/2024	123471	876021716	101-45200-381	ELECTRIC SERVICE 4/2/24-5/2/24	Parks	34.51
XCEL ENERGY	05/13/2024	123471	876021716	101-43000-386	ELECTRIC SERVICE 4/2/24-5/2/24	Public Works Department	2,966.64
XCEL ENERGY	05/13/2024	123471	876021716	101-43000-381	ELECTRIC SERVICE 4/2/24-5/2/24	Public Works Department	177.21
XCEL ENERGY	05/13/2024	123471	876021716	101-42110-381	ELECTRIC SERVICE 4/2/24-5/2/24	Police Department	33.62
XCEL ENERGY	05/13/2024	123471	876021716	101-42110-381	ELECTRIC SERVICE 4/2/24-5/2/24	Police Department	1,105.06
XCEL ENERGY	05/13/2024	123471	876021716	101-41900-381	ELECTRIC SERVICE 4/2/24-5/2/24	Central Services	2,143.83
Total 123471:							18,687.07
AMAZON CAPITAL SERVICE	04/26/2024	20130462	1Y4N-XPL6-	601-49400-223	GATE LATCH SOUTH WATER PLANT		14.99
AMAZON CAPITAL SERVICE	04/26/2024	20130462	1Y4N-XPL6-	101-43000-489	WIPES FOR CLEANING IPADS AND PHONES	Public Works Department	16.44
AMAZON CAPITAL SERVICE	04/26/2024	20130462	1Y4N-XPL6-	101-43000-240	RACHET TIE DOWN 1.5" X 15'	Public Works Department	96.85
AMAZON CAPITAL SERVICE	04/26/2024	20130462	1Y4N-XPL6-	101-43000-240	RACHET TIE DOWN 2" X 27'	Public Works Department	180.84
AMAZON CAPITAL SERVICE	04/26/2024	20130462	1Y4N-XPL6-	101-43000-226	GLOVES FOR VAC TRUCK	Public Works Department	155.55
Total 20130462:							464.67
MEDSURETY LLC	04/26/2024	20130463	03.14.24-04.	101-21719	MFSA 03.14.24-04.21.24 FUNDS		112.90
Total 20130463:							112.90
UNITED STATES POSTAL SERVI	05/01/2024	20130464	04.2024 UTIL	651-49910-322	04.2024 UTILITY BILLS	Storm Water	353.28
UNITED STATES POSTAL SERVI	05/01/2024	20130464	04.2024 UTIL	601-49400-322	04.2024 UTILITY BILLS		353.28
UNITED STATES POSTAL SERVI	05/01/2024	20130464	04.2024 UTIL	602-49450-322	04.2024 UTILITY BILLS	Sewer	353.28

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UNITED STATES POSTAL SERVI	05/01/2024	20130464	2024 PERMI	101-41900-322	1ST CLASS PRESORT 2024	Central Services	320.00
Total 20130464:							1,379.84
AMAZON CAPITAL SERVICE	05/13/2024	20130465	1193-H3GD-	710-49970-221	GOLF COURSE RECEIPT PRINTER		498.51
AMAZON CAPITAL SERVICE	05/13/2024	20130465	1193-H3GD-	710-49970-221	EQUIPMENT FOR NEW PW BUILDING		786.10
AMAZON CAPITAL SERVICE	05/13/2024	20130465	1LRN-R6CK-	101-45200-223	CARDSTOCK	Parks	17.50
AMAZON CAPITAL SERVICE	05/13/2024	20130465	1LRN-R6CK-	613-49830-223	GOLF PENCILS	Golf Course	113.76
AMAZON CAPITAL SERVICE	05/13/2024	20130465	1LRN-R6CK-	101-41900-223	PAPER TOWEL DISPENSERS	Central Services	187.99
AMAZON CAPITAL SERVICE	05/13/2024	20130465	1LRN-R6CK-	101-41900-223	TRASH CANS	Central Services	65.12
AMAZON CAPITAL SERVICE	05/13/2024	20130465	1LRN-R6CK-	101-41900-201	BOOT SCRUBBERS	Central Services	91.96
AMAZON CAPITAL SERVICE	05/13/2024	20130465	1PJK-LJQQ-	101-42260-219	MEDICAL SUPPLIES	Fire Protection Services	249.75-
AMAZON CAPITAL SERVICE	05/13/2024	20130465	1QW7-WPX	701-49800-221	SMALL SWEEPER PARTS		12.19
AMAZON CAPITAL SERVICE	05/13/2024	20130465	1QW7-WPX	701-49800-222	VAC TRUCK COUPLER		61.64
AMAZON CAPITAL SERVICE	05/13/2024	20130465	1QW7-WPX	701-49800-215	SHOP SUPPLIES		8.98
AMAZON CAPITAL SERVICE	05/13/2024	20130465	1QW7-WPX	701-49800-222	SHORE PLUG IN SQUAD CARS		41.70
AMAZON CAPITAL SERVICE	05/13/2024	20130465	1QW7-WPX	701-49800-240	SOCKETS		246.99
AMAZON CAPITAL SERVICE	05/13/2024	20130465	1QW7-WPX	701-49800-240	SOCKETS		288.99
AMAZON CAPITAL SERVICE	05/13/2024	20130465	1QW7-WPX	701-49800-222	SHOP		2.99
AMAZON CAPITAL SERVICE	05/13/2024	20130465	1QW7-WPX	701-49800-222	DISCOUNTS		7.57-
AMAZON CAPITAL SERVICE	05/13/2024	20130465	1R7M-FQGN	101-42260-221	EQUIPMENT FOR TRUCKS	Fire Protection Services	760.94
AMAZON CAPITAL SERVICE	05/13/2024	20130465	1RT7-JP16-P	101-41900-201	MAGNETIC PUSH PINS	Central Services	6.99
AMAZON CAPITAL SERVICE	05/13/2024	20130465	1RT7-JP16-P	101-41900-201	WOOD PUSH PINS	Central Services	4.99
AMAZON CAPITAL SERVICE	05/13/2024	20130465	1RT7-JP16-P	101-41900-201	DAWN DISH SOAP FOR KITCHEN	Central Services	18.29
AMAZON CAPITAL SERVICE	05/13/2024	20130465	1RT7-JP16-P	101-41900-201	BLACK PENS FOR FRONT COUNTER	Central Services	9.99
AMAZON CAPITAL SERVICE	05/13/2024	20130465	1WK9-FPX9-	101-43000-240	BLUETOOTH HEADSET -JIMMY	Public Works Department	36.99
AMAZON CAPITAL SERVICE	05/13/2024	20130465	1WK9-FPX9-	101-43000-226	FLASHLIGHT	Public Works Department	172.64
AMAZON CAPITAL SERVICE	05/13/2024	20130465	1WK9-FPX9-	101-43000-240	PENS	Public Works Department	22.98
AMAZON CAPITAL SERVICE	05/13/2024	20130465	1WK9-FPX9-	101-43000-226	BOOTS WATERPROOF - TRACE	Public Works Department	113.99
AMAZON CAPITAL SERVICE	05/13/2024	20130465	1WK9-FPX9-	101-43000-240	COMMAND STRIPS	Public Works Department	61.47
Total 20130465:							3,376.37
CARDMEMBER SERVICE	05/13/2024	20130466	04.2024 BP	701-49800-222	PD #259 RADIATOR		116.00
CARDMEMBER SERVICE	05/13/2024	20130466	04.2024 BW	701-49800-222	RADIATOR FOR PD 265		197.00
CARDMEMBER SERVICE	05/13/2024	20130466	04.2024 BW	101-43000-212	PROPANE BULK FOR PATCH TRUCK	Public Works Department	104.48
CARDMEMBER SERVICE	05/13/2024	20130466	04.2024 CF	101-42110-226	CLOTHING 6051	Police Department	16.99
CARDMEMBER SERVICE	05/13/2024	20130466	04.2024 CF	101-42110-226	CLOTHING 6051	Police Department	16.99
CARDMEMBER SERVICE	05/13/2024	20130466	04.2024 CF	101-42110-433	POST LICENSE RENEWAL (10 OFFICERS)	Police Department	900.00
CARDMEMBER SERVICE	05/13/2024	20130466	04.2024 CF	101-42110-433	PELTON MEMBERSHIP	Police Department	47.76

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CARDMEMBER SERVICE	05/13/2024	20130466	04.2024 CF	101-42110-402	CAR WASH #261	Police Department	13.96
CARDMEMBER SERVICE	05/13/2024	20130466	04.2024 CL	101-41110-439	COFFEE WITH MAYOR	Mayor & Council	37.97
CARDMEMBER SERVICE	05/13/2024	20130466	04.2024 CL	101-41300-437	CLERKS INSTITUTE - DICKHAUSEN	Administration	360.00
CARDMEMBER SERVICE	05/13/2024	20130466	04.2024 CL	101-41110-439	CITY COUNCIL MEAL	Mayor & Council	180.24
CARDMEMBER SERVICE	05/13/2024	20130466	04.2024 JL	613-49830-093	CONCESSIONS	Golf Course	874.71
CARDMEMBER SERVICE	05/13/2024	20130466	04.2024 JL	101-43000-415	PODS STORAGE CONTAINERS	Public Works Department	733.62
CARDMEMBER SERVICE	05/13/2024	20130466	04.2024 JV	101-42260-219	MEDICAL SUPPLIES	Fire Protection Services	28.79
CARDMEMBER SERVICE	05/13/2024	20130466	04.2024 JV	101-42260-219	MEDICAL SUPPLIES	Fire Protection Services	34.74
CARDMEMBER SERVICE	05/13/2024	20130466	04.2024 JV	101-42260-219	MEDICAL SUPPLIES	Fire Protection Services	2,249.59
CARDMEMBER SERVICE	05/13/2024	20130466	04.2024 JV	101-42260-228	TRAINING SUPPLIES	Fire Protection Services	198.00
CARDMEMBER SERVICE	05/13/2024	20130466	04.2024 JV	101-42260-437	HOTEL FOR CONFERENCE FOR TAYLOR	Fire Protection Services	250.55
CARDMEMBER SERVICE	05/13/2024	20130466	04.2024 JV	101-42260-402	CARWASH FOR TAHOE	Fire Protection Services	15.00
CARDMEMBER SERVICE	05/13/2024	20130466	04.2024 JV	101-42260-219	MEDICAL SUPPLIES	Fire Protection Services	14.75
CARDMEMBER SERVICE	05/13/2024	20130466	04.2024 JV	101-42260-219	MEDICAL SUPPLIES	Fire Protection Services	129.16
CARDMEMBER SERVICE	05/13/2024	20130466	04.2024 JV	101-42260-219	MEDICAL SUPPLIES	Fire Protection Services	973.97
CARDMEMBER SERVICE	05/13/2024	20130466	04.2024 JV	101-42260-219	MEDICAL SUPPLIES	Fire Protection Services	1,162.44
CARDMEMBER SERVICE	05/13/2024	20130466	04.2024 JV	101-42260-219	MEDICAL SUPPLIES	Fire Protection Services	665.21
CARDMEMBER SERVICE	05/13/2024	20130466	04.2024 LO	101-42400-437	SEPTIC TRAINING	Building & Zoning	419.44
CARDMEMBER SERVICE	05/13/2024	20130466	04.2024 MJ	710-49970-311	ZOOM SUBSCRIPTION		15.99
CARDMEMBER SERVICE	05/13/2024	20130466	04.2024 SO	601-49400-489	SHIPPING		23.01
CARDMEMBER SERVICE	05/13/2024	20130466	04.2024 SO	601-49400-437	TRAINING		310.00
CARDMEMBER SERVICE	05/13/2024	20130466	04.2024 SO	601-49400-489	SHIPPING		20.55
CARDMEMBER SERVICE	05/13/2024	20130466	04.2024 SO	601-49400-489	SHIPPING		13.35
CARDMEMBER SERVICE	05/13/2024	20130466	04.2024 SO	602-49450-406	COUNTY PERMIT FOR 680 BROWN RD	Sewer	350.00
CARDMEMBER SERVICE	05/13/2024	20130466	04.2024 SO	601-49400-216	CHEMICALS		545.22
CARDMEMBER SERVICE	05/13/2024	20130466	04.2024 SO	601-49400-216	CHEMICALS		811.22
CARDMEMBER SERVICE	05/13/2024	20130466	04.2024 SO	602-49450-406	COUNTY PERMIT FOR WEBBER HILL N 146 VAL	Sewer	350.00
CARDMEMBER SERVICE	05/13/2024	20130466	04.2024 TW	101-42110-437	UOF TRAINING DAY 1	Police Department	151.31
CARDMEMBER SERVICE	05/13/2024	20130466	04.2024 TW	101-42110-437	UOF TRAINING DAY 2	Police Department	69.37
CARDMEMBER SERVICE	05/13/2024	20130466	04.2024 TW	101-42110-437	OIS/UOF TRAINING	Police Department	52.45
CARDMEMBER SERVICE	05/13/2024	20130466	04.2024 TW	101-42110-437	EXPLORER STATE CONFERENCE	Police Department	152.15
CARDMEMBER SERVICE	05/13/2024	20130466	04.2024 TW	101-42110-437	BIKE PATROL TRAINING/BOOKS	Police Department	83.87
Total 20130466:							12,689.85
HOME DEPOT	05/13/2024	20130467	4312986	101-43000-221	QUICKRETE FOR BULK WATER FILL AT NEW PW	Public Works Department	15.40
HOME DEPOT	05/13/2024	20130467	5620580	101-41900-404	PD BATHROOM REPAIR	Central Services	34.80
HOME DEPOT	05/13/2024	20130467	9082551	101-45200-223	STORAGE RACKS	Parks	996.00
HOME DEPOT	05/13/2024	20130467	9082551	701-49800-215	STORAGE RACKS		1,992.00

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
Total 20130467:							3,038.20
HOME DEPOT CREDIT SERVIC	05/13/2024	20130468	1011498	101-43100-223	DOOR PARTS FOR BRUSH SITE	Brush Site	42.79
Total 20130468:							42.79
MEDSURETY LLC	05/13/2024	20130469	03.22.24 - 04	101-21719	FSA 03.22.24-04.28.24		95.49
MEDSURETY LLC	05/13/2024	20130469	31147	101-41900-319	FEES	Central Services	201.50
Total 20130469:							296.99
METROPOLITAN COUNCIL- SAC	05/13/2024	20130470	APRIL 2024	101-20809	SAC 04/2024		2,485.00
Total 20130470:							2,485.00
PSN: PAYMENT SERVICE INVOI	05/13/2024	20130471	294390	602-49450-312	SEWER FUND PSN FEES	Sewer	665.50
PSN: PAYMENT SERVICE INVOI	05/13/2024	20130471	294390	601-49400-312	WATER FUND PSN FEES		665.50
PSN: PAYMENT SERVICE INVOI	05/13/2024	20130471	294508	101-41900-312	MISC PSN FEES	Central Services	2.75
PSN: PAYMENT SERVICE INVOI	05/13/2024	20130471	294645	101-41900-312	BUILDING PERMIT PSN FEES	Central Services	12.65
Total 20130471:							1,346.40
SQUARE SERVICES	05/13/2024	20130472	05.2024	613-49830-312	GC SQUARE FEE	Golf Course	35.00
Total 20130472:							35.00
THE HUNTINGTON NATIONAL B	05/13/2024	20130473	790746	415-42260-550	FIRE TRUCK LEASE		48,349.07
Total 20130473:							48,349.07
Grand Totals:							877,669.08

AGENDA ITEM



Date: May 13, 2024

Item: 4

Title: Election Recap

Presenter: Christine Lusian, City Clerk

Section: Consent Agenda

1. **Purpose:**

Summary of election services for the Special Primary

2. **Background:**

Orono administered election services to our voters for a Special Primary. Only candidates for district six county commissioner appeared on the ballot. Elections results (attached) are considered unofficial until canvassed (May 2) and certified by Hennepin County.

Election day voting was held on Tuesday, April 30 at each of the three polling places, Long Lake Fire Department (Precinct 1), City Hall Council Chambers (Precinct 2), and Calvary Memorial Church (Precinct 3). Public Works employees transported equipment and supplies to and from the polling places the day prior and after election. Long Lake Fire Department and Calvary Memorial Church employees cleared and provided space in their facilities. Below are a few notable election day statistics:

- 6,379 pre-registered voters; 1 new registration
- 195 election day voters (P1=81, P2=46, P3=68)
- 24 election judges

Early voting services were provided from April 12 to April 30 at city hall, including one Saturday and outreach at two health care facilities. Direct balloting services were not available. Some early voting statistics:

- 31 early voters
- 8 voted in person; 23 voted by mail; 4 voted from a health care facility
- 3 ballots were rejected

Special thanks to administration employee Nola Dickhausen for all her work assisting with preparing and coordinating early voting, judges, training, and election day support! Thank you to Clint Schumann and the Public Works crew for the secure equipment setup and storage. Thank you to stand out election judges Cathy Wilkins, Kirk Nelson, Jennifer Weiss, Sandra Keegan, Sandy Whistler, and Joe Ruthenberg. Thank you to Long Lake Fire Department and Calvary Church for being strong partners and allowing Orono voters to be in their spaces.

Voting and preparation for county commissioner general election services are underway, including ballot production, equipment testing, and judge recruitment. Early voting opened May 6 with election day voting at each of the three polling places on May 14.

3. **Staff Recommendation:**

None - informational only.

COUNCIL ACTION REQUESTED

None- informational only.

Exhibits

A. SOS MN CD6 Primary Election Results

Unofficial Results Tuesday, April 30, 2024

[Results Home](#) [Previous Page](#)

Precincts Reporting of Selected Precincts: 100% 3 of 3

Last Updated: 05/01/24 11:47 AM

Voters Registered at 7AM: 6,379

Results for Selected Precincts in Hennepin County

ORONO P-01

Special Election for County Commissioner District 6
66 precincts in contest. 1 of 1 precincts reported.

Nonpartisan	Candidate	Totals	Percent
	Jen Westmoreland	5	5.56%
	Heather Edelson	27	30.00%
	Patrick Gage	13	14.44%
	Marisa Simonetti	40	44.44%
	Janet Kitui	3	3.33%
	Daniel Moret	2	2.22%

ORONO P-02

Special Election for County Commissioner District 6
66 precincts in contest. 1 of 1 precincts reported.

Nonpartisan	Candidate	Totals	Percent
	Jen Westmoreland	4	7.41%
	Heather Edelson	22	40.74%
	Patrick Gage	10	18.52%
	Marisa Simonetti	14	25.93%
	Janet Kitui	2	3.70%
	Daniel Moret	2	3.70%

ORONO P-03

Special Election for County Commissioner District 6
66 precincts in contest. 1 of 1 precincts reported.

Nonpartisan	Candidate	Totals	Percent
	Jen Westmoreland	2	2.53%
	Heather Edelson	28	35.44%
	Patrick Gage	9	11.39%
	Marisa Simonetti	37	46.84%
	Janet Kitui	1	1.27%
	Daniel Moret	2	2.53%

AGENDA ITEM



Date: May 13, 2024

Item: 5

Title: Fee Schedule Updates - Ordinance 305

Presenter: Maggie Jin, Finance Director

Section: Consent Agenda

1. **Purpose:**

The purpose of this action item is to approve the amended 2024 Fee Schedule.

2. **Background:**

On the December 11, 2023 Council Meeting, the 2024 fee schedule was presented and adopted by the City Council. There were a few items, highlighted in yellow on Exhibit A, on the utility fee schedule page that was hidden within staff's working spreadsheet and therefore, not adopted at the meeting. Historically, these fees have been included on previous years' fee schedule and thus is an administrative error. There are no changes from what was previously on the 2023 fee schedule for these fees. On the fee schedule attached with this council item includes the missed items, such as bulk water fee and water turn on/off fee. The fees should be retroactive as of January 1, 2024, which is included with the staff's recommendation.

3. **Staff Recommendation:**

Staff recommends approval of Ordinance 305 adopting the updated 2024 fee schedule as presented, retroactive to January 1, 2024.

COUNCIL ACTION REQUESTED

Motion to 1) Adopt Ordinance 305 of the third series amending title one chapter two of the city code relating to the updated fee schedule and 2) Approve a summary publication of Ordinance 305.

Exhibits

[Exhibit A. 2024 Draft Fee Schedule](#)

[Exhibit B. Ordinance 305 - Fee Schedule](#)

[Exhibit C. Ordinance 305 Summary Publication](#)

2024 Orono Fee Schedule

Table of Contents

A. Building, Planning, and Zoning	B. License Fees and Miscellaneous Charges	C. Utility Rates and Fees	D. Administrative Offenses	E. Park Fees	F. Police Administration	G. Documents and Services
Zoning Applications	Joint Use Dock	Sanitary Sewer and Municipal Water Connection	Traffic/ Vehicle	Golf Course	Dogs at Large	Zoning Documents
Zoning Permits	Rental License	Municipal Connection Permit	Snowmobile Violations	Lurton Park	Animals at Large	General Administrative Documents
Building Code Administration	Garbage Hauler	Point of Sale Fees	Animals	Summit Beach	Large Assemble Permit	
Building Permits	Home Occupation	Sewer Projects	Public Nuisances	Field/Facility Reservations	Fireworks	
Contractual Inspections	Temporary Trailers and Buildings	Water Connections	Open Burning		Firearms	
Fire	Kennel Licenses	Water Meter and Horn	Noise		Trapping	
Park Dedication	Beer, Wine, and Liquor	Sewer and Water Unit Adjustment Charges	Park Violations		Special Events	
Storm Water Trunk	Amusement Devices	Utility Service Fees	Sign Violations		False Alarm	
	Public Dance	Municipal Water Rates	Juvenile Violations		Fingerprinting	
	General Administrative Licenses/Fines	Stormwater Utility Rates	Seasonal Overweight Vehicles		Police Special Services	
	Miscellaneous Charges	Recycling Charge	Parking		Copy Service	
		Sump Pump Surcharge	Miscellaneous		Photos	
		PW supplies and service			No Parking Signs	
					Statements	
					Fire arm storage	

Exhibit A Building, Planning, and Zoning

PLANNING, BUILDING, ZONING

All fees, unless otherwise noted, are application fees and are non-refundable after staff work has begun on the application.

All after the fact applications are double fees. All applicants are responsible for actual costs incurred by the City by its' consultants in the review of the application.

	<u>Fee</u>	<u>Escrow</u>	<u>Notes</u>
ZONING APPLICATIONS:			
Variance	\$375.00	\$700.00	+ Consultant fees
1st Extension	\$55.00		Staff approved
2nd and subsequent	\$55.00		City Council meeting
Conditional Use Permit	\$375.00	\$700.00	+ Consultant fees
CUP amendment	\$375.00	\$700.00	+ Consultant fees
1st Extension	\$55.00		Staff approved
Interim Use Permit	\$375.00	\$700.00	+ Consultant fees
Site Plan Review	\$375.00	\$700.00	+ Consultant fees
Zoning Amendments including map amendments	\$375.00	\$700.00	+ Consultant fees
Concept Review	\$375.00		
Comprehensive Plan Amendment	\$375.00	\$700.00	+ Consultant fees
Subdivision			
Subdivision: Sketch Plan	\$375.00		
Subdivision: Class III Prel Plat	\$550.00	\$5,000.00	+ Consultant fees
Subdivision: Final Plat	\$550.00	\$2,500.00	+ Consultant fees
Subdivision: Preliminary plat extension	\$375.00		
Subdivision Exception	\$100.00	n/a	+ Consultant fees if Applicable
Vacations			
Vacations: Road	\$375.00	\$700.00	+ Consultant fees
Vacation: Easement not associated with subdivisions	\$375.00	\$700.00	+ Consultant fees
Vacation: Easements associated with a subdivision	\$0.00		
Easement Creation	\$165.00	\$700.00	+ Consultant fees
Appeal of Administrative Decision	\$165.00	\$700.00	+ Consultant fees
ZONING PERMIT:			
Stairway to Lake	\$55.00		
Structures not requiring a building permit	\$55.00		Plus Engineering Costs
Encroachment Permit/ Agreement	\$165.00		
Tree removal in shore setback	\$0.00		
Signs (Alteration of cabinet or raceway)	\$55.00		
Vehicle Storage	\$55.00		78-1577 (C)
Land Alteration	\$100.00		May also require a IUP

	<u>Fee</u>	<u>Escrow</u>	<u>Notes</u>
Tent/ Canopy Permits	\$55.00		
*City Administrator may require an erosion control escrow for projects disturbing soils or tree replacement.		\$1,000.00	Variable depending on project scope, but not to exceed
Zoning confirmation letter	\$55.00		
Address Change Request by Owner	\$55.00		Request for zoning confirmation letter

BUILDING CODE ADMINISTRATION:

Building Permits

Based on Value Table

Building permit fees (Building, Plumbing, Mechanical, unless otherwise noted)

Based on 2012 Building Valuation Table

Plan Review Fee

65% of Building Permit Fee

Rereview Plan Fee

Up to the cost of the Plan Review Fee Based on Building Official Recommendation

Minimum Fee

\$26.25

Moved-In Structure (not including foundation, interior remodel, etc.)

\$275.00

Pre-Move Inspection

\$165.00

Special investigation fee (work started without obtaining a permit – applies even if no permit is pulled)

100% of Building permit fee

Manufactured Home Installation \$275.00 plus State Surcharge and requires a regular building permit if also doing basement, foundation, garage or entryway, fees are based on sq. ft. State Table

\$275.00

Refunds: 80% of building permit fees on projects not yet started (within 90 days of permit issuance by municipality). No refund on plan review fees, state surcharge or maintenance permits

City Administrator may require an erosion control escrow for projects disturbing soils.

\$1,000.00

	<u>Fee</u>	<u>Escrow</u>	<u>Notes</u>
Valuation based on ICC 2012 Building Valuation tables			
Total Valuation	Fee		
\$1.00 to \$500	\$26.25		
\$501.00 to \$2,000.00	\$26.25 for the first \$500.00 plus \$3.41 for each additional \$100.00, or fraction thereof, to and including \$2,000.00		
\$2,001.00 to \$25,000.00	\$77.40 for the first \$2,000.00 plus \$15.49 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00		
\$25,001.00 to \$50,000.00	\$433.67 for the first \$25,000.00 plus \$11.29 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00		
\$50,001.00 to \$100,000.00	\$715.92 for the first \$50,000.00 plus \$7.88 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00		
\$100,001.00 to \$500,000.00	\$1109.92 for the first \$100,000.00 plus \$6.30 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00		
\$500,001.00 to \$1,000,000.00	\$3,629.92 for the first \$500,000.00 plus \$5.25 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00		
\$1,000,001.00 and up	\$6,254.92 for the first \$1,000,000.00 plus \$4.20 for each additional \$1,000.00, or fraction thereof		

State Surcharge as required by State

Demolition

Demolition: Principal structure	\$100.00		
Demolition: Accessory structure/Septic system (Per unit fee)	\$50.00		
Retaining walls	Based on Value Table		May require City Council approval (Variance or CUP)
City Engineer may require an erosion control escrow for projects disturbing soils.		Not to Exceed \$1,000.00	

Plumbing

	1.25% of project value, based on valuation table	n/a
Backflow registration	\$10.00	
Plumbing minimum	\$26.25	

	<u>Fee</u>	<u>Escrow</u>	<u>Notes</u>
Mechanical (All Types)	1.25% of project value, based on valuation table		
Mechanical Minimum	\$26.25	n/a	
Tent/ Canopy	\$50.00		
Municipal Connection permit		n/a	
Sewer	\$50.00		<u>See Utility Section</u>
SAC (Sewer Availability Charge) (MCES)	\$2,485.00		
Water	\$50.00		<u>See Utility Section</u>
Septic			
Tank or Repair Permit	\$350.00		
New or replacement Type I or Type III, Residential	\$750.00		
New or replacement Advanced Septic System Residential	\$750.00		
Plus additional actual costs	upto 600.00		
All Commercial	\$750.00		
Plus additional actual costs	upto 600.00		
Subdivision site evaluation review	\$60.00		Per lot
Inspection surcharge for RS zones (Big Island and Deering island)	\$30.00		plus cost of boat rental if transportation not provided.
Reinspection fee	\$30.00		plus \$60/ hour after 1st hour
Site inspection without permit	Actual costs		
Quarterly Septic Fee	11.25		
Septic Late Fee	3%/Qtr		
Miscellaneous Projects			
Retaining walls requiring building permit	Based on Value Table		May require City Council approval (Variance or IUP)
Sign structure	Based on Value Table		
Entrance monuments	Based on Value Table		
Fences	Based on Value Table		Only required for fences above 7 feet.
Tent/ Canopy	\$50.00		
Temporary Certificate of Occupancy Escrow	3% of project value, not to exceed \$10,000		

	<u>Fee</u>	<u>Escrow</u>	<u>Notes</u>
Contractual Inspection Service			
Plan Review Charge	Per 2012 Building Permit Fee Based on Valuation		

FIRE

	<u>Actual Cost</u>
Fire Protection inspection	Per 2012 Building Permit Fee Based on Valuation
All fire suppression and alarm permits are based on value, and include a plan review fee and are subject to the state surcharge.	
Fire Plan review fee	65% of permit fee
Burning permits	No Charge
Reinspection	\$50.00

PARK DEDICATION

Land Dedication Minimum Area - Developers shall be required to dedicate to the City for parks, playgrounds, trails, open spaces and other public purposes an amount of land proportional to the amount of land being developed and to the number of residential units or commercial industrial employment, as set forth in Section 82-226:

0.1 acres of land per residential dwelling unit

Sec. 82-227

0.1 acres for every acre of commercial or industrial zoned land, or 0.1 per every 14 expected employees, whichever is greater

Cash contribution is equal to the amount of land required In those instances where a cash contribution is to be made by the developer, in lieu of a conveyance or dedication of land, the cash contribution to be contributed shall be equivalent to the fair market value of the land to be dedicated.

Cash contribution maximum

Where the anticipated park needs are greater than the number of acres to be developed, the city establishes a maximum park dedication maximum:

- Residential density of 3 units per acre or less: maximum 4 percent of the predeveloped value
- Residential density of 3.1- 8 units per acre: maximum 8 percent of the predeveloped value
- Residential density of 8.1 - 15 units per acre: maximum 12 percent of the predeveloped value
- Residential density of 15.1 units per acre or more: maximum 20 percent of the predeveloped value

STORMWATER AND DRAINAGE TRUNK FEES

Storm water trunk fees apply to new development and redevelopment of existing properties and provide funding for the storm water infrastructure necessary to serve the City. The trunk fee is based on the land use and acreage of the property being developed. An equivalency factor multiplier is assigned to each land use type, with a 2-acre residential lot considered as the standard in the City with an equivalency factor of 1.0. The table below lists the storm water trunk fees per acre for the various zoning districts and land uses in the City.

Stormwater and Drainage Trunk fees as established by Subdivision IV, Section 14-283 of the City Code.

<u>Fee</u>	<u>Escrow</u>	<u>Notes</u>
NEW DEVELOPMENT LAND USE	Per new lot, or new structure on previously vacant lot	Per buildable acre
Single Family Residential 5 Acre Zone	\$16,150.00	
Single Family Residential 2 Acre Zone	\$8,060.00	
Single Family Residential 1 Acre Zone	\$5,250.00	
Single Family Residential 1/2 Acre Zone	\$3,025.00	
Multi Family Residential 4 Units/Acre or Less		\$7,275.00
Multi Family Residential Greater than 4 Units/Acre		\$8,490.00
Commercial or Industrial		\$9,690.00
Multi-family and High-Density Single Family Developments. Trunk fee shall be charged on a per-acre basis, except that the following acreages will not be subject		
- all wetland acreage up to the delineation line		
- acreage of stormwater ponding or similar improvements that provide additional treatment benefits beyond what is required to treat the stormwater runoff from the development site.		
- acreage of conservation easements resulting from Conservation Design process		

Exhibit B Licenses and Miscellaneous Charges

License Fees for new licenses may be prorated; after 75% of the license period has elapsed, the fee is reduced by 50%.

	<u>Fee</u>	
DOCK LICENSE	\$325.00 Per Year	
Big Island Dock License	\$6,000.00	
Canoe Rack Rental	\$45.00 Per Slip	
RENTAL LICENSE		
License Fee	\$120.00 2 year term	
GARBAGE HAULER LICENSE		
Flat Rate	\$75.00	Ch. 54, Article III
Per Hauler	\$15.00 Per Truck	
Transfer Fee	\$30.00	
HOME OCCUPATION LICENSE (Level 2)	\$100.00 Initial Review Fee	Sec. 26-76
	\$30.00 Annual Review Fee	
TEMPORARY TRAILERS & BUILDINGS	\$30.00	
KENNEL LICENSES		Sec. 62-161 thru 62-185
Commercial Application & Inspection Fee (Annual)	\$150.00	
Residential Application & Inspection Fee (Annual)	\$50.00	

Fee

BEER, WINE & LIQUOR LICENSES

Initial Investigation	\$500.00 Per License	Ch. 34, Article II
On-Sale & Off-Sale Intoxicating Liquor Licenses		Ch. 34, Article II
On-Sale & Off Sale 3.2% Malt Liquor/Wine Licenses		Ch. 34, Article II
In state investigation	Actual cost up to \$10,000	
Out state investigation	Actual cost	
Off-Sale Liquor License	\$150.00	Sec. 34-66
On-Sale Liquor License	\$5,000.00	Sec. 34-66
On-Sale Wine License	\$2,000.00	Sec. 34-77
3.2 % Malt Liquor Off-Sale (Annual)	\$50.00	Sec. 34-66
3.2 % Malt Liquor On-Sale (Annual)	\$100.00	Sec. 34-66
Setup (Annual)	\$100.00	Sec. 34-126; 34-143
Club Liquor License		Sec. 34-66
(weekday)	\$200.00	Sec. 34-66
(Sunday)	\$200.00	Sec. 34-66
Temporary Set-up Permit (1-4 days)	\$25.00 Each	Sec. 34-42
Temporary On Sale 3.2% Malt Liquor (1-7 days)	\$25.00 Each	Sec. 34-82
Temporary Off-Sale Wine License (wine auction)	\$25.00 Each	Sec. 34-42
Temporary On-Sale Wine License (1-4 days)	\$25.00 Each	Sec. 34-42
Temporary On-Sale Liquor License (1-4 days)	\$25.00 Each	Sec. 34-42

Liquor Violations (3 years immediately prior to date of most current violation)

1st Violation	\$500.00	Sec. 34-41
2nd Violation	\$1,000.00 & 3-day license suspension	
3rd Violation	\$2,000.00 & 2-week license suspension	
4th Violation	License revocation	

	<u>Fee</u>	
AMUSEMENT DEVICE LICENSES		Sec. 38-601 thru 38-603
Per Establishment (Annual)	\$100.00 + Machine fee	
Per Machine Fee	\$25.00 Each	
 PUBLIC DANCE LICENSE		
Annual License	\$100.00	Sec. 38-501 thru 38-506
Individual License	\$10.00	
 GENERAL ADMINISTRATIVE LICENSES/FINES		
Gambling & Raffle Investigation	\$10.00	Ch. 38, Article II
Massage Therapy License	\$100.00	Ch. 31, Article II
Background Investigation	\$150.00	
Annual Renewal	\$100.00	
Solicitor/Transient Merchant/Peddler License	\$100.00 + Actual costs up to \$1,500.00	Ch. 30
Tobacco Licenses	\$125.00	Ch. 50, Article II
Licensee or Employee Violations within 24 month period		
1st Offense	\$150.00	
2nd Offense	\$400.00	
3rd Offense & Over	\$500.00	
Penalty for Use of Tobacco Where Prohibited	\$100.00	Sec. 51-5
 MISCELLANEOUS FEES		
Convenience Fee - Credit Card Transactions	3.00% + \$0.50 for \$100.00 or less	
Returned Check	\$30.00	

Exhibit C Utility Rates and Fees

ALL SANITARY SEWER AND MUNICIPAL WATER CONNECTION CHARGES

Connection fees have been determined as a way to provide a fair and equitable recovery of the costs associated with providing water and wastewater utility services to new customers to avoid placing these costs on existing customers. The connection fee includes those portions of existing assets that will benefit new customers together with any anticipated future capital improvements constructed for the purpose of providing utility services to new customers. The connection charge applies to those properties not previously assessed for the associated utility project.

	<u>Fee</u>
MUNICIPAL CONNECTION PERMIT	
Sewer (Includes one inspection)	\$150.00
SAC (Sewer Availability Charge) (MCES)	\$2,485.00
Water (Includes one inspection)	\$150.00
Horn	Quote Basis
Additional Connection inspection (Water or Sewer)	\$100.00
Additional Disconnection inspection (Water or Sewer)	\$100.00

POINT OF SALE SEWER SERVICE INFLOW & INFILTRATION INSPECTION FEES

Residential - City Inspection	\$250.00
Residential - Private Inspection Review	\$100.00
Commercial	\$750.00

SEWER PROJECTS

Connection to existing City Sewer System: \$6,000 per unit
 Connection to City Sewer in areas still within their assessment window (less than 15 years since project was assessed) shall pay an amount equivalent to the assessment amount plus interest that residences were charged at the time of the project:

	Fee
2010 North Farm Road	\$ 23,280.00
2014 Green Trees	\$ 24,780.00
2015 Green Trees Extension	\$ 23,670.00

Connection to Sewer System in adjacent city

Exhibit C Utility Rates and Fees

	Fee
Connection to Long Lake Sewer System	\$1,900.00 or per current Long Lake Fee Schedule
Connection to Wayzata Sewer System	\$1,050 or per current Wayzata Fee Schedule

WATER CONNECTIONS

Connection to existing City Water Main \$4,370 per unit

*or 20% over adjacent city's fee schedule, whichever is greater of

	Fee
Current Fee per Adjacent City	
Connection to Long Lake Water System	\$1,900.00 or per current Long Lake Fee Schedule
Connection to Wayzata Water System	\$2,470 or per current Wayzata Fee Schedule

WATER METER AND HORN

5/8" (3/4"x7-1/2") meter with horn including sales tax	Actual Cost
3/4" (3/4"x9") meter with horn including sales tax	Actual Cost
1" meter with horn including sales tax	Actual Cost
Larger meter	Actual Cost

SEWER AND WATER UNIT ADJUSTMENT CHARGES

CHARGES

Charges shall result from either an intensification of an existing non-residential use or a new non-residential use that replaces a former use on a property located within an area already assessed and served by municipal sewer and water.

CREDIT

Credit for previously assessed sewer or water units shall be applied against the total number of sewer and water units established for the new use.

UNIT CHARGE

Exhibit C Utility Rates and Fees

Each sewer and each water unit adjustment charge shall be equal to the current Service Availability Charge established by the Metropolitan Council Wastewater Services or its successor and shall be payable to the City of Orono upon application for a building permit.

UTILITY SERVICE FEES

Municipal Sewer Rate

By Unit:

1st

\$71.78 per month

2nd

By flow (\$70.37/month minimum):

\$7.18/1000 gallon plus
\$6.27/month/SAC unit

Long Lake Service

Minimum Charge (10,000 Gallons or Less Water Usage)

\$71.78 per month

Over 10,000 Gallons Water Usage, per 1,000 Gallons

\$7.18/1000 gallon plus

Wayzata Service

Metered Service

Minimum Charge (10,000 Gallons or Less Water Usage)

\$71.78 per month

Over 10,000 Gallons Water Usage, per 1,000 Gallons

\$7.18/1000 gallon plus

Unmetered Service

Per Property

\$71.78 per month

Some Properties on Mytlewood and Old Long Lake Road are not connected to water. Wayzata bills Orono based on a quarterly usage of 25,000 gallons. Charge is based on the metered rates and 25,000 gallons.

Exhibit C Utility Rates and Fees

MUNICIPAL WATER RATES

Residential

Billing & Ready to Serve Charge	\$16.67/month
Unconnected Property Charge	\$16.67/month

Water Usage Rate

Navarre Area (Area #1) and Hwy 12 (Area #2)

Tier 1 (0-3,300 gal)	\$8.10/1000 gal
Tier 2 (3,300 - 8,300 gal)	\$11.33/1000 gal
Tier 3 (>8,300)	\$17.00/ 1000 gal

Chevy Chase Area (Area #3)

Tier 1 (0-5,000 gal)	\$8.10/1000 gal
Tier 2 (5,000-8,300 gal)	\$11.33/1000 gal
Tier 3 (>8,300)	\$17.00/ 1000 gal

Long Lake Area (Area #4)

Tier 1 (0-2,000 gal)	\$8.10/1000 gal
Tier 2 (2,000-7,000 gal)	\$11.33/1000 gal
Tier 3 (>7,000 gal)	\$17.00/ 1000 gal

Multi-Family

Billing & Ready to Serve Charge per SAC Unit	\$16.67/month
Unconnected Property Charge	\$16.67/month

Water Usage Rate

Tier 1 (0-8,300 gal)	\$8.10/1000 gal
Tier 2 (8,300-33,300 gal)	\$11.33/1000 gal
Tier 3 (>33,300 gal)	\$17.00/ 1000 gal

Exhibit C Utility Rates and Fees

Commercial

Billing & Ready to Serve Charge per SAC Unit	\$16.67/month
Unconnected Property Charge	\$16.67/month
Water Usage Rate	
Tier 1 (0-8,300 gal)	\$8.10/1000 gal
Tier 2 (8,300-33,300 gal)	\$11.33/1000 gal
Tier 3 (>33,300 gal)	\$17.00/ 1000 gal

School

Billing & Ready to Serve Charge per Meter	\$50.00/month
Unconnected Property Charge	\$50.00/month
Water Usage Rate	
Tier 1 (0-8,300 gal)	\$8.10/1000 gal
Tier 2 (8,300-33,300 gal)	\$11.33/1000 gal
Tier 3 (>33,300 gal)	\$17.00/ 1000 gal

Federally Mandated Safe Drinking Water Testing Program (Charged per service connection) \$2.43/quarter or \$0.81/month

Monthly Service Charge for Non-Functioning or Inaccessible Water Meter \$100.00

Bulk sale to Minnetonka Beach for Lafayette Ridge Area
 Processing Fee (Per Monthly Billing Cycle) \$25.00
 Plus Water Usage Rate \$8.10/1000 gal

Bulk sale - All Others
 Processing Fee (Per Monthly Billing Cycle) \$25.00
 Plus Water Usage Rate \$17.00/1000 gal
 i.e. Fill swimming pool or watering sod.

Penalty for late payment of sewer/water bills - 1% monthly if not paid by due date (applied to the total unpaid balance). Interest at 8% on unpaid water/sewer bills certified.

Exhibit C Utility Rates and Fees

Assessment Charge for Unpaid Accounts Certified	\$30.00
Water Turn-On	\$50.00
Water Turn-off	\$50.00
Water System Repair/Replacement if damage caused by property owner:	
Labor	Current Labor Rate
Parts - At Cost	Actual Cost
Contracted Services	Actual Cost

STORM WATER UTILITY RATES

The basic intent of storm water regulations is to minimize the impact of development on natural drainage systems. Any development in an area will

One residential unit: \$16.16/month or \$48.48/quarter

Non-residential unit: Based on "Residential Equivalent Factor"

RECYCLING CHARGE

\$6.50/month or \$19.50/quarter

Recycling Cart from Waste Management No Charge

SUMP PUMP SURCHARGE

\$100.00 per month

PUBLIC WORKS SUPPLIES & SERVICES

Right of Way Permit	\$50.00/permit
Right of Way Escrow (for other than Public Utility)	\$1,500
New Street Intersections (See zoning section - Special improvement fees)	
On-Call Service to Other Cities	
Base On-Call Fee	\$70.00/day
Call-Out Fee	Actual wage and equipment rates

Exhibit D Administrative Offenses

ADMINISTRATIVE OFFENSES (POLICE ADMINISTERED)

	<u>Fee</u>	<u>Applicable Code or MN State Statute (MSS) Number</u>
TRAFFIC/VEHICLE OFFENSES		
Unsafe Operation	\$60.00	66-259
Unreasonable Acceleration	\$60.00	66-258
Exhibition Driving	\$60.00	66-7
Failure to Obey Traffic Control	\$60.00	169.06 MSS
Expired Registration	\$60.00	169.79 MSS
Unsafe Equipment	\$60.00	169.47 MSS
Loud Exhaust	\$60.00	169.69 MSS
No Driver License in Possession	\$60.00	171.08 MSS
Failure to Change Address on DL	\$60.00	171.11 MSS
Driving to Avoid Traffic Signal	\$60.00	66-5
SNOWMOBILE VIOLATIONS		
Operation	\$60.00	66-159
Equipment	\$60.00	66-160
Hours of Operation	\$60.00	66-159
ANIMALS		
Dog at Large	\$60.00	62-104
Animal License Required	\$60.00	62-131
Feces Clean Up	\$60.00	22-95 & 22-114
Barking Dog	\$60.00	62-10
PUBLIC NUISANCES		
Public Nuisance/General Prohibition	\$60.00	70-4
Peace and Safety Violation	\$60.00	70-166
Discharge of Firearm	\$60.00	70-97

Exhibit D Administrative Offenses

OPEN BURNING

No Permit	\$60.00	58-186
Negligent Burning	\$60.00	58-193
No Open Burning	\$60.00	58-193

NOISE

Loud Noise Prohibited	\$60.00	58-120
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PARK VIOLATIONS

Hours of Operation	\$60.00	22-89
Operating a Motor Vehicle within Park	\$60.00	22-92
No Permit	\$60.00	22-102
Feces Clean Up	\$60.00	22-95, 22-102 & 22-114

SIGNS VIOLATIONS

Violation of General Provisions	\$60.00	18-4
Sign Impoundment Fee	\$25.00	78-1473

JUVENILE

Curfew	\$60.00	70-274
Possession of Tobacco	\$60.00	609.685 Sub 3 MSS

SEASONAL OVERWEIGHT VEHICLES

1,000-9,999 lbs overweight	.15 cents per lb over	169.824 Sub 1 MSS
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PARKING

General	\$25.00	66-78
Seasonal 0200-0600 on Street Prohibited	\$25.00	66-80
Handicapped	\$60.00	66-85
Fire Lane	\$25.00	46-85

Exhibit D Administrative Offenses

MISCELLANEOUS

Watering Restrictions	\$60.00	610.50 Sub 15 MSS
Placing Snow on Street	\$25.00	18-5

SPECIAL EVENT VIOLATIONS

1st Violation	\$250.00
2nd Violation	\$500.00
3rd Violation	\$1,000.00

Exhibit E Park Fees

Fee

GOLF COURSE FEES

MONDAY THRU SUNDAY RATES

Individual (Regular)	\$20.00
Juniors (10-18 years old)	\$12.00
Seniors (62 years or older)	\$16.00
Second Round	\$10.00
Children under 10 golf free with an adult	

SEASON PASS RATES (Unlimited Non-League Play)

	<u>Base</u>	<u>Resident</u>
Individual Season Pass	\$570.00	\$455.00
Junior Season Pass (10 - 18 years old)	\$320.00	\$280.00
Senior Season Pass (62 years or older)	\$470.00	\$350.00
Family* Season Pass	\$700.00	\$550.00

* Family meaning: Immediate family living in the same household. Children must be 18 years old or younger.

Parks and Facilities Director shall have the authority to deviate from these prices for the purpose of promoting specials and for special events.

GOLF CART RENTAL RATES

Motorized Cart Rental/Per Person for 9 holes	\$11.00
Motorized Cart Rental/Per Person for 18 holes	\$15.00
Pull Carts/Per Round	\$5.00
Golf Clubs/Per Round	\$5.00

CONCESSION RATES

As Posted

Exhibit E Park Fees

LURTON PARK PASSES

Resident	\$40.00
Non-Resident	\$55.00
Admin Fine - No Permit	See Admin Fines

The administrative fine will be enforced on vehicles that do not display a current parking pass. The fee will be waived with proof of a current parking pass. Payment of the fine will qualify as payment to obtain a permit.

Passes will go on sale for the following year on Nov 1st.

Passes to be prorated at 50% on August 1st.

The cost to cover replacement passes will be \$5.00

SUMMIT BEACH

CANOE RACK RENTAL See Licenses and Miscellaneous Charges

FIELD/FACILITY RESERVATIONS

PARK FACILITY USE PERMIT

Resident (Individual, business or group)	\$15.00
Non-Resident (Individual, business or group)	\$25.00
Golf Course Club House	\$40.00 / Hour

Exhibit F Police Administration

	<u>Fee</u>	
DOGS AT LARGE - RELEASE FEE		Sec. 62-104
1st Offense	\$60.00	
2nd Offense	\$80.00	
3rd Offense	\$100.00	
After Hours, Weekend & Holiday	\$75.00	
Release Charge		
 ANIMALS AT LARGE (Other than dogs) - RELEASE FEE		 Ch. 62, Article I
1st Offense	\$55.00	
2nd Offense	\$65.00	
3rd Offense	\$75.00	
 CARE OF IMPOUNDED ANIMAL	 Actual Cost	
 LARGE ASSEMBLY LICENSE (over 300 people)	 \$200.00 + \$60.00 each additional day; actual costs up to \$1,500	 Sec. 38-801 thru 38-803
 FIREWORKS PERMIT		 Sec. 70-99
Sale and/or Storage of Consumer Fireworks	\$100.00	
 FIREARMS DISCHARGE PERMIT		 Ch. 70, Article III
Pest Control (limited use)	\$25.00	
 Annual (Club Only)	 \$25.00	 \$25 If Participate in Management Progr
 LIMITED TRAPPING PERMIT	 \$20.00	 Sec. 70-71

Exhibit F Police Administration

SPECIAL EVENTS PERMIT	\$100.00	
Special Events involving fireworks	\$250.00	Ch. 66, Article VI
FALSE POLICE ALARM USER FEES		Ch. 42, Article III
1st false alarm/per calendar year	No Charge	
2nd false alarm/per calendar year	\$100.00	
3rd false alarm/per calendar year	\$200.00	
4th false alarm/per calendar year	\$300.00	
5th and over false alarm/per calendar year	\$400.00	
FALSE FIRE ALARM USER FEES		Ch. 42, Article III
1st false alarm/calendar year	No Charge	
2nd false alarm/calendar year	\$100.00	
3rd false alarm/calendar year	\$250.00	
4th false alarm/calendar year	\$350.00	
5th & over false alarm/calendar year	\$500.00 Each Call	
FINGERPRINTING SERVICE	\$50.00 Per Application	
POLICE SPECIAL SERVICES (3 Hours Minimum)		
Officer 119 Rate	\$145.00 Per Hour	
Lord Fletchers	\$125.00	
Police Reserve Officers	\$30.00 Per Hour	
COPY SERVICE - Police Records	\$0.25 Per Page	Up to 100 copies

Exhibit F Police Administration

More than 100 pages (actual costs) \$.25/ single sided page plus actual
cost for search, retrieve, copy,
transmit/device.

Exhibit F Police Administration

PHOTOS		\$10.00 On CD
VIDEO		
	Booking Room Video	\$20.00
	Squad Videos	\$20.00
	Body Worn Cameras	\$50.00
AUDIO	BTA Audio	\$10.00
SIGNS: "NO PARKING ORDER OF POLICE"		
	Paper signs (no lath included)	\$2.00 each
	Laminated	\$5.00 each
STATEMENTS		\$10.00 For CD & (transcribed copy or CD when available; subject to Data Privacy Act - will be charged an actual hourly fee)
FIREARM STORAGE FEES		\$50.00 Per Gun (Police Policy 3056)

Ex G Documents and Services

Fee

ZONING DEPARTMENT DOCUMENTS

Municipal Code Book - Portions	On-Line Free
Ch 78 only (Zoning Code) w/revisions	.25 per page
Ch 82 only (Subdiv. Code) w/revisions	.25 per page
Other Individual Chapters	.25 per page

Building & Planning Publications As Posted - Prices subject to Change

GENERAL ADMINISTRATIVE DOCUMENTS

Listing Information	\$10.00
Assessment Search - Written	\$20.00 Per Parcel

(Verbal searches not given)

Fax Charge	No charge up to 6 pages; \$.25 Each Additional page
Reprint of Oversized Documents that have been microfilmed	Cost of copying service, Messenger service

Surcharge for Staff Expense in Excess of Regular Fees

Professional Time	\$ 60.00 Per Hour
Clerical Time	\$ 40.00 Per Hour
Building/Legal/Engineering Consultants	Actual Billed Cost
Mileage/Copies/Postage/Etc.	Actual Cost
Returned Check Charge	\$30.00

DATA REQUESTS

Photo Copies (1-100 pages)

Fee

\$.25/ single sided page

MS 13.03 Subd 3

Photo Copies (101 + pages or data stored electronically)

\$.25/ single sided page plus
actual cost for search, retrieve,
copy, transmit/device.

Public Data - Stored Electronically

\$0.00 to review at City Hall;
\$0.25 per single sided copy;
\$30/hour actual cost for search,
retrieve, copy, transmit.

MS 13

Electronic Storage Device USB/CD/DVD - 8.5 GB

\$30/hour actual cost for search,
retrieve, copy, transmit.

ORDINANCE NO. 305, THIRD SERIES

**CITY OF ORONO
HENNEPIN COUNTY, MINNESOTA**

**AN ORDINANCE ADOPTING THE AMENDED 2024 FEE SCHEDULE AND REPEALING
ORDINANCE NO. 288, THIRD SERIES**

THE CITY COUNCIL OF ORONO ORDAINS:

SECTION 1. Ordinances Repealed. Ordinance No. 288, Third Series, entitled 2024 Fee Schedule is hereby repealed.

SECTION 2. The City Council of Orono hereby ordains the fees attached as Exhibits A-G effective during the calendar year 2024 in accordance with city code 1-2-171(a-b).

SECTION 3. EFFECTIVE DATE: This ordinance establishing the 2024 Fee Schedule shall be published as a Summary Ordinance and shall be retro-effective to January 1, 2024 upon publication.

ADOPTED this 13th day of May, 2024 on a vote of __ ayes and __ nays by the City Council of Orono, Minnesota.

ATTEST:

Christine Lusian, City Clerk

Dennis Walsh, Mayor

Ordinance published in The Laker and The Pioneer newspapers the week of _____, 2024.

SUMMARY PUBLICATION

ORDINANCE NO. 305

**CITY OF ORONO
HENNEPIN COUNTY, MINNESOTA**

AN ORDINANCE UPDATING FEE SCHEDULE

The City Council of the City of Orono, Minnesota approved updates to city code of ordinances Title I Administration Chapter 2 on December 11, 2023. These are administrative error corrections to the fee schedule. The complete text of this ordinance is available at city hall or www.oronomn.gov.

CITY OF ORONO

/s/Dennis Walsh, Mayor

Attest:

/s/Christine Lusian, City Clerk

AGENDA ITEM



Date: May 13, 2024

Item: 6

Title: Workplace Culture Assessment Service Contract

Presenter: Maggie Jin, Finance Director

Section: Consent Agenda

1. **Purpose:**

The purpose of this council action is to enter into a professional service contract to to assess and review workplace culture to determine what is currently working well within the organization and what needs improvements.

2. **Background:**

Over the last few years, with COVID-19, a variety of external events and turnover of staff, there has been a significant shift in the workplace culture. Orono staff have experienced stresses inside and outside of the workplace, along with the growth of social media platforms disseminating information.

A culture assessment is a process that will offer staff an opportunity to share their comments and feedback about the current and desired culture and work environment of the City. The City recognizes that each departments needs may be different; this process will assist in development the baseline for improved workplace culture and setting future goals as an organization. The assessment is an investment in the City's employees and a step forward to building a better workplace. The goal of the assessment is to learn and develop a cultural agility, to listen, learn, and engage and for the City to be accountable in transforming the culture to something that is inclusive, thriving and culturally agile. Having a positive workplace culture is a win for the employees and the City, creates appreciative employees and helps to retain a great workforce.

Staff reached out to insurance broker, ancillary broker, EAP vendor and LMC for recommendation on workplace culture assessment recommendations. Two quotes were received from Gallagher and Sandcreek, AllOne Health. Each quote were unique and had different scopes. Staff is recommending going with Sandcreek, AllOne Health based on pricing. The consultant working with Sandcreek, AllOne Health, has done services for other cities, such as Oakdale, Willmar, Shakopee, Corcoran and Minnetonka.

3. **Cost:**

The cost of phase one of the culture assessment is approximately \$8,325, to be funded by the General Fund.

4. **Process:**

Process is shown in the attached quotes.

5. **Staff Recommendation:**

I recommend approval to enter into a professional service agreement with SandCreek, AllOne Health, for Workplace Culture Assessment.

COUNCIL ACTION REQUESTED

Motion to approve the professional service agreement with SandCreek, AllOne Health, for Workplace Culture Assessment.

Exhibits

Exhibit A. Sandcreek Quote

Exhibit B. Gallagher Quote

A Phased Approach to a Workplace Culture Assessment

Phase 1:

A climate assessment involves conducting assessment interviews with the identified participants (e.g., organization, department, or workgroup). The feedback themes and recommendations (phase 2) are outlined in a summary document. After the information is presented to the stakeholders, the consultant can assist, as requested, in developing an action plan for addressing the identified themes. Specific work steps in the assessment process include the following:

- Conduct individual interviews with the identified personnel (staff and management personnel)
- Compile and assess interview feedback and outline common themes and primary issues
- Develop a summary of themes based on feedback and interview results
- Work with identified stakeholders (e.g. Administrator, Department Head or Director, Supervisor, and/or Human Resources Director) to develop an action plan
- Share the themes with management personnel and discuss tentative next steps
- In a separate session, share the assessment themes and discuss the next steps with the staff participants

Estimated Fees for Phase 1:

13 Individual interviews (approximately 60 minutes) = \$3,295.00

**It should be noted that some interviews may NOT take the whole time, which will impact the fee for direct service*

4 Staff Group Interview Sessions (1-1.5 hours) = \$1,500.00

Review session with identified management or stakeholders (1-2 hours) = \$590.00

Review session with management interview participants (1-2 hours) = \$590.00

Review session with staff groups (estimate for four groups at 1 hour per session) = \$1,000.00

Documentation Services

Notes compilation and document preparation (8-12 hours) = \$ 1,200.00

Travel

Travel time RT to Orono, MN (2 hours) = \$150.00 (\$75.00 per hour) * *Dependent on the number of trips to Orono, MN*

Phase 2:

Additional Services (optional)

Fees are to be determined based on an identified action plan (per recommendations)

- Staff or team development/training
- Facilitated dispute resolution session(s)
- Leadership coaching and consultation
- Employee professional development session(s)
- Work sessions with management personnel
- Customized training(s)
- Post Investigation Support
- Performance management development and implementation
- Change management and implementation
- Referral for additional services (as needed)
(e.g., employee assistance program, specific training and development needs, etc.)

Continue to work with management personnel/stakeholders to:

* Identify future needs and or strategic intent

* Define ongoing objectives

* Provide documentation of consultation results

Sand Creek Fees for OAP Consultation Services:

Direct services are billed at \$295.00 per hour. **The project will be billed at the rate of \$250.00 (to honor Dr. Herreid's initial proposal)**

Training material, document preparation & planning services are billed at \$100.00 per hour.

Travel time outside the Twin Cities Metro is billed at \$75.00 per hour.

Susan J. Herreid Ph.D., CEAP:

Dr. Herreid has established a successful Organization Development Consultant (ODC) record for 24 years. She started her consulting practice in 2002 and worked with Sand Creek in several roles, including as an EAP Counselor and Clinical Director. For 20 years, she has provided organization development services as Sand Creek's primary Organization Assistance Program (OAP) consultant. The OAP is a division of Sand Creek's Employee Assistance Program (EAP). Dr. Herreid has worked with leaders, employees, and workgroups in public and private sector organizations. She assisted in developing SC's national and international expansion by helping to structure, develop, and implement processes and procedures and creating national and international provider networks.

Dr. Herreid is a trained executive coach certified as an Employee Assistance Professional (CEAP). She is also a critical incident (CISM) facilitator providing support with critical incident debriefing, compassion fatigue, and vicarious trauma. She is experienced in employee dispute resolution and workplace mediation.

For more information, please contact:

Susan J. Herreid Ph.D., CEAP

651.747.6030

susanh@haci.net

<https://allonehealth.com/sand-creek-eap/>

Recommendations for the City of Orono Minnesota

Based on the information shared, suggested recommendations for action are listed below as well as typical pricing for these sorts of projects. Final pricing and full recommendation will be developed after additional discussion.

1. Policy Review and Updates

A review of current policies surrounding employee conduct and harassment. After a review, suggested changes and policy additions will be recommended to set a foundation for professional conduct. Typical policies include:

- Code of Conduct
- Employee Expectations
- Harassment and Reporting Options
- Bullying and Reporting Options
- Retaliation

Pricing: \$2500-\$5000 based on additional policy creation needed.

2. Respect in the Workplace Training – 2-hour workshop for all employees

Respect in the Workplace training is designed to reinforce expectations for all employees regarding professional behavior and a culture where mutual respect is the norm. As the workforce continues to change, these sessions will provide new strategies to create effective working relationships, as well as comply with the organization's harassment policies and code of conduct. Given the context of what has been provided, we recommend these mandatory sessions be held on-site for all employees. As needed, a virtual session can be scheduled for any employee or leader who is not able to attend the in-person session.

Gallagher HR Consulting will work with you to create a customized program that includes scenarios and examples relevant to your workplace and provide participants for strategies for speaking up and other ways that can create a respectful workplace. Key outcomes include:

- Overview of the changing workplace and blind spots that exist within all of us
- Review and discussion of respect and relevant organizational policies
- Overview of legal basics regarding harassment/discrimination issues
- Types of harassment and discrimination that exist
- Retaliation concerns
- Discussion of scenarios provided to analyze what is and isn't harassment
- Steps to help promote a respectful workplace, free from harassment

We recommend a separate session for People Leaders that will include the above topics as well as the following outcomes:

- The importance of role modeling by leaders to set the tone for others
- Actions to take when you observe inappropriate or “gray area” behaviors
- Steps to take when a concern is shared
- Follow-up conversations and activities to reinforce the training provided to employees

Pricing: Anticipate 3 employee workshops and 1 people leader workshop \$4000 per workshop plus travel expenses. \$16,000 plus expenses.

3. Individual Coaching for Identified Leader(s)

Based on the information provided, the City should consider a coaching engagement for leaders who have acted outside the expectation of the City and may be tempted to undermine future efforts by passive resistance. Our experience is that “trying harder” rarely creates behavior change. Instead, a confidential coaching process will seek to understand the perspective and dig into resistance to new behavioral patterns. Exercises between coaching sessions will require reflection and practice of new behaviors to create new habits.

Recommend 4-6 month coaching engagement, with calls 2 times per month. Assignments between coaching calls and kick-off and mid-point check-in with senior leadership.

Pricing: \$2000 per month per leader

4. Leading with Confidence -Management Essentials Training Series for People Leaders

Building on the work of the Respect in the Workplace Training, this series of workshops will provide a solid foundation for leaders and managers. Based on our experience, we recommend the six topics listed below. All workshops will be active in nature including small group and large group exercises, pre-class and post-class readings and assignments, and reflection exercises to emphasize key learning objectives. Topics will build on each other and examples will reflect the “real world of your leaders.

These sessions can be provided in person or virtually and scheduled in a cadence that meets the needs and schedules of participants. We recommend a cohort of 15 leaders for maximum effectiveness.

Recommended Topics

1 The Role of the Leader

- The changing workplace and demographic shift
- Leadership and management’s essential role in the organization
- Management competencies for success
- The role of the leader in engagement and retention
- Supporting emotional wellbeing through empathy

2 Effective Communication

- Hallmarks of clear communication
- Common causes of miscommunication and new strategies for success
- Choosing the best method for communication
- Removing judgement, defensiveness and anger from communication
- Recovering from communication issues

3 Productive Conflict and Difficult Conversations

- The role of healthy conflict in the organization
- Productive conflict vs. destructive conflict
- Barriers to productive conflict resolution
- Strategies to deal with a variety of difficult conversations

4 Legal Issues for Leaders

- The role of manager as legal representative
- Overview of key legal concepts including equal employment opportunity, harassment and discrimination, ADA and leaves of absence
- Recognizing and reframing bias
- Creating a culture of respect

5 Feedback and Performance Management

- Providing feedback and performance on an ongoing basis
- Documenting and handling performance shortfalls
- Rewarding and encouraging high performance
- Making the most of the performance appraisal
- Effective goal setting

6 Building a Cohesive Team and Wrap Up

- Hallmarks of highly effective teams
- Management strategies to boost collaboration
- Drivers of retention and engagement
- Review and application of series content.
- Plan for continued self-development

Pricing: \$4000 per workshop. Travel time and travel expenses will be charged for on-site workshops.

These recommendations and prices are based on information relayed and can be modified to meet the budget and desired outcomes of the City of Orono.

5. Employee Focus Groups – Sentiment Gathering

We would begin our employee preference work by meeting with The City of Orono’s Leadership team to understand the makeup of the various employee groups, hear about the culture, and ultimately plan the strategy for gathering employee sentiment. The planning meeting will allow us to confirm the project objectives and define the project “deliverable” to ensure that our work serves its intended purpose and provides you with actionable information.

The strategy of focus group facilitation for The City of Orono will be determined during our initial planning conversations. For the purposes of this proposal/estimate Gallagher has estimated that we will conduct up to seven (7) focus groups of five to seven (8-10) employees each. Each focus group session will be scheduled for sixty (60) minutes. The groups will be facilitated by Gallagher, and based upon the planning meeting discussed above, an additional “note taker” may be a part



of each session. We will focus on Career, Culture, and Environment. Prior to attending a focus group, employees may be required to complete a brief homework assignment or participate in a survey based upon the items agreed to in the planning meeting discussed above. The meeting will establish ground rules of forward thinking, positive contributions, and open trust of shared ideas.

Gallagher will review the employee sentiment from the facilitated focus groups and/or surveys to look for prevailing themes and areas of concern. They will then collectively present a comprehensive analysis and recommendations for action and improvement to The City of Orono as well as a recommended communication to employees on the findings.

ASSUMPTIONS

Workplace Culture Focus group sessions will be 1 hour in duration and typically will consist of somewhere between 8 – 10 individuals per session, in the groupings determined in conversations with The City of Orono. The City of Orono will be responsible for all communication to and with employees to gain participation in focus groups and coordinate scheduling and logistics for all focus group sessions.

Pricing: \$16,000. Travel time and travel expenses will be charged for on-site workshops.

Laura Ford serves as Senior Consultant with Gallagher's Human Resources and Compensation Consulting practice. Bringing more than 25 years as both a human resources internal leader and as a consultant, her expertise includes a wide range of human resources and organizational development solutions. In addition to deep experience in employee relations, leadership development and compliance, she is a seasoned facilitator, certified leadership coach, and trainer adept at developing leaders and managers across a variety of industries.

Ms. Ford brings experience within a wide variety of industries including higher education, non-profit, manufacturing, and professional services industries. She enjoys the challenge of customizing best practices and solutions to meet the individual culture and needs of client organizations. During her career, Ms. Ford has worked with a variety of clients from entrepreneurial startups to Fortune 100 companies.

Having earned a B.A. in English and Political Science from Augustana College, Ms. Ford completed extensive coursework in instructional design and organizational leadership at both the University of Iowa and at Drake University. She is a member of the Society of Human Resources (SHRM), where she served on the Consultants Forum Board of Directors as well as on the Training and Development Committee.

Ms. Ford is certified as a Senior Professional in Human Resources (SPHR), and is a former instructor for PHR and SPHR certification programs. She is a certified leadership coach (ACC) from the International Coaching Federation and received her Certified Professional Coach designation (CPC) from the Institute of Professional Excellence in Coaching. She frequently speaks at association meetings and conferences across the country, including ten times at the SHRM National Conference.



Laura Ford, SPHR ACC
Senior Consultant

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AGENDA ITEM



Date: May 13, 2024

Item: 7

Title: HR Onboarding Software

Presenter: Maggie Jin, Finance Director

Section: Consent Agenda

1. **Purpose:**

The purpose of this agenda item is to obtain council approval of the contract with NeoGov for an HR Onboarding software.

2. **Background:**

The City of Orono currently onboards employees through a manual and paper process. Once a employee is hired, staff e-mails and prints out onboarding documents, manually tracking which items are completed and then following up on the process if items are missed. IT needs to then be notified to start the process of setting up the employee on the City's system. Additionally, once onboarding is completed, benefit information needs to be sent out. There is currently not a way to track which part of the process the new employee is at and what items still needs to be completed.

Staff had reached out to different resources to obtain different vendors that provided onboarding and learning management systems. Majority of the resources had referenced NeoGov as an HR software. Additionally, Orono police department is already contracted with PowerDMS, which recently merged with NeoGov, for scheduling, FTO training tracking and policy module. Staff were given demonstration by NeoGov on the onboarding and learning management systems. Quotes for a bundle package of the two modules and the standalone onboarding module were received. Currently, staff is recommending moving forward with only the onboarding module.

With NeoGov onboarding software, the onboarding process will be streamlined, automating workflows. Employees will be able to fill out paperwork, learn about the City, benefits and expectations all before their first day on the job. The City will be able to go paperless with new hire paperwork and reduce errors by going digital. Overall, this will decrease the time it takes for onboarding a new employee, assist with tracking of onboarding, new hire set-up and new hire training. The module also offers an offboarding tracking and exit interview process. Additionally, with the subscription to NeoGov, a dashboard is included where employer resources can be centralized into essentially an intranet for new and existing employees.

Other municipalities that utilizes NeoGov for HR functions includes Wayzata, Minneapolis, Shorewood, Fridley, Hennepin County, and League of MN Cities.

3. **Cost:**

The cost for a three-year contract is \$15,099.60, which will begin once the set-up is initiated. The price for each year is as follows: year 1 - \$6,652.20, which includes the set-up cost; year 2 - \$3,898.80; year 3 - \$4,548.60. The software will be funded from the IT fund.

4. **Staff Recommendation:**

Staff recommends approval of the contract with NeoGov for the Onboarding module.

COUNCIL ACTION REQUESTED

A motion to approve the contract with NeoGov for the Onboarding module.

Exhibits

[A. NeoGov Onboarding Module](#)

Exhibit A Order Form



NEOGOV

Customer:

Governmentjobs.com, Inc. (dba "NEOGOV")
2120 Park Pl, Suite 100
El Segundo, CA 90245
United States
billing@neogov.com
Sales Rep: Tyler Southard

Orono, City of (MN)
Long Lake, MN
USA

Quote Valid From: 4/3/2024
Quote Valid To: 5/31/2024

Quote Number: Q-15926
PaymentTerms: Annual,Net 30
Subscription Term in Months: 36

Employee Count: 90
Order Summary

Year 1

Service Description	Type	Start Date	End Date	Term Price (USD)
Onboard Subscription	RECURRING	6/15/2024	6/14/2025	\$3,682.20
Onboard Setup	ONE-TIME			\$2,970.00
Year 1 TOTAL:				\$6,652.20

Year 2

Service Description	Type	Start Date	End Date	Term Price (USD)
Onboard Subscription	RECURRING	6/15/2025	6/14/2026	\$3,898.80
Year 2 TOTAL:				\$3,898.80

Year 3

Service Description	Type	Start Date	End Date	Term Price (USD)
Onboard Subscription	RECURRING	6/15/2026	6/14/2027	\$4,548.60
Year 3 TOTAL:				\$4,548.60

ORDER TOTAL (USD) : **\$15,099.60**

A. Terms and Conditions

1. Agreement. This Ordering Document and the Services purchased herein are expressly conditioned upon the acceptance by Customer of the terms of the NEOGOV Services Agreement either affixed hereto or the version most recently published prior to execution of this Ordering Form available at <https://www.neogov.com/service-specifications>. Unless otherwise stated, all capitalized terms used but not defined in this Order Form shall have the meanings given to them in the NEOGOV Services Agreement.
2. Effectiveness & Modification. Neither Customer nor NEOGOV will be bound by this Ordering Document until it has been signed by its authorized representative (the "Effective Date"). Unless otherwise stated in this Ordering Document, all SaaS Subscriptions shall commence on the Effective Date. This Ordering Document may not be modified or amended except through a written instrument signed by the parties.
3. Summary of Fees. Listed above is a summary of Fees under this Order. Once placed, your order shall be non-cancelable and the sums paid nonrefundable, except as provided in the Agreement.
4. Order of Precedence. This Ordering Document shall take precedence in the event of direct conflict with the Services Agreement, applicable Schedules, and Service Specifications.

B. Special Conditions (if any).

"Orono, City of (MN)"

Signature:

Print Name:

Date:

AGENDA ITEM



Date: May 13, 2024

Item: 8

Title: IT Position Descriptions and Recruiting

Presenter: Maggie Jin, Finance Director

Section: Consent Agenda

1. **Purpose:**

The purpose of this action is to seek council approval to establish a new Information Technology (IT) Manager position, revise the Information Technology (IT) Technician position and gain approval of the job descriptions and authorize recruitment for the positions.

2. **Background:**

Technology is constantly evolving; the City needs to be able to evolve with and keep operations running continuously and without interruption. The City moved from contracted IT service in 2007 to a part-time IT technician. In 2013, the City hired its first full-time IT technician and currently has been able to retain staff and build upon his knowledge and expertise.

Staff have grown from 44 full-time equivalent (FTE) employees in 2010 to 66 FTE in 2022, which includes the absorption of Mound's police force in 2013. Additionally, the City added police service to Spring Park and Minnetonka Beach, public work service to Spring Park, the brush site, Lurton dog park, and the new Public Works building all within the last decade. Locations that the current IT staff travels to occasionally to maintain City operated technology includes: Orono City Hall/Police Station, temporary north Fire station, Public Works building, Hennepin County water patrol station, Mound City Hall, Grandview Middle School, Mound Westonka High School, Lurton Dog Park, Orono Brush site and the South Water Plant building. With the increase in staffing, services and City regulated locations, comes the increase in vehicles, equipment and maintenance needed to operate IT.

Furthermore, technology have rapidly advanced over the years. Software licensing and online subscriptions has increased to be aimed more towards digitalizing work and accessibility, going paperless and improving and streamlining processes. Additionally, with more recent events the last few years, the prevalence of body cameras, security cameras at public facilities, like the dog park, and the need for IT security management have increased.

The City needs an additional IT personnel to free up time for the current IT personnel to work on projects and bigger picture IT needs, such as upgrading current servers to the cloud, asset management project and more streamlined processes. The current staff has the experience with the City and its needs, however, no downtime to focus on them. Staff is proposing to split out the current IT technician's position as shown in the two job descriptions attached to this council item.

The current IT Technician position was budgeted for full-time at grade 10. To create and revise the manager and technician position, the estimated impact will be roughly \$50,000 to the 2024 financials, to be funded by the IT fund. The 2025 budget will include these positions in the IT service line items per department with respect to responsibilities and equipment.

Job descriptions have been presented to the HR Committee.

3. **Recruitment:**

The selection process for the positions will involve advertising the position, application screening, an interview panel, and reference checks. Upon completion of the process, a candidate will be presented to the council for consideration for appointment. The IT Manager position will first be posted internally, then externally if there are no internal candidate. Dependent upon hire of the IT Manager, the IT technician position will follow suit.

4. **Recommended Compensation:**

Position descriptions are attached. The position descriptions were scored using the Hay Method and placed into the City’s compensation table. The compensation below is based on the 2024 compensation.

Position	Score	Grade	Compensation Range
IT Technician	169	8	\$60,905.10 - \$75,379.20
IT Manager	353	12	\$82,988.24 - \$102,710.40

COUNCIL ACTION REQUESTED

Motion to approve the IT Manager and IT Technician job descriptions and grades and authorize staff to initiate the recruitment process.

Exhibits

- A. [IT Technician Job Description - Clean Version](#)
- B. [IT Technician Job Description - Red Lined Version](#)
- C. [IT Manager Job Description](#)



CITY OF ORONO

Position Title: IT Technician
Document Date: May 13, 2024
Department: Finance
Accountable to: IT Manager
FLSA Status: Non-Exempt
Union Status: Office and Professional Employees International Union, Local No. 12, AFL-CIO

Nature of Work

This position is responsible for the coordination, installation, and maintenance of the City’s technology-related hardware, software, and networking systems, including minor phone system changes and security systems.

Supervision Received and Exercised

This position reports to the IT Manager and does not supervise other positions.

Examples of Work

Essential functions listed below are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is similar, related or a logical assignment to the position.

- Provide first line response for users requiring assistance with information technology issues and problems.
- Install, configure and maintain communication and network infrastructure including: server, WANs, LANs, internet connection, PC’s, iPads, cell phones, MDC’s, ticket printers, other related hardware, network printers, phone system and software applications.
- Troubleshoot end user connectivity errors, remote access issues, hardware application, internet, and other network errors.
- Installs and maintains security systems including, doors, cameras, parking lot lighting and other electronic security systems.
- Installs and maintains audio visual systems in the Council Chambers and EOC including ensuring equipment is in working order prior to meetings.

- Installs and maintains remotes systems including golf course, water plant, fuel system, SCADA, Mound substation and other locations using city owned equipment.
 - Runs monthly fuel system reports.
- Provide/Coordinate end user training.
- Setup user accounts on domain including email, contacts, rights/permissions and remote access as needed.
- Uninstall and data wipe technology no longer in service.
- Support law enforcement IT systems including: squad computers and cameras, weapon and body cam video systems.
- Redact public safety videos.
- Maintain Police property room hardware/software, remote connections, IP phone system, and computer hardware/software inventory.

Required Knowledge, Skills and Abilities

Knowledge:

- Computers and Electronics — Knowledge of electronic equipment, and computer hardware and software, including applications, programming, networks and security and file rights.
- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Skills:

- Reading Comprehension — Understand written sentences and paragraphs in work related documents.
- Active Listening — Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Critical Thinking — Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. Able to prioritize problems by level of need.
- Complex Problem Solving — Identify complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Monitoring — Monitor/Assess performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Abilities:

- Written Comprehension — Able to read and understand information and ideas presented in writing.
- Oral Comprehension — Able to listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression — Able to communicate information and ideas in speaking so others will understand.

- Problem Sensitivity — Able to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Deductive Reasoning — Able to apply general rules to specific problems to produce answers that make sense.

Minimum Requirements

- Technical degree or certification in computer science, data processing, microcomputers, or related field required.
- Two (2) years of experience in a technical computer support position, including troubleshooting hardware and software problems in a Windows Server environment.
- Must have a valid driver license.

Desirable Qualifications

- Knowledge of a Windows Server network environment.
- Experience with client software applications like: Office, Adobe, Laserfiche, Cartegraph and other applications.

Physical Demands and Working Environment

This position operates in an office environment, where employees are protected from weather conditions or contaminants, but not necessarily occasional temperature changes.



CITY OF ORONO

Position Title: IT Technician
Document Date: ~~May 24, 2021~~ May 13, 2024
Department: Finance
Accountable to: ~~Finance Director~~ IT Manager
FLSA Status: Non-Exempt
Union Status: Office and Professional Employees International Union, Local No. 12, AFL-CIO

Nature of Work

This position is responsible for the coordination, installation, and maintenance of the City’s technology-related hardware, software, and networking systems, including minor phone system changes and security systems.

Supervision Received and Exercised

This position reports to the ~~Finance Director~~ IT Manager and does not supervise other positions.

Examples of Work

Essential functions listed below are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is similar, related or a logical assignment to the position.

- Provide first line response for users requiring assistance with information technology issues and problems.
- Install, configure and maintain communication and network infrastructure including: server, WANs, LANs, internet connection, PC’s, iPads, cell phones, MDC’s, ticket printers, other related hardware, network printers, phone system and software applications. ~~network equipment including: PC’s, Ipads, cell phones, MDC’s, ticket printers, other related hardware, network printers, phone system and software applications.~~
- ~~Work with network consultants in the maintenance and design of network infrastructure, cloud services and remote access.~~
- Troubleshoot end user connectivity errors, remote access issues, hardware application, internet, and other network errors.

- Support-Installs and maintains security systems including, doors, cameras, parking lot lighting and other electronic security systems.
- Support-Installs and maintains audio visual systems in the Council Chambers and EOC including ensuring equipment is in working order prior to meetings.
- Support-Installs and maintains remotes systems including golf course, water plant, fuel system, SCADA, Mound substation and other locations using city owned equipment.
 - Runs monthly fuel system reports.
- Provide/Coordinate end user training.
- ~~Research, recommend, and order hardware and software.~~
- Setup user accounts on domain including email, contacts, rights/permissions and remote access as needed.
- Uninstall and data wipe technology no longer in service.
- ~~Ensure data/network security through compliance with LOGIS security policy, performance of periodic security scans, software patching and deployment for servers and clients, website filtering, email scanning and data backup.~~
- Support law enforcement video-IT systems including:- squad computers and cameras, weapon and body cam video systems.
- Redact public safety videos.
- Maintain Police property room hardware/software, remote connections, IP phone system, and computer hardware/software inventory.

Required Knowledge, Skills and Abilities

Knowledge:

- Computers and Electronics — Knowledge of electronic equipment, and computer hardware and software, including applications, programming, networks and security and file rights.
- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Skills:

- Reading Comprehension — Understand written sentences and paragraphs in work related documents.
- Active Listening — Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Critical Thinking — Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. Able to prioritize problems by level of need.
- Complex Problem Solving — Identify complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Monitoring — Monitor/Assess performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Abilities:

- Written Comprehension — Able to read and understand information and ideas presented in writing.
- Oral Comprehension — Able to listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression — Able to communicate information and ideas in speaking so others will understand.
- Problem Sensitivity — Able to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Deductive Reasoning — Able to apply general rules to specific problems to produce answers that make sense.

Minimum Requirements

- Technical degree or certification in computer science, data processing, microcomputers, or related field required.
- Two (2) years of experience in a technical computer support position, including troubleshooting hardware and software problems in a Windows Server environment.
- Must have a valid driver license.

Desirable Qualifications

- Knowledge of a Windows Server network environment.
- Experience with client software applications like: Office, Adobe, Laserfiche, Cartegraph and other applications.

Physical Demands and Working Environment

This position operates in an office environment, where employees are protected from weather conditions or contaminants, but not necessarily occasional temperature changes.



CITY OF ORONO

Position Title: IT Manager
Document Date: May 13, 2024
Department: Finance
Accountable to: Finance Director
FLSA Status: Exempt
Union Status: Office and Professional Employees International Union, Local No. 12, AFL-CIO

Nature of Work

This position is responsible for overseeing all IT operations for the City. This position manages, designs, implements and supports critical systems, including project management (planning and leading IT projects), operations, desktop support, telecommunications and computing infrastructure to ensure all systems operate smoothly and efficiently.

Supervision Received and Exercised

This position reports to the Finance Director and supervises the work of the IT staff and contracted IT services.

Examples of Work

Essential functions listed below are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is similar, related or a logical assignment to the position.

- Acts as the Lead IT Technician and is the lead contact for IT related issues.
- Works with network consultants in the maintenance and design of network infrastructure, cloud services and remote access.
- Ensure data/network security through compliance with LOGIS security policy, performance of periodic security scans, software patching and deployment for servers and clients, website filtering, email scanning and data backup.
- Perform systems administration and integration for enterprise applications, cloud infrastructure, and SaaS solutions.
- Oversees the installation, configuration and maintenance of communication and network infrastructure including: server, WANs, LANs, internet connection, PC's, iPads, cell

phones, MDC's, ticket printers, other related hardware, network printers, phone system and software applications.

- Oversees security systems including, doors, cameras, parking lot lighting and other electronic security systems.
- Oversees audio visual systems in the Council Chambers and EOC including ensuring equipment is in working order prior to meetings.
- Oversees remotes systems including golf course, water plant, fuel system, SCADA, Mound substation and other locations using city owned equipment.
- Responsible for coordination and development of IT budget; and work with a variety of sources to implement IT goals, policies and procedures within the City.
- Solicit quotes and request for proposals for IT procurement and evaluate project feasibility.
- Collaborate with department heads on information technology projects and provide innovative solutions to ensure growth and align the technology property of the City's departments.
- Provides technical expertise, leadership and day-to-day assignment of work for the Information Technology division.
- Maintain IT inventory and develops and maintains an asset management plan for hardware, including telecommunications and capital.
- Analyze and provide recommendations for IT equipment, lifecycle, roadmap, strategic vision, training, and project prioritization.
- Resolves high level professional, technical, strategic and service application with advanced troubleshooting and analysis, while applying innovative technology to solve complex problems which have moderate to high financial impacts.

Required Knowledge, Skills and Abilities

Knowledge:

- Computers and Electronics — Knowledge of electronic equipment, and computer hardware and software, including applications, programming, networks and security and file rights.
- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Skills:

- Reading Comprehension — Understand written sentences and paragraphs in work related documents.
- Active Listening — Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Critical Thinking — Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. Able to prioritize problems by level of need.

- Complex Problem Solving — Identify complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Monitoring — Monitor/Assess performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Abilities:

- Written Comprehension — Able to read and understand information and ideas presented in writing.
- Oral Comprehension — Able to listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression — Able to communicate information and ideas in speaking so others will understand.
- Problem Sensitivity — Able to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Deductive Reasoning — Able to apply general rules to specific problems to produce answers that make sense.

Minimum Requirements

- Bachelor’s Degree in computer science, data processing, microcomputers, or related field required and three (3) years of experience in a technical computer support position, including troubleshooting hardware and software problems in a Windows Server environment; or Associate’s Degree in computer science, data processing, microcomputers, or related field required and five (5) years of experience in a technical computer support position, including troubleshooting hardware and software problems in a Windows Server environment.
- Knowledge of a Windows Server network environment.
- Experience with Microsoft and SQL servers.
- Must have a valid driver license.

Desirable Qualifications

- Experience with client software applications like: Office, Adobe, Laserfiche, Cartegraph and other applications.
- Experience with law enforcement applications.
- Local government work experience.
- Supervisory experience.
- Ability to attend training and gain certifications as needed, such as LANDesk, Microsoft Exchange, Microsoft Office suites, CompTIA, VMware, Apple and AWS.

Physical Demands and Working Environment

This position operates in an office environment, where employees are protected from weather conditions or contaminants, but not necessarily occasional temperature changes.

AGENDA ITEM



Date: May 13, 2024

Item: 9

Title: Seasonal Employee Hiring v.2

Presenter: Josh Lemons, Parks & Golf Superintendent

Section: Consent Agenda

1. **Purpose:**

The purpose of this item is to gain approval of seasonal employee hiring.

2. **Background:**

The city hires seasonal employees to accomplish a variety of tasks. The hourly pay is proposed to be \$14.00-\$17.00 for the Golf Course Clubhouse Attendants; \$14.00-\$18.00 for Parks/Golf Course Maintenance Employees. Seasonal employees fall under the 6-month PERA Classification and are therefore excluded from PERA Membership.

3. **Seasonal Employee Appointments and Candidates:**

Name	Position	Wage (Per Hour)	Remarks
Jake Vanyo	Clubhouse Attendant	\$14.50	Returnee
Lilly Krueger	Clubhouse Attendant	\$14.00	New Employee
Barry Sullivan	Parks Maintenance	\$16.00	Returnee

COUNCIL ACTION REQUESTED

Motion to approve hiring of seasonal employees listed above.

AGENDA ITEM



Date: May 13, 2024

Item: 10

Title: Authorization to Hire Paid-On-Call Firefighter

Presenter: James Van Eyll, Fire Chief

Section: Consent Agenda

1. **Purpose:**

The purpose of this action item is to gain approval to hire Paid-On-Call Firefighters.

2. **Background:**

The Orono Fire Department is currently seeking paid-on-call firefighters to cover our Station 2 call area.

The selection process for the position involved advertising the position, application screening, and an interview. The interview was conducted by Orono Firefighters. The applicant must successfully complete a Psychological Exam, a Physical (Pre-employment medical) exam and a probationary period. All applicants will have to pass a background check performed by the Orono Police Department.

3. **Recommended Candidate:**

Oliver Kennedy is just starting his firefighter career with the Orono Fire Department.

Tyler Rempel is just starting his firefighter career with the Orono Fire Department.

Oliver and Tyler are excited to become charter members of the Orono Fire Department and they look forward to creating the best department and relief association possible.

4. **Recommended Compensation:**

I recommend Oliver Kennedy and Tyler Rempel for a conditional job offer as paid-on-call firefighters with an effective start date of May 14, 2024 for firefighter training and other such duties will begin on May 14, 2024

- a. **Pay.** Starting rate of \$16.00/hour.
- b. **Benefits:** Relief Association
- c. **Conditions:** Passing background check, psychological exam, physical exam and probationary period

COUNCIL ACTION REQUESTED

Motion to approve the conditional job offer to Oliver Kennedy and Tyler Rempel as a paid-on-call firefighters at the rate of \$16.00 per hour with a start date of May 14, 2024.

AGENDA ITEM



Date: May 13, 2024

Item: 11

Title: Accept Resignation and Appoint Golf Course Superintendent

Presenter: Josh Lemons, Parks & Golf Superintendent

Section: Consent Agenda

1. **Purpose:**

The purpose of this item is to accept the resignation of Golf Course Superintendent Jack Thonvold and to appoint new Golf Course Superintendent Greg Fink.

2. **Background:**

Golf Course Superintendent Jack Thonvold has served the City of Orono two and a half years and was a great asset to the Parks Department. Jack's last day with the city will be Friday, May 17th. We wish Jack all the best as he begins a new and exciting chapter in his career. Jack's departure will leave a vacancy in the Golf Course Superintendent role. This position is crucial for golf course operations and should be filled as soon as possible.

3. **Recruitment:**

Staff posted the vacant position internally and received one application from a current City of Orono Parks employee.

4. **Recommended Candidate:**

Greg Fink has over five years of golf course experience and was most recently the Assistant Golf Course Superintendent at Interlachen Country Club. Greg is highly qualified for the position and is highly recommended from his peers. Greg is currently serving as a City of Orono parks maintenance worker.

5. **Recommended Compensation:**

Staff recommends that Mr. Fink be appointed to the position of Golf Course Superintendent effective May 14, 2024. Salary. Starting wage of \$31.15 (Grade 8, Starting Step) Benefits. Vacation will accrue at a rate of 10 days per year and follow personnel policy. The employee is already participating in the City's benefit package.

COUNCIL ACTION REQUESTED

Motion to accept resignation of Jack Thonvold and to appoint Greg Fink as Golf Course Superintendent.

AGENDA ITEM



Date: May 13, 2024

Item: 12

Title: Repair Blacktop and Storm Sewer on Webber Hills Rd

Presenter: DJ Goman, Public Works Superintendent

Section: Consent Agenda

1. **Purpose:**

The purpose of this action item is to accept contractor quote for improvements in Stormwater and Pavement on southeast portion Webber Hills Road.

2. **Background:**

The city has been working to address areas of concern with our stormwater flow and pavement condition on the southeastern portion of Webber Hills road. The city has also received complaints from the neighborhood about standing water on the roadway in the area. In order to get the area to drain properly the pavement needs to be replaced and reshaped. The remainder of the Webber hills pavement is in relatively good shape so it will be some time before entire roadway is repaved.

3. **Scope:**

This project will provide approximately 825 Sq. Yards of mill and overlay to correct drainage to exiting stormwater catch basin. This project will help control the water and prevent erosion of the roadway and green space.

4. **Cost:**

The City of Orono received two quotes for the mill and overlay work. The lowest quote from a qualified contractor was from DMJ Asphalt. for \$21,360.00

Contractor	Total Quote
DMJ Asphalt	\$ 21,360.00
GMH Asphalt	\$ 23,476.00

5. **Funding:**

This project will be funded through the Stormwater and Street operating budget..

6. **Staff Recommendation:**

I recommend the City Council accept the quote from DMJ Asphalt for the mill and overlay of the SE portion of Webber Hills Roadway

COUNCIL ACTION REQUESTED

Motion to accept the quote in the amount of \$21,360.00 from DMJ Asphalt for Blacktop and Drainage corrections.

AGENDA ITEM



Date: May 13, 2024

Item: 13

Title: #LA23-000062, 3838 Cherry Ave, After-the-Fact Conditional Use Permit - Resolution No. 7477

Presenter: Melanie Curtis, Planner

Section: Consent Agenda

1. **Purpose:**

The applicant is requesting consideration for after-the-fact approval of a conditional use permit to construct new lakeside retaining walls and a lake access stair, requiring walls.

2. **MN§15.99 Application Deadline:**

The application was received on October 30, 2023, and considered to be complete on December 7, 2023. The 60-day review period was extended once by staff and has been extended an additional 60-days at the request of the applicant. The review timeline will now expire on June 4, 2024.

3. **Background:**

Construction on the new home began in October of 2023. Following the demolition of the existing home, the contractor began installing rip rap under a permit from the MCWD. While installing rip rap, the contractor removed the entirety of the lake slope vegetation including trees, the existing wooden lake access stair, the existing stone walls, and debris. In addition to the rip rap work, they began installing a new stone slab lake access stair and new angular boulder retaining walls. Because the City had not issued a permit for the work on the lake slope, staff issued a Stop Work order and began working with the contractor to bring the property into compliance.

This application was reviewed at the [January 16, 2024](#), and [April 22nd](#) Planning Commission meetings. The homeowner and contractor were directed to provide additional supporting documentation from a professional engineer regarding the proposed retaining walls and slope stabilization. The staff reports for each meeting (linked above) contain a full background and detailed analysis of the proposal.

Analysis of an after-the-fact condition is challenging as some of the factors for evaluation can be missing or altered. In this situation, the owner has provided photos and a survey providing some detail about the slope and pre-existing walls before their removal. According to the owner's engineer, the proposed new walls in the proposed configuration are necessary and are placed similarly to the previously existing walls which were failing. The owner has demonstrated that the proposed plan is necessary to replace an aging wall system. The new walls and proposed landscape plan should sufficiently stabilize the slope.

4. **Planning Commission Vote and Comment:**

On April 15, 2024, the Planning Commission voted 7 to 0 in favor of approval of the after-the-fact conditional use permit for the lakeside retaining wall improvements.

5. **Public Comment:**

Staff has received phone calls from interested neighbors with questions about this project. No comments have been submitted.

6. **Staff Recommendation:**

The owner has provided sufficient information including engineered plans supporting the wall reconstruction to stabilize the slope. Staff recommends approval of the after-the-fact CUP.

COUNCIL ACTION REQUESTED

The Council should consider approving Resolution No. 7477 as drafted.

Exhibits

[Exhibit A - Resolution 7477](#)

[Exhibit B - Plans](#)

[Exhibit C - PC Min 04152024](#)



CITY OF ORONO
RESOLUTION OF THE CITY COUNCIL

NO. **7477**

**A RESOLUTION APPROVING
AN AFTER-THE-FACT CONDITIONAL USE PERMIT
ACCORDING TO MUNICIPAL ZONING CODE
SECTION 78-196 and 78-1279**

FILE NO. LA23-000062

WHEREAS, Travis Wildenberg and Sara Wildenberg, husband and wife, (hereinafter the “Owners”) own the property addressed **3838 Cherry Avenue** and legally described as:

Lots 8 and 9, Block 3, Crystal Bay View, Hennepin County, Minnesota
(hereinafter the “Property”);

WHEREAS, on October 25, 2023, the City issued a stop work order in response to unpermitted activity on the lakeside slope of the Property including the removal of existing walls, landings, and vegetation and construction of a new lake access stair and retaining walls; and

WHEREAS, on October 30, 2023, on behalf of the Owners, Granite Companies LLC, made an application to the City of Orono for consideration of an after-the-fact CUP under Orono Municipal Zoning Code Section 78-1279 to allow the construction of new lakeside retaining walls; and

WHEREAS, after published and mailed notice in accordance with Minnesota Statutes and the City Code, the Planning Commission held public hearings on January 16, 2024 and April 15, 2024, at which time all persons desiring to be heard concerning this application were given the opportunity to speak thereon; and

WHEREAS, on April 15, 2024, the Planning Commission reviewed the updated information provided by the Owners and recommended approval of an after-the-fact CUP; and

WHEREAS, on May 13, 2024, the City Council reviewed the application and the recommendations of the Planning Commission and City staff; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of Orono, Minnesota hereby approves the requested after-the-fact CUP as described above based on one or more of the following findings of fact concerning the Property:



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RESOLUTION OF THE CITY COUNCIL

NO. **7477**

FINDINGS OF FACT:

- A1. The analysis contained within staff memos and the exhibits attached to the aforesaid memos, all minutes from the above-mentioned meetings, and all other materials distributed at these meetings are hereby incorporated by reference.
- A2. The Property is located in the LR-1B One Family Lakeshore Residential Zoning District.
- A3. The Property contains 22,592 square feet or 0.51 acres in area and has a defined lot width of 100 feet.
- A4. The Property is within Tier 1 and hardcover is limited to 25% according to the Stormwater Quality Overlay District.
- A5. The Owner has applied for a conditional use permit to install retaining walls within the 75-foot lake setback.
- A6. In considering this application for a conditional use permit, the Council has considered the advice and recommendation of the Planning Commission and the effect of the proposed project upon the health, safety and welfare of the community, existing and anticipated traffic conditions, light and air, danger of fire, risk to the public safety, and the effect on values of property in the surrounding area.

CONDITIONAL USE PERMIT ANALYSIS:

Municipal Code Section 78-1279(3)(c) states that a wall within a defined bluff and bluff setback; and/or a replacement wall 4 feet in height or greater; and/or any new walls shall require a conditional use permit. New walls and replacement walls greater than 4 feet in height must meet the following conditions. The Council must determine that the walls are:

- B1. Designed to correct an established erosion problem; *the Owners have indicated that the new walls were necessary to preserve the lake slope due to the existing wall failure and neglect over time. This criterion is met; and*
- B2. Suitable given the demonstrated need; *The Owners' surveyor provided the following statement: the "proposed retaining walls follow the same general layout as the existing retaining walls. Existing dry-stacked stone walls are failing and in need of replacement. Areas between new walls are proposed with plantings to help with screening of walls". This criterion has been met; and*



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B3. Designed by a registered engineer or landscape architect, depending on project scope; *the Owners have provided an updated certificate of survey and engineered wall construction plan from a registered engineer and/or surveyor supporting the need for the currently proposed number and location of replacement walls. This criterion has been met;* and

B4. Designed to be the minimum size necessary to control the erosion problem. *The Owners have provided a plan and statement from a licensed professional supporting the proposed landscaping and replacement wall solution. This criterion has been met.*

In addition, Municipal Code Section 78-196 provides a list of conditions supporting CUP issuance. The City Council may grant a CUP as applied for or in modified form. Based on the application and the evidence submitted, the Council must find that the proposed use at the proposed location is or will be:

B5. Consistent with the community management plan; *the new walls and landscape plan will help to preserve the lake slope. Protection and preservation of the natural lake shoreline is an identified priority of the Comprehensive Plan. This criterion has been met.*

B6. Compliant with the zoning code, including any conditions imposed on specific uses as required by article V, division 3 of the City Code; *retaining walls within the lakeyard are permitted where they are deemed necessary to protect the integrity of the slope. The Owners' engineer provided a statement indicating the need for the proposed walls and plantings. This criterion has been met.*

B7. Adequately served by police, fire, roads, and stormwater management; *the property meets this standard.*

B8. Provided with an adequate water supply and sewage disposal system; *the property meets this standard.*

B9. Not expected to generate excessive demand for public services at public cost; *the retaining wall project should not generate an excessive demand for public services at a public cost. This criterion has been met.*

B10. Compatible with the surrounding area as the area is used both presently and as it is planned to be used in the future; *the installation of replacement stone retaining walls*



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NO. **7477**

including the proposed landscape plan to screen the walls will be compatible with the uses within the surrounding area. This criterion has been met.

- B11. Consistent with the character of the surrounding area, unless a change of character is called for in the community management plan; *the installation of replacement stone retaining walls, including the proposed landscape plan to screen the walls, will be compatible with the character of the surrounding area. This criterion has been met.*
- B12. Compatible with the character of buildings and site improvements in the surrounding area, unless a change of character is called for in the community management plan; *the installation of replacement stone retaining walls including the proposed landscape plan to screen the walls will be compatible with the character of the improvements within the surrounding area. This criterion has been met.*
- B13. Not expected to substantially impair the use and enjoyment of the property in the area or have a materially adverse impact on the property values in the area when compared to the impairment or impact of generally permitted uses; *the lakeshore slope improvements should not impact the neighboring property values or the enjoyment of the neighboring property owners. This criterion has been met.*
- B14. Provided with screening and buffering adequate to mitigate undesirable views and activities likely to disturb surrounding uses; *the applicant has provided a landscape plan which, once matured, should provide adequate natural screening and buffering of the retaining wall improvements when viewed from the lake. This criterion has been met.*
- B15. Not create a nuisance which generates smoke, noise, glare, vibration, odors, fumes, dust, electrical interference, general unsightliness, or other means; *the proposed walls should not create a nuisance situation.*
- B16. Not cause excessive non-residential traffic on residential streets, parking needs that cause a demonstrable inconvenience to adjoining properties, traffic congestion, or unsafe access; *during the construction timelines for the home and the lake slope improvements, there will be additional nonresidential traffic on Cherry Avenue. The Owners, their contractors and the home builder are responsible for repairing any damage to the public improvements and shall keep the streets clear of sediment and debris at all times. This criterion has been met.*



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RESOLUTION OF THE CITY COUNCIL

NO. **7477**

- B17. Designed to take into account the natural, scenic, and historic features of the area and to minimize environmental impact; *the applicant has opted to install replacement walls using boulder materials and has proposed landscaping that will screen the walls and will be compatible with the character of the improvements within the surrounding area. This criterion has been met.*
- B18. All exterior lighting shall be so directed so as not to cast glare toward or onto the public right-of-way or neighboring residential uses or districts; *the lake yard improvements should not result in any lighting or glare being cast off the property toward the public street, the neighbors, or the lake. This criterion has been met;* and
- B19. Not detrimental to the public health, public safety, or general welfare. *This is true of the project.*

CONCLUSIONS, ORDER AND CONDITIONS:

Based upon one or more of the above findings, the Orono City Council hereby grants a variance to Orono Municipal Zoning Code Sections 78-196 and 78-1279 to allow construction of retaining walls and a new lake access stair to be supported by retaining walls, subject to the following conditions:

- C1. Council approval is based on the entire record and the above Findings.
- C2. The approved project shall conform to the survey by Advance Surveying & Engineering, Co., dated 10/27/2022 and revised on 03/11/2024, the engineered wall design by Criterium-Twin Cities Engineers dated 03/18/2024, and the landscape plan by Landscapes Unlimited submitted by the Applicants and annotated by City staff (collectively the "Plans"), attached to this Resolution as **Exhibits A, B, & C**.
- C3. Any amendments to the Plans that do not conform to City codes may require further Planning Commission and City Council review.
- C4. The Owners shall comply with the permitting requirements of the Minnehaha Creek Watershed District.
- C5. The undersigned Owners agree to the conditions herein.



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C6. Authorities granted by this resolution run with the Property not with the Owners, but are permissive only and must be exercised by obtaining the appropriate permit for the new construction and commencing construction of said project. The permit must be obtained within one year of the date of Council approval, or the CUP will expire on that date (May 13, 2025).

C7. Violation of or non-compliance with any of the terms and conditions of this resolution may result in the termination of any authority granted herein.

ADOPTED by the Orono City Council on this 13th day of May 2024.

CITY OF ORONO:

Dennis Walsh, Mayor

ATTEST:

Christine Lusian, City Clerk



CITY OF ORONO
RESOLUTION OF THE CITY COUNCIL

NO. **7477**

Travis Wildenberg

Sara Wildenberg

STATE OF MINNESOTA
COUNTY OF HENNEPIN

This instrument was acknowledged before me this _____ day of _____, 2024,
by Travis Wildenberg, husband of Sara Wildenberg.

Notary Public

STATE OF MINNESOTA
COUNTY OF HENNEPIN

This instrument was acknowledged before me this _____ day of _____, 2024,
by Sara Wildenberg, wife of Travis Wildenberg.

Notary Public

Resol. 7477
Exhibit A
LA23-000062

CORNER & LIMITATIONS:

The length and direction of boundary lines of the legal description listed above. The scope of the survey does not include determining what you own, which is a legal matter. Please check the legal plat with your records or consult with competent legal counsel, if necessary, to make sure that it is correct and that any matters of record, such as easements, that you wish to be included on the survey, have been included.

The location of observed existing improvements we deem necessary for the survey. Survey markers or verifying existing survey markers to establish the corners of the property, if they have been completed without the benefit of a current title commitment. There may be existing easements or other encumbrances that would be revealed by a current title commitment. Therefore, this survey is not purport to show any easements or encumbrances other than the ones shown hereon. All building dimensions and building dimensions to the property lines, are taken from the siding and tabulating impervious surface coverage of the lot for your review and for the review of such governmental agencies that may have jurisdiction over these requirements to verify they are correctly shown before proceeding with construction.

7. Showing elevations on the site at selected locations to give some indication of the topography of the site. We have also provided a benchmark for your use in determining elevations for construction on this site. The elevations shown relate only to the benchmark provided on this survey. Use that benchmark and check at least one other feature shown on the survey when determining other elevations for use on this site or before beginning construction.

8. While we show a proposed location for this home or addition, we are not as familiar with your proposed plans as you, your architect, or the builder are. Review our proposed location of the improvements and proposed yard grades carefully to verify that they meet your plans before construction begins. Also, we are not as familiar with local codes and minimum requirements as the local building and zoning officials in this community are. Be sure to show this survey to said officials, or any other officials that may have jurisdiction over the proposed improvements and obtain their approvals before beginning construction or planning improvements to the property.

STANDARD SYMBOLS & CONVENTIONS:

• "D" Denotes iron survey marker, set, unless otherwise noted.

GRADING & EROSION CONTROL NOTES:

BEFORE DEMOLITION AND GRADING BEGIN

- Install silt fence around the perimeter of the construction area.
- Sediment control measures must remain in place until final stabilization has been established and then shall be removed. Sediment controls may be removed to accommodate short term construction activity but must be replaced before the next rain.

DURING CONSTRUCTION:

- When dirt stockpiles have been created, a double row of silt fence shall be placed to prevent escape of sediment laden runoff and if the piles or other disturbed areas are to remain in place for more than 14 days, they shall be seeded with Minnesota Department of Transportation Seed Mixture 22-111 at 100 lb/acre followed by spraying with spray mulch.
- A dumpster shall be placed on the site for prompt disposal of construction debris. These dumpsters shall be serviced regularly to prevent overflowing and blowing onto adjacent properties. Disposal of solid wastes from the site shall in accordance with Minnesota Pollution Control Agency requirements.
- A separate container shall be placed for disposal of hazardous waste. Hazardous wastes shall be disposed of in accordance with MPCA requirements.
- No concrete washout allowed onsite.
- Sediment control devices shall be regularly inspected and after major rainfall events and shall be cleaned and repaired as necessary to provide downstream protection.
- Streets and other public ways shall be inspected daily and if litter or soils has been deposited it shall promptly be removed.
- If necessary, vehicles, that have mud on their wheels, shall be cleaned before exiting the site in the rock entrance areas.

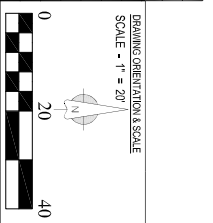
AFTER CONSTRUCTION:

- Moisture shall be applied to disturbed areas to control dust as needed.
- Portable toilet facilities shall be placed on site for use by workers and shall be properly maintained.
- If it becomes necessary to pump the excavation during construction, pump discharge shall be into the stockpile areas so that the double silt fence around these areas can filter the water before it leaves the site.
- Temporary erosion control shall be installed no later than 14 days after the site is first disturbed and shall consist of broadcast seeding with Minnesota Department of Transportation Seed Mixture 22-111 at 100 lb/acre followed by covering with spray mulch.
- Erosion control measures shown on the erosion control plan are the absolute minimum. The contractor shall install temporary earth dikes, sediment traps or basins and additional silt fencing as deemed necessary to control erosion.

SITE WORK COMPLETION:

- When final grading has been completed but before placement of seed or sod an "as built" survey shall be done per City of Orono requirements to insure that grading was properly done.
- When any remedial grading has been completed, sod or seeding shall be completed including any erosion control blankets for steep areas.
- When turf is established, silt fence and inlet protection and other erosion control devices shall be disposed of and adjacent streets, alleys and walks shall be cleaned as needed to deliver a site that is erosion resistant and clean.
- Contractor shall maintain positive drainage of a minimum 2% slope away from proposed building.

DATE	REVISION DESCRIPTION
12-15-22	UPDATED SITE PLAN
6-16-23	SHOW EXISTING TREES
8-18-23	UPDATE SITE PLAN & ADD EROSION CONTROL
9-25-23	UPDATED SITE PLAN
9-26-23	REMOVED SILENT PAVO
10-3	UPDATE HOME FOOTPRINT & ADDED SHORELINE LANDSCAPING
3-11-24	ADDED PROPOSED WALL NOTE



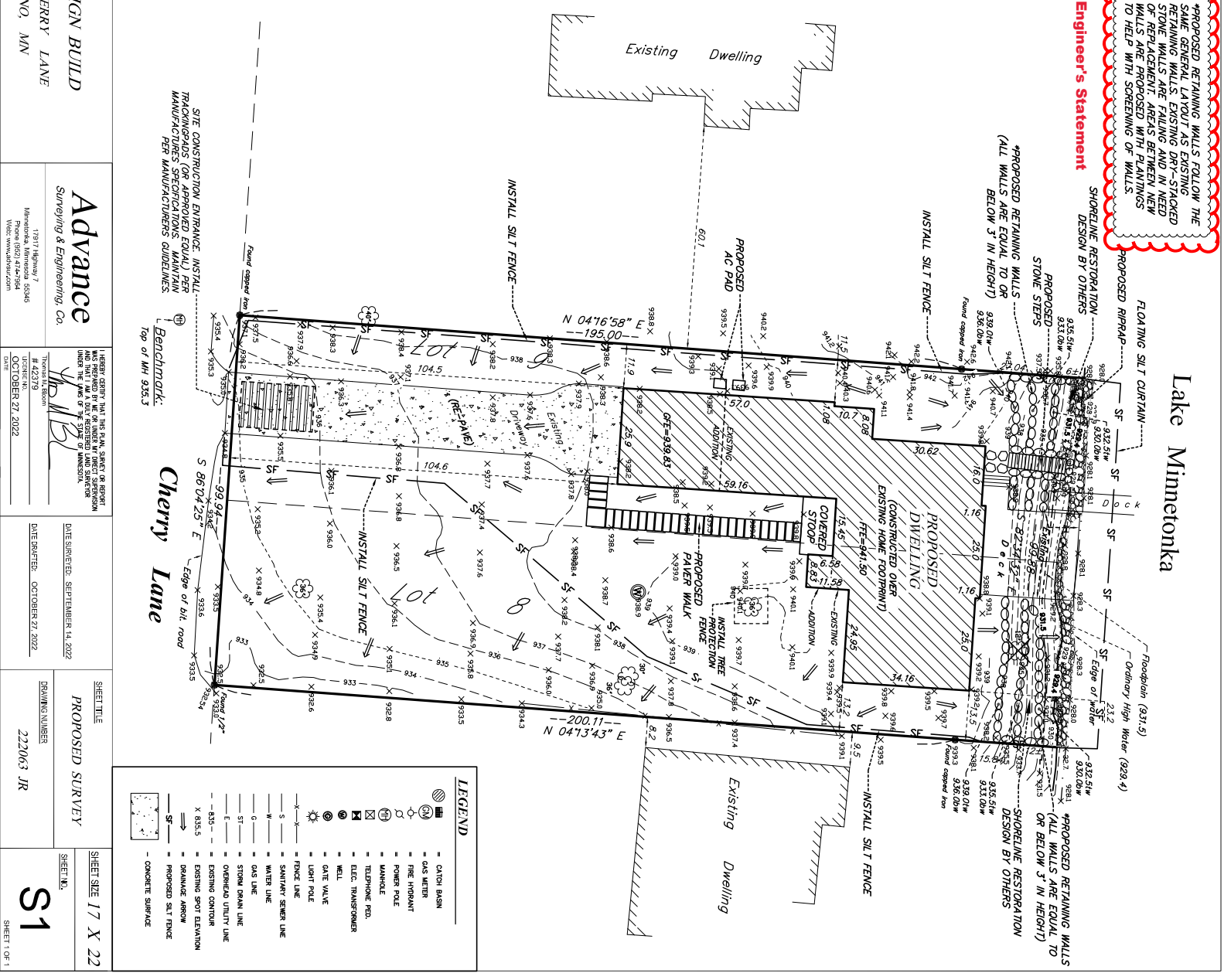
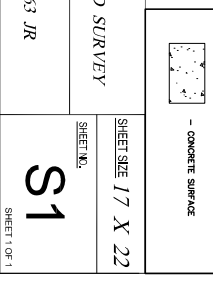
CLIENT NAME/JOB ADDRESS
MP DESIGN BUILD
 3638 CHERRY LANE
 ORONO, MN

Advance
 Surveying & Engineering, Co.
 17817 Highway 7
 Minneapolis, Minnesota 55446
 Phone: 763-552-1400
 Web: www.advancemn.com

REGISTERED GEODETIC SURVEYOR IN MINNESOTA
 AND THAT I AM A duly REGISTERED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

DATE EXPIRES: OCTOBER 27, 2022

DATE SURVEYED: SEPTEMBER 14, 2022	SHEET TITLE PROPOSED SURVEY	SHEET NO. S1
DATE EMPTER: OCTOBER 27, 2022	DRAWING NUMBER 222063 JR	SHEET SIZE 17 X 22
		SHEET 1 OF 1



Engineer's Statement

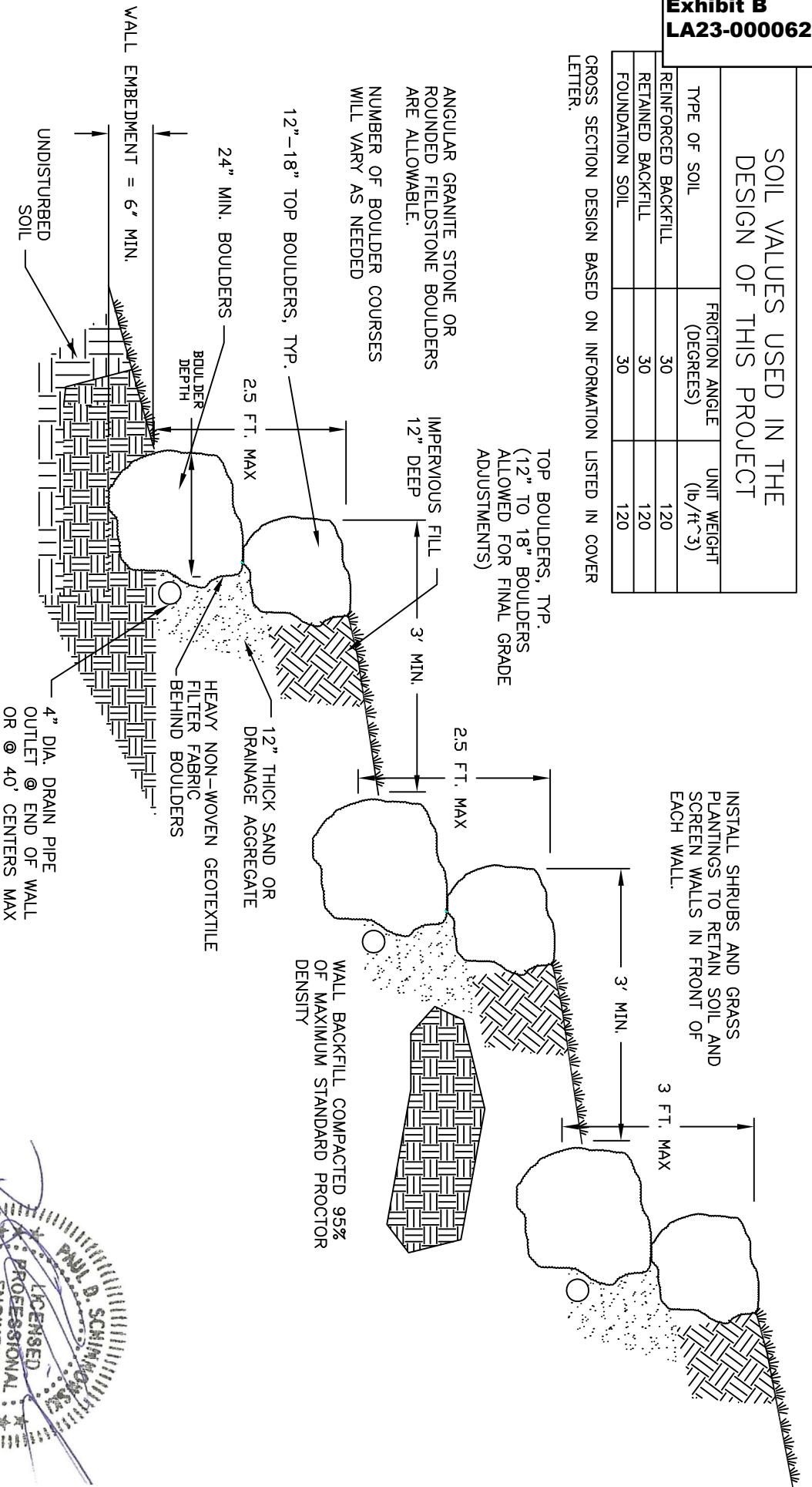
PROPOSED RETAINING WALLS FOLLOW THE SAME GENERAL LAYOUT AS EXISTING RETAINING WALLS. EXISTING AND IN NEED OF REPLACEMENT AREAS BETWEEN NEW WALLS ARE PROPOSED WITH SCREENING OF WALLS.

Lake Minnetonka

**SOIL VALUES USED IN THE
DESIGN OF THIS PROJECT**

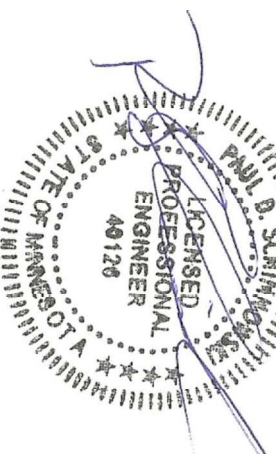
TYPE OF SOIL	FRICTION ANGLE (DEGREES)	UNIT WEIGHT (lb/ft ³)
REINFORCED BACKFILL	30	120
RETAINED BACKFILL	30	120
FOUNDATION SOIL	30	120

GROSS SECTION DESIGN BASED ON INFORMATION LISTED IN COVER LETTER.



TYPICAL SECTION - GRAVITY BOULDER RETAINING WALL

SCALE: NONE



Designed By:
PDS

PROJECT NAME/
LOCATION: 3838 CHERRY AVENUE / DROND, MINNESOTA

Date:
3/18/2024

Checked By:

CRITERIUM-TWIN CITIES ENGINEERS

CLIENT: LANDSCAPES UNLIMITED

Project No:
24-0040

PD-10

PHONE: 651.799.7700
CriterionMN.com

7280 DICKMAN TRAIL
INVER GROVE HEIGHTS, MN 55076
PHONE: 651-808-5907

Drawing Name:
TIERED BOULDER WALL

AS NOTED



DESIGN FOR:
**3838 CHERRY AVE.
ORONO, MN 55364**

24" X 36" PLAN SCALE
1" = 4' (1/4" = 1')

PAGE 1 OF 1

DESIGN BY:
PATRICK MALONEY

LANDSCAPES UNLIMITED

1280 DICKMAN TRAIL
GH, MN 55016
PATRICK@LANDSCAPESUNLIMITEDMN.COM

651-216-2883

LEGAL DESCRIPTION:

Lots 8 and 9, Block 3, CRYSTAL BAY VIEW, Hennepin County, Minnesota.

SCOPE OF WORK & LIMITATIONS:

- Showing the length and direction of boundary lines of the legal description listed above. The scope of our services does not include determining what you own, which is a legal matter. Please check the legal description with your records or consult with competent legal counsel, if necessary, to make sure that it is correct and that any matters of record, such as easements, that you wish to be included on the survey have been shown.
- Showing the location of observed existing improvements we deem necessary for the survey.
- Setting survey markers or verifying existing survey markers to establish the corners of the property.
- This survey has been completed without the benefit of a current title commitment. There may be existing easements or other encumbrances that would be revealed by a current title commitment. Therefore, this survey does not purport to show any easements or encumbrances other than the ones shown hereon.
- Note that all building dimensions and building tie dimensions to the property lines, are taken from the siding and or stucco of the building.
- Showing and tabulating impervious surface coverage of the lot for your review and for the review of such governmental agencies that may have jurisdiction over these requirements to verify they are correctly shown before proceeding with construction.
- Showing elevations on the site at selected locations to give some indication of the topography of the site. We have also provided a benchmark for your use in determining elevations for construction on this site. The elevations shown relate only to the benchmark provided on this survey. Use that benchmark and check at least one other feature shown on the survey when determining other elevations for use on this site or before beginning construction.
- While we show a proposed location for this home or addition, we are not as familiar with your proposed plans as you, your architect, or the builder are. Review our proposed location of the improvements and proposed yard grades carefully to verify that they match your plans before construction begins. Also, we are not as familiar with local codes and minimum requirements as the local building and zoning officials in this community are. Be sure to show this survey to said officials, or any other officials that may have jurisdiction over the proposed improvements and obtain their approvals before beginning construction or planning improvements to the property.

STANDARD SYMBOLS & CONVENTIONS:

"●" Denotes iron survey marker, set, unless otherwise noted.

GRADING & EROSION CONTROL NOTES:

BEFORE DEMOLITION AND GRADING BEGIN

- Install silt fence around the perimeter of the construction area.
- Sediment control measures must remain in place until final stabilization has been established and then shall be removed. Sediment controls may be removed to accommodate short term construction activity but must be replaced before the next rain.

DURING CONSTRUCTION:

- When dirt stockpiles have been created, a double row of silt fence shall be placed to prevent escape of sediment laden runoff and if the piles or other disturbed areas are to remain in place for more than 14 days, they shall be seeded with Minnesota Department of Transportation Seed Mixture 22-111 at 100 lb/acre followed by covering with spray mulch.
- A dumpster shall be placed on the site for prompt disposal of construction debris. These dumpsters shall be serviced regularly to prevent overflowing and blowing onto adjacent properties. Disposal of solid wastes from the site shall in accordance with Minnesota Pollution Control Agency requirements.
- A separate container shall be placed for disposal of hazardous waste. Hazardous wastes shall be disposed of in accordance with MPCA requirements.
- No concrete washout allowed onsite.
- Sediment control devices shall be regularly inspected and after major rainfall events and shall be cleaned and repaired as necessary to provide downstream protection.
- Streets and other public ways shall be inspected daily and if litter or soils has been deposited it shall promptly be removed.
- If necessary, vehicles, that have mud on their wheels, shall be cleaned before exiting the site in the rock entrance areas.

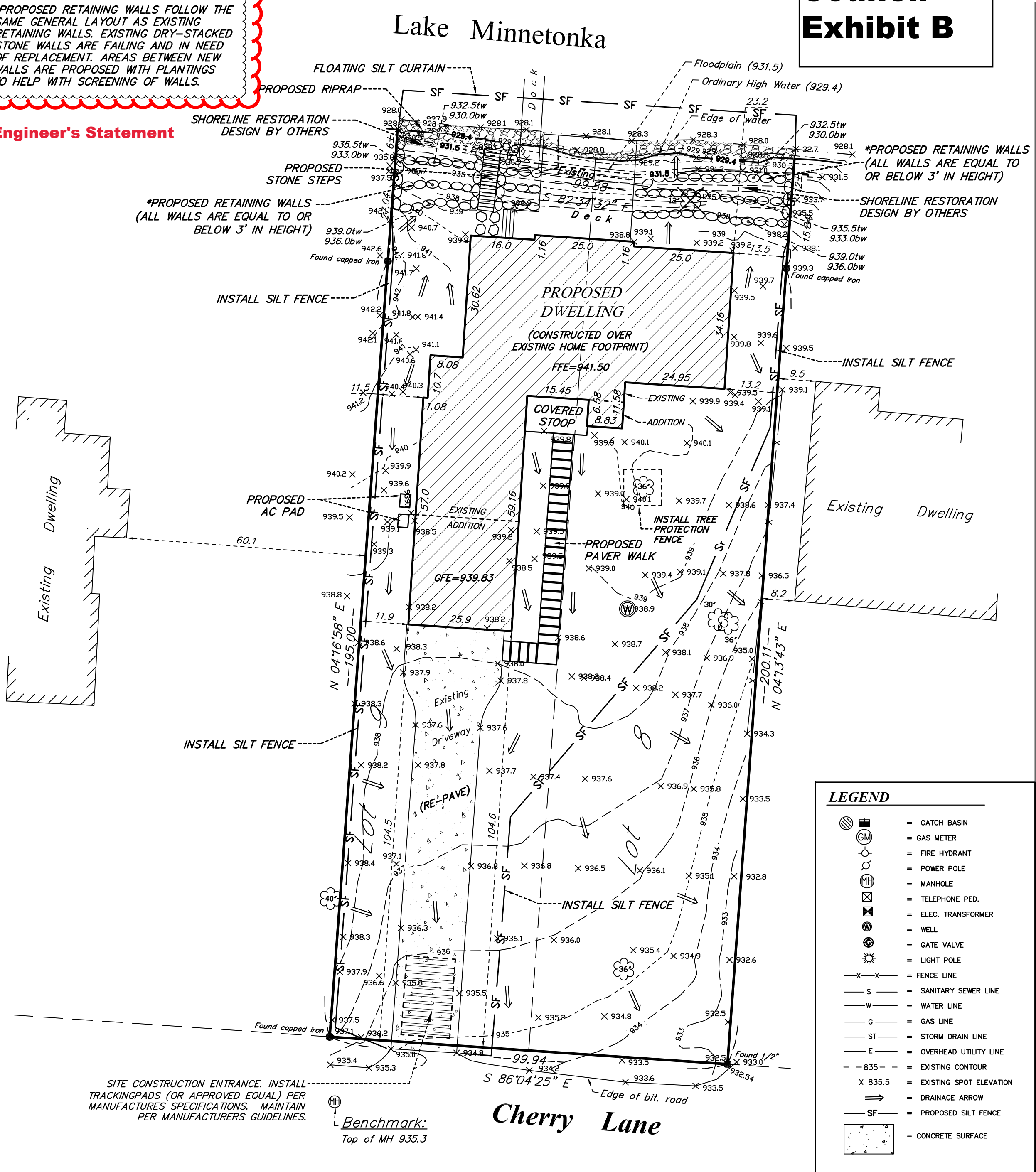
- Moisture shall be applied to disturbed areas to control dust as needed.
- Portable toilet facilities shall be placed on site for use by workers and shall be properly maintained.
- If it becomes necessary to pump the excavation during construction, pump discharge shall be into the stockpile areas so that the double silt fence around these areas can filter the water before it leaves the site.
- Temporary erosion control shall be installed no later than 14 days after the site is first disturbed and shall consist of broadcast seeding with Minnesota Department of Transportation Seed Mixture 22-111 at 100 lb/acre followed by covering with spray mulch.
- Erosion control measures shown on the erosion control plan are the absolute minimum. The contractor shall install temporary earth dikes, sediment traps or basins and additional silt fencing as deemed necessary to control erosion.

SITE WORK COMPLETION:

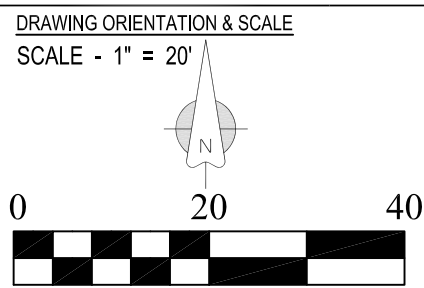
- When final grading has been completed but before placement of seed or sod an "as built" survey shall be done per City of Orono requirements to insure that grading was properly done.
- When any remedial grading has been completed, sod or seeding shall be completed including any erosion control blankets for steep areas.
- When turf is established, silt fence and inlet protection and other erosion control devices shall be disposed of and adjacent streets, alleys and walks shall be cleaned as needed to deliver a site that is erosion resistant and clean.
- Contractor shall maintain positive drainage of a minimum 2% slope away from proposed building.

Engineer's Statement

**PROPOSED RETAINING WALLS FOLLOW THE SAME GENERAL LAYOUT AS EXISTING RETAINING WALLS. EXISTING DRY-STACKED STONE WALLS ARE FAILING AND IN NEED OF REPLACEMENT. AREAS BETWEEN NEW WALLS ARE PROPOSED WITH PLANTINGS TO HELP WITH SCREENING OF WALLS.*



DATE	REVISION DESCRIPTION
12-15-22	UPDATED SITE PLAN
8-16-23	SHOW EXISTING TREES
8-18-23	UPDATE SITE PLAN & ADD EROSION CONTROL
9-25-23	UPDATED SITE PLAN
9-26-23	UPDATED SITE PLAN
10-24-23	REMOVED STONE PATIO
11-8-23	UPDATE HOME FOOTPRINT & ADDED SHORELINE LANDSCAPING
3-1-24	ADDED TOP/BOTTOM OF RET. WALLS
3-11-24	ADDED PROPOSED WALL NOTE



CLIENT NAME / JOB ADDRESS
MP DESIGN BUILD
3838 CHERRY LANE
ORONO, MN

Advance
Surveying & Engineering, Co.
17917 Highway 7
Minnetonka, Minnesota 55345
Phone (952) 474-7964
Web: www.advsur.com

I HEREBY CERTIFY THAT THIS PLAN, SURVEY OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.
Thomas M. Bloom
42379
OCTOBER 27, 2022

DATE SURVEYED: SEPTEMBER 14, 2022
DATE DRAFTED: OCTOBER 27, 2022

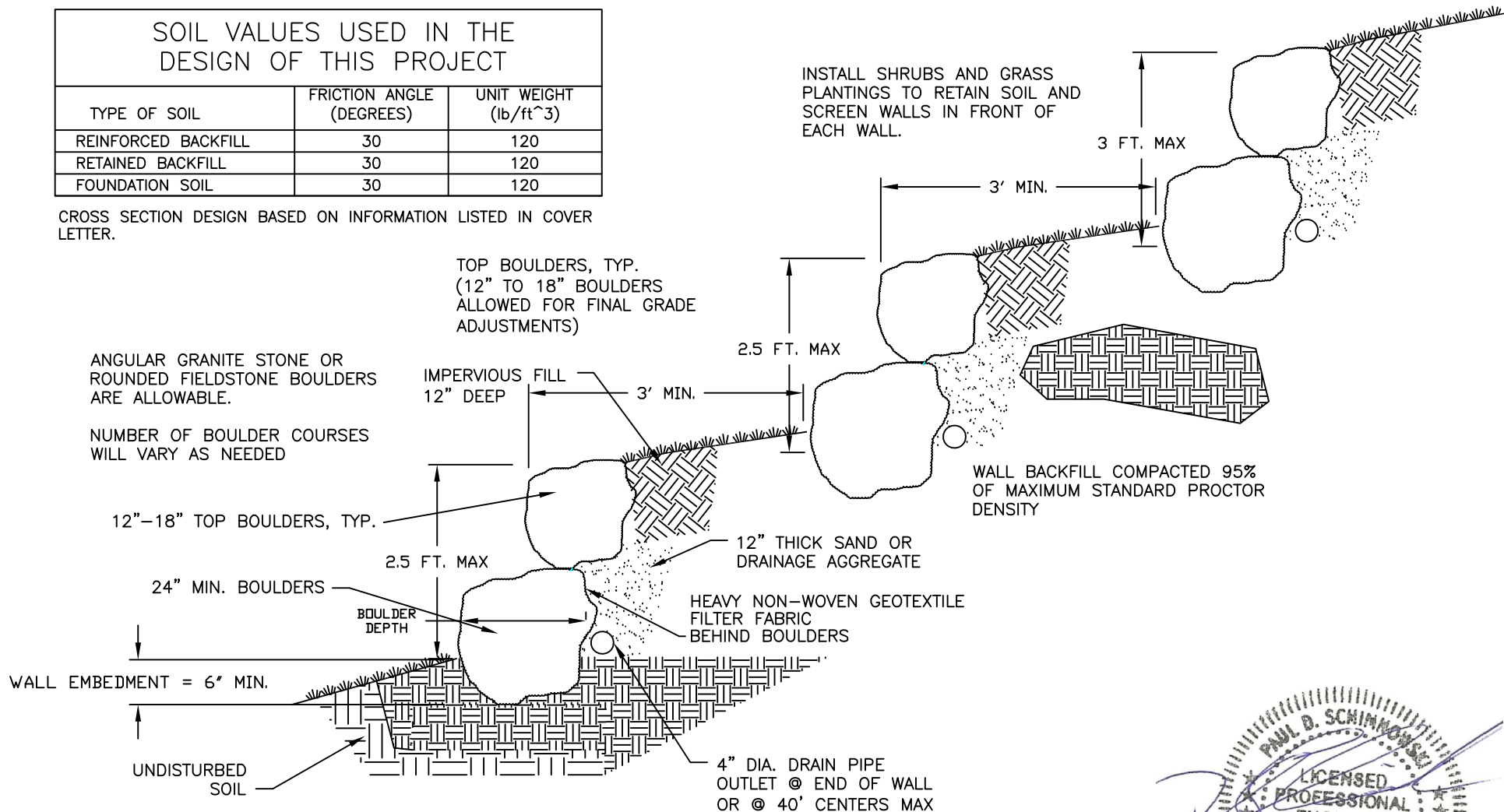
SHEET TITLE
PROPOSED SURVEY
DRAWING NUMBER
222063 JR

SHEET SIZE 17 X 22
SHEET NO.
S1
SHEET 1 OF 1

SOIL VALUES USED IN THE DESIGN OF THIS PROJECT

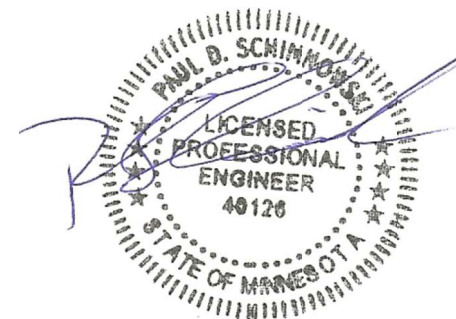
TYPE OF SOIL	FRICTION ANGLE (DEGREES)	UNIT WEIGHT (lb/ft ³)
REINFORCED BACKFILL	30	120
RETAINED BACKFILL	30	120
FOUNDATION SOIL	30	120

CROSS SECTION DESIGN BASED ON INFORMATION LISTED IN COVER LETTER.

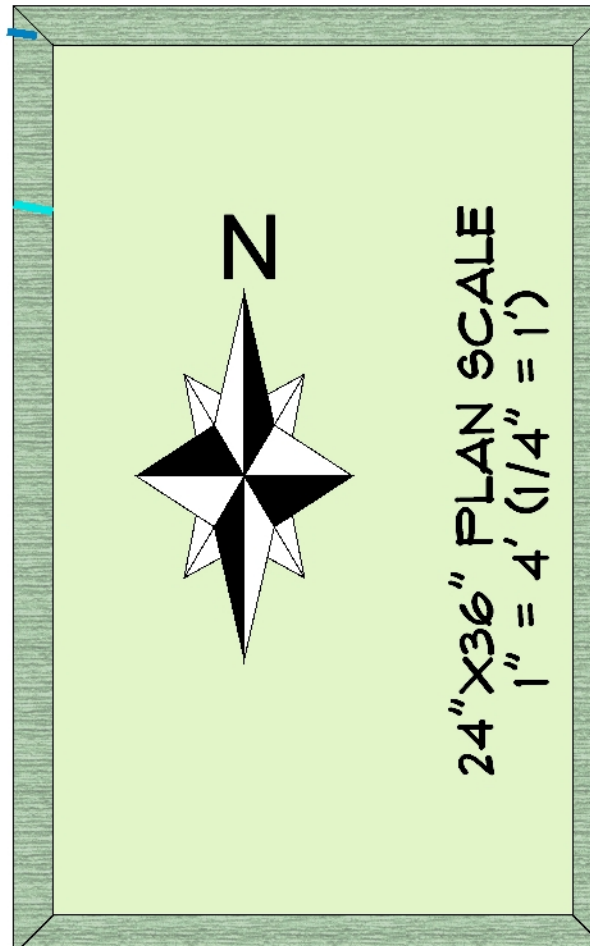


TYPICAL SECTION – GRAVITY BOULDER RETAINING WALL

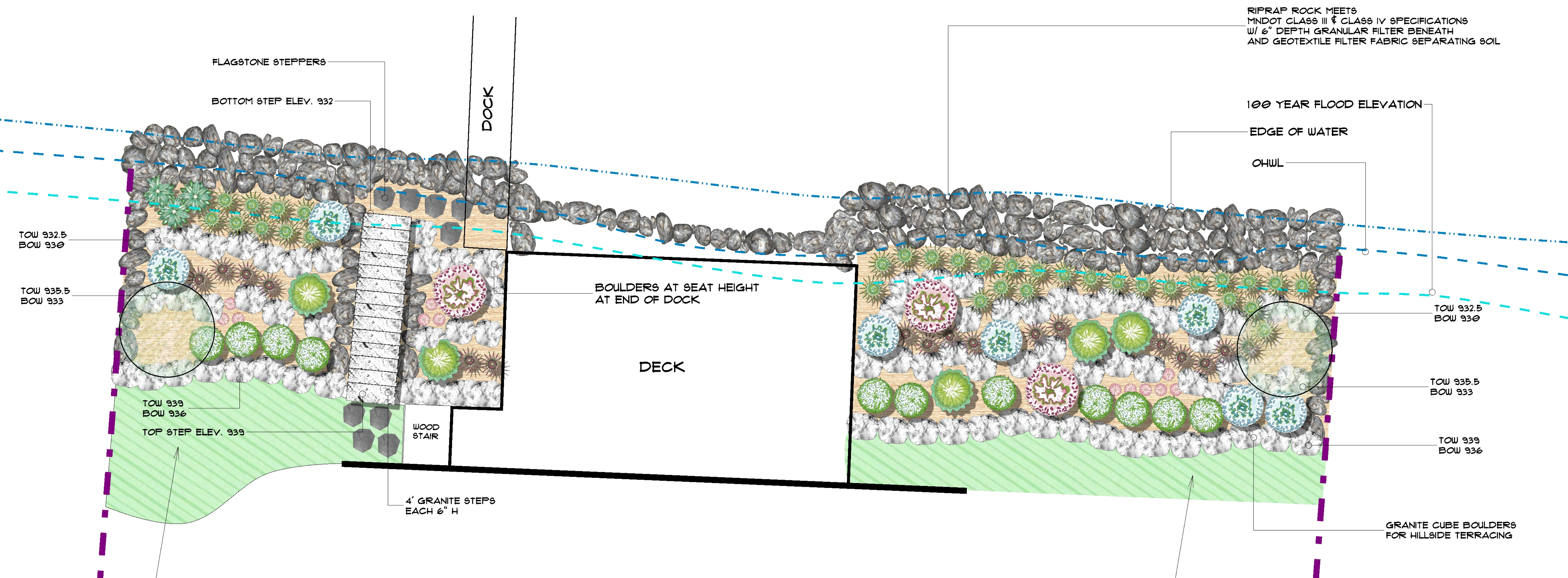
SCALE: NONE



Designed By: PDS	PROJECT NAME/ LOCATION: 3838 CHERRY AVENUE / ORONO, MINNESOTA	Date: 3/18/2024
Checked By: PDS	CRITERIUM-TWIN CITIES ENGINEERS	Project No: 24-0040
Scale: AS NOTED	PHONE: 651.779.7700 CriteriumMN.com	Drawing Name: TIERED BOULDER WALL
	CLIENT: LANDSCAPES UNLIMITED 7280 DICKMAN TRAIL INVER GROVE HEIGHTS, MN 55076 PHONE: 651-808-5907	



DESIGN FOR:
**3838 CHERRY AVE.
 ORONO, MN 55364**



RIPRAP ROCK MEETS
 MNDOT CLASS III & CLASS IV SPECIFICATIONS
 W/ 6" DEPTH GRANULAR FILTER BENEATH
 AND GEOTEXTILE FILTER FABRIC SEPARATING SOIL

100 YEAR FLOOD ELEVATION

EDGE OF WATER

OHWL

BOULDERS AT SEAT HEIGHT
 AT END OF DOCK

DECK

WOOD STAIR

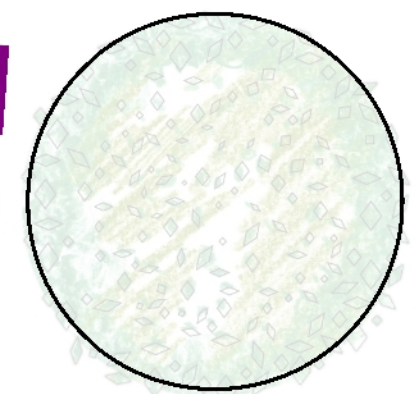
4' GRANITE STEPS
 EACH 6" H

GRANITE CUBE BOULDERS
 FOR HILLSIDE TERRACING

ACCESS

ACCESS

REMOVED TREES:
 (1) PAPER BIRCH - STRESSED WITH
 VISIBLE DIEBACK
 MULTI-STEM - APPROX. 1" CALIPER
 (1) CEDAR - LIVING
 1 1/4"



(2) MOUNTAIN ASH - SHOWY
 1.75" CALIPER





The Planning Commission discussed the item and asked questions of staff and the applicant, Steve Fisher, Tonka Bay, the builder on the project, and property owners, Jonathan and Theresa Hofer, 3339 Crystal Bay Rd.

Chair Bollis opened the public hearing at 6:42 p.m.

Paul Rehman, 3335 Crystal Bay Road, provided comments and concerns about the drainage.

Chair Bollis closed the public hearing at 6:50 p.m.

Commissioners said any plan on this site would require a stormwater plan. Commissioner were divided on the merits of the application, calling it a thoughtful design to address the property owners' needs or too big of an ask for staff to approve. They said drainage to neighboring properties would need to be addressed. and asked about a smaller garage addition or a storage shed and discussed the increase in hardcover.

Ressler moved, Kirschner seconded, to deny LA24-000016, 3339 Crystal Bay Road, Variances as applied. VOTE: Ayes 6, Nays 1 (Bollis)

6. OLD BUSINESS

6.1. LA23-000062, GRANITE COMPANIES LLC o/b/o TRAVIS & SARA WILDENBERG, 3838 CHERRY AVENUE, AFTER-THE-FACT CONDITIONAL USE PERMIT FOR LAKESHORE WALLS

The Planning Commission is requested to review the Staff report, receive a presentation, and discuss and approve an after-the-fact conditional use permit for lakeshore walls. The Planning Commission had reviewed this application in January and tabled it. Staff said the additional information requested and had been provided.

The Planning Commission discussed the item and asked questions of staff and the applicant, Travis Wildenberg, 3838 Cherry Ave.

Commissioners said the applicants had provided the information they had asked for.

McCutcheon moved, Erickson seconded, to approve LA23-000062, 3838 Cherry Ave, Conditional Use Permit, as applied. VOTE: Ayes 7, Nays 0.

7. OTHER ITEMS

Oakden updated the Commissioners noting the City Council acted on several items the Planning Commission had reviewed and concurred with Planning Commission recommendations.

8. ADJOURNMENT

AGENDA ITEM



Date: May 13, 2024

Item: 14

Title: #LA24-000006, 1359 Park Drive, Variances, - Resolution 7475

Presenter: Natalie Nye, Planner

Section: Consent Agenda

1. **Purpose:**

This application is regarding variances for lot area, lot width, and hardcover to exceed 25% for the construction of a new home.

2. **MN§15.99 Application Deadline:**

This application was received on February 6, 2024 and considered to be complete on February 23, 2024. The initial deadline of April 23, 2024 was administratively extended and therefore the 120-day review period expires on June 22, 2024.

3. **Background:**

The applicant is proposing to demolish the existing home and construct a new home. The subject property is currently over on hardcover with approximately 33.9% hardcover when 25% is the maximum permitted. The proposal includes keeping the existing detached garage and nonconforming deck and pool. The proposed home will meet all required setbacks and the proposal will reduce overall hardcover to approximately 29.6%. While the proposed hardcover will be a reduction, it will still be over the and thus requiring a variance. Additionally, the subject property is nonconforming in size and width for the LR-1B District with an area of approximately 0.6 acres when 1 acre is required and 50 feet in width when 140 feet is required. Therefore, in order to construct a new home on the substandard lot, variances for lot area and lot width are requested.

4. **Planning Commission Vote and Comment:**

The Planning Commission held a Public Hearing on April 15, 2024. The commission discussed the application and determined that the proposal was reasonable with the overall decrease in hardcover. The Planning Commission voted 7 to 0 to approve the application as applied.

5. **Public Comment:**

Staff received neighbor acknowledgments forms. No other public comment has been received.

6. **Staff Recommendation:**

Staff recommends approval of the requested variances as applied.

COUNCIL ACTION REQUESTED

Motion to approve Resolution 7475 to approve variances for lot area, lot width, and an overall hardcover of 29.6% for the construction of a new home at 1359 Park Drive.

Exhibits

[Exhibit A - Draft Resolution 7475](#)

[Exhibit B - Plans](#)

[Exhibit C - Draft PC Minutes](#)



CITY OF ORONO
RESOLUTION OF THE CITY COUNCIL

NO. 7475

**A RESOLUTION
APPROVING VARIANCES FROM
MUNICIPAL ZONING CODE
SECTIONS 78-350 & 78-1680**

FILE NO. LA24-000006

WHEREAS, on February 23, 2024, Sven Gustafson (hereinafter the “Applicant”), made a complete application for variances from the City Code for the property addressed **1359 Park Drive** and legally described as:

Lot 8, Block 6, Saga Hill Revised, Hennepin County, Minnesota.

AND

That part of vacated Oak Place, dedicated in Saga Hill Revised, Hennepin County, Minnesota, lying Northwesterly of the centerline thereof and between the Southeasterly extensions of the Northeasterly and Southwesterly lines of Lot 8, Block 6, said Addition.

AND

Lot 9, Block 7, Saga Hill Revised, Hennepin County, Minnesota, together with the Southeasterly half of vacated Oak Place adjoining said Lot.

AND

That part of vacated Forest Boulevard as dedicated in the plat of Saga hill Revised, Hennepin County, Minnesota which lies between the Northwesterly extensions across it of the Southwesterly and Northeasterly lines of Lot 8, Block 6, Saga Hill Revised, Hennepin County, Minnesota (hereinafter the “Property”);

WHEREAS, the Applicant has applied to the City of Orono for lot area and lot width variances from City Code Section 78-350 in order to construct a new single-family home; and

WHEREAS, the Applicant has applied to the City of Orono for a variance from hardcover beyond the 25% limit from City Code Section 78-1680 in order to construct a new single-family home; and

WHEREAS, on April 15, 2024, after published and mailed notice in accordance with Minnesota Statutes and the City Code, the Planning Commission held a public hearing, at which time all persons desiring to be heard concerning this application were given the opportunity to speak thereon; and

WHEREAS, on April 15, 2024, the Planning Commission voted 7 to 0 in favor of a motion to recommend approval of the variances as applied; and

WHEREAS, on May 13, 2024 the City Council reviewed the application and the recommendations of the Planning Commission and City staff; an



CITY OF ORONO
RESOLUTION OF THE CITY COUNCIL

NO. 7475

NOW, THEREFORE, BE IT RESOLVED that the City Council of Orono, Minnesota hereby approves the requested variances as described above based on one or more of the following findings of fact concerning the Property:

FINDINGS OF FACT:

1. This application was reviewed as Zoning File #LA24-000006. The analysis contained within staff memos and the exhibits attached to the aforesaid memos, all minutes from the above mentioned meetings, and any and all other materials distributed at these meetings are hereby incorporated by reference.
2. The Property is located in the LR-1B One Family Lakeshore Residential Zoning District.
3. The Property contains 28,185 square feet in area and has a defined lot width of 52 feet at the 75-foot lakeshore setback and a lot width of 50.5 feet at the OHWL.
4. The Property is within Tier 1 and hardcover is limited to 25 % according to the Stormwater Quality Overlay District.
5. Applicant has applied for the following variances:
 - a. Lot Area
 - b. Lot Width
 - c. Hardcover
6. In considering this application for variances, the Council has considered the advice and recommendation of the Planning Commission and the effect of the proposed variances upon the health, safety and welfare of the community, existing and anticipated traffic conditions, light and air, danger of fire, risk to the public safety, and the effect on values of property in the surrounding area.

ANALYSIS:

1. "Variances shall only be permitted when they are in harmony with the general purposes and intent of the ordinance" The subject property is substandard in both size and width. The property is 0.6 acres in size and 50 feet in width when the zoning district requires a minimum of 1 acre in size and 140 feet in width. The existing property is also over on hardcover and contains structures that are nonconforming to the required setbacks. The proposal is to demolish the existing home and build a new home that meets all required setbacks; however, the applicant is proposing to keep the existing deck and pool which are not conforming to the side yard setback. The overall project will reduce overall hardcover, but will not be brought down completely to compliance of 25%. The proposed project will bring the property closer to conformance and allow the applicant to rebuild



CITY OF ORONO
RESOLUTION OF THE CITY COUNCIL

NO. 7475

on the substandard lot. The construction of a new home is in harmony with the general intent of the Ordinance due to the practical difficulties present. This criterion is met.

2. “Variances shall only be permitted . . . when the variances are consistent with the comprehensive plan.” The variances resulting in a new single-family home is consistent with the Comprehensive Plan. The applicant has identified the necessary practical difficulties inherent to the land supporting their requests. The proposal will reduce the overall hardcover on the site which is consistent with the goals of the Comprehensive Plan. This criterion is met.
3. “Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the zoning ordinance. ‘Practical difficulties,’ as used in connection with the granting of a variance, means that:
 - a. *The property owner in question proposes to use the property in a reasonable manner, however, the proposed use is not permitted by the official controls.*

The construction of a new single-family home is a reasonable use of the property. The proposed home will meet all required setbacks and reduce the overall hardcover on the site. This criterion is met.

- b. *The plight of the landowner is due to circumstances unique to his property not created by the landowner.*

The substandard lot size and width and the location of the existing structures are not the result of the current property owner’s actions; and

- c. *The variance, if granted, will not alter the essential character of the locality.”*

The proposed variances resulting in the construction of a new home are supported by practical difficulties and will not alter the character of the area. This criterion is met.

4. “Economic considerations alone do not constitute practical difficulties.” Economic considerations have not been a factor in the variance approval determination.
5. “Practical difficulties also include but are not limited to inadequate access to direct sunlight for solar energy systems. Variances shall be granted for earth-sheltered construction as defined in Minn. Stat. § 216C.06, subd. 2, when in harmony with Orono City Code Chapter 78.” This condition is not applicable.
6. “The board or the council may not permit as a variance any use that is not permitted under Orono City Code Chapter 78 for property in the zone where the affected person's land is located.” This condition is not applicable, as a residential home is a permitted use in the LR-1B District.



CITY OF ORONO
RESOLUTION OF THE CITY COUNCIL

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7. “The board or council may permit as a variance the temporary use of a one-family dwelling as a two-family dwelling.” This condition is not applicable.
8. “The special conditions applying to the structure or land in question are peculiar to such property or immediately adjoining property.” The substandard lot area, lot width, and location of the existing structures are unique conditions to this specific property. This criterion is met.
9. “The conditions do not apply generally to other land or structures in the district in which the land is located.” The unique conditions of the property do not apply to other land or structures in the neighborhood or district. This criterion is met.
10. “The granting of the application is necessary for the preservation and enjoyment of a substantial property right of the applicant.” The subject property is very narrow as it is substandard for the district. The property is also currently over on hardcover. Although the proposal reduces overall hardcover, the requirement of 25% is not achieved. And therefore, variances are also required for lot area and lot width. The substandard lot and existing structures on the property are practical difficulties and without relief from the code, a new home on the property could not be built. This criterion is met.
11. “The granting of the proposed variance will not in any way impair health, safety, comfort or morals, or in any other respect be contrary to the intent of this chapter.” Granting the requested variances will not adversely impact health, safety, comfort, or morals of the community. The proposed home will meet all required setbacks and the overall hardcover on the site will be reduced by over 1,000 square feet. This criterion is met.
12. “The granting of such variance will not merely serve as a convenience to the applicant, but is necessary to alleviate demonstrable difficulty.” The variances allow for the construction of a new home, while improving the overall hardcover on the site from 33.9% to 29.6% total hardcover. The substandard lot size and existing conditions create practical difficulty when redeveloping the site. This criterion is met.

CONCLUSIONS, ORDER AND CONDITIONS:

Based upon one or more of the above findings, the Orono City Council hereby grants variances to Orono Municipal Zoning Code Sections 78-350 and 78-1680 to allow the construction of a new single-family home with exceptions to lot area, lot width and 29.6% overall hardcover subject to the following conditions:

1. Council approval is based on the entire record, above Findings.



CITY OF ORONO
RESOLUTION OF THE CITY COUNCIL

NO. 7475

2. The approved project shall conform to the attached site plan and building plans submitted by the Applicant and annotated by City staff (hereinafter the “Plans”), attached to this Resolution as **Exhibits A & B.**
3. Any amendments to the plans which are not in conformity with City codes may require further Planning Commission and City Council review.
4. Authorities granted by this resolution run with the Property not with the Applicants, but are permissive only and must be exercised by obtaining a building permit for the new construction and commencing construction of said project. A framing inspection must be completed within one year of the date of Council approval, or the variance will expire on that date (May 13, 2025).
5. Violation of or non-compliance with any of the terms and conditions of this resolution may result in the termination of any authority granted herein.

ADOPTED by the Orono City Council on this 13th day of May, 2024.

ATTEST:

CITY OF ORONO:

Christine Lusian, City Clerk

Dennis Walsh, Mayor

LEGAL DESCRIPTION (PER WARRANTY DEED DOC. NO. 7782844): Lot 8, Block 6, Saga Hill Revised, Hennepin County, Minnesota.

AND

That part of vacated Oak Place, dedicated in Saga Hill Revised, Hennepin County, Minnesota, lying Northwesterly of the centerline thereof and between the Southeasterly extensions of the Northeasterly and Southwesterly lines of Lot 8, Block 6, said Addition.

AND

Lot 9, Block 7, Saga Hill Revised, Hennepin County, Minnesota, together with the Southeasterly half of vacated Oak Place adjoining said Lot.

AND

That part of vacated Forest Boulevard as dedicated in the plat of Saga Hill Revised, Hennepin County, Minnesota which lies between the Northwesterly extensions across it of the Southwesterly and Northeasterly lines of Lot 8, Block 6, Saga Hill Revised, Hennepin County, Minnesota.

SCOPE OF WORK & LIMITATIONS:

- 1. Showing the length and direction of boundary lines of the legal description listed above. The scope of our services does not include determining what you own, which is a legal matter. Please check the legal description with your records or consult with competent legal counsel, if necessary, to make sure that it is correct and that any matters of record, such as easements, that you wish to be included on the survey have been shown.
2. Showing the location of observed existing improvements we deem necessary for the survey.
3. Setting survey markers or verifying existing survey markers to establish the corners of the property.
4. Showing and tabulating impervious surface coverage of the lot for your review and for the review of such governmental agencies that may have jurisdiction over these requirements to verify they are correctly shown before proceeding with construction.
5. Showing elevations on the site at selected locations to give some indication of the topography of the site. We have also provided a benchmark for your use in determining elevations for construction on this site. The elevations shown relate only to the benchmark provided on this survey. Use that benchmark and check at least one other feature shown on the survey when determining other elevations for use on this site or before beginning construction.
6. This survey has been completed without the benefit of a current title commitment. There may be existing easements or other encumbrances that would be revealed by a current title commitment. Therefore, this survey does not purport to show any easements or encumbrances other than the ones shown hereon.
7. While we show a proposed location for this home or addition, we are not as familiar with your proposed plans as you, your architect, or the builder are. Review our proposed location of the improvements and proposed yard grades carefully to verify that they match your plans before construction begins. Also, we are not as familiar with local codes and minimum requirements as the local building and zoning officials in this community are. Be sure to show this survey to said officials, or any other officials that may have jurisdiction over the proposed improvements and obtain their approvals before beginning construction or planning improvements to the property.
8. Note that all building dimensions and building tie dimensions to the property lines, are taken from the siding and or stucco of the building.
9. While we show the building setback lines, we suggest you show this survey to the appropriate city officials to be sure that the setback lines are shown correctly. Do this BEFORE you use this survey to design anything for this site.

STANDARD SYMBOLS & CONVENTIONS:

● Denotes iron survey marker, found, unless otherwise noted.

GRADING & EROSION CONTROL NOTES:

BEFORE DEMOLITION AND GRADING BEGIN

- Install silt fence/bio roll around the perimeter of the construction area.
• Sediment control measures must remain in place until final stabilization has been established and then shall be removed. Sediment controls may be removed to accommodate short term construction activity but must be replaced before the next rain.
• A temporary rock construction entrance shall be established at each access point to the site and a 6 inch layer of 1 to 2 inch rock extending at least 50 feet from the street into the site and shall be underlain with permeable geotextile fabric. The entrance shall be maintained during construction by top dressing or washing to prevent tracking or flow of sediments onto public streets, walks or alleys. Potential entrances that are not so protected shall be closed by fencing to prevent unprotected exit from the site.
• Inlet protection for all storm sewer inlets downstream of the site within one block or as directed by the City. Inlet protection shall also be provided on all proposed storm sewer inlets immediately following construction of the inlet. Inlet protection must be installed in a manner that will not impound water for extended periods of time or in a manner that presents a hazard to vehicular or pedestrian traffic.

DURING CONSTRUCTION:

- Soil compaction shall be minimized; areas of compacted soil will be removed or loosened via tilling to a depth of no less than 6-inches.
• When dirt stockpiles have been created, a double row of silt fence shall be placed to prevent escape of sediment laden runoff and if the piles or other disturbed areas are to remain in place for more than 14 days, they shall be seeded with Minnesota Department of Transportation Seed Mixture 22-111 at 100 lb/acre followed by covering with spray mulch.
• A dumpster shall be placed on the site for prompt disposal of construction debris. These dumpsters shall be serviced regularly to prevent overflowing and blowing onto adjacent properties. Disposal of solid wastes from the site shall in accordance with Minnesota Pollution Control Agency requirements.
• Site shall be kept clean at all times and refuse properly controlled.
• A separate container shall be placed for disposal of hazardous waste. Hazardous wastes shall be disposed of in accordance with MPCA requirements.
• No concrete washout shall occur on site unless it is done with an approved Minnesota Pollution Control Agency (MPCA) device or standard.

- The contractor shall inspect on a weekly basis and after any rainfall greater than 1" all erosion control devices and make any repairs immediately. An inspection log shall be kept on site detailing these inspections and repairs performed.
• The street will be swept clean before the end of each day of active construction, when sediment is tracked into the street.
• If necessary, vehicles, that have mud on their wheels, shall be cleaned before exiting the site in the rock entrance areas.
• Moisture shall be applied to disturbed areas to control dust as needed.
• Portable toilet facilities shall be placed on site for use by workers and shall be properly maintained.
• Temporary pumping shall not be permitted without the use of an approved Minnesota Pollution Control Agency (MPCA) device or standard.
• All exposed soil areas will be stabilized as soon as practical. Unworked soils that remain exposed and not in use for longer than 14 days will be covered with temporary seed (grass, oats, or wheat)
• Temporary erosion control shall be installed no later than 14 days after the site is first disturbed and shall consist of broadcast seeding with Minnesota Department of Transportation Seed Mixture 22-111 at 100 lb/acre followed by covering with spray mulch.
• Areas with slopes greater than 3 to 1 and areas next to wetlands/waterbodies graded or exposed during construction shall be protected with temporary vegetation, mulching or other means as soon as practical.
• Erosion control measures shown on the erosion control plan are the absolute minimum. The contractor shall install temporary earth dikes, sediment traps or basins and additional silt fencing as deemed necessary to control erosion.

SITE WORK COMPLETION:

- When final grading has been completed but before placement of seed or sod an "as built" survey shall be done per City of Orono requirements to insure that grading was properly done.
• When any remedial grading has been completed, sod or seeding shall be completed including any erosion control blankets for steep areas.
• When turf is established, silt fence and inlet protection and other erosion control devices shall be disposed of and adjacent streets, alleys and walks shall be cleaned as needed to deliver a site that is erosion resistant and clean.
• Contractor shall maintain positive drainage of a minimum 2% slope away from proposed building.

PROPOSED ELEVATIONS
FIRST FLOOR (SUB-FLOOR) = 967.00
TOP OF FOUNDATION = 964.94*
BASEMENT FLOOR = 956.10
GARAGE FLOOR = 965.00
(*TOP OF FOUNDATION VARIES, SEE ARCHITECTURAL PLANS)

LEGEND

- EXISTING CONTOUR --- 965 ---
EXISTING SPOT ELEVATION X 965.5
PROPOSED CONTOUR --- 965 ---
PROPOSED SPOT ELEVATION 965.5
DRAINAGE ARROW - FLOW ==>
SILT FENCE/BIO ROLL --- SF ---

BLUFF DETERMINATION
1) AT A POINT 50 FT FROM THE OHWL, THE SLOPE IS 23.2%, WHICH IS GREATER THAN 18%. THUS, A POINT WHICH WOULD BE LESS THAN 18% IS LAKEWARD OF THE OHWL. FOR THIS DETERMINATION, WE ARE USING THE OHWL AS THE TOE OF THE SLOPE.
2) AT A POINT 25 FT ABOVE THE OHWL, WHICH IS AN ELEVATION OF 954.4, THE SLOPE TO THAT POINT IS 27.0%, WHICH IS LESS THAN 30%.
3) SINCE THE SLOPE AT A POINT 25 FT ABOVE THE OHWL IS LESS THAN 30%, THIS SLOPE DOES NOT MEET THE CRITERIA OF A BLUFF, PER THE BLUFF DEFINITION.
4) BE SURE TO GET APPROVAL, IN WRITING, FROM A CITY OFFICIAL AGREEING WITH THIS DETERMINATION BEFORE PROCEEDING WITH ANY DESIGN OR CONSTRUCTION.

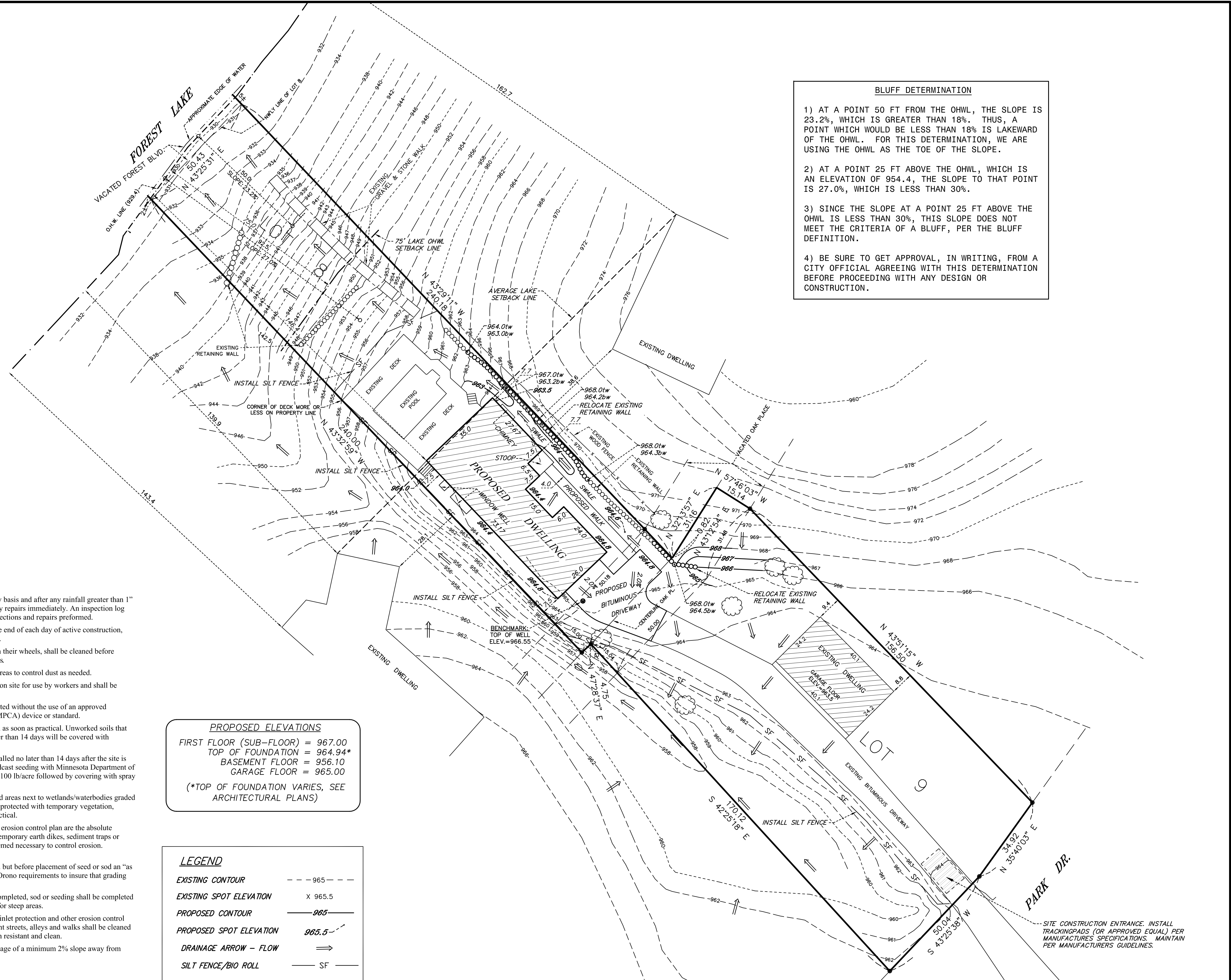


Table with 2 columns: DATE, REVISION DESCRIPTION. Row 1: 11-28-23, ADDED EXIST. POOL, ADJUSTED PROP. RET. WALL. Includes a north arrow and a graphic scale of 1 inch = 20 feet.

DRAWING ORIENTATION & SCALE
CLIENT/JOB ADDRESS
SUSIE EASTMAN
1359 PARK DR.
ORONO, MN

Advance Surveying & Engineering, Co.
17917 Highway No. 7
Minnetonka, Minnesota 55345
Phone (952) 474-7964
Web: www.advsur.com

I HEREBY CERTIFY THAT THIS PLAN, SURVEY OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.
Wayne W. Preuhs
Wayne W. Preuhs
#43503
LICENSE NO.
NOVEMBER 6, 2023
DATE

SURVEYED DATE: JULY 18, 2023
DRAFTED DATE: NOVEMBER 6, 2023

SHEET TITLE: PROPOSED SURVEY
SHEET SIZE: 22 X 34
DRAWING NUMBER: 231582 JR
SHEET NO.: S1
SHEET 1 OF 1



PRELIMINARY ENTRY ELEVATION

$\frac{1}{8}" = 1'-0"$

11/9/22

EASTMAN 1359 PARK DR, ORONO NRDI

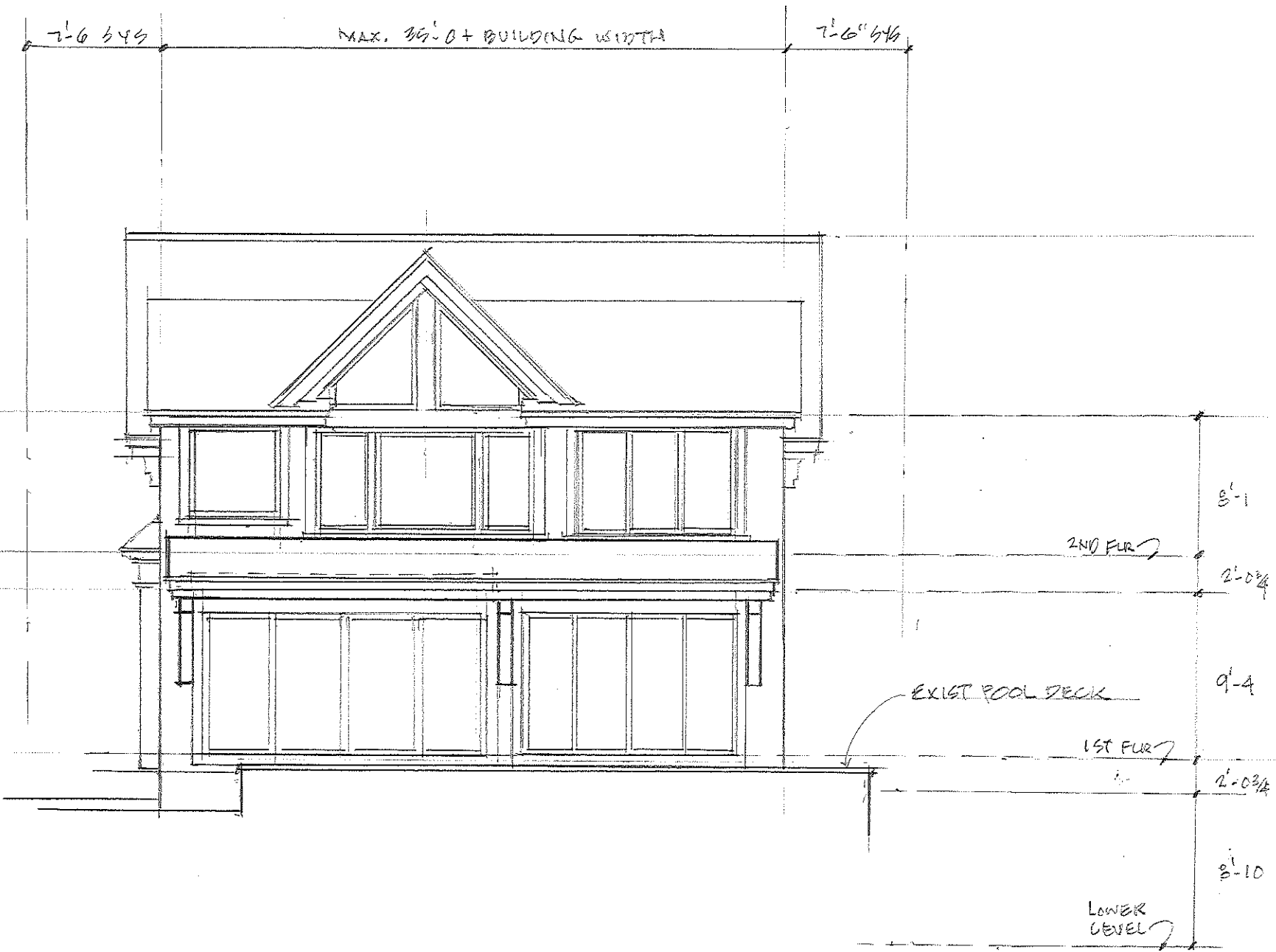


PRELIMINARY NE. SIDE ELEVATION

$\frac{1}{8}'' = 1'-0''$

11/9/22

EASTMAN 1359 PARK DR, ORONO NRDI



PRELIMINARY LAKE ELEVATION

1/8" = 1'-0"

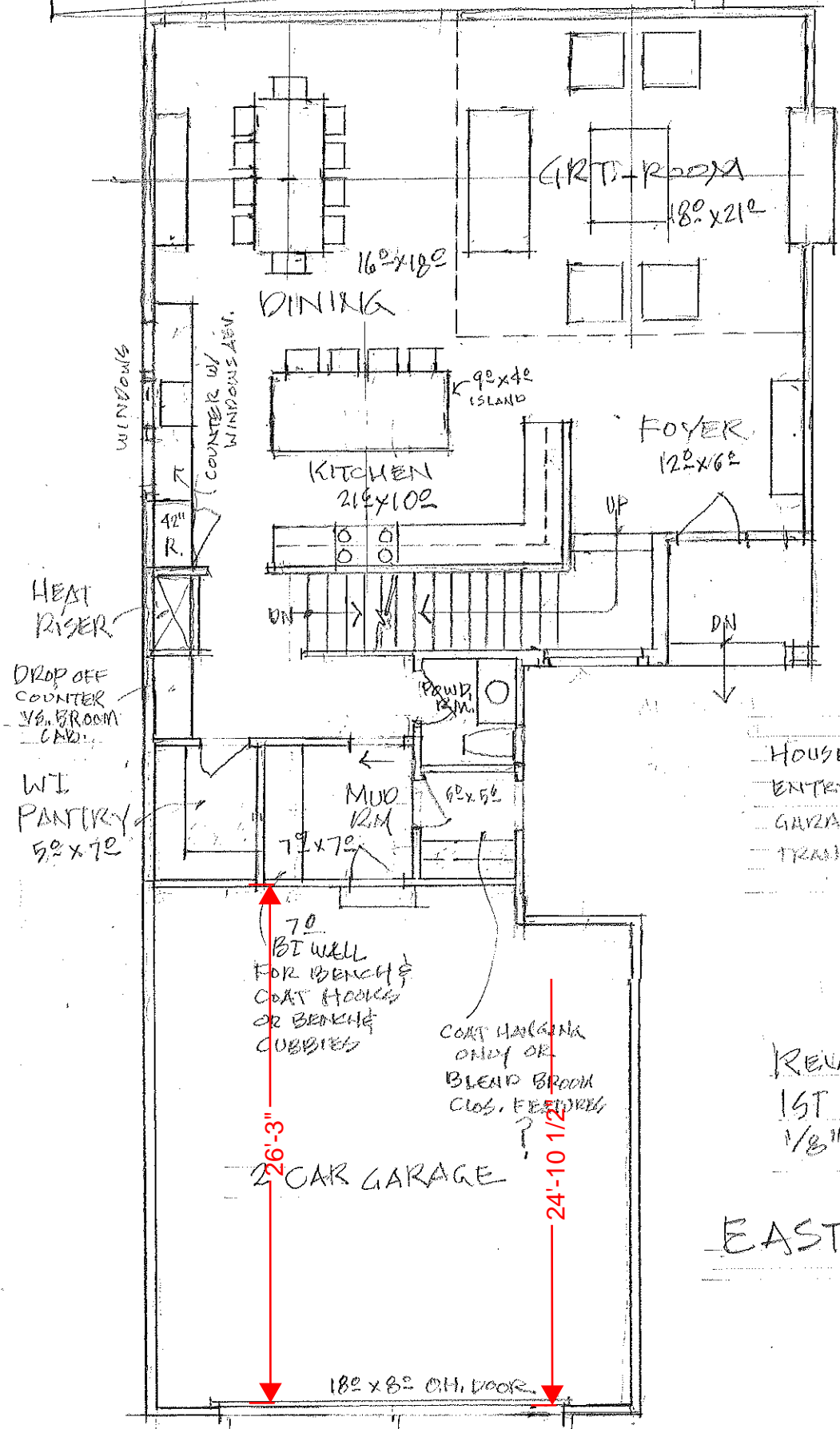
11/9/22

EASTMAN 1359 PARK DR, ORONO

NRDI

EXIST DECK

NEW TRANSITIONAL DECK AREA

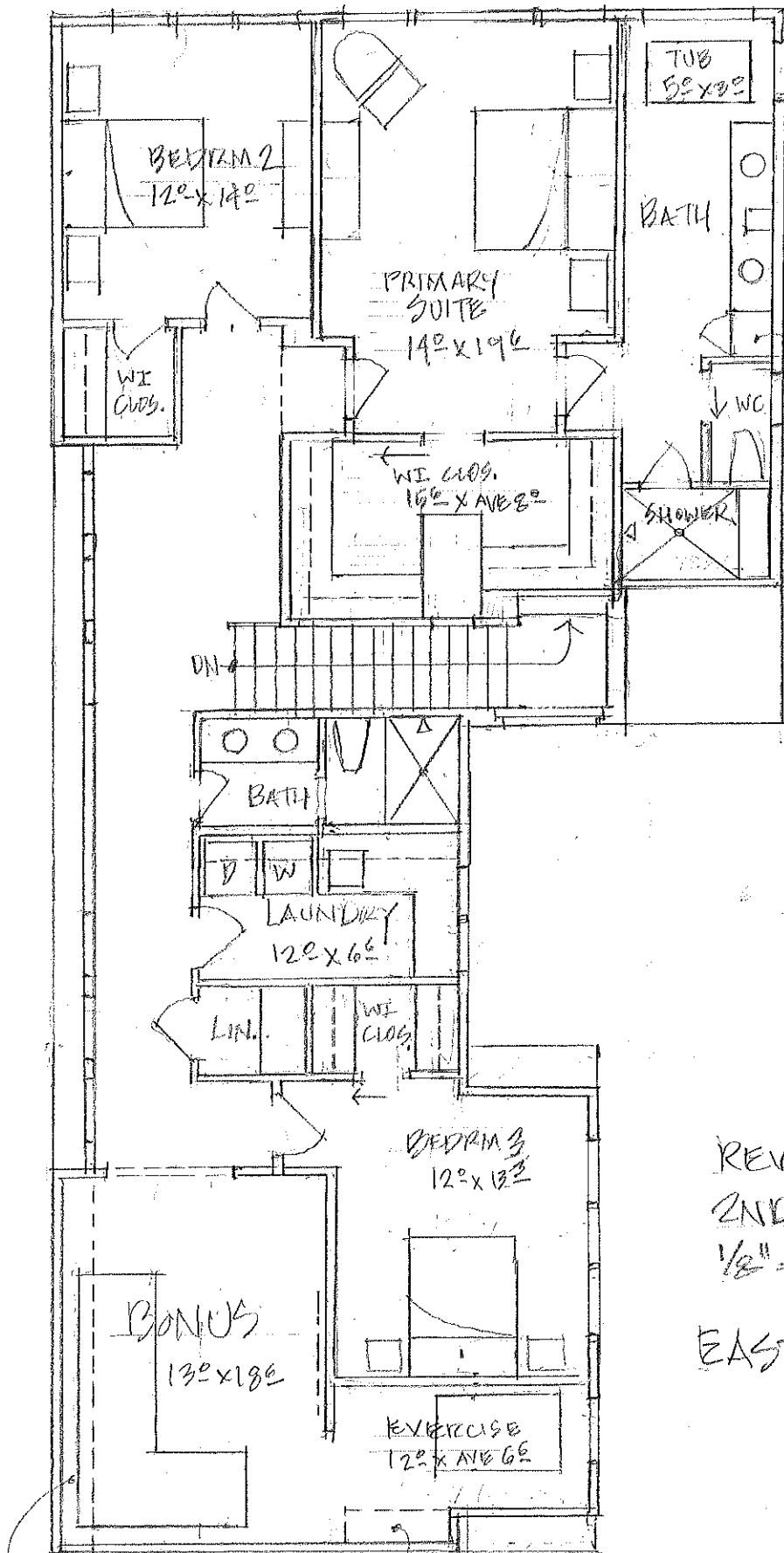


HOUSE	= 1371 SF
ENTRY STOOP	= 49 SF
GARAGE	= 694 SF
TRANSITION DECK	= 30 SF

REVISED
1ST FLOOR PLAN
1/8" = 1'-0"

EASTMAN

10/16/22 10/20/22
8/22/22 11/19/22
NR/DI



1921 SF
 (EXCLUDES STAIR SE)

REVISED (EXCLUDES STAIR AREA SE)

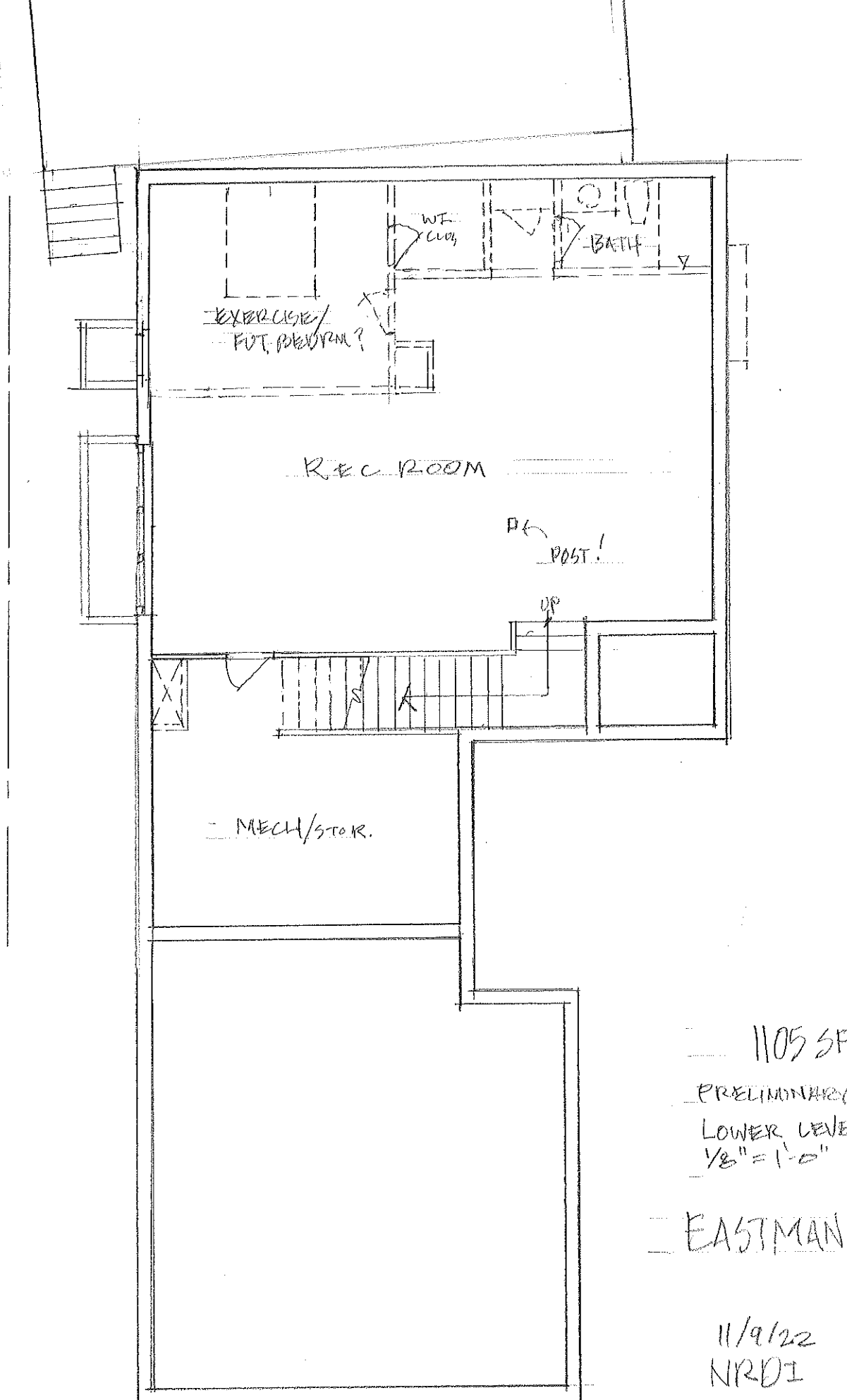
2ND FLOOR PLAN
 1/8" = 1'-0"

EASTMAN

10/6/22 10/20/22
 8/22/22 11/9/22

NRDDI

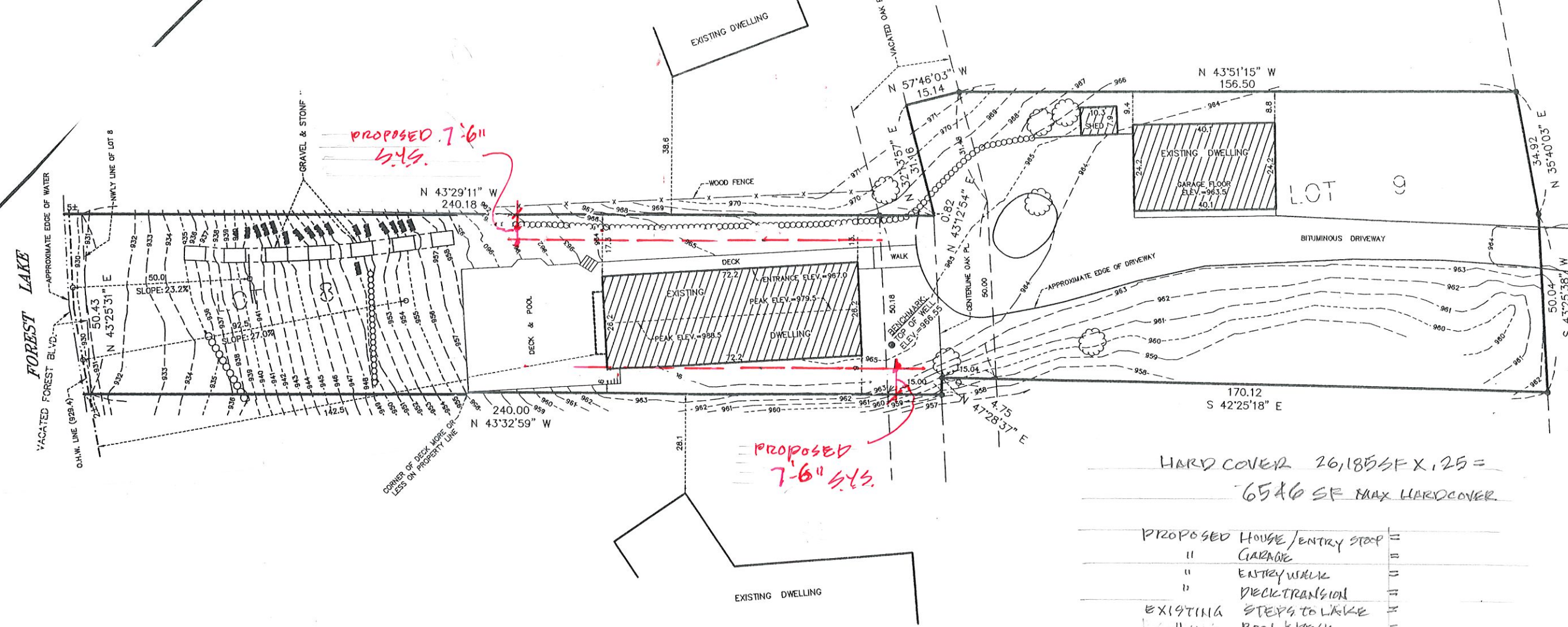
SLOPED CEILING



1105 SF
PRELIMINARY
LOWER LEVEL PLAN
1/8" = 1'-0"

EASTMAN

11/9/22
NRDI



HARD COVER 26,185 SF X .25 =
6546 SF MAX HARDCOVER

- PROPOSED HOUSE / ENTRY STOP =
- " GARAGE =
- " ENTRY WALK =
- " DECK TRANSITION =
- EXISTING STEPS TO LAKE =
- EXISTING POOL & DECK =
- " GARAGE & SHED =
- " SHED =
- NEW DRIVEWAY W/ EXISTING =

EXISTING

PRELIMINARY SITE LAYOUT

1/32" = 1'-0"

EASTMAN RESIDENCE

1369 PARK DR., ORONO

NRDI

EXISTING HARDCOVER	
HOUSE	1,891 SQ. FT.
GARAGE	970 SQ. FT.
DRIVEWAY	3,761 SQ. FT.
SHED	81 SQ. FT.
DECK (INCLUDING POOL)	1,722 SQ. FT.
WALK	74 SQ. FT.
CONC. APRON	77 SQ. FT.
GRAVEL & STONE WALK	301 SQ. FT.
TOTAL EXISTING HARDCOVER	8,877 SQ. FT.
AREA OF LOT	26,185 SQ. FT.
LOT COVERAGE	33.9%

BLUFF DETERMINATION	
1) AT A POINT 50 FT FROM THE OHWL, THE SLOPE IS 23.2%, WHICH IS GREATER THAN 18%. THUS, A POINT WHICH WOULD BE LESS THAN 18% IS LAKEWARD OF THE OHWL. FOR THIS DETERMINATION, WE ARE USING THE OHWL AS THE TOE OF THE SLOPE.	
2) AT A POINT 25 FT ABOVE THE OHWL, WHICH IS AN ELEVATION OF 954.4, THE SLOPE TO THAT POINT IS 27.0%, WHICH IS LESS THAN 30%.	
3) SINCE THE SLOPE AT A POINT 25 FT ABOVE THE OHWL IS LESS THAN 30%, THIS SLOPE DOES NOT MEET THE CRITERIA OF A BLUFF, PER THE BLUFF DEFINITION.	
4) BE SURE TO GET APPROVAL, IN WRITING, FROM A CITY OFFICIAL AGREEING WITH THIS DETERMINATION BEFORE PROCEEDING WITH ANY DESIGN OR CONSTRUCTION.	

ASPEN BUILD,
1359 PARK DR.
ORONO, MN

Revised, Hennepin County, Minnesota, together with Oak Place adjoining said Lot.

Forest Boulevard as dedicated in the plat of Saga Hill in Hennepin County, Minnesota which lies between the Northwesternly and Southwesterly lines of Lot 8, and the Northeasternly and Southeasternly lines of Lot 8, together with the vacant Forest Bl. V.D. (925-A) and the NW 1/4 of Lot 8.

SCOPE OF WORK & LIMITATIONS:
Showing the length and direction of boundary lines of the legal description listed above. The scope of our services does not include determining what you own, which is a legal matter. Please check the legal description with your records or consult with competent legal counsel, if necessary, to make sure that it is correct and that any matters of record, such as easements, that you wish to be included on the survey have been shown.

Showing the location of observed existing survey markers we deem necessary for the survey.

Setting survey markers or verifying existing survey markers to establish the corners of the property.

Existing building dimensions and setbacks measured to outside of siding or stucco.

Showing and tabulating impervious surface coverage of the lot for your review and for the review of such governmental agencies that may have jurisdiction over these requirements to verify they are correct.

Showing elevations on the site at selected locations for your use in determining elevations for benchmark and check at least one other elevation completed with the existing.

LEGAL DESCRIPTION (PER WARRANTY DEED DOC. NO. 7782844): Lot 8, Block 6, Saga Hill Revised, Hennepin County, Minnesota.

AND

That part of vacated Oak Place, dedicated in Saga Hill Revised, Hennepin County, Minnesota, lying Northwesterly of the centerline thereof and between the Southeasterly extensions of the Northeasterly and Southwesterly lines of Lot 8, Block 6, said Addition.

AND

Lot 9, Block 7, Saga Hill Revised, Hennepin County, Minnesota, together with the Southeasterly half of vacated Oak Place adjoining said Lot.

AND

That part of vacated Forest Boulevard as dedicated in the plat of Saga Hill Revised, Hennepin County, Minnesota which lies between the Northwesterly extensions across it of the Southwesterly and Northeasterly lines of Lot 8, Block 6, Saga Hill Revised, Hennepin County, Minnesota.

SCOPE OF WORK & LIMITATIONS:

- 1. Showing the length and direction of boundary lines of the legal description listed above. The scope of our services does not include determining what you own, which is a legal matter. Please check the legal description with your records or consult with competent legal counsel, if necessary, to make sure that it is correct and that any matters of record, such as easements, that you wish to be included on the survey have been shown.
2. Showing the location of observed existing improvements we deem necessary for the survey.
3. Setting survey markers or verifying existing survey markers to establish the corners of the property.
4. Showing and tabulating impervious surface coverage of the lot for your review and for the review of such governmental agencies that may have jurisdiction over these requirements to verify they are correctly shown before proceeding with construction.
5. Showing elevations on the site at selected locations to give some indication of the topography of the site. We have also provided a benchmark for your use in determining elevations for construction on this site. The elevations shown relate only to the benchmark provided on this survey. Use that benchmark and check at least one other feature shown on the survey when determining other elevations for use on this site or before beginning construction.
6. This survey has been completed without the benefit of a current title commitment. There may be existing easements or other encumbrances that would be revealed by a current title commitment. Therefore, this survey does not purport to show any easements or encumbrances other than the ones shown hereon.
7. While we show a proposed location for this home or addition, we are not as familiar with your proposed plans as you, your architect, or the builder are. Review our proposed location of the improvements and proposed yard grades carefully to verify that they match your plans before construction begins. Also, we are not as familiar with local codes and minimum requirements as the local building and zoning officials in this community are. Be sure to show this survey to said officials, or any other officials that may have jurisdiction over the proposed improvements and obtain their approvals before beginning construction or planning improvements to the property.
8. Note that all building dimensions and building tie dimensions to the property lines, are taken from the siding and or stucco of the building.
9. While we show the building setback lines, we suggest you show this survey to the appropriate city officials to be sure that the setback lines are shown correctly. Do this BEFORE you use this survey to design anything for this site.

STANDARD SYMBOLS & CONVENTIONS:

● Denotes iron survey marker, found, unless otherwise noted.

GRADING & EROSION CONTROL NOTES:

BEFORE DEMOLITION AND GRADING BEGIN

- Install silt fence/bio roll around the perimeter of the construction area.
• Sediment control measures must remain in place until final stabilization has been established and then shall be removed. Sediment controls may be removed to accommodate short term construction activity but must be replaced before the next rain.
• A temporary rock construction entrance shall be established at each access point to the site and a 6 inch layer of 1 to 2 inch rock extending at least 50 feet from the street into the site and shall be underlain with permeable geotextile fabric. The entrance shall be maintained during construction by top dressing or washing to prevent tracking or flow of sediments onto public streets, walks or alleys. Potential entrances that are not so protected shall be closed by fencing to prevent unprotected exit from the site.
• Inlet protection for all storm sewer inlets downstream of the site within one block or as directed by the City. Inlet protection shall also be provided on all proposed storm sewer inlets immediately following construction of the inlet. Inlet protection must be installed in a manner that will not impound water for extended periods of time or in a manner that presents a hazard to vehicular or pedestrian traffic.

DURING CONSTRUCTION:

- Soil compaction shall be minimized; areas of compacted soil will be removed or loosened via tilling to a depth of no less than 6-inches.
• When dirt stockpiles have been created, a double row of silt fence shall be placed to prevent escape of sediment laden runoff and if the piles or other disturbed areas are to remain in place for more than 14 days, they shall be seeded with Minnesota Department of Transportation Seed Mixture 22-111 at 100 lb/acre followed by covering with spray mulch.
• A dumpster shall be placed on the site for prompt disposal of construction debris. These dumpsters shall be serviced regularly to prevent overflowing and blowing onto adjacent properties. Disposal of solid wastes from the site shall in accordance with Minnesota Pollution Control Agency requirements.
• Site shall be kept clean at all times and refuse properly controlled.
• A separate container shall be placed for disposal of hazardous waste. Hazardous wastes shall be disposed of in accordance with MPCA requirements.
• No concrete washout shall occur on site unless it is done with an approved Minnesota Pollution Control Agency (MPCA) device or standard.

- The contractor shall inspect on a weekly basis and after any rainfall greater than 1" all erosion control devices and make any repairs immediately. An inspection log shall be kept on site detailing these inspections and repairs performed.
• The street will be swept clean before the end of each day of active construction, when sediment is tracked into the street.
• If necessary, vehicles, that have mud on their wheels, shall be cleaned before exiting the site in the rock entrance areas.
• Moisture shall be applied to disturbed areas to control dust as needed.
• Portable toilet facilities shall be placed on site for use by workers and shall be properly maintained.
• Temporary pumping shall not be permitted without the use of an approved Minnesota Pollution Control Agency (MPCA) device or standard.
• All exposed soil areas will be stabilized as soon as practical. Unworked soils that remain exposed and not in use for longer than 14 days will be covered with temporary seed (grass, oats, or wheat)
• Temporary erosion control shall be installed no later than 14 days after the site is first disturbed and shall consist of broadcast seeding with Minnesota Department of Transportation Seed Mixture 22-111 at 100 lb/acre followed by covering with spray mulch.
• Areas with slopes greater than 3 to 1 and areas next to wetlands/waterbodies graded or exposed during construction shall be protected with temporary vegetation, mulching or other means as soon as practical.
• Erosion control measures shown on the erosion control plan are the absolute minimum. The contractor shall install temporary earth dikes, sediment traps or basins and additional silt fencing as deemed necessary to control erosion.

SITE WORK COMPLETION:

- When final grading has been completed but before placement of seed or sod an "as built" survey shall be done per City of Orono requirements to insure that grading was properly done.
• When any remedial grading has been completed, sod or seeding shall be completed including any erosion control blankets for steep areas.
• When turf is established, silt fence and inlet protection and other erosion control devices shall be disposed of and adjacent streets, alleys and walks shall be cleaned as needed to deliver a site that is erosion resistant and clean.
• Contractor shall maintain positive drainage of a minimum 2% slope away from proposed building.

PROPOSED ELEVATIONS
FIRST FLOOR (SUB-FLOOR) = 967.00
TOP OF FOUNDATION = 964.94*
BASEMENT FLOOR = 956.10
GARAGE FLOOR = 965.00
(*TOP OF FOUNDATION VARIES, SEE ARCHITECTURAL PLANS)

LEGEND
EXISTING CONTOUR --- 965 ---
EXISTING SPOT ELEVATION X 965.5
PROPOSED CONTOUR --- 965 ---
PROPOSED SPOT ELEVATION 965.5
DRAINAGE ARROW - FLOW ==>
SILT FENCE/BIO ROLL --- SF ---

BLUFF DETERMINATION
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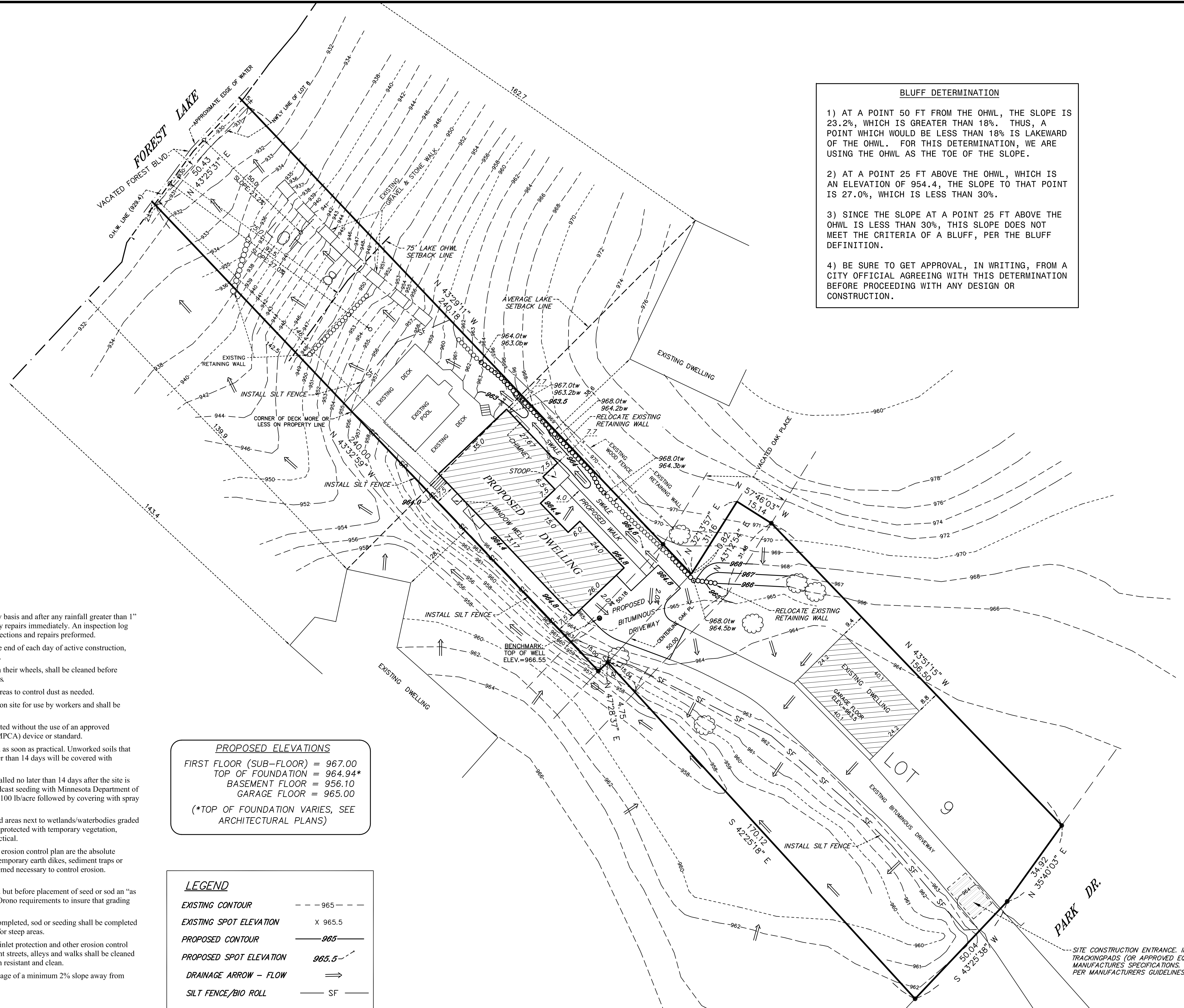
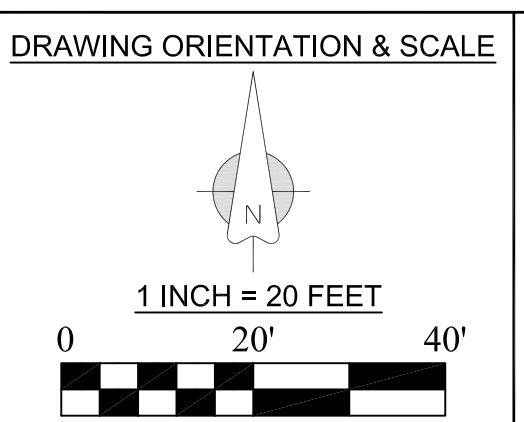


Table with 2 columns: DATE, REVISION DESCRIPTION. Row 1: 11-28-23, ADDED EXIST. POOL, ADJUSTED PROP. RET. WALL.



CLIENT/JOB ADDRESS
SUSIE EASTMAN
1359 PARK DR.
ORONO, MN

Advance Surveying & Engineering, Co.
17917 Highway No. 7
Minnetonka, Minnesota 55345
Phone (952) 474-7964
Web: www.advsur.com

I HEREBY CERTIFY THAT THIS PLAN, SURVEY OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.
Wayne W. Preuks
#43503
NOVEMBER 6, 2023

SURVEYED DATE: JULY 18, 2023
DRAFTED DATE: NOVEMBER 6, 2023

SHEET TITLE: PROPOSED SURVEY
SHEET SIZE: 22 X 34
DRAWING NUMBER: 231582 JR

SHEET NO. S1
SHEET 1 OF 1



PRELIMINARY ENTRY ELEVATION

1/8" = 1'-0"

11/9/22

EASTMAN 1359 PARK DR, ORONO NRDI

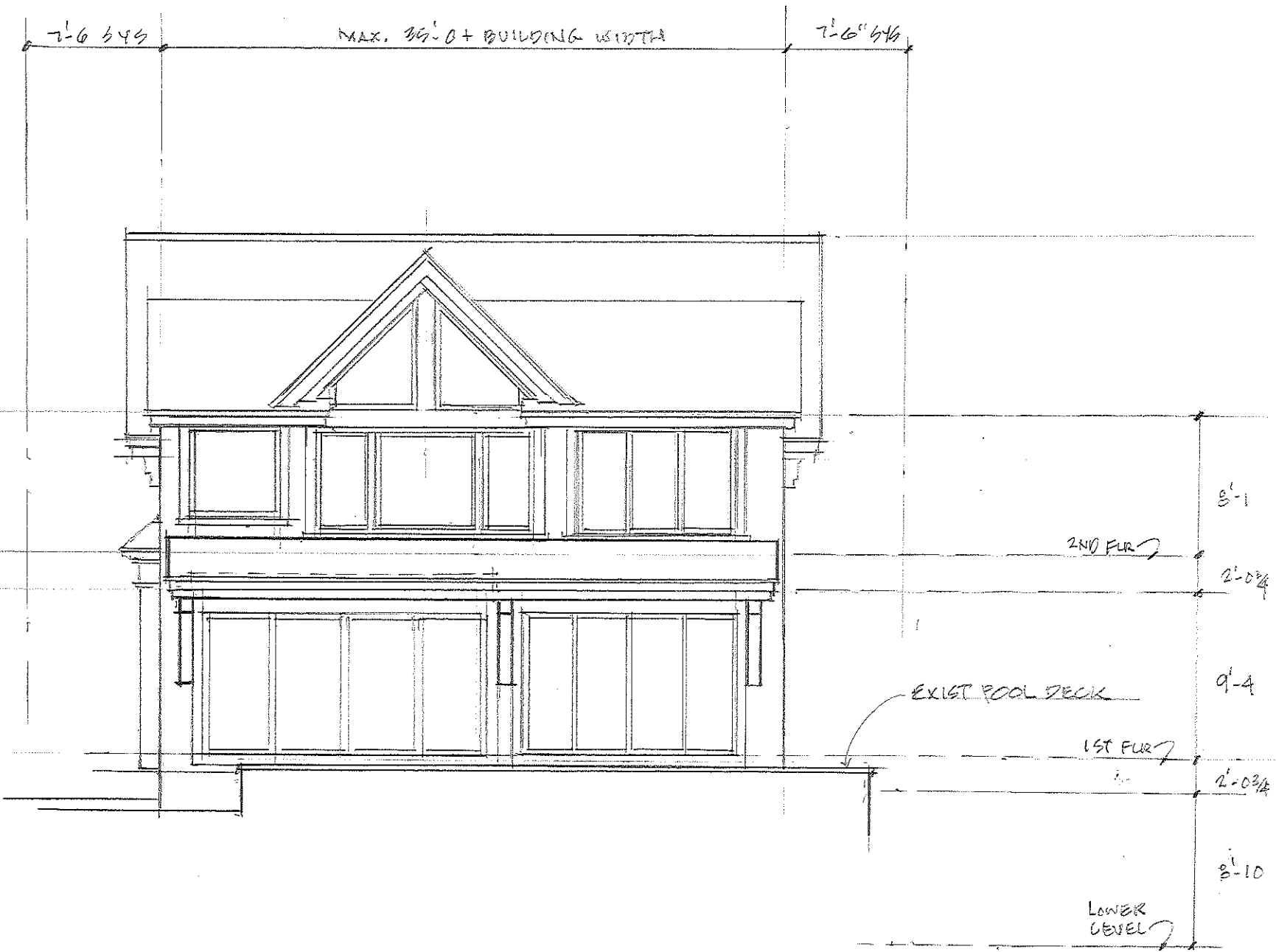


PRELIMINARY NE. SIDE ELEVATION

$\frac{1}{8}'' = 1'-0''$

11/9/22

EASTMAN 1359 PARK DR, ORONO NRDI



PRELIMINARY LAKE ELEVATION

1/8" = 1'-0"

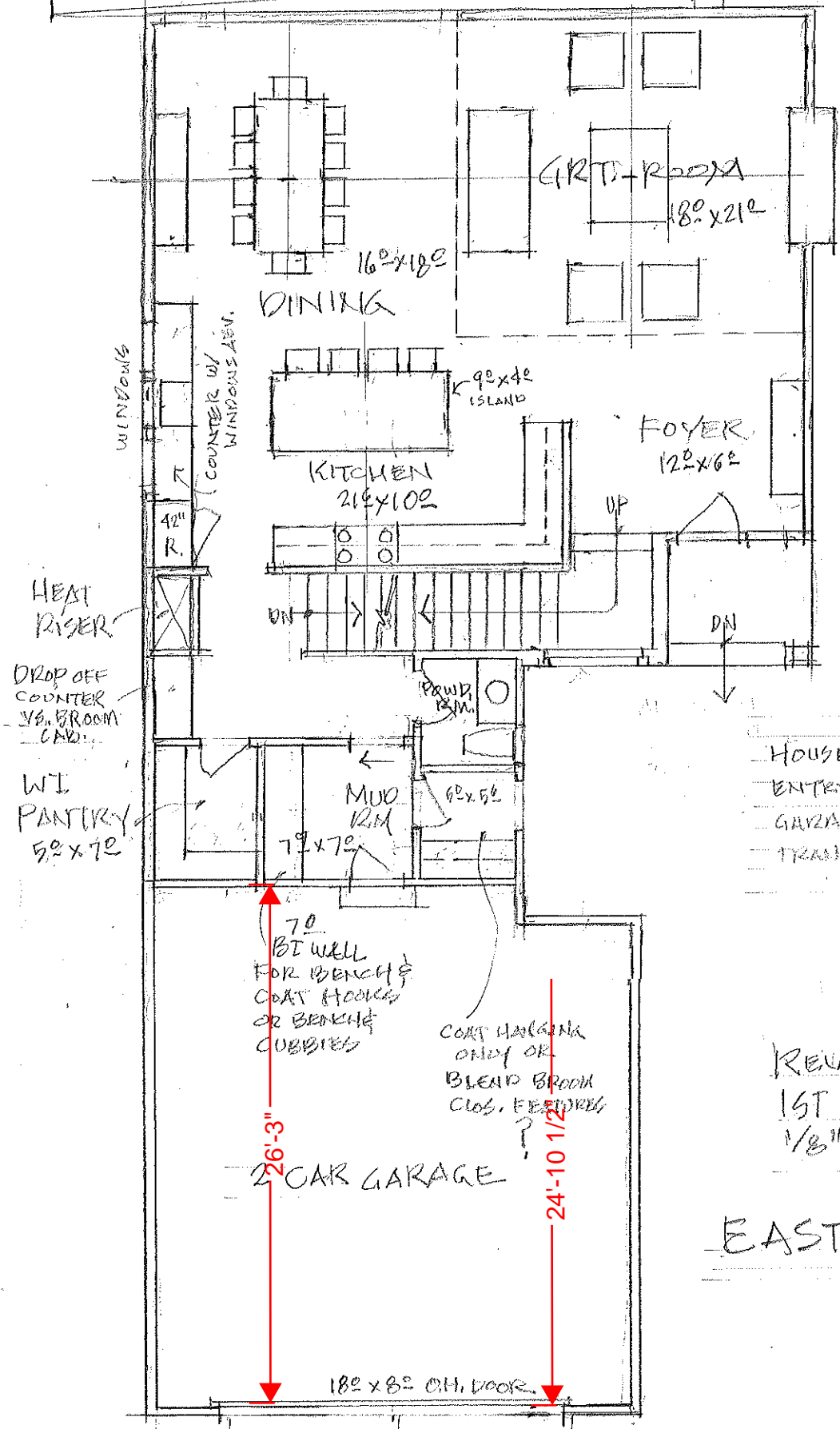
11/9/22

EASTMAN 1359 PARK DR, ORONO

NRDI

EXIST DECK

NEW TRANSITIONAL DECK AREA

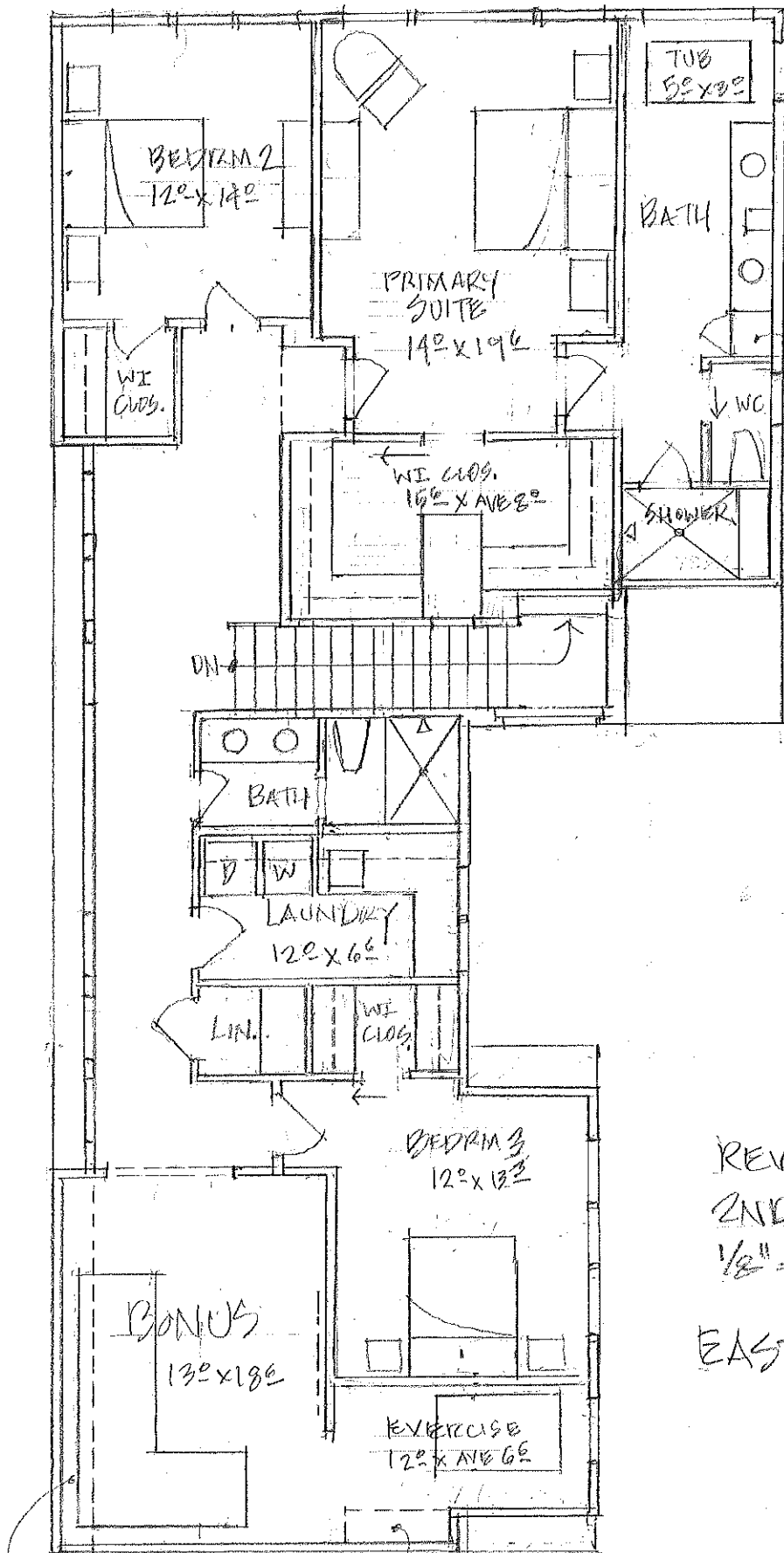


HOUSE	= 1371 SF
ENTRY STOOP	= 49 SF
GARAGE	= 694 SF
TRANSITION DECK	= 30 SF

REVISED
1ST FLOOR PLAN
1/8" = 1'-0"

EASTMAN

10/16/22 10/20/22
8/22/22 11/19/22
NR/DI



1921 SF
 (EXCLUDES STAIR SE)

REVISED (EXCLUDES STAIR AREA SE)

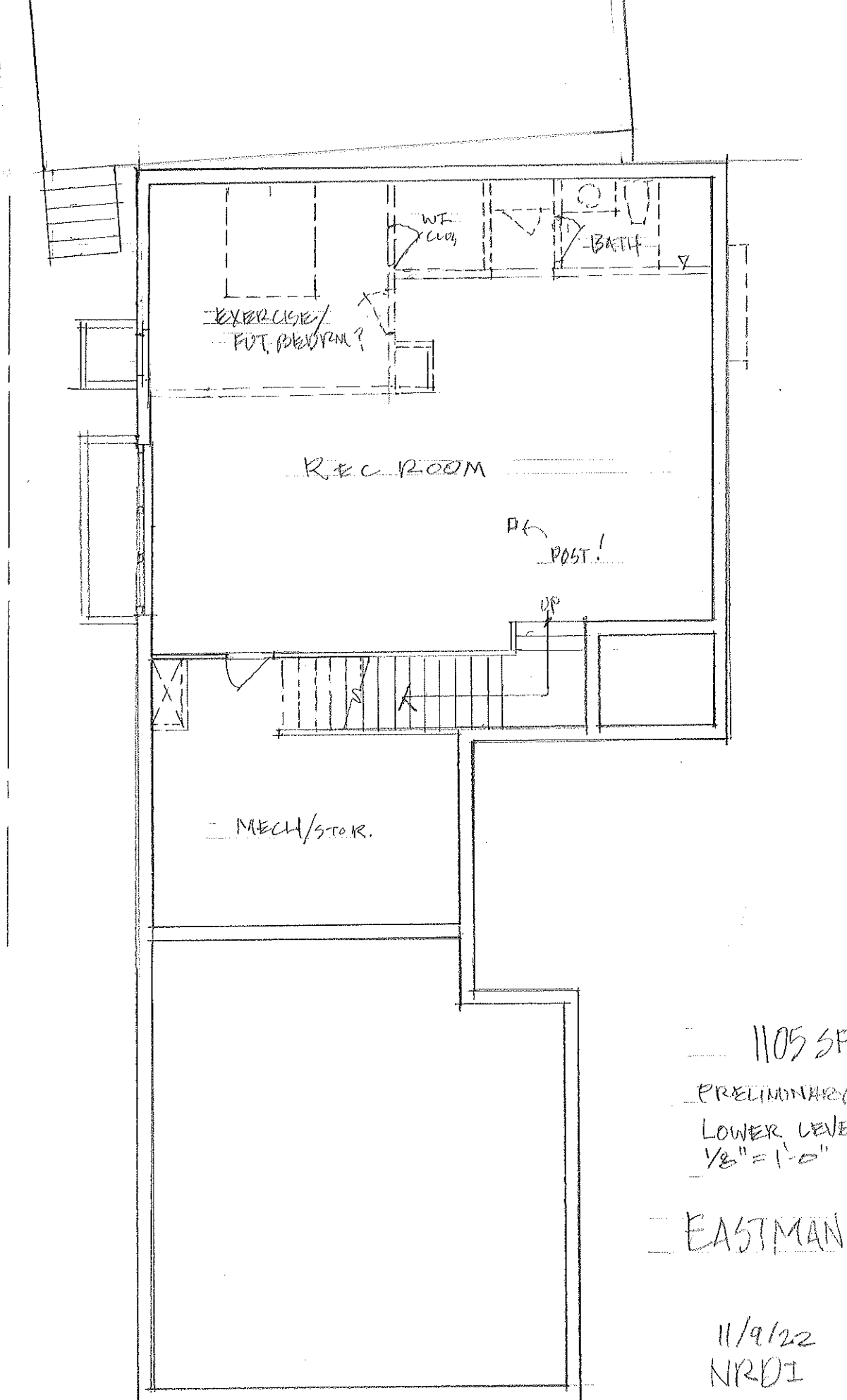
2ND FLOOR PLAN
 1/8" = 1'-0"

EASTMAN

10/6/22 10/20/22
 8/22/22 11/9/22

NRDDI

SLOPED CEILING



1105 SF
PRELIMINARY
LOWER LEVEL PLAN
1/8" = 1'-0"

EASTMAN

11/9/22
NRDI



Minutes
Planning Commission Regular Meeting
Monday, April 15, 2024, 6:00 PM
City Council Chambers 2780 Kelley Parkway, Orono, MN 55356

Chair Bollis called the meeting to order at 6:00 p.m.

1. ROLL CALL

Orono Planning Commission members present: Chair Chris Bollis, Commissioners Mark McCutcheon, Dennis Libby, Jon Ressler, Bob Erickson, Ted Schultze and Gary Kraemer.

Staff present: Community Development Director Laura Oakden, City Planner Melanie Curtis, and City Planner Natalie Nye.

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA

Kirchner moved, Libby seconded, to approve the Agenda. VOTE: Ayes 7, Nays 0.

4. APPROVAL OF PLANNING COMMISSION MEETING MINUTES OF MARCH 18, 2024

Ressler moved, Schultze seconded, to approve the minutes of the Orono Planning Commission meeting of March 18, 2024. VOTE: Ayes 7, Nays 0.

5. PUBLIC HEARINGS

5.1. LA24-000006, SVEN GUSTAFSON, 1359 PARK DRIVE, VARIANCES.

The Planning Commission is requested to review the Staff report, receive a presentation, and discuss and approve the request.

The Planning Commission discussed the item and heard from staff and the applicant, Sven Gustafson, 153 Lake Street, Wayzata, and Susie and Bob Eastman, 1359 Park Drive.

Chair Bollis opened the public hearing at 6:04 p.m.

There were no public comments.

Chair Bollis closed the public hearing at 6:04 p.m.

Commissioners noted the plan to build a new home on a non-conforming lot actually reduced hardcover from the existing home so it was an improvement.

Kirschner moved, Ressler seconded, to approve LA24-000006, 1359 Park Drive, Variances as applied. VOTE: Ayes 7, Nays 0.

5.2. LA24-000010, WESTWOOD PROFESSIONAL SERVICES o/b/o WAYZATA COUNTRY CLUB, 200 WAYZATA BLVD. WEST, INTERIM USE PERMIT

AGENDA ITEM



Date: May 13, 2024

Item: 15

Title: #LA24-000015, 200 Big Island, Variances - Resolution No. 7476

Presenter: Melanie Curtis, Planner

Section: Consent Agenda

1. **Purpose:**

Council is asked to consider approval of side yard setback variances for a new cabin where the roofed porch is 26.5 feet from the north side lot line (cabin foundation meets setback) and 26.5-foot setback on the south where 30-foot setbacks are required. Additionally requested is a variance to allow the cabin to be constructed 8.7 feet from the existing small shed/outhouse where a 10-foot setback is required.

2. **MN§15.99 Application Deadline:**

The application was received on March 11, 2024, and considered complete on March 30th. The 60-day review period will end on May 19, 2024. If the Council does not act on May 13th, the 60-day review period must be extended.

3. **Background:**

The owners would like to construct a 1½ story seasonal cabin on the property. The property has a defined width of 102 feet at the OHWL and 100.69 feet at the 75-foot setback where 200 feet is required. Because many properties on Big Island are nonconforming, the RS District Code provides graduated rear and side yard setbacks based on the width of the subject property. For this property, 30-foot rear and side yard setbacks apply.

The [Planning Commission reviewed the application on April 15th](#). At that time the cabin's proposed footprint was 32' x 40'. See the owner's narrative attached as Exhibit D. After the Planning Commission meeting the owner was informed that the foundation block size had to be increased resulting in the cabin footprint increasing to 34' x 42', two feet wider on each side. They plan to compensate for the change by reducing the width of the porch walkway by two feet, which will maintain the same side yard setbacks.

The owners request side yard setback variances to permit a 26.9 setback on the north side (the bottom porch step will be approximately 24 feet from the lot line) and 26.5 feet on the south side where 30-foot setbacks are required. The cabin is proposed to be less than 10 feet from the existing small shed/outhouse.

4. **Planning Commission Vote and Comment:**

On April 15th, the Planning Commission voted 7 to 0 to recommend approval.

5. **Public Comment:**

[Public Comments](#) in support of the request were received and included in the Planning Commission packet.

6. **Staff Recommendation:**

Staff recommends approval of the variances as applied.

COUNCIL ACTION REQUESTED

The Council should consider approving the variances by adopting Resolution No. 7476, attached as Exhibit A.

Exhibits

[Exhibit A - Resol 7476](#)

[Exhibit B - Plans](#)

[Exhibit C - Draft PC Minutes](#)

[Exhibit D - Owner Narrative](#)



CITY OF ORONO
RESOLUTION OF THE CITY COUNCIL

NO. **7476**

**A RESOLUTION
APPROVING VARIANCES FROM
MUNICIPAL ZONING CODE
SECTION 78-570 & 78-1438**

FILE NO. LA24-000015

WHEREAS, on March 11, 2024, Patrick Sutter and Anne Sutter, a married couple, (hereinafter the “Applicants”), applied for variances from the City Code for the property addressed **200 Big Island** and legally described as:

Lots 25 & 26, Morse Island Park, Hennepin County, Minnesota (hereinafter the “Property”);

WHEREAS, the Applicant has made an application to the City of Orono for a variance to Orono Municipal Zoning Code Section 78-570 to allow reduced side yard setbacks, 26.9’ on the north and 26.5 feet on the south where 30 feet is required; and

WHEREAS, the Applicant has made an application to the City of Orono for a variance to Orono Municipal Zoning Code Section 78-1438 to allow less than a 10-foot separation between the new cabin and an existing shed/outhouse; and

WHEREAS, on April 15, 2024, after published and mailed notice in accordance with Minnesota Statutes and the City Code, the Planning Commission held a public hearing, at which time all persons desiring to be heard concerning this application were given the opportunity to speak thereon; and

WHEREAS, on April 15, 2024, the Planning Commission recommended approval of the variance; and

WHEREAS, on May 13, 2024, the City Council reviewed the application and the recommendations of the Planning Commission and City staff; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of Orono, Minnesota hereby approves the requested variances as described above based on one or more of the following findings of fact concerning the Property:



CITY OF ORONO
RESOLUTION OF THE CITY COUNCIL

NO. **7476**

FINDINGS OF FACT:

- A1. The analysis contained within staff memos and the exhibits attached to the aforesaid memos, all minutes from the above-mentioned meetings, and all other materials distributed at these meetings are hereby incorporated by reference.
- A2. The Property is located in the RS Seasonal Recreation Zoning District.
- A3. The Property contains 23,823 square feet or 0.54 acres in area and has a defined lot width of 102 feet at the OHWL and 100.69 feet at the 75-foot setback.
- A4. The Property is within Tier 1 and hardcover is limited to 25%, according to the Stormwater Quality Overlay District.
- A5. The Applicants have applied for the following variances:
 - a. Side Yard Setback Variance
 - b. Crowding Principal Building Variance
- A6. In considering this application for variances, the Council has considered the advice and recommendation of the Planning Commission and the effect of the proposed variances upon the health, safety and welfare of the community, existing and anticipated traffic conditions, light and air, danger of fire, risk to the public safety, and the effect on values of property in the surrounding area.

ANALYSIS:

- B1. "Variances shall only be permitted when they are in harmony with the general purposes and intent of the ordinance" The Applicants are proposing to construct a new seasonal cabin on their Big Island property, which is consistent with the intent of the ordinance. The side yard setback variances requested are reasonable considering the lot size and the amount of open space provided on the property and the neighboring properties and are consistent with the immediate neighborhood. The variance to reduce the required 10-foot separation between buildings to 8.7 feet will not conflict with the intent of the ordinance.
- B2. "Variances shall only be permitted . . . when the variances are consistent with the comprehensive plan." The variances for a new seasonal cabin which is consistent with the Comprehensive Plan.



CITY OF ORONO
RESOLUTION OF THE CITY COUNCIL

NO. **7476**

- B3. “Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the zoning ordinance. ‘Practical difficulties,’ as used in connection with the granting of a variance, means that:
- a. *The property owner in question proposes to use the property in a reasonable manner, however, the proposed use is not permitted by the official controls.* The Applicants are proposing to use the property reasonably with the construction of a seasonal cabin. The RS District setback flexibility provides relief from the strict 50-foot setback requirement however the property width falls just over the cutoff for the minimal 10-foot setback by $\pm 1-2$ feet. The setbacks proposed are generally consistent with the existing home and neighbors to the south. Additionally, the proposed 8.7-foot separation between the cabin and outhouse is reasonable.
 - b. *The plight of the landowner is due to circumstances unique to his property not created by the landowner.* The Property’s substandard size and width are not the result of actions by the Applicants; and
 - c. *The variance, if granted, will not alter the essential character of the locality.” The proposed location of the new cabin is consistent with the cabins in the immediate area and will not negatively impact the character of the island.*
- B4. “Economic considerations alone do not constitute practical difficulties.” Economic considerations have not been a factor in the variance approval determination.
- B5. “Practical difficulties also include but are not limited to inadequate access to direct sunlight for solar energy systems. Variances shall be granted for earth-sheltered construction as defined in Minn. Stat. § 216C.06, subd. 2, when in harmony with Orono City Code Chapter 78.” This condition is not applicable.
- B6. “The board or the council may not permit as a variance any use that is not permitted under Orono City Code Chapter 78 for property in the zone where the affected person’s land is located.” This condition is not applicable, as a seasonal cabin is an allowed use in the RS District.
- B7. “The board or council may permit as a variance the temporary use of a one-family dwelling as a two-family dwelling.” This condition is not applicable.
- B8. “The special conditions applying to the structure or land in question are peculiar to such property or immediately adjoining property.” The substandard area and width of the



CITY OF ORONO
RESOLUTION OF THE CITY COUNCIL

NO. **7476**

property within the RS zoning district apply to the property and to the immediate neighbors which support the requested variances.

B9. "The conditions do not apply generally to other land or structures in the district in which the land is located." The Property's width, which is between 102 and 99 feet, isn't uncommon as many of the properties on the Island are the result of the combination of historic 50-foot-wide lots into groups of 2 or 3. However, the width measurement, the angle of the shoreline, and the slight trapezoidal shape of the Property are unique characteristics within the 5-acre RS zoning district.

B10. "The granting of the application is necessary for the preservation and enjoyment of a substantial property right of the applicant." Granting the requested setback variances provides a reasonable buildable area on the substandard Property. Denying the proposed 8.7-foot separation between the existing 25-square-foot shed/outhouse building and the proposed cabin would impact a substantial property right of the Applicants.

B11. "The granting of the proposed variance will not in any way impair health, safety, comfort or morals, or in any other respect be contrary to the intent of this chapter." Granting of the requested variances would not impair health, safety, comfort or morals and would be in keeping with the intent of the zoning code.

B12. "The granting of such variance will not merely serve as a convenience to the applicant, but is necessary to alleviate demonstrable difficulty." The relatively narrow lot within the RS district reflects a limited building area to construct a reasonably sized, new seasonal cabin on the site. Granting the requested variances is necessary to alleviate a difficulty.

CONCLUSIONS, ORDER AND CONDITIONS:

Based upon one or more of the above findings, the Orono City Council hereby grants a variance to Orono Municipal Zoning Code Section 78-570 to allow reduced side yard setbacks, 26.9' on the north and 26.5 feet on the south where 30 feet is required; and Section 78-1438 to allow an 8.7 foot separation between the new cabin and an existing shed/outhouse where a 10 foot setback is required, subject to the following conditions:

C1. Council approval is based on the entire record and, the above Findings.

C2. The approved project shall conform to the survey dated July 20, 2023, and revised on May 9, 2024, and the building plans submitted by the Applicants and annotated by City staff, attached to this Resolution as **Exhibits A & B**.



CITY OF ORONO
RESOLUTION OF THE CITY COUNCIL

NO. **7476**

- C3. Any amendments to the plans which are not in conformity with City codes may require further Planning Commission and City Council review.
- C4. Authorities granted by this resolution run with the Property not with the Applicants, but are permissive only and must be exercised by obtaining a building permit for the new construction and commencing construction of said project. A building permit must be obtained within one year of the date of Council approval, or the variance will expire on that date (May 13, 2025).
- C5. Violation of or non-compliance with any of the terms and conditions of this resolution may result in the termination of any authority granted herein.

ADOPTED by the Orono City Council on this 13TH day of May 2024.

CITY OF ORONO:

Dennis Walsh, Mayor

ATTEST:

Christine Lusian, City Clerk

LEGAL DESCRIPTION:
 Lots 25 & 26, Morse Island Park, Hennepin County, Minnesota.

SCOPE OF WORK & LIMITATIONS:

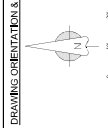
- Showing the length and direction of boundary lines of the legal description listed above. The scope of our services does not include determining what you own, which is a legal matter. Please check the legal description with your records or consult with competent legal counsel, if necessary, to make sure that it is correct and that any matters of record, such as easements, that you wish to be included on the survey have been shown.
- Showing the location of observed existing improvements we deem appropriate to be shown on the survey.
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- Showing elevations on the site at selected locations to give some indication of the topography of the site. We have also provided a benchmark for your use in determining elevations for construction on this site. The elevations shown relate only to the benchmark provided on this survey. Use that benchmark and check at least one other feature shown on the survey when determining other elevations for use on this site or before beginning construction.
- This survey has been completed without the benefit of a current title commitment. There may be existing easements, or other encumbrances, that should be shown on your title commitment. Therefore, this survey does not purport to show any easements or encumbrances other than the ones shown hereon.
- While we show a proposed location for this home or addition, we are not as familiar with your proposed plans as you, your architect, or the builder are. Review our proposed location of the improvements and proposed yard grades carefully to verify that they match your plans before construction begins. Also, we are not as familiar with local codes and minimum requirements as the local building and zoning officials in this community are. Be sure to show this survey to said officials, or any other officials that may have jurisdiction over the proposed improvements and obtain their approvals before beginning construction or planning improvements to the building.
- Property lines are taken from the siding and/or stucco of the building.
- While we show the building setback lines per the City of Orono web site, we suggest you show this survey to the appropriate city officials to be sure that the setback lines are shown correctly. Do this BEFORE you use this survey to design anything for this site.

STANDARD SYMBOLS & CONVENTIONS:

- Denotes iron survey marker, found, unless otherwise noted.

DATE	REVISION DESCRIPTION
3-19-24	LEAK STEPS, RE-LABELED SHEDS
4-4-24	ADDED FLOOD ELEVATION
5-9-24	UPDATED HOME SIZE & GRADING

DATE	REVISION DESCRIPTION
3-19-24	LEAK STEPS, RE-LABELED SHEDS
4-4-24	ADDED FLOOD ELEVATION
5-9-24	UPDATED HOME SIZE & GRADING



DRAWING ORIENTATION & SCALE

PATRICK SUTTER
 200 BIG ISLAND
 ORONO, MN

Advance
 Surveying & Engineering, Co.
 17914 46th Ave. N
 Minneapolis, Minnesota 55345
 Phone (952) 414-7964
 Web: www.advance.com

PLEASE VERIFY THAT THIS PLAN, SPECIFY OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION UNDER THE LAWS OF THE STATE OF MINNESOTA.

Victor W. Wright
 #23503
 MARCH 15, 2024
 DATE

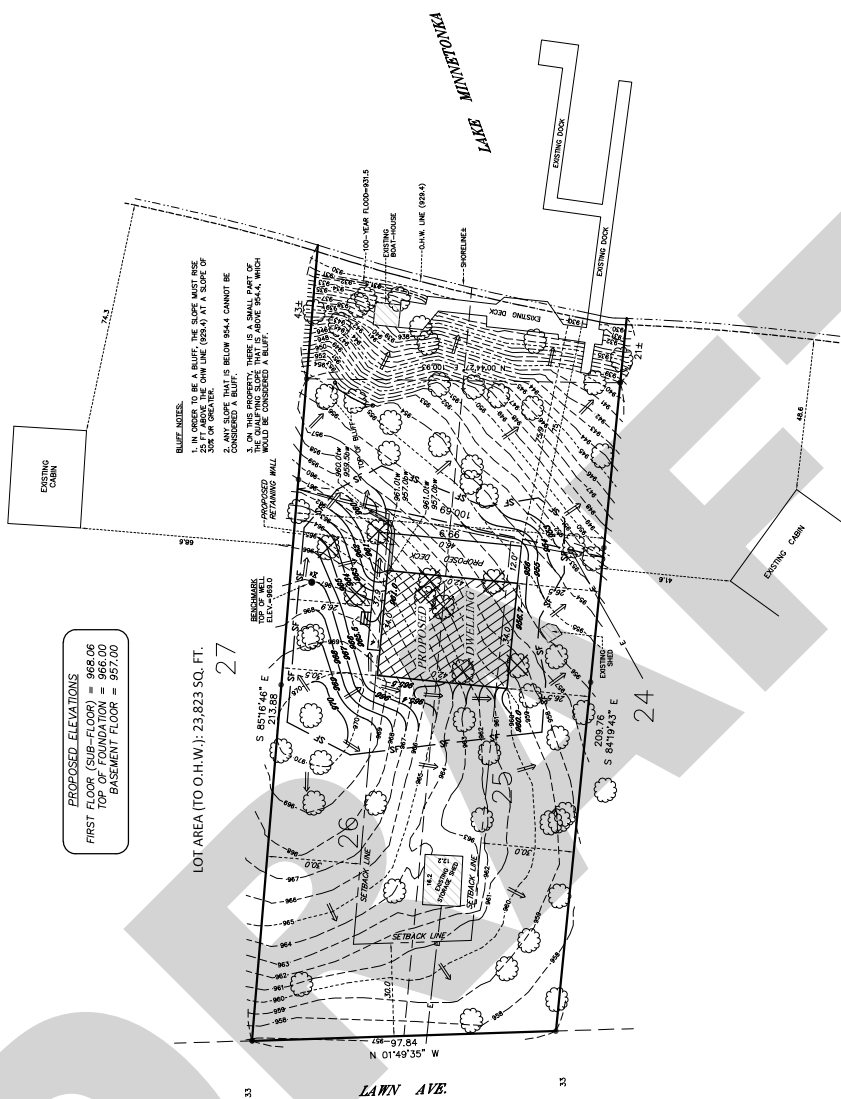
SURVEYED DATE:
 JULY 20, 2023

DRAFTED DATE:
 MARCH 15, 2024

SHEET TITLE
PROPOSED SURVEY

SHEET SIZE: 22 X 34

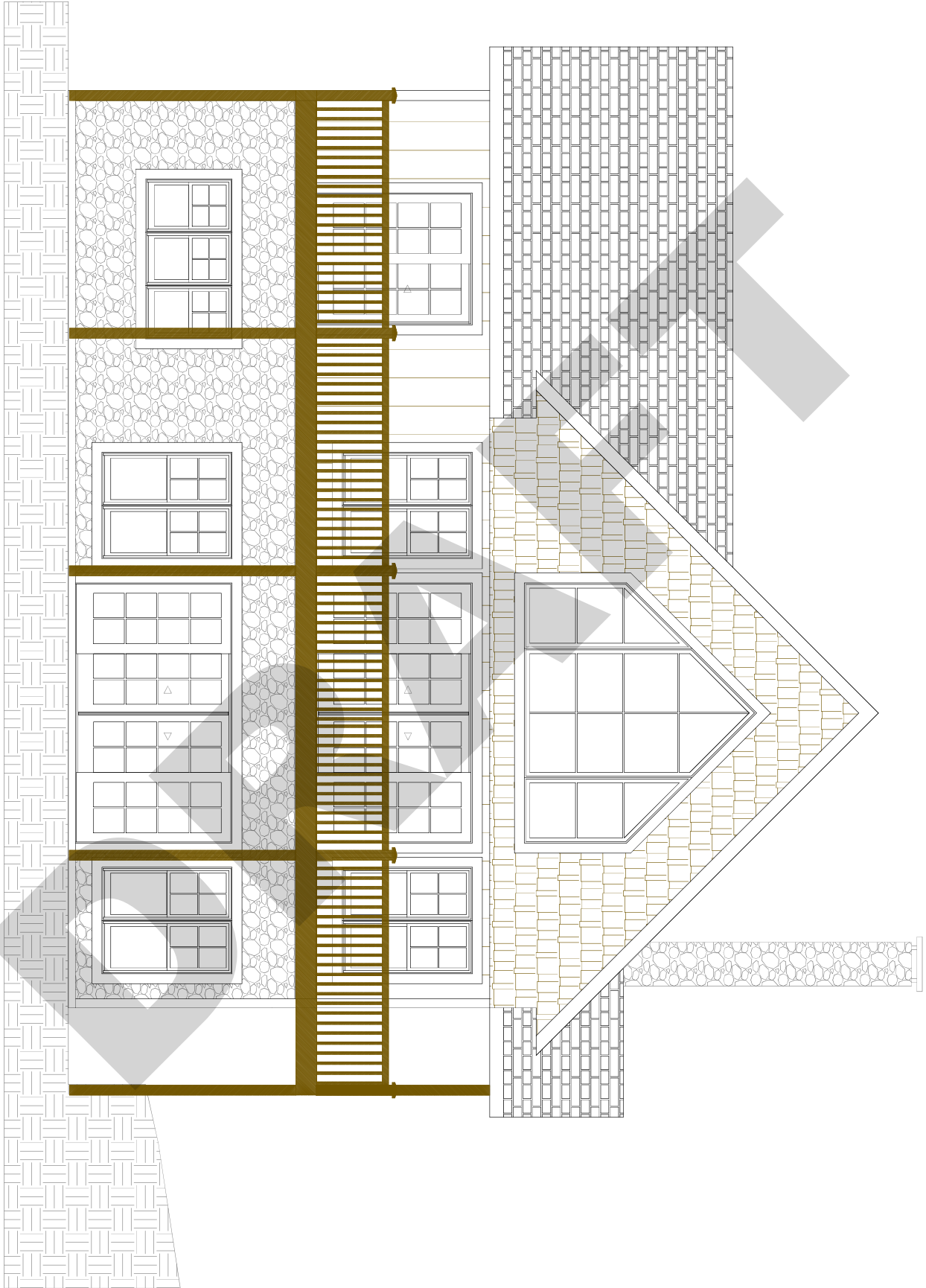
DRAWING NUMBER
240280 JR



PROPOSED ELEVATIONS
 FIRST FLOOR (SUB-FLOOR) = 968.06
 TOP OF FOUNDATION = 966.00
 BASEMENT FLOOR = 957.00

- BULF NOTES:**
1. IN ORDER TO BE A BLUFF, THE SLOPE MUST RISE 25 FT ABOVE THE OHW LINE (70% A) AT A SLOPE OF 2:1.
 2. ANY SLOPE THAT IS BELOW 80% CANNOT BE CONSIDERED A BLUFF.
 3. ON THIS PROPERTY, THERE IS A SMALL PART OF A BLUFF THAT IS BELOW 80% CANNOT BE CONSIDERED A BLUFF.

EAST ELEVATION - LAKE SIDE
SCALE: 1/2" = 1'-0"



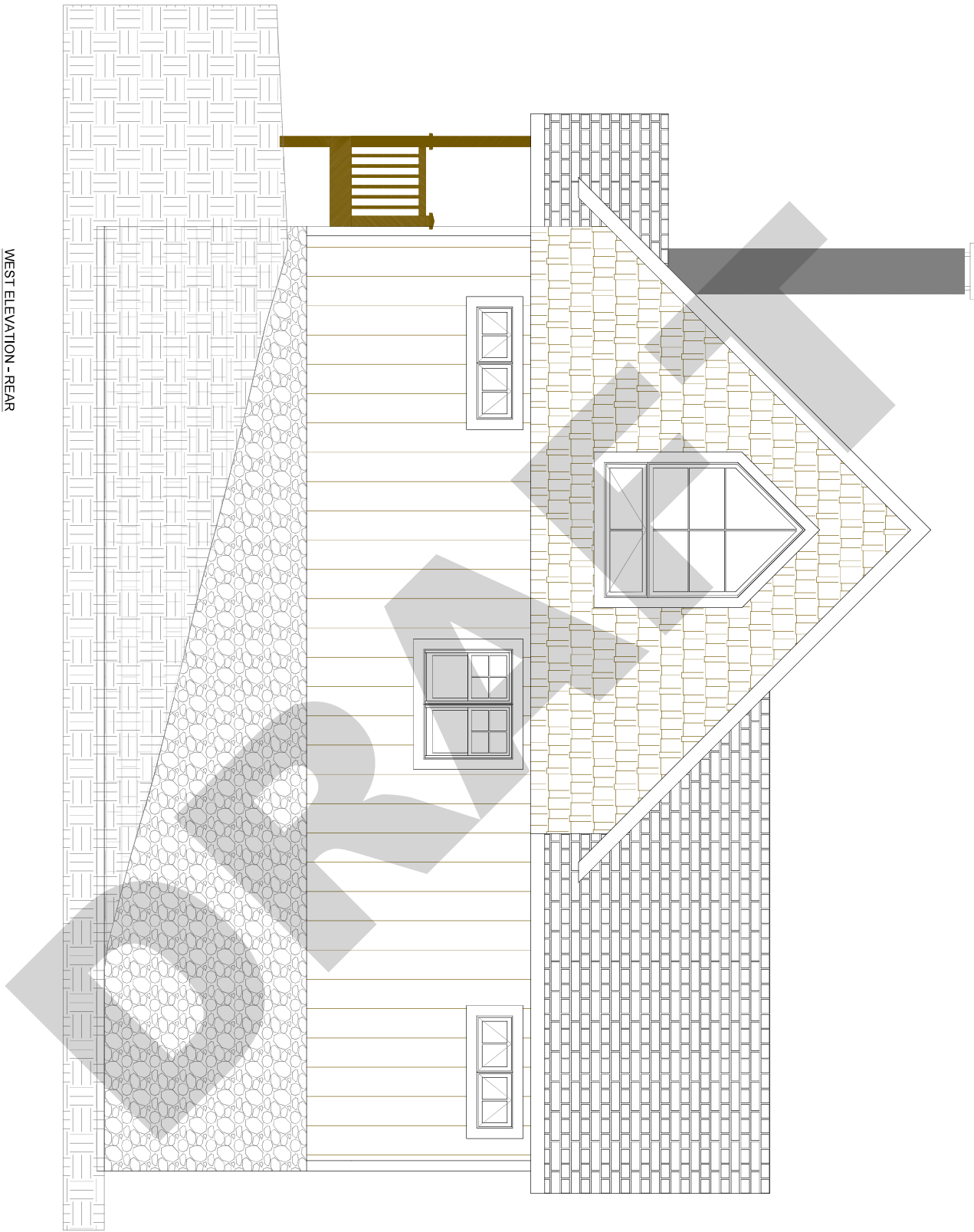
OF 14
3
SHEET

DESCRIPTION: NEW HOME
CONTRACTOR: VILLAMIL CONSTRUCTION - IAN VILLAMIL
ENGINEER: N/A
ARCHITECT: N/A
DATE: 5,04,2024
DRAWN BY: Jeff Hoffman - 612.720.1397

SUTTER - LAKE HOME
200 BIG ISLAND - LAKE MINNETONKA - ORONO, MN
BID SET - NOT FOR CONSTRUCTION
ELEVATION - EAST (LAKE SIDE)



WEST ELEVATION - REAR
SCALE: 1/2" = 1'-0"



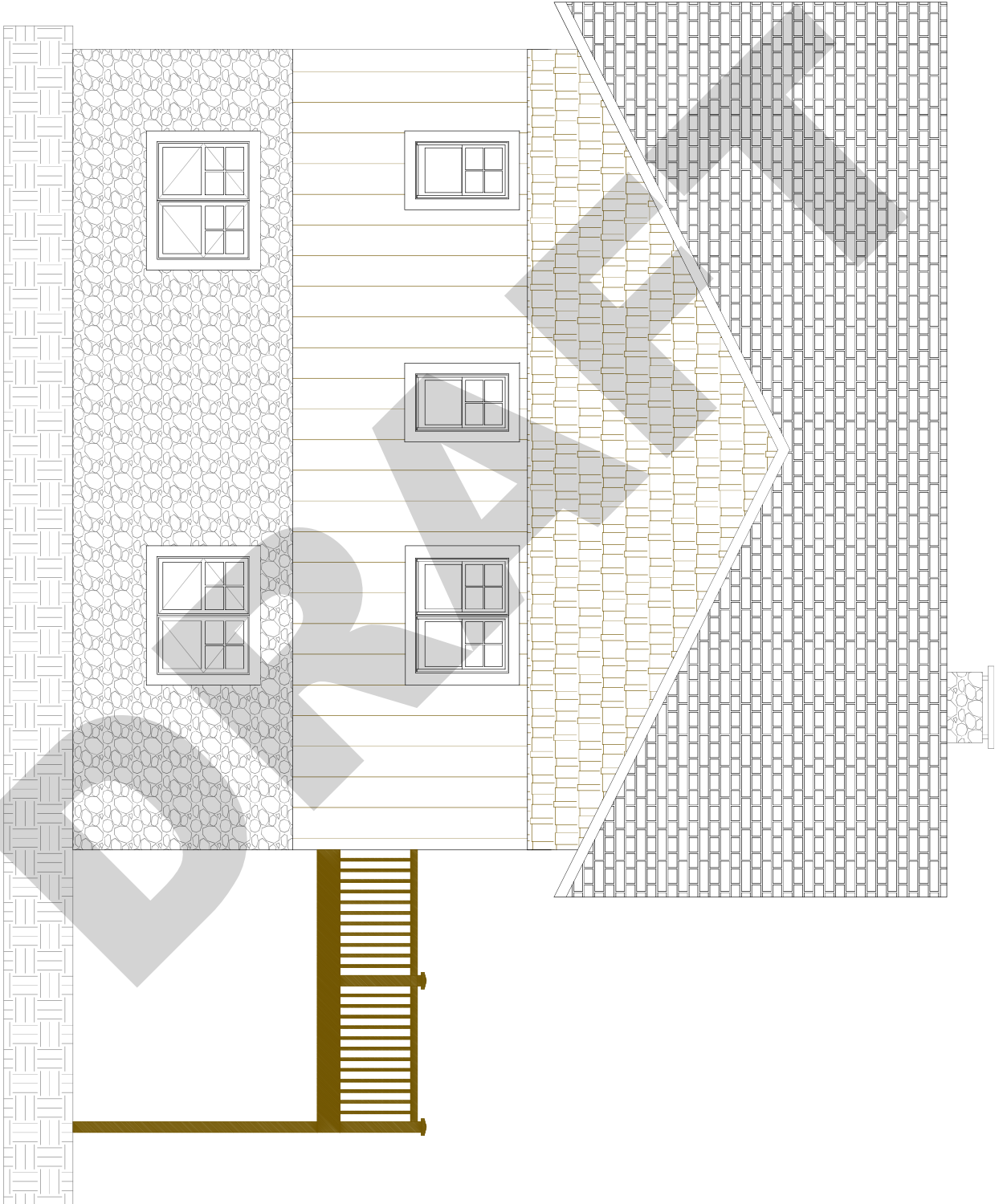
OF 14
SHEET
4

DESCRIPTION: NEW HOME
 CONTRACTOR: VILLAMIL CONSTRUCTION - IAN VILLAMIL
 ENGINEER: N/A
 ARCHITECT: N/A
 DATE: 5/04/2024
 DRAWN BY: Jeff Hoffman - 612.720.1397

SUTTER - LAKE HOME
 200 BIG ISLAND - LAKE MINNETONKA - ORONO, MN
 BID SET - NOT FOR CONSTRUCTION
 ELEVATION - WEST (REAR)



SOUTH ELEVATION
SCALE: 1/2" = 1'-0"



OF 14
SHEET
5

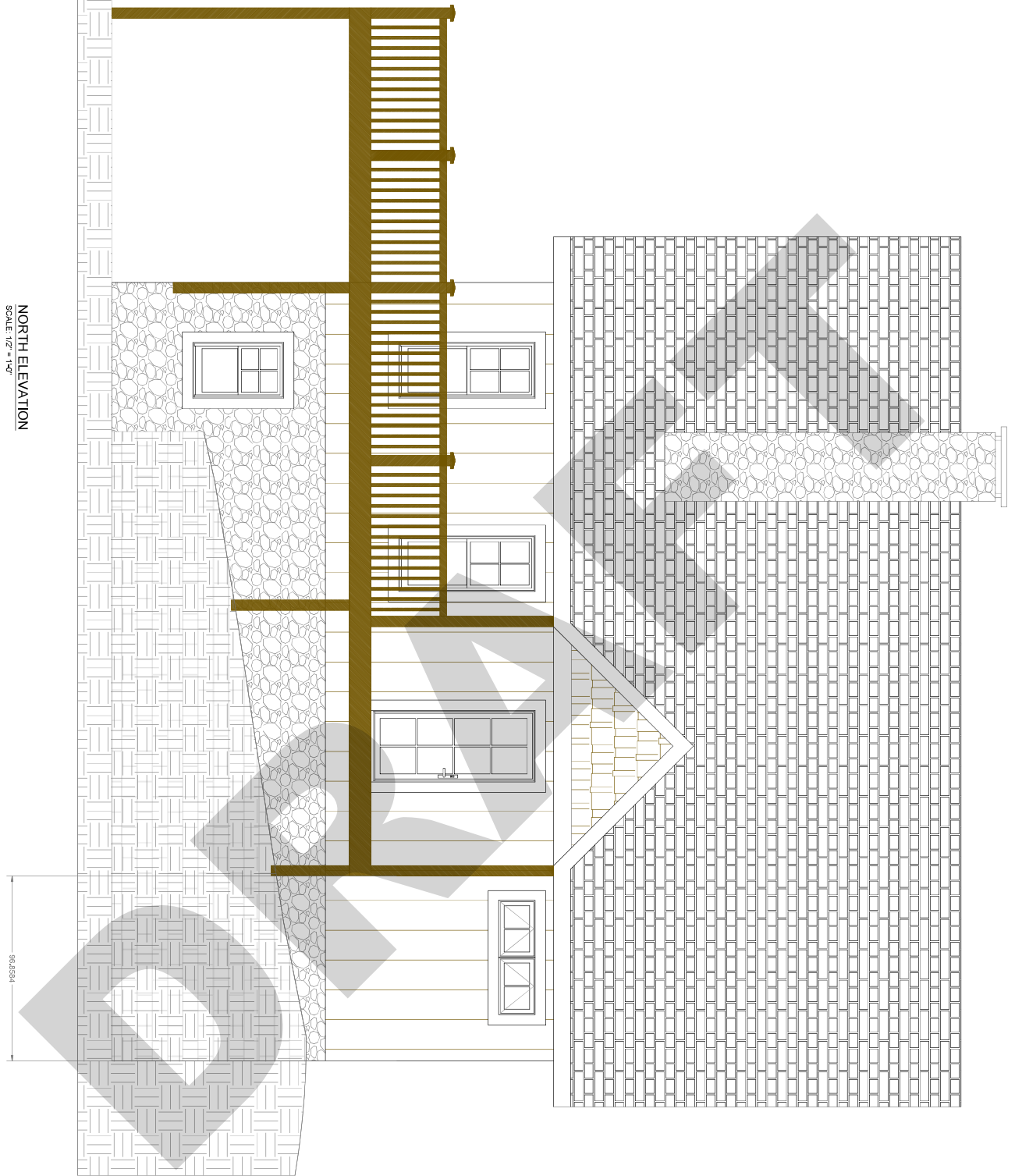
DESCRIPTION: NEW HOME
CONTRACTOR: VILLAMIL CONSTRUCTION - IAN VILLAMIL
ENGINEER: N/A
ARCHITECT: N/A
DATE: 5,04,2024
DRAWN BY: Jeff Hoffman - 612.720.1397

SUTTER - LAKE HOME
200 BIG ISLAND - LAKE MINNETONKA - ORONO, MN
BID SET - NOT FOR CONSTRUCTION
ELEVATION - NORTH



NORTH ELEVATION
SCALE: 1/2" = 1'-0"

9635534

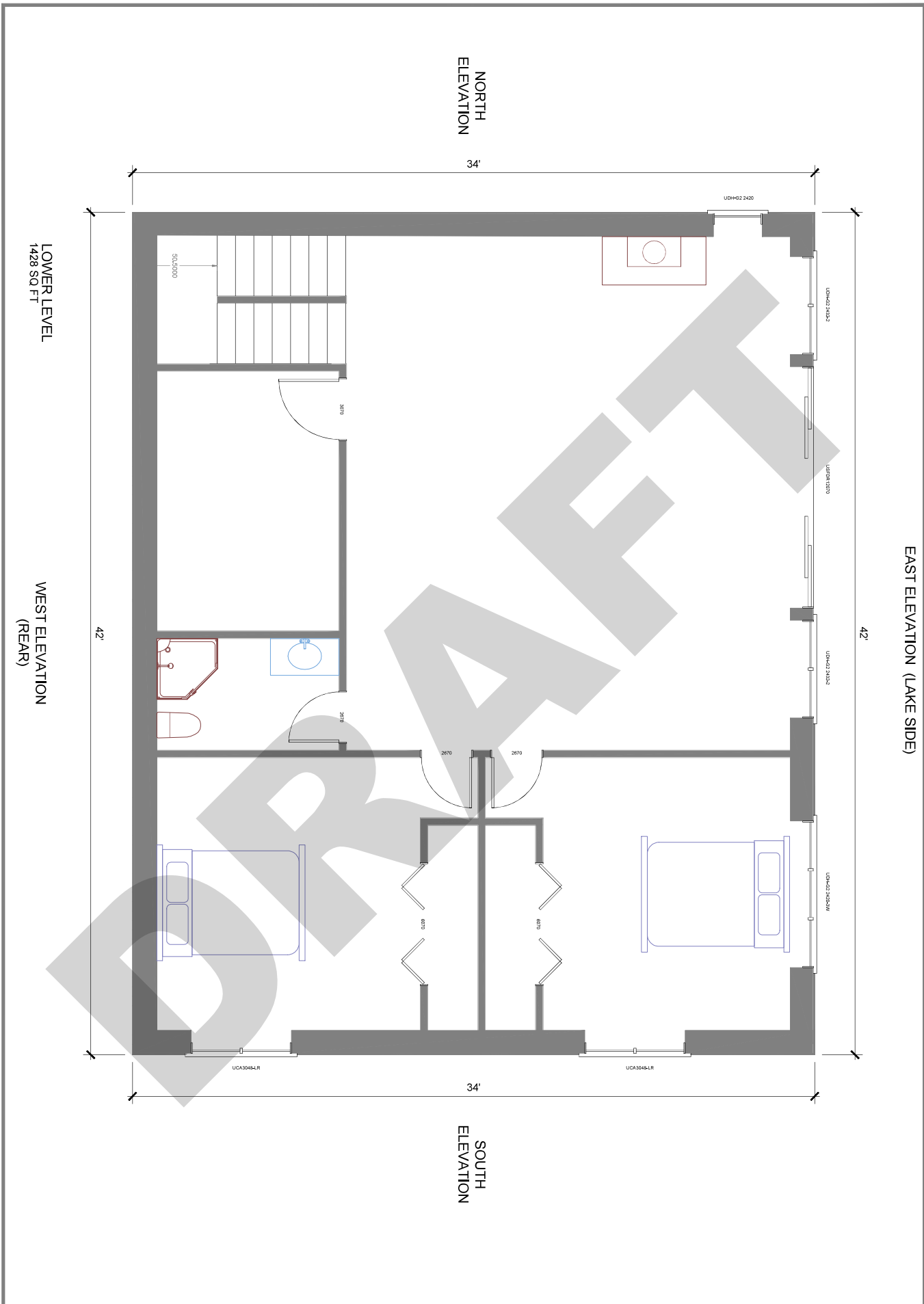


OF 14
6 SHEET

DESCRIPTION: NEW HOME
 CONTRACTOR: VILLAMIL CONSTRUCTION - IAN VILLAMIL
 ENGINEER: N/A
 ARCHITECT: N/A
 DATE: 5,04,2024
 DRAWN BY: Jeff Hoffman - 612.720.1397

SUTTER - LAKE HOME
 200 BIG ISLAND - LAKE MINNETONKA - ORONO, MN
 BID SET - NOT FOR CONSTRUCTION
 ELEVATION - SOUTH





LOWER LEVEL
1428 SQ FT

WEST ELEVATION
(REAR)

EAST ELEVATION (LAKE SIDE)

NORTH
ELEVATION

SOUTH
ELEVATION

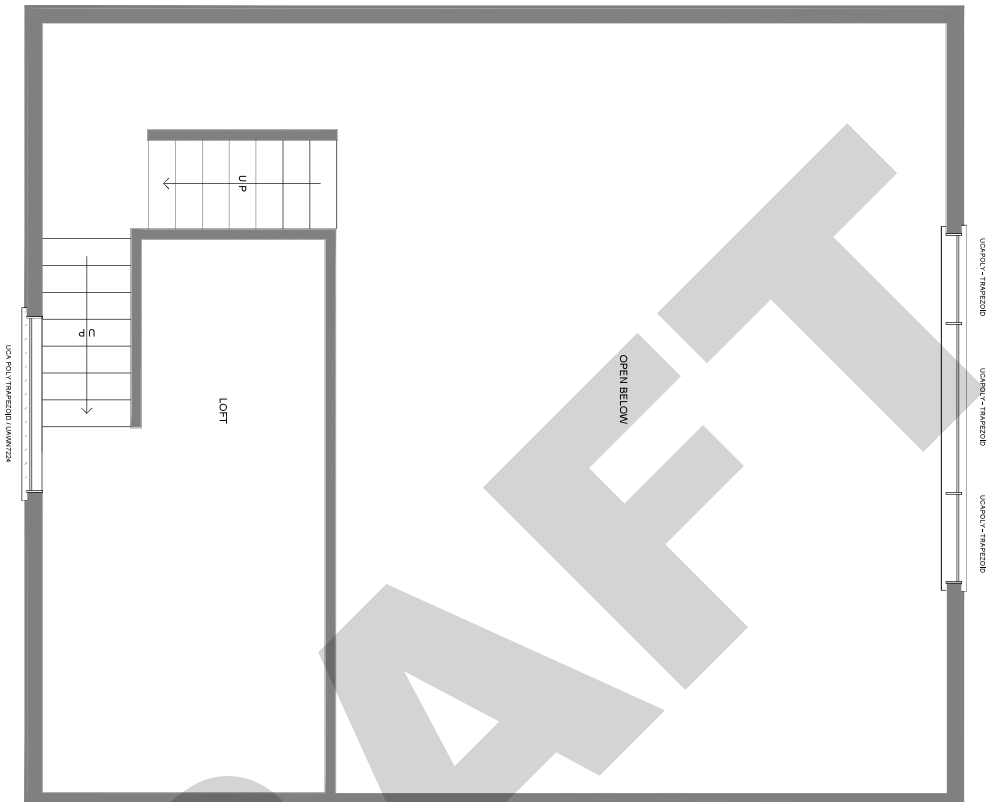
DESCRIPTION: NEW HOME
 CONTRACTOR: VILLAMIL CONSTRUCTION - IAN VILLAMIL
 ENGINEER: N/A
 ARCHITECT: N/A
 DATE: 5,04,2024
 DRAWN BY: Jeff Hoffman - 612.720.1397

SUTTER - LAKE HOME
 200 BIG ISLAND - LAKE MINNETONKA - ORONO, MN
 BID SET - NOT FOR CONSTRUCTION
 FLOOR PLAN - LOWER LEVEL



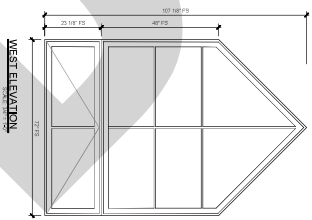
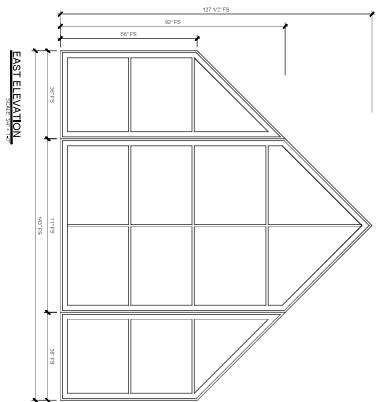
UPPER LEVEL
LOFT AREA
160 SQ FT

WEST ELEVATION
(REAR)



EAST ELEVATION (LAKE SIDE)

SOUTH
ELEVATION



DRAFT



City of Orono
Hardcover Calculation Worksheet

Property Address: 200 Big Island Orono (our survey 230883)

Prepared by: Thomas M. Bloom P.L.S. No. 42379

Date: 5/9/2024

Stormwater Quality Overlay District Tier: (Circle one) Tier 1 Tier 2 Tier 3 Tier 4 Tier 5

Step 1: EXISTING HARDCOVER

In the following table identify all items of existing hardcover on the property, keyed by letter to Certificate of Survey (survey must accompany this form). Use as many lines as necessary to accurately depict existing hardcover status of the property.

Key to Survey	Hardcover Item (Describe)	Length x Width	Total (Square Feet)	
(Example)	(Garage)	(24' x 30')	(720)	S.F.
A	Boat House		59	S.F.
B	Sheds		223	S.F.
C	Deck		455	S.F.
D				S.F.
E				S.F.
F				S.F.
G				S.F.
H				S.F.
I				S.F.
J				S.F.
K				S.F.
L				S.F.
M				S.F.
N				S.F.
O				S.F.
P				S.F.
Q				S.F.
R				S.F.
S				S.F.
T				S.F.
U				S.F.
V				S.F.
W				S.F.
X				S.F.
Y				S.F.
Z				S.F.
(1) Total Existing Hardcover			737	S.F.
Excludable Hardcover (See City Code Sec 78-1684)				
	Decks with Minimum 1/4" Spacing. Field verify.		100	S.F.
				S.F.
				S.F.
				S.F.
(2) Total Excludable Hardcover			100	S.F.
(3) Net Existing Hardcover			637	S.F.
(4) Total Lot Area			23,823	S.F.
Existing Hardcover Percentage [(3) / (4)]			2.67%	

ADVANCE SURVEYING & ENGINEERING CO.

I hereby certify that this report was prepared by me or under my direct supervision and that I am a licensed professional land surveyor under the laws of the State of Minnesota.

Thomas M. Bloom

Thomas M. Bloom P.L.S. No. 42379

Step 2: PROPOSED HARDCOVER

In the following table identify all items of existing hardcover on the property, keyed by letter to Certificate of Survey (survey must accompany this form). Use as many lines as necessary to accurately depict existing hardcover status of the property.

Key to Survey	Hardcover Item (Describe)	Length x Width	Total (Square Feet)
(Example)	(Garage)	(24' x 30')	(720) S.F.
A	Boat House		59 S.F.
B	Sheds		223 S.F.
C	Deck		455 S.F.
D	Proposed House		1428 S.F.
E	Proposed Deck with Steps		668 S.F.
F	Proposed Retaining Wall		11 S.F.
G			S.F.
H			S.F.
I			S.F.
J			S.F.
K			S.F.
L			S.F.
M			S.F.
N			S.F.
O			S.F.
P			S.F.
Q			S.F.
R			S.F.
S			S.F.
T			S.F.
U			S.F.
V			S.F.
W			S.F.
X			S.F.
Y			S.F.
Z			S.F.
(1) Total Proposed Hardcover			2,844 S.F.
Excludable Hardcover (See City Code Sec 78-1684)			
	Retaining Walls		11 S.F.
	Decks with Minimum 1/4" Spacing. Field verify.		100 S.F.
			S.F.
			S.F.
(2) Total Excludable Hardcover			111 S.F.
(3) Net Proposed Hardcover [Subtract line (2) from line (1)]			2,733 S.F.
(4) Total Lot Area			23,823 S.F.
Proposed Hardcover Percentage [(3) / (4)]			11.47%

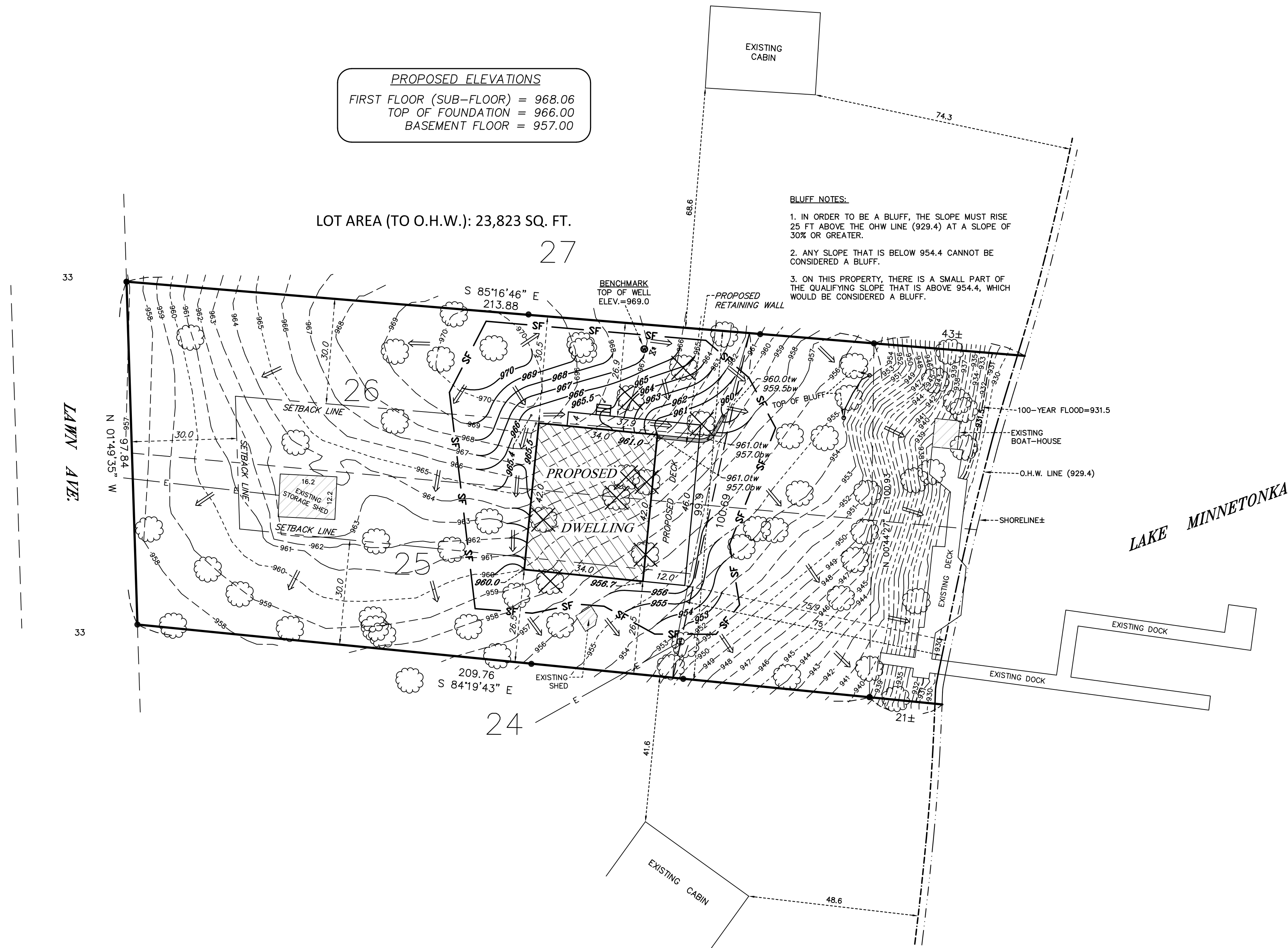
LEGAL DESCRIPTION:
Lots 25 & 26, Morse Island Park, Hennepin County, Minnesota.

SCOPE OF WORK & LIMITATIONS:

- Showing the length and direction of boundary lines of the legal description listed above. The scope of our services does not include determining what you own, which is a legal matter. Please check the legal description with your records or consult with competent legal counsel, if necessary, to make sure that it is correct and that any matters of record, such as easements, that you wish to be included on the survey have been shown.
- Showing the location of observed existing improvements we deem necessary for the survey.
- Setting survey markers or verifying existing survey markers to establish the corners of the property.
- Showing elevations on the site at selected locations to give some indication of the topography of the site. We have also provided a benchmark for your use in determining elevations for construction on this site. The elevations shown relate only to the benchmark provided on this survey. Use that benchmark and check at least one other feature shown on the survey when determining other elevations for use on this site or before beginning construction.
- This survey has been completed without the benefit of a current title commitment. There may be existing easements or other encumbrances that would be revealed by a current title commitment. Therefore, this survey does not purport to show any easements or encumbrances other than the ones shown hereon.
- While we show a proposed location for this home or addition, we are not as familiar with your proposed plans as you, your architect, or the builder are. Review our proposed location of the improvements and proposed yard grades carefully to verify that they match your plans before construction begins. Also, we are not as familiar with local codes and minimum requirements as the local building and zoning officials in this community are. Be sure to show this survey to said officials, or any other officials that may have jurisdiction over the proposed improvements and obtain their approvals before beginning construction or planning improvements to the property.
- Note that all building dimensions and building tie dimensions to the property lines, are taken from the siding and or stucco of the building.
- While we show the building setback lines per the City of Orono web site, we suggest you show this survey to the appropriate city officials to be sure that the setback lines are shown correctly. Do this BEFORE you use this survey to design anything for this site.

STANDARD SYMBOLS & CONVENTIONS:

"●" Denotes iron survey marker, found, unless otherwise noted.



LEGEND

EXISTING CONTOUR	--- 955 ---
EXISTING SPOT ELEVATION	x 955.5
PROPOSED CONTOUR	— 955 —
PROPOSED SPOT ELEVATION	955.5
DRAINAGE ARROW - FLOW	⇒
SILT FENCE/BIO ROLL	SF
TREE REMOVAL	⊗

DATE	REVISION DESCRIPTION	DRAWING ORIENTATION & SCALE	CLIENT/JOB ADDRESS	<p>Advance Surveying & Engineering, Co.</p> <p>17917 Highway No. 7 Minnetonka, Minnesota 55345 Phone (952) 474-7964 Web: www.advsur.com</p>	<p>I HEREBY CERTIFY THAT THIS PLAN, SURVEY OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.</p> <p><i>Wayne W. Prehns</i> Wayne W. Prehns #43503 LICENSE NO. MARCH 15, 2024 DATE</p>	SURVEYED DATE:	SHEET TITLE	SHEET NO.
3-19-24	DECK STEPS, RELABELED SHEDS		<p>PATRICK SUTTER</p> <p>200 BIG ISLAND ORONO, MN</p>			JULY 20, 2023	PROPOSED SURVEY	
4-4-24	ADDED FLOOD ELEVATION						SHEET SIZE: 22 X 34	
5-9-24	UPDATED HOME SIZE & GRADING				DRAWING NUMBER			
						DRAFTED DATE:		S1
						MARCH 15, 2024	240280 JR	SHEET 1 OF 1



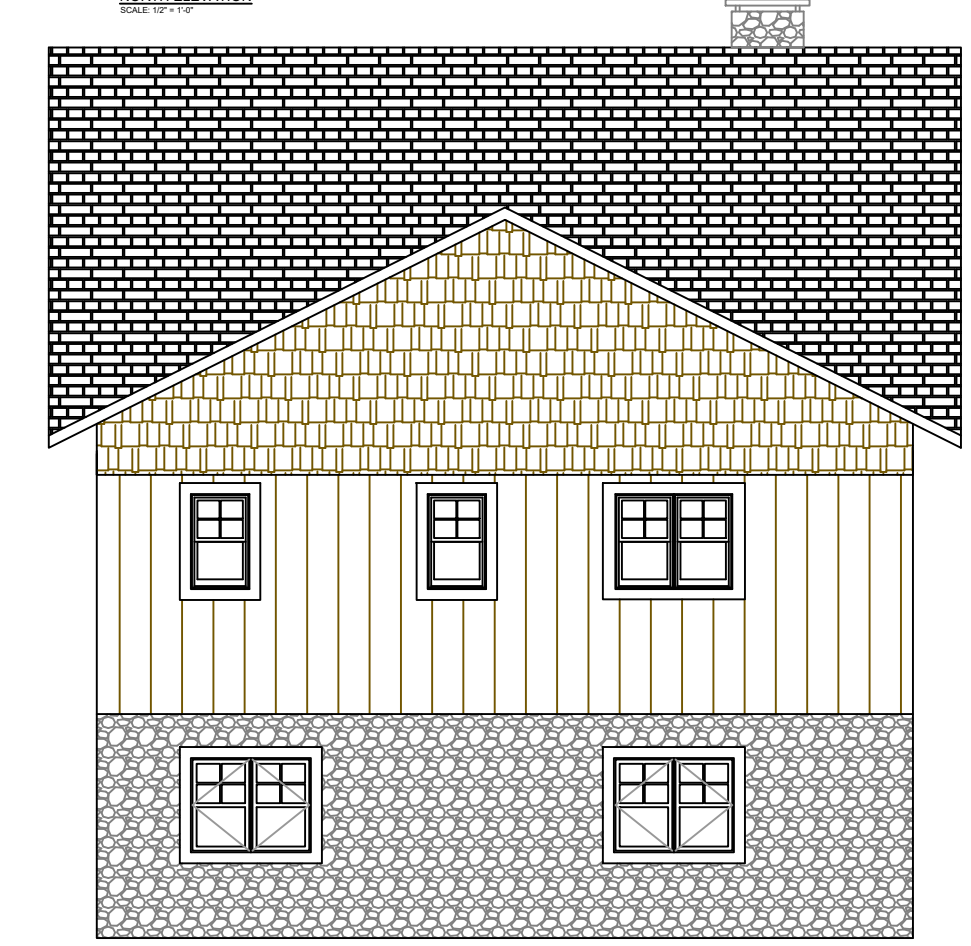
WEST ELEVATION - REAR



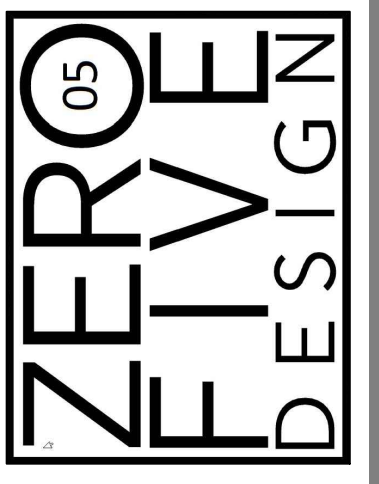
NORTH ELEVATION



EAST ELEVATION - LAKE SIDE



SOUTH ELEVATION



SUTTER - LAKE HOME
 200 BIG ISLAND - LAKE MINNETONKA - ORONO, MN
 BID SET - NOT FOR CONSTRUCTION
 COVER PAGE



PROJECT GENERAL SCOPE:

- 1 - NEW LAKE HOME BUILD
- 2 - LANDSCAPE SURROUNDING AREA

GENERAL CONTRACTOR:

VILLAMIL CONSTRUCTION
 IAN VILLAMIL - 612.221.7511
 ianvillamil@villamilconstruction.com

SHEET INDEX:

- 1 - COVER SHEET
- 2 - SITE PLAN
- 3 - ELEVATION, EAST (LAKE SIDE)
- 4 - ELEVATION, WEST (REAR)
- 5 - ELEVATION, NORTH
- 6 - ELEVATION, SOUTH
- 7 - FLOOR PLAN, LOWER LEVEL
- 8 - FLOOR PLAN, MAIN LEVEL
- 9 - FLOOR PLAN, UPPER LOFT AREA
- 10 - FRAMING PLAN, EAST ELEVATION
- 11 - FRAMING PLAN, WEST ELEVATION
- 12 - FRAMING PLAN, NORTH ELEVATION
- 13 - FRAMING PLAN, SOUTH ELEVATION
- 14 - WALL SECTION

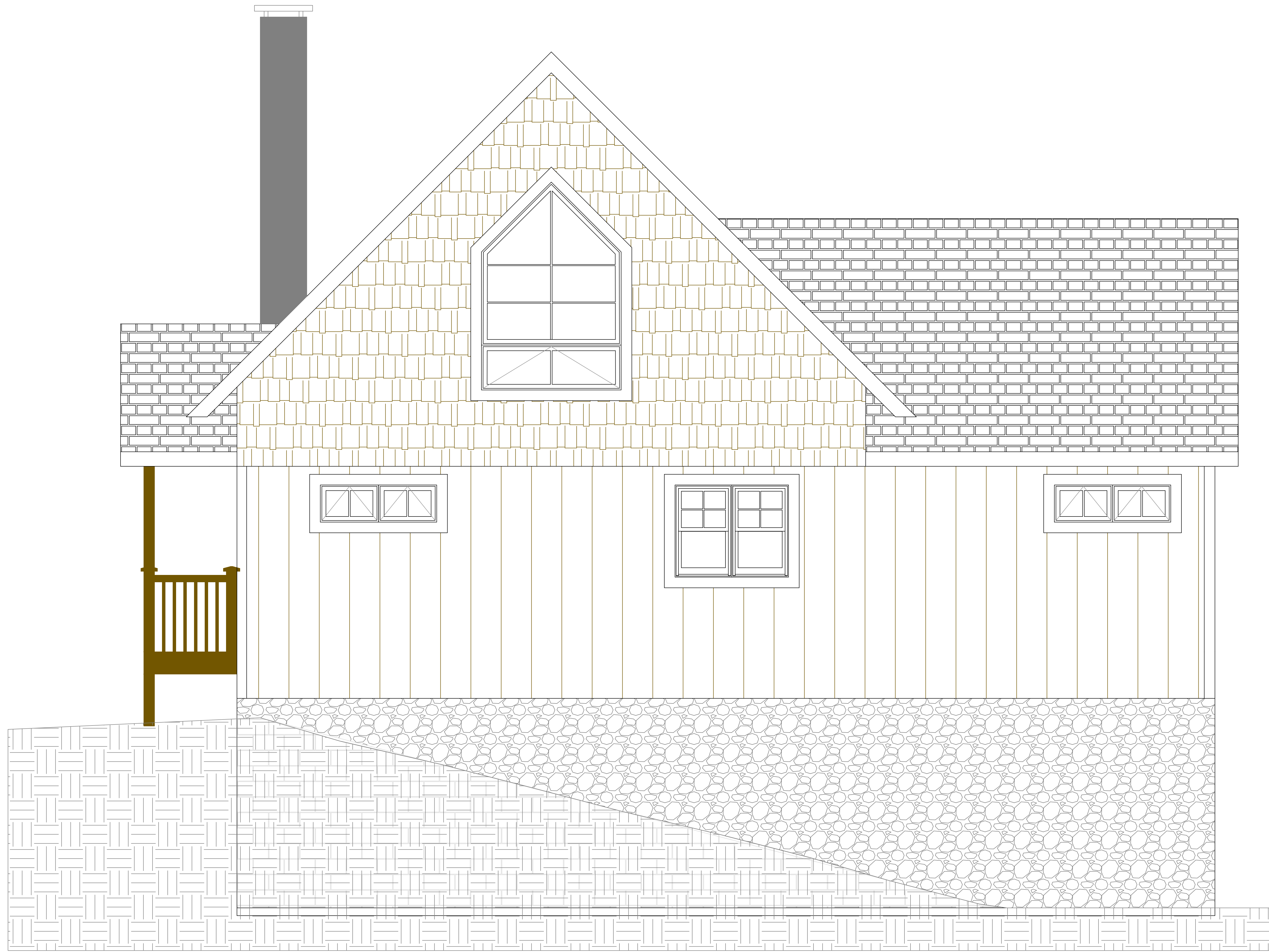
GENERAL NOTES:

1. All questions and clarifications must be directed to the General Contractor.
2. These drawings represent the design intent. Although these drawings have been drawn to scale, it is the General Contractor and Sub-Contractors responsibility to field verify any and all conditions that might affect their work and areas of construction.
3. All construction is to fully comply with all local codes, laws and city ordinances. The General Contractor is responsible to comply with such codes, laws, city ordinances and lawful orders of public officials.
4. The General Contractor and Sub-Contractors responsibility for verifying all related conditions and dimensions prior to the purchase and installation of any and all materials.
6. All materials are to be installed in accordance with the manufactures instructions. Any deviance must be approved by the homeowner.
7. All mechanical, electrical and plumbing work and requirements are the responsibility of the respective sub-contractor(s).
8. The homeowner will provide basic home owners insurance to cover loss from building material theft, fire and wind storm damage. The General Contractor and Sub-Contractors will provide Workers Compensation and Liability Insurance per the laws of the state of Minnesota.
9. The General Contractor will secure and pay for the general building permit. Each sub-contractor shall secure and pay for all other permits, fees, inspections necessary for the completion of their work.
10. If a change of work is desired by the homeowner, the General Contractor will be provided written notification in the form of drawings or otherwise, of the change. The General Contractor shall submit in writing a firm proposal for any changes in cost and time resulting from the change. The agreement to proceed with the change in work is to be signed by both parties prior to commencement of the change.
11. All materials used in the construction are to be new, delivered to the job site in their original, unopened containers or wrapping with labels intact.
12. Each sub-contractor is responsible for helping to keep the construction site reasonably free of debris during construction. All related debris shall be picked up and removed prior to completion of such related work.

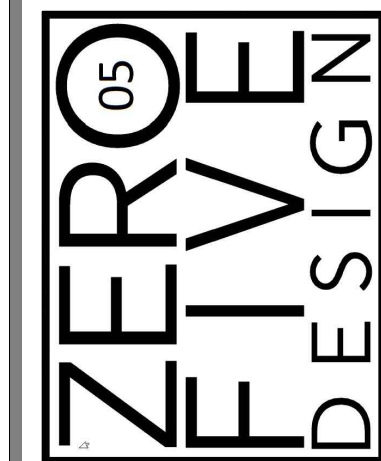
DESCRIPTION: NEW HOME
 CONTRACTOR: VILLAMIL CONSTRUCTION - IAN VILLAMIL
 ENGINEER: N/A
 ARCHITECT: N/A
 DATE: 5.04.2024
 DRAWN BY: Jeff Hoffman - 612.720.1397



EAST ELEVATION - LAKE SIDE
SCALE: 1/2" = 1'-0"

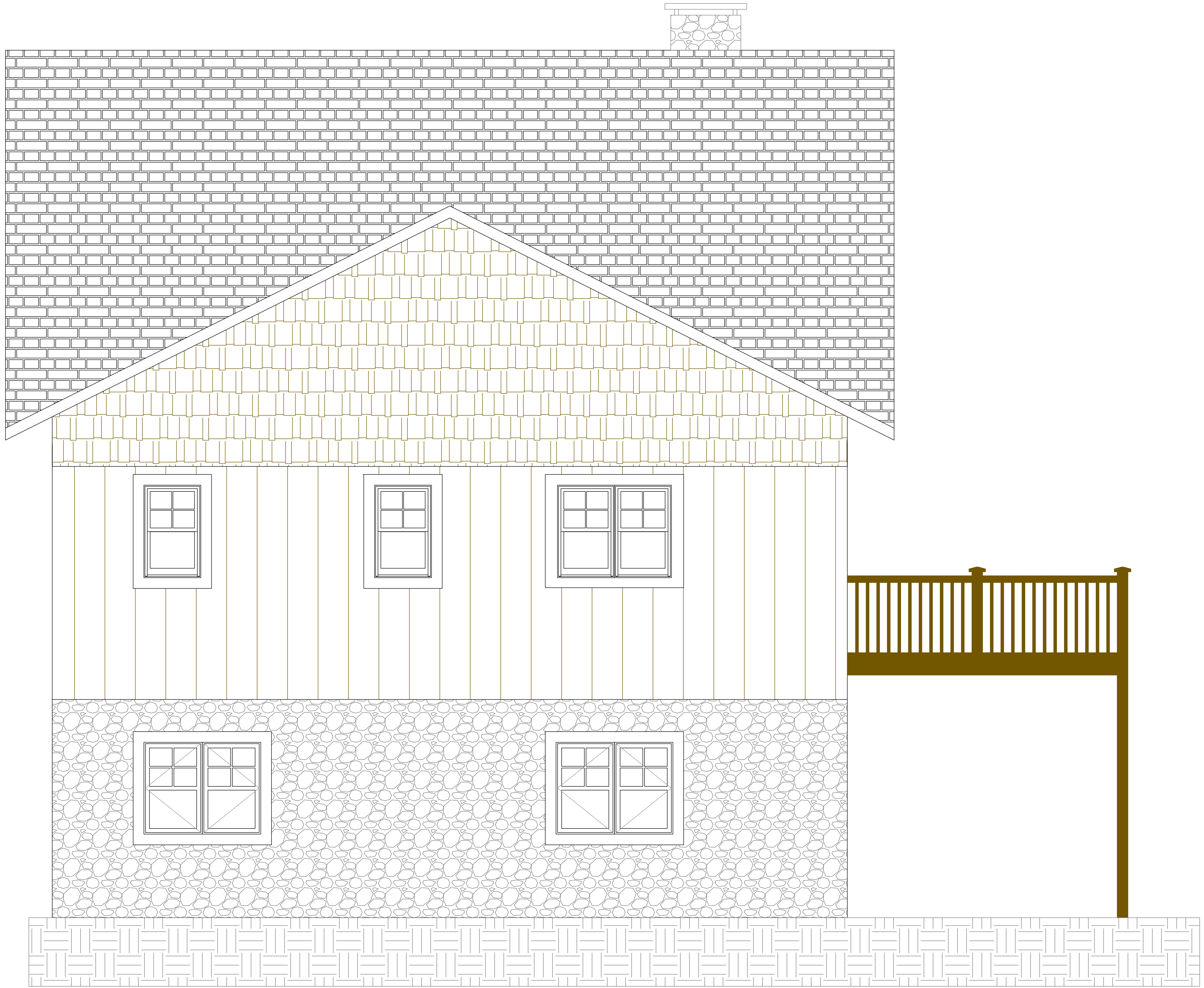


WEST ELEVATION - REAR
 SCALE: 1/2" = 1'-0"

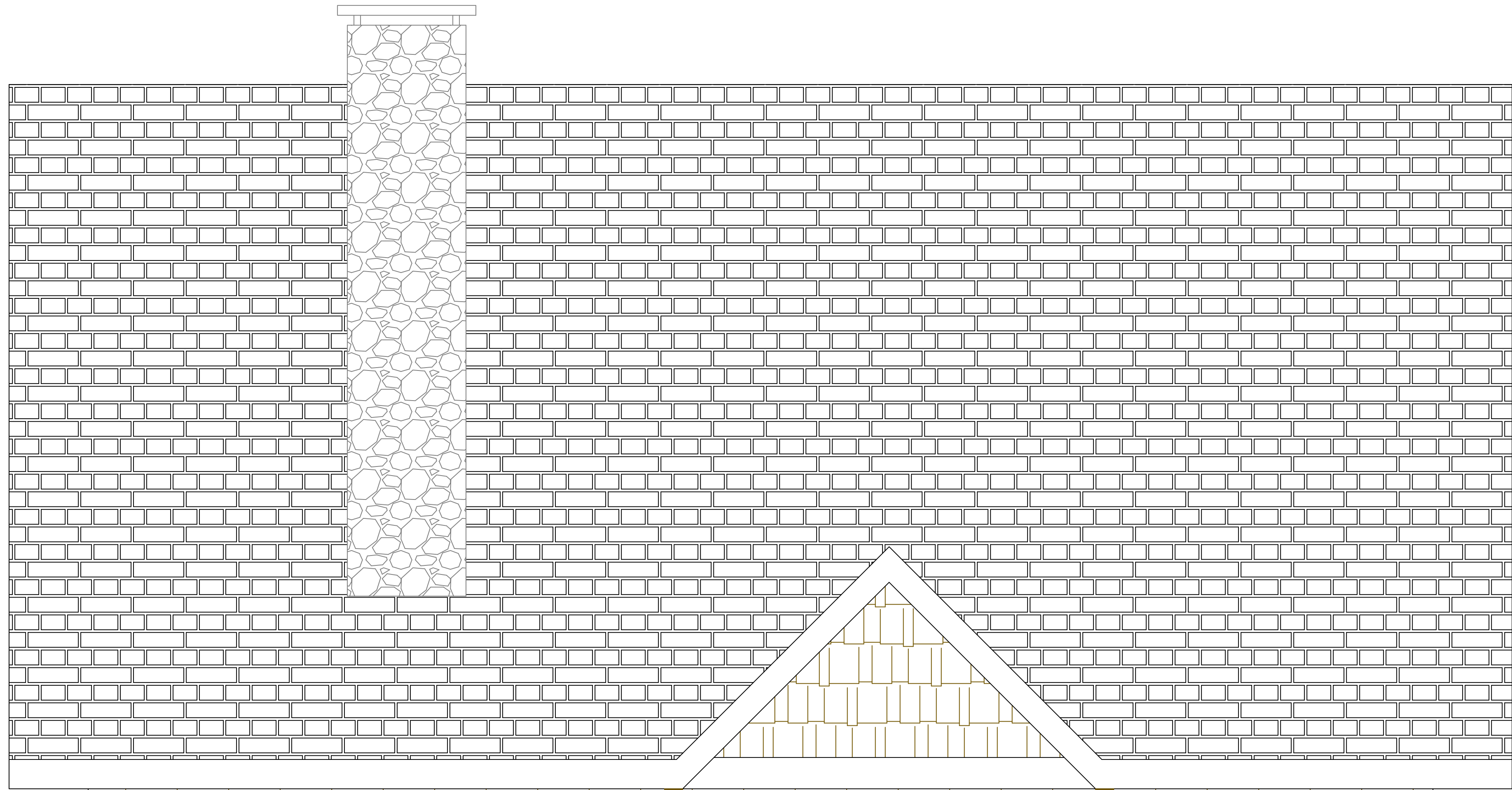


SUTTER - LAKE HOME
 200 BIG ISLAND - LAKE MINNETONKA - ORONO, MN
 BID SET - NOT FOR CONSTRUCTION
 ELEVATION - WEST (REAR)

DESCRIPTION: NEW HOME
 CONTRACTOR: VILLAMIL CONSTRUCTION - IAN VILLAMIL
 ENGINEER: N/A
 ARCHITECT: N/A
 DATE: 5.04.2024
 DRAWN BY: Jeff Hoffman - 612.720.1397



SOUTH ELEVATION
SCALE: 1/2" = 1'-0"



NORTH ELEVATION
SCALE: 1/2" = 1'-0"

SUTTER - LAKE HOME
200 BIG ISLAND - LAKE MINNETONKA - ORONO, MN
BID SET - NOT FOR CONSTRUCTION
ELEVATION - SOUTH

DESCRIPTION: NEW HOME
CONTRACTOR: VILLAMIL CONSTRUCTION - IAN VILLAMIL
ENGINEER: N/A
ARCHITECT: N/A
DATE: 5.04.2024
DRAWN BY: Jeff Hoffman - 612.720.1397

EAST ELEVATION (LAKE SIDE)

42'

UDH-G2 2432-2

USFDR12070

UDH-G2 2432-2

UDH-G2 2420-3W

UDH-G2 2420

UCA3048LR

NORTH ELEVATION

34'

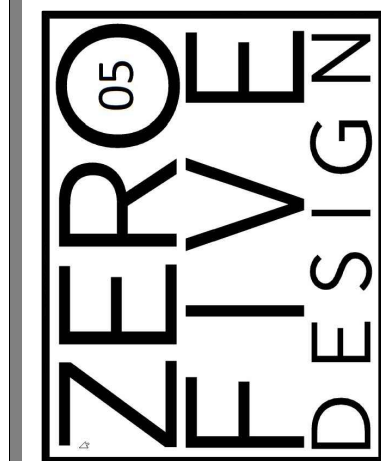
SOUTH ELEVATION

34'

LOWER LEVEL
1428 SQ FT

WEST ELEVATION
(REAR)

42'



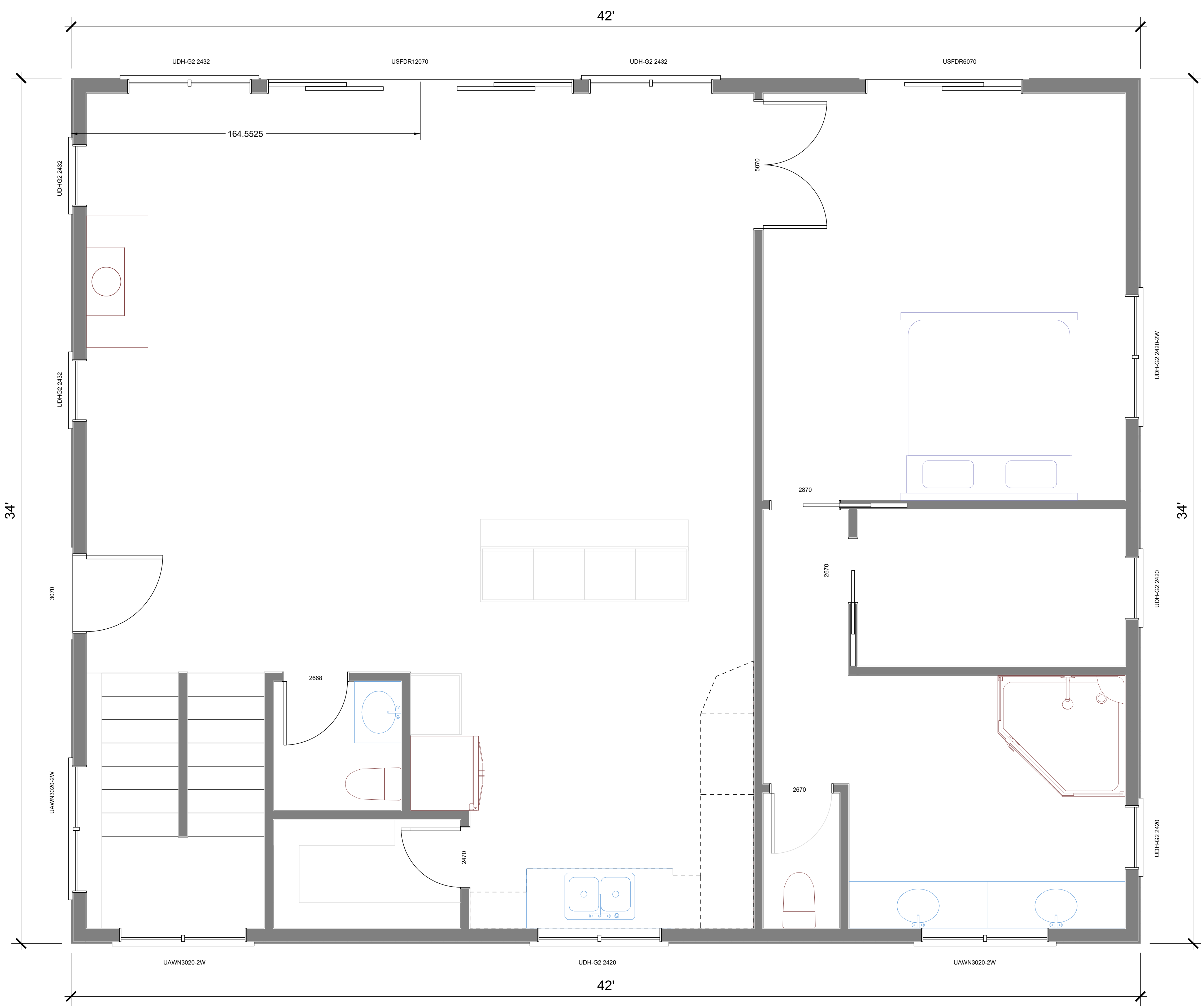
SUTTER - LAKE HOME
200 BIG ISLAND - LAKE MINNETONKA - ORONO, MN
BID SET - NOT FOR CONSTRUCTION
FLOOR PLAN - LOWER LEVEL

DESCRIPTION: NEW HOME
CONTRACTOR: VILLAMIL CONSTRUCTION - IAN VILLAMIL
ENGINEER: N/A
ARCHITECT: N/A
DATE: 5.04.2024
DRAWN BY: Jeff Hoffman - 612.720.1397

SHEET
7
OF 14

NORTH
ELEVATION

34'



MAIN LEVEL
1428 SQ FT

WEST ELEVATION
(REAR)

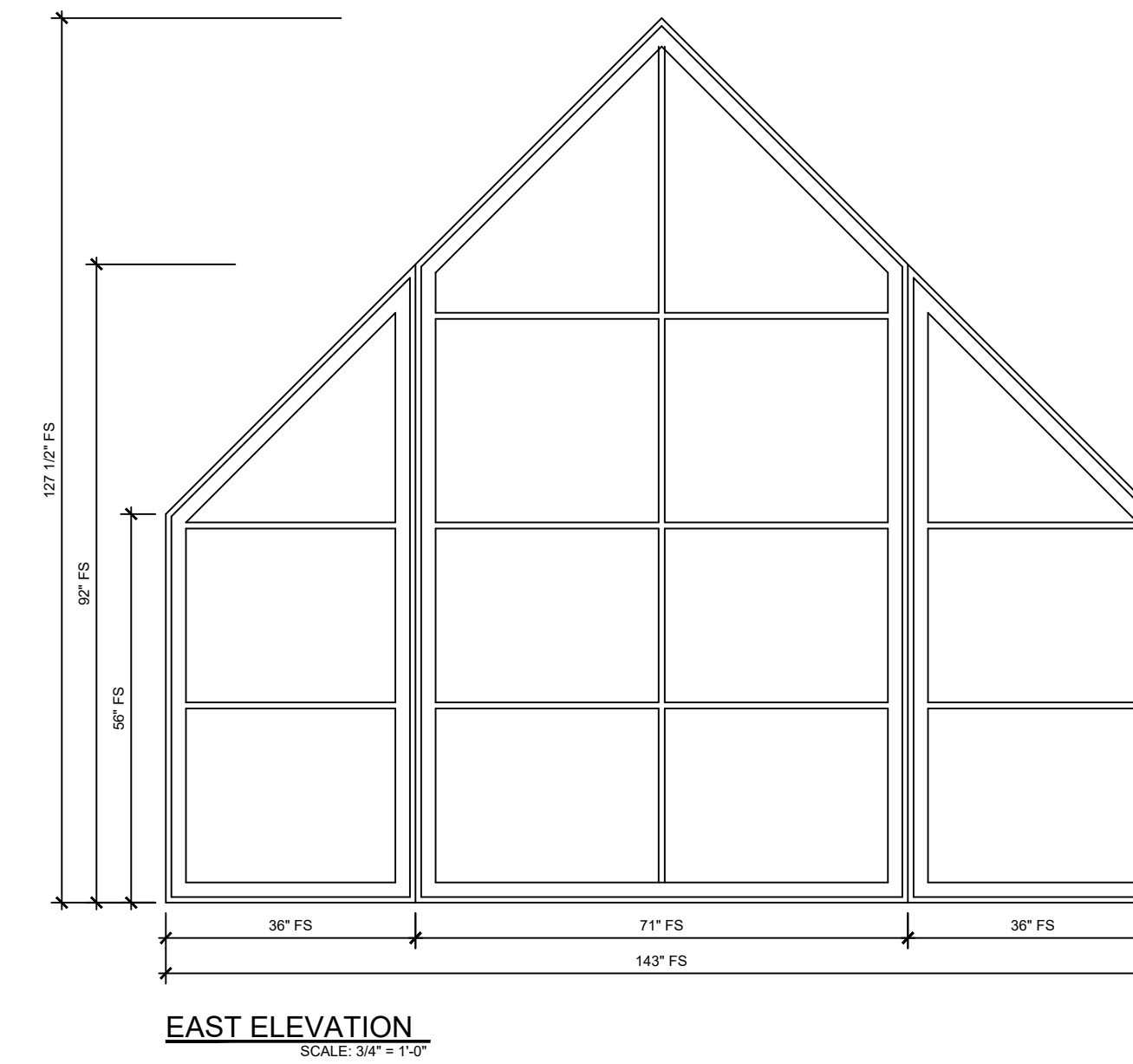
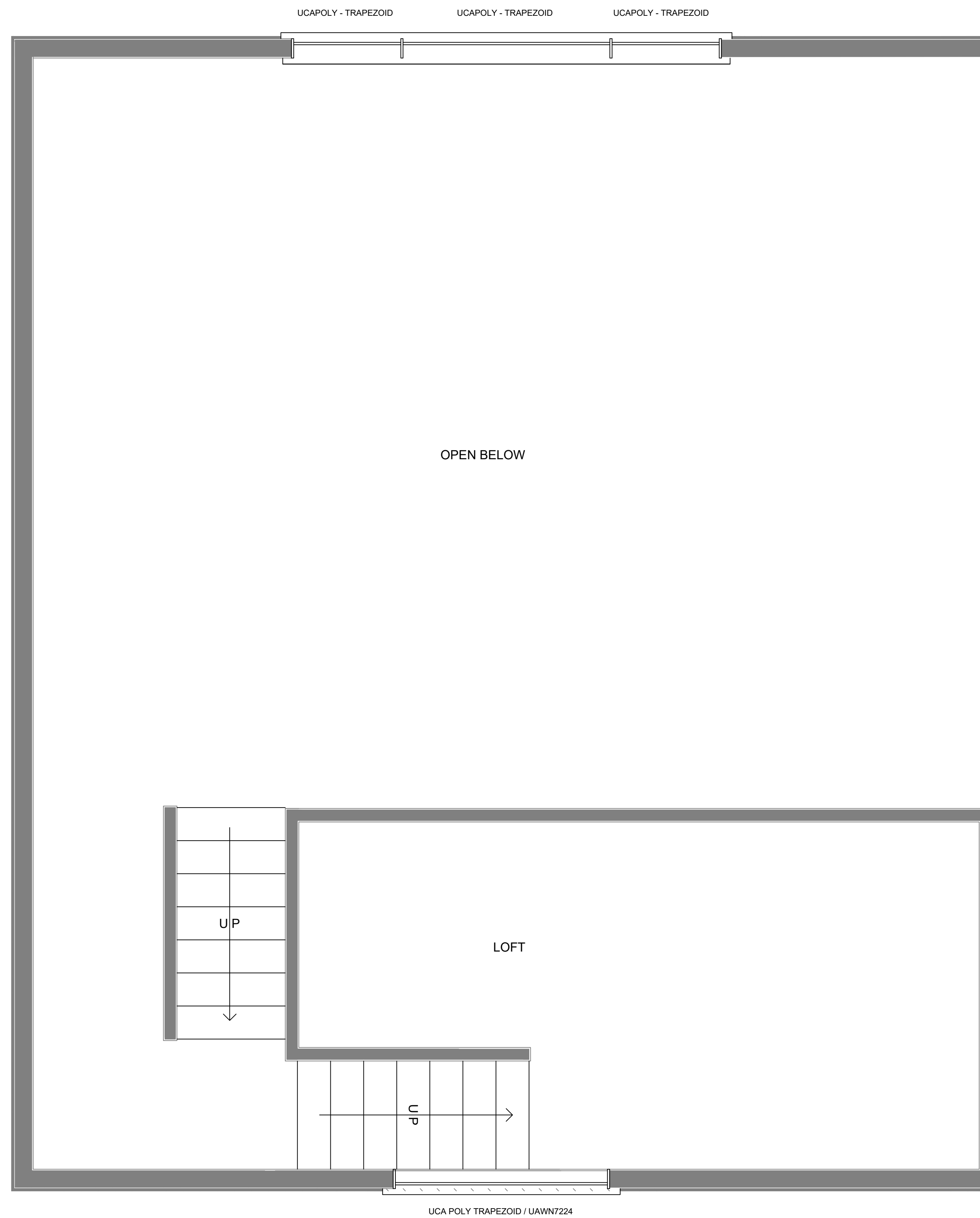
SOUTH
ELEVATION

34'

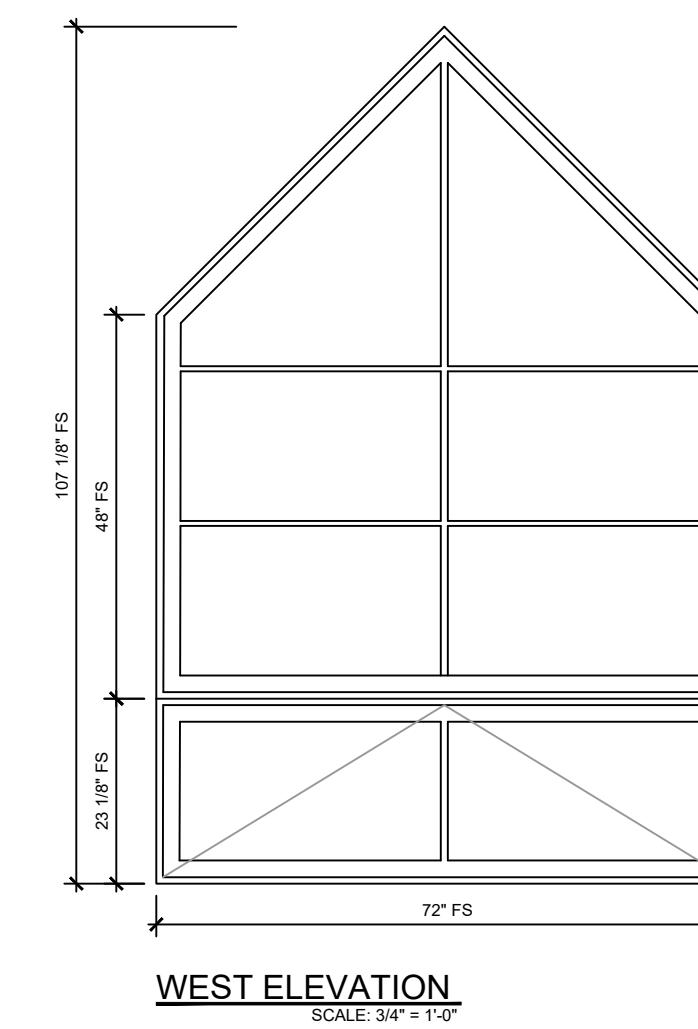
SUTTER - LAKE HOME
200 BIG ISLAND - LAKE MINNETONKA - ORONO, MN
BID SET - NOT FOR CONSTRUCTION
FLOOR PLAN - MAIN LEVEL

DESCRIPTION: NEW HOME
CONTRACTOR: VILLAMIL CONSTRUCTION - IAN VILLAMIL
ENGINEER: N/A
ARCHITECT: N/A
DATE: 5.04.2024
DRAWN BY: Jeff Hoffman - 612.720.1397

EAST ELEVATION (LAKE SIDE)



SOUTH ELEVATION



SUTTER - LAKE HOME
200 BIG ISLAND - LAKE MINNETONKA - ORONO, MN
BID SET - NOT FOR CONSTRUCTION
FLOOR PLAN - UPPER LEVEL (LOFT)

DESCRIPTION: NEW HOME
CONTRACTOR: VILLAMIL CONSTRUCTION - IAN VILLAMIL
ENGINEER: N/A
ARCHITECT: N/A
DATE: 5.04.2024
DRAWN BY: Jeff Hoffman - 612.720.1397



City of Orono
Hardcover Calculation Worksheet

Property Address: 200 Big Island Orono (our survey 230883)

Prepared by: Thomas M. Bloom P.L.S. No. 42379

Date: 5/9/2024

Stormwater Quality Overlay District Tier: (Circle one) Tier 1 Tier 2 Tier 3 Tier 4 Tier 5

Step 1: EXISTING HARDCOVER

In the following table identify all items of existing hardcover on the property, keyed by letter to Certificate of Survey (survey must accompany this form). Use as many lines as necessary to accurately depict existing hardcover status of the property.

Key to Survey	Hardcover Item (Describe)	Length x Width	Total (Square Feet)
(Example)	(Garage)	(24' x 30')	(720) S.F.
A	Boat House		59 S.F.
B	Sheds		223 S.F.
C	Deck		455 S.F.
D			S.F.
E			S.F.
F			S.F.
G			S.F.
H			S.F.
I			S.F.
J			S.F.
K			S.F.
L			S.F.
M			S.F.
N			S.F.
O			S.F.
P			S.F.
Q			S.F.
R			S.F.
S			S.F.
T			S.F.
U			S.F.
V			S.F.
W			S.F.
X			S.F.
Y			S.F.
Z			S.F.
(1) Total Existing Hardcover			737 S.F.
Excludable Hardcover (See City Code Sec 78-1684)			
	Decks with Minimum 1/4" Spacing. Field verify.		100 S.F.
			S.F.
			S.F.
			S.F.
			S.F.
(2) Total Excludable Hardcover			100 S.F.
(3) Net Existing Hardcover			637 S.F.
(4) Total Lot Area			23,823 S.F.
Existing Hardcover Percentage [(3) / (4)]			2.67%

ADVANCE SURVEYING & ENGINEERING CO.

I hereby certify that this report was prepared by me or under my direct supervision and that I am a licensed professional land surveyor under the laws of the State of Minnesota.

Thomas M. Bloom

Thomas M. Bloom P.L.S. No. 42379

Step 2: PROPOSED HARDCOVER

In the following table identify all items of existing hardcover on the property, keyed by letter to Certificate of Survey (survey must accompany this form). Use as many lines as necessary to accurately depict existing hardcover status of the property.

Key to Survey	Hardcover Item (Describe)	Length x Width	Total (Square Feet)
(Example)	(Garage)	(24' x 30')	(720) S.F.
A	Boat House		59 S.F.
B	Sheds		223 S.F.
C	Deck		455 S.F.
D	Proposed House		1428 S.F.
E	Proposed Deck with Steps		668 S.F.
F	Proposed Retaining Wall		11 S.F.
G			S.F.
H			S.F.
I			S.F.
J			S.F.
K			S.F.
L			S.F.
M			S.F.
N			S.F.
O			S.F.
P			S.F.
Q			S.F.
R			S.F.
S			S.F.
T			S.F.
U			S.F.
V			S.F.
W			S.F.
X			S.F.
Y			S.F.
Z			S.F.
(1) Total Proposed Hardcover			2,844 S.F.
Excludable Hardcover (See City Code Sec 78-1684)			
	Retaining Walls		11 S.F.
	Decks with Minimum 1/4" Spacing. Field verify.		100 S.F.
			S.F.
			S.F.
(2) Total Excludable Hardcover			111 S.F.
(3) Net Proposed Hardcover [Subtract line (2) from line (1)]			2,733 S.F.
(4) Total Lot Area			23,823 S.F.
Proposed Hardcover Percentage [(3) / (4)]			11.47%



The Planning Commission is requested to review the Staff report, receive a presentation, and discuss and approve the interim use permit for upgrading the golf course and cart paths.

The Planning Commission discussed the item and asked questions of staff and the applicant, Jesse Trcka, Golf Course Superintendent at Wayzata County Club

Chair Bollis opened the public hearing at 6:10 p.m.

There were no public comments

Chair Bollis closed the public hearing at 6:10 p.m.

Commissioners agreed the request was pretty straightforward and they concurred with staff approval.

David Sahlstrom, a golf course neighbor asked questions about the project after the public hearing. His questions concerning the new orientation of the 5th hole were answered by the applicant.

Ressler moved, Libby seconded, to approve LA24-000010, Wayzata Country Club, Interim Use Permit. VOTE: Ayes 5, Nays 0, Abstain 2 (Kirchner and Schultze). Commissioners Kirchner and Schultze abstained due to membership at the Wayzata Country Club.

5.3. LA24-000015, PATRICK & ANNE SUTTER, 200 BIG ISLAND, VARIANCES.

The Planning Commission is requested to review the Staff report, receive a presentation, and discuss and approve variances to construct a seasonal cabin with a septic system.

The Planning Commission discussed the item and asked questions of staff and the applicants, Patrick and Anne Sutter, Minnetonka.

Chair Bollis opened the public hearing at 6:22 p.m.

There were no public comments.

Chair Bollis closed the public hearing at 6:22 p.m.

Commissioners noted the house is set at the narrower part of the lot even though the wider part is used for setbacks. The application request is reasonable.

Erickson moved, Ressler seconded, to approve LA24-000015, 200 Big Island, Variances as applied. VOTE: Ayes 7, Nays 0.

5.4. LA24-000016, STEVE FISHER, 3339 CRYSTAL BAY ROAD, VARIANCES.

The Planning Commission is requested to review the Staff report, receive a presentation, and discuss and deny the requested variances to construct an addition to the non-conforming existing house consisting of an additional garage bay with a screen porch and expanded driveway. Staff recommends the applicant explore the option of expanding the garage without an additional bay and without a second story.

May 6, 2024

Orono City Counsel & Planning Commission
2780 Kelley Parkway
Orono, MN 55356

Re: 200 Big Island Variance Request & Slight Modification

Thank you in advance for reviewing our variance request and slight modification. After meeting with Orono Planning commission on April 15th and receiving preliminary approval, we submitted the plans to our engineer. We learned that the first floor walls would need to be 10" block plus 6" energy wall and this increase of width had significant impact on the interior dimensions. Without changing the Variance requested side setback, we reduced the width of the side walk-way 2' and increased the cabin width 2'. We also increased the depth by 2' to support the proportions.

Thank you again for your time & consideration.

Respectfully submitted,

Pat & Annie Sutter
14325 Oakwood Rd Ext
Minnetonka, MN 55345

AGENDA ITEM



Date: May 13, 2024

Item: 16

Title: Appoint Full-time Parks Maintenance Worker

Presenter: Josh Lemons, Parks & Golf Superintendent

Section: Consent Agenda

1. **Purpose:**

The purpose of this item is to appoint the new full-time Parks Maintenance Worker. In May 2024, a vacancy in the Parks Department opened up and staff began to recruit for the vacant position. The Parks Maintenance Worker position is critical to meet the maintenance needs of the parks system, trails, and outdoor spaces for the City of Orono.

2. **Background:**

This position will need to be backfilled to move the current employee to the Golf Course Superintendent position.

3. **Recruitment:**

This candidate was drawn from the last round of hirings done for the Parks Maintenance Worker.

4. **Recommended Candidate:**

Staff is recommending Mitchell Wiese to fill the vacant Parks Maintenance position. Mitchell has over three years of Parks experience with the City of Owatonna and two years of landscaping experience.

5. **Recommended Compensation:**

Staff recommends that Mr. Wiese be appointed to the position of Parks Maintenance Worker effective May 14, 2024. Salary. Starting wage of \$30.18 (Grade 7, Step 1) Benefits. Vacation will accrue at a rate of 10 days per year and follow personnel policy. Vacation and sick leave will begin on the start date. The employee will be eligible to participate in the City's benefit package starting the first day of the month following the start date.

COUNCIL ACTION REQUESTED

Motion to appoint Mitchell Wiese to Parks Maintenance Worker.

AGENDA ITEM



Date: May 13, 2024

Item: 17

Title: #LA24-000016, 3339 Crystal Bay Rd, Variances

Presenter: Natalie Nye, Planner

Section: Community Development Report

1. **Purpose:**

The applicant is requesting variances from average lakeshore setback, 75-foot lake setback, hardcover within the 75-foot setback, overall hardcover, rear yard setback, and driveway width in order to construct an addition to an existing home.

2. **MN§15.99 Application Deadline:**

The application was received on March 14, 2024 and deemed complete on March 25, 2024. The 60-Day timeline for review will expire on May 24, 2024

3. **Background:**

The subject property is substandard in size and width and the current home on the property is nonconforming. The rear setback, 75-foot setback and the average lakeshore setback bisect the current home. Also, the hardcover on the property exceeds the maximum allowed at 37.7% where 25% is permitted. The applicant is proposing to construct an addition to the existing home. The addition will include an additional garage stall on the first floor and a screened in porch on the second floor. The proposal will also include an expansion of the driveway to accommodate the third stall and the removal of a gravel parking area. The proposed addition increases the overall hardcover on the site and increases the amount of hardcover within the 75-foot lake setback. The addition will be built within the 75-foot setback and in front of the average lakeshore setback line.

The applicant has revised the plans since the Planning Commission meeting and has removed the front porch addition and thus reducing the proposed hardcover of the project. The proposal had an overall hardcover of 44.39% and the revised plan has reduced the overall hardcover to 42.12%. The revised plans are attached as Exhibits A, B, and C. The previous plans can be found as Exhibit G and the [April 15, 2024 Planning Commission video](#) is linked.

4. **Planning Commission Vote and Comment:**

The Planning Commission held a Public Hearing on April 15, 2024. The Planning Commission discussed the application and ultimately recommended denial of the application with a vote of 6 to 1. The Planning Commission noted that the overall hardcover was increasing and there was not enough practical difficulties to support the addition of a third garage bay and front porch. The Planning Commission recommended reducing the size of the addition, removing additional hardcover or finding another solution to bring the property closer into conformance.

5. **Public Comment:**

Staff received a letter from the neighbor to the north at 3335 Crystal Bay Road. That letter is included as Exhibit E. This neighbor also spoke during the Public Hearing. His primary concerns were current drainage issues and the potential that these issues could get worse during construction and with the addition closer to the shared property line.

6. Staff Recommendation:

Staff acknowledges that the applicant has made modification to the original proposal. The revised proposal has removed the front porch element of the design and thus reducing the proposed hardcover from 44.39% to 42.12%. The revised plans also have reduced the width of the driveway to meet the maximum driveway width standard that the previous plan did not meet. The proposed garage addition has not been reduced or modified and still requires the following variances: average lakeshore setback, 75-foot lake setback, hardcover within the 75-foot lake setback, overall hardcover to exceed 25%, rear yard setback, and driveway width within the 75-foot setback.

Staff recommends denial of the variance request as applied. Staff recognizes the constraints of the substandard lot with an existing nonconforming home. However, staff believes the homeowner has reasonable use of the property and the application is not supported by practical difficulty.

COUNCIL ACTION REQUESTED

Motion to direct staff to draft a denial resolution.

Exhibits

[Exhibit A - Revised Survey](#)

[Exhibit B - Revised Plans](#)

[Exhibit C - Revised Hardcover Calculations](#)

[Exhibit D - Draft PC Minutes](#)

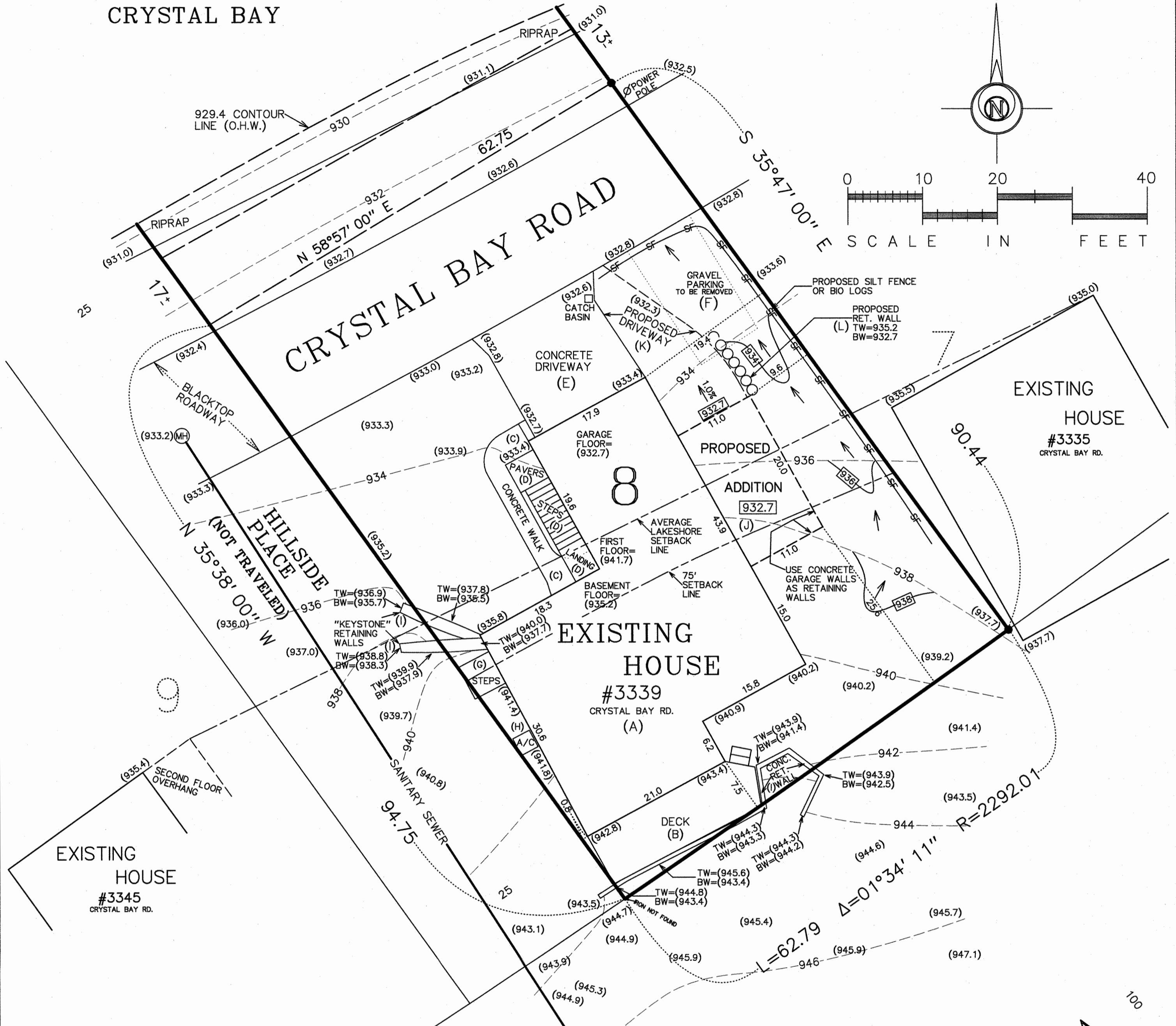
[Exhibit E - Public Comment](#)

[Exhibit F - PC Staff Report](#)

[Exhibit G - Previous Plans](#)

LAKE
MINNETONKA
CRYSTAL BAY

CERTIFICATE OF SURVEY FOR
JONATHAN HOFER
OF LOT 8, WALLACES ADDITION TO
THE VILLAGE OF MINNETONKA BEACH
HENNEPIN COUNTY, MINNESOTA



LEGAL DESCRIPTION OF PREMISES :

Lot 8, Wallace's Addition to the Village of Minnetonka Beach.

- : denotes iron marker found
- (908.3) : denotes existing spot elevation, mean sea level datum
- [910.8] : denotes proposed spot elevation
- 917--- : denotes existing contour line, mean sea level datum
- [930]--- : denotes proposed contour line

Bearings shown are based upon an assumed datum.

This survey intends to show the boundaries of the above described property, and the location of an existing house, spot elevations, topography and all visible "hardcover", and the proposed location of a proposed addition and grades thereon. It does not purport to show any other improvements or encroachments.

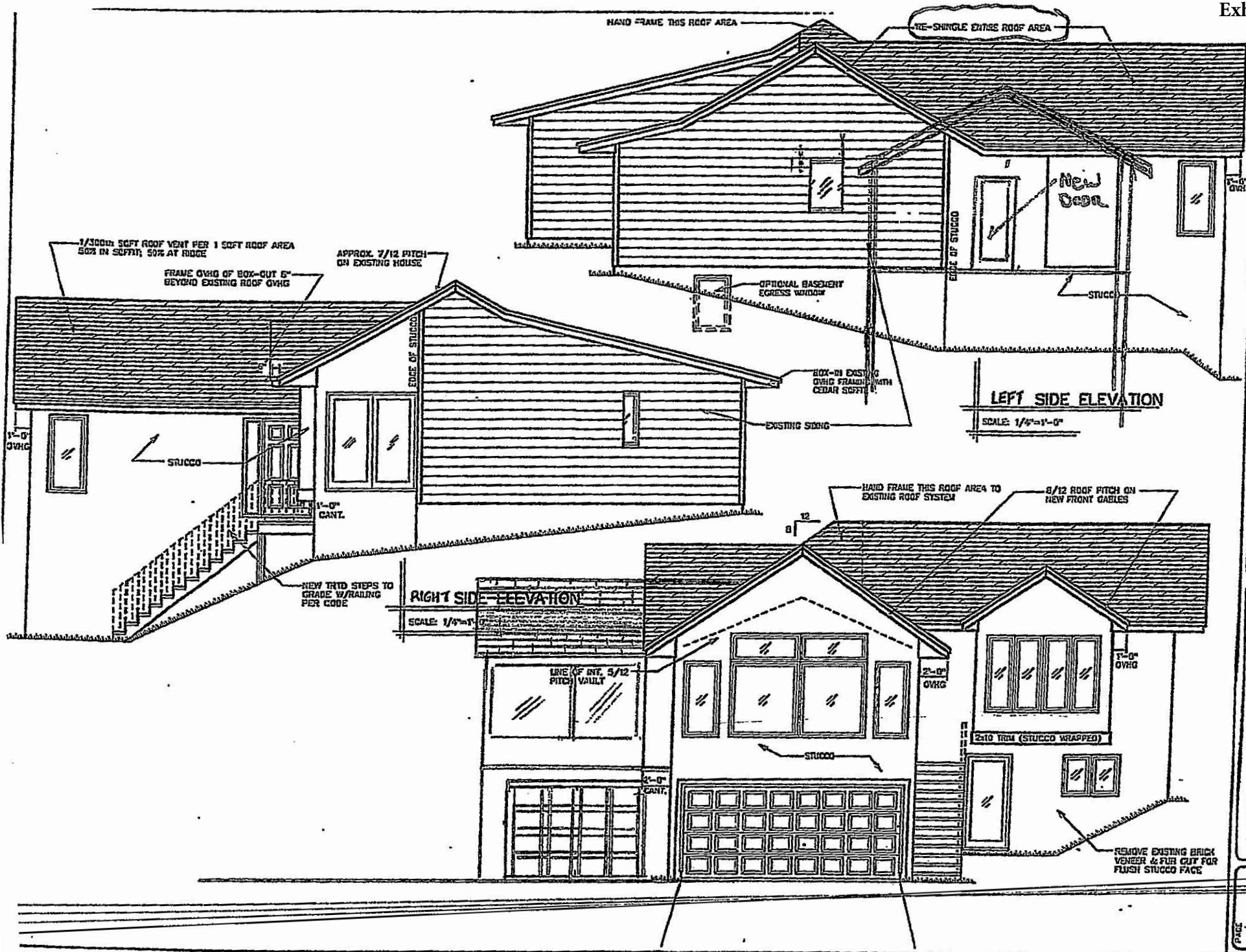
DATE	REVISIONS
2-19-24	REVISED PROPOSED GARAGE LOCATION, PROPOSED DECK ADDED
3-21-24	75' AND AVERAGE LAKESHORE SETBACK LINES ADDED
4-18-24	REVISED PROPOSED ADDITION, DRIVE AND GRADES, REMOVED PROPOSED DECK

GRONBERG AND ASSOCIATES, INC.
CONSULTING ENGINEERS, LAND SURVEYORS, & SITE PLANNERS
445 NORTH WILLOW DRIVE
LONG LAKE, MN. 55356
952-473-4141

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

Mark S. Gronberg
Mark S. Gronberg Minnesota License Number 12755

SCALE 1"=10'
DATE 12-21-23
JOB NO. 24-050A



THIS PLAN IS THE PROPERTY OF AUTUMN DESIGN OF MINNESOTA, INC. IT IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREON. ANY REUSE OR MODIFICATION OF THIS PLAN WITHOUT THE WRITTEN CONSENT OF AUTUMN DESIGN OF MINNESOTA, INC. IS STRICTLY PROHIBITED. THE USER ASSUMES ALL LIABILITY FOR THE ACCURACY OF THE INFORMATION PROVIDED HEREON.

ORN	TYPE	DATE
SB	PERMIT	11/28/2010
SB	REVISION	12/16/2010
	REV. #	REV. #

HOEL HANDELBERG CONST.
HOFER

AUTUMN DESIGN
of Minnesota, Inc.
(612) 873-4311

PAGE 1 of 2
INDEX NO. 407R-



City of Orono
Hardcover Calculation Worksheet

Property Address: 3339 CRYSTAL BAY ROAD (JONATHAN HOFER)

Prepared by: GROENBERG & ASSOCIATES, INC.

Date: ~~12-21-23~~ 4-18-24
~~2-19-24~~

Stormwater Quality Overlay District Tier: (Circle one) **(Tier 1)** Tier 2 Tier 3 Tier 4 Tier 5

Step 2: PROPOSED HARDCOVER

In the following table, identify all items of proposed hardcover on the property, keyed by letter to Certificate of Survey (survey must accompany this form). Include all existing hardcover items that are intended to remain, as well as all proposed hardcover items that will be added. Use as many lines as necessary to accurately depict proposed hardcover status of the property. For Tier 1 properties, identify any features by letter which are split at the 75' setback line and calculate hardcover square footage separately for each portion.

Key to Survey	Hardcover Item (Describe)	Length x Width	Total (Square Feet)
(Example)	(Garage)	(24' x 30')	(720 S.F.)
A	HOUSE (EXISTING)		1370 S.F.
B	DECK + STEPS "		176 S.F.
C	CONC. WALK "		80 S.F.
D	STEPS + LANDINGS "		69 S.F.
E	CONC. DRIVEWAY "		260 S.F.
F	GRAVEL DRIVEWAY (TO BE REMOVED)		166 S.F.
G	STEPS EXISTING		21 S.F.
H	A/C PAD "		6 S.F.
I	RETAINING WALLS "		39 S.F.
J	ADDITION (PROPOSED)		220 S.F.
K	DRIVEWAY (PROPOSED)		196 S.F.
L	RETAINING WALL (PROPOSED)		17 S.F.
M			S.F.
N			S.F.
O			S.F.
P			S.F.
Q			S.F.
R			S.F.
S			S.F.
T			S.F.
U			S.F.
V			S.F.
W			S.F.
X			S.F.
Y			S.F.
Z			S.F.
(1) Total Proposed Hardcover			2454 S.F.
Excludable Hardcover (See City Code Sec 78-1684):			
I	RETAINING WALLS (EXISTING)		39 S.F.
L	RETAINING WALL (PROPOSED)		17 S.F.
			S.F.
			S.F.
(2) Total Excludable Hardcover			56 S.F.
(3) Net Proposed Hardcover [Subtract line (2) from line (1)]			2398 S.F.
(4) Total Lot Area 6769 - 1075 BLACKTOP IN CRYSTAL BAY ROAD =			5693 S.F.
Proposed Hardcover Percentage [(3) + (4)]			42.12%



Minutes
Planning Commission Regular Meeting
Monday, April 15, 2024, 6:00 PM
City Council Chambers 2780 Kelley Parkway, Orono, MN 55356

The Planning Commission is requested to review the Staff report, receive a presentation, and discuss and approve the interim use permit for upgrading the golf course and cart paths.

The Planning Commission discussed the item and asked questions of staff and the applicant, Jesse Trcka, Golf Course Superintendent at Wayzata County Club

Chair Bollis opened the public hearing at 6:10 p.m.

There were no public comments

Chair Bollis closed the public hearing at 6:10 p.m.

Commissioners agreed the request was pretty straightforward and they concurred with staff approval.

David Sahlstrom, a golf course neighbor asked questions about the project after the public hearing. His questions concerning the new orientation of the 5th hole were answered by the applicant.

Ressler moved, Libby seconded, to approve LA24-000010, Wayzata Country Club, Interim Use Permit. VOTE: Ayes 5, Nays 0, Abstain 2 (Kirchner and Schultze). Commissioners Kirchner and Schultze abstained due to membership at the Wayzata Country Club.

5.3. LA24-000015, PATRICK & ANNE SUTTER, 200 BIG ISLAND, VARIANCES.

The Planning Commission is requested to review the Staff report, receive a presentation, and discuss and approve variances for construction of a seasonal cabin with a septic system.

The Planning Commission discussed the item and asked questions of staff and the applicants, Patrick and Anne Sutter, Minnetonka.

Chair Bollis opened the public hearing at 6:22 p.m.

There were no public comments.

Chair Bollis closed the public hearing at 6:22 p.m.

Commissioners noted the house is set at the wider part of the lot even though the narrower part is used for setbacks and the application request is reasonable.

Erickson moved, Ressler seconded, to approve LA24-000015, 200 Big Island, Variances as applied. VOTE: Ayes 7, Nays 0.

5.4. LA24-000016, STEVE FISHER, 3339 CRYSTAL BAY ROAD, VARIANCES.

The Planning Commission is requested to review the Staff report, receive a presentation, and discuss and deny the requested variances to construct an addition to the non-conforming existing house consisting of an additional garage bay with a screen porch and expanded driveway. Staff recommends the applicant explore the option of expanding the garage without an additional bay and without a second story.



Minutes
Planning Commission Regular Meeting
Monday, April 15, 2024, 6:00 PM
City Council Chambers 2780 Kelley Parkway, Orono, MN 55356

The Planning Commission discussed the item and asked questions of staff and the applicant, Steve Fisher, Tonka Bay, the builder on the project, and property owners, Jonathan and Theresa Hofer, 3339 Crystal Bay Rd.

Chair Bollis opened the public hearing at 6:42 p.m.

Paul Rehman, 3335 Crystal Bay Road, provided comments and concerns about the drainage.

Chair Bollis closed the public hearing at 6:50 p.m.

Commissioners said any plan on this site would require a stormwater plan. Commissioner were divided on the merits of the application, calling it a thoughtful design to address the property owners' needs or too big of an ask for staff to approve. They said drainage to neighboring properties would need to be addressed. and asked about a smaller garage addition or a storage shed and discussed the increase in hardcover.

Ressler moved, Kirschner seconded, to deny LA24-000016, 3339 Crystal Bay Road, Variances as applied. VOTE: Ayes 6, Nays 1 (Bollis).

6. OLD BUSINESS

6.1. LA23-000062, GRANITE COMPANIES LLC o/b/o TRAVIS & SARA WILDENBERG, 3838 CHERRY AVENUE, AFTER-THE-FACT CONDITIONAL USE PERMIT FOR LAKESHORE WALLS

The Planning Commission is requested to review the Staff report, receive a presentation, and discuss and approve an after-the-fact conditional use permit for lakeshore walls. The Planning Commission had reviewed this application in January and tabled it. Staff said the additional information requested and had been provided.

The Planning Commission discussed the item and asked questions of staff and the applicant, Travis Wildenberg, 3838 Cherry Ave.

Commissioners said the applicants had provided the information they had asked for.

McCutcheon moved, Erickson seconded, to approve LA23-000062, 3838 Cherry Ave, Conditional Use Permit, as applied. VOTE: Ayes 7, Nays 0.

7. OTHER ITEMS

Oakden updated the Commissioners noting the City Council acted on several items the Planning Commission had reviewed and concurred with Planning Commission recommendations.

8. ADJOURNMENT

From: [Paul Rehman](#)
To: [Natalie Nye](#)
Subject: Re: 3339 Crystal Bay Road
Date: Friday, April 5, 2024 3:28:24 PM

Hi Natalie. Thanks for taking the time on the phone the other day regarding the home addition at 3339 Crystal Bay Road next door to us. As per our conversation, I appreciate the opportunity to include our input:

We have just a few concerns:

1) We have water runoff/ drainage concerns towards our property with landscaping both in the past and with any new construction. We want to have assurances that any additions, retaining walls, driveways and landscaping does not increase (and frankly, reduces) drainage to our property. Currently we endure:

-east side of property: -365 days per year storage next to our lot line with tarp on ground collecting and depositing rain water near our lot boundary
(In front of our kitchen window.)

-current position of neighbors pop up drains (only in the rear of house do I believe pop up drain affects runoff to us near tarp.)

-rear of property: -current edging and landscaping diverts runoff from HC trail from behind 3339 to behind our property. This is unacceptable and needs to be diverted. We don't feel we should suffer the runoff from the trail behind their property.

2) We oppose any walls, berms, fences and landscaping that blocks our expensive view of the lake.

3) In conclusion, our home is old (1800's) and has a functional basement with drain tile and a well/pump room extending out a couple feet towards and possibly slightly under the boundary line of the Hofer's property. This concerns me and any contractor/builder MUST be mindful of this as we would not be able to guess how much weight and disturbance our foundation could endure from heavy construction equipment and installing walls, fences or landscaping near the lot line of the property. This we consider critical.

4) Thank you in advance for your attention with these matters.

Paul and Lois Rehman
3335 Crystal Bay Road
952-457-9925

On Wed, Apr 3, 2024 at 1:23 PM Natalie Nye <nnye@oronmn.gov> wrote:

Please find the proposed plans for 3339 Crystal Bay Road.

If you have any comments please send them to me so I can include them in the Planning Commission packet.

Thank you,

Natalie

Natalie Nye

Planner

City of Orono

Direct 952.249.4626

2750 Kelley Parkway, Orono, MN 55356

www.oronomn.gov

Date Application Received: 03/14/2024
Date Application Considered as Complete: 03/25/2024
60-Day Review Period Expires: 05/24/2024



To: Chair Bollis and Planning Commission Members
Adam Edwards, City Administrator

From: Natalie Nye, Planner

Date: April 15, 2024

Subject: #LA24-000016, Steve Fisher, 3339 Crystal Bay Road
Variances - Public Hearing

Application Summary: The applicant is requesting variances for average lakeshore setback, 75-foot lake setback, hardcover within the 75-foot lake setback, overall hardcover, rear yard setback, and driveway width in order to construct an addition to an existing home.

Staff Recommendation: Planning Department Staff recommends denial as applied.

Background

The subject property is substandard in size and width and the current home on the property is nonconforming. The 75-foot setback and the average lakeshore setback bisect the current home. Also, the hardcover on the property exceeds the maximum allowed. The applicant is proposing to construct an addition to the existing home and a new front porch. The addition will include an additional garage stall on the first floor and a screened in porch on the second floor as well as a covered front porch. The proposed addition increases the overall hardcover on the site and increases the amount of hardcover within the 75-foot lake setback. While the addition meets the required side yard setback, the addition will be built within the 75-foot setback and in front of the average lakeshore setback line.

Practical Difficulties Analysis

Applicant Submittal Information: The applicant has identified the property's substandard size and width as practical difficulties. The garage on the existing home is small and unable to properly store a larger vehicle or any additional storage. The proposal will remove an existing gravel parking pad to accommodate the addition and expanded driveway. The applicant has indicated that parking along Crystal Bay Road is very difficult due to the width and the additional parking on the driveway will be a safer option. The applicant added that the screened in porch above the garage addition would not increase hardcover and that the proposed front porch would add lake side seating that the home currently does not have.

Planning Staff Practical Difficulty Analysis: Staff acknowledges the site constraints of the lot. The small size of the lot, unique element of Crystal Bay Road being located within the property boundaries, and proximity of the lake are all practical difficulties when constructing on this lot. The property currently has a 2-stall garage and 2 parking spaces on the driveway as well as a parking pad along Crystal Bay Road. The new addition would increase the existing hardcover from 38% to 44% overall hardcover which staff believes is substantial with little effort to remove additional hardcover. The proposed garage/ screen porch addition is in front of the average lakeshore setback line and although pulled back from the front of the existing home, it is in front of the neighboring properties homes. The proposed front porch expansion could be supported as access to the front door is necessary for use of the home. Additional testimony from the application should be requested regarding the proposed variances and any mitigation or improvements to the site that could be made. The proposal is not providing any improvement to the site to mitigate stormwater or bring the property closer to conformance of the city code. The owner has reasonable use of the parcel for a single-family home. Staff does not find there is practical difficulty present to support the application as applied.

LOT ANALYSIS WORKSHEET

Section 78-350 & 78-1279 – Setbacks:

LR-1C District	Required	Existing Home	Proposed Garage Addition	Proposed Porch Addition
Rear	30'	0 (deck encroaches outside of the property)	23.5'	n/a
East Side	7.5'	19.4'	8.6'	n/a
West Side	7.5'	0.8'	n/a	10'
Lakeshore	75'	50.5'	59.4'	65'
Average Lakeshore		Not Compliant	Not Compliant	Not Compliant

Section 78-350 – Lot Area/Width:

LR-1C District	Lot Area	Lot Width
Required	21,780 s.f. (0.5 acres)	100'
Actual	5,693 s.f. (0.13 acre)*	63' @ 75' / 63' @ OHWL

*The total lot coverage does not include the area of Crystal Bay Road

Section 78-1403 – Structural Building Coverage:

Total Lot Area	Total Structural Coverage
5,693 s.f. (0.13 acre)	*Allowed: 2,000 s.f. Existing: 1,370 s.f. Proposed: 1,634 s.f.

*Parcels under 10,000 sq.ft qualify for 2,000 sq.ft building footprint

Section 78-1680 and 78-1700 – Hardcover Calculations:

Stormwater Overlay District Tier	Total Area	Allowed Hardcover	Existing Hardcover	Proposed Hardcover
Tier 1	5,500 s.f.	1,423.25 s.f. (25 %)	2,148 s.f. (37.73%)	2,527 s.f. (44.39%)

Applicable Regulations:

Hardcover Variance (Section 78-1680)

The property is approximately 0.13 acres in a half-acre minimum zoning district. The existing hardcover on the property is 37.73% of the total area which is over the Tier 1 maximum of 25%. The proposed garage addition and new front porch will increase the overall hardcover on the property by 379 square feet bringing the property to 44.39% total hardcover. The property is small in size and any increase in hardcover substantially increases the overall percentage. The applicant is proposing to remove the gravel parking pad, but no other hardcover is proposed to be removed. Along with the proposed garage addition, the driveway will also need to increase in size. The applicant has not proposed any permeable pavers to offset the increase of hardcover or new hardcover within the 75-foot setback.

75-foot Lakeshore Setback Variances and Average Lakeshore Setback (Section 78-1279)

The existing home is approximately 50 feet from the OHWL when 75 feet is required. The 75-foot lake setback as well as the average lakeshore setback currently bisect the home. The proposed garage addition and addition of a front porch are proposed to be encroaching into both the 75-foot and average lakeshore setback. The proposed garage addition while setback from the existing home at approximately 59 feet, the

addition is still in front of the neighboring home and thus potentially impacting their currently enjoyed views of the lake.

Rear Yard Setback (Section 78-350)

The rear yard setback for the LR-1C District is 30 feet. The current home does not meet this setback as part of the home (the rear deck) encroaches over the rear property line. This portion of the home will remain in place. The proposed addition will be setback approximately 23.5' from the rear property line, not meeting the 30-foot rear yard setback requirement. The subject property is small and does not have the depth to meet both the rear yard setback and the required lake (front) and average lakeshore setbacks. However, a variance is still required.

Driveway Width (Section 78-1681)

The driveway regulations for residential districts limit driveways to 20 feet at the property line. The proposed driveway will be widened in order to accommodate the garage addition of a third stall. The lot is shallow and does not allow the driveway to properly taper down to meet the requirement of the code. The driveway today is approximately 18 feet and meets this city standard. The proposed driveway width to support a 3rd stall garage at the property line is approximately 23 feet, exceeding the maximum allowed and thus requiring a variance.

Shoreland Driveway Width (78-1282)

Driveways within the 75-foot setback are limited to 8 feet in width. This code regulation can contradict the City's requirement that driveways must meet the minimum width of the garage doors. The existing driveway exceeds the maximum width at approximately 18 feet and the driveway is proposed to be expanded to accommodate a third stall.

Governing Regulation: Variance (Section 78-123)

In reviewing applications for variance, the Planning Commission shall consider the effect of the proposed variance upon the health, safety and welfare of the community, existing and anticipated traffic conditions, light and air, danger of fire, risk to the public safety, and the effect on values of property in the surrounding area. The Planning Commission shall consider recommending approval for variances from the literal provisions of the Zoning Code in instances where their strict enforcement would cause practical difficulties because of circumstances unique to the individual property under consideration, and shall recommend approval only when it is demonstrated that such actions will be in keeping with the spirit and intent of the Orono Zoning Code. Economic considerations alone do not constitute practical difficulties. Practical difficulties also include but are not limited to inadequate access to direct sunlight for solar energy systems. Variances shall be granted for earth-sheltered construction as defined in Minn. Stat. §216C.06, subd. 14, when in harmony with this chapter. The board or the council may not permit as a variance any use that is not permitted under this chapter for property in the zone where the affected person's land is located. The board or council may permit as a variance the temporary use of a one-family dwelling as a two-family dwelling.

According to MN §462.357 Subd. 6(2) variances shall only be permitted when:

1. The variance is in harmony with the general intent and purpose of the Ordinance. **The variances requested for the construction of an addition and front porch on an existing home are not in harmony with the general intent of the Ordinance. The proposal will increase overall hardcover on the site and add additional hardcover within the protected 75-foot lake setback. The proposed additions are proposed to be in front of the average lakeshore setback line and within the 75' lake setback, which can impact the protections of the lake and lake views by the neighboring properties. While the parcel is substandard in size and the existing home on the**

parcel is nonconforming, the design of the addition is not minimal as it includes a second story. The applicant has reasonable use of the property with the existing single-family home. *This criterion is not met.*

2. The variance is consistent with the comprehensive plan. **The proposed variance is not consistent with the comprehensive plan. The comprehensive plan emphasizes the protection of natural resources including our natural waterways. The proposed increase in hardcover and footprint encroachments within the 75-foot lake setback are not consistent with the goals of the comprehensive plan. *This criterion is not met.***
3. The applicant establishes that there are practical difficulties.
 - a. The property owner proposes to use the property in a reasonable manner not permitted by the official controls; **The property owner currently has reasonable use of the site with the existing single-family home with a 2-stall garage. The proposed expansion of the existing home within the lake setback and in front of the average lakeshore setback line is not supported by practical difficulties and therefore is not a reasonable use of the property. *This criterion is not met.***
 - b. There are circumstances unique to the property not created by the landowner; **The existing house was not built by the current owners. The lot is substandard in area and width. The small lot size, substandard width, and existing improvements, such as Crystal Bay Road, are not the result of the current property owner's actions. This criterion is met.**
 - c. The variance will not alter the essential character of the locality. **The proposed variances resulting in the construction of an addition beyond the setbacks of the neighboring properties and thus in front of the average lakeshore setback is not in character with the neighborhood. The neighborhood has many lots that are shallow and substandard in size that require variances to redevelop. However, the City has been strict to adhere to the average lakeshore setback requirements, which this proposal does not meet. *This criterion is not met.***

Additionally, City Code 78-123 provides additional parameters within which a variance may be granted as follows:

4. Economic considerations alone do not constitute practical difficulties. **Economic considerations have not been a factor in the variance approval determination.**
5. Practical difficulties also include but are not limited to inadequate access to direct sunlight for solar energy systems. Variances shall be granted for earth-sheltered construction as defined in Minn. Stat. § 216C.06, subd. 17, when in harmony with Orono City Code Chapter 78. **This condition is not applicable.**
6. The board or the council may not permit as a variance any use that is not permitted under Orono City Code Chapter 78 for property in the zone where the affected person's land is located. **This condition is not applicable, as a residential home is a permitted use in the LR-1C District.**
7. The board or council may permit as a variance the temporary use of a one-family dwelling as a two-family dwelling. **This condition is not applicable.**

8. The special conditions applying to the structure or land in question are peculiar to such property or immediately adjoining property. **The substandard lot size, substandard lot width, and existing conditions of the property are unique conditions to this specific property. This criterion is met.**
9. The conditions do not apply generally to other land or structures in the district in which the land is located. **While the surrounding properties are similar in size, the location of the existing structures on the property are unique to the subject property. This criterion is met.**
10. The granting of the application is necessary for the preservation and enjoyment of a substantial property right of the applicant. **The existing home on the property currently has a two-car garage. While the existing garage may be smaller than desirable, it is currently usable. The proposal also includes a second story screened in porch and front porch addition that are not necessary for the preservation and enjoyment of the property. The increase in hardcover, expansions within the lake setback and the inability to meet the average lakeshore setback is not supported by practical difficulties. This criterion is not met.**
11. The granting of the proposed variance will not in any way impair health, safety, comfort or morals, or in any other respect be contrary to the intent of this chapter. **Granting the requested variances would be contrary to the intent of the zoning chapter. This criterion is not met.**
12. The granting of such variance will not merely serve as a convenience to the applicant, but is necessary to alleviate demonstrable difficulty. **There are not practical difficulties that support the application as proposed. The requested variances for a new garage addition with a second story screened in porch and a new front porch addition seem to be above and beyond what is needed to resolve the constraints of the property today. The requested variances seem to be a convenience to the applicant as they currently have reasonable use of the parcel with the existing single-family home. This criterion is not met.**

The Commission may recommend or Council may impose conditions in granting of variances. Any conditions imposed must be directly related to and must bear a rough proportionality to the impact created by the variance. No variance shall be granted or changed beyond the use permitted in this chapter in the district where such land is located.

Public Comments

The neighboring property owner at 3335 Crystal Bay Road has submitted a letter of concern which is included as Exhibit H. The neighbor explains concerns regarding drainage and lake views.

Issues for Consideration

1. Does the Planning Commission find that that the property owner proposes to use the property in a reasonable manner which is not permitted by an official control?
2. Does the Commission should discuss the increase in hardcover within the 75-foot setback.
3. The Commission should discuss if the property owner has reasonable use of the property.
4. Are there any other issues or concerns with this application?

Planning Staff Recommendation

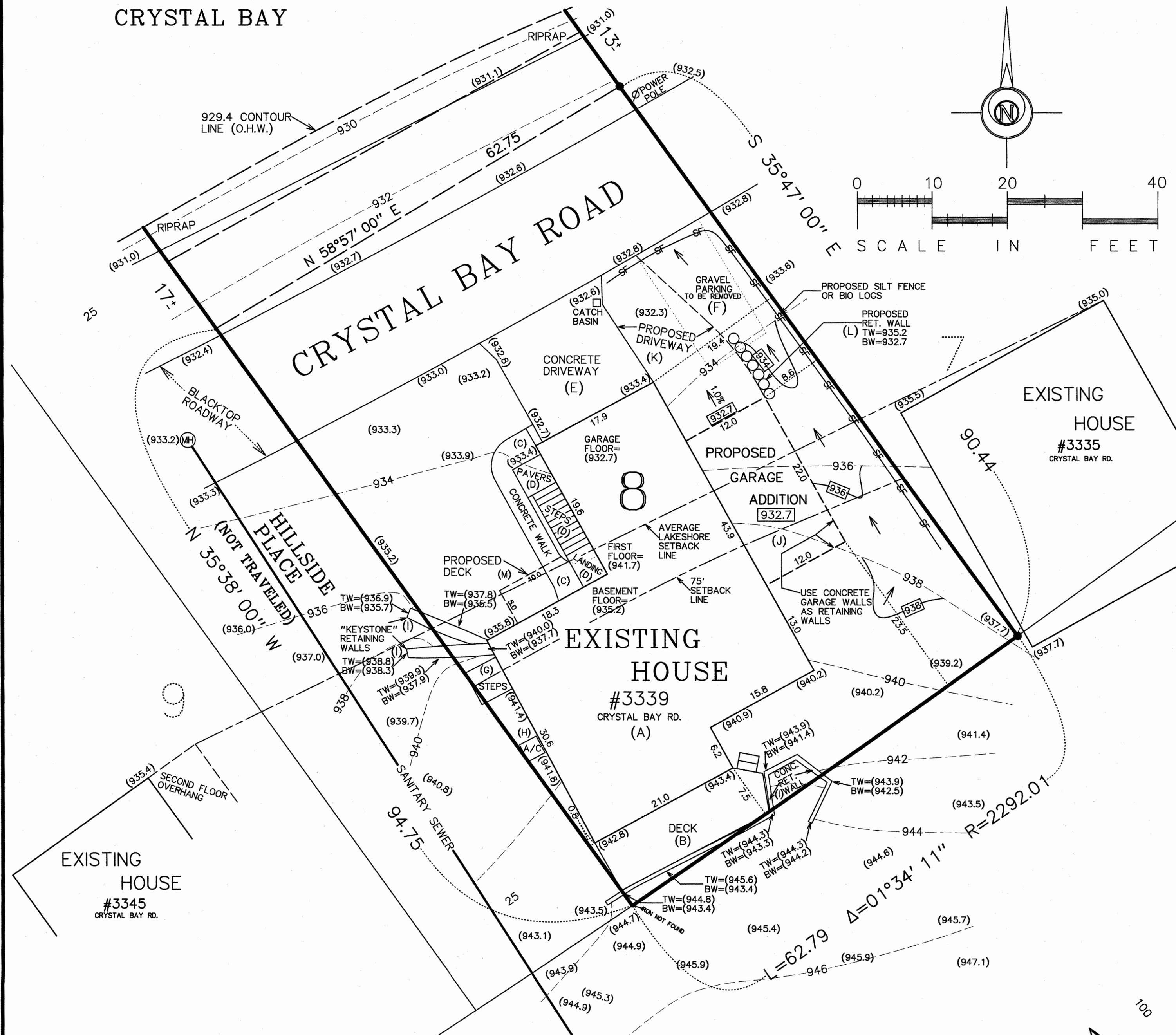
Planning staff recommends denial of the requested variances as applied.

Staff understands the constraints of the substandard lot and existing conditions. However, the plan would need to be modified in order to gain staff's support. The applicant should explore the possibility of an

expansion of the garage without needing to add a third stall. The addition should minimize the impact to the neighbor, perhaps by only being one-story. The driveway should also be modified to meet the 20-foot width standard. The applicant should also explore removing additional hardcover features to bring the site closer to conformance.

LAKE
MINNETONKA
CRYSTAL BAY

CERTIFICATE OF SURVEY FOR
S.J. FISHER CONSTRUCTION
OF LOT 8, WALLACES ADDITION TO
THE VILLAGE OF MINNETONKA BEACH
HENNEPIN COUNTY, MINNESOTA



LEGAL DESCRIPTION OF PREMISES :

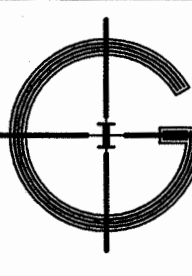
Lot 8, Wallace's Addition to the Village of Minnetonka Beach.

- : denotes iron marker found
- (908.3) : denotes existing spot elevation, mean sea level datum
- 910.8 : denotes proposed spot elevation
- 917— : denotes existing contour line, mean sea level datum
- 930— : denotes proposed contour line

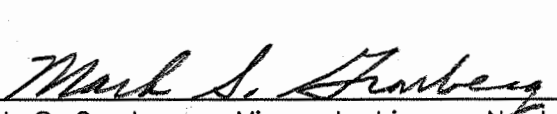
Bearings shown are based upon an assumed datum.

This survey intends to show the boundaries of the above described property, and the location of an existing house, spot elevations, topography and all visible "hardcover", and the proposed location of a proposed garage addition and grades thereon. It does not purport to show any other improvements or encroachments.

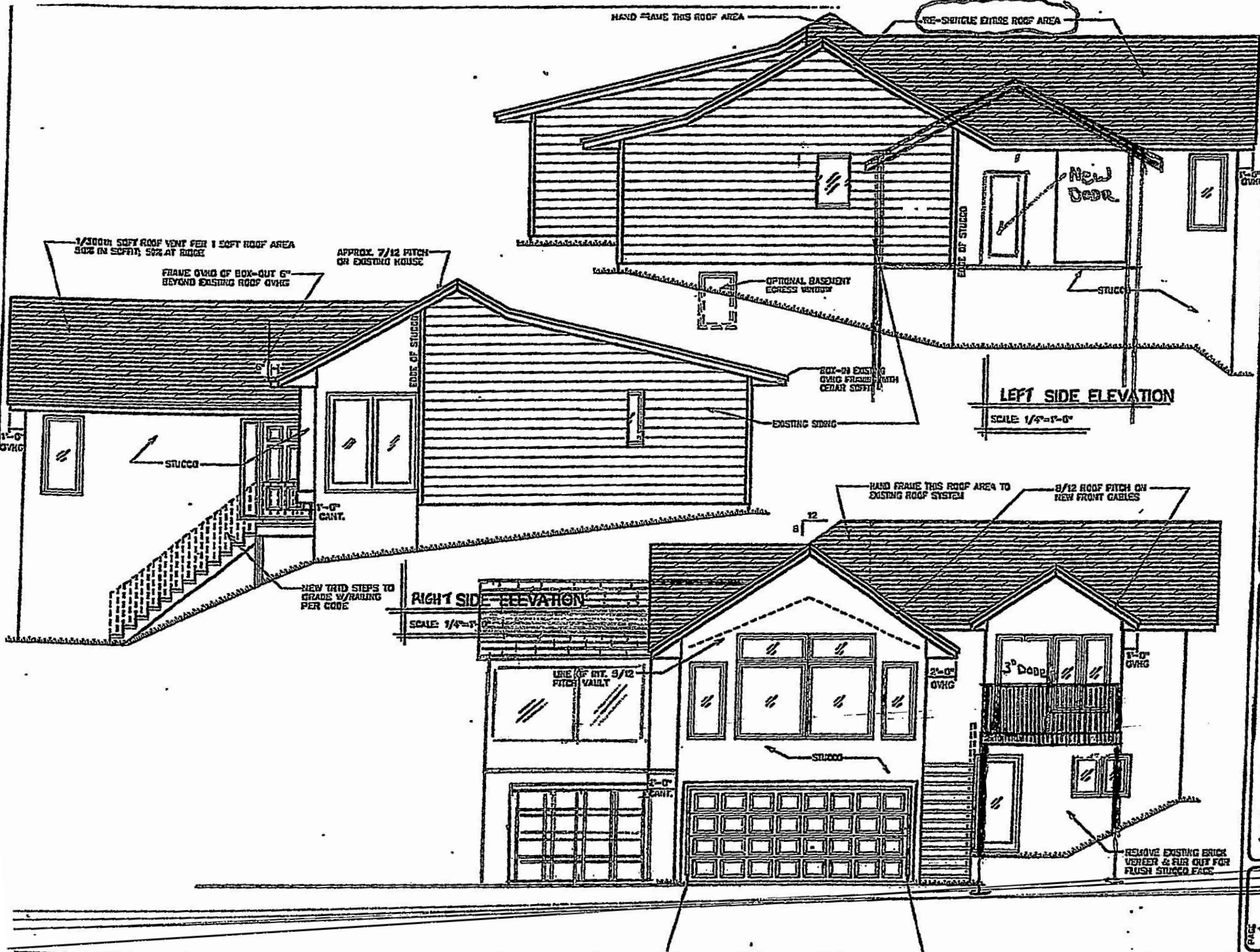
DATE	DESCRIPTION
2-19-24	REVISED PROPOSED GARAGE LOCATION, PROPOSED DECK ADDED
3-21-24	75' AND AVERAGE LAKESHORE SETBACK LINES ADDED


GRONBERG AND ASSOCIATES, INC.
 CONSULTING ENGINEERS, LAND SURVEYORS, & SITE PLANNERS
 445 NORTH WILLOW DRIVE
 LONG LAKE, MN. 55356
 952-473-4141

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


 Mark S. Gronberg Minnesota License Number 12755

SCALE	1"=10'
DATE	12-21-23
JOB NO.	24-050



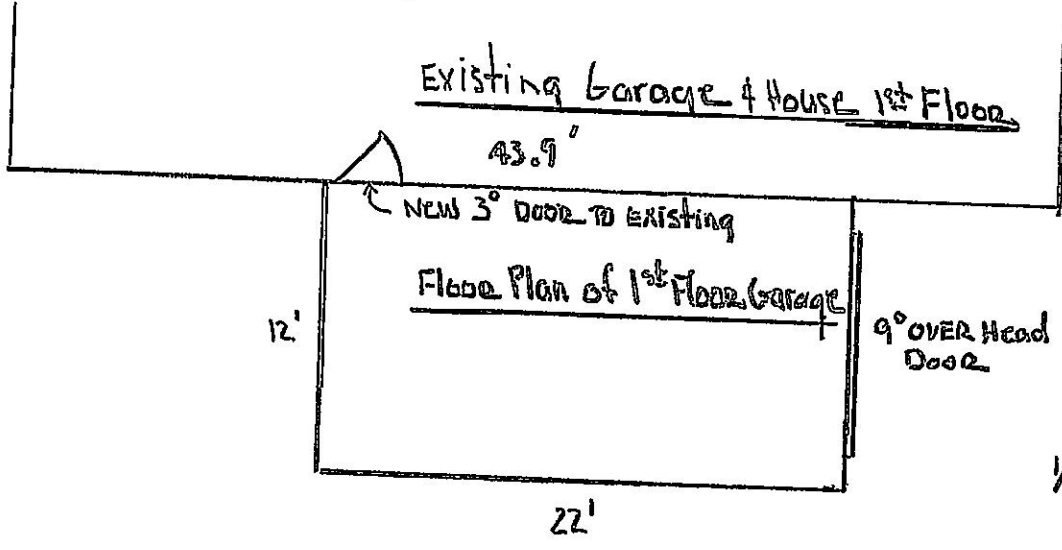
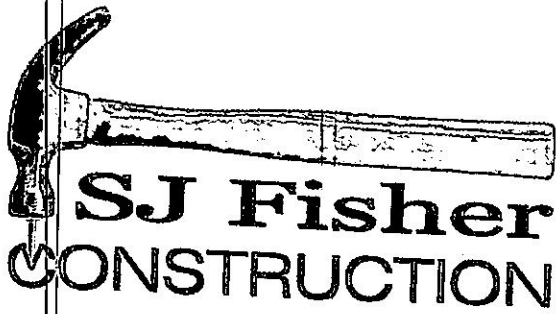
THIS SET OF PLANS IS THE PROPERTY OF AUTUMN DESIGN, INC. IT IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREON. ANY REUSE OR MODIFICATION OF THESE PLANS WITHOUT THE WRITTEN CONSENT OF AUTUMN DESIGN, INC. IS STRICTLY PROHIBITED.

ORR	TYPE	DATE
SB	PRELIM	11/28/08
SB	FINAL	12/18/08
SB	REV.	1/1/09
SB	REV.	1/1/09

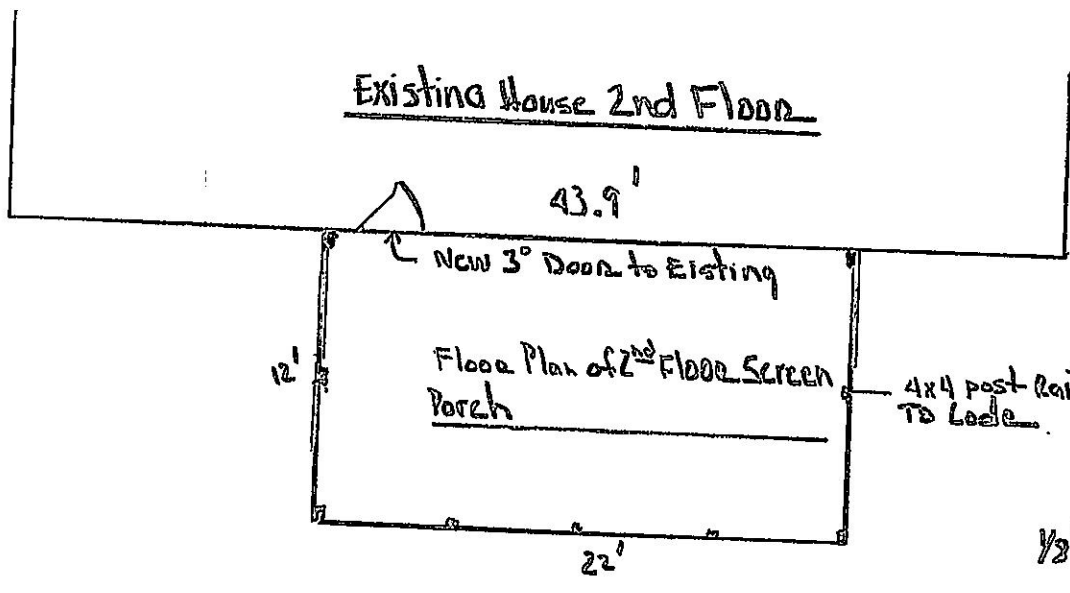
NEEL HUNGLER/SCHULTZ CONST.
 HOFER

AUTUMN DESIGN
 of Minnesota, Inc. (612) 873-4311

PAGE 1 of 1
 INDEX NO. 407R

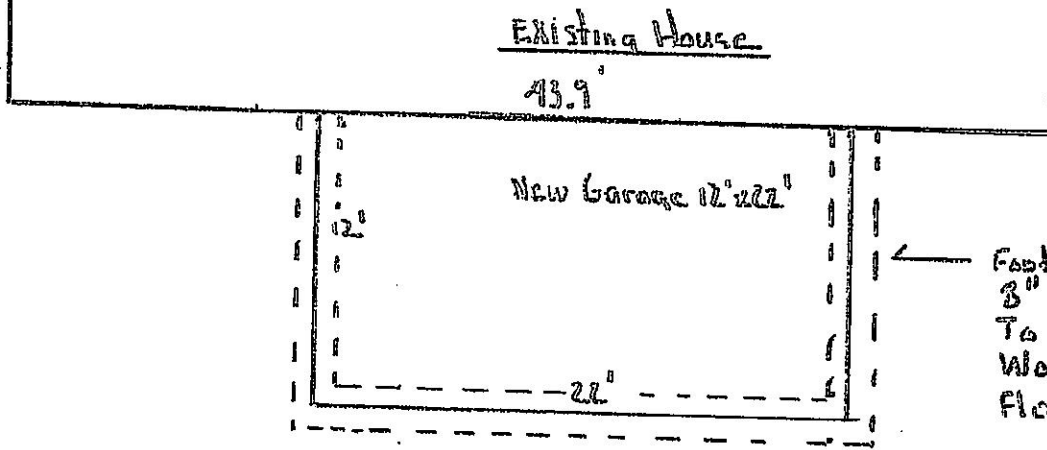


1/2" = 1'

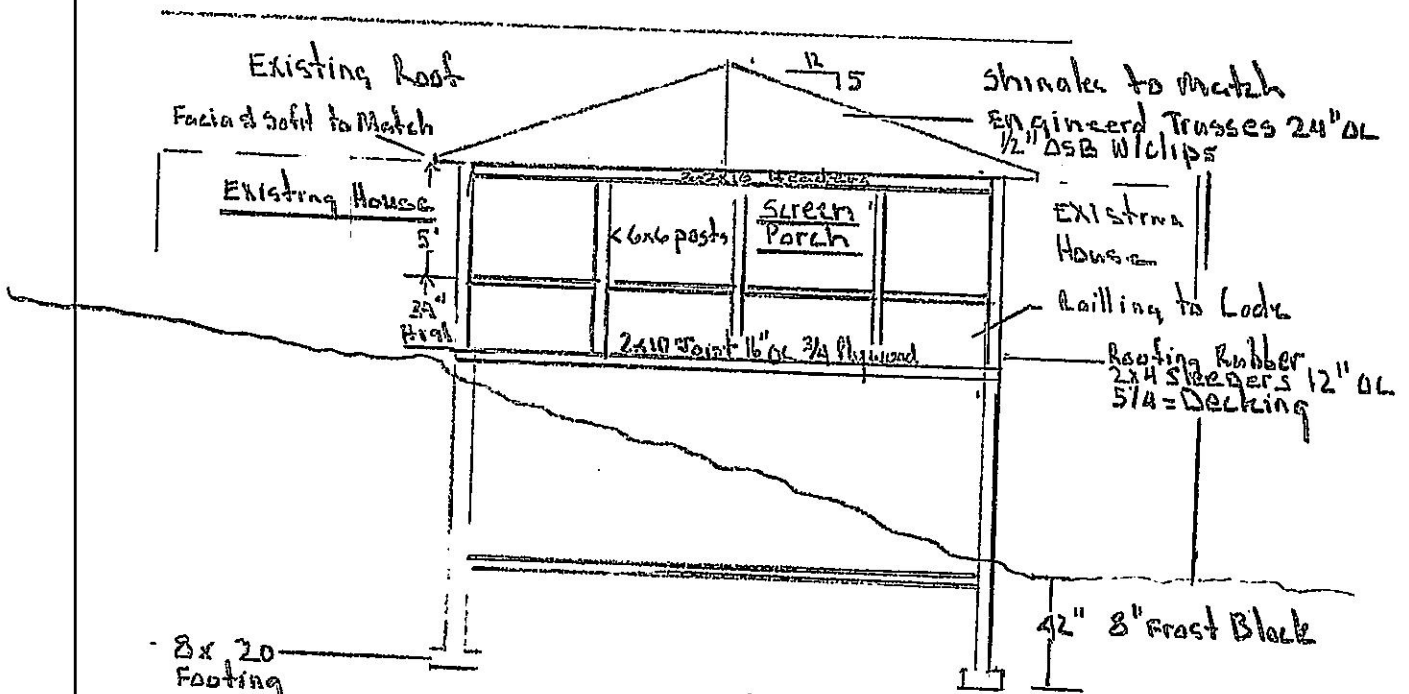


1/2" = 1'

SJ Fisher CONSTRUCTION



Layout Lower Level 1/8" = 1'



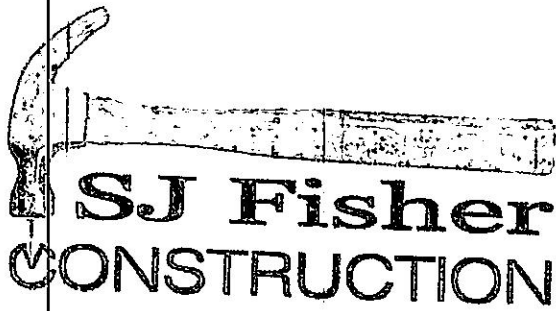
Section 1/4" = 1'

70 Florence Drive

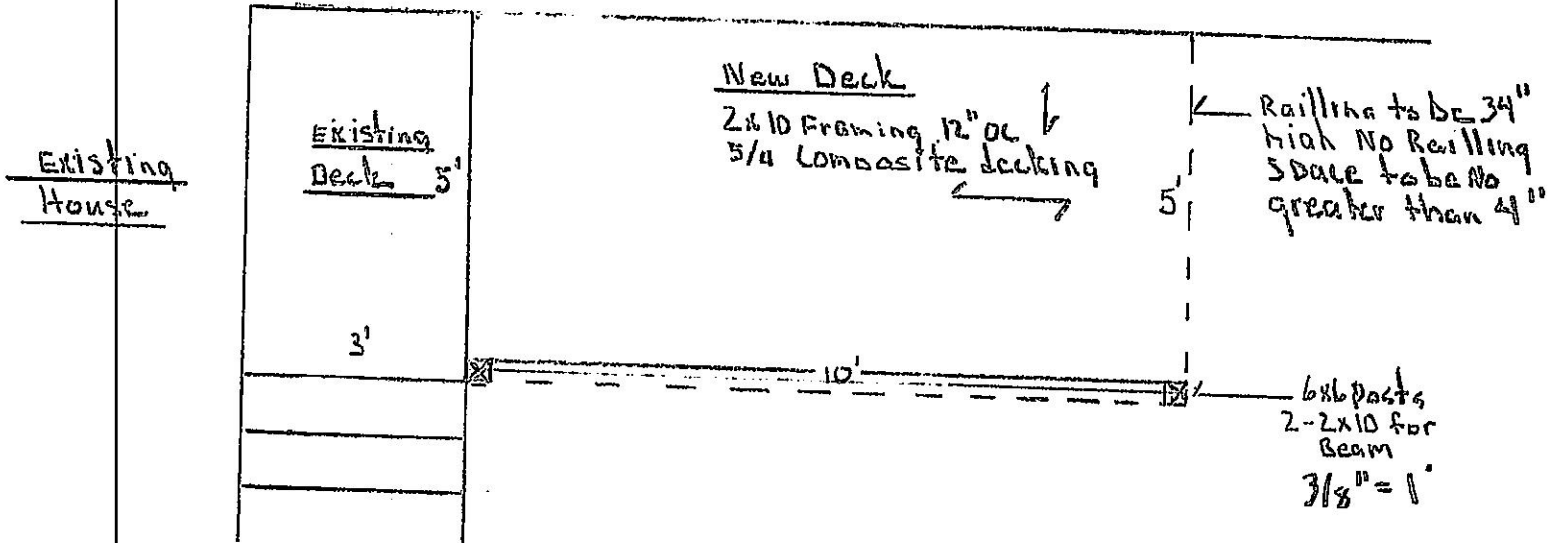
Excelsior, MN 55331

Office 952/474-6976

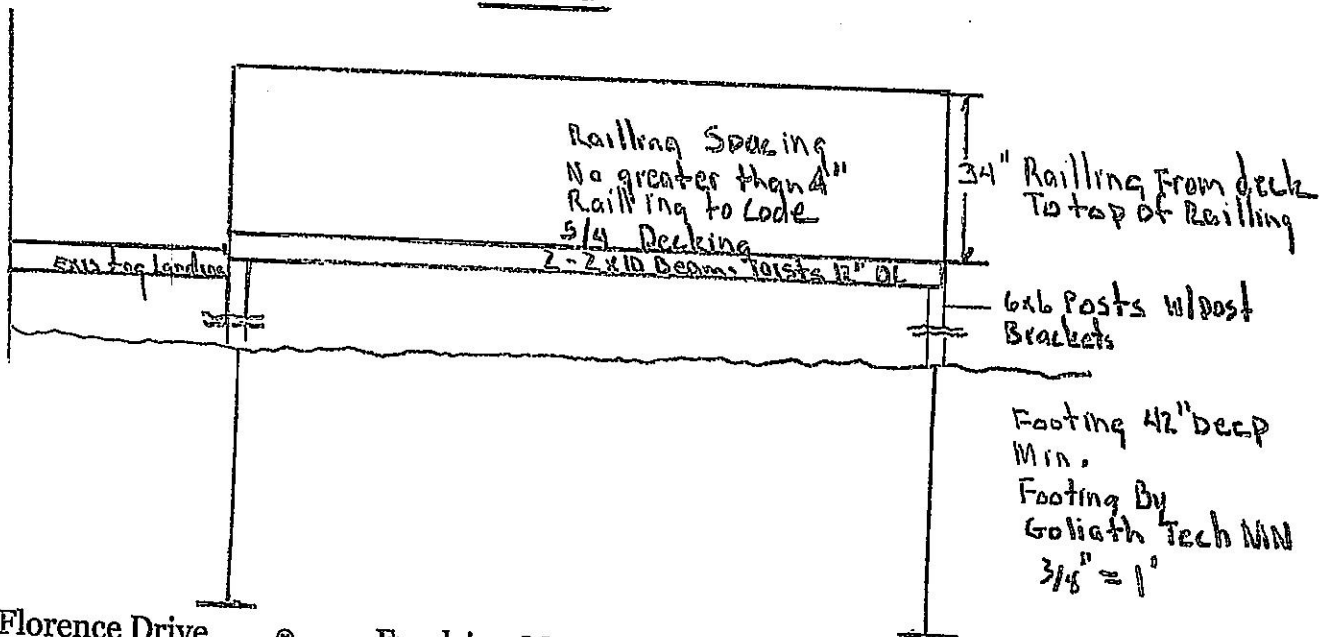
www.sjfisherconstruction.com



Existing House



House



70 Florence Drive

Excelsior, MN 55331

Office 952/474-6976



City of Orono Hardcover Calculation Worksheet

Property Address: 3339 CRYSTAL BAY ROAD (S.J. FISHER CONSTRUCTION)
 Prepared by: GADNERBERG & ASSOCIATES, INC. Date: 12-21-23

Stormwater Quality Overlay District Tier: (Circle one) **Tier 1** Tier 2 Tier 3 Tier 4 Tier 5

Step 1: EXISTING HARDCOVER

In the following table identify all items of existing hardcover on the property, keyed by letter to Certificate of Survey (survey must accompany this form). Use as many lines as necessary to accurately depict existing hardcover status of the property. For Tier 1 properties, identify any features by letter which are split at the 75' setback line and calculate hardcover square footage separately for each portion.

Key to Survey	Hardcover Item (Describe)	Length x Width	Total (Square Feet)
(Example)	(Garage)	(24' x 30')	(720 S.F.)
A	HOUSE		1370 S.F.
B	DECK + STEPS		176 S.F.
C	CONC. WALK		80 S.F.
D	STEPS + LANDINGS		69 S.F.
E	CONC. DRIVEWAY		260 S.F.
F	GRAVEL PLANKING		166 S.F.
G	STEPS		21 S.F.
H	ALC PAD		6 S.F.
I	RETAINING WALLS		39 S.F.
J			S.F.
K			S.F.
L			S.F.
M			S.F.
N			S.F.
O			S.F.
P			S.F.
Q			S.F.
R			S.F.
S			S.F.
T			S.F.
U			S.F.
V			S.F.
W			S.F.
X			S.F.
Y			S.F.
Z			S.F.
(1) Total Existing Hardcover			2187 S.F.
Excludable Hardcover (See City Code Sec 78-1684):			
I	RETAINING WALLS		39 S.F.
			S.F.
			S.F.
			S.F.
(2) Total Excludable Hardcover			39 S.F.
(3) Net Existing Hardcover [Subtract line (2) from line (1)]			2148 S.F.
(4) Total Lot Area 6769 - 1076 BLASTOP IN CRYSTAL BAY ROAD =			5693 S.F.
Proposed Hardcover Percentage [(3) ÷ (4)]			37.73 %

(Proposed Hardcover next page)

This is an information packet regarding Hardcover. Every effort has been made to insure the accuracy of the information contained herein; however, if any information is not consistent with provisions of the City Code, the Code provisions will prevail.



City of Orono Hardcover Calculation Worksheet

Property Address: 3339 CRYSTAL BAY ROAD (S.J. FISHER CONSTRUCTION)
 Prepared by: GROENBERG & ASSOCIATES, INC. Date: 12-21-23
2-19-24

Stormwater Quality Overlay District Tier: (Circle one) **Tier 1** Tier 2 Tier 3 Tier 4 Tier 5

Step 2: PROPOSED HARDCOVER

In the following table, identify all items of proposed hardcover on the property, keyed by letter to Certificate of Survey (survey must accompany this form). Include all existing hardcover items that are intended to remain, as well as all proposed hardcover items that will be added. Use as many lines as necessary to accurately depict proposed hardcover status of the property. For Tier 1 properties, identify any features by letter which are split at the 75' setback line and calculate hardcover square footage separately for each portion.

Key to Survey	Hardcover Item (Describe)	Length x Width	Total (Square Feet)
(Example)	(Garage)	(24' x 30')	(720 S.F.)
A	HOUSE (EXISTING)		1370 S.F.
B	DECK + STEPS "		176 S.F.
C	CONC. WALK 80 EXISTING - 18 BEING REMOVED =		62 S.F.
D	STEPS + LANDINGS "		69 S.F.
E	CONC. DRIVEWAY "		260 S.F.
F	GRAVEL DRIVEWAY (TO BE REMOVED)		165 S.F.
G	STEPS EXISTING		21 S.F.
H	A/C PAD "		6 S.F.
I	RETAINING WALLS "		39 S.F.
J	GARAGE ADDITION (PROPOSED)		264 S.F.
K	DRIVEWAY (PROPOSED)		249 S.F.
L	RETAINING WALL (PROPOSED)		17 S.F.
M	DECK (PROPOSED)		50 S.F.
N			S.F.
O			S.F.
P			S.F.
Q			S.F.
R			S.F.
S			S.F.
T			S.F.
U			S.F.
V			S.F.
W			S.F.
X			S.F.
Y			S.F.
Z			S.F.
(1) Total Proposed Hardcover			2583 S.F.
Excludable Hardcover (See City Code Sec 78-1684):			
I	RETAINING WALLS (EXISTING)		39 S.F.
L	RETAINING WALL (PROPOSED)		17 S.F.
			S.F.
			S.F.
(2) Total Excludable Hardcover			56 S.F.
(3) Net Proposed Hardcover [Subtract line (2) from line (1)]			2527 S.F.
(4) Total Lot Area 6769 - 1076 BLACKTOP IN CRYSTAL BAY ROAD =			5693 S.F.
Proposed Hardcover Percentage [(3) + (4)]			44.39%

AGENDA ITEM



Date: May 13, 2024

Item: 18

Title: Lurton Dog Park Parking Lot Project - Award

Presenter: Josh Lemons, Parks & Golf Superintendent

Section: Parks Report

1. **Purpose:**

The purpose of this item is to award the Lurton Park parking lot expansion project to Sunram Construction Inc.

2. **Background:**

Lurton Park has been a success since it has opened and parking has not been able to keep up with the demand. Parking has been observed to be taking place on Wayzata Blvd which can be a dangerous situation. The Park Commission has discussed the need to expand parking opportunities for several years now. Staff recently requested a design from Bolton & Menk to explore options for additional parking at Lurton Dog Park. Bolton & Menk determined that an additional 15 parking stall could be added by expanding the parking lot to the West and moving the fence line with it.

3. **Scope:**

The parking lot expansion would add an additional 14 parking stalls and one additional ADA stall. The lot will be re-striped and new fencing around the parking lot would be installed.

4. **Cost:**

The project was sent to two contractors for quotes. Sunram Construction, Inc. came in with a quote of \$74,730.00 and Blackstone Contractors, LLC came in at \$79,365.53.

5. **Funding:**

Funding for this project will come from the Lurton Park Fund. Once the project is completed, the fund will have a balance of \$36,950.28.

6. **Staff Recommendation:**

Staff recommends awarding the contract to Sunram Construction, Inc. The parking lot expansion is important to help provide additional parking for an already heavily used park while also providing safety by removing vehicles from Wayzata Blvd.

COUNCIL ACTION REQUESTED

Motion to award Lurton Dog Park project to Sunram Construction, Inc.

Exhibits

[A. 2024-05-1 Bid Award.pdf](#)

[B. 133581_Abstract.pdf](#)

[C. Lurton Park Improvements \(Full Set\).pdf](#)



**BOLTON
& MENK**

Real People. Real Solutions.

2638 Shadow Lane
Suite 200
Chaska, MN 55318-1172

Ph: (952) 448-8838
Fax: (952) 448-8805
Bolton-Menk.com

May 1, 2024

City of Orono
Attn: Adam Edwards
2750 Kelly Pkwy
PO Box 66
Orono, MN 55356

RE: Bid Results for the Lurton Park Improvements Project

Dear Mr. Edwards:

Enclosed is the bid abstract for the Lurton Improvements project. Four contractors were sent bid documents and two returned bids. The bids received are listed below:

Contractor	Bid
Sunram Construction Inc.	\$74,730.00
Blackstone Contractors, LLC	\$79,365.53

We have reviewed the bids and recommend awarding the project to the low bidder, Sunram Construction, Inc., in the amount of \$74,730.00.

Please let me know if you have questions or need additional information.

Sincerely,
Bolton & Menk, Inc.

David P. Martini, P.E.

ABSTRACT OF BIDS

LURTON PARK IMPROVEMENTS
CITY OF ORONO
BMI Project Number OC1.133581

* bid amount changed due to found calculation/addition error

BID DATE: 5/1/2024
TIME: 9:00 AM

ITEM NO.	ITEM	NOTES	APPROX. QUANT.	UNIT	Engineer's Estimate Bolton & Menk, Inc.		1 Sunram Construction, Inc.		2 Blackstone Contractors, LLC	
					UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
BASE BID										
1	MOBILIZATION		1	LUMP SUM	\$5,000.00	\$5,000.00	\$4,000.00	\$4,000.00	\$5,340.00	\$5,340.00
2	REMOVE WOOD BOLLARD	(1)	10	EACH	\$100.00	\$1,000.00	\$100.00	\$1,000.00	\$71.00	\$710.00
3	SAVAGE & REINSTALL FENCE	(1)	140	LIN FT	\$50.00	\$7,000.00	\$65.00	\$9,100.00	\$45.64	\$6,389.60
4	SALVAGE & REINSATALL GATE		1	LUMP SUM	\$2,500.00	\$2,500.00	\$1,000.00	\$1,000.00	\$710.00	\$710.00
5	EXCAVATION - COMMON (CV)	(P)	450	CU YD	\$40.00	\$18,000.00	\$45.00	\$20,250.00	\$37.24	\$16,758.00
6	AGGREGATE BASE CLASS 5 (RECYCLE)		350	TON	\$30.00	\$10,500.00	\$32.50	\$11,375.00	\$46.37	\$16,229.50
7	GRAVEL SURFACING CLASS 5 (100% CRUSHED LIMESTONE)		40	TON	\$35.00	\$1,400.00	\$85.00	\$3,400.00	\$48.40	\$1,936.00
8	TYPE SP 9.5 WEAR COURSE MIX (2,B)		60	TON	\$125.00	\$7,500.00	\$125.00	\$7,500.00	\$183.47	\$11,008.20
9	TYPE SP 12.5 NON-WEAR COURSE MIX (2,B)		75	TON	\$125.00	\$9,375.00	\$125.00	\$9,375.00	\$164.57	\$12,342.75
10	INSTALL BOLLARD		6	EACH	\$500.00	\$3,000.00	\$800.00	\$4,800.00	\$653.33	\$3,919.98
11	HYDRAULIC MULCH MATRIX W/ SEED MIX 35-241	(2)	450	SQ YD	\$6.50	\$2,925.00	\$4.00	\$1,800.00	\$7.42	\$3,339.00
12	4" SOLID WHITE LINE PAINT		630	LIN FT	\$5.50	\$3,465.00	\$1.00	\$630.00	\$1.00	\$630.00
13	PAVEMENT MESSAGE PAINT		2	EACH	\$250.00	\$500.00	\$250.00	\$500.00	\$26.25	\$52.50
					\$72,165.00		\$74,730.00		\$79,365.53	

NOTES:

(P) PLAN QUANTITY

(CV) COMPACTED VOLUME

(LV) LOOSE VOLUME

(1) POSTS, WIRE FENCE, EQUIPMENT, ETC.

(2) INCLUDES FERTILIZER, WEED CONTROL, WATERING & MAINTENANCE, AND 6" TOPSOIL

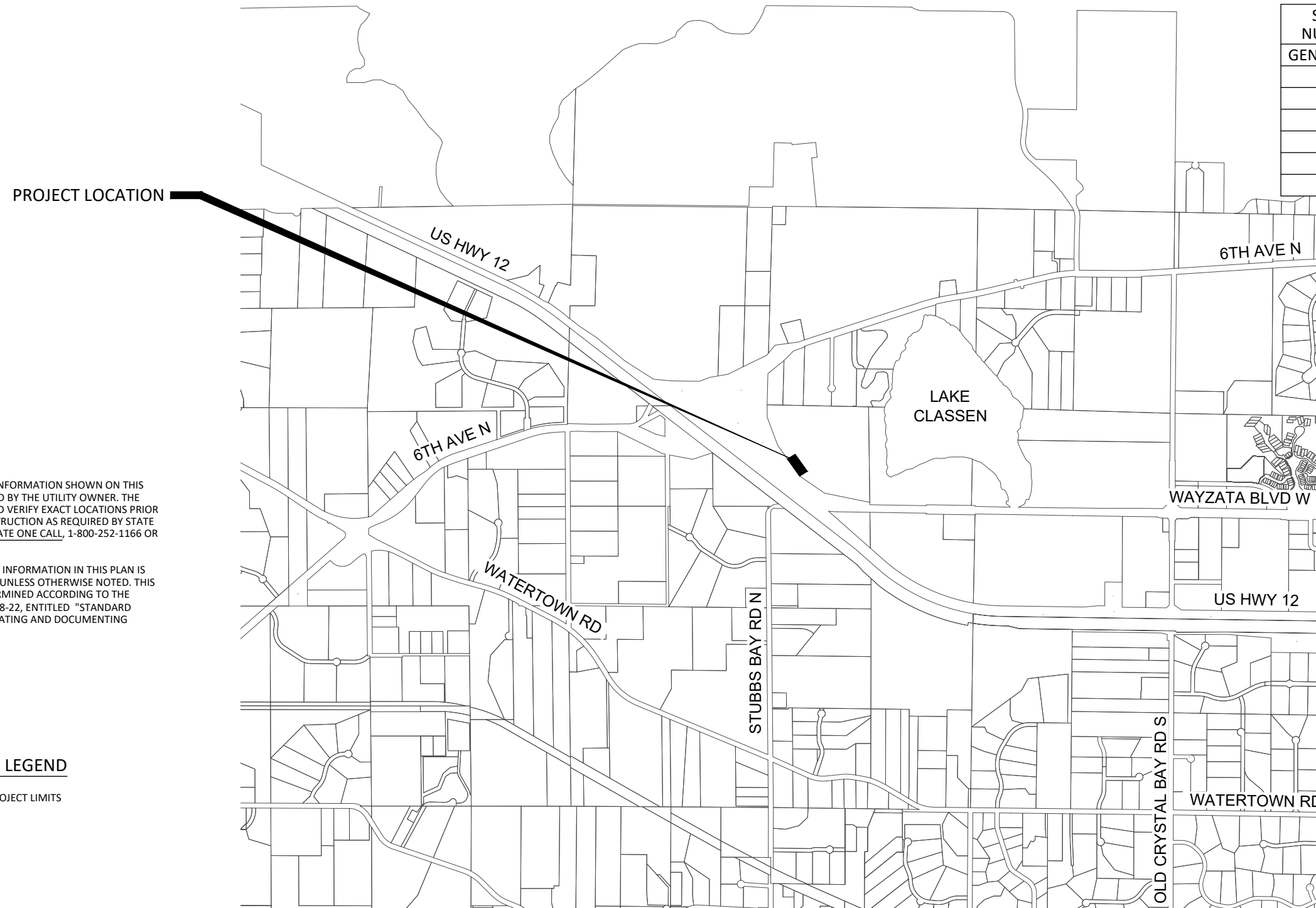
CITY OF ORONO

CONSTRUCTION PLANS FOR

2024 LURTON PARK IMPROVEMENTS

APRIL, 2024

SHEET NUMBER	SHEET TITLE
GENERAL	
1	TITLE SHEET
2	GENERAL NOTES & DETAILS
3	EXISTING CONDITIONS & REMOVAL PLAN
4	CONSTRUCTION PLAN
THIS PLAN SET CONTAINS <u>4</u> SHEETS.	



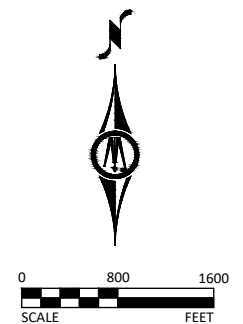
NOTE: EXISTING UTILITY INFORMATION SHOWN ON THIS PLAN HAS BEEN PROVIDED BY THE UTILITY OWNER. THE CONTRACTOR SHALL FIELD VERIFY EXACT LOCATIONS PRIOR TO COMMENCING CONSTRUCTION AS REQUIRED BY STATE LAW. NOTIFY GOPHER STATE ONE CALL, 1-800-252-1166 OR 651-454-0002.

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D UNLESS OTHERWISE NOTED. THIS UTILITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-22, ENTITLED "STANDARD GUIDELINE FOR INVESTIGATING AND DOCUMENTING EXISTING UTILITIES".

MAP LEGEND

PROJECT LIMITS

MAP OF THE CITY OF ORONO
HENNEPIN COUNTY, MN



© Bolton & Menk, Inc. 2024. All Rights Reserved. 4/3/2024 9:36:03 AM

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

Luke M. Connor
LUKE CONNOR
LIC. NO. 60787 DATE 4/3/2024



2638 SHADOW LANE, SUITE 200
CHASKA, MN 55318
Phone: (952) 448-8838
Email: Chaska@bolton-menk.com
www.bolton-menk.com

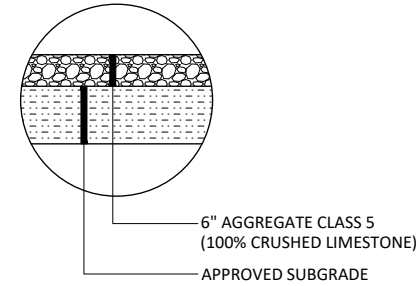
DESIGNED	NO.	ISSUED FOR	DATE
LC			
DRAWN			
JZ			
CHECKED			
JW			
CLIENT PROJ. NO.	OC1.133581		

CITY OF ORONO, MINNESOTA
LURTON PARK
TITLE SHEET

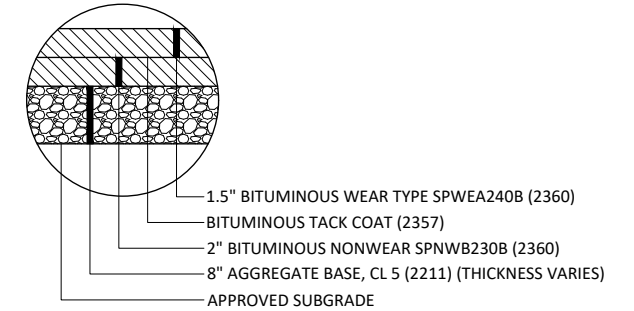
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OF
191

CONSTRUCTION NOTES:

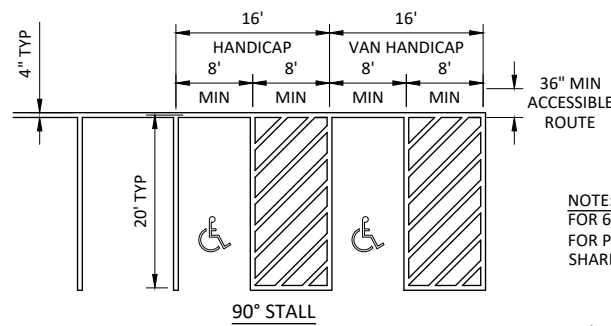
1. THE ENGINEER WILL MARK REMOVAL LIMITS IN THE FIELD PRIOR TO CONSTRUCTION. NO WORK SHALL COMMENCE UNTIL ALL REMOVAL LIMITS ARE CLEARLY MARKED AND REVIEWED BY THE ENGINEER AND THE CONTRACTOR.
2. THE CONTRACTOR SHALL PROTECT ALL ITEMS NOT MARKED FOR REMOVAL.
3. ALL REMOVAL ITEMS SHALL BE DISPOSED OF OFF-SITE IN PROPER ACCORDANCE WITH ALL FEDERAL, STATE AND LOCAL REGULATIONS.
4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR SUPPLYING, INSTALLING, ERECTING, MAINTAINING, AND THE COORDINATION OF ALL NO PARKING SIGNS TO TEMPORARILY PROHIBIT VEHICLES PARKING WITHIN THE PROJECT LIMITS DURING CONSTRUCTION IN ACCORDANCE WITH AN APPROVED PLAN. THE SIGN SIZE, COLOR, MESSAGE, ETC. SHALL BE APPROVED BY THE ENGINEER. NO SIGNS SHALL BE ERECTED WITHOUT PROPER NOTIFICATION TO THE POLICE AND ENGINEER.
5. STREETS USED AS HAUL ROUTES SHALL BE SWEEP/CLEANED DAILY IN ORDER TO PREVENT A BUILDUP FROM DROPPED MILLINGS, BITUMINOUS, AC, ETC. THIS WORK SHALL BE CONSIDERED INCIDENTAL TO THE PAVING.
6. ALL TRAFFIC CONTROL DEVICES SHALL BE IN COMPLIANCE WITH THE MN MUTCD MANUAL GUIDELINES. ALL LAYOUTS SHALL CONFORM WITH THE LATEST MN MUTCD FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS. PORTIONS OF THE PARKING LOT MUST REMAIN OPEN DURING CONSTRUCTION.
7. FIELD CONDITIONS MAY REQUIRE MODIFICATIONS OF LAYOUTS AS DEEMED NECESSARY BY THE ENGINEER.
8. PROTECT ALL LANDSCAPING ADJACENT TO THE PARKING LOT.
9. ALL DISTURBED TURF AREAS SHALL BE RESTORED WITH 6-INCHES OF TOPSOIL, MNDOT 35-241 (NATIVE SEED MIX) AND HYDROMULCH.
10. ALL SAWCUTTING IS INCIDENTAL. THE COST TO SAWCUT SHALL BE INCLUDED IN OTHER BID ITEMS.
11. CONTRACTOR SHALL SALVAGE AND RESPREAD EXISTING TOPSOIL.



AGGREGATE SURFACING
NOT TO SCALE
(FOR PARK WALKING PATHS)



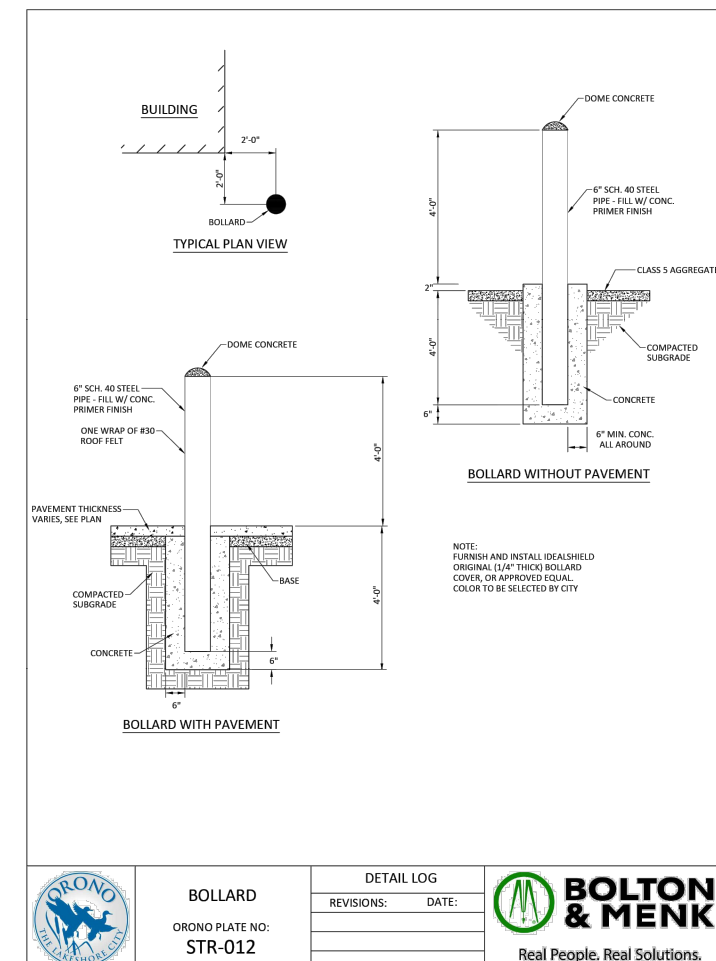
FULL DEPTH BITUMINOUS
NOT TO SCALE
(FOR PARKING LOT WIDENING)



NOTE:
FOR 60° HANDICAP PARKING, A 8' WIDE PAINTED LANE AREA IS NEEDED FOR PASSENGER AND DRIVER LOADING/UNLOADING. LANES CAN BE SHARED BY ADJACENT HANDICAP STALLS.

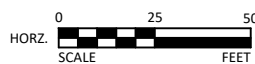
10' WIDE 90°, 9' WIDE 60° PARKING RATIO
1/25 HANDICAPPED/TOTAL STALLS RATIO
1-8 VAN ACCESSIBLE/HANDICAPPED
6-1-94

SYMBOLS & MATERIALS LEGEND			
STRIPING KEY			
	CIRCLE - MULTI COMP		
	TRIANGLE - PAINT		
	PENTAGON - PREF TAPE		
	SQUARE - PREF THERMO		
	CROSSWALK BLOCK WHITE		
	PAVEMENT MESSAGE (TYP) PAINT		
	HANDICAP MESSAGE (TYP) PAINT		
		1ST DIGIT WIDTH 4", 8", ETC.	2ND DIGIT PATTERN S - SOLID B - BROKEN D - DOTTED/DOUBLE
		3RD DIGIT COLOR W - WHITE Y - YELLOW B - BLACK	
EXAMPLE: = 4" SOLID LINE WHITE - MULTI COMP			



	BOLLARD ORONO PLATE NO: STR-012	DETAIL LOG		
		REVISIONS:	DATE:	

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I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

Luke M. Connor
LUKE CONNOR
LIC. NO. 60787 DATE 4/3/2024



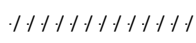
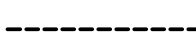


2638 SHADOW LANE, SUITE 200
CHASKA, MN 55318
Phone: (952) 448-8838
Email: Chaska@bolton-menk.com
www.bolton-menk.com





DESIGNED	NO.	ISSUED FOR	DATE
LC			
DRAWN	JZ		
CHECKED	JW		
CLIENT PROJ. NO.	OC1.133581		

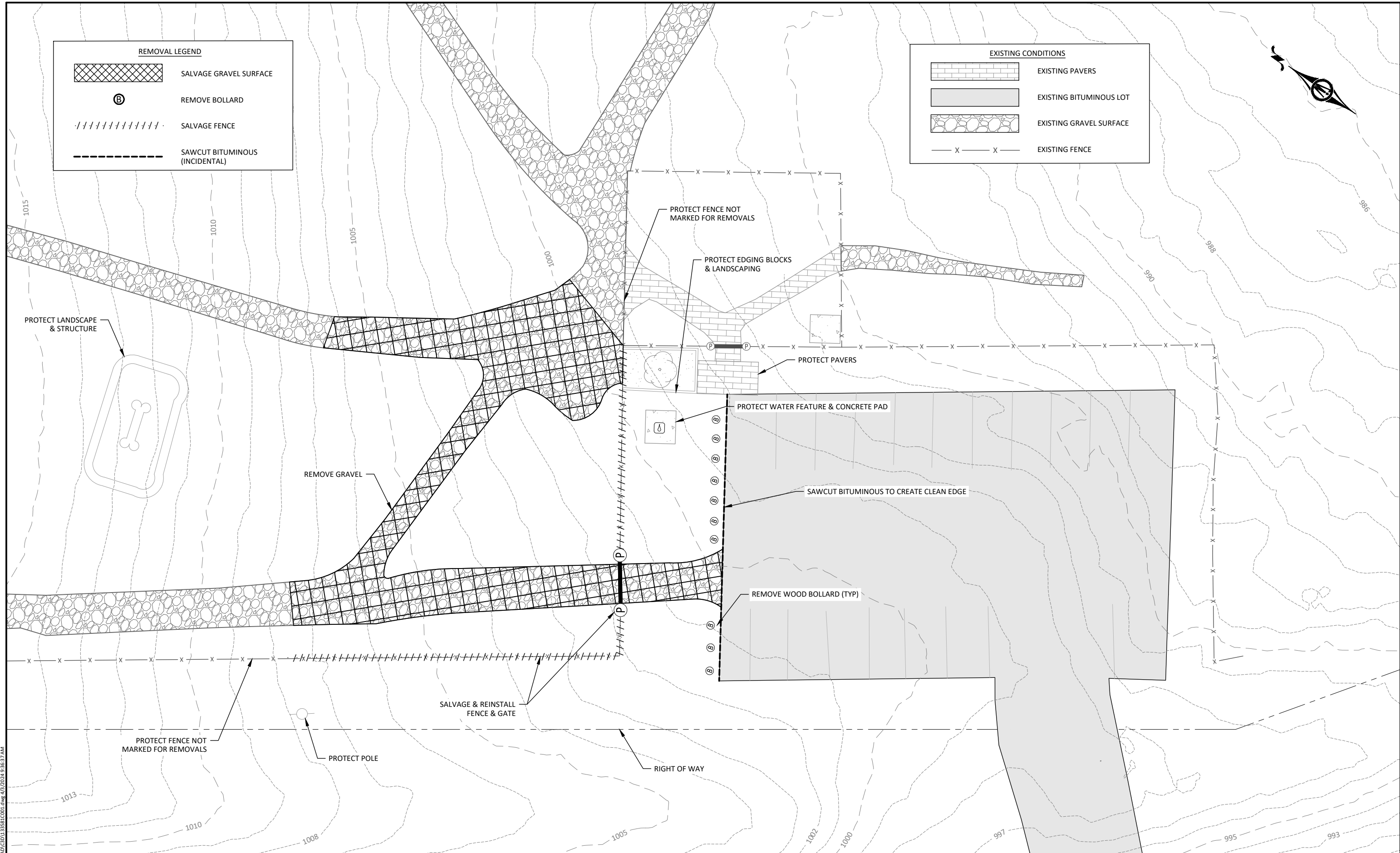
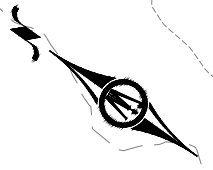
CITY OF ORONO, MINNESOTA
LURTON PARK
GENERAL NOTES & DETAILS

REMOVAL LEGEND

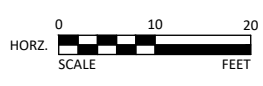
-  SALVAGE GRAVEL SURFACE
-  REMOVE BOLLARD
-  SALVAGE FENCE
-  SAWCUT BITUMINOUS (INCIDENTAL)

EXISTING CONDITIONS

-  EXISTING PAVERS
-  EXISTING BITUMINOUS LOT
-  EXISTING GRAVEL SURFACE
-  EXISTING FENCE



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Luke M. Connor
 LUKE CONNOR
 LIC. NO. 60787 DATE 4/3/2024



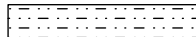




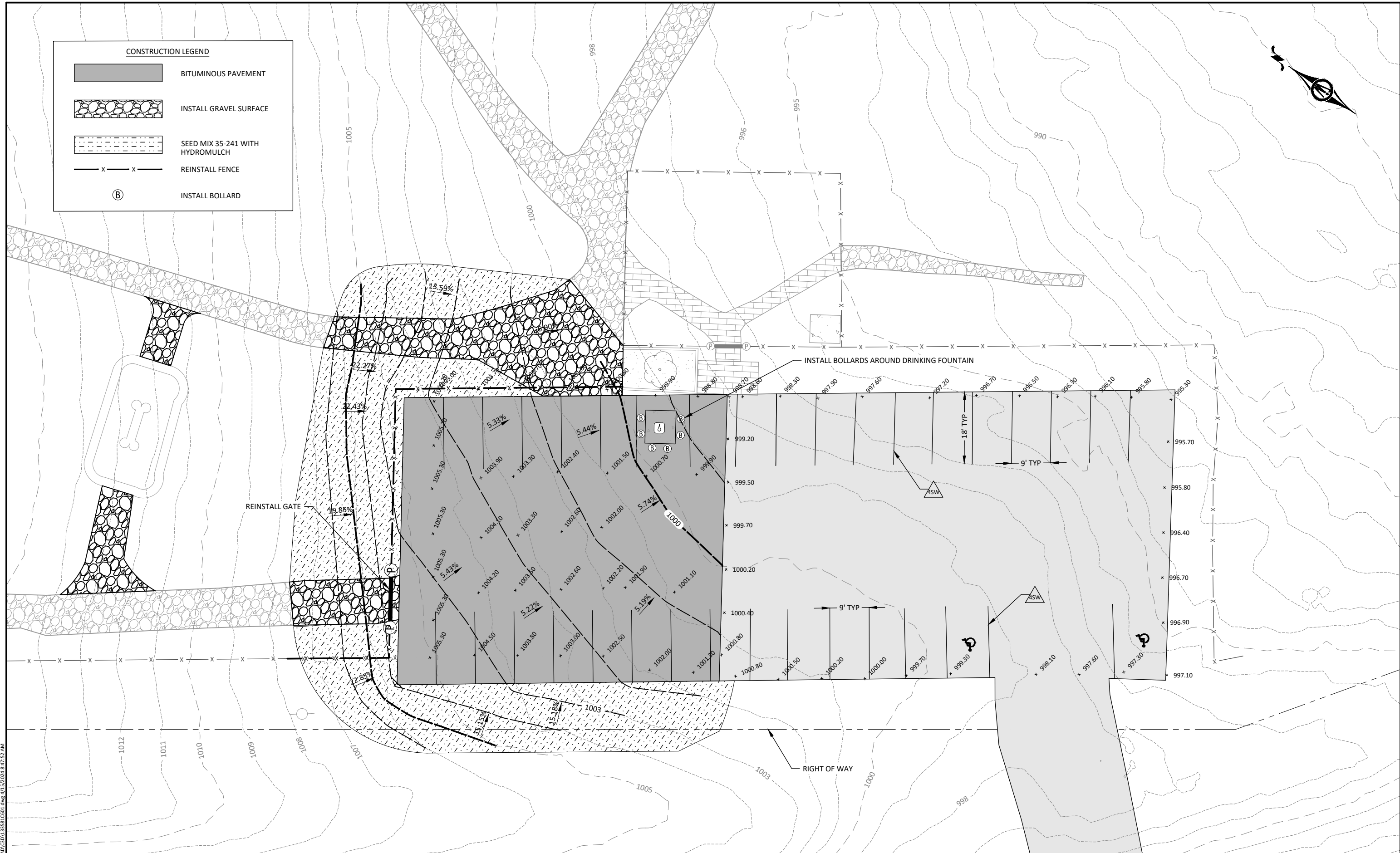
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 Email: Chaska@bolton-menk.com
 www.bolton-menk.com

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CLIENT PROJ. NO.	OC1.133581		

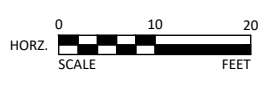
CITY OF ORONO, MINNESOTA
 LURTON PARK
 EXISTING CONDITIONS & REMOVAL PLAN

CONSTRUCTION LEGEND

-  BITUMINOUS PAVEMENT
-  INSTALL GRAVEL SURFACE
-  SEED MIX 35-241 WITH HYDROMULCH
-  REINSTALL FENCE
-  INSTALL BOLLARD



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Luke M. Connor
 LUKE CONNOR
 LIC. NO. 60787 DATE 4/3/2024



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CITY OF ORONO, MINNESOTA
 LURTON PARK
 CONSTRUCTION PLAN

AGENDA ITEM



Date: May 13, 2024

Item: 19

Title: Golf Course Pavilion Project Award

Presenter: Josh Lemons, Parks & Golf Superintendent

Section: Parks Report

1. **Purpose:**

The purpose of this item is to award the Golf Course Pavilion project to Mike North Construction.

2. **Background:**

The Parks Commission created a Golf Course Masterplan in 2017. The masterplan focused on amenities such as a deck for the clubhouse, a fire pit, a pavilion, and other items. The pavilion was recently included in the Pickleball Masterplan for the golf course several years ago. While pickleball was removed from consideration at the golf course, the pavilion has remained as an item of interest. The pavilion would be of great use to the golf course to help bring in corporate events, birthday parties, golf customer use, etc.

The Orono Lions contacted staff towards the end of 2023 with a request to partner on building a pavilion in time for the 100-year anniversary of the golf course. The Orono Lions would like to dedicate the pavilion to the Leo Feser Family. Leo Feser was the founder of the Orono Orchards Golf Course. Staff brought the request to the Parks Commission who unanimously recommended taking the proposal to the City Council.

An open house was held on May 7, 2024. Comments are attached.

3. **Scope:**

The project would feature a 24'x40' wooden structure that would match the aesthetics of the clubhouse. The pavilion would feature a concrete slab for a base.

4. **Cost:**

Staff sent the project to three contractors and only received one quote back for the work. Mike North Construction provided the sole quote. The estimated cost of the project is \$80,222. The contractor is willing to use labor from the Orono Lions which will help offset some of the cost of the project.

5. **Funding:**

Funding for this project would come from donations from the Orono Lions and from city funds. The Orono Lions have committed to donate \$40,000.00. Richard Anderson of North Shore Marina has also committed to a \$2500 donation for the pavilion as well. This would leave a balance of \$37,722.00 which would come from a combination of the Golf Course Enterprise fund and the Parks fund.

6. **Staff Recommendation:**

Staff recommends awarding the contract to Mike North Construction. This is a unique opportunity to gain a city asset while partnering with a local charitable group. If the city were to build this without the support of the Orono Lions, the city would be paying a much higher price for the same

outcome. The pavilion will be a great amenity to the golf course and can be used year-round by any users of the park.

COUNCIL ACTION REQUESTED

Motion to award contract to Mike North Construction and to accept donations from the Orono Lions and Richard Anderson of North Shore Marina.

Exhibits

[24-4-24 A1 Exterior Elevations.pdf](#)

[24-4-24 A2 Floor Plan.pdf](#)

[24-4-24 A3 Cross Section.pdf](#)

[Updated Rendering.pdf](#)

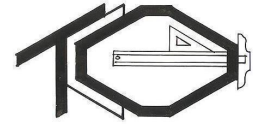
[Orono Orchards Estimate.pdf](#)

[Barbara Schmitz Comment.pdf](#)

[Open House Comments.pdf](#)

ORONO PUBLIC GOLF COURSE

265 ORONO ORCHARD ROAD SOUTH ORONO



TCO DESIGN

drafting and home design

TCO DESIGN

drafting and home design

3305 Highway 169 North
Suite 222
Plymouth, MN 55441

Office 763-424-3676
Cell 952-994-8276

dedication to excellence

Prepared by:
Todd Ofsthun

Office 763-424-3676
Cell 952-994-8276

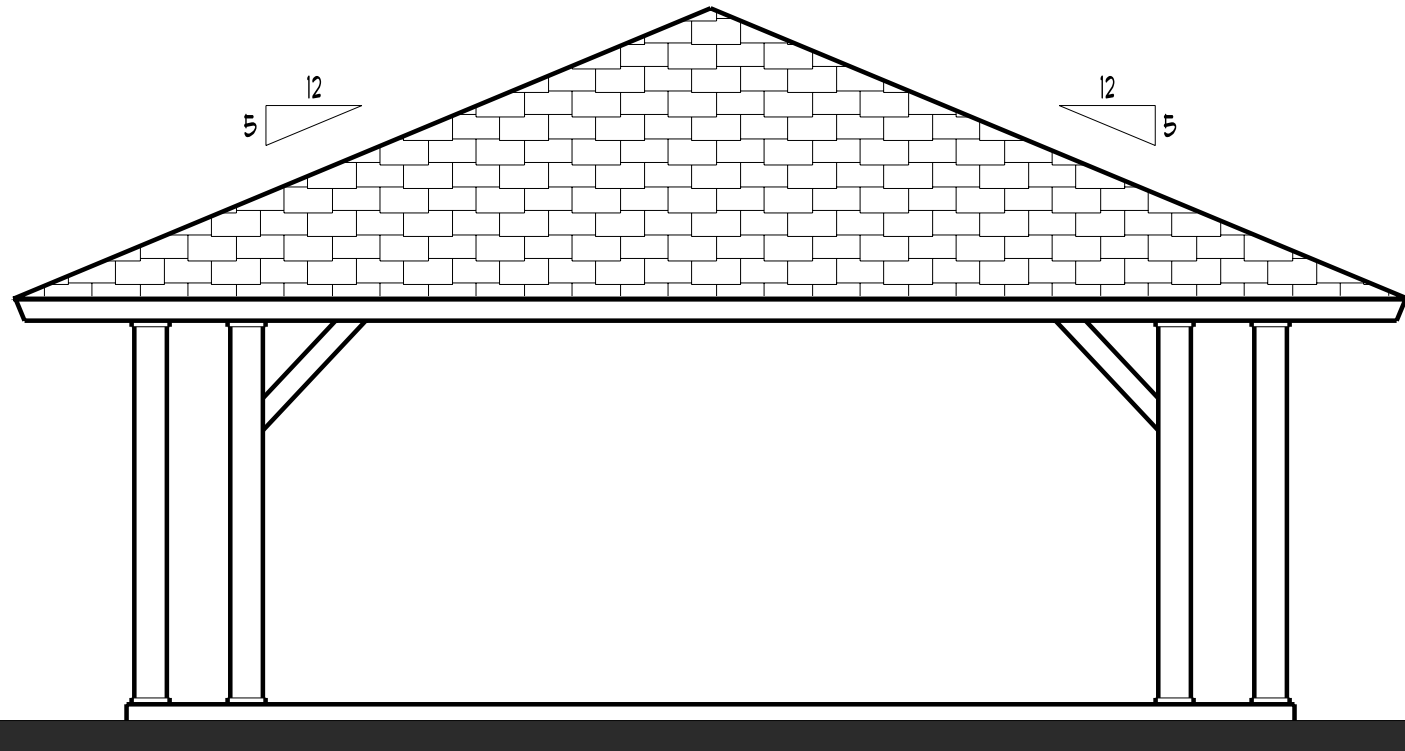
todd@tcodeign.net

Plan Date
PRE-FINAL 4-24-24

Design #
tco202408

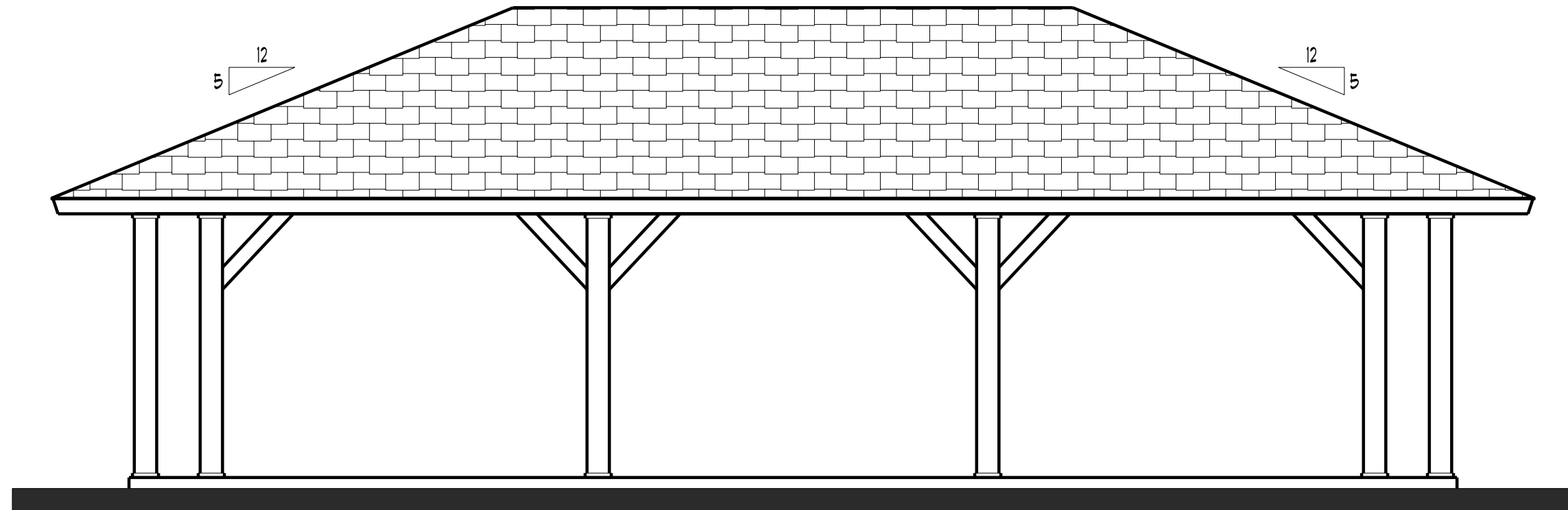
A1

A1 OF 3



SIDES ELEVATION

SCALE 1/4" = 1'-0"

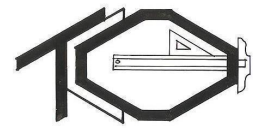


FRONT AND REAR ELEVATION

SCALE 1/4" = 1'-0"

ORONO PUBLIC GOLF COURSE

265 ORONO ORCHARD ROAD SOUTH ORONO



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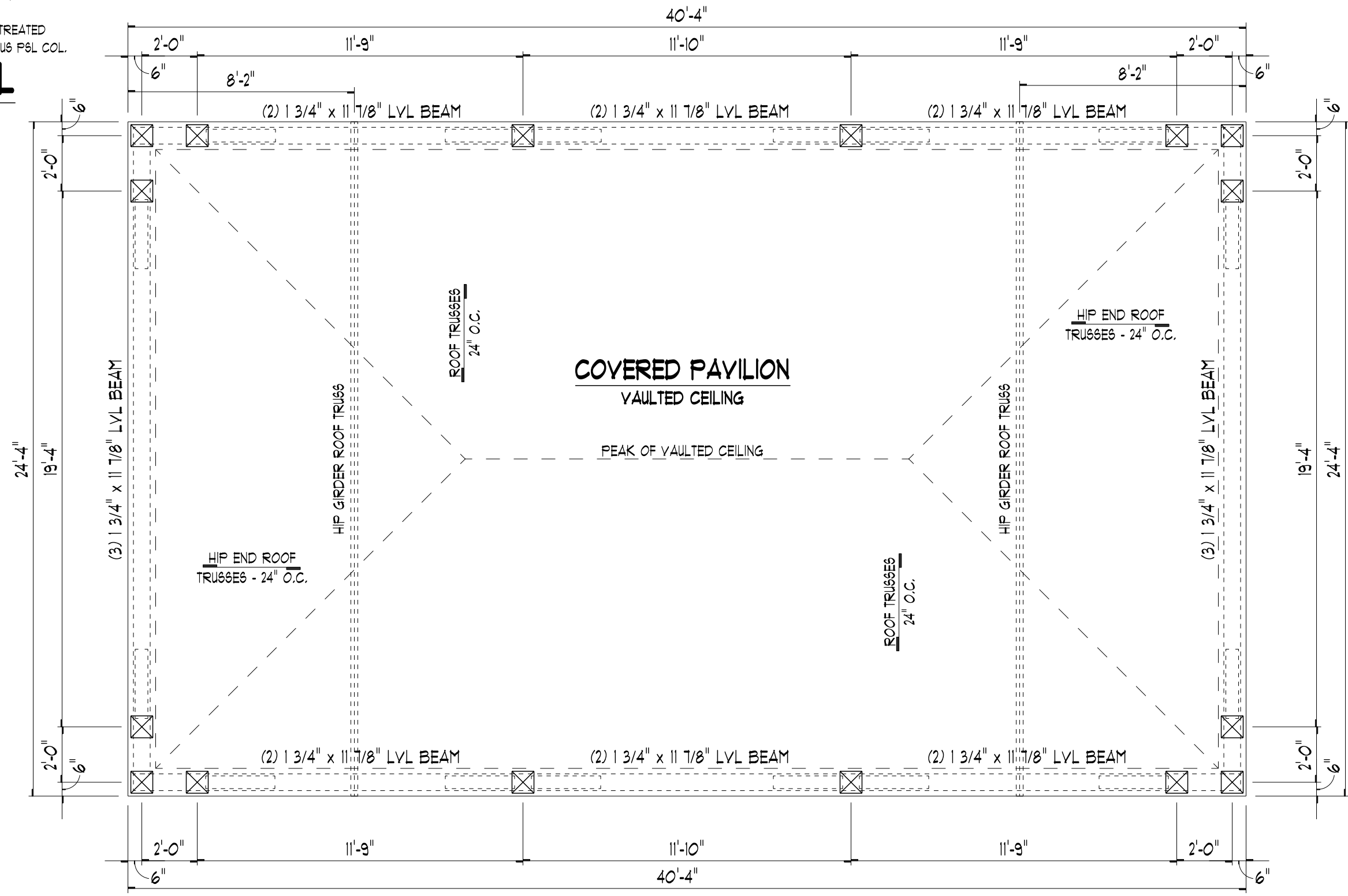
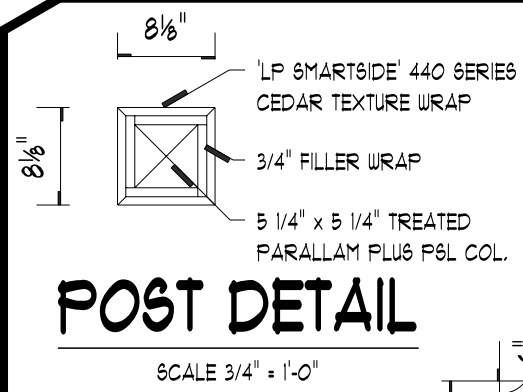
todd@tcodeign.net

Plan Date
PRE-FINAL 4-24-24

Design #
tco202408

A2

A2 OF 3

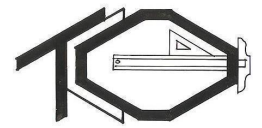


PAVILION FLOOR AND SLAB PLAN

SCALE 1/4 inch = 1 foot 0 inches

ORONO PUBLIC GOLF COURSE

265 ORONO ORCHARD ROAD SOUTH ORONO



TCO DESIGN

drafting and home design

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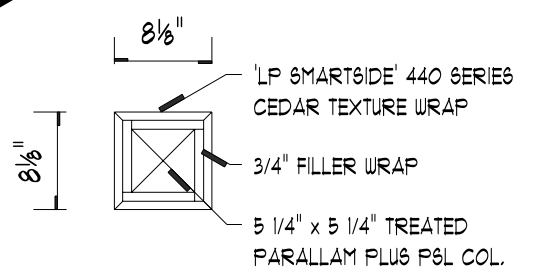
todd@tcodeign.net

Plan Date
PRE-FINAL 4-24-24

Design #
tco202408

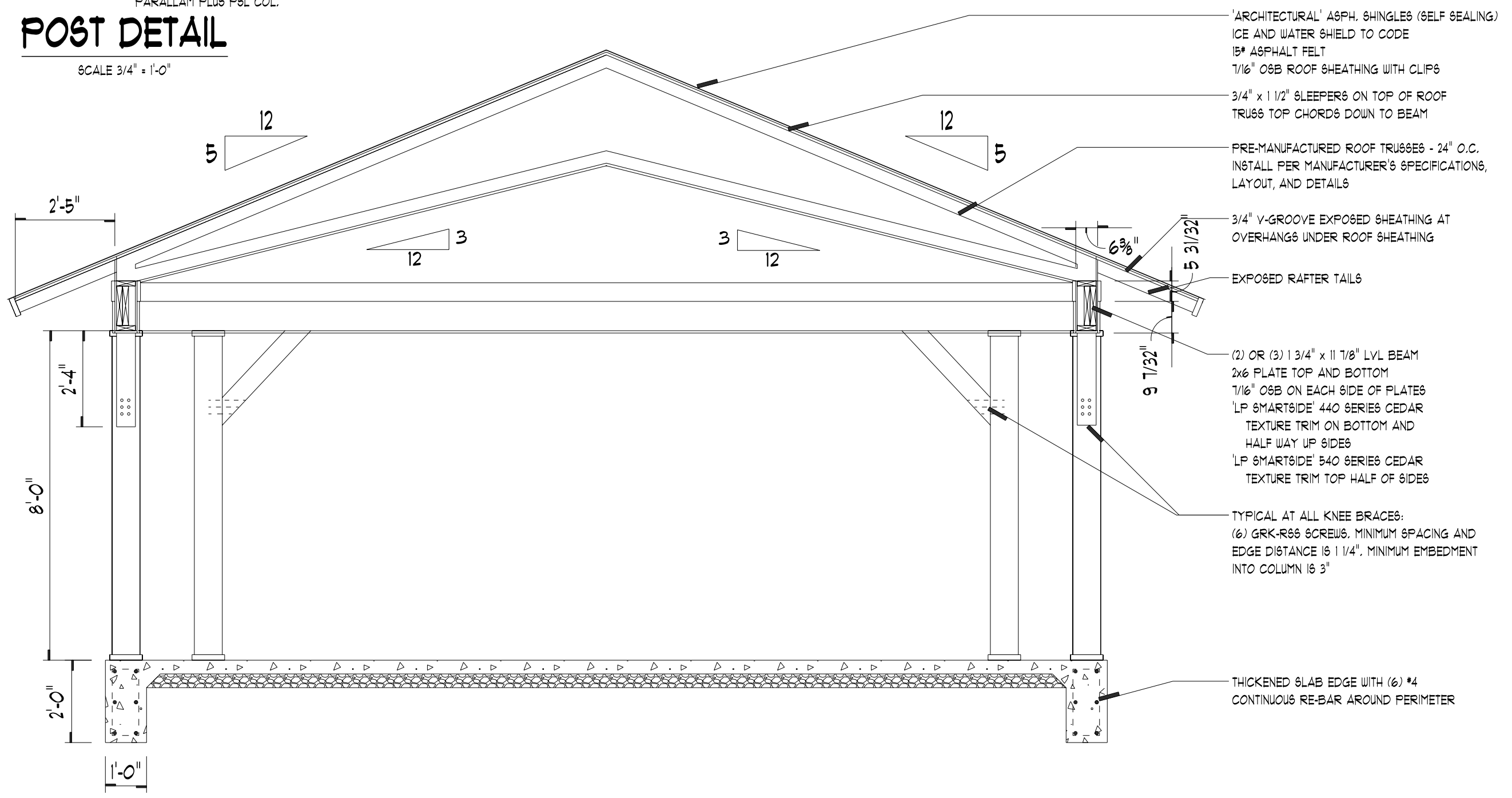
A3

A3 OF 3



POST DETAIL

SCALE 3/4" = 1'-0"



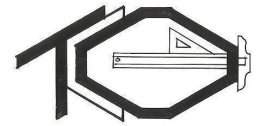
CROSS SECTION

SCALE 3/8" = 1'-0"



ORONO PUBLIC GOLF COURSE

265 ORONO ORCHARD ROAD SOUTH ORONO



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Prepared by:
Todd Ofsthun

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Cell 952-994-8276

todd@tcodeign.net

Plan Date
PRELIM, 1-26-24

PRELIM, 3-28-24

PRELIM, 4-4-24

PRELIM, 4-5-24

Design #

tco202408

A1

A1 OF 2

Mike North Construction
800 North Brown Rd.
Long Lake Mn. 55356

4-14-24 updated new plan
Previous bid rescinded.

Orono Woods Golf Course
Pavilion project, updated version with larger posts, 3 per corner
40' x 24' x 9' tall open sided, hip roof & hip vaulted paneled ceiling, concrete monolithic slab.

Budget Proposal

Permit, by others
Electrical by others

Site sand lift estimate Site not prepped, but pretty flat, might need dirt scrapped	\$3,105
4" monolithic slab 40' x 24' , with turned down perimeter 12" x 8" 2 courses of rod.	\$15,870
2' concrete apron x 40' parking lot side, outside of "footprint" If desired	\$3,200
Framing materials as designed Includes t & g panel ceiling (\$9400)	\$32,083
Carpentry labor Posts to finish	\$19,320
Paint and stain as desired	\$2,350
Roofing materials and labor	\$3,294
Lift rental	\$500
Dumpster	\$500
Grand total	\$80,222

Thx. Mike North

Dear Mr. Edwards;

I would like my comments included in the packet for the upcoming Park Commission meeting regarding the Orono Golf pavilion project.

1) There is not enough time for Citizens to familiarize and discuss this project in the community with a one hour open house before the next Park Commission meeting. This lack of process is exactly why there is so much unrest.

2) It is unfortunate that this project was discussed on 1/2/24 as a shelter for the Thursday night Golf League. Brian Roath made it clear that the Citizens were second in the discussion around minute 5-6 in the recorded video on the Friends of Orono Youtube channel.

3) If this is for the community, then its development needs to be with the community. This is a historic property and should be treated with respect and care including the neighborhood, and surrounding residents that utilize this amenity.

4) Clear cutting trees for this project should have been considered with the community.

5) Sandwiching this shelter between two active golf holes and next to a parking lot is not safe.

6) Placing this shelter on the front side of the historic clubhouse is a poor decision for aesthetics. This will be the first thing people will see driving by and/or up to the Golf Course.

7) Allowing a place for unsupervised alcohol consumption seems unsupportive to the Golf Course for two reasons - unsupportive of the golf course beverage revenue and not conducive as a place for youth to golf.

8) There is very little space for the golfers to park and having more people on site using the pavilion will make it difficult for arriving golfers to park. It is important to make the site accessible to golfers as that is the priority for the park. Trying to fit in more buildings and different activities in such a small park will turn away the main users and defeat the reason it is a golf course.

As a tax paying Citizen, I am frustrated that my tax dollars are going to pay for such a structure without all the details; apparently without sustainability nor regard to historic design. This appears to be a feel good pet project of the Mayor to rush for the 100 year anniversary and the election.

I would recommend slowing down and actually gathering feedback from the residents and golfers. Thank you - Barbara Schmidt, 50 Landmark Drive

The Orono City Council would like your feedback on the pavilion design.

Name: Marsha Rokke
Address: 180 Orono Orchard Road
Email Address: marsharokke@gmail

Are you an Orono resident?(circle one) Yes No

Comments on the design:

Please do not spend my
tax money on this

The Orono City Council would like your feedback on the pavilion design.

Name: Jane Delaney
Address: 1315 Woodhill Ave.
Email Address:

Are you an Orono resident?(circle one) Yes No

Comments on the design:

- more to consider before the city moves forward
- see ~~my~~ my public comments at meeting tonight.
- Process is broken

The Orono City Council would like your feedback on the pavilion design.

Name: Miranda Stephens

Address: 385 Orono Orchards Rd. S, Wayzata

Email Address: mirandaharren@gmail.com

Are you an Orono resident?(circle one) Yes No

Comments on the design:

I urge you to establish expectations for appropriate golf course decorum generally and in the potential use of this pavilion regarding behavior, tobacco, and noise. This neighborhood is accustomed to peaceful natural surroundings and, at a minimum, neighbors who respect each other's desire for ^{quiet} privacy. Well-trained staff, clear rules for use, and consistent implementation of these rules is imperative for nearby Orono residents.

The Orono City Council would like your feedback on the pavilion design.

Name: Ann Ackman

Address: 716 Sandstone Cir, Orono 55356

Email Address: annackman12@gmail.com

Are you an Orono resident? (circle one) Yes No

Comments on the design:

- 1) ~~How will~~ ^{will} corporate events ^{take precedence} ~~be balanced~~ ~~precedential take~~ over private events? If weekends are prime, how will private events be prioritized, as a "community entity"?
- 2) Parking is already a problem on prime weekend golf days. How will golfers ~~and~~ and event goer needs be balanced?
- 3) I assume food trucks/caterers will not be allowed. Correct? Then has sufficient thought been given to food service to and from the pavillion? Cleanup? Staffing needs?

- 4) Why don't we just re-fit the clubhouse deck?
It would be less expensive and less impactful to the golf course environment.
- 5) Have the local golf course residents been thoroughly informed of these pavilion plans and asked for feedback?

The Orono City Council would like your feedback on the pavilion design.

Name: Cheryl Kulseth
Address: 725 Stonebay Dr. Orono
Email Address: cakulseth@gmail.com

Are you an Orono resident?(circle one) Yes No

Comments on the design:

Design looks good. I did see the original had wind barriers, but understand why those were removed.

My concerns would be more around the final cost, input from neighbors and parking. I would like to see all those issues addressed on the website prior to this proposal going to City Council. Mayor Walsh has said the city will probably contribute \$40K to the project.

In the future I would like to see an open house with a presentation + then time for Public Comments with dialogue between Parks + community citizens so questions can be addressed.

AGENDA ITEM



Date: May 13, 2024

Item: 20

Title: Purchase of radio equipment for Orono fire facilities

Presenter: James Van Eyll, Fire Chief

Section: Public Safety Report

1. **Purpose:**

The purpose of this purchase is to seek Council approval to procure radios for the Orono Fire Facilities. These radios will be first used in our temporary facilities and then moved to our permanent facilities. The radio systems have the ability to be upgraded to include Station Alerting when needed in the future.

2. **Background:**

In the Orono Fire Needs Assessment in Section 7 we identified improved technologies at each building. Part of the improved technologies are 2 APX Consolettes for use for overhead speakers and future station alerting. The base stations are needed to allow for radio traffic through the overhead speakers. The radio traffic will allow us to listen and respond quicker to our calls for service when we are at the stations. The advantage to the APX Consolettes is that they have the ability to be upgraded to include station alerting. This is especially important if we are going to staff our stations 24/7. The existing equipment at each of the fire stations isn't upgradeable for station alerting and Motorola is discontinuing support for them in 2025.

3. **Cost:**

Project	Cost
Temp North Station - Old Public Works	\$ 22,982.24
Total	\$ 22,982.24

4. **Funding:**

The funding for this project will be from the bonded monies for the fire facilities.

5. **Staff Recommendation:**

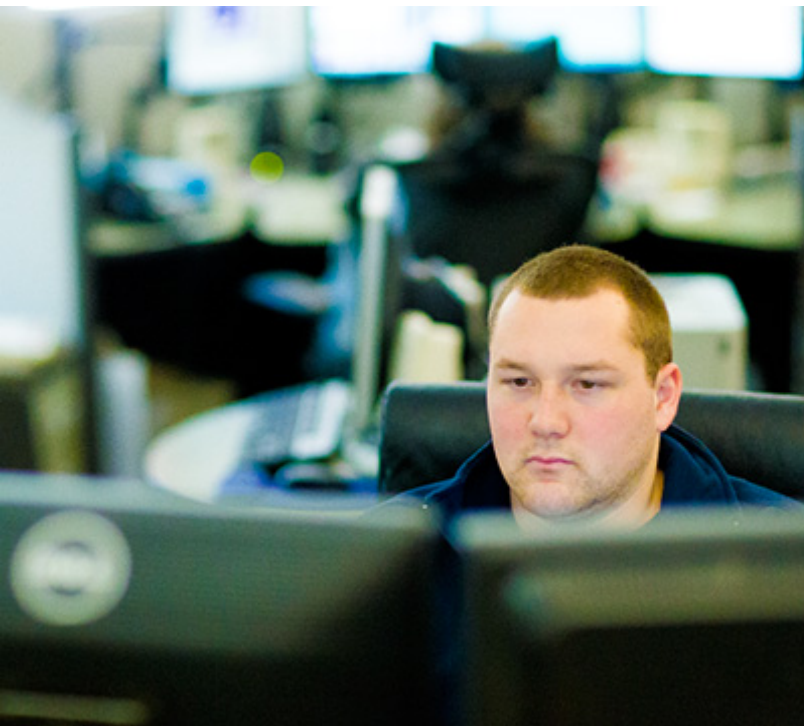
I recommend the approval of the Motorola APX Consolettes and accessories for Temp North Fire Station - Old Public Works Building only. We will return to Council in 2025 for the remaining items for the Navarre Fire Station.

COUNCIL ACTION REQUESTED

Motion to approve quote number 2611584 from Motorola Solutions for the Temp North Fire Station - Old Public Works Building not the equipment for the Navarre Fire Station.

Exhibits

[Orono FD - MSI QUOTE-2611584-2 - APX Consolettes and Accessories for N and S Fire Stations MCD5000 RMTS and 2 APX6500 O2 Dash Mount Mobiles - 4-26-24.pdf](#)



ORONO, CITY OF
APX Consolettes for N & S Fire Stations, MCD5000's and 2 APX6500 O2 DM Mobiles
04/26/2024

04/26/2024

ORONO, CITY OF
PO BOX 66
CRYSTAL BAY, MN 55323

RE: Motorola Quote for APX Consolettes for N & S Fire Stations, MCD5000's and 2 APX6500 O2 DM Mobiles
Dear James Van Eyll ,

Motorola Solutions is pleased to present ORONO, CITY OF with this quote for quality communications equipment and services. The development of this quote provided us the opportunity to evaluate your requirements and propose a solution to best fulfill your communications needs.

This information is provided to assist you in your evaluation process. Our goal is to provide ORONO, CITY OF with the best products and services available in the communications industry. Please direct any questions to Randy Beach at randy.beach@ancom.org.

We thank you for the opportunity to provide you with premier communications and look forward to your review and feedback regarding this quote.

Sincerely,

Randy Beach
Account Manager

Motorola Solutions Manufacturer's Representative

Billing Address:
 ORONO, CITY OF
 PO BOX 66
 CRYSTAL BAY, MN 55323
 US

Shipping Address:
 ORONO, CITY OF
 2750 KELLEY PKWY
 LONG LAKE, MN 55356
 US

Quote Date:04/26/2024
 Expiration Date:06/25/2024
 Quote Created By:
 Randy Beach
 Account Manager
 randy.beach@ancom.org
 763-257-3865

End Customer:
 ORONO, CITY OF
 James Van Eyll
 jvaneyll@ci.orono.mn.us
 952-249-4631

Contract: 20927 - MN DOT 209493
 RFQ Number:NA

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
	APX™ Consolette					
1	L37TSS9PW1AN	ALL BAND CONSOLETTTE	2	\$9,933.04	\$7,151.76	\$14,303.52
1a	QA01648AA	ADD: HW KEY SUPPLEMENTAL DATA	2	\$6.00	\$4.32	\$8.64
1b	G851AG	ADD: AES/DES-XL/DES-OFB ENCRYP APX AND ADP	2	\$879.00	\$632.88	\$1,265.76
1c	CA01598AB	ADD: AC LINE CORD US	2	\$0.00	\$0.00	\$0.00
1d	G51AT	ENH:SMARTZONE	2	\$1,650.00	\$1,188.00	\$2,376.00
1e	GA05508AA	DEL: DELETE VHF BAND	2	-\$800.00	-\$576.00	-\$1,152.00
1f	GA05509AA	DEL: DELETE UHF BAND	2	-\$800.00	-\$576.00	-\$1,152.00
1g	G78AR	ADD: 3Y ESSENTIAL SERVICE	2	\$288.00	\$288.00	\$576.00
1h	L999AG	ADD: FULL FP W/E5/KEYPAD/CLOCK/VU	2	\$868.00	\$624.96	\$1,249.92
1i	G806BL	ENH: ASTRO DIGITAL CAI OP APX	2	\$567.00	\$408.24	\$816.48
1j	QA09113AB	ADD: BASELINE RELEASE SW	2	\$0.00	\$0.00	\$0.00
1k	W969BG	ENH: MULTIKEY OPERATION	2	\$363.00	\$261.36	\$522.72



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.
 Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
1l	W382AM	ADD: CONTROL STATION DESK GCAI MIC	2	\$186.00	\$133.92	\$267.84
1m	G361AH	ENH: P25 TRUNKING SOFTWARE APX	2	\$330.00	\$237.60	\$475.20
2	HKN6233C	APX CONSOLETTA RACK MOUNT KIT	2	\$200.00	\$144.00	\$288.00
MCD 5000 Deskset System						
3	FKN8695AS	ETHERNET CABLE 10'	7	\$47.00	\$47.00	\$329.00
4	HKVN4865A	LICENSE,CD, MCD 5000 DOCUMENTATION	1	\$0.00	\$0.00	\$0.00
5	F2380A	SM,MCD 5000 DESKSET	5	\$2,275.00	\$1,763.28	\$8,816.40
6	F7879B	SM, RADIO GATEWAY UNIT (RGU)	2	\$2,275.00	\$1,710.00	\$3,420.00
Miscellaneous Items						
7	FHN7394A	ASSY,KIT,MCD 5000 DESKSET WALL MT KIT	3	\$24.00	\$24.00	\$72.00
Miscellaneous Items						
8	RMN5068A	DESKTOP MIC	1	\$129.60	\$86.40	\$86.40
APX™ 6500 / Enh Series		ENHANCEDAPX6500				
9	M25URS9PW1BN	APX6500 ENHANCED 7/800 MHZ MOBILE	2	\$3,383.12	\$2,435.76	\$4,871.52
9a	QA01648AA	ADD: HW KEY SUPPLEMENTAL DATA	2	\$6.00	\$4.32	\$8.64
9b	G851AG	ADD: AES/DES-XL/DES-OFB ENCRYP APX AND ADP	2	\$879.00	\$632.88	\$1,265.76
9c	G832AD	ADD: SPKR 7.5W WTR RST APEX	2	\$67.00	\$48.24	\$96.48
9d	G66BF	ADD: DASH MOUNT O2 APXM	2	\$138.00	\$99.36	\$198.72
9e	G51AU	ENH: SMARTZONE OPERATION APX6500	2	\$1,320.00	\$950.40	\$1,900.80
9f	G78AT	ENH: 3 YEAR ESSENTIAL SVC	2	\$288.00	\$288.00	\$576.00
9g	GA01606AA	ADD: NO BLUETOOTH/ WIFI/GPS ANTENNA NEEDED	2	\$0.00	\$0.00	\$0.00



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.
Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
9h	GA00804AA	ADD: APX O2 CH (GREY)	2	\$541.00	\$389.52	\$779.04
9i	G444AH	ADD: APX CONTROL HEAD SOFTWARE	2	\$0.00	\$0.00	\$0.00
9j	G335AW	ADD: ANT 1/4 WAVE 762-870MHZ	2	\$15.00	\$10.80	\$21.60
9k	G806BL	ENH: ASTRO DIGITAL CAI OP APX	2	\$567.00	\$408.24	\$816.48
9l	W22BA	ADD: STD PALM MICROPHONE APX	2	\$79.00	\$56.88	\$113.76
9m	QA09113AB	ADD: BASELINE RELEASE SW	2	\$0.00	\$0.00	\$0.00
9n	W969BG	ENH: MULTIKEY OPERATION	2	\$363.00	\$261.36	\$522.72
9o	G361AH	ENH: P25 TRUNKING SOFTWARE APX	2	\$330.00	\$237.60	\$475.20

Grand Total **\$44,216.60(USD)**

Notes:

- Radio Gateway Units (RGU's) and MCD5000 Remotes are planned for POE (Power Over Ethernet). Power supplies for each are available upon request. 1 Base Microphone for 1 MCD5000 is also included. 3 MCD5000 wall mount brackets are also included.
- Unless otherwise noted, this quote excludes sales tax or other applicable taxes (such as Goods and Services Tax, sales tax, Value Added Tax and other taxes of a similar nature). Any tax the customer is subject to will be added to invoices.



AGENDA ITEM



Date: May 13, 2024

Item: 21

Title: Navarre Garage Additions (24-034) - Award

Presenter: Adam Edwards, City Administrator / Engineer

Section: City Administrator/Engineer Report

1. **Purpose:**

The purpose of this item is to award Navarre Garage Addition Project.

2. **Background:**

At the March 11, 2024 council meeting staff was directed to design and addition for the existing storage garage at the Navarre Water Plant. Oertel Architects prepared the designs and specification sheets for the addition and city staff solicited quotes from local construction companies. The addition will be used to store some Orono fire equipment until the return of the Navarre Fire Station at which time the facility will revert back to general equipment storage for multiple city departments.

3. **Scope:**

The scope of the project is to construct and 14 x 36 foot addition to the water plan garage. (See Exhibit A for Site plan and Building Floor Plan)

4. **Cost:**

Four quotes were solicited and two received. The low quotes was from Dering Pierson Group (DPG) for \$169,513.46. The other quote received was from Ebert Construction for \$172,900.00.

5. **Funding:**

The project will be funded by the Facilities Fund, which includes \$3,000,000 for fire facilities from the 2021 facilities bond.

6. **Staff Recommendation:**

I recommend acceptance of the quote provided by DPG

COUNCIL ACTION REQUESTED

Accept quote from DPG for \$162,513.46 to construct an addition at the Navarre water plant garage.

Exhibits

[A. Orono equipment garage addition site plan and layout.pdf](#)

[B. Orono - Equipment Garage Addition - DPG Estimate 05-09-24.pdf](#)

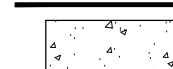

PROPERTY INFORMATION

TOTAL PROPERTY AREA	0.61 AC
DISTURBED AREA	0.06 ±AC OR 2,200 SF
DISTURBED SOIL VOLUME	120 ±CY
EXISTING IMPERVIOUS AREA	0.24 AC
PROPOSED IMPERVIOUS AREA	0.24 AC




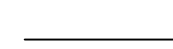





NOTES:

- ALL DIMENSIONS SHOWN ARE TO FLOW LINE, CENTERLINE OF FENCE, EDGE OF PAVEMENT, OR EXTERIOR FACE OF BUILDING, UNLESS OTHERWISE NOTED.
- CONTRACTOR SHALL VERIFY ALL PLAN AND DETAIL DIMENSIONS PRIOR TO CONSTRUCTION.
- ALL CROSSWALK STRIPING SHALL BE WHITE IN COLOR.
- ALL INTERIOR PARKING STALL STRIPING SHALL BE 4" AND YELLOW IN COLOR.
- ACCESSIBLE PARKING STALL STRIPING, ACCESS AISLE, SYMBOL, AND SIGNAGE SHALL BE IN ACCORDANCE WITH LOCAL AUTHORITY REQUIREMENTS.
- CONTRACTOR SHALL MAINTAIN FULL ACCESS TO ADJACENT PROPERTIES DURING CONSTRUCTION AND TAKE ALL PRECAUTIONS NECESSARY TO AVOID PROPERTY DAMAGE TO ADJACENT PROPERTIES.
- ALL SITE WORK SHALL BE PERFORMED IN ACCORDANCE WITH THE RECOMMENDATIONS OF THE GEOTECHNICAL ENGINEER.
- CONTRACTOR SHALL PROVIDE A TEMPORARY PEDESTRIAN ACCESS ROUTE PLAN FOR ANY WORK PERFORMED WITHIN THE PUBLIC RIGHT-OF-WAY.
- CONTRACTOR SHALL PROVIDE A TEMPORARY TRAFFIC CONTROL PLAN FOR ANY WORK PERFORMED WITHIN THE PUBLIC RIGHT-OF-WAY.
- THE LOCATIONS AND ELEVATIONS OF THE EXISTING UTILITIES SHOWN HEREIN ARE APPROXIMATE. THEY HAVE BEEN PLOTTED FROM AVAILABLE SURVEYS AND/OR RECORDS. THE CONTRACTOR IS RESPONSIBLE FOR FIELD VERIFYING LOCATION AND ELEVATION TO ENSURE THAT ANY EXISTING UTILITIES (SHOWN OR NOT SHOWN) ARE NOT DAMAGED DURING CONSTRUCTION.
- CONCRETE ENTRANCES AND APPROACHES SHALL NOT EXCEED 2.00% CROSS SLOPE IN WALKABLE AREAS.
- ALL EXCESS OR WASTE MATERIAL GENERATED AS PART OF CONSTRUCTION SHALL BE REMOVED FROM THE SITE AND DISPOSED OF IN ACCORDANCE WITH STATE AND LOCAL REQUIREMENTS.
- ALL EXCAVATION SHALL BE IN ACCORDANCE WITH THE CURRENT EDITION OF "STANDARD SPECIFICATIONS FOR TRENCH EXCAVATION AND BACKFILL/SURFACE RESTORATION" AS PREPARED BY THE CITY ENGINEERS ASSOCIATION OF MINNESOTA.
- ALL SITE WORK SHALL BE PERFORMED IN ACCORDANCE WITH THE RECOMMENDATIONS OF THE GEOTECHNICAL ENGINEER.
- INFILTRATION AREAS SHALL NOT BE EXCAVATED TO FINAL GRADE UNTIL THE CONTRIBUTING DRAINAGE AREA HAS BEEN CONSTRUCTED AND STABILIZED. ONLY LOW IMPACT TRACK EQUIPMENT SHALL BE USED WITHIN INFILTRATION AREAS.
- SPOT ELEVATIONS SHOWN INDICATE FINISHED PAVEMENT ELEVATIONS & GUTTER FLOW LINE UNLESS OTHERWISE NOTED. PROPOSED CONTOURS ARE TO FINISHED SURFACE GRADE.
- GOPHER STATE ONE CALL DAMAGE PREVENTION SYSTEM FOR BURIED UTILITIES. 1-800-252-1166. CONTRACTOR SHALL HIRE A PRIVATE UTILITY LOCATOR TO ASSIST WITH PRIVATE UTILITY LOCATES.

PROPOSED SITE LEGEND

-  CONCRETE PAVEMENT
-  CHAINLINK FENCE

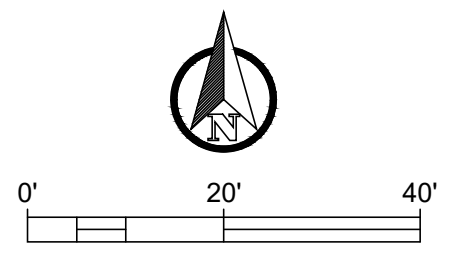
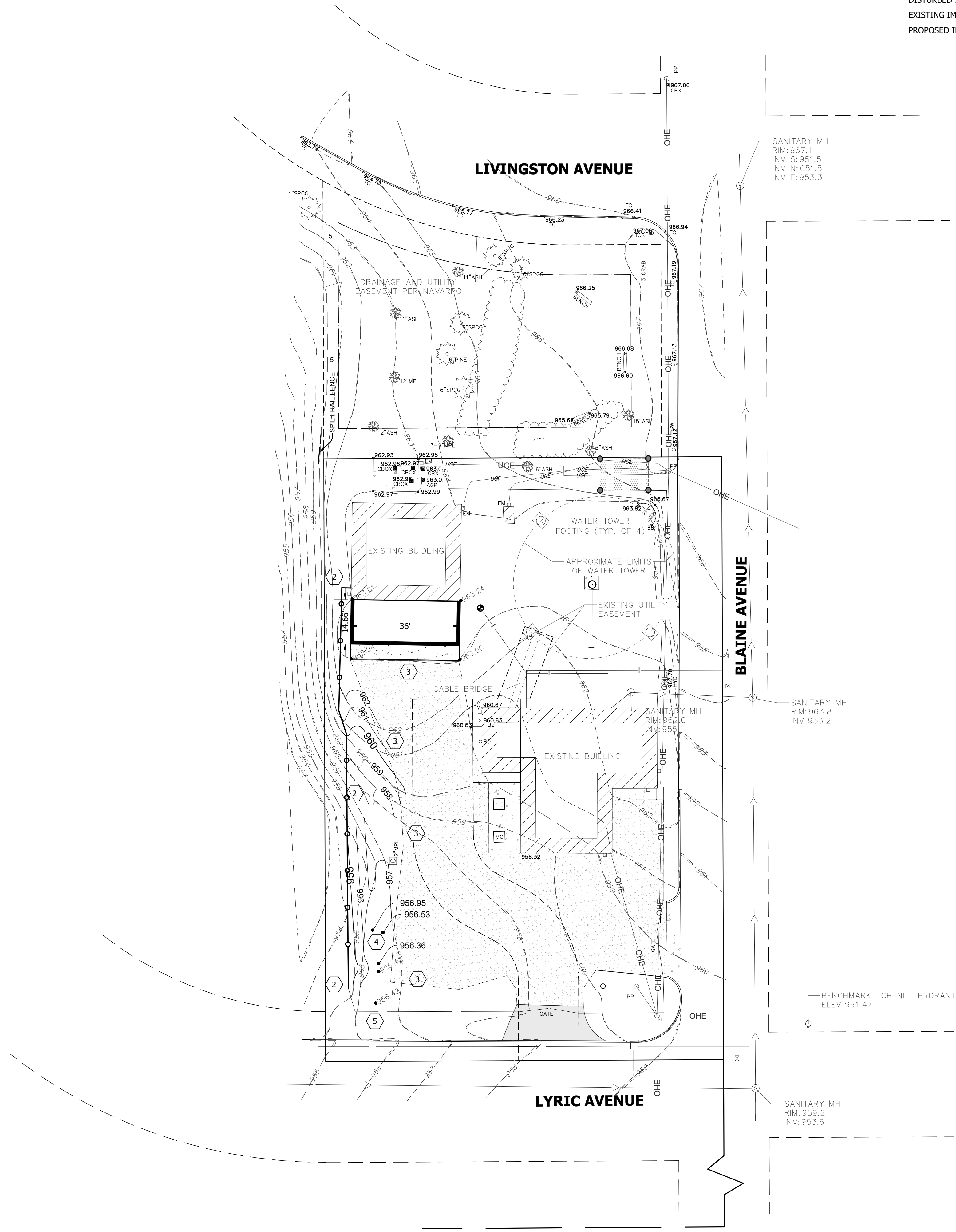
GRADING LEGEND

-  = EXISTING MAJOR CONTOUR
-  = EXISTING MINOR CONTOUR
-  = EXISTING CONTOUR LABEL
-  = PROPOSED MAJOR CONTOUR
-  = PROPOSED MINOR CONTOUR
-  = PROPOSED CONTOUR LABEL
-  = EXISTING SPOT ELEVATION*
-  = PROPOSED SPOT ELEVATION*
-  = PROPOSED SURFACE FLOW DIRECTION

*SPOT ELEVATIONS ALONG CURB & GUTTER AND OTHER REVEALS ARE TO FLOWLINE, UNLESS OTHERWISE NOTED.

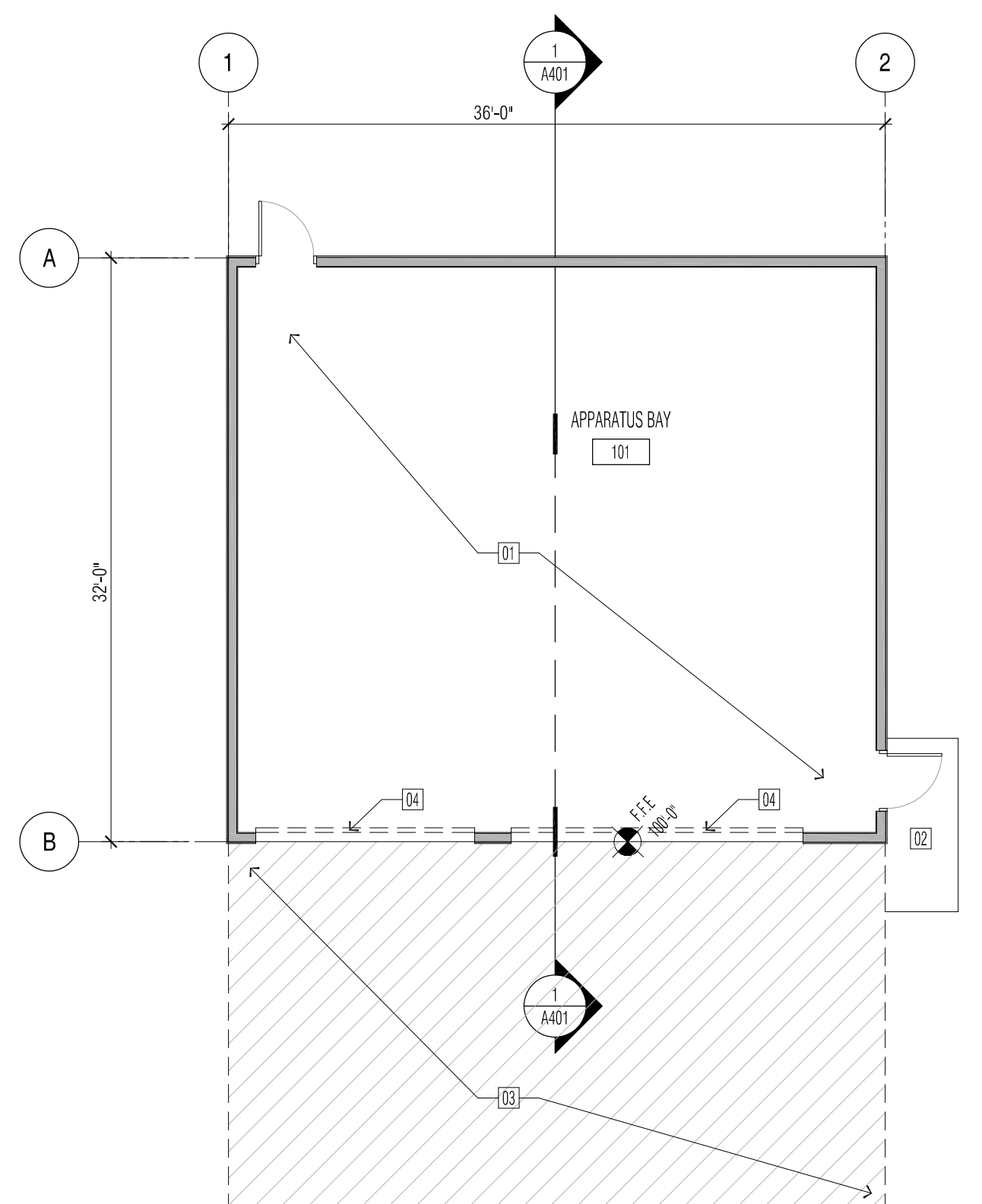
KEY NOTES:

- 5' CONCRETE DRIVE APRON
- FENCE TO MATCH EXISTING
- MATCH INTO EXISTING CLASS V DRIVEWAY PAVEMENT SECTION
- GRADE BREAK
- MATCH INTO EXISTING BOULEVARD

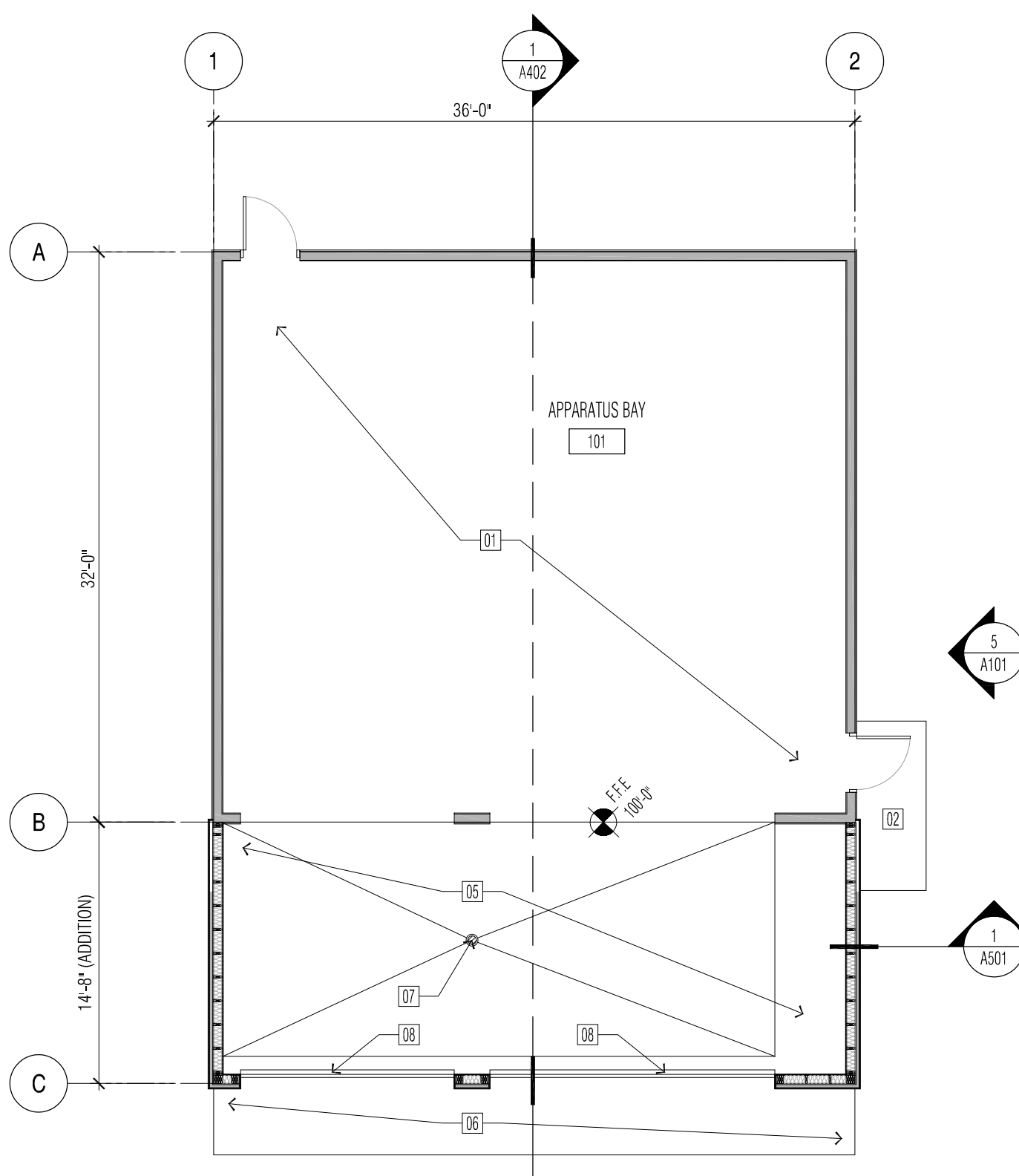


PROJECT NAME:
Orono Equipment Garage Addition
 ORONO, MN.

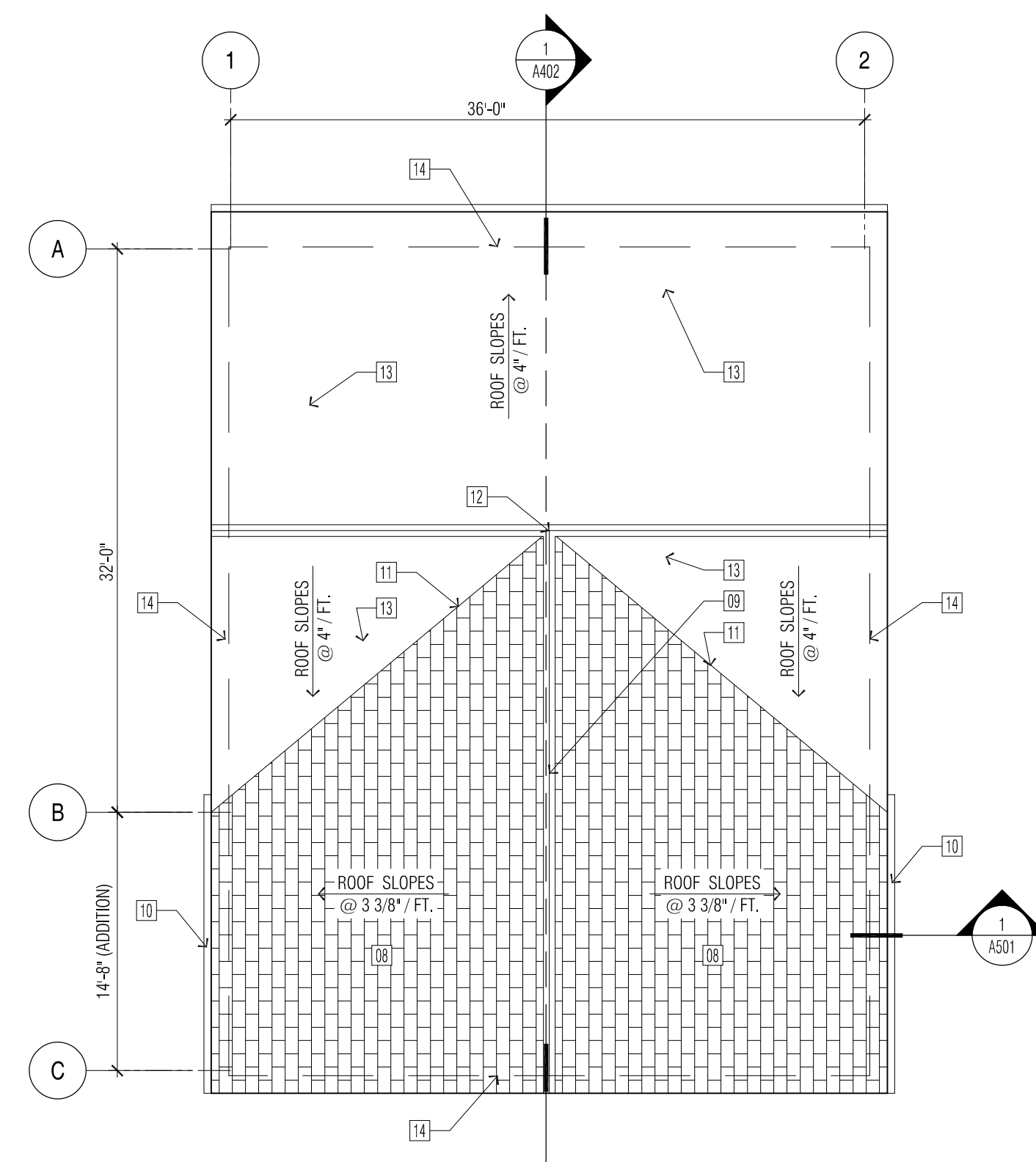
CONSULTANTS:
 NOTES:



1 FLOOR PLAN
 EXISTING BUILDING PLAN
 1/8" = 1'-0"



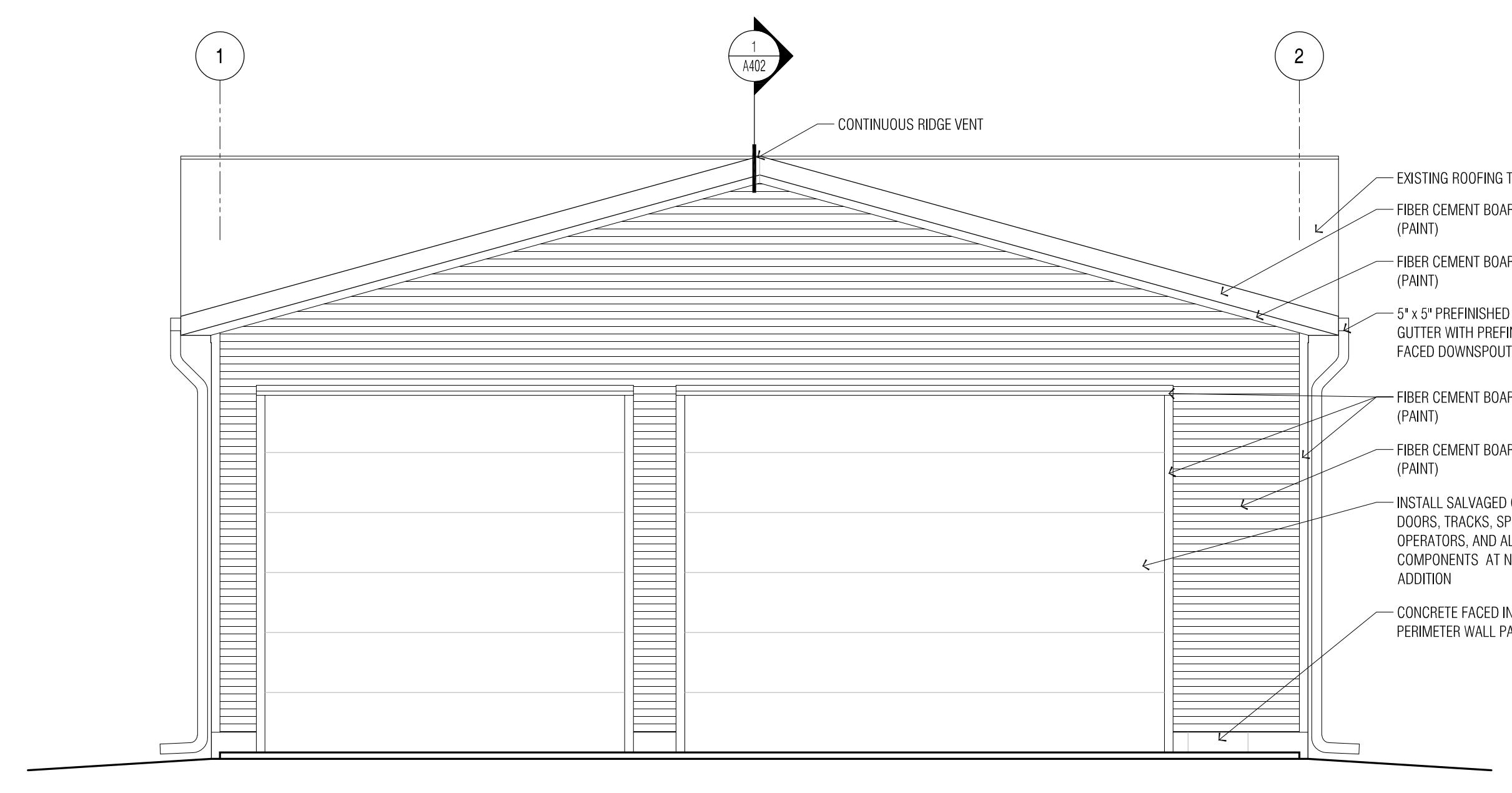
2 FLOOR PLAN
 BUILDING PLAN WITH ADDITION
 1/8" = 1'-0"



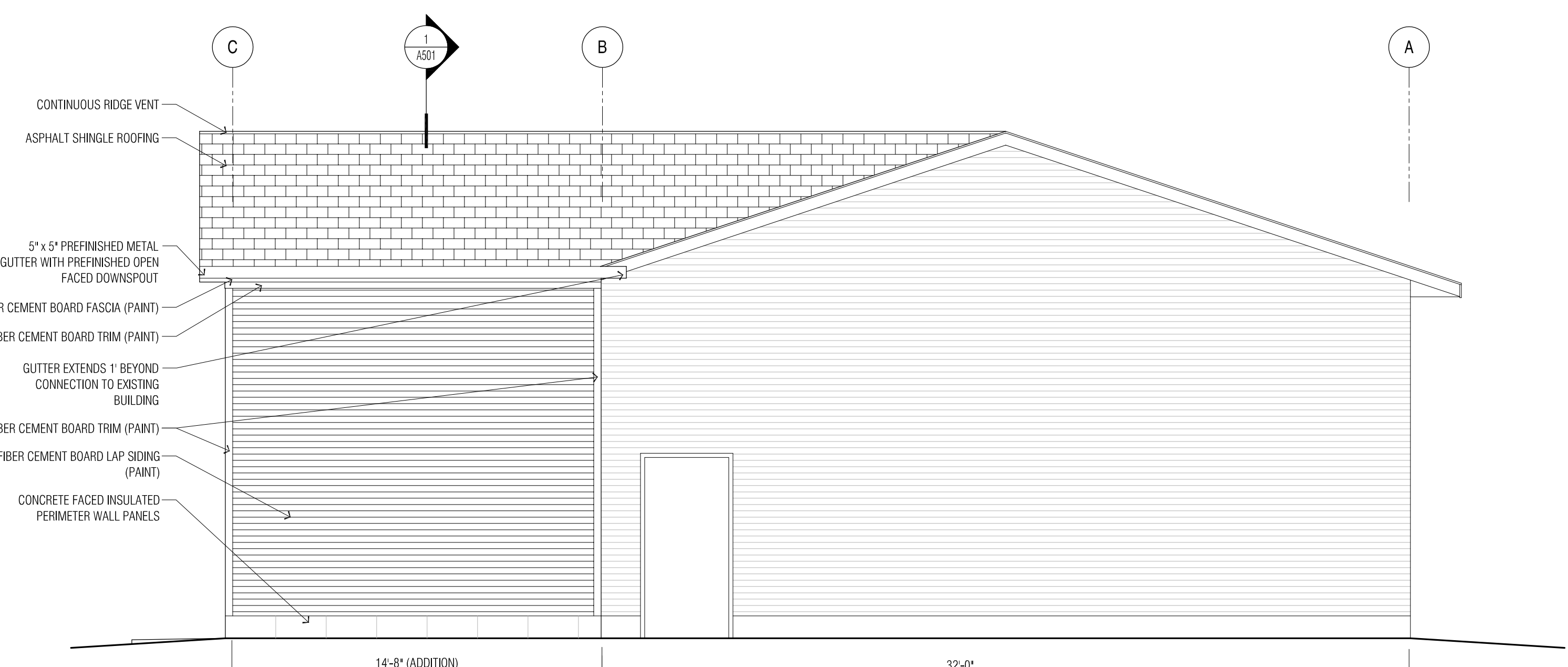
3 ROOF PLAN
 1/8" = 1'-0"

- GENERAL NOTES**
- COORDINATE WITH ARCHITECTURAL, CIVIL, STRUCTURAL, MECHANICAL, PLUMBING, AND ELECTRICAL DRAWINGS.
 - COORDINATE LOCATIONS OF ALL EQUIPMENT AND FIXTURES WITH OWNER AND ARCHITECT PRIOR TO INSTALLATION.

- PLAN NOTES**
- (1) EXISTING CONCRETE SLAB TO REMAIN
 - (2) EXISTING CONCRETE STOOP TO REMAIN
 - (3) CAREFULLY REMOVE EXISTING EXTERIOR SLAB / PAVING
 - (4) CAREFULLY REMOVE EXISTING OVERHEAD DOORS, TRACKS, SPRINGS, OPERATORS, AND ALL OTHER COMPONENTS AND SALVAGE FOR REINSTALLATION AT NEW BUILDING ADDITION
 - (5) NEW 9" REINFORCED CONCRETE SLAB ON GRADE (SEE STRUCTURAL)
 - (6) NEW 9" REINFORCED CONCRETE STOOP ON GRADE (SEE STRUCTURAL)
 - (7) FLOOR DRAIN (SEE MECHANICAL)
 - (8) INSTALL SALVAGED OVERHEAD DOORS, TRACKS, SPRINGS, OPERATORS, AND ALL OTHER COMPONENTS AT NEW BUILDING ADDITION
 - (9) ASPHALT SHINGLE ROOFING
 - (10) CONTINUOUS RIDGE VENT
 - (11) 5" x 5" PREFINISHED METAL GUTTER WITH PREFINISHED OPEN FACED DOWNSPOUT
 - (12) RE INTO EXISTING ROOFING AND PROVIDE VALLEY FLASHING AND NEW ROOFING TO REPLACE EXISTING ROOFING AS REQUIRED
 - (13) RE INTO EXISTING CAP AND PROVIDE NEW ROOF CAP AND NEW ROOFING TO REPLACE EXISTING ROOFING AS REQUIRED
 - (14) EXISTING ROOFING TO REMAIN
 - (15) OUTLINE OF WALLS BELOW



4 EXTERIOR ELEVATION
 SOUTH ELEVATION
 1/4" = 1'-0"



5 EXTERIOR ELEVATION
 EAST ELEVATION
 1/4" = 1'-0"

PROJECT NUMBER: 23-26
 DATE OF ISSUE: May 1, 2024
 DRAWN BY: EMW
 CHECKED BY: ANC

REVISIONS:

CERTIFICATION:
 I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

SIGNATURE: *Thomas Stomell*
 DATE: January 30, 2024

LICENSE #: 48038
 SHEET NAME:

PLANS AND EXTERIOR ELEVATIONS

SHEET NO.: **A-101**



Orono - Equipment Garage Addition

Orono , MN
5/9/2024

ESTIMATE

DESCRIPTION	EXTENDED COST
GENERAL CONDITIONS	\$ 28,951.60
Insurance	
Performance and Payment Bonds	
Builders Risk	
Project Manager	
Superintendent	
General Labor	
Dumpsters	
Testing and Special Inspections	
Sanitary Unit	
Small Tools & Consumables	
Surveying	
Final Construction Clean	
DEMO	\$ 1,840.00
<i>Demo Existing Concrete SOG</i>	
SITE WORK	\$ 16,760.00
<i>Furnish and Install Erosion and Sediment Controls</i>	
<i>Footing Excavation</i>	
<i>Rough Grading</i>	
<i>Finish Grading</i>	
<i>Relocate Utility Hand Hole ???</i>	
CONCRETE	\$ 15,677.20
<i>Furnish and Install 6" Reinforced Concrete SOG</i>	
<i>Furnish and Install Poured Strip Footing</i>	
<i>Furnish and Install Concrete Apron</i>	
MASONRY	\$ 9,845.00
<i>Furnish and Install 12" Reinforced CMU Foundation</i>	
<i>Insulation on Both Sides of the Foundation Wall</i>	
CARPENTRY	\$ 38,664.00
<i>Furnish and Install 2x6" Wood Framing @ 16" O.C.</i>	
<i>Furnish and Install Wood Roof Trusses</i>	
<i>Furnish and Install 3/4" Plywood Sheathing</i>	
<i>Furnish and Install Wood Blocking</i>	
THERMAL AND MOISTURE PROTECTION	\$ 8,113.00
<i>Furnish and Install R-20 Batt Insulation at Framed Walls</i>	
<i>Furnish and Install R-49 Batt Insulation at Ceiling</i>	
<i>Furnish and Install Spray-foam Insulation</i>	
<i>Furnish and Install 1.5" Ridgid Insulation at Exterior</i>	



Orono - Equipment Garage Addition

Orono , MN
5/9/2024

ESTIMATE

DESCRIPTION	EXTENDED COST
DOORS & FRAMES	\$ 5,750.00
<i>Remove and Reinstall Existing OHDs</i>	
JOINT SEALANTS	\$ 910.50
<i>Expansion Joint Sealants</i>	
GYPSUM BOARD WALLS AND CEILING	\$ 5,544.00
<i>Furnish and Install Level 5 Drywall</i>	
PAINTING	\$ 2,430.00
<i>Furnish and Install Paint at Interior and Exterior Walls</i>	
PLUMBING	\$ 1,500.00
<i>Furnish and Install Floor Drain ????</i>	
ELECTRICAL	\$ 4,950.00
<i>Lighting Relocation</i>	
SUBTOTAL	\$ 140,935.30
Building Permits, SACWAC	\$ 2,114.03
Building Permits	
SACWAC - By Owner	
Profit and Overhead	\$ 26,464.13
Profit and Overhead	
Construction Contingency	\$ -
Project Contingency	
CONSTRUCTION COST TOTAL	\$ 169,513.46



Orono - Equipment Garage Addition

Orono , MN
5/9/2024

ESTIMATE

DESCRIPTION	EXTENDED COST
-------------	---------------

CLARIFICATIONS

1. Work to be done during normal business hours.
2. Estimate is good for 15 days.
3. Owner shall obtain and pay for all permit drawing costs.
5. No winter conditions have been included in this estimate.
6. Any added scope not listed in the scope detail above will be an added cost to the Project/Owner.
7. Any work noted on the drawings that is not referenced in the spec has been excluded in our proposal and will result in a Change Order.

Estimate prepared by Tim Ekblad
tekblad@deringpierson.com
 651-968-6308

AGENDA ITEM



Date: May 13, 2024

Item: 22

Title: Correspondence with the Long Lake City Council

Presenter: Adam Edwards, City Administrator / Engineer

Section: City Administrator/Engineer Report

1. **Purpose:**

The purpose of this item is to respond to recent correspondence from the Long Lake City Council.

2. **Cost:**

On May 8th 2024 the the letter at Exhibit A was received from the Long Lake.

3. **Staff Recommendation:**

I recommend we reply to the Long Lake letter. A draft response is provided at Exhibit B. The draft was prepared by staff and reviewed by the communications committee and our attorney in the Long Lake Litigation.

COUNCIL ACTION REQUESTED

Approve a response letter.

Exhibits

A. [Letter from Long Lake City Council to Orono City Council on May 8, 2024.pdf](#)

B. [Draft Response Letter to Long Lake.docx](#)



May 8, 2024

City of Orono
Attention: Orono City Council
2750 Kelley Parkway
Long Lake, MN 55356
[VIA EMAIL: aedwards@oronomn.gov]

As it has been some time since our last offer letter to you on January 27, 2023, and many things have changed since then, we felt it was appropriate to re-state and clarify our latest offer to your city regarding fire service. We continue to hope Orono will be willing to accept the collaborative model we outlined in Option A in that letter to you. Here are updated details regarding Option A.

Option A

As you know, in April 2021, your city decided to terminate the 2002 Agreement and Contract for Fire Protection by serving a [Notice of Termination](#) to our city and the City of Medina. While Orono's termination of the contract is an unfortunate departure from our generations-old partnership, we are hopeful our two cities can continue to partner for fire service under a different structure. Instead of having the fire department report directly to the City of Long Lake as it has done since 1915, Long Lake has been willing to meet halfway and have the fire department and its chief report to a board comprised of city council members from the involved cities. This would be done through a *shared services agreement* similar to the [Joint Powers Agreement](#) that guides the highly successful Excelsior Fire District (EFD). The current EFD model was created in 2002 under similar circumstances when five cities came together to serve their over 17,000 residents, with 48 firefighters who responded to 1,160 calls last year. One of the participating cities is Shorewood, which has a population comparable to Orono and is also a lakeshore city consisting primarily of residential properties.

The funding model for our partnership-model fire department could be based on the League of Minnesota Cities (LMC) [model policy](#) for fire service, which is based on:

- The number of fire service calls to each city averaged over the last three years
- The market value of all taxable and non-taxable structures in each city
- The population of each city

This formula would be more financially beneficial to Orono than the current contract. Chief Van Eyll [analyzed the numbers](#) in 2022, and if the four current cities participated, Orono's share of the budget would drop to 75%, which closely matches Orono's annual call percentage. If we were fortunate enough to have the City of Wayzata and its fire department partner with us, Orono's share of the budget could drop to 49%.

We are hopeful this shared services partnership model is agreeable to you. This type of structure would allow both cities to have a meaningful say in the operation and management of our fire department and would give us the opportunity to develop new terms to address present mutual concerns, such as how capital expenditures are addressed. As you should know, our firefighters are the most important part of our community's fire service. The size of our community simply does not adequately provide Orono with the ability to staff a separate independent fire department. We can have a much stronger and better-staffed department by keeping our firefighters together. The department can continue to expand duty crews that would be ready to respond from both stations at a fraction of the cost. This partnership would also negate the need for Orono to purchase duplicative fire equipment and facilities, saving our community members millions of dollars.

If Option A is not amenable to your city, we ask you to consider a new **Option B**, which is to work to extend the current contract under the existing or similar terms. We believe Long Lake and Orono would like to address how capital expenditures are made under the current contract, so we propose changing that language to address the concerns both cities have raised. In addition, we would consider changing the funding formula among the parties to the LMC formula mentioned in Option A.

We are also mindful of your looming July 1, 2024, deadline for the Orono FD to take over the two CAD zone service areas in southwestern Orono. With just over seven (7) weeks to go, Long Lake wishes to ensure that the residents in the service area you are taking over are being well served. We understand you are still acquiring uniforms and equipment, conducting training, hiring, evaluating call coverage capabilities, constructing facilities, and more. The rollout plans articulated publicly by Orono reveal numerous anticipated gaps that are unlikely to be sufficiently addressed by July 1. Long Lake is more than willing to continue to serve that service area until you have had sufficient time to adequately prepare to provide essential public safety services to your residents. Corresponding budgeting and cost allocation adjustments could be made in short order to accommodate the delayed commencement. We recognize July 1 continues to be Orono's emergency response viability goal, but commitment to an aspirational deadline should not be prioritized over operational readiness.

Regardless of the Orono Council's long-term decision, Long Lake will continue to pursue partnering with the City of Wayzata to combine the talents of two very successful departments. Long Lake is committed to strengthening our partnerships with Medina, Minnetonka Beach, and any other city open to collaborating. Collaboration is the only way to achieve the highest quality of service on the most cost-effective basis.

Please consider these options for maintaining and growing the undeniably high-performing fire department that has served our community for over a century. Additionally, let us know if you would like to discuss a delayed commencement date for Orono's coverage of the above-referenced CAD zones. Our proposed collaborative approaches are the only options that provide the most benefits and the highest level of public safety to our two most significant stakeholders: our citizens and our firefighters.

Best Regards,



Charlie Miner, Mayor
On behalf of the Long Lake City Council



CITY OF ORONO

2750 KELLEY PARKWAY, ORONO, MINNESOTA 55356
www.oronomn.gov

May 13, 2024

Long Lake City Council
City of Long Lake
450 Virginia Avenue, PO Box 606
Long Lake, MN 55356

VIA EMAIL: sweske@longlakemn.gov

Dear Long Lake City Council,

Thank you for your letter dated 8 May 2024. We appreciate you for reaching out and providing clarity on the proposed partnership model regarding fire service between our cities. We also value you allowing your City Administrator and Fire Chief to meet and coordinate with ours. We acknowledge the dedication and commitment both parties have shown in exploring avenues for collaboration. Although we have discussed all reasonable options in mediation over the last several months, we remain open to continuing a dialogue concerning future partnering opportunities. We encourage a continuation of those efforts as we believe it is in the best interest of both of our cities for open communication to plan for a smooth and coordinated process to bring the current contract to a close.

The City of Orono has established the Orono Fire Department (OFD), which will provide safe, efficient and cost-effective emergency services to our residents now and into the future. As part of this process, we are establishing an emergency services organization that is directly accountable to the Orono City Council in line with the other services and we provide our citizens and other municipalities. The creation of the OFD further allows for integration with Orono's existing departments functions such as of finance, information technology, human resources, fleet, facilities, and public works. Further, the new department gains significant advantages and efficiency with our other branch of public safety in the Orono Police Department.

The OFD has a new organizational service model which includes full time and part time 'career' firefighters as well as 'volunteer' paid-on call firefighters. The staffing model includes dedicated part time firefighters serving on duty crews during the majority of the day. This will allow for more efficient and quick response times; serve to mitigate the local and national trends surrounding reliance on 'volunteer' staffing concerns; and offer increased opportunity for integration with other full time emergency responders and city services. Building a new department takes significant time, effort and resourcing. Therefore, as allowed by the contract, we began this process last year and enacted a phased approach by providing service to our Navarre area July 2024 and then the remainder of Orono in January 2026.

We appreciate your willingness to accommodate our transition process but feel some more context on our readiness would be helpful for you. Although it looks different, we are confident in the services we will be offering and the level of safety and responsiveness we will provide. We have nearly doubled the staff serving Navarre area moving from 11 'volunteer' paid on-call firefighters to a total of 19 firefighters consisting of both 'career' duty crew and 'volunteer' paid on-call. Our department has decades of combined experience, are well trained and certified. By maintaining 'career' duty crew members from 6am to 10pm daily, we will have responders immediately ready for service. While the

new model is vastly different from the current model, rest assured, we are fully prepared, staffed and equipped to meet the needs of our citizens starting July 1st 2024. In appreciation of our years of partnership, Orono remains willing to provide fire response from our ‘career’ duty crews to the entire call area at no cost to the City of Long Lake during the transition period.

We value the longstanding partnership between our cities and remain committed to finding a solution that enhances the quality of fire services for our residents. We remain open to a long-term partnership with Long Lake in many different forms. We remain open to negotiating a long-term-partnership allowing Orono Fire Department to provide service to Long Lake. We remain committed to working out a long-term shared use agreement for the co-owned Willow Drive Station. We remain hopeful that we can partner to support one another as we move through this transition no matter the final outcome.

Orono sees future fire service partnerships being modeled and benchmarked on our successful police service partnerships. For funding such an endeavor we agree with you that the League of Minnesota Funding Model mentioned in your recent letter is the best way forward. While the department would remain under Orono’s direct management, a board or commission would be established with powers similar to the Long Lake Fire advisory board or the Orono Police Commission. This proposal is an option that provides benefits and the highest level of public safety to our two most significant stakeholders: our citizens and our firefighters. We hope you will consider our new partnership ideas with adjusted funding formulas and our operational management shift. This is a partnership that will not only meet the needs of today, it will bring us well into the future. Although it is our wish that you would consider our proposed partnership, we understand you have other options you are exploring. If this is something you would like to pursue, please let us know and our respective staffs can begin to work on the details for the necessary agreements.

In summary, we value the longstanding partnership between our cities and remain committed to finding a solution that not only maintains but also enhances the quality of fire services for our residents, preparing us for the future. We believe it is in both our cities’ best interest to focus on the future by either committing to a partnership as outlined above or focusing our efforts on proactively coordinating a plan for the disposition of the Orono owned and jointly owned fire equipment and facilities. There are benefits to both cities to establish a plan who will need what equipment and how we are going to share the Willow Drive Station.

We are enthusiastic about the opportunity to collaborate and address shared challenges in ways that serve the mutual interests of both communities. We look forward to your response.

Respectfully,

On behalf of the Orono City Council

Denny Walsh, Mayor

AGENDA ITEM



Date: May 13, 2024

Item: 23

Title: Review Council Committee Reports

Presenter: Adam Edwards, City Administrator / Engineer

Section: Council Committee Reports

1. **Purpose:**

The purpose of the agenda item is for the Orono council members to update one another on recent council committee meetings.

2. **Last Meeting:**

A. The Human Resources Committee met on May 8th. A copy of the agenda is at Exhibit A.

B. The Communication Committee met on May 9th.

(1) A copy of the agenda is at Exhibit B.

(2) A draft of the meeting procedure and decorum handout the committee was charged with working on is at Exhibit C.

C. The Legal Committee is set to meet on May 13th. As of the writing of this council action this meeting has not yet occurred so an agenda/synopsis is not available. This meeting is to discuss upcoming mediation in the Long Lake litigation.

3. **Members:**

A. **The Human Resources Committee**

- **Council Members.** Mayor Denny Walsh & Council Member Alisa Benson
- **City Staff Members.** Adam Edwards, Maggie Jin, Anne Hentges.

B. **The Communications Committee**

- **Council Members.** Mayor Denny Walsh & Council Member Maria Veach
- **City Staff Members.** Adam Edwards, Christine Lusian.

C. **The Legal Committee**

- **Council Members.** Mayor Denny Walsh & Council Member Matt Johnson
- **City Staff Members.** Adam Edwards
- **Other Participants.** City Attorney Soren Mattick, Attorney Paul Reuvers

COUNCIL ACTION REQUESTED

Discussion Item - no formal action required.

Exhibits

[A. HR Committee Agenda](#)

[B. Communication Committee Agenda](#)

[C. Draft Meeting Handout.pptx](#)

HR Committee Agenda

8 May 2024

1. Old Business. Last meeting 19 March 2024
 - A. Organizational Initiatives
 - (1) IT Services management function.
 - Draft JD's Complete: IT manager and IT Technician
 - Funding analysis complete. Funding available through IT Fund starting in July 2024.
 - (2) Communications position.
 - Finalizing Draft JD: Communication Coordinator
 - Funding analysis started- need 2023 fund audit to be completed to ID fund transfer amounts available in 2024.
 - (3) Natural Resources Planner/Manager
 - CDD still assessing need and scope of this proposed position change.
 - B. Recruiting and retention
 - (1) Police Recruiting Grant Participation- Awarded- PD working through applications.
 - C. HR Operations and Services
 - (1) Implementing Police scheduling system and integration with city payroll system
 - (2) Reviewing onboarding and training tracking systems.
2. New Business.
 - A. Organizational Initiatives. Continuation of above.
 - B. HR Operations and Services
 - (1) Work Place Cultural assessment-
 - Staff has been meeting with and soliciting quotes for consultants for a Cultural assessment.
 - Assessment will focus on administrative departments, Public Works and Parks.
 - We are looking a using a phased approach with phase one being an assessment and report and subsequent phases for any action items that come out of the report.
3. Potential Future Items
 - A. Compensation Adjustment Request- PD Mgmt
 - B. Engineer Tech position
 - C. Permit Technician
 - D. Future Public Safety Department reorg

Communications Committee Agenda

9 May 2024

1. Old Business.

A. Communications update – Summary of last month’s efforts

B. Communications Initiatives

(1) Communication position Update.

- o Draft JD prepared
- o Budget impact analysis

(2) Code of Conduct Development

- o Review Draft

2. New Business.

A. Review of Project Communications

- o Briefing on current practices
- o Discussion on ideas for improvement

B. Communication Consulting

(1) Review proposal

- o Communication planning
- o Communications project- Fire
- o Communications Staff Augmentation

3. Any other Business.

Meeting Procedure

City Council meetings are the forum for the City Council to conduct the city's business. The mayor is the presiding officer and responsible for the orderly conduct of the meeting.

- Call to Order: The mayor officially opens the meeting, signaling the beginning of business. The mayor establishes a quorum, members are present to conduct official business.
- Approval of Agenda and the Consent Agenda: Council members vote to approve the agenda for the meeting and approve in one motion those items on the consent agenda.
- Regular Agenda Items: Introduction and discussion of new items for council consideration. Council members vote on resolutions, ordinances, and other motions as appropriate.
- Reports by Staff: Staff members provide reports or updates on relevant matters.
- Public Comments: Time for the public to address the council.
- Reports by Council: Council provides reports or updates on relevant matters.
- Adjournment: The presiding officer officially closes the meeting, indicating the end of business.

Public Participation in Meetings

City Council meetings are open to the public pursuant to the Minnesota Open Meeting Law. Comments from the public are appropriate during public hearings and during public comment periods or on specific agenda items if requested by the mayor.

- Request of the Mayor: The Mayor may request members of the public to participate in further discussion on agenda items and will call on you.
- Public Comment allows members of the public to address the council on any topic. The mayor will start with residents and then proceed to non-residents. Please raise your hand and the mayor will call you to the podium and request you state your name and address for the record. Your remarks will be limited to 3 minutes but you may always follow up after a meeting with any member of council or staff. The role of the council is to listen only. It is not a designated forum for dialogue. It is the role of the Mayor to ensure time limits are adhered to.

- Public Hearings: Holding formal hearings to gather public input on specific issues or proposed policies, with opportunities for public testimony and discussion. Land use related public hearings are held by the Planning Commission the 3rd Monday of the month.
- Advance Written Communication: Interested individuals should send comments in advance allowing for comments to be added to the packets. Please contact the staff lead in advance

Meeting Decorum

All who attend the meeting are asked to observe the following guidelines to ensure business meetings are orderly and productive for everyone.

- Respectful Conduct: Participants are expected to treat each other with respect and courtesy
- Listening Attentively: Attendees should listen attentively to speakers without interruption. Please silence electronics.
- Addressing the Chair: Speakers should address their comments to the Mayor and avoid engaging in side conversations that may distract from the proceedings.
- No Personal Attacks: Criticism of ideas is acceptable, but attacks against individuals are not tolerated. It is the role of the mayor to ensure respectful behavior.
- Orderly Conduct: Attendees are expected to maintain order and refrain from disruptive behavior, such as shouting, heckling, or making excessive noise.
- Following Agenda: Participants should adhere to the agenda and refrain from introducing unrelated topics during the meeting.
- Respect for Time: Speakers should be mindful of time, limit their remarks to allow sufficient opportunity for others to speak. It is the role of the mayor to enforce the time.

* Disruptive conduct that interrupts, delays, or disturbs the peace and good order of the proceedings of the council is grounds for ejection. The Mayor has the power to remove a member of the public at any time during a meeting if the person is disrupting the meeting from carrying

Ways To Engage The Council

While council meetings are a great way to hear what is happening in the city, and observe as the council conducts city business, it is not the best way to engage with the council or staff. Here are opportunities to connect:

- Contact any or all council members by phone or email.
- Attend Coffee with the Mayor, 2nd Wednesday of the Month.

Mayor

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Council Members

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Finance Director Maggie Jin mjjin@oronomn.gov

Police Chief Correy Farniok cforniok@oronomn.gov

Fire Chief James VanEyll jvaneyll@oronomn.gov

Public Works Superintendent DJ Goman dgoman@oronomn.gov

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Twitter: [Twitter.com/oronomn](https://twitter.com/oronomn)

Instagram: [Instagram.com/oronomn_lakeshorecity](https://www.instagram.com/oronomn_lakeshorecity)



Welcome to the Orono City Council Meeting

If this is your first meeting, we hope this helps you understand the purpose and flow of the meeting. If you are familiar with a city meeting, please refer to this for reminders as needed. **THANK YOU FOR COMING!**

The City Council meets the 2nd and 4th Monday of each month following the Official City Calendar. Meetings are held in the Council Chambers at 2780 Kelley Parkway:

5pm - Work Session

6pm - Regular Meeting

Agendas & Minutes

Agendas are available the Friday prior to the meetings on the Orono Website under [Meetings](#).



Minutes are available following approval at the next meeting on the Orono website under [Minutes](#).



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7. Respect for Time: Speakers should be mindful of time, limit their remarks to allow sufficient opportunity for others to speak. It is the role of the mayor to enforce the time.



Public Comment

Timer

- This is an opportunity for the public to address the Council
- The Council will not engage in discussion or take action in items presented at this time. The Council may refer issues to staff for follow up consideration at a future meeting.
- When requested by the Mayor, raise your hand for permission to approach the council.
- After approaching the podium, say into the microphone, your name and address for the record.
- Each speaker limit their comments to three (3) minutes.
- We encourage speakers to address the entire council and to keep their remarks respectful and relevant.