



Agenda
City Council Meeting
Monday, April 28, 2025, 6:00 PM
City Council Chambers | 2780 Kelley Parkway, Orono, MN 55356
952-249-4600 / oronomn.gov

Roll Call

Pledge of Allegiance

Approval of Agenda

Consent Agenda

These items are considered routine and will be enacted by one motion with no discussion unless a council member or staff requests and the item will be removed from the consent agenda for separate discussion and action.

1. [City Council Minutes](#)
2. [Claims/Bills](#)
3. [Upcoming Work Session and Council Training Schedule](#)
4. [Annual Performance Review of the City Administrator](#)
5. [Resignation of Firefighters](#)
6. [Hire Seasonal Employees](#)
7. [Donation to Summit Beach Park - Resolution 7581](#)
8. [Donation to Lurton Dog Park - Resolution 7578](#)
9. [Pavement Maintenance - Crack Sealing](#)
10. [2025 Street Maintenance Project Award \(25-001\)](#)
11. [Agreement - Private Driveway - Hillside Place](#)
12. [LA24-000068, 430 Old Crystal Bay Road North, Conditional Use Permit, Preliminary Plat, and Site Plan Review - Resolution 7579](#)

Public Comments

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.

Community Development Report

13. [LA25-000007, 4745 North Shore Drive, After-the-Fact Conditional Use Permit Amendment](#)

Attorney Report

City Administrator/Engineer Report

14. [Orono Fire Department Reduction in Force](#)

Mayor/Council Reports

Adjournment

Upcoming Events

May 1 Wellness Expo

May 6 Park Commission

Sign up for email notifications at oronomn.gov

May 8 Joint Fire Forum
May 10 Saturday Voting
May 12 City Council
May 13 Election Day

AGENDA ITEM



Date: April 28, 2025

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.
2. **Staff Recommendation:**
Approve the City Council work session and regular meeting minutes.

COUNCIL ACTION REQUESTED

Approve the City Council work session and regular meeting minutes.

Exhibits

[04-14-2025 CC Minutes - work session](#)

[04-14-2025 CC Minutes](#)



Minutes
City Council Work Session
Monday, April 14, 2025, 5:00 PM
City Council Chambers | 2780 Kelley Parkway, Orono, MN 55356

ROLL CALL

City Council members present: Mayor Bob Tunheim, City Council Members Alisa Benson, Claire Berrett, Steve Persian, Jacqueline Ricks.

Park Commissioners present: Brian Roath, Janie Delaney, Michael Huddy, Gordy Stofer, Rick Carter, Jacob Selseth. Absent: Kim Carswell, Mollie Reynolds.

Staff present: City Administrator Adam Edwards, Parks and Facilities Superintendent Joe Ruthenberg, City Clerk Christine Lusian

JOINT MEETING WITH PARK COMMISSION

Mayor Tunheim opened the work session and Edwards introduced the agenda including commission roles and goals, and an overview of the parks in Orono which contains 49 lake access points, 21 parks, and 5 named trails. Edwards pointed to city code and comprehensive plan provides the guidance and direction for the Parks commission process, which begins with a concern, idea, or input from the community, commissioner, staff.

The group discussed budgeting, maintenance, capital improvements, revenue, grants, branding, establishing standards, increasing meeting frequency, and the code of conduct.

ADJOURNMENT

Work session ended at 5:58 p.m.

ATTEST:

CITY COUNCIL

Christine Lusian, City Clerk

Bob Tunheim, Mayor



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Mayor Tunheim called the meeting to order at 6:02 p.m., followed by the Pledge of Allegiance.

ROLL CALL

Orono City Council members present: Mayor Bob Tunheim, City Council Members Alisa Benson, Steve Persian, Jacqueline Ricks and Claire Berrett. Members absent: None

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

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

The agenda was approved by consensus with an alteration (moving New Business) and an addition (Quorum Notification).

CONSENT AGENDA

1. City Council Minutes
2. Claims/Bills
3. Amend Annual Appointments to add Commission Ex Officios
This item was removed from the consent agenda
4. Cannabis Registration – Resolution 7575
5. Hire Seasonal Employees
6. Hire Public Works Maintenance Worker
7. Disposal of Bicycles
8. Security Camera Upgrade
9. 3545 Ivy Place, RPS25-000025, Encroachment Agreement
10. LA24-000066, 430 East Long Lake Road, Conditional Use Permit and Variances - Resolution 7577
11. LA25-000002, Text Amendment: 78-1279(6) – Average Lakeshore Setback

Benson moved, Ricks seconded, to adopt the Consent Agenda with Item 3 removed. VOTE: Ayes 5, Nays 0.

PUBLIC COMMENTS

Jim Theisen, 1295 Elmwood Ave.; Gabriel Jabbour, 985 Tonkawa Rd.; Kelly Prchal, 4705 Watertown Rd.; Bruce Lemke, 565 Old Crystal Bay Rd; Jay Nygard, 1386 Rest Point Rd.; Ben Veach, 1065 Willow View Dr.; Shea Chwialkowski, 6809 Dale Ave., Richfield; Cody Farley, 328 Dupont St., Long Lake; Kelly Grady, Long Lake; and Chris Adams Captain of Orono FD; provided comments.

3. Amend Annual Appointments to add Commission Ex Officios

Benson brought up that the schedule, as proposed, includes Councilmember Berrett, who is leaving the Council, attending a meeting on May 6.



Benson moved, Ricks seconded, to shift the schedule up one meeting. VOTE: Ayes 4, Nays 0, Abstain 1 (Berrett).

PRESENTATIONS

12. Stubbs Bay Lake Improvement Districts (LID)

Stubbs Bay residents addressed the City Council seeking to create a LID for Stubbs Bay.

The Council discussed the item and asked questions of staff and the residents.

The homeowners are gathering signatures for a petition, and future action will include the City Council conducting a public hearing.

COMMUNITY DEVELOPMENT REPORT

13. LA24-00054, 430 Old Crystal Bay Road North, Conditional Use Permit, Preliminary Plan Review

The City Council is requested to review the Staff report, receive a presentation, and discuss and approve the Conditional Use Permit with conditions outlined by staff.

The Council discussed the item and asked questions of staff and the applicants, Rob Page, Shorewood; Dave Ramsey, and Liz Merry, 500 Willow Drive, Orono; and Peter Coyle, Larkin and Hoffman, their land use attorney, who clarified the law regarding Conditional Use Permits.

Benson moved, Persian seconded, to direct staff to draft a resolution approving the Conditional Use Permit, preliminary plat and site plan review with the conditions set forth by staff. VOTE: Ayes 5, Nays 0.

PUBLIC SAFETY REPORT

(This item was moved ahead of the Finance Director Report by request)

15. Long Lake Fire Department Annual Report

The City Council is requested to receive an annual report presentation from Mike Heiland, Long Lake Fire Chief.

The Council discussed the item and asked questions.

FINANCE DIRECTOR REPORT

14. First Quarter Financial Update

Finance Director Maggie Jin presented the First Quarter Financial Update.



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Quorum Notification

Benson asked about establishing a policy or guidance for notifying the public when a quorum of the Council may be present in situations that are not intended for conducting business.

City Council members and staff discussed current practice, and the consensus was that it is working.

RECESS & RECONVENE

Mayor Tunheim recessed the meeting at 8:15 p.m. The meeting was reconvened at 8:20 p.m.

CITY ATTORNEY REPORT

City attorney Mattick reminded the Council of a court hearing scheduled for May 6.

CITY ADMINISTRATOR/ENGINEER REPORT

16. Upcoming Work Session and Council Training Schedule

City Administrator Edwards reminded the City Council of upcoming work session dates and topics.

17. Design Update Public Works Commodities Yard (24-035)

The City Council is requested to review the Staff report, receive a presentation, and discuss and approve going forward with the project.

The Council discussed the item and asked questions of staff.

Councilmembers expressed reservations about spending to build the project this year if it is not urgent.

City Administrator Edwards said it would take about an additional \$40,000 to complete the construction documents and go out to bids. At that point, he suggested, the Council could decide to go forward or not.

Ricks moved, Benson seconded, to direct staff to cease work on the project at this time. VOTE: Ayes 5, Nays 0.

NEW BUSINESS

20. Amend 2002 Agreement and Contract for Fire Protection

The City Council is requested to review the Staff report, receive a presentation, and discuss and approve the draft amendment to the agreement.

The Council discussed the item and asked questions of staff and representatives of both the Long Lake and Orono Fire Departments. Discussion included the role of the current Orono part-time duty crew fire fighters in the short term and the eventual plan to bring the two departments together and possibly add additional partners.



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City Attorney Mattick explained the amendment would not be in force until also approved by the Cities of Long Lake and Medina.

Benson moved, Ricks seconded, to approve the draft agreement amendment and contract for fire prevention. VOTE: Ayes 4, Nays 1 (Berrett).

COUNCIL COMMITTEE REPORTS

None

MAYOR/COUNCIL REPORT

Mayor and Council provided reports.

CLOSED SESSION

Persian moved, Ricks seconded, to enter into closed session at 10:48 p.m., as permitted by Section 13D.05 sub. 3(b) to hold confidential attorney-client privilege discussion concerning strategy in the Long Lake v. Orono litigation and to evaluate the performance of the City Administrator. VOTE: Ayes 5, Nays 0.

18. Discuss Long Lake v. Orono litigations
19. Annual Performance Review of the City Administrator

(The City Council was in closed session from 10:48 p.m. to 1:03 a.m.)

ADJOURNMENT

Tunheim moved, Benson seconded, to adjourn the meeting at 1:03 a.m. to Monday, April 28, 2025, at 6:00 p.m. VOTE: Ayes 5, Nays 0.

ATTEST:

Christine Lusian, City Clerk

Bob Tunheim, Mayor

Minutes approved by Orono City Council April 28, 2025. Meeting videos and transcripts available at oronomn.gov.

AGENDA ITEM



Date: April 28, 2025

Item: 2

Title: Claims/Bills

Presenter: Kellie Hoen, Administrative Assistant

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 125806 to 125890 and ACH transactions 20130658 to 20130665 totaling \$330,967.15

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 2025-04-24](#)

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
NAVARRE HARDWARE	04/18/2025	117246	332143	601-49400-227	LIGHT BULB	Water	14.99-
NAVARRE HARDWARE	04/18/2025	117246	333028	101-41900-489	STERNO	Central Services	38.97-
NAVARRE HARDWARE	04/18/2025	117246	333418	101-41900-223	JANITOR SUPPLIES	Central Services	54.46-
Total 117246:							108.42-
BRIDGEWATER BANK- PETTY C	04/17/2025	125806	04.19.25 Cle	101-10300	CLEAN UP DAY CHANGE		200.00
Total 125806:							200.00
API GARAGE DOOR INC.	04/21/2025	125807	416944908	101-41900-223	GARAGE DOOR REPAIR AT FD	Central Services	30.00
API GARAGE DOOR INC.	04/21/2025	125807	416944908	101-41900-404	GARAGE DOOR REPAIR AT FD	Central Services	212.50
Total 125807:							242.50
ATTN: SPECIAL ASSESSMENTS	04/21/2025	125808	38-2025	602-49450-489	SPECIAL ASSESSMENTS	Sewer	258.50
ATTN: SPECIAL ASSESSMENTS	04/21/2025	125808	38-2025	239-45694-489	SPECIAL ASSESSMENTS		280.00
Total 125808:							538.50
BEAUDRY OIL & SERVICE INC	04/21/2025	125809	2935435	701-49800-212	DEF FLUID	Fleet Services	343.41
Total 125809:							343.41
BIFFS INC	04/21/2025	125810	INV243232	101-45200-415	BIFF RENTAL-LURTON PARK	Parks	121.00
BIFFS INC	04/21/2025	125810	INV243233	101-43100-415	BIFF RENTAL-BRUSH SITE	Brush Site	25.92
Total 125810:							146.92
BOLTON & MENK INC.	04/21/2025	125811	0360495	710-49970-575	24-036 ARCGIS ONLINE UPGRADE PROJECT	IT Services	2,767.50
Total 125811:							2,767.50
BOYER TRUCKS - ST MICHAEL	04/21/2025	125812	093P31658	701-49800-222	DUMP TRUCK CAB FILTERS	Fleet Services	67.16
Total 125812:							67.16
CECE'SIGNS INC	04/21/2025	125813	9818	101-43000-222	SAFETY NOTIFICATION VEHICLE AND EQUIPME	Public Works Department	83.00
CECE'SIGNS INC	04/21/2025	125813	9818	101-45200-221	SAFETY NOTIFICATION VEHICLE AND EQUIPME	Parks	84.00
CECE'SIGNS INC	04/21/2025	125813	9818	101-43000-222	SAFETY NOTIFICATION VEHICLE AND EQUIPME	Public Works Department	83.00

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
Total 125813:							250.00
CENTRAL PENSION FUND SOU	04/21/2025	125814	04.17.25 FU	101-21705	CENTRAL PENSION FUND 04.17.2025		2,080.00
Total 125814:							2,080.00
CENTURYLINK	04/21/2025	125815	04.2025 WT	601-49400-321	WTP PHONE/INTERNET 4/04/2025-5/03/2025	Water	151.38
Total 125815:							151.38
CITY OF BLOOMINGTON	04/21/2025	125816	24911	601-49400-489	WACTI BACTI	Water	42.00
Total 125816:							42.00
DAVEY RESOURCE GROUP IN	04/21/2025	125817	9000103613	225-45200-319	TREE SURVEY & REPORT	Parks - Special Revenue Fund	8,500.00
Total 125817:							8,500.00
DELANO CARQUEST	04/21/2025	125818	68229-32307	701-49800-222	PD FILTERS DODGE CHARGERS	Fleet Services	69.96
DELANO CARQUEST	04/21/2025	125818	6829-322914	701-49800-222	PD 261 BRAKES	Fleet Services	348.95
DELANO CARQUEST	04/21/2025	125818	6829-323077	701-49800-222	PD 265 REAR BRAKES	Fleet Services	165.09
DELANO CARQUEST	04/21/2025	125818	6829-323151	701-49800-222	PD 261 BRAKES	Fleet Services	139.22
DELANO CARQUEST	04/21/2025	125818	6829-323159	701-49800-222	RETURNED BRAKE ROTORS	Fleet Services	139.22-
DELANO CARQUEST	04/21/2025	125818	6829-323247	701-49800-222	AUXILARY ENGINE BATTERY	Fleet Services	157.99
Total 125818:							741.99
ECM PUBLISHERS INC	04/21/2025	125819	1042938	101-42400-352	PH FOR B&Z - APR 21	Building & Zoning	132.30
ECM PUBLISHERS INC	04/21/2025	125819	1043082	101-43000-340	PUBLIC WORKS JOB POSTING - SEASONAL WO	Public Works Department	302.82
ECM PUBLISHERS INC	04/21/2025	125819	1043082	601-49400-340	PUBLIC WORKS JOB POSTING - SEASONAL WO	Water	302.81
ECM PUBLISHERS INC	04/21/2025	125819	1043082	602-49450-340	PUBLIC WORKS JOB POSTING - SEASONAL WO	Sewer	302.81
ECM PUBLISHERS INC	04/21/2025	125819	1043083	613-49830-340	GOLF COURSE SEASONAL JOB POSTING	Golf Course	901.00
ECM PUBLISHERS INC	04/21/2025	125819	1043084	613-49830-340	GOLF COURSE SEASONAL JOB POSTING	Golf Course	901.00
ECM PUBLISHERS INC	04/21/2025	125819	1043085	613-49830-340	GOLF COURSE SEASONAL JOB POSTING	Golf Course	129.20
ECM PUBLISHERS INC	04/21/2025	125819	1043086	613-49830-340	GOLF COURSE SEASONAL JOB POSTING	Golf Course	129.20
ECM PUBLISHERS INC	04/21/2025	125819	1043087	101-43000-340	PUBLIC WORKS JOB POSTING - SEASONAL WO	Public Works Department	116.07
ECM PUBLISHERS INC	04/21/2025	125819	1043087	601-49400-340	PUBLIC WORKS JOB POSTING - SEASONAL WO	Water	116.07
ECM PUBLISHERS INC	04/21/2025	125819	1043087	602-49450-340	PUBLIC WORKS JOB POSTING - SEASONAL WO	Sewer	116.06
ECM PUBLISHERS INC	04/21/2025	125819	1043855	435-48979-352	25-001 STREET IMPROVEMENT PROJECT BID A		365.40

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
ECM PUBLISHERS INC	04/21/2025	125819	1460442	602-49450-340	PUBLIC WORKS JOB POSTING - SEASONAL WO	Sewer	129.20
Total 125819:							3,943.94
FACTORY MOTOR PARTS	04/21/2025	125820	70-586862	701-49800-222	261 POLICE DURANGO ENGINE BELT	Fleet Services	34.67
FACTORY MOTOR PARTS	04/21/2025	125820	70-587087	701-49800-222	PD DURANGO ENGINE OIL FILTERS	Fleet Services	41.93
Total 125820:							76.60
FERGUSON WATERWORKS #25	04/21/2025	125821	0542606	601-49400-227	REPAIR CLAMPS	Water	840.90
FERGUSON WATERWORKS #25	04/21/2025	125821	0543950	601-49400-227	REPAIR CLAMPS FOR WATER MAINS	Water	2,367.40
Total 125821:							3,208.30
FIDELITY SECURITY LIFE INSU	04/21/2025	125822	166735437	101-21716	VISION PLAN 4/2025		313.99
Total 125822:							313.99
G&H Distributing & Supply Inc	04/21/2025	125823	00185481	101-43000-222	429 HYDRAULIC HOSE	Public Works Department	56.56
Total 125823:							56.56
GEHRMAN ANIMAL HOSPITAL	04/21/2025	125824	1454922	437-39630	K9 EXPENSE/VET		66.83
Total 125824:							66.83
GOPHER ACE	04/21/2025	125825	024299/1	101-41900-223	TRASH BAGS	Central Services	13.99
GOPHER ACE	04/21/2025	125825	024335/1	101-45200-221	NUTS & BOLTS FOR PARK REPAIRS	Parks	37.84
GOPHER ACE	04/21/2025	125825	024338/1	101-45200-221	NUTS & BOLTS - PARK REPAIRS	Parks	8.80
GOPHER ACE	04/21/2025	125825	024390/1	101-43000-224	ZIP TIES	Public Works Department	41.98
GOPHER ACE	04/21/2025	125825	024396/1	101-43000-221	GREASE FOR PM ON BRINE MAKER	Public Works Department	18.18
GOPHER ACE	04/21/2025	125825	024400/1	101-41900-401	HAND TV'S IN PD	Central Services	38.98
GOPHER ACE	04/21/2025	125825	024404/1	101-41900-401	TV INSTALL MAGNET PD	Central Services	7.98
GOPHER ACE	04/21/2025	125825	024412/1	701-49800-215	PRE MIX OIL FOR CHAINSAWS	Fleet Services	99.98
GOPHER ACE	04/21/2025	125825	024442/1	101-42260-221	REPLACEMENT PLUG FOR SHORELINE POWER	Fire Protection Services	19.99
GOPHER ACE	04/21/2025	125825	04430/1	613-49830-404	KNEE PAD AND KNEELER	Golf Course	53.57
GOPHER ACE	04/21/2025	125825	24354/1	101-43000-240	PRESSURE WASHER HOSE FOR PRESSURE W	Public Works Department	74.99
GOPHER ACE	04/21/2025	125825	24413/1	602-49450-222	711 AUXILARY WATER PUMP FITTINGS	Sewer	7.57

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
Total 125825:							423.85
HAWKINS INC	04/21/2025	125826	7036142	601-49400-216	CHLORINE TANKS	Water	110.00
Total 125826:							110.00
HENNEPIN COUNTY ACCOUNT	04/21/2025	125827	1000244196	101-42110-414	RADIO/MDC LEASES	Police Department	3,015.60
Total 125827:							3,015.60
IN CONTROL INC.	04/21/2025	125828	S-INV02512	601-49400-405	INCONTROL TO FIX OUR SCADA SYSTEM	Water	675.50
Total 125828:							675.50
International Union Local #49	04/21/2025	125829	04.2025 DUE	101-21707	LOCAL 49 DUES - 04/2025		455.00
Total 125829:							455.00
INTOXIMETERS INC	04/21/2025	125830	784637	101-42110-580	NEW PBT ORDERED MAY 2024	Police Department	640.00
INTOXIMETERS INC	04/21/2025	125830	784943	101-42110-221	REPAIR PBT	Police Department	222.20
Total 125830:							862.20
LANO EQUIPMENT INC	04/21/2025	125831	02-1144594	405-48500-580	MINI EXCAVATOR FROST RIPPER TOOTH	Imp Eqpt Outlay	1,874.52
LANO EQUIPMENT INC	04/21/2025	125831	03-1145590	701-49800-221	TOOLCAT REAR TURN SIGNAL ASSEMBLY	Fleet Services	54.22
Total 125831:							1,928.74
LAPOINTE UTILITIES INC	04/21/2025	125832	ROW24-000	101-22205	ESCROW REFUND - ROW24-000043 - 744 BROW		1,500.00
Total 125832:							1,500.00
LAW ENFORCEMENT LABOR S	04/21/2025	125833	04.2025 DUE	101-21707	LELS DUES - LOCAL 168 04/2025		365.00
LAW ENFORCEMENT LABOR S	04/21/2025	125833	04.2025 DUE	101-21707	LELS DUES - LOCAL 40 04/2025		1,387.00
Total 125833:							1,752.00
LIGHTSPEED COMMERCE INC.	04/21/2025	125834	ORONO-001	710-49970-416	LIGHTSPEED COURSE MANAGEMENT SOFTWA	IT Services	2,275.00

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
Total 125834:							2,275.00
MACQUEEN EQUIPMENT LLC	04/21/2025	125835	P64166	101-43000-222	460 SWEEPER SIDE PANEL LATCHES	Public Works Department	559.65
Total 125835:							559.65
METLIFE	04/21/2025	125836	05.2025 ACC	101-21721	ACCIDENT 05.2025		349.80
METLIFE	04/21/2025	125836	05.2025 CRI	101-21721	CRITICAL INS 05.2025		148.14
METLIFE	04/21/2025	125836	05.2025 DEN	101-21709	DENTAL INSURANCE 05/25		3,153.53
METLIFE	04/21/2025	125836	05.2025 HOS	101-21721	HOSPITAL 05.2025		255.62
Total 125836:							3,907.09
MHSRC/Range	04/21/2025	125837	337900-1167	101-42110-437	TRAINING - EVOC/PIT REFRESHER/WIEBUSCH	Police Department	525.00
MHSRC/Range	04/21/2025	125837	337900-1172	101-42110-437	TRAINING - EVOC/PIT REFRESHER/WITTKKE AND	Police Department	1,050.00
Total 125837:							1,575.00
MN DEPT OF LABOR & INDUST	04/21/2025	125838	Q1 2025 SU	101-20802	2025 QUARTER 1 SURCHARGE - MARCH		3,717.78
MN DEPT OF LABOR & INDUST	04/21/2025	125838	Q1 2025 SU	101-39610	2025 QUARTER 1 SURCHARGE - MARCH		148.87-
Total 125838:							3,568.91
NCPERS GROUP LIFE INS.	04/21/2025	125839	6732000520	101-21710	PERA LIFE 05/2025		400.00
Total 125839:							400.00
Oertel Architects, Ltd	04/21/2025	125840	25-06.1	440-48970-304	24-035 PUBLIC WORKS COMMODITIES YARD	Public Works Building	3,718.75
Total 125840:							3,718.75
ON-SITE MEDICAL SERVICES I	04/21/2025	125841	246433	101-42110-319	ANNUAL HEARING TESTING - PW AND PD	Police Department	850.00
ON-SITE MEDICAL SERVICES I	04/21/2025	125841	246433	101-43000-319	ANNUAL HEARING TESTING - PW AND PD	Public Works Department	850.00
Total 125841:							1,700.00
OPEIU - LOCAL 12	04/21/2025	125842	04.2025 DUE	101-21707	UNION DUES - LOCAL 12 04/2025		992.00

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
Total 125842:							992.00
PERFORMANCE KENNELS INC.	04/21/2025	125843	3405	437-39630	K9 SUPPLIES		84.00
Total 125843:							84.00
SECURITY & SOUND CO	04/21/2025	125844	29576	440-48965-530	COMMUNICATIONS OFFICE - INSTALLED DATA D		598.00
Total 125844:							598.00
SiteOne Landscape Supply LLC	04/21/2025	125845	152161560-0	613-49830-225	GOLF COURSE SUPPLIES	Golf Course	137.09
SiteOne Landscape Supply LLC	04/21/2025	125845	152216592-0	613-49830-225	GOLF COURSE DRAINAGE PIPE	Golf Course	17.21
Total 125845:							154.30
STANDARD SPRING PARTS	04/21/2025	125846	409029	701-49800-222	424 FRONT SUSPENSION PARTS	Fleet Services	2,235.86
Total 125846:							2,235.86
STREICHER'S	04/21/2025	125847	11755560	101-42110-226	UNIFORMS/SONNEK/PATCHES FOR DEPARTME	Police Department	598.00
STREICHER'S	04/21/2025	125847	11757145	101-42110-226	UNIFORMS/SCHWARZ	Police Department	49.99
STREICHER'S	04/21/2025	125847	11757221	101-42110-226	UNIFORMS/SLIPKA	Police Department	353.00
Total 125847:							1,000.99
SUN LIFE FINANCIAL	04/21/2025	125848	04.2025 ST	101-21714	STD- 04/2025		1,097.20
SUN LIFE FINANCIAL	04/21/2025	125848	04.2025 SUP	101-21710	LIFE INSURANCE - 04/2025		1,277.62
Total 125848:							2,374.82
TACTICAL SOLUTIONS	04/21/2025	125849	10571	101-42110-221	RADAR REPLACEMENT/USED	Police Department	1,257.00
Total 125849:							1,257.00
THE HARTFORD	04/21/2025	125850	04.2025 LT D	101-21713	LTD 04/2025		1,927.26
Total 125850:							1,927.26
UNIFIRST CORPORATION	04/21/2025	125851	1410135378	613-49830-223	RUGS & CLEANING TOWELS-GOLF	Golf Course	140.13

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
UNIFIRST CORPORATION	04/21/2025	125851	1410135423	101-45200-226	UNIFORMS-PARKS	Parks	22.10
UNIFIRST CORPORATION	04/21/2025	125851	1410135423	613-49830-226	UNIFORMS-GOLF COURSE	Golf Course	22.10
UNIFIRST CORPORATION	04/21/2025	125851	1410135423	101-41900-226	UNIFORMS-FACILITY	Central Services	6.50
UNIFIRST CORPORATION	04/21/2025	125851	1410135423	101-43000-226	UNIFORMS - STORMWATER	Public Works Department	57.13
UNIFIRST CORPORATION	04/21/2025	125851	1410135423	101-43000-226	UNIFORMS-STREETS	Public Works Department	57.13
UNIFIRST CORPORATION	04/21/2025	125851	1410135423	601-49400-226	UNIFORMS PW-WATER DEPT	Water	24.66
UNIFIRST CORPORATION	04/21/2025	125851	1410135423	602-49450-226	UNIFORMS PW-SEWER DEPT	Sewer	24.66
UNIFIRST CORPORATION	04/21/2025	125851	1410135423	701-49800-226	UNIFORMS - FLEET	Fleet Services	34.08
UNIFIRST CORPORATION	04/21/2025	125851	1410135423	101-41900-223	MOPS/CLEANING TOWELS	Central Services	30.52
UNIFIRST CORPORATION	04/21/2025	125851	1410135423	701-49800-221	SHOP TOWELS - PW	Fleet Services	3.91
UNIFIRST CORPORATION	04/21/2025	125851	1410135423	101-43000-404	RUGS-PW	Public Works Department	28.73
UNIFIRST CORPORATION	04/21/2025	125851	1410136902	613-49830-223	RUGS & CLEANING TOWELS-GOLF	Golf Course	17.74
UNIFIRST CORPORATION	04/21/2025	125851	1410137201	101-45200-226	UNIFORMS-PARKS	Parks	16.98
UNIFIRST CORPORATION	04/21/2025	125851	1410137201	613-49830-226	UNIFORMS-GOLF COURSE	Golf Course	16.98
UNIFIRST CORPORATION	04/21/2025	125851	1410137201	101-41900-226	UNIFORMS-FACILITY	Central Services	6.53
UNIFIRST CORPORATION	04/21/2025	125851	1410137201	101-43000-226	UNIFORMS - STORMWATER	Public Works Department	78.89
UNIFIRST CORPORATION	04/21/2025	125851	1410137201	101-43000-226	UNIFORMS-STREETS	Public Works Department	78.89
UNIFIRST CORPORATION	04/21/2025	125851	1410137201	602-49450-226	UNIFORMS PW-SEWER DEPT	Sewer	33.40
UNIFIRST CORPORATION	04/21/2025	125851	1410137201	601-49400-226	UNIFORMS PW-WATER DEPT	Water	33.40
UNIFIRST CORPORATION	04/21/2025	125851	1410137201	701-49800-226	UNIFORMS - FLEET	Fleet Services	36.70
UNIFIRST CORPORATION	04/21/2025	125851	1410137201	101-41900-223	MOPS/CLEANING TOWELS	Central Services	30.52
UNIFIRST CORPORATION	04/21/2025	125851	1410137201	701-49800-221	SHOP TOWELS - PW	Fleet Services	3.91
UNIFIRST CORPORATION	04/21/2025	125851	1410137201	101-43000-404	RUGS-PW	Public Works Department	28.73
Total 125851:							834.32
US Bank Equipment Finance	04/21/2025	125852	553572108	710-49970-413	COPIERS - 04/25	IT Services	1,518.00
US Bank Equipment Finance	04/21/2025	125852	553572108	101-41900-201	OVERAGE - TONER	Central Services	138.73
Total 125852:							1,656.73
VERIZON WIRELESS	04/21/2025	125853	6110689186	101-43100-321	ARLO CAMERAS - BRUSH SITE	Brush Site	80.02
VERIZON WIRELESS	04/21/2025	125853	6110689186	101-45200-321	ARLO CAMERAS - LURTON DOG PARK	Parks	80.02
VERIZON WIRELESS	04/21/2025	125853	6110689186	101-42110-321	ARLO CAMERAS - PD	Police Department	80.02
VERIZON WIRELESS	04/21/2025	125853	6110689186	101-41900-321	ARLO CAMERAS - SPARE	Central Services	40.01
Total 125853:							280.07
W.S. DARLEY & CO.	04/21/2025	125854	17555422	415-42260-580	NOZZLES AND OTHER ITEMS FOR E2	Fire Capital	5,982.69
W.S. DARLEY & CO.	04/21/2025	125854	17555446	101-42260-240	STREAM SHAPER FOR L1	Fire Protection Services	319.89

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
Total 125854:							6,302.58
Wright-Hennepin Coop Electric	04/21/2025	125855	3503207569	101-43100-381	BRUSH SITE 03/01/25-04/01/25	Brush Site	24.67
Wright-Hennepin Coop Electric	04/21/2025	125855	3503207569	613-49830-381	GC SECURITY TO 05/31/2025	Golf Course	43.30
Wright-Hennepin Coop Electric	04/21/2025	125855	3503207569	101-43000-381	ELECTRICAL SERVICE 03/01/25-04/01/25	Public Works Department	176.40
Total 125855:							244.37
ZUMBRO TOOLS	04/21/2025	125856	0205251339	701-49800-240	MECHANICS TOOLS	Fleet Services	70.25
ZUMBRO TOOLS	04/21/2025	125856	0212251368	701-49800-240	MECHANICS TOOLS	Fleet Services	403.25
ZUMBRO TOOLS	04/21/2025	125856	0219251393	701-49800-240	MECHANICS TOOLS	Fleet Services	631.50
ZUMBRO TOOLS	04/21/2025	125856	0226251418	701-49800-240	MECHANICS TOOLS	Fleet Services	540.50
ZUMBRO TOOLS	04/21/2025	125856	0326251509	701-49800-240	MECHANICS TOOLS	Fleet Services	746.00
ZUMBRO TOOLS	04/21/2025	125856	0416251576	701-49800-240	MECHANICS TOOLS	Fleet Services	224.75
Total 125856:							2,616.25
BRAUN INTERTEC	04/28/2025	125857	B425268	440-48970-304	24-035 PW AND PARKS COMMODITIES AND SAL	Public Works Building	7,000.00
Total 125857:							7,000.00
CITY OF MONTICELLO	04/28/2025	125858	0035061	101-42110-317	ANIMAL CARE/MOUND CASE	Police Department	208.00
Total 125858:							208.00
DELANO CARQUEST	04/28/2025	125859	6829-323290	701-49800-222	DUMP TRUCK ENGINE OIL FILTERS	Fleet Services	99.57
DELANO CARQUEST	04/28/2025	125859	6829-323462	701-49800-222	427 HUB FLUID	Fleet Services	20.96
Total 125859:							120.53
DOCK & LIFT INC	04/28/2025	125860	516337	101-45200-221	DOCK INSTALL	Parks	360.00
Total 125860:							360.00
DVS RENEWAL	04/28/2025	125861	MAZDA TAB	101-42110-441	TABS UNIT/276	Police Department	55.25
Total 125861:							55.25
EARL F ANDERSEN & ASSOC	04/28/2025	125862	0139125-IN	101-43000-224	SIGN FOR DIST. 2	Public Works Department	959.55

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
Total 125862:							959.55
ECM PUBLISHERS INC	04/28/2025	125863	1044052	601-49400-340	PUBLIC WORKS JOB POSTING - SEASONAL	Water	297.85
ECM PUBLISHERS INC	04/28/2025	125863	1044052	602-49450-340	PUBLIC WORKS JOB POSTING - SEASONAL WO	Sewer	297.85
ECM PUBLISHERS INC	04/28/2025	125863	1044052	101-43000-340	PUBLIC WORKS JOB POSTING- SEASONAL	Public Works Department	297.86
Total 125863:							893.56
FACTORY MOTOR PARTS	04/28/2025	125864	70-587456	701-49800-222	VEHICLE BATTERY	Fleet Services	138.96
Total 125864:							138.96
GENUINE PARTS COMPANY/NA	04/28/2025	125865	621906	701-49800-221	AUXILARY JETTER ENGINE OIL FILTER	Fleet Services	21.33
Total 125865:							21.33
GOPHER ACE	04/28/2025	125866	024434/1	613-49830-221	GOLF SPRAYER FOR TOOLCAT	Golf Course	4.98
GOPHER ACE	04/28/2025	125866	024434/1	701-49800-222	VEHICLE PARTS	Fleet Services	17.35
GOPHER ACE	04/28/2025	125866	024475/1	101-43000-226	PPE FOR HUNTER STEIN	Public Works Department	208.98
GOPHER ACE	04/28/2025	125866	024475/1	101-43000-224	SIGN BOLTS	Public Works Department	137.98
GOPHER ACE	04/28/2025	125866	024475/1	101-43000-240	POWER TOOLS FOR STREETS CREWS	Public Works Department	850.00
GOPHER ACE	04/28/2025	125866	024475/1	101-43000-224	CREDIT	Public Works Department	80.00-
GOPHER ACE	04/28/2025	125866	24445/1	101-43000-224	NUT AND BOLT	Public Works Department	1.10
GOPHER ACE	04/28/2025	125866	24473/1	613-49830-404	PARTS FOR IRRIGATION SYSTEM AT GOLF COU	Golf Course	13.50
GOPHER ACE	04/28/2025	125866	24481/1	101-41900-404	PD TV INSTALL	Central Services	13.99
Total 125866:							1,167.88
GRAFIX SHOPPE	04/28/2025	125867	162595	101-42110-550	SQUAD SETUPS/276	Police Department	203.72
Total 125867:							203.72
GRANICUS LLC	04/28/2025	125868	201727	614-49840-329	STREAMING LICENSE AND AGENDA MGMT 05/0	Cable Franchise	30,378.39
Total 125868:							30,378.39
HENNEPIN COUNTY ACCOUNT	04/28/2025	125869	1000238290	101-42110-319	EMBEDDED SOCIAL WORKER 2025	Police Department	12,633.00
HENNEPIN COUNTY ACCOUNT	04/28/2025	125869	1000245313	101-41600-309	JAIL CHARGES/ALL CITIES	Law/Legal Services	248.60

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
Total 125869:							12,881.60
HIGHVIEW PLUMBING INC	04/28/2025	125870	17551	602-49450-319	I&I INSPECTIONS	Sewer	1,000.00
Total 125870:							1,000.00
HOTSY MINNESOTA	04/28/2025	125871	25045	101-41900-404	OPW/PARKS BDLG. PRESSURE WASHER REPAI	Central Services	1,887.68
Total 125871:							1,887.68
KYLE KIRSCHNER	04/28/2025	125872	04.2025 K. KI	101-42110-437	TRAINING / KIRSCHNER	Police Department	287.76
Total 125872:							287.76
MEB ENTERPRISE INC	04/28/2025	125873	1228	601-49400-405	TASK 91991	Water	8,281.00
Total 125873:							8,281.00
METROPOLITAN COUNCIL ENVI	04/28/2025	125874	0001186438	602-49450-441	2025 INDUSTRIAL DISCHARGE PERMIT	Sewer	525.00
Total 125874:							525.00
MHSRC/Range	04/28/2025	125875	337900-1173	101-42110-437	TRAINING - EVOC/PIT REFRESHER/BECK	Police Department	525.00
Total 125875:							525.00
MITCH WIESE	04/28/2025	125876	04.2025 BO	101-45200-226	WORK BOOT REIMBURSEMENT	Parks	328.20
Total 125876:							328.20
MOUND TRUE VALUE	04/28/2025	125877	196943	101-42110-228	RANGE SUPPLIES	Police Department	12.98
MOUND TRUE VALUE	04/28/2025	125877	196944	101-42110-228	RANGE SUPPLIES	Police Department	15.99
Total 125877:							28.97
NORTH CENTRAL INTERNATIO	04/28/2025	125878	X225035645:	701-49800-222	427 FRONT WHEEL BEARINGS	Fleet Services	293.57
Total 125878:							293.57

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
NORTHSTAR RENOVATIONS LL	04/28/2025	125879	LA24-000067	101-22205	ESCROW REFUND - LA24-000067 - 2691 ETHEL		700.00
Total 125879:							700.00
ODP BUSINESS SOLUTIONS LL	04/28/2025	125880	4183674680	101-41900-201	KLEENEX	Central Services	74.09
ODP BUSINESS SOLUTIONS LL	04/28/2025	125880	4183674680	101-41900-201	BLACK GEL PENS	Central Services	25.98
Total 125880:							100.07
Oertel Architects, Ltd	04/28/2025	125881	25-06.2	440-48970-304	24-035 PUBLIC WORKS COMMODITIES YARD	Public Works Building	1,400.00
Total 125881:							1,400.00
ONSITE DRUG TESTING & CON	04/28/2025	125882	01909	101-45200-319	DRUG TESTING-WIESE	Parks	435.00
Total 125882:							435.00
REVISION STONEWOOD	04/28/2025	125883	RPS25-0000	101-20802	BP REFUND - RPS25-000033-1785 CONCORDIA		47.00
REVISION STONEWOOD	04/28/2025	125883	RPS25-0000	101-32510	BP REFUND - RPS25-000033-1785 CONCORDIA		1,135.95
REVISION STONEWOOD	04/28/2025	125883	RPS25-0000	101-34410	BP REFUND - RPS25-000033-1785 CONCORDIA		738.37
Total 125883:							1,921.32
RYAN AUTO MALL	04/28/2025	125884	273811	701-49800-222	PD CHARGER 267 ENGINE PARTS	Fleet Services	101.75
Total 125884:							101.75
SECURITY & SOUND CO	04/28/2025	125885	29603	231-45650-570	EOC UPGRADES		30,600.00
Total 125885:							30,600.00
STONEWOOD	04/28/2025	125886	LA25-000003	101-22205	ESCROW REFUND - LA25-000003 - 155 WEAR L		700.00
STONEWOOD	04/28/2025	125886	RPS22-0000	101-22205	ESCROW REFUND - RPS22-000062 - 1050 MOON		1,000.00
Total 125886:							1,700.00
TERMINAL SUPPLY CO	04/28/2025	125887	22633-00	101-43000-224	SIGN BOLTS	Public Works Department	534.75
Total 125887:							534.75

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
TWIN CITY SEED COMPANY	04/28/2025	125888	200747	613-49830-223	GRASS SEED	Golf Course	232.50
Total 125888:							232.50
WHITE, ANTHONY	04/28/2025	125889	04.2025 WHI	101-42110-226	UNIFORMS/WHITE	Police Department	138.52
WHITE, ANTHONY	04/28/2025	125889	04.2025 WHI	101-42110-439	MEETING EXPENSES - WHITE	Police Department	21.50
Total 125889:							160.02
XCEL ENERGY	04/28/2025	125890	924070569	101-43000-386	OCB TRAFFIC SIGNAL 03/20/25-04/20/25	Public Works Department	134.39
Total 125890:							134.39
AMAZON CAPITAL SERVICE	04/21/2025	20130658	11QQ-XTWD	101-42260-201	AA BATTERIES	Fire Protection Services	13.88
AMAZON CAPITAL SERVICE	04/21/2025	20130658	11QQ-XTWD	101-42260-223	PAPER TOWELS	Fire Protection Services	75.70
AMAZON CAPITAL SERVICE	04/21/2025	20130658	11QQ-XTWD	101-42260-215	WHEEL AND TIRE CLEANER	Fire Protection Services	37.29
AMAZON CAPITAL SERVICE	04/21/2025	20130658	11QQ-XTWD	101-42260-215	PLASTIC SPRAY BOTTLES	Fire Protection Services	12.97
AMAZON CAPITAL SERVICE	04/21/2025	20130658	11QQ-XTWD	101-42260-215	INTERIOR CAR CLEANER	Fire Protection Services	34.97
AMAZON CAPITAL SERVICE	04/21/2025	20130658	11QQ-XTWD	101-42260-215	INTERIOR CAR CLEANER	Fire Protection Services	28.95
AMAZON CAPITAL SERVICE	04/21/2025	20130658	11QQ-XTWD	101-42260-215	SPRAY CAR WAX	Fire Protection Services	29.97
AMAZON CAPITAL SERVICE	04/21/2025	20130658	11QQ-XTWD	101-42260-215	TIRE DRESSING	Fire Protection Services	59.99
AMAZON CAPITAL SERVICE	04/21/2025	20130658	11QQ-XTWD	101-42260-201	PLASTIC CLIPBOARDS	Fire Protection Services	21.73
AMAZON CAPITAL SERVICE	04/21/2025	20130658	11QQ-XTWD	101-42260-201	ENVELOPES	Fire Protection Services	8.46
AMAZON CAPITAL SERVICE	04/21/2025	20130658	1HW3-VV6X-	602-49450-443	USB STICKS FOR SEWER CAMERA	Sewer	29.99
AMAZON CAPITAL SERVICE	04/21/2025	20130658	1L3Y-F337-T	101-41900-223	BUILDING CLEANING SUPPLIES	Central Services	137.38
AMAZON CAPITAL SERVICE	04/21/2025	20130658	1L3Y-F337-T	613-49830-240	GOLF PUSH CARTS	Golf Course	461.80
AMAZON CAPITAL SERVICE	04/21/2025	20130658	1N4K-K79Y-	710-49970-221	IT SUPPLIES - PD	IT Services	237.21
AMAZON CAPITAL SERVICE	04/21/2025	20130658	1N4K-K79Y-	710-49970-221	IT SUPPLIES - CITY	IT Services	405.11
AMAZON CAPITAL SERVICE	04/21/2025	20130658	1N4K-K79Y-	710-49970-221	IT SUPPLIES - PARKS	IT Services	54.14
AMAZON CAPITAL SERVICE	04/21/2025	20130658	1N4K-K79Y-	710-49970-221	IT SUPPLIES - PWORKS	IT Services	19.99
AMAZON CAPITAL SERVICE	04/21/2025	20130658	1TLP-MRF4-	701-49800-221	EQUIPMENT FIRST AID AND FIRE EXTINGUISHE	Fleet Services	54.90
AMAZON CAPITAL SERVICE	04/21/2025	20130658	1TLP-MRF4-	701-49800-222	EQUIPMENT FIRST AID AND FIRE EXTINGUISHE	Fleet Services	54.90
AMAZON CAPITAL SERVICE	04/21/2025	20130658	1YX6-X4GF-	101-43000-224	POWER STRIP COVER / ORGINIZER	Public Works Department	37.99
AMAZON CAPITAL SERVICE	04/21/2025	20130658	1YX6-X4GF-	101-43000-226	HIGH VISIBILTY SHIRTS HUNNTER	Public Works Department	50.99
AMAZON CAPITAL SERVICE	04/21/2025	20130658	1YX6-X4GF-	101-43000-224	SCREEN CLEANER X2	Public Works Department	16.98
AMAZON CAPITAL SERVICE	04/21/2025	20130658	1YX6-X4GF-	101-43000-224	PLASTIC BINS FOR SCREWS	Public Works Department	48.24
AMAZON CAPITAL SERVICE	04/21/2025	20130658	1YX6-X4GF-	101-43000-224	MILWAUKEE 6AH BATTERY X2	Public Works Department	169.98
AMAZON CAPITAL SERVICE	04/21/2025	20130658	1YX6-X4GF-	101-43000-224	FIRST ADD SUPPLIES FOR TRUCKS(NEW MED	Public Works Department	92.20

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
Total 20130658:							2,195.71
INNOVO BENEFITS ADMINISTR	04/21/2025	20130659	1511068	601-49400-135	HEALTH INSURANCE - 05.2025-BR	Water	730.68
INNOVO BENEFITS ADMINISTR	04/21/2025	20130659	1511068	101-15998	HEALTH INSURANCE - 05.2025 AJ		730.68
INNOVO BENEFITS ADMINISTR	04/21/2025	20130659	1511068	101-42110-135	HEALTH INSURANCE - 05.2025-DM	Police Department	730.68
INNOVO BENEFITS ADMINISTR	04/21/2025	20130659	1511068	101-42110-135	HEALTH INSURANCE - 5.2025-JW	Police Department	730.68
INNOVO BENEFITS ADMINISTR	04/21/2025	20130659	1511068	601-49400-135	HEALTH INSURANCE - 05.2025-SO	Water	730.68
INNOVO BENEFITS ADMINISTR	04/21/2025	20130659	1511068	101-21706	HEALTH INSURANCE - 05.2025		70,159.44
Total 20130659:							73,812.84
LOGIS-WIRE	04/21/2025	20130660	136021	101-42110-310	POLICE MOBILES	Police Department	2,485.00
LOGIS-WIRE	04/21/2025	20130660	136021	101-42110-310	POLICE CAD	Police Department	4,913.00
LOGIS-WIRE	04/21/2025	20130660	136021	101-42110-310	POLICE RECORDS	Police Department	18,948.00
LOGIS-WIRE	04/21/2025	20130660	136021	710-49970-311	HOSTED SERVER - OR WATCHGUARD	IT Services	3,292.00
LOGIS-WIRE	04/21/2025	20130660	136021	710-49970-311	HOSTED SERVER - OR-AD01	IT Services	349.00
LOGIS-WIRE	04/21/2025	20130660	136021	710-49970-311	HOSTED SERVER - OR-AD02	IT Services	635.00
LOGIS-WIRE	04/21/2025	20130660	136021	710-49970-311	HOSTED SERVER - OR-APPS2	IT Services	2,278.00
LOGIS-WIRE	04/21/2025	20130660	136021	710-49970-311	HOSTED SERVER - OR-FS1	IT Services	3,243.00
LOGIS-WIRE	04/21/2025	20130660	136021	710-49970-311	HOSTED SERVER - RELAY	IT Services	340.00
LOGIS-WIRE	04/21/2025	20130660	136021	710-49970-311	HOSTED SERVER - OR-MAIL01	IT Services	690.00
LOGIS-WIRE	04/21/2025	20130660	136021	710-49970-311	HOSTED BACKUPS	IT Services	4,464.00
LOGIS-WIRE	04/21/2025	20130660	136021	710-49970-311	HOSTED COMPLIANCE ARCHIVE	IT Services	1,775.00
LOGIS-WIRE	04/21/2025	20130660	136021	710-49970-311	HOSTED WIRELESS NETWORK MGMT	IT Services	1,054.00
LOGIS-WIRE	04/21/2025	20130660	136021	710-49970-329	FIBER OPTIC SERVICES	IT Services	600.00
LOGIS-WIRE	04/21/2025	20130660	136021	710-49970-329	INTERNET	IT Services	1,986.00
LOGIS-WIRE	04/21/2025	20130660	145003	710-49970-416	MICROSOFT LICENSE RENEWAL	IT Services	12,281.79
LOGIS-WIRE	04/21/2025	20130660	145003	710-49970-416	INSIGHT PUBLIC SECTOR	IT Services	382.83
LOGIS-WIRE	04/21/2025	20130660	145003	710-49970-319	MP NEXLEVEL	IT Services	198.63
LOGIS-WIRE	04/21/2025	20130660	145003	710-49970-416	INCIDENT - OR LIQUIDFILES	IT Services	249.00
LOGIS-WIRE	04/21/2025	20130660	145003	710-49970-319	GOPHER STATE LOCATES	IT Services	1.35
LOGIS-WIRE	04/21/2025	20130660	146016	710-49970-221	SOFT TOKEN - COMMUNICATIONS SPECIALIST	IT Services	15.00
LOGIS-WIRE	04/21/2025	20130660	148026	710-49970-311	NETWORK SERVICE - SERVER HALO & PHASE	IT Services	1,720.00
Total 20130660:							61,900.60
MEDSURETY LLC	04/21/2025	20130661	MFSA Funds	101-21719	MFSA 3.7.25-4.13.25 FUNDS		21.00

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
Total 20130661:							21.00
MSTS RECEIVABLES LLC	04/21/2025	20130662	45d2da08	701-49800-240	MECHANICS TOOLS FOR SERVICE TRUCK	Fleet Services	856.42
Total 20130662:							856.42
STREET FLEET EXPEDITED LL	04/21/2025	20130663	575277	701-49800-222	424 FRONT LEAF SPRING PARTS	Fleet Services	105.92
Total 20130663:							105.92
CARDMEMBER SERVICE	04/28/2025	20130664	04.2025 CAR	101-42110-439	FIRST RESPONDER	Police Department	10.48
CARDMEMBER SERVICE	04/28/2025	20130664	04.2025 CAR	101-42110-439	TRAINING/WEIGHT ENFORCEMENT	Police Department	10.48
CARDMEMBER SERVICE	04/28/2025	20130664	04.2025 CAR	101-42110-352	AWARDS/PLAQUE	Police Department	6.00
CARDMEMBER SERVICE	04/28/2025	20130664	04.2025 CAR	101-42110-437	TRAINING/ETI PARKING	Police Department	34.00
CARDMEMBER SERVICE	04/28/2025	20130664	04.2025 CAR	101-42110-437	TRAINING/ETI ROOM FOR WITTKE AND SONNE	Police Department	166.93
CARDMEMBER SERVICE	04/28/2025	20130664	04.2025 CAR	101-42110-226	USE OF FORCE/TASER HOLSTER(S)	Police Department	151.83
CARDMEMBER SERVICE	04/28/2025	20130664	04.2025 CAR	101-42110-437	TRAINING/BCA KIRSCHNER	Police Department	300.00
CARDMEMBER SERVICE	04/28/2025	20130664	04.2025 CAR	101-42110-322	SHIPPING EQUIPMENT	Police Department	16.61
CARDMEMBER SERVICE	04/28/2025	20130664	04.2025 CAR	101-42110-352	SHIPPING EQUIPMENT	Police Department	19.04
CARDMEMBER SERVICE	04/28/2025	20130664	04.2025 CAR	101-42110-437	TRAINING/ETI SILTALA	Police Department	526.74
CARDMEMBER SERVICE	04/28/2025	20130664	04.2025 CAR	101-19999	MISC CHARGES REFUND		10.22-
CARDMEMBER SERVICE	04/28/2025	20130664	04.2025 CAR	101-43000-240	NEW TOOLS 406	Public Works Department	570.63
CARDMEMBER SERVICE	04/28/2025	20130664	04.2025 CAR	101-43000-437	BRIAN AND HUNTER CLASS FOR PESTICIDES	Public Works Department	550.00
CARDMEMBER SERVICE	04/28/2025	20130664	04.2025 CAR	101-42110-433	PELTON MEMBERSHIP	Police Department	47.76
CARDMEMBER SERVICE	04/28/2025	20130664	04.2025 CAR	101-42110-402	CAR WASH #261	Police Department	23.07
CARDMEMBER SERVICE	04/28/2025	20130664	04.2025 CAR	101-41300-489	WELCOME BREAKFAST - COMMUNICATIONS SP	Administration	65.44
CARDMEMBER SERVICE	04/28/2025	20130664	04.2025 CAR	101-41300-489	WELCOME BREAKFAST - COMMUNICATIONS SP	Administration	8.00
CARDMEMBER SERVICE	04/28/2025	20130664	04.2025 CAR	710-49970-416	ADOBE PHOTOSHOP AND LIGHTROOM	IT Services	260.33
CARDMEMBER SERVICE	04/28/2025	20130664	04.2025 CAR	101-41300-489	WELCOME BREAKFAST - COMMUNICATIONS SP	Administration	69.65
CARDMEMBER SERVICE	04/28/2025	20130664	04.2025 CAR	101-41430-437	GOVERNMENT SOCIAL MEDIA CONFERENCE	Communications	919.00
CARDMEMBER SERVICE	04/28/2025	20130664	04.2025 CAR	101-41300-437	CLERKS INSTITUTE - NOLA	Administration	340.00
CARDMEMBER SERVICE	04/28/2025	20130664	04.2025 CAR	101-41110-439	CITY COUNCIL MEALS 04/14/2025	Mayor & Council	115.93
CARDMEMBER SERVICE	04/28/2025	20130664	04.2025 CAR	710-49970-416	CANVA GRAPHIC DESIGN SUBSCRIPTION	IT Services	120.00
CARDMEMBER SERVICE	04/28/2025	20130664	04.2025 CAR	101-41430-437	GOVERNMENT SOCIAL MEDIA CONFERENCE A	Communications	291.38
CARDMEMBER SERVICE	04/28/2025	20130664	04.2025 CAR	101-41430-437	GOVERNMENT SOCIAL MEDIA CONFERENCE T	Communications	305.98
CARDMEMBER SERVICE	04/28/2025	20130664	04.2025 CAR	710-49970-416	HOOTSUITE CONTENT PLANNING SOCIAL MEDI	IT Services	900.00
CARDMEMBER SERVICE	04/28/2025	20130664	04.2025 CAR	101-41110-439	CITY COUNCIL MEALS 03/24/2025	Mayor & Council	103.60
CARDMEMBER SERVICE	04/28/2025	20130664	04.2025 CAR	710-49970-575	LAPTOP FOR ADAM	IT Services	1,736.41
CARDMEMBER SERVICE	04/28/2025	20130664	04.2025 CAR	710-49970-575	LAPTOP - TO BE REFUNDED	IT Services	161.57

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
CARDMEMBER SERVICE	04/28/2025	20130664	04.2025 CAR	710-49970-221	FLEET QR CODES	IT Services	105.54
CARDMEMBER SERVICE	04/28/2025	20130664	04.2025 CAR	101-41900-221	AED BATTERY REPLACEMENT PW	Central Services	264.14
CARDMEMBER SERVICE	04/28/2025	20130664	04.2025 CAR	101-43100-223	REPLACEMENT HEATER BRUSH SITE	Brush Site	184.21
CARDMEMBER SERVICE	04/28/2025	20130664	04.2025 CAR	101-42260-240	CRIBBING BAG FOR ENGINE	Fire Protection Services	75.98
CARDMEMBER SERVICE	04/28/2025	20130664	04.2025 CAR	101-42260-219	SHARPS CONTAINER	Fire Protection Services	30.90
CARDMEMBER SERVICE	04/28/2025	20130664	04.2025 CAR	101-42260-240	HOSE STRAPS	Fire Protection Services	296.11
CARDMEMBER SERVICE	04/28/2025	20130664	04.2025 CAR	101-42260-240	THREAD PROTECTORS FOR NOZZLES	Fire Protection Services	108.50
CARDMEMBER SERVICE	04/28/2025	20130664	04.2025 CAR	101-42260-226	HELMET SHIELDS	Fire Protection Services	145.97
CARDMEMBER SERVICE	04/28/2025	20130664	04.2025 CAR	101-42260-221	SUPPLIES FOR TRAINING PROP	Fire Protection Services	152.35
CARDMEMBER SERVICE	04/28/2025	20130664	04.2025 CAR	101-42260-219	SUCTION DEVICE	Fire Protection Services	518.64
CARDMEMBER SERVICE	04/28/2025	20130664	04.2025 CAR	101-42260-437	HOTEL FOR TRAINING CONFERENCE	Fire Protection Services	488.39
CARDMEMBER SERVICE	04/28/2025	20130664	04.2025 CAR	101-42260-402	CAR WASH FOR #506	Fire Protection Services	15.00
CARDMEMBER SERVICE	04/28/2025	20130664	04.2025 CAR	613-49830-092	POP	Golf Course	56.94
CARDMEMBER SERVICE	04/28/2025	20130664	04.2025 CAR	613-49830-094	WATER	Golf Course	8.38
CARDMEMBER SERVICE	04/28/2025	20130664	04.2025 CAR	613-49830-201	GC PRINTER	Golf Course	192.51
CARDMEMBER SERVICE	04/28/2025	20130664	04.2025 CAR	613-49830-221	DISH SOAP	Golf Course	10.38
CARDMEMBER SERVICE	04/28/2025	20130664	04.2025 CAR	613-49830-093	SNACKS & CANDY	Golf Course	436.84
CARDMEMBER SERVICE	04/28/2025	20130664	04.2025 CAR	710-49970-311	ZOOM SUBSCRIPTION	IT Services	15.99
CARDMEMBER SERVICE	04/28/2025	20130664	04.2025 CAR	101-42260-319	BACKGROUND CHECK - FIRE	Fire Protection Services	161.80
CARDMEMBER SERVICE	04/28/2025	20130664	04.2025 CAR	101-45200-319	BACKGROUND CHECK - PARKS	Parks	59.90
CARDMEMBER SERVICE	04/28/2025	20130664	04.2025 CAR	613-49830-319	BACKGROUND CHECK - GOLF	Golf Course	119.80
Total 20130664:							11,268.91
MEDSURETY LLC	04/28/2025	20130665	4.23.25 DCA	101-21719	DCAP J. CUTA		625.00
Total 20130665:							625.00
Grand Totals:							330,967.15

AGENDA ITEM



Date: April 28, 2025

Item: 3

Title: Upcoming Work Session and Council Training Schedule

Presenter: Adam Edwards, City Administrator / Engineer

Section: Consent Agenda

1. **Purpose:**

The purpose of the action item is to schedule future work session agendas and council training / orientations.

2. **Background:**

a. **Work Sessions.** 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
13 Jan		14 Jul	
27 Jan	Council Code of Conduct Special Elections Council Goals	28 Jul	General Fund Budget Update
10 Feb	Council Code of Conduct (Part 2)	11 Aug	
24 Feb	Interview Commissioner Applicants (Parks/Planning)	25 Aug	Enterprise Budget Update
10 Mar	Fire Service Coverage Discussion	8 Sep	Preliminary Levy / Budget
14 Apr	Joint Meeting With Parks Commission	22 Sep	
28 Apr	Street Maintenance 2026 Average Lakeshore set back (Part 6)	13 Oct	Draft Capital Improvement Plans
12 May	Request for Proposal (RFP) process summary	27 Oct	Draft Capital Improvement Plans
27 May	City Goals and Vision Discussion - Comp Plan look ahead	10 Nov	
9 Jun	Social Media Policy and Procedures	24 Nov	Fee Schedule Update
23 Jun	Preliminary Budget Guidance 2026	8 Dec	None

b. **Council Trainings and Orientations.** This is an opportunity for council members to propose and agree to additional trainings or orientations for council.. Staff will then prepare and execute the trainings. The table below lists upcoming *proposed* subjects and dates.

Date and Time	Subject	Location	Staff Lead
March 7, 8:30-10:00	Salt and Commodities Tours	Wayzata and Medina	DJ

April 4, 10:00-12:00	Orono's Conservation Design Code Orientation	Council Chambers	Laura

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: April 28, 2025

Item: 4

Title: Annual Performance Review of the City Administrator

Presenter: Adam Edwards, City Administrator / Engineer

Section: Consent Agenda

1. **Purpose:**

The purpose of this item is to summarize the closed session held on April 14 to review City Administrator Adam Edwards' performance in 2024.

2. **Background:**

Pursuant to the State's Open Meeting Law, Minn. Stat. Section 13D.05, Subd. 3(a), the City Council conducted a closed meeting as part of its February 24, 2025 regular council meeting to evaluate the performance of City Administrator/ City Engineer Adam Edwards in 2024.

3. **Summary:**

The Mayor, all Council Members, as well as Administrator Adam Edwards and City Attorney Soren Mattick attended the closed session. At the meeting, the council began a review. Due to the extreme lateness of the hour a follow up session is recommended for one of the May meetings.

4. **Staff Recommendation:**

I recommend we reconvene at one of the May council meetings to complete this activity.

COUNCIL ACTION REQUESTED

Motion to approve this summary.

AGENDA ITEM



Date: April 28, 2025

Item: 5

Title: Resignation of Firefighters

Presenter: James Van Eyll, Fire Chief

Section: Consent Agenda

1. **Purpose:**

The purpose of this agenda item is to accept the resignations of four firefighters (three part-time and one paid-on-call).

COUNCIL ACTION REQUESTED

Motion to accept the resignations of Part-Time Firefighter Thomas Brown, Part-Time Firefighter Steph Erven, Part-Time Firefighter Shawn Laughton, and Paid-On-Call Firefighter Ben Carlson.

AGENDA ITEM



Date: April 28, 2025

Item: 6

Title: Hire Seasonal Employees

Presenter: Joe Ruthenberg, Superintendent - Parks, Facilities

Section: Consent Agenda

1. **Purpose:**

The purpose of this agenda item is to gain approval of hiring summer seasonal employees.

2. **Background:**

The City hires seasonal employees to accomplish a variety of tasks. The hourly pay is proposed to be \$14.50-\$17.50 for the Golf Course Clubhouse Attendants and Brush Site Attendants; \$14.50-\$18.50 for Parks/Golf Course Maintenance Employees and Public Works Maintenance Workers. Seasonal employees fall under the 6-month PERA Classification and are therefore excluded from PERA membership.

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

Seasonal Employee Appointment and Candidates

Name	Position	Wage (Per Hour)	Remarks
Jon Steinmetz	Clubhouse Attendant	\$16.00	New Hire
Thomas Gibbs	Parks & Golf Maintenance	\$14.50	New Hire

COUNCIL ACTION REQUESTED

Motion to approve hiring the seasonal employees listed in the table above.

AGENDA ITEM



Date: April 28, 2025

Item: 7

Title: Donation to Summit Beach Park - Resolution 7581

Presenter: Joe Ruthenberg, Superintendent - Parks, Facilities

Section: Consent Agenda

1. **Purpose:**

The purpose of this agenda item is to accept a donation to be used towards the purchase of a bench to be placed at Summit Beach Park.

2. **Background:**

The City has established a Park Donation Program to give individuals, families, and organizations the ability to enrich and grow our parks, trails and open spaces. As part of this program, the City has received a donation from Brad Erickson in the amount of \$650.00. The donation is for the purchase of a park bench to be installed at Summit Beach Park. By accepting this donation the City is agreeing to install a bench at the specified location.

Authority for cities to accept donation is granted by Minnesota Statute 465.03 which authorizes Minnesota cities to “accept or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor.” All donations must be accepted by resolution with a 2/3 vote of the Council.

3. **Staff Recommendation:**

Staff recommends acceptance of the donation and the installation of a bench at Summit Beach Park.

COUNCIL ACTION REQUESTED

Motion to accept the donation of \$650 from Brad Erickson for the installation of a bench at Summit Beach Park.

Exhibits

[A. Resolution 7581 Donation](#)



CITY OF ORONO
RESOLUTION OF THE CITY COUNCIL
NO. 7581

A RESOLUTION ACCEPTING A DONATION

WHEREAS, the city of Orono is authorized by Minn. Stat. 465.03 to accept donations of real and personal property for the benefit of its citizens and is specifically authorized to accept gifts;

WHEREAS, Brad Erickson has offered to donate \$650.00 to city of Orono for the purchase of a park bench to be installed at Summit Beach Park; and

WHEREAS, the donation is for the benefit of its residents; and

WHEREAS, the City Council finds that it is appropriate to accept the donation.

RESOLVED that the Orono City Council gratefully accepts the donation to be used by the city of Orono.

FURTHER, staff will acknowledge receipt of the donation expressing appreciation.

Adopted by the City Council of Orono, Minnesota at a regular meeting held April 28, 2025.

ATTEST:

CITY OF ORONO

Christine Lusian, City Clerk

Bob Tunheim, Mayor

AGENDA ITEM



Date: April 28, 2025

Item: 8

Title:

Donation to Lurton Dog Park - Resolution 7578

Presenter: Joe Ruthenberg, Superintendent - Parks, Facilities

Section: Consent Agenda

1. **Purpose:**
The purpose of this action item is to gain approval to accept a donation to the city.
2. **Background:**
Jan Harris has made a donation to the Lurton Park Fund to support the dog park operation.
3. **Donations Received:**
\$5.00 cash donation.
4. **Staff Recommendation:**
I recommend the city accept the donation of \$5.00.

COUNCIL ACTION REQUESTED

Motion for approval to accept donation of \$5 from Jan Harris.

Thank you Jan Harris for your kind and generous donation to the Susan E. Luton Dog Park.

Exhibits

[Resolution_7578_Donation.docx](#)



CITY OF ORONO
RESOLUTION OF THE CITY COUNCIL
NO. 7578

A RESOLUTION ACCEPTING A DONATION

WHEREAS, the city of Orono is authorized by Minn. Stat. 465.03 to accept donations of real and personal property for the benefit of its citizens and is specifically authorized to accept gifts;

WHEREAS, Jan Harris has offered to donate \$5.00 to city of Orono for the Susan E. Lurton Nature and Off Leash Dog Park; and

WHEREAS, the donation is for the benefit of its residents; and

WHEREAS, the City Council finds that it is appropriate to accept the donation.

RESOLVED that the Orono City Council gratefully accepts the donation to be used by the city of Orono.

FURTHER, staff will acknowledge receipt of the donation expressing appreciation.

Adopted by the City Council of Orono, Minnesota at a regular meeting held April 28, 2025.

ATTEST:

CITY OF ORONO

Christine Lusian, City Clerk

Bob Tunheim, Mayor

AGENDA ITEM



Date: April 28, 2025

Item: 9

Title: Pavement Maintenance - Crack Sealing

Presenter: DJ Goman, Public Works Superintendent

Section: Consent Agenda

1. **Purpose:**

The purpose of this action item is to gain Council approval for the 2025 Streets Maintenance Crack Sealing project.

2. **Background:**

Crack sealing is a routine preventive road maintenance process.

3. **Scope:**

The identified streets shall have their cracks and routed, cleaned and sealed. Spot sealing will be required on areas with a concentration of small cracks.

4. **Cost:**

Public Works received quotes from 2 contractors for crack sealing. A summary of the quotes received are listed in the table below. The lowest quote was from MP Asphalt Maintenance INC for \$12,950.00

Contractor	Total Quote
MP Asphalt Maintenance INC	\$12,950.00
Allied Blacktop Company	\$22,050.00
Astech Corp.	No Bid

5. **Funding:**

The project will be funded from the pavement management fund. The 2025 Public works plan and CIP allocated \$50,000 contracted pavement preventive maintenance.

6. **Staff Recommendation:**

I recommend acceptance of the quote provided by MP Asphalt for \$12,950.00

COUNCIL ACTION REQUESTED

Motion to authorize MP Asphalt Company to complete the 2025 Street Maintenance crack sealing project for \$12,950.00

Exhibits

Copy of Roads for Crack Sealing 2025.xlsx

1_52_17 PMMPAsphaltMaintenance_Estimate_City of Orono.pdf

Orono Crack Seal Proposal.pdf

Year	Road	Year
2024	Orchard Park Road Partenwood Rd / Lane Willow Drive Southh of Fox to Brown	2024
2023	Fox Street Brown to Orono Orchard Townline Road W/ Medina	
2022	Turnham Chippawa Lane High Lane West Lake Street Linden Park Ave	2023
	Oak Street Fairview Cottage Lane Lakeview Terrrace Country Club Road Long Lake Blvd Dakota Ave Dickensen Street Orono Lane Arbor St Crystal Ave Prospect Ave	
2021	Park Lane Elm Street Eileen Street West Navarre (Blaine Crystal, Lyric) East Navarre (Bayview Pl., Olive, Navarre Lane, Lafayette Ridge Court, Kenwood Way.) Cacsco Point 3000 Block Casco Cirle	2022
2020	Smith Ave Lyman Ave Fox Street (Willow to Brown) Bliar St. Togo Road Livinston Ave to Blaine Navarre Ave Rest Point Lane Windjammer	

2019 Forest Arms Lane, East Long Lake Road, Tonkaview Lane, Chevy Chase Drive

2018 West Lafayette Road
Wildhurst Trail
Forest Lake Landing
Minnetonka Highlands Lane
Linden Lane
Vine Place
Lyric Ave to Blaine
Forest Arms Lane
Leaf Street
Old Crystal Bay Rd CR. 6 to 112

2017 East Lake St, Tonka Ave, Northern Ave, Minnetonka Ave, Post Office

2016 Hunter
Tamerack
Watertown Road East of Willow

2015 Watertown Road Turnham to Willow
Stubbs Watertown to Bayside
Boulder Park Road

2014 Rest Point Road / Circle

2013 Willow Drive Drive North of 112
WillowBrooke Drive

2012 Orono Orchard Road

2011

2010 Willow Drive South LL Border to Fox St.

2009 Casco Point 15 to ??

2008 Park Ave.
Forest Arms
Farview Lane
Willow Watertown to hwy 12
Hackberry
Maple
Elm
Fagerness point Area
Loma Linda
Elmwood

Park Drive
Maple
Minnie
Mapleridge
Railroad Ave

2007

2006 McCulley Rd.

2005

2004

2003 OCB 12 to Fox

Road
CHIPPEWA LA
LAKEVIEW TER
NAVARRE LA
ORONO ORCHARD RD
BAYVIEW PL
Blaine Ave
CRYSTAL PL
Rest Point Lane
Wind Jammer
WEBBER HILLS RD
SPATES-PATCH

Old Beach Road (From 2314-Cul-de-sac)

Mapleridge lane

Pheasant Road
Kelly Avenue
Lydiard Avenue and Lydiard Circle
Carman Street
Casco Avenue
Ethel Avenue
Caroline Avenue
Dunwoody Avenue
Livingston Avenue (Fire Station end)
Lyric Avenue
Fagerness Point Road
Concordia Street
Webb Street
Corral Road

Chevy Chase Dr

East Lake St
Forest Arm
Vine Pl
Wildhurst Trail
Forest Lake Landing
Tonkaview Ln
Stubbs Bay (from Watertown to County Road 84) Tonka Ave

PROPOSAL



<https://mpasphalt.net>

3315 Aetna Ave NE
Buffalo, MN 55313
763-402-3526

Proposal Submitted To

Brent Weldon
City of Orono

2750 Kelly Parkway
55356
(952) 249-4670
bweldon@ci.orono.mn.us

Work to be Performed At

2025 City of Orono Crack seal

2750 Kelly Parkway
Long Lake, MN 55356

Company Contact

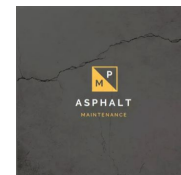
Matt Leaf
CEO

(763) 402-3526
matt@mpasphalt.net

2/26/2025

ESTIMATE DATE: 2/26/2025

Brent Weldon
City of Orono



2025 City of Orono Crack seal
2750 Kelly Parkway
Long Lake, MN 55356

<https://mpasphalt.net>

Crack sealing (\$12,950)

Crack sealing Roads on provided list does not include chip seal crack seal only.

Crack sealing Singular cracks that are 1/4 inch - 1.5" and not in alligatored areas will be routed. chip sealed roads will not be routed. with a mechanical routing machine 3/4 by 3/4 and thoroughly cleaned of all foreign matter with backpack or push power blower . The cracks will be properly sealed using the state-of-the-art, oil-jacketed crack sealing system with a rubberized hot pour material. In the oil-jacketed system the material is hydraulically agitated, then pressure fed through an oil-jacketed pump and injected under pressure directly into the crack at the optimum temperature to prevent decomposition of the material and to maximize adhesion. Not all cracks will be filled Cracks wider than 1.5" will not be filled Cracks less than an 1/8" will not be filled. Any Cracks shorter than 4ft long will not be filled. spider cracks will not be filled. Crack that have been previous filled will not be routed. Cracks previous sealed and broke open with vegetation growing from them will be sealed over. its not MP asphalt maintenance responsibility to remove vegetation from previously seal cracks.

Total Bid: \$12,950

Effective October 1st of every year if a Seal coat job is completed on or after October 1st there will be no warranty CONTRACT DOCUMENTS: Specification sheets, drawings and other documentation presented in this proposal shall be part of the contract. It is the responsibility of the customer's authorized representative to be aware of the terms and conditions stated herein and of the other contract documentation.

PAYMENT TERMS: NET BALANCE DUE 15 DAYS AFTER COMPLETION OF WORK. Unpaid balances will accrue a late fee of 10% per week until paid in full. In the event of your failure to conform to the terms and conditions of this agreement, you hereby agree to pay MP Asphalt Maintenance LLC all the sums earned to date. All major credit cards are accepted Residential Driveways Payment terms: Driveways will be paid upon completion of the job if not a \$25 dollar charge will be added to the total cost per day.

DEPOSIT: If the contracted amount exceeds \$15,000.00, a deposit of 1/3 of the project price is required to schedule work unless noted otherwise in this agreement.

PERMITS AND FEES: Owner is responsible for obtaining and paying for any required PERMITS, BONDS, and LICENSES, or plans required to obtain the aforementioned.

WORK ACCESSIBILITY: The price quoted herein is contingent upon the work area being free of

any obstructions (vehicles, dumpsters, etc) at the scheduled project start date and time. MP Asphalt Maintenance reserves the right to adjust the agreed upon project price if the job conditions prevent MP Asphalt Maintenance work crews from starting on time and proceeding without interruption.

CLEANING EXPENSES: The owner understands that the work called for in this agreement is a messy process. The parties agree that MP Asphalt Maintenance is not responsible for cleaning, repairing, or replacing any concrete, carpet, floor, passageway, etc., that is soiled or stained by anyone other than MP Asphalt Maintenance employees. Sprinkler systems must be off 24 hrs. before and after. Bluing of sealer may accrue and is normal. it does not affect craftsmanship, warranty, or longevity.

INDEMNITY:MP Asphalt Maintenance agrees to complete its work in a safe and workmanlike manner, and to take appropriate safety precautions. However, once installation is complete and customer takes possession of the work area, Owner/Customer understands and agrees that MP Asphalt Maintenance cannot be responsible for materials, area maintenance and safety, and therefore Owner/Customer assumes all responsibility in this regard, including but not limited to any and all personal injuries, deaths, property damage, losses, or expenses related to or in any way connected with the materials or services provided. To the fullest extent allowed by law, Owner/Customer agrees to indemnify, defend and hold MP Asphalt Maintenance and its agents harmless from all loss, expense, liability, or attorneys' fees in connection with any such damages or injuries occurring thereafter. Nothing contained within this paragraph means or should be construed to mean that MP Asphalt Maintenance or others shall be indemnified for their own negligence.

CHOICE OF LAW & VENUE: To the fullest extent permitted by law, each provision of this contract shall be interpreted in such a manner as to be effective and valid under Minnesota law without regard to its conflict of laws principles. To the fullest extent permitted by law.

ATTORNEY FEES & COSTS: In the event MP Asphalt Maintenance places any amounts owed under this proposal for collection with either a collection firm or attorney, MP Asphalt Maintenance shall be entitled to reasonable collection fees, attorney's fees and costs.

TAXES: All taxes are included in the proposal price unless otherwise specified.

ESCALATION CLAUSE: This contract has been based on material costs at current market rates. Due to uncertain market conditions that are beyond our control and in the event of future material price increases, the party responsible agrees to pay for the escalations of material without a charge order. This paragraph applies only to materials.

TIMING: Due to fluctuation in the cost of raw materials, if the current date is 15 days past the proposal date, the customer should clarify that pricing is still valid.

MATERIAL & WORKMANSHIP: All material is guaranteed to be as specified. Unless otherwise specified within this Proposal, [MP Asphalt Maintenance warranties workmanship and materials for a period of 6 months from the date of completion. All driveways and overlays may experience cracking throughout the 1st winter and do not result in a warranty claim.](#) All work shall be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra cost will be executed only upon written orders and will become an extra charge over and above the amount set forth above. We shall not be responsible for delays caused by strikes, accidents, weather or other contingencies beyond our control. Our workers are fully insured

NON-DISCLOSURE: Customer acknowledges that information in this Proposal, including but not limited to pricing, determination of scope of work, method for evaluating parking lots, and methods of repair, constitute and include Confide MP Asphalt Maintenance Information.

This Proposal shall not be shared, distributed or disseminated to any other contractor and Customer acknowledges that should it violate this provision monetary damages will not be an adequate remedy and shall be MP Asphalt Maintenance titled to injunctive relief in addition to any other remedy available in law or equity.

ALTERATIONS TO THIS PROPOSAL: Alterations or notations to or to this Proposal will not be valid unless accepted in writing by an authorized representative of MP Asphalt Maintenance

SEVERABILITY OF TERMS: Should any part of this agreement be deemed unenforceable, the remaining terms shall be severable and separately enforceable and shall remain in full force.

Sincerely,
MP Asphalt Maintenance

Matt Leaf
CEO

Acceptance: As an authorized agent for the above, I accept this proposal for \$_____.

Signature: _____ Date: _____.



10503 - 89th Avenue North
 Maple Grove, MN 55369
 www.alliedblacktopmn.com

Matt Dolecki
 Phone: 763-425-0575
 Cell: 612-834-0168
 Email: m.dolecki@alliedblacktopmn.com

Proposal

Company Name: City of Orono	Date: April 7, 2025	Project Name: 2025 Crack Seal
Billing Address: 2700 Kelley Pkwy Orono, MN 55356		Project Address:
Contact Person: Brent Weldon	Project Contact Person: Brent Weldon	
Phone: 952-249-4670	Phone: 952-249-4670	
Email: bweldon@ci.orono.mn.us	Email: bweldon@ci.orono.mn.us	

We hereby submit specifications and quotations for the following:

Description of Work to be Performed	Unit	Qty.	Unit Price	Price	INT
Crack Sealing: Rout and seal longitudinal and transverse working cracks that are 1/4" wide or wider. Alligator cracking, hairline cracking, block cracking, or cracks wider than 1" are not included unless otherwise specified. Previously filled cracks will not be routed. NOTE: Irrigation must be off 24 Hrs and obstructions moved prior to construction. Additional MOB charges may apply. Paper cover will be used at the discretion of the contractor. NOTE: Quote Assumes 1 mobilization	LS	1	\$22,050.00	\$22,050.00	_____

Exclusions: Bonds, permits, fees, surveying, engineering, testing, rail road insurance, special insurance, site specific training for employees, landscaping, irrigation, watering of sod, soil corrections, dewatering, traffic control, utility or structural sheeting, shoring, underpinning, buried debris, rock excavation, class V base materials, drain tile, footing insulation or waterproofing, separation fabrics, vapor barriers, drainage layers, hazardous materials, removal of contaminated soils, haul road construction, erosion control, site restoration, gas, mechanical, or electrical excavation, site fencing, locating private utilities, private utility repairs, winter or cold weather conditions, night or weekend work, winter conditions.

Note: See Allied Blacktop Warranty Terms, Qualifications, and Construction Specifications.
Note: Contracted prices are subject to re-pricing if the WTI oil pricing exceeds \$125/Barrel at time of delivery

We propose to furnish material and labor, complete in accordance with the above specifications, for the total lump sum of:

TOTAL ALL:	\$22,050.00
-------------------	--------------------

ADD 1% Bonding if Necessary

Payment terms are net 30 days. Payment terms for chip seal applications are 90% due net 30 days, balance due upon completion of sweeping.
 Note: This proposal may be withdrawn if not accepted within 15 days. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents, weather or other delays beyond our control.
 Allied Inc. to carry proper insurance including Workers Compensation.

Authorized Signature: _____
Matt Dolecki
Matt Dolecki

Acceptance of Proposal: The above prices, specifications, conditions, and attached warranty qualifications are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____ Signature: _____

AGENDA ITEM



Date: April 28, 2025

Item: 10

Title: 2025 Street Maintenance Project Award (25-001)

Presenter: Adam Edwards, City Administrator / Engineer

Section: Consent Agenda

1. **Purpose:**

The purpose of this action item is to award the contract for the 2025 Street Maintenance Project (25-001).

2. **Background:**

At the July 8, 2024 council meeting the council directed staff to proceed with design for the 2025 Street Project. The streets identified for 2025 are: Kelly Avenue, Lydiard Avenue, & Lydiard Circle, Carmen Road, Ferndale Road West , Dahl Road and Wildhurst Trail (Corner to Cul-de-sac). Staff received bids on April 23, 2025.

3. **Scope:**

The project consists of the reclamation or mill and overlay of the bituminous pavement, select subgrade corrections, and the replacement / improvement of the associated stormwater systems for:

- a. Kelly Avenue- Partial reconstruction with water valve replacements.
- b. Lydiard Avenue, & Lydiard Circle Mill and Overlay and Stormwater improvement
- c. Carmen Road- Mill and overlay and add concrete curb and gutter
- d. Ferndale Road West - Pavement reclaim and replace culvert
- e. Dahl Road - Pavement reclaim and add concrete curb and gutter
- f. Wildhurst Trail (Corner to Cul-de-sac) - Mill and overlay.

4. **Cost:**

The city received five bids. The Bid Summary is in Exhibit A. The low bid for \$ 895,277.21 is from GMH Asphalt Corporation. In addition to the construction cost, Bolton and Menk provided a proposal for construction oversight. (Exhibit B).

Who	Work	Cost	Status
Bolton &Menk	2025 Streets Design and Bid Engineering	\$ 281,000.00	Previously approved
GMH	Construction	\$ 895,277.21	Pending award
Bolton &Menk	Construction Oversight	\$0	Use balance from desig
TOTAL		\$ 1,176,277.21	

5. **Funding:**

Funding for the project will come from a combination of the pavement management fund and stormwater fund.

Fund	Per CIP	As Bid
Pavement Fund	\$ 1,517,400	\$ 752,896.95
Stormwater Fund	\$ 272,100	\$ 152,884.46
Sewer Fund	\$ 35,300	\$ 48,440.07
Water Fund	\$ 1,458,300	\$ 222,055.73
Total	\$ 3,283,100	\$1,176,277.21

6. **Staff Recommendation:**

I recommend award of the bid to GMH Asphalt and approval of the proposal from Bolton and Menk for construction services.

COUNCIL ACTION REQUESTED

Motion to award the 2025 Streets project to GMH Asphalt for \$895,277.21 and to authorize Bolton & Menk to perform construction oversight.

Exhibits

A. Bid Tabulation

B. 2025 Steet Improvements Construction Services



Real People. Real Solutions.

BID TABULATION

Project Location: City of Orono
Project Title: 2025 Street Improvements
Project No.: 24X.135456
Addendum(s):

Bid Day/Date: April 23, 2025
Bid Time: 10:00 AM

	BIDDERS	PART A TOTAL BID	PART A & B TOTAL BID
1.	GMH Asphalt Corporation	\$736,084.32	\$895,277.21
2.	Valley Paving, Inc.	\$777,815.11	\$942,122.66
3.	Asphalt Surface Technologies	\$767,213.16	\$943,892.76
4.	Park Construction Company	\$783,750.90	\$966,928.60
5.	Bituminous Roadways, Inc.	\$809,507.50	\$998,245.00



Real People. Real Solutions.

2638 Shadow Lane
Suite 200
Chaska, MN 55318-1172

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

April 23, 2025

City of Orono
Attn: Adam Edwards
PO Box 66
Orono, MN 55323

RE: 2025 Street Improvements – Construction Services

Dear Mr. Edwards:

As requested, we have prepared a scope of services and estimated fee for the construction services associated with the 2025 Street Improvements Project.

Scope of Services

Public Coordination/Communications

Bolton & Menk is committed to supporting the coordination requirements of this project with qualified staff and will proactively engage affected property owners and the public with timely and accurate information via newsletters and website updates as desired by the City.

Construction Staking

BMI will provide all construction staking necessary to construct the proposed improvements.

Construction Observation

Full-time construction observation (45 hours per week for 15 weeks) will be provided. Duties of the Construction Observer will include the following:

- Attendance at the pre-construction meeting and all construction-related meetings
- Serve as a liaison between the city and the contractor
- Review of the completed work to determine if the project is in general conformance with the plans and specifications
- Review of all materials testing
- Maintenance of construction documentation
- Measure quantities
- Communication with affected property owners, as necessary, to address their construction-related concerns and issues

Construction Administration

Construction administration duties will include the following:

- Administering a pre-construction meeting and weekly construction meetings
- Review of shop drawings
- Preparation of pay estimates
- Contractor Communications

- Liaison with City Staff and Council

Record drawings detailing the completed improvements as recorded by the construction observer and the City of Orono's contractor will be completed and furnished to the city in hard copy and electronic format. Record plans will also be linked to the city mapping system and the City's GIS system will be updated.

Fee Estimate

BMI can complete the proposed construction services with unused, previously approved design fees. Additional services that may be required after the contract's substantial completion date for the project will be billed on an hourly basis. A separate proposal for materials testing services will be submitted to the city for review.

Please let me know if you have questions or need additional information.

Sincerely,

Bolton & Menk, Inc.



David P. Martini, P.E.

Senior Principal Engineer

AGENDA ITEM



Date: April 28, 2025

Item: 11

Title: Agreement - Private Driveway - Hillside Place

Presenter: Adam Edwards, City Administrator / Engineer

Section: Consent Agenda

1. **Purpose:**

The purpose of this action item is to gain Council approval for an agreement to replace a 1994 agreement that allows a private driveway within Hillside Place, an improved Right of Way.

2. **Background:**

In 1994 the city and the residents of 3286 and 3290 Navarre Lane entered into an agreement to allow a private driveway to be constructed within the undeveloped right of way to serve the two properties and connect them to Navarre Lane. That agreement also placed restriction of two other properties that abut the right of way to ensure they did not connect to the private driveway in Hillside place. In the case of 2260 Bayview Place, it was required to have and maintain a driveway connection to Bayview Place and 3300 Navarre Lane was required to have a driveway connected to Navarre lane. This was done because then, as is still the case today, Orono city code limits the number of residences that may share a driveway to two.

The original agreement restricted the driveway to the western most 15 feet of the right of way. This is no longer practical without negatively impacting other abutting property owners. The residents of 3286 and 3290 have requested to pave the driveway and as it does not currently lie within the area approved in the 1994 agreement, a new agreement is necessary. A new agreement was prepared to allow the driveway to be located within the middle 12 feet of the Right of Way. (Exhibit A.)

3. **Staff Recommendation:**

Staff recommends approval of the new private driveway agreement.

COUNCIL ACTION REQUESTED

Motion to approve the Driveway agreement at Exhibit A.

Exhibits

[A. Private Driveway Agreement](#)

(reserved for recording information)

PRIVATE DRIVEWAY AGREEMENT

This **PRIVATE DRIVEWAY AGREEMENT** (“Agreement”) is made this ____ day of _____, 2025, and is by and among the **City of Orono**, a Minnesota municipal corporation (“City”); and **Glen and Grace Ashdown**, married to each other; and **Odell and Lara Tuttle**, married to each other; and **Chris and Courtney Block**, married to each other; and **Michael Swanson**, a single person; (each an “Owner” and collectively, the “Owners”).

RECITALS

- A. Glen and Grace Ashdown are the owners of that certain real property located at 3286 Navarre Lane, in the City of Orono, County of Hennepin State of Minnesota (the “3286 Parcel” or “Parcel A”).
- B. Odell and Lara Tuttle are the owners of that certain real property located at 3290 Navarre Lane, in the City of Orono, County of Hennepin State of Minnesota (the “3290 Parcel” or “Parcel B”).
- C. Chris and Courtney Block are the owners of that certain real property located at 2260 Bayview Place, in the City of Orono, County of Hennepin State of Minnesota (the “2260 Parcel” or “Parcel C”).
- D. Michael Swanson is the owner of that certain real property located at 3300 Navarre Lane, in the City of Orono, County of Hennepin State of Minnesota (the “3300 Parcel” or “Parcel D”).
- E. Parcels A, B, C, and D are each legally described as set forth in **Exhibit A** (collectively, the “Parcels”).
- F. The City and the Owners’ respective predecessors in interest (each one a “1994 Owner” and collectively, the “1994 Owners”) entered into that certain **Agreement** dated October 27, 1994, which set forth certain terms and limitations regarding a private driveway serving the 3286 Parcel and the 3290 Parcel within City’s unimproved public road right-of-way in Hillside Place

("City ROW"); access rights for all Parcels; and other obligations of the 1994 Owners, which Agreement was agreed would run with the land and accordingly was filed of record in the Office of the Hennepin County Registrar of Titles on March 14, 1995, as Document No. 2595145 (the "Original Agreement").

- G. Pursuant to the Original Agreement, the 1994 Owners of the 3286 Parcel and the 3290 Parcel established a private gravel driveway in the westerly 15 feet of the 25-foot-wide City ROW.
- H. As currently improved, the existing private driveway does not conform to this restriction of the Original Agreement, and is proposed to be paved within the City ROW in the location set forth in this Agreement.
- I. The City has concluded that it is in the best interests of the respective Owners and other abutting owners, and in the public interest, for the private driveway to be improved as proposed and as set forth in this Agreement.
- J. Given the passage of time, changes in ownership of all of the Parcels, and other changes in circumstances, the City and the Owners agree that it is appropriate to replace the Original Agreement with this Agreement.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained in the Original Agreement and this Agreement, the parties have agreed as follows:

1. Pursuant to Section 12 of the Original Agreement, the Original Agreement is hereby terminated. The Original Agreement is replaced in its entirety with this Agreement.

2. The City grants to the Owners the non-exclusive use of the City ROW solely for the purposes described in this Agreement, and subject to the terms, conditions, and limitations set forth in this Agreement. No easement or other property interest in any part of the City ROW is created for the Owners of the 3286 Parcel or the 3290 Parcel, or their respective successors or assigns. Owners do not now claim any rights or title to any part of the City ROW by reason of past, present, or future occupancy there, nor will Owners make any such claim in the future.

3. All use of the City ROW for ingress or egress purposes to and from the 2260 Parcel and the 3300 Parcel is prohibited. The driveway to Bayview Place shall be the exclusive point of ingress or egress for the 2260 Parcel. The driveway to Navarre Lane shall be the exclusive point of ingress or egress for the 3300 Parcel.

4. The Owners agree that only the Owners of the 3286 Parcel and the 3290 Parcel shall be allowed to utilize that portion of the City ROW for the installation and maintenance of a private driveway to be generally centered on the right of way with a width not to exceed 12 feet (the "Private Driveway"). The width limit includes all hardcover improvements such as gravel, pavement, concrete, pavers, landscaping rocks. The remainder of the City ROW will be restored and maintained with top soil and grass in accordance with all applicable City Code requirements.

5. The Owners of the 3286 Parcel and the 3290 Parcel agree that the Private Driveway shall be constructed and maintained at the sole cost and expense of the Owners of the 3286 Parcel and the 3290 Parcel, and in accordance with all applicable City Code requirements. If the Owners of the 3286 Parcel and the 3290 Parcel wish to recover costs for such construction and/or maintenance from any the Owners or other property owners who are not party to this Agreement, the terms for such cost recovery shall be pursuant to a separate private agreement among the relevant property owner(s).

6. The Owners of the 3286 Parcel and the 3290 Parcel further agree that in the event the City determines it to be in the public interest to open the City ROW for public travel, within 90 days' written notice from the City, the Owners of the 3286 Parcel and the 3290 Parcel shall, at their sole cost and expense, remove the Private Driveway and restore the City ROW to grade.

7. The Owners of the 3286 Parcel and the 3290 Parcel expressly acknowledge that the Private Driveway is a private improvement within the platted City ROW, and its sole intended purpose is to provide access by the Owners of the 3286 Parcel and the 3290 Parcel, and their respective invitees, to their respective Parcels.

8. The City retains all rights to the City ROW for any City purpose, including but not limited to installation and maintenance of public utilities, and for access for the provision of public safety, garbage collection, and other public services.

9. The Owner of the 3286 Parcel and/or the Owner of the 3290 Parcel may not exclude any owner of any parcel that abuts the City ROW from using the City ROW, including incidental use of the Private Driveway, for maintenance purposes related to their respective parcels. However, as provided in Section 2 of this Agreement, no permanent connection shall be created from the 2260 Parcel or the 3300 Parcel to the City ROW for any purpose.

10. The Owners of the 3286 Parcel and the 3290 Parcel hereby indemnify the City, its officials, employees, contractors, and agents, and hold the City, its officials, employees, contractors, and agents harmless from any and all claims, causes of action, liabilities, damages, or other losses (including attorneys' fees and costs incurred by the City in connection with the same or in the enforcement of this Agreement) sustained or incurred by reason of use of the Private Driveway by the Owners of the 3286 Parcel and the 3290 Parcel, and their respective invitees, successors, or assigns.

11. Nothing in this Agreement shall preclude or prevent the owners of the private improvement (properties identified as 3286 and 3290 Hillside) from seeking damages, injunctive relief, or other legal remedies against any party, including abutting property owners, for actions that obstruct, damage, or otherwise interfere with the use, condition, or maintenance of the driveway located within the City's right-of-way. Such actions include, but are not limited to, blocking access with vehicles or equipment, causing physical damage to the paved surface, or impeding emergency vehicle access. The City of Orono is not a party to any private agreements or disputes arising from such actions and shall not be responsible for enforcement or adjudication of these remedies.


12. This Agreement shall run with the land, and shall be binding upon all Owners and their respective successors and assigns, and may be enforced by the City at law or equity. Accordingly, this Agreement shall be filed of record on each Parcel in the Office of the Hennepin County Registrar of Titles.

13. This Agreement may be amended or terminated only by recordable, written agreement by and among all of the Owners and the City, their successors and assigns, which shall be filed of record on each Parcel in the Office of the Hennepin County Registrar of Titles.

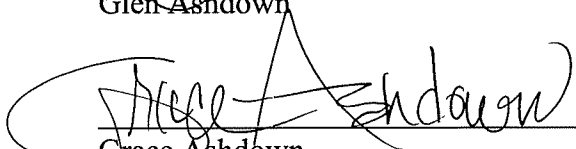
14. The Recitals at the beginning of this Agreement and **Exhibit A** attached to this Agreement are true and correct, and are incorporated into and made part of this Agreement.

[signature pages follow]

**OWNER:
3286 PARCEL**



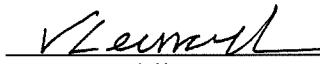
Glen Ashdown



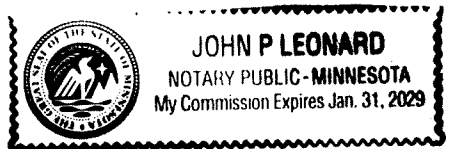
Grace Ashdown

STATE OF MINNESOTA)
) ss.
COUNTY OF HENNEPIN)


The foregoing instrument was acknowledged before me this 19 day of April, 2025, by **Glen Ashdown** and **Grace Ashdown**, married to each other.



Notary Public



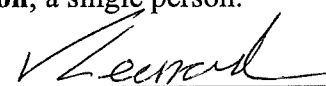
**OWNER:
3300 PARCEL**



Michael Swanson

STATE OF MINNESOTA)
) ss.
COUNTY OF HENNEPIN)

The foregoing instrument was acknowledged before me this 22 day of April, 2025, by **Michael Swanson**, a single person.



Notary Public

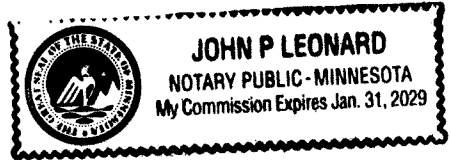


Exhibit A

Legal Descriptions of the Parcels

Parcel A:

3286 Navarre Lane, PID: 1711723440109

That Part of Lots 44 and 45, WALLACE'S ADDITION TO THE VILLAGE OF MINNETONKA BEACH, Hennepin County, Minnesota. Lying Northerly of a line running from a point on the Northeasterly line of Lot 45 distant 100 feet Southeasterly of the most Northerly corner of said Lot 44 to a point Southwesterly line of said Lot 44 distant 116 feet Southeasterly of the Most Westerly corner thereof.

Parcel B:

3290 Navarre Lane, PID: 1711723440110

Lots 46 and 47 also that part of lots 44 and 45, WALLACE'S ADDITION TO THE VILLAGE OF MINNETONKA BEACH, Hennepin County, Minnesota. Lying Southerly of a line running from a point on the Northeasterly line of Lot 45 distant 100 feet Southeasterly of the most Northerly corner of said Lot 44 to a point Southwesterly line of said Lot 44 distant 116 feet Southeasterly of the Most Westerly corner thereof.

Parcel C:

2260 Bayview Place, PID: 1711723440108

Lots 36, 37, 48, 49, and 50, WALLACE'S ADDITION TO VILLAGE OF MINNETONKA BEACH, Hennepin County, Minnesota.

Parcel D:

3300 Navarre Lane, PID: 1711723440098

Lots 51,52 and 53 in WALLACE'S ADDITION TO THE VILLAGE OF MINNETONKA BEACH, Hennepin County, Minnesota.

AGENDA ITEM



Date: April 28, 2025

Item: 12

Title: LA24-000068, 430 Old Crystal Bay Road North, Conditional Use Permit, Preliminary Plat, and Site Plan Review - Resolution 7579

Presenter: Laura Oakden, Community Development Director

Section: Consent Agenda

1. **Purpose:**

The applicant is requesting a Conditional Use Permit, Preliminary CIC Plat approval, and Site Plan approval for an eighty-five (85) unit Garage Condo development.

2. **MN§15.99 Application Deadline:**

The application was submitted on December 12, 2024 and deemed complete on January 9, 2025. The application was granted an administrative extension which expires May 5, 2025.

3. **Background:**

The City Council reviewed the application at the April 14, 2025 City Council meeting and made a motion (5-0) to directed staff to draft an approval resolution for the applications with the identified conditions. ([Staff Report](#)) ([Video](#)).

The proposed Garage Condo development will access off of Orono Industrial Boulevard to be constructed on the north side of the roughly 5-acre parcel. The Applicant provided a narrative describing the proposed 85-unit Garage Condo development. The Developer/Owner Association (OA) will own the land and the individual condo units will be for the personal use of each owner. Each unit is proposed to have developer-installed utility connections for water and sewer and can be customized by the owners to include additional amenities such as bathrooms, kitchens, and/or washers/dryers. The common spaces on the property will be managed by the Owner Association which will provide for general maintenance and stormwater drainage of the site determined by the Developer and outlined in the OA Covenant documents. The development will not have customer-facing retail or commercial uses. The development will meet all zoning requirements for the site within the industrial district.

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

The Planning Commission reviewed the applicant's request at the February 18, 2025 Planning Commission meeting where a public hearing was held. The project was ultimately tabled and the Commission directed the applicant to provide updated information addressing several issues. ([Video](#)) ([Staff Report](#))

The applicant provided updated or additional information for review at the March Planning Commission meeting. The Commission determined that off-street parking for the site should be provided and gave direction to the applicant to amend there plan. Additionally, the commission commented on the amount of building area on the size and the demand of parking. The Commission overall did support the use for the site and votes to deny as apply (4-1). ([Video](#)) ([Staff Report](#))

5. **Public Comment:**

We have received two comments from two members of the public that were included in the February 18, 2025 Planning Commission packet. No comments were submitted for the March 10, 2025 Planning Commission meeting. Staff has received five additional public comment submittals that were included for Council to review at the April 14, 2025 meeting. These comments are included as exhibits.

6. Staff Recommendation:

Staff is recommends approval of the project with the identified conditions within Resolution 7579.

COUNCIL ACTION REQUESTED

Motion to approved LA24-000068, 430 Old Crystal Bay Rd, Preliminary CIC Plat, CUP and Site Plan Resolution 7579.

Exhibits

- A. LA24-000068, 430 Old Crystal Bay Rd, Preliminary CIC Plat, CUP and Site Plan Resolution 7579 DRAFT
- B. Survey and Proposed CIC Preliminary Plat
- C. Plan Set
- D. Landscape Plan
- E. CUP and Site Plan Criteria Analysis
- F. Public Comments (7 Written Comments)



CITY OF ORONO
RESOLUTION OF THE CITY COUNCIL

NO. **7579**

**A RESOLUTION GRANTING
PRELIMINARY APPROVAL FOR A CIC PLAT,
CONDITIONAL USE PERMIT AND SITE PLAN APPROVAL
FOR THE GARAGE CONDO DEVELOPMENT**

FILE NO. LA24-000068

WHEREAS, Orono Garage Condos LLC, (hereinafter the “Developer”) on behalf of the owners Old Crystal Bay LLC, (hereinafter the “Owners”) of the following property: **430 Old Crystal Bay Rd**, (PID **33-118-23-13-0016**) legally described within **Exhibit A** (hereinafter collectively the “Property”);

WHEREAS on January 9, 2025, the Developer made a complete application for Preliminary Plat, Conditional Use Permit and Site Plan approval to create a garage condo development; and

WHEREAS, on February 18, 2025, after published and mailed notice in accordance with Minnesota Statutes and the City Code, the Planning Commission held public hearings, at which time all persons desiring to be heard concerning this application were allowed to speak thereon; and

WHEREAS, on February 18, 2024, the Planning Commission tabled the application provided guidance to the developer and regarding access, parking and landscaping changes; and

WHEREAS, on March 17, 2025, the Planning Commission reviewed the revised application. Although the Developer provided the requested information, the site plan did not provide off-street parking on the site. The Commission was unsatisfied with the revised plans which did not identify off- street parking, with a vote of 4-1, recommended denial of the application as revised; and

WHEREAS, on March 27, 2025, the Developer submitted revised plans addressing proof of parking identified with the site.

WHEREAS, on April 14, 2025, the City Council reviewed the revised application, the recommendations of the Planning Commission and City staff, and made the following findings:

FINDINGS OF FACT:

- A1. This application was reviewed as Zoning File #LA24-000068. The analysis contained within staff memos and the exhibits attached to the aforesaid memos, all minutes from the above-



CITY OF ORONO
RESOLUTION OF THE CITY COUNCIL

NO. **7579**

mentioned meetings, and all other materials distributed at these meetings are hereby incorporated by reference.

- A2. The Property is guided in the 2020-2040 Community Management Plan for industrial use.
- A3. The Property is located in the I- industrial Zoning District, which allows a garage condo business as a conditional use.
- A4. The Property contains 4.88 gross acres in area.
- A5. The proposal would create 85 condo units within 5 buildings.
- A6. The Property is located within the MUSA and will be served by city sewer and water.
- A7. The Property is within the Stormwater Quality Overlay District which restricts overall hardcover. The property is located in Tier 5 with a maximum allowed hardcover of 85%. The proposal results in 126,869 sq.ft of hardcover or 75% of the site.
- A8. The Developer has prepared grading plans to manage stormwater on-site.
- A9. A Site Plan Analysis was completed and the development of the vacant lot will meet all zoning standards according to the revised plans.
- A10. The existing public roadway, Orono Industrial Blvd, provides access to the Property. Orono Industrial Blvd will be constructed to complete the Crystal Bay Business Center development improvements. The existing right of way is unimproved and is scheduled to be built to meet city standards.
- A11. The proposal requires a preliminary and final plat due to the condo plat proposed. The land is not being subdivided. The proposed development is not a subdivision therefore, park dedication fees or Conservation Design Plans are not required.

CONDITIONAL USE PERMIT ANALYSIS:

The City Council may approve a conditional use permit for garage condo use as long as the following criteria are met:

- B1. No exterior parking or storage is permitted for a period longer than twenty-four (24) hours. A parking plan must be provided to demonstrate accessibility to the site. *The applicant has submitted a proof of parking plan noting parking for each unit and 7 additional possible additional guest parking stalls. The applicant notes that the site does not support outdoor storage or overnight parking. Additionally, the applicant notes in their covenants that no*



CITY OF ORONO
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*outdoor storage will be permitted. **This standard is met.***

- B2. The premises shall not be used or customized for residential living purposes or community gatherings or events. *The development is within the industrial district which does not support living and dwelling units. The developer's covenant includes prohibition of living/dwelling within units on site as well a prohibition on holding "events". The covenant also defines events. The definition of "events" is included as a listed condition to clarify the use on the site. **This condition is met.***
- B3. The premises shall not be used for the operation of a business for retail purposes, including but not limited to automobile repair. This does not prohibit minor maintenance, care, or upkeep of motor vehicles, boats, trailers, or recreational vehicles stored in individual units. Storage and warehousing may be permitted. *This condition is met for the proposed development. If any new or more intense uses are contemplated in the future, a review by City staff and approval by the City Council is required. **This condition is met.***
- B4. The management, use, and customization of the garage condos, including common areas, and individual units, shall be governed by an association, which association rules shall place adequate controls to ensure compliance with applicable city code. *A draft declaration of covenants for management of the development has been provided by the Developer. This condition will be met. **This condition is met.***
- B5. The premises shall maintain adequate access to individual units and any common areas or office space for emergency response and snow removal/storage. *The developers propose easements for access, drainage, and utilities throughout the common spaces including the drive aisles. A Knox box will be placed at the entrance gate for emergency personnel and vehicle access. This condition is met. **This condition is met.***
- B6. The premises shall contain sufficient lighting and/or security measures to deter or mitigate criminal activity and ensure adequate access for emergency response. *A lighting plan has been provided. The property is also proposed to be fenced and gated. **This condition is met.***
- B7. Any individual unit that is connected to the city sewer and water system shall have individual meters. *The applicant is proposing individual water and sewer connections to serve building; and each unit will have their own meter. **This condition is met.***

Based on the application and the evidence submitted, the Council finds that the proposed use at the proposed location is or will be:



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- B8. Consistent with the community management plan; *The proposed use is consistent with the community management plan. The garage condo use is consistent with the intended Industrial use of the site.*
- B9. Compliant with the zoning code, including any conditions imposed on specific uses as required by article V, division 3 of the City Code; *The proposed use meets the requirements of the Code within the Industrial District as a Conditional Use.*
- B10. Adequately served by police, fire, roads, and stormwater management; *The site is adequately served by police, fire, roads, and stormwater management. The proposed site has been reviewed by the police, fire and engineering departments and the site meets the development standards to support this application.*
- B11. Provided with an adequate water supply and sewage disposal system; The site is provided with adequate water supply and sewage disposal system for the proposed use. *The utilities within the development be privately installed and maintained. The City will have access for utility shut off and emergency services. The developer will be responsible for installation and maintenance of the utility infrastructure. Each unit will be individually metered to follow the CUP standards.*
- B12. Not expected to generate excessive demand for public services at public cost; *A storm pond is proposed. The proposed use is not expected to generate an excessive demand for public services at public cost based on other similar developments' historic operating records.*
- B13. Compatible with the surrounding area as the area is used both presently and as it is planned to be used in the future; *The proposed use is compatible with the surrounding area and with the other Industrial uses. There are residentially-zoned properties across Old Crystal Bay Road North. This low-intensity Industrial use is preferable to the adjacent residential properties as compared other Industrial uses such as manufacturing or uses which may create more noise, pollution or other externalities.*
- B14. Consistent with the character of the surrounding area, unless a change of character is called for in the community management plan; *The design of the buildings is consistent with the architectural design standards outlined for the industrial district and the industrial uses.*
- B15. 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 design of the buildings and site are consistent with the surrounding area.*
- B16. 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; *This is a conditional use within the Industrial district. It will not impair the use and enjoyment of the properties in the area. The development is proposed to meet the conditions of the district.*



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- B17. Provided with screening and buffering adequate to mitigate undesirable views and activities likely to disturb surrounding uses; *The proposed landscape plan includes a variety of plantings on the edge of the property creating screening for the site. The site is surrounded on two sides by industrial parcels, a state highway to the south, and a residential development to the west separated by a 66-foot-wide right-of-way (Old Crystal Bay Road N). The proposed vegetative screening and distance from the adjacent residential developments should provide adequate mitigation from any negative impacts of the site.*
- B18. Not create a nuisance which generates smoke, noise, glare, vibration, odors, fumes, dust, electrical interference, general unsightliness, or other means; *Access to the site is off of an interior road within the industrial district. The site is designed with fencing and landscaping around the perimeter to buffer any adverse impacts. The applicant states the activity resulting from the Garage Condos will not cause a nuisance, smoke, noise, glare, vibration, odors, fumes, dust, electrical interference, or general unsightliness.*
- B19. Not cause excessive non-residential traffic on residential streets, parking needs that cause a demonstrable inconvenience to adjoining properties, traffic congestion, or unsafe access; *The adjoining properties should not experience parking issues or traffic congestion. The proposed use is expected to have significantly less traffic than the generally allowed uses in the Industrial zoning district. The site will support the parking needs generated by the use.*
- B20. Designed to take into account the natural, scenic, and historic features of the area and to minimize environmental impact; *The site is designed to enhance the natural environment with the stormwater management and planting plans. The site was originally graded when the Crystal Bay Business Center developed was platted in 2007 and has been vacant with no native plantings or natural areas.*
- B21. 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; and *The lighting for the site is designed to aim downwards and will not cast glare toward public right-of-way or neighboring residential uses or districts.*
- B22. Not detrimental to the public health, public safety, or general welfare. *The proposed use is not detrimental to the public health, public safety, or general welfare and is expected to less impact as a garage condo development than the generally allowed uses within the Industrial zoning district.*
- B23. *Economic return.* The use will provide an economic return to the community and be commensurate with other industrial uses for which the property could feasibly be used. In considering the economic return to the city, the planning commission and city council may give weight to the sociological impact of proposed use, both positive and negative. *The use is consistent with the industrial district and other surrounding uses. The site is screened*



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and buffered from abutting residential districts. The use of the property will be interior to the buildings with little exterior activity thus limiting negative impacts to the surrounding area.

CONCLUSIONS, ORDER AND CONDITIONS:

NOW, THEREFORE, BE IT RESOLVED, based upon one or more of the above findings, the Orono City Council hereby grants Preliminary CIC Plat, Conditional Use Permit and Site Plan Approvals allowing the Developer to proceed with a final plat of the Property to allow a garage condo development with a stormwater pond. The preliminary plat (attached as **Exhibit B**) together with the stormwater grading, site plan, and landscape plan will establish the elevations, drainage swales, and stormwater basins, common element spaces, landscaping and building footprints for the site. Preliminary Plat approval is subject to the following conditions:

- C1. Approval is subject to Minnehaha Creek Watershed District (hereinafter the "MCWD") approval and permits as required. Final Plat approval shall not be granted until the Developer has provided evidence that all required MCWD permits have been obtained.
- C2. Approval is subject to drainage, utility and access easement dedications.
- C3. The Developer shall address all outstanding engineering comments and/or conditions provided by the City Engineer with the Final Plat development plan submittal.
- C4. The erosion control plan shall adhere to "Best Management Practices for Protecting Water Quality in Urban Areas" and to the approved SWPPP. All erosion controls as required by the City and the MCWD shall be in place before commencing grading and excavation on the site. All such erosion control measures shall be maintained in working order until the site is vegetated and stabilized.
- C5. Upon evidence of resettlement history, the Developer shall cease all activity and contact the City and the Minnesota State Historic Preservation Office (SHPO) before proceeding.
- C6. 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.
- C7. **Easements Required.**
 1. Drainage and Utility Easements shall be dedicated to the public on the Final Plat 10' along all exterior property lines, except such easements shall be increased to accommodate drainage where required, subject to City staff approval.
 2. A Drainage and Utility easement shall be dedicated to the public on the plat over stormwater pond areas, drainageways, and stormwater facilities.



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3. A Utility and Access Easement shall be granted to the City over the common element space which align with the drive aisles on the Property.

C8. Development Fees:

- a. **Stormwater and Drainage Trunk Fee:** The property will be subject to the 2025 Stormwater and Drainage Trunk Fee of \$9,690.00 per acre. The 4.89 acres property is proposed to be developed, therefore $\$9,690.00 \times 4.89 = \mathbf{\$47,384.10}$.
- b. **Water and Sewer Connection Permits:** Connection permits will be required for each individual unit (85 units proposed) and will follow the applicable fee schedule. The individual permits and fees will be due when the connection is being installed to each unit with the building permit.
- c. **Met Council Sewer Availability Charge:** Due to the size of the buildings and the number/type of proposed connections it is estimated that the development will require 14 SAC units in total according to the Met Council determination letter. Below is the break down for SAC units for each building. The SAC fee will be collected with each building permit.
 - i) Building 1: 1 SAC Unit
 - ii) Building 2: 3 SAC Units
 - iii) Building 3: 4 SAC Units
 - iv) Building 4: 4 SAC Units
 - v) Building 5: 2 SAC Units

The current fee is \$2,485.00 per SAC unit which would result in a total of (14 x \$2,485) \$34,790.00 required to connect in 2025.
- d. **Water and Sewer Area Connections:** The city determined that the units identified by the Met Council should be used to apply the water and sewer area connection charges. The City of Orono does not have a unit breakdown for industrial uses and the regional authority made a determination of use as it compares to single family homes. Following their logic, it is appropriate to apply the same SAC unit determination when applying the water and sewer area connection fees. These fees will be collected with each building permit. The following fees are proposed to be required using the 2025 fee schedule for \$4,370.00 water unit and \$6,000.00 per sewer unit. (Total \$10,370.00 per unit)
 - i) Building 1: 1 SAC Unit = \$10,370.00
 - ii) Building 2: 3 SAC Units = \$ 31,110.00
 - iii) Building 3: 4 SAC Units = \$ 41,480.00
 - iv) Building 4: 4 SAC Units = \$ 41,480.00
 - v) Building 5: 2 SAC Units = \$ 20,740.00

In total all 5 buildings will result in 14 SAC units and would require (14 x \$10,370.00) \$145,180.00 in fees for water and sewer area connection fees.



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C9. **Plans and Specifications.** The following plans and specifications shall be submitted for review and approval by the City and other appropriate jurisdictions before Final Plat approval, to ensure that the proposed plat will accomplish the intended purposes:

1. Final grading, drainage, and erosion control plan showing existing and proposed contours, anticipated building locations, elevations, stormwater facilities and calculations, utilities and erosion control measures to be used during construction.
2. Final Landscape Plan which shall include planting plans with tree calculations.
3. Final Stormwater Management Plan.
4. Final stormwater pollution prevention plan (SWPPP).
5. Sufficient detail to meet the recommendations of the City Engineer.

C10. Council approval is based on the entire record and the above Findings. Any amendments to the plans that are not in conformity with City codes may require further Planning Commission and City Council review. This approval does not limit the City from revising or amending these conditions as the review process continues.

C11. Authorities granted by this resolution run with the Property not with the Owners, but are permissive only and must be exercised by filing a Final Plat application within one year of the date of Council approval, or the preliminary plat approvals will expire on that date.

C12. **Conditional Use Permit Conditions:**

- a. Approval of the CUP will be conditioned upon preliminary and final plat approval.
- b. All permitting from MCWD and other agencies must be obtained prior to issuance of building permits.
- c. Any changes to or intensification of the use may trigger additional council review and approval.
- d. All City Staff comments must be addressed prior to placement on the City Council's agenda for final plat review.
- e. The hours of operation for the site are set as 6am - 10pm 7-days a week.
- f. The premises shall not be used or customized for residential living purposes or community gatherings or events. *Events* in this context means: outdoor activities on the property, such as promotional events, gatherings, demonstrations, displays or other activities which affect any easement or use right, obstruct driveways, access roads, or Common Elements.

FINAL SUBMITTALS:

The Developer shall complete all requirements for Final Plat Approval and all final submittals must be submitted to the Planning Department at least four (4) weeks before the regularly



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NO. **7579**

scheduled Council meeting on the second and fourth Mondays of the month. These submittals are as follows:

C1. Record Plat Drawings. Record plat drawings in the form of two draft (2) copies (one copy for the City's records and one for filing with Hennepin County) and one (1) copy reduced to 1" = 200'. A digital copy is also required. Drawing to include:

- a. Lot lines platted per preliminary plat survey/drawing by Civil Methods Inc., dated 12-28-2024 attached hereto as **Exhibit B**, except as modified herein.
- b. Dedication of "Drainage and Utility Easements" 10' along exterior property lines, and over the stormwater pond, ditches, and facilities.
- c. Dedication of "Ingress, Egress, Drainage and Utility Easement" over the Common Element space.
- d. Name of the plat.

Record mylar drawing will be due at the time of recording for the CIC. Once the building are substantially completed the mylars will need to be signed and recorded before building final and occupancy of the building approved.

C2. Financial Guarantee.

The Development Agreement shall include a financial guarantee by the Developer to ensure the completion of site improvements. The Developer shall provide Itemized construction estimates for all development improvements. The City Engineer shall review the estimate of improvement costs, including but not limited to storm sewers, landscaping, grading, erosion control, utilities, roads, and stormwater management facility construction, and the Developer shall provide a financial guarantee in an amount equal to 125% of the improvement costs to the City.

C3. Legal documents required:

- a. Title commitment addressed to the City less than 90 days old. All owners, mortgage holders, or others with property interest indicated therein shall sign the plat and all other documents affected by such interest.
- b. The Developer must provide certified copies of all recorded easements currently affecting the Property.
- c. The City Engineer shall establish the amount to be provided in the Letter of Credit.



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- d. Signed Developers Agreement and Letter of Credit (in the city’s format) for construction of improvements.

C4. Plat approval fees to be paid: Total due: \$47,384.10

- a. Stormwater and Drainage Trunk Fee: \$47,384.10.

C5. Staging: Final platting will go to the City Council with a draft of the final plat mylars. The draft final plat must be approved by the City Council. Before building permits are issued, approval of the draft final plat, recording of the development agreement, and easement much be completed. Final mylars can be record once the building is substantially completed. Building final and Certificate of Occupancy will be held until the Final Plat for the applicable buildings are recorded with Hennepin County. The developers are proposing a constructing Buildings 1 and 2 in 2025. Separate Final Plat approval will be required when Building 3,4, and 5 are proposed to be constructed.

C6. 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.

C7. According to City Code Section 82-116, this **Preliminary Plat approval shall be effective for one year, until April 28, 2026.** Failure to file a complete final plat application within this period shall be construed as a formal withdrawal of the proposed plat and the terms and conditions of this resolution shall be null and void. The applicant should anticipate the timing of the construction of their project and request any necessary extensions that may be needed.

ADOPTED by the Orono City Council on this 28th day of April, 2025.

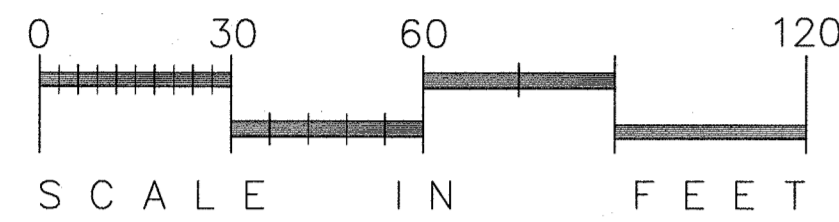
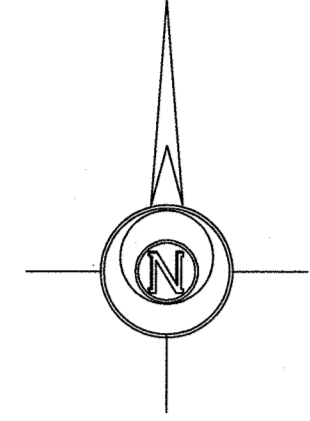
ATTEST:

CITY OF ORONO:

Christine Lusian, City Clerk

Bob Tunheim, Mayor

ALTA/NSPS LAND TITLE SURVEY FOR
**ROB PAGE, OLD CRYSTAL BAY, LLC, CHB TITLE, LLC &
 OLD REPUBLIC NATIONAL TITLE INSURANCE COMPANY**
 OF LOT 1, BLOCK 1, CRYSTAL BAY BUSINESS CENTER
 HENNEPIN COUNTY, MINNESOTA



To Rob Page, Old Crystal Bay, LLC, a Minnesota limited liability company, CHB Title, LLC and Old Republic National Title Insurance Company :

This is to certify that this map or plat and the survey on which it is based were made in accordance with the 2021 Minimum Standard Detail Requirements for ALTA/NSPS Land Title Surveys, jointly established and adopted by ALTA and NSPS, and includes Items 1, 2, 3, 4, 5, 6(a), 7(a), 8, 11(b), 13, 16, and 17 of Table A thereof.

The fieldwork was completed on October 9, 2024.

Date of Plat or Map: October 15, 2024.

GRONBERG & ASSOCIATES, INC.

Mark S. Gronberg Date: 10-15-24
 Mark S. Gronberg Reg. No. 12755
 Licensed Land Surveyor

LEGAL DESCRIPTION :

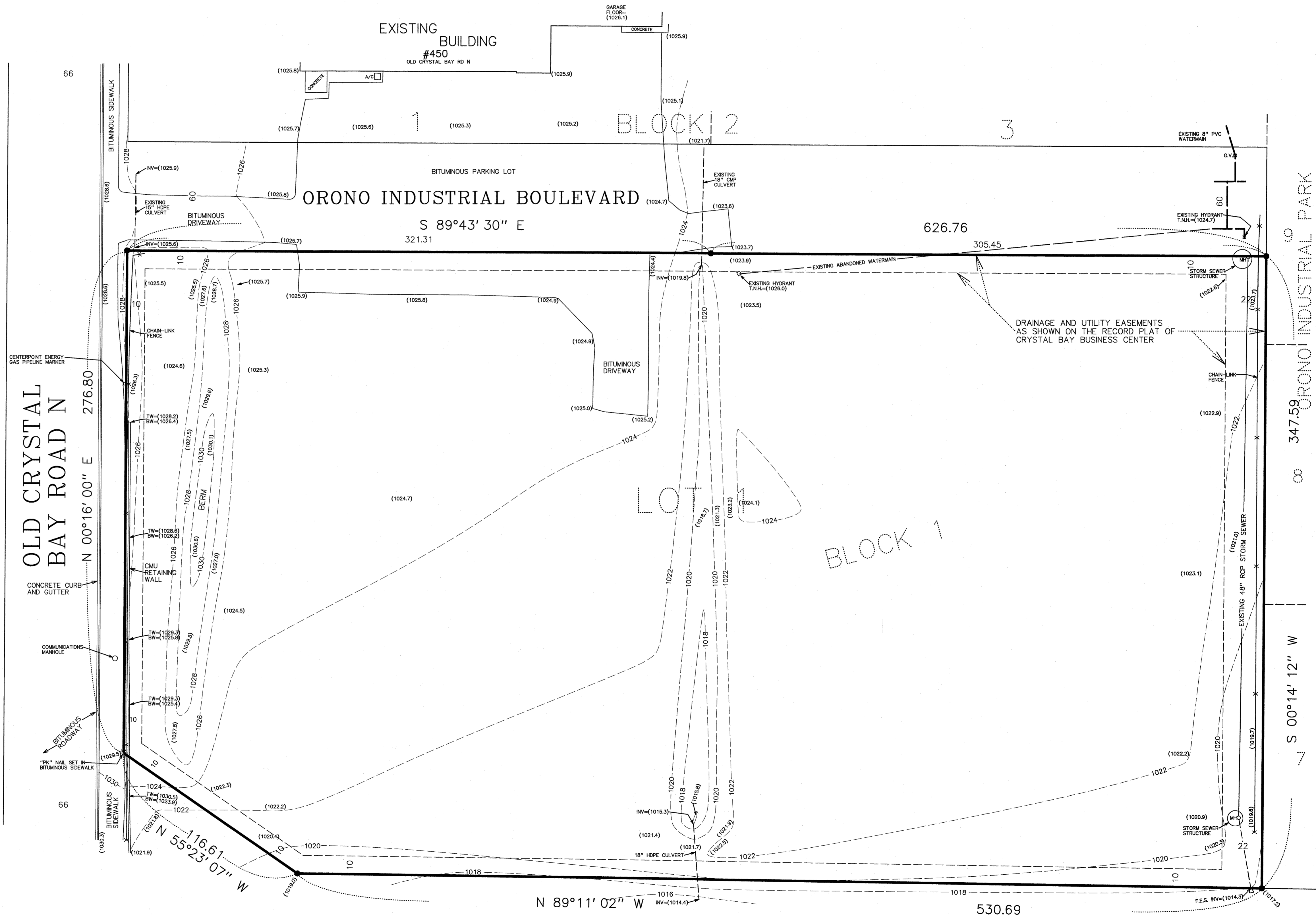
That part of Lot 1, Block 1, Crystal Bay Business Center, embraced within Lot 4, Block 1, Van Dale Addition, Hennepin County, Minnesota
 Per Torrens Certificate No. 1573287

Lot 1, Block 1, Crystal Bay Business Center, EXCEPT that part embraced within Lot 4, Block 1, Van Dale Addition, Hennepin County, Minnesota.
 Abstract Property

- : denotes iron marker found
- (908.3) : denotes existing spot elevation, mean sea level datum
- 917-- : denotes existing contour line per ground survey

NOTES :

1. Easements shown are those listed in CHB TITLE, LLC Title Commitment No. 62337 dated September 15, 2024.
2. Property address=430 Old Crystal Bay Road N, Orono, MN 55356.
3. This property is not shown in a flood zone per FEMA map No. 27053C0301F dated 11-04-16.
4. Gross land area = 212,908 Sq. ft.
5. Contour information is from a ground survey.
6. No zoning letter has been received for Table A, item 6(a).
7. No buildings exist on the property.
8. For Table A, item 11(b), a private utility locating company (ZoneOne Locating) was hired to search this property and found no evidence of private utilities on the property.
9. For Table A, item 16, there is no visible evidence of recent earth moving work or building construction.
10. For Table A, item 17, there is no known evidence of recent street or sidewalk construction or repairs.



MNDOT RIGHT OF WAY PLAT NO 27-129

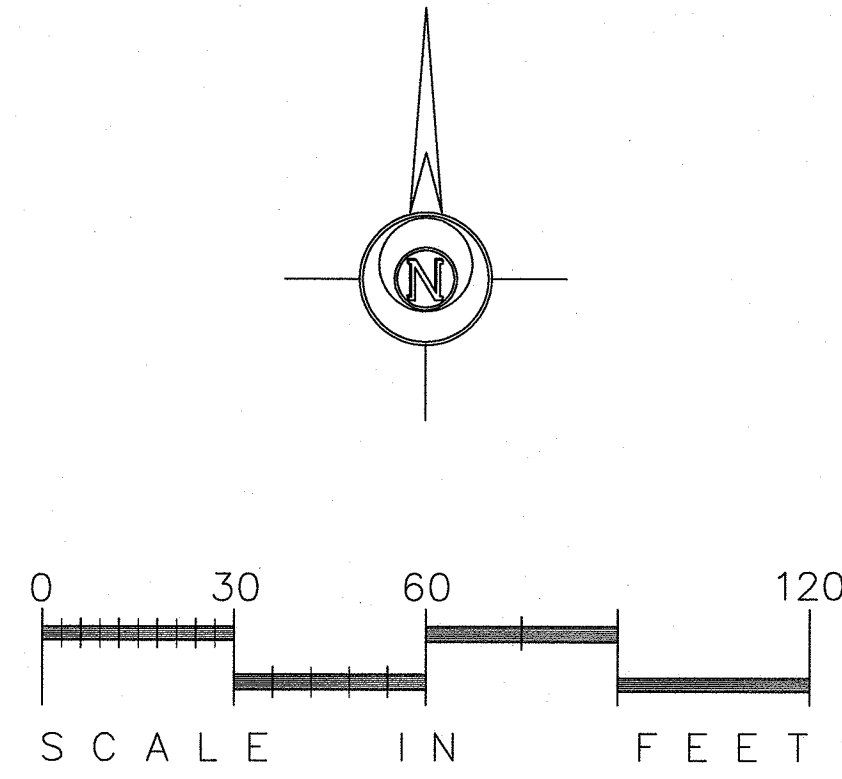
GRONBERG & ASSOCIATES, INC.
 CIVIL ENGINEERS, LAND SURVEYORS, LAND PLANNERS
 445 NORTH WILLOW DRIVE LONG LAKE, MN 55356
 952-473-4141

PROJECT
 10-15-24
 1"=30'
 24-242

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

REVISIONS
 DATE

PRELIMINARY CIC (CONDOMINIUM) PLAT FOR
ROB PAGE
 OF LOT 1, BLOCK 1, CRYSTAL BAY BUSINESS CENTER
 HENNEPIN COUNTY, MINNESOTA



LEGAL DESCRIPTION :

That part of Lot 1, Block 1, Crystal Bay Business Center, embraced within Lot 4, Block 1, Van Dale Addition, Hennepin County, Minnesota Per Torrens Certificate No. 1573287

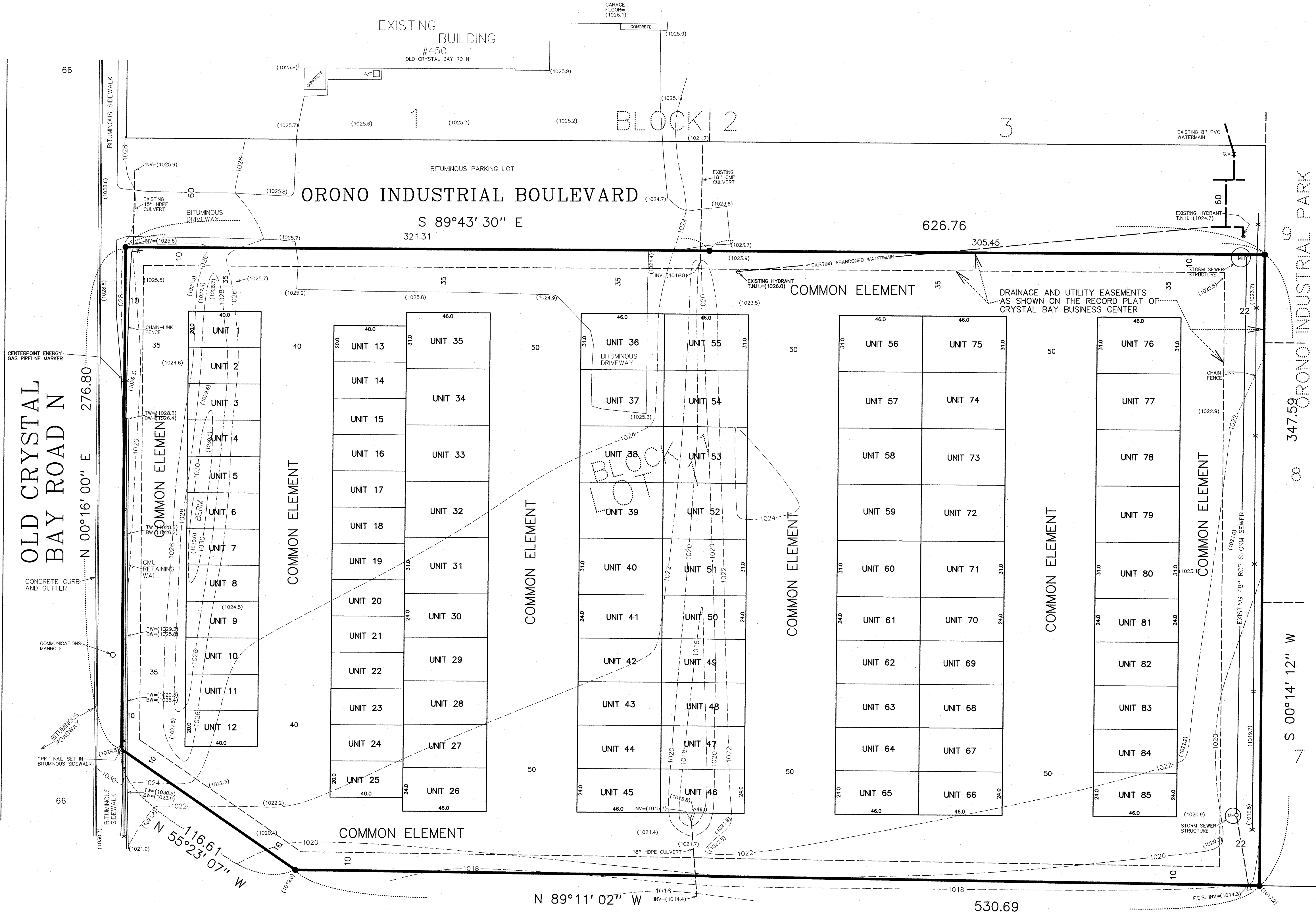
Lot 1, Block 1, Crystal Bay Business Center, EXCEPT that part embraced within Lot 4, Block 1, Van Dale Addition, Hennepin County, Minnesota. Abstract Property

- : denotes iron marker found
 - (908.3) : denotes existing spot elevation, mean sea level datum
 - 917-- : denotes existing contour line per ground survey
- Bearings shown are based upon an assumed datum.

This survey intends to show the boundaries of the above described property, spot elevations and topography, and the proposed location of five proposed buildings thereon. It does not purport to show any other improvements or encroachments.

NOTES :

1. Easements shown are those listed in CHB TITLE, LLC Title Commitment No. 62337 dated September 15, 2024.
2. Property address=430 Old Crystal Bay Road N, Orono, MN 55356.
3. This property is not shown in a flood zone per FEMA map No. 27053C0301F dated 11-04-16.
4. Gross land area = 212,908± Sq. ft.



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

PROJECT

24-242A

Scale: 1"=30'

Date: 12-19-24

Mark S. Gronberg, Minnesota License Number 12755

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

REVISIONS

DATE	DESCRIPTION
12-19-24	PRELIMINARY PLAT, PROPOSED BUILDINGS
12-26-24	CHANGED TO UNIT NUMBERS FOR CIC PLAT



HAGSTROM ENGINEERING
 CIVIL ENGINEERS | LAND CONSULTANTS
 219 6TH AVENUE EAST
 ALEXANDRIA, MN 56308
 P.320.759.0764
 WWW.HAGSTROMENG.COM

FOR AND ON BEHALF OF
 HAGSTROM ENGINEERING PLLC

BENCHMARK:

EXISTING FIRE HYDRANT
 LOCATED AT THE MID
 POINT OF NORTH
 PROPERTY LINE, TOP NUT
 OF HYDRANT =1026.02

CALL Gopher State One Call

811

CALL 2 BUSINESS DAYS IN ADVANCE BEFORE
 YOU DIG, GRADE OR EXCAVATE FOR THE
 MARKING OF UNDERGROUND MEMBER
 UTILITIES.

No.	Description of Revisions	Date	By

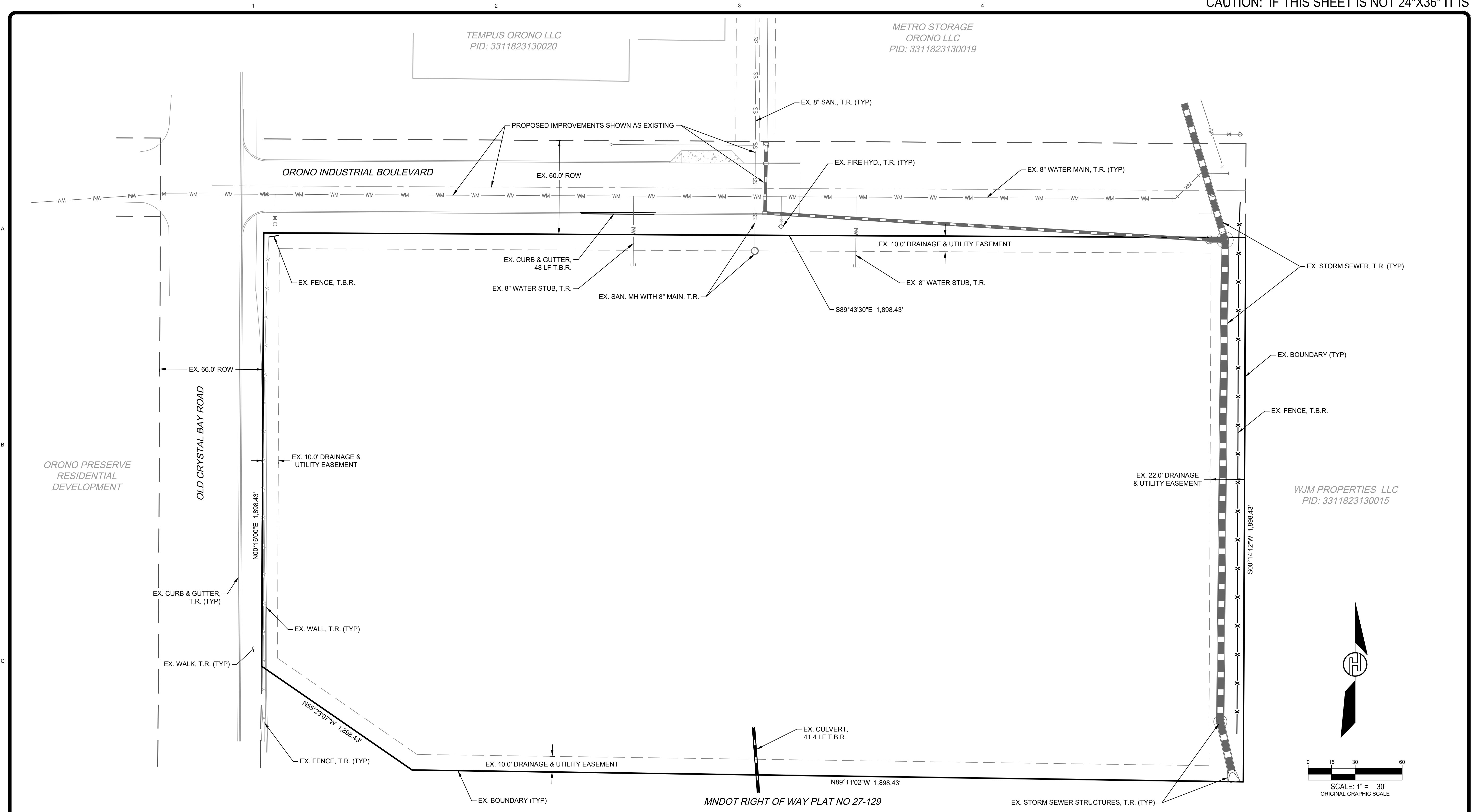
Checked By: MRH
 Designed By: LEH

**ORONO GARAGE CONDOS
 SITE PLAN**
 EXISTING SITE AND DEMO PLAN

Date: 03/03/2025
 Job No.: 24015

C2.0

Sheet C2.0 of C5.0



LEGEND

	EXISTING PROPERTY BOUNDARY		DEMO CULVERT
	EXISTING RIGHT OF WAY		DEMO FENCE
	EXISTING LOT		DEMO CURB & GUTTER
	EXISTING EASEMENT	EX.	EXISTING
	EXISTING STORM SEWER W/ MANHOLE	(TYP)	TYPICAL
	EXISTING SANITARY SEWER W/ MANHOLE	T.R.	TO REMAIN
	EXISTING WATER MAIN W/ VALVE & HYDRANT	T.B.R.	TO BE REMOVED
	EXISTING ELECTRIC		
	EXISTING ELECTRICAL PEDESTAL		
	EXISTING GAS		
	EXISTING TELEPHONE		
	EXISTING CONCRETE		
	EXISTING ASPHALT		
	EXISTING FENCE		
	EXISTING CURB & GUTTER		

- NOTES:**
- CONTRACTOR SHALL FIELD VERIFY SIZE AND LOCATION OF ALL EXISTING UTILITIES PRIOR TO CONSTRUCTION AND NOTIFY THE ENGINEER WITH ANY DISCREPANCIES.
 - CONTRACTOR IS RESPONSIBLE FOR PROVIDING ALL NECESSARY CONSTRUCTION STAKING.
 - INSTALL PERIMETER BMP'S PRIOR TO ANY CONSTRUCTION, SEE SHEET C4.0.
 - ALL TREES AND TREE ROOT ZONES OUTSIDE OF THE LIMITS OF CONSTRUCTION SHALL NOT BE DISTURBED.
 - SEE SHEET C5.0 - C5.2 FOR CONSTRUCTION DETAILS.

I HEREBY CERTIFY THAT THIS PLAN 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.
 SIGNATURE: *Matthew R. Hagstrom* TYPED OR PRINTED NAME: MATTHEW R. HAGSTROM
 DATE: 03/03/2025 LICENSE NUMBER: 50731



HAGSTROM ENGINEERING
CIVIL ENGINEERS | LAND CONSULTANTS

219 6TH AVENUE EAST
ALEXANDRIA, MN 56308
P.320.759.0764
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FOR AND ON BEHALF OF
HAGSTROM ENGINEERING PLLC

BENCHMARK:

EXISTING FIRE HYDRANT
LOCATED AT THE MID
POINT OF NORTH
PROPERTY LINE, TOP NUT
OF HYDRANT = 1026.02

CALL GORNER STATE ONE CALL

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CALL 2 BUSINESS DAYS IN ADVANCE BEFORE
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Designed By: LEH
Checked By: MRH

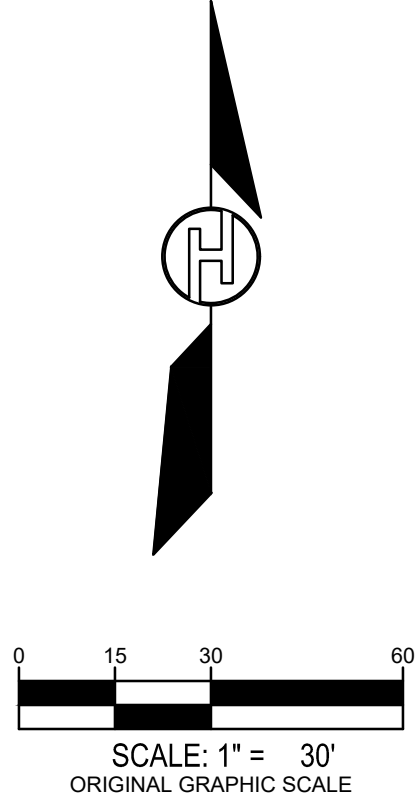
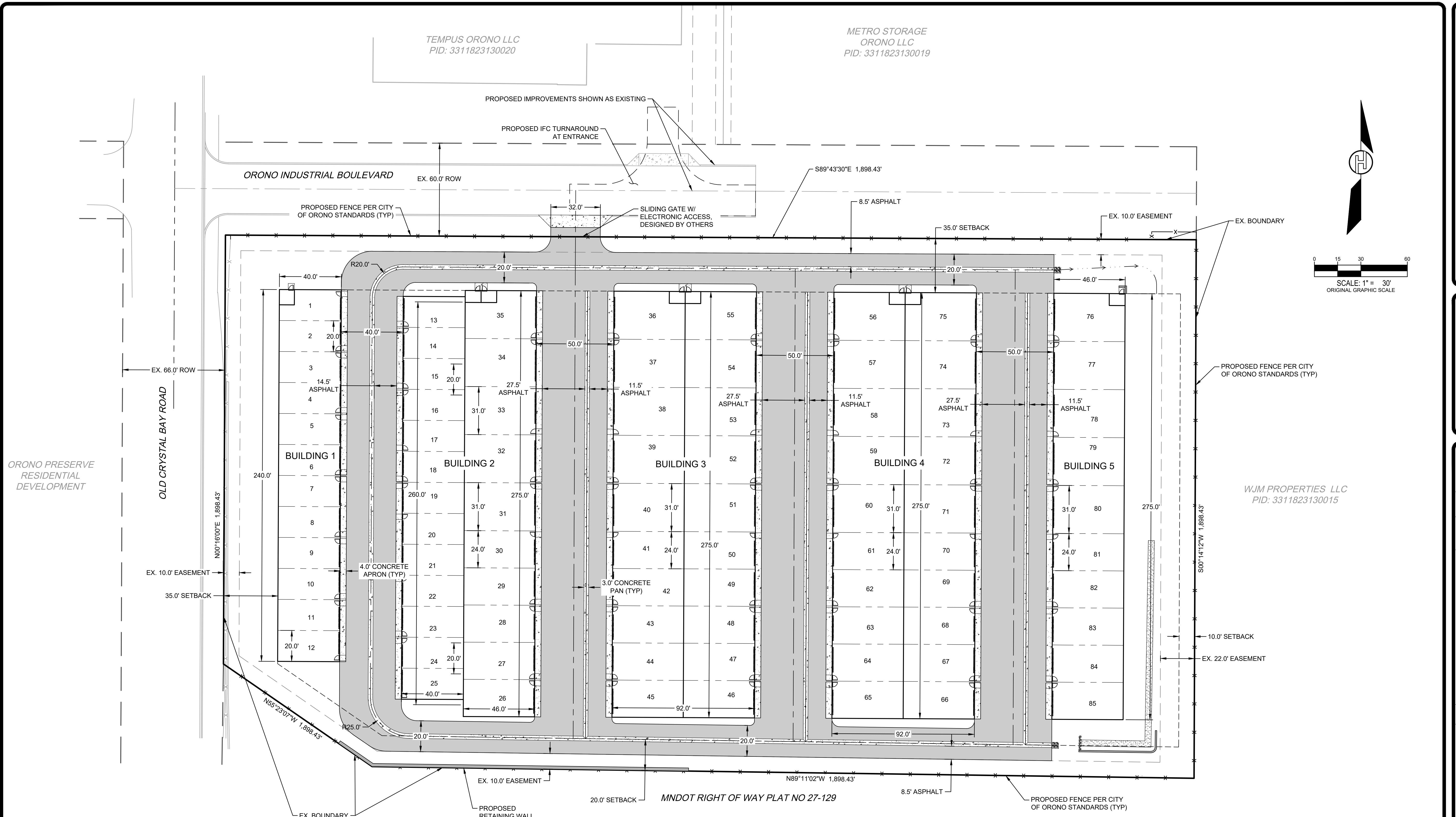
**ORONO GARAGE CONDOS
SITE PLAN**

PROPOSED SITE PLAN

Date: 03/03/2025
Job No.: 24015

C3.0

Sheet C3.0 of C5.0



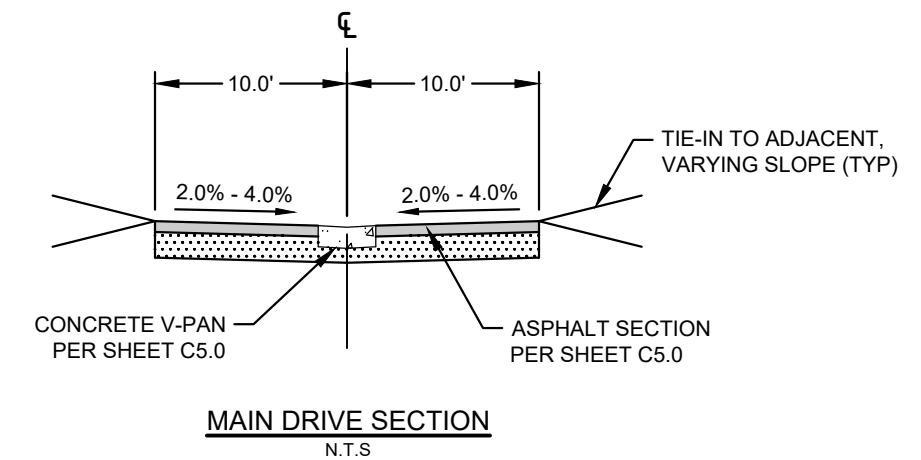
LEGEND

- EXISTING PROPERTY BOUNDARY
- - - EXISTING RIGHT OF WAY
- - - EXISTING EASEMENT
- ▭ PROPOSED CONCRETE
- ▭ EXISTING ASPHALT
- ▭ PROPOSED ASPHALT
- x-x- PROPOSED FENCE
- x-x- EXISTING FENCE
- EX. EXISTING CURB & GUTTER
- EX. EXISTING
- (TYP) TYPICAL

NOTES:

- CONTRACTOR SHALL FIELD VERIFY SIZE AND LOCATION OF ALL EXISTING UTILITIES PRIOR TO CONSTRUCTION AND NOTIFY THE ENGINEER WITH ANY DISCREPANCIES.
- CONTRACTOR IS RESPONSIBLE FOR PROVIDING ALL NECESSARY CONSTRUCTION STAKING.
- INSTALL PERIMETER BMP'S PRIOR TO ANY CONSTRUCTION. SEE SHEET C4.0.
- ALL TREES AND TREE ROOT ZONES OUTSIDE OF THE LIMITS OF CONSTRUCTION SHALL NOT BE DISTURBED.
- SEE SHEETS L1.0 - L1.1 FOR DETAILED LANDSCAPE PLANS.
- SEE SHEETS C5.0 - C5.2 FOR CONSTRUCTION DETAILS.

LAND USE SUMMARY			
(AREA IN ACRES)			
TOTAL SITE AREA	BUILDING AREA	DRIVE AISLE	LANDSCAPE
4.888	2.202	1.469	1.217
% OF SITE	100%	45%	30%
			25%
BUILDING		AREA (SF)	
1	9,600.00		
2	23,050.00		
3	25,300.00		
4	25,300.00		
5	12,650.00		
SUM	95,900.00		
ACRES	2.202		



I HEREBY CERTIFY THAT THIS PLAN 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.

SIGNATURE: *Matthew R. Hagstrom* TYPED OR PRINTED NAME: MATTHEW R. HAGSTROM
DATE: 03/03/2025 LICENSE NUMBER: 50731



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BENCHMARK:
EXISTING FIRE HYDRANT
LOCATED AT THE MID
POINT OF NORTH
PROPERTY LINE, TOP NUT
OF HYDRANT = 1026.02

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811
CALL 2 BUSINESS DAYS IN ADVANCE BEFORE
YOU DIG, GRADE OR EXCAVATE FOR THE
MARKING OF UNDERGROUND MEMBER
UTILITIES.

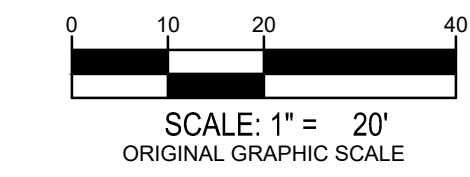
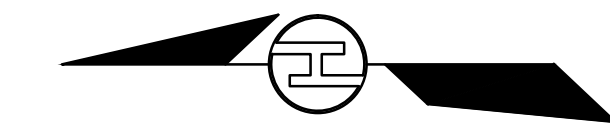
No.	Description of Revisions	Date	By

ORONO GARAGE CONDOS
SITE PLAN
DETAILED POND PLAN

Date: 03/03/2025
Job No.: 24015

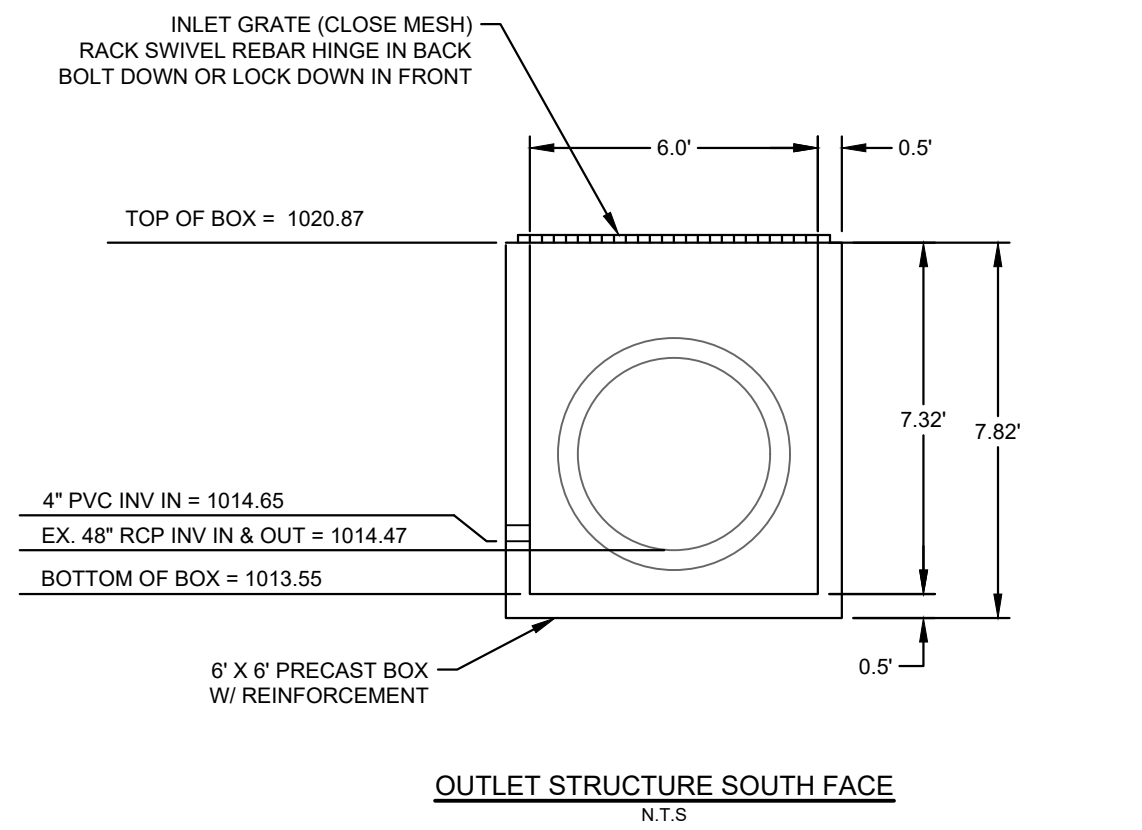
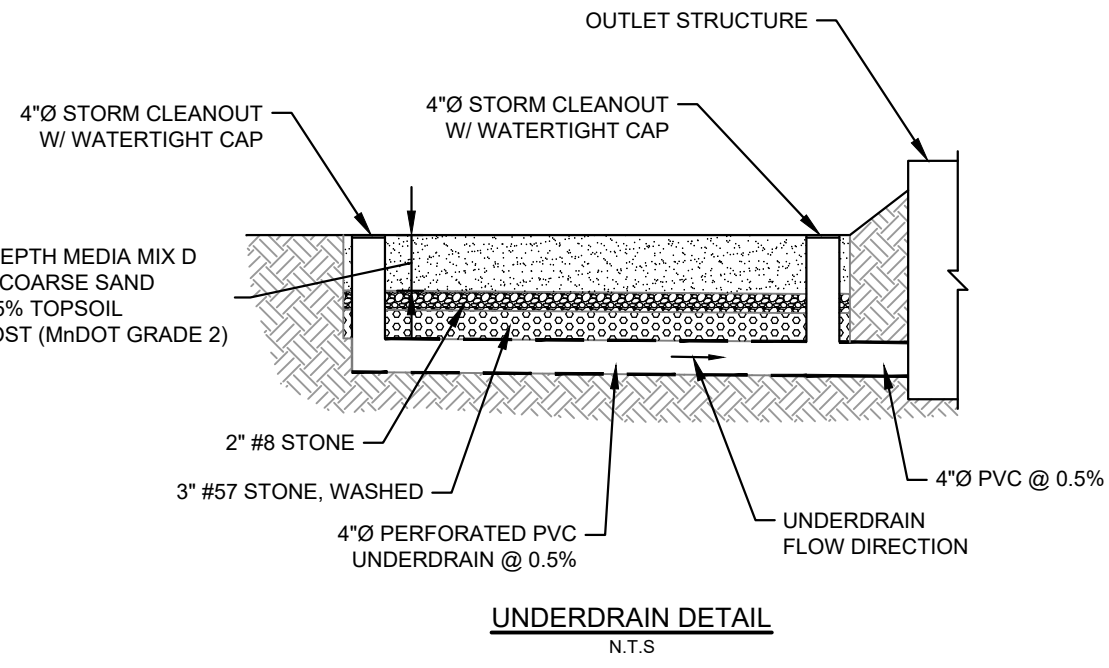
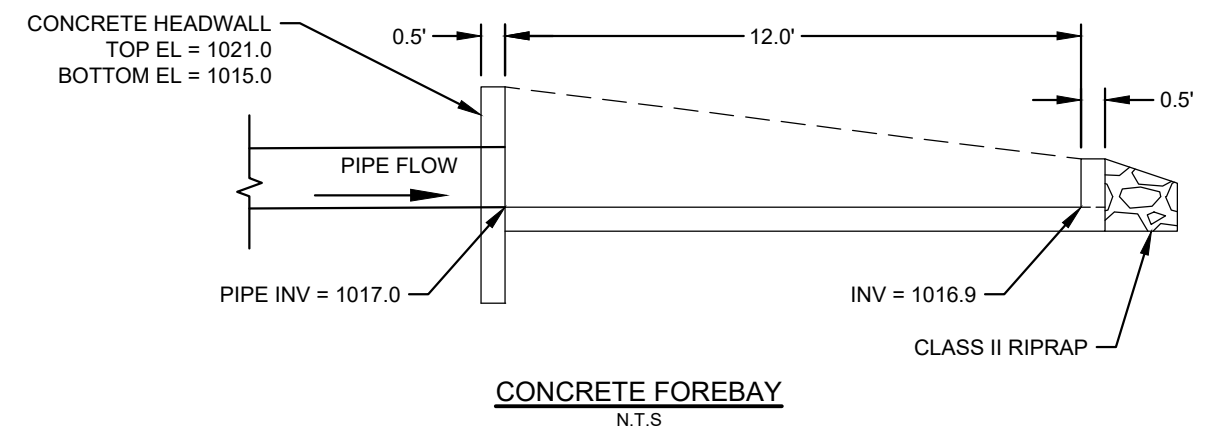
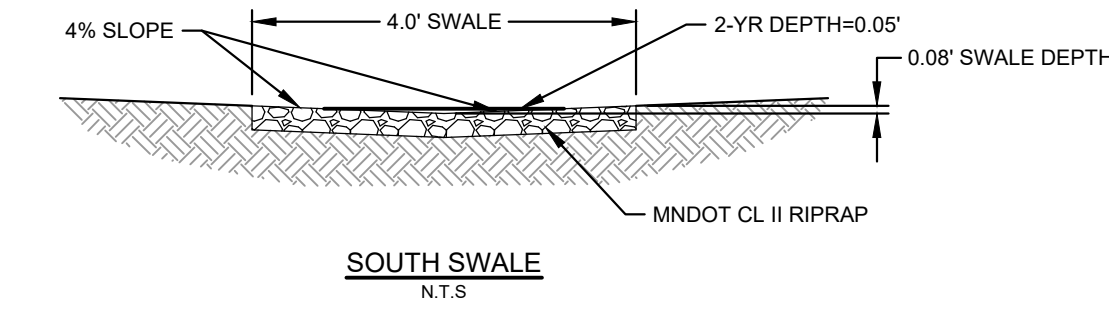
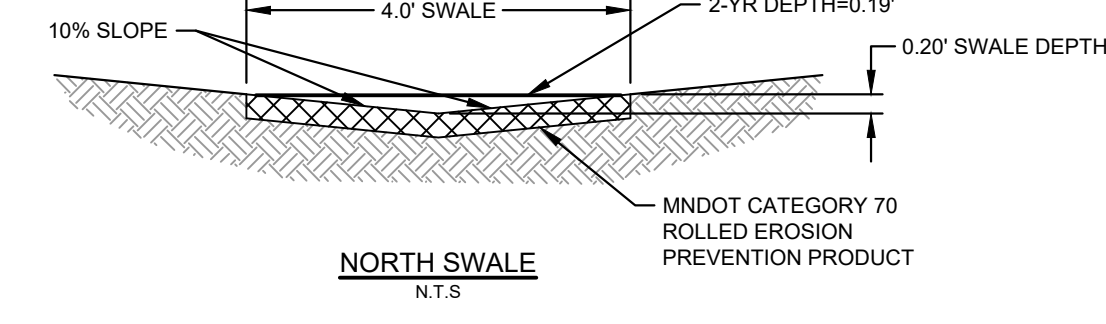
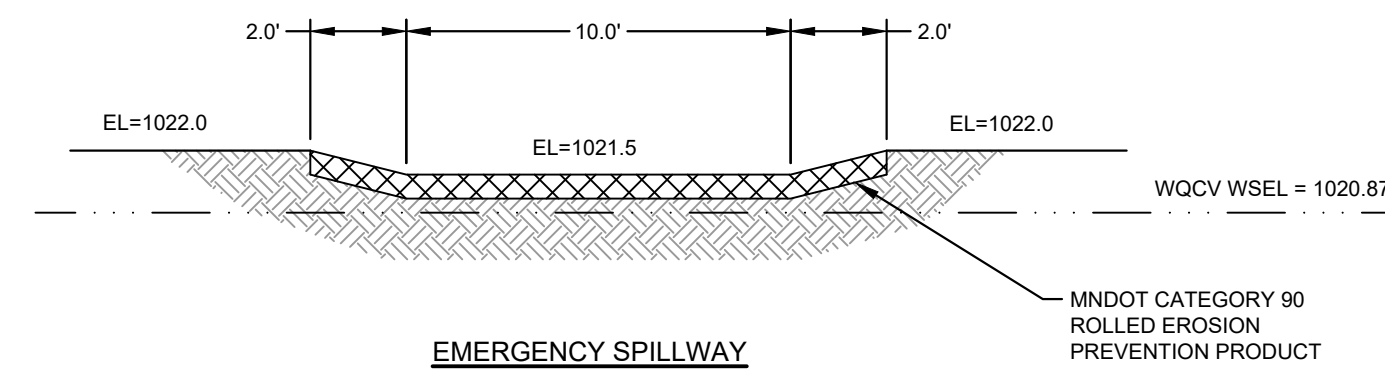
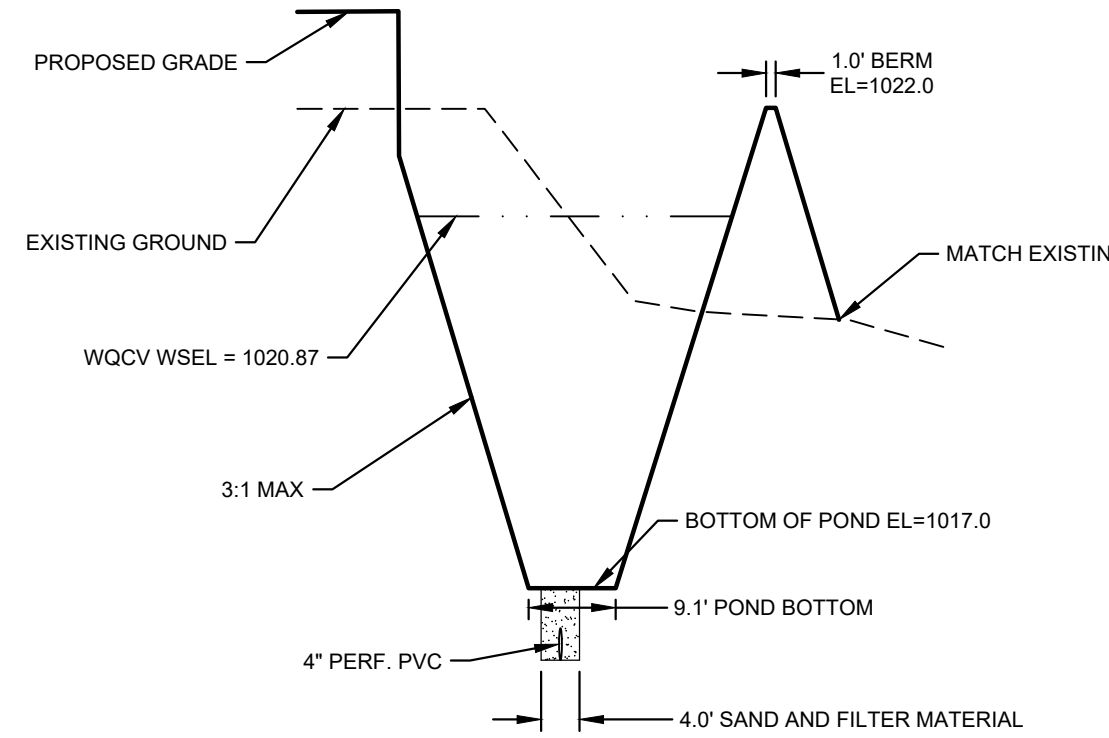
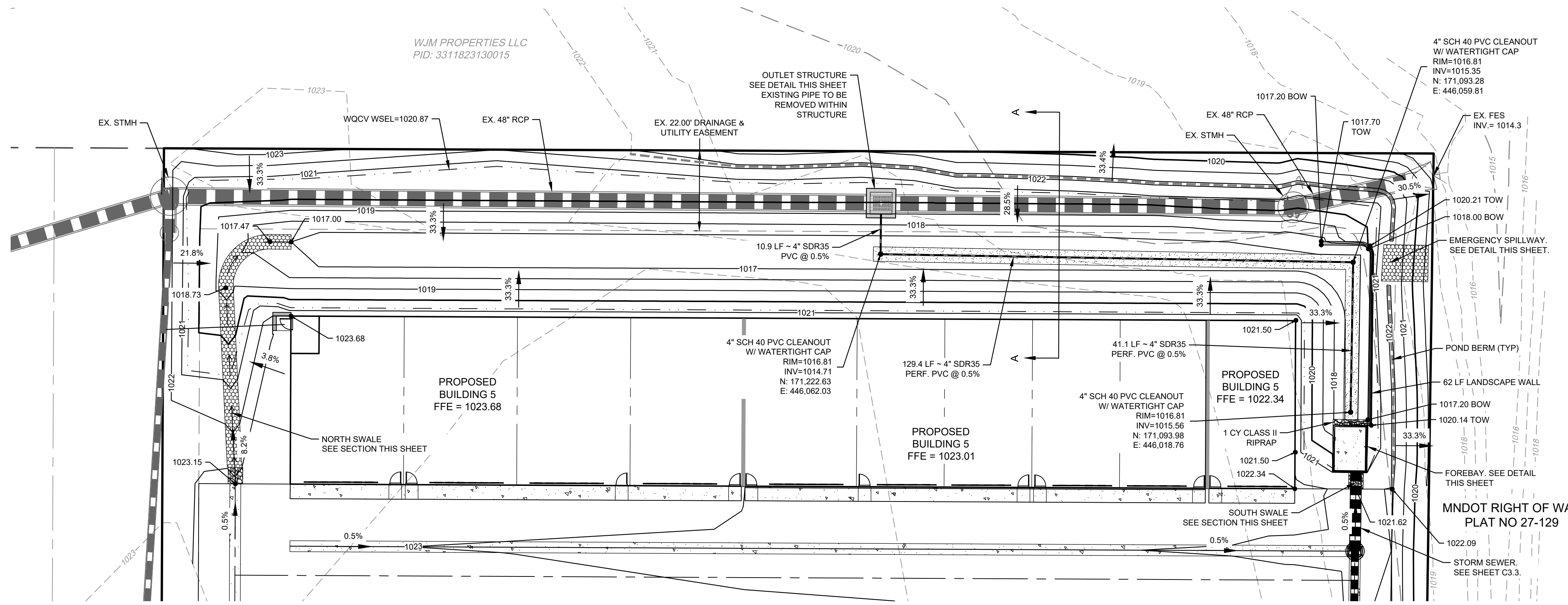
C4.5

Sheet C4.5 of C5.0



LEGEND

- EXISTING STORM SEWER
- PROPOSED STORM SEWER
- PROPERTY BOUNDARY
- LOT LINE
- EXISTING EASEMENT LINE
- EXISTING 1' AND 5' CONTOURS
- PROPOSED 1' AND 5' CONTOURS
- FLOW DIRECTION & GRADE
- WSEL
- TOW
- BOW
- PROPOSED DRAINAGE SWALE



POND NOTES:

- TO AVOID OVER-COMPACTION OF THE POND, AFTER GRADING THE POND, DO NOT DRIVE HEAVY EQUIPMENT OVER THE POND AREA.
- THE POND MAY BE UTILIZED AS TEMPORARY SEDIMENTATION BASINS DURING CONSTRUCTION. ALL CONSTRUCTION DEBRIS AND SEDIMENTATION SHALL BE REMOVED FROM POND PRIOR TO FINAL STABILIZATION.
- REFER TO THE STORMWATER POLLUTION PREVENTION PLAN (SWPPP) FOR ORONO GARAGE CONDOS BY HAGSTROM ENGINEERING FOR CONSTRUCTION RELATED BEST MANAGEMENT PRACTICES TO REDUCE SEDIMENT AND EROSION CONTROL.
- OPERATION AND MAINTENANCE OF THE POND IS REQUIRED FOR LONG-TERM FUNCTIONALITY OF THE POND. PLEASE SEE THE POND OPERATION AND MAINTENANCE PLAN AND CHECKLIST THAT IS INCLUDED IN THE FINAL DRAINAGE REPORT FOR ORONO GARAGE CONDOS BY HAGSTROM ENGINEERING.

NOTES:

- CONTRACTOR SHALL FIELD VERIFY SIZE AND LOCATION OF ALL EXISTING UTILITIES PRIOR TO CONSTRUCTION AND NOTIFY THE ENGINEER WITH ANY DISCREPANCIES.
- INSTALL PERIMETER BMPs PRIOR TO ANY CONSTRUCTION.
- ALL ELEVATIONS PROVIDED ARE FINISHED GRADE UNLESS OTHERWISE NOTED.
- SEE SHEETS C5.0 - C5.2 FOR CONSTRUCTION DETAILS.

I HEREBY CERTIFY THAT THIS PLAN 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.

SIGNATURE: *Matthew R. Hagstrom* TYPED OR PRINTED NAME: MATTHEW R. HAGSTROM
DATE: 03/03/2025 LICENSE NUMBER: 50731



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FOR AND ON BEHALF OF
 HAGSTROM ENGINEERING, P.L.L.C.

BENCHMARK:

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 YOU DIG, GRADE OR EXCAVATE FOR THE
 MARKING OF UNDERGROUND MEMBER
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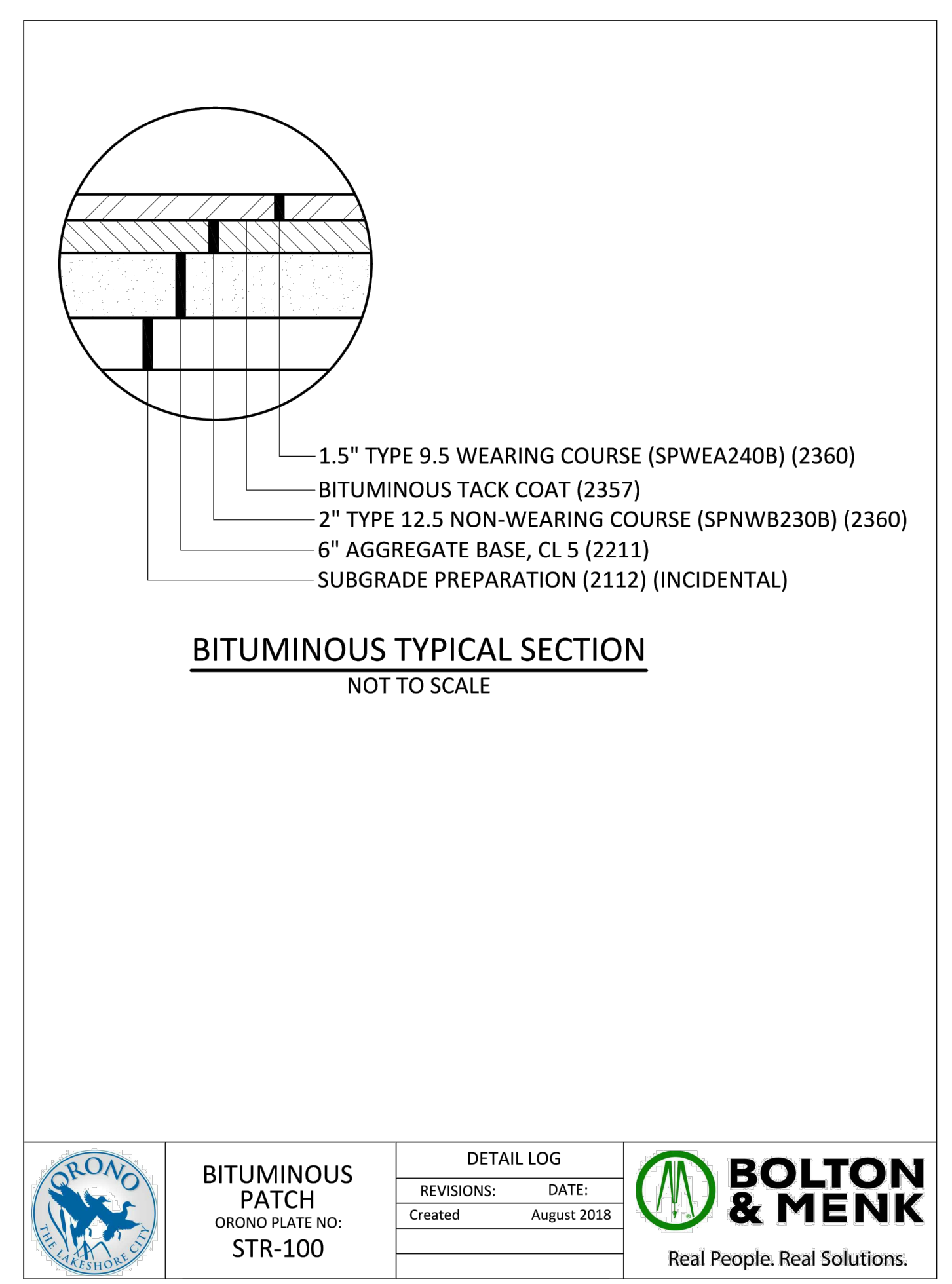
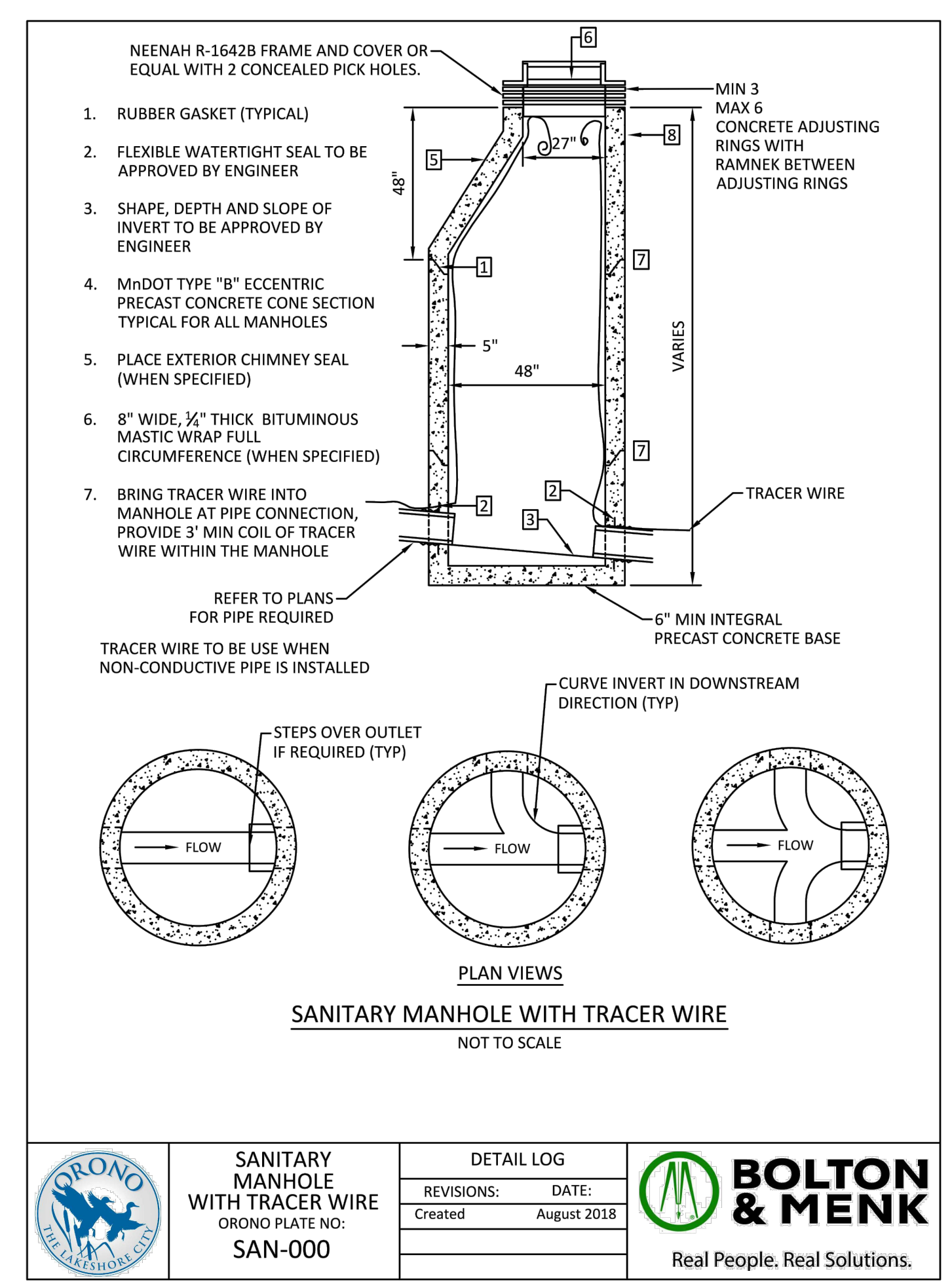
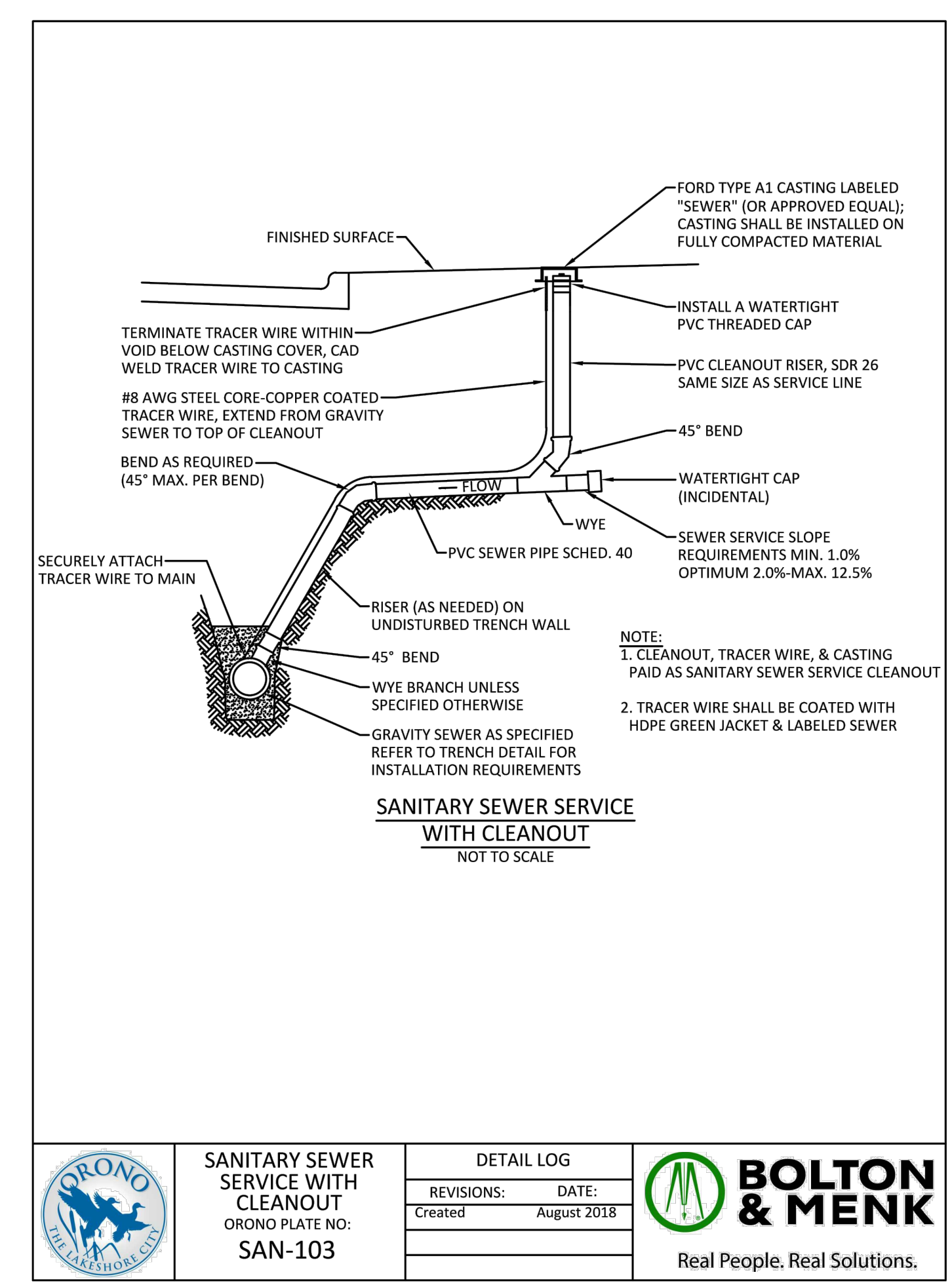
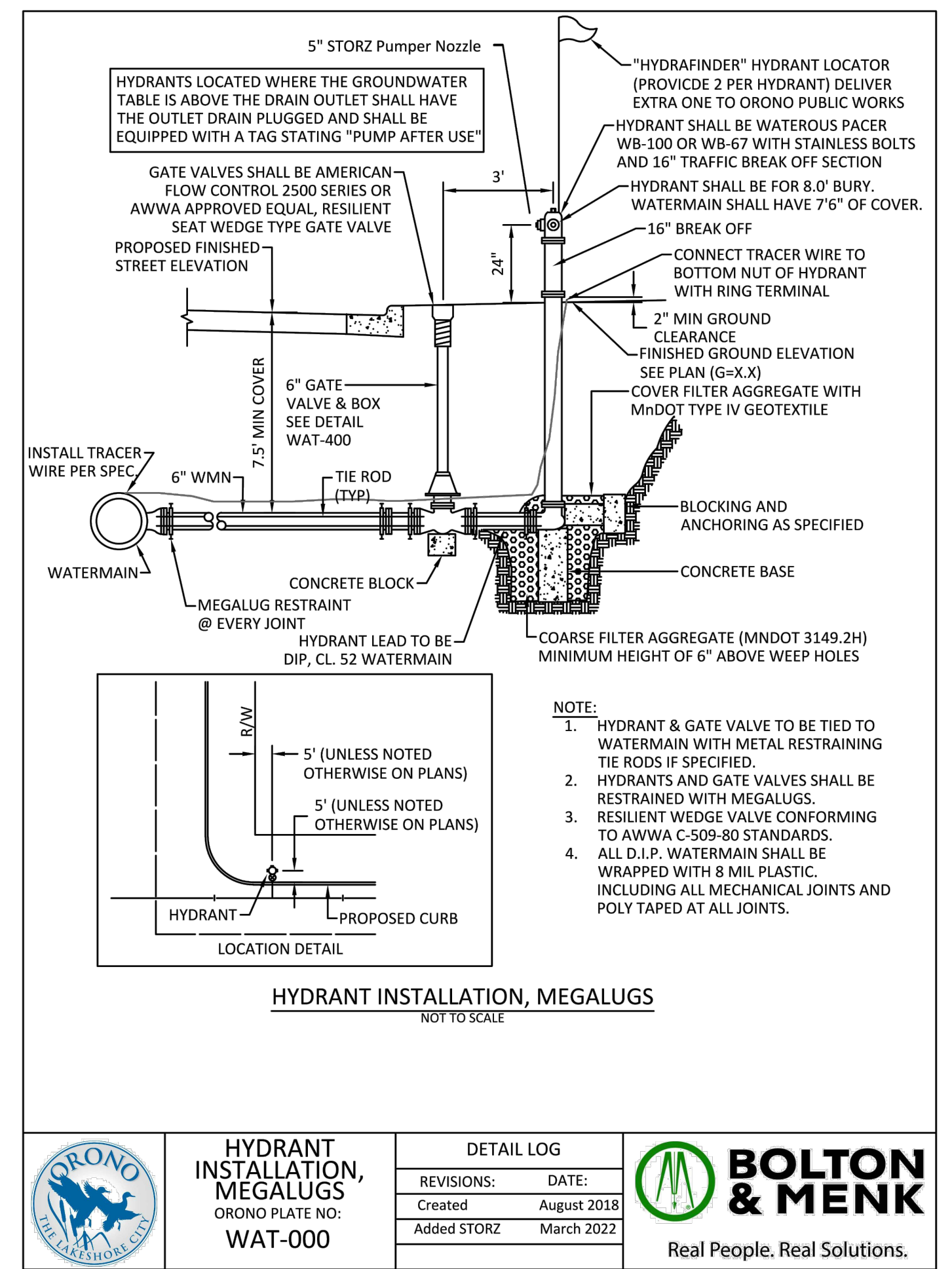
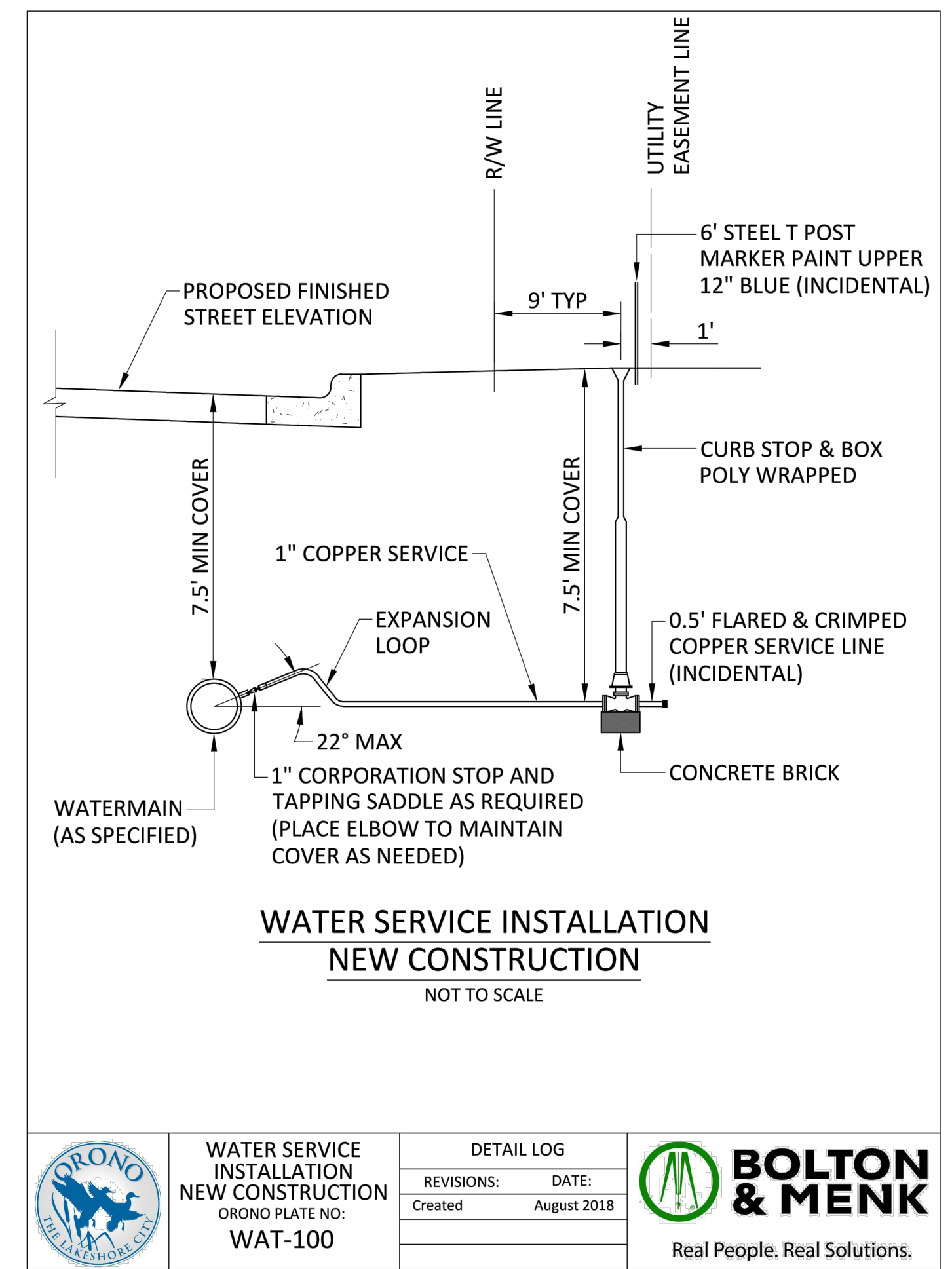
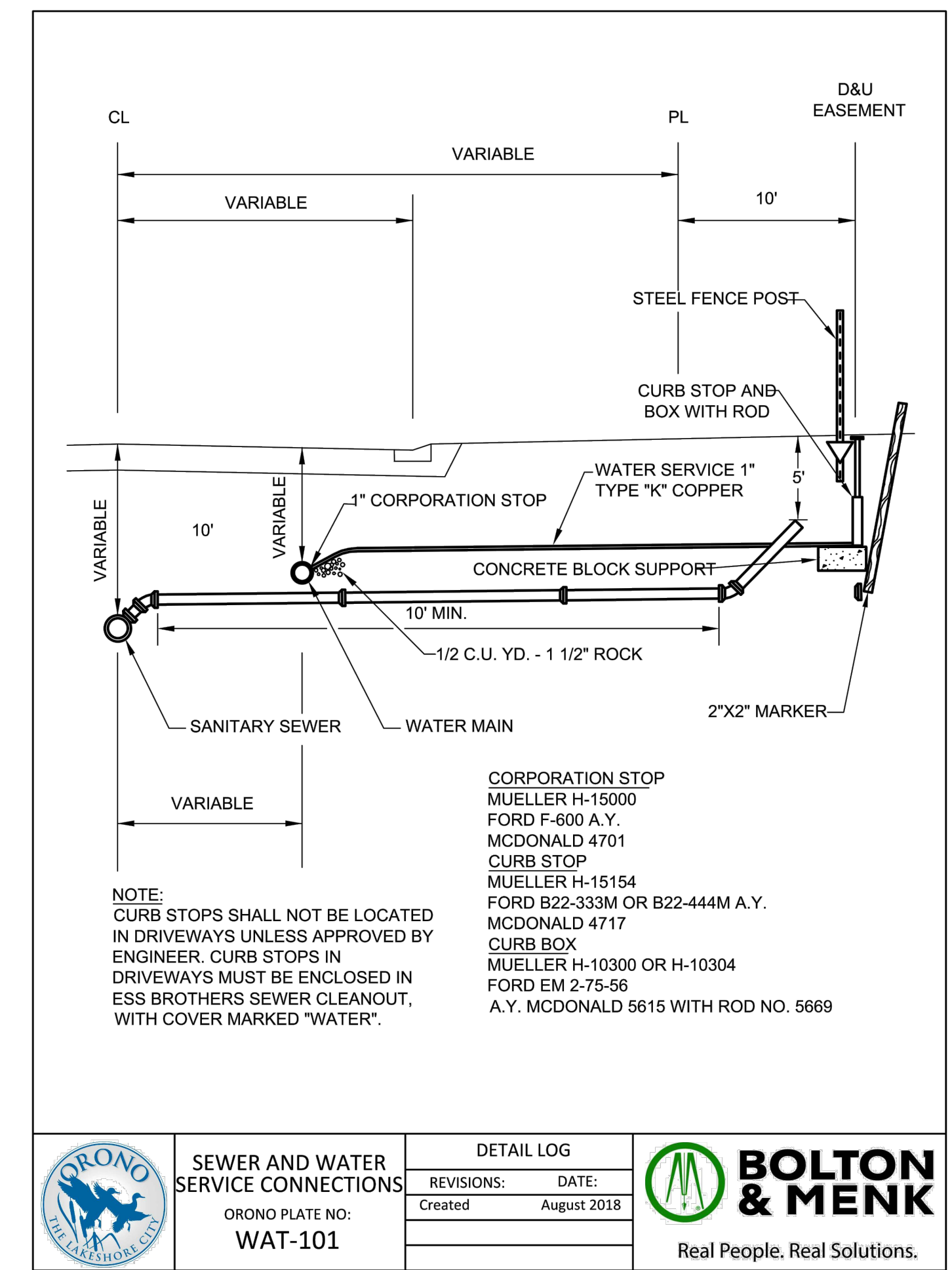
No.	Description of Revisions	Date	By

ORONO GARAGE CONDOS
 SITE PLAN
 CONSTRUCTION DETAILS

Date: 03/03/2025
 Job No.: 24015

C5.1

Sheet C5.1 of C5.0





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MARKING OF UNDERGROUND MEMBER
UTILITIES.

No.	Description of Revisions	Date	By

Designed By: LEH
Checked By: MRH

**ORONO GARAGE CONDOS
SITE PLAN**

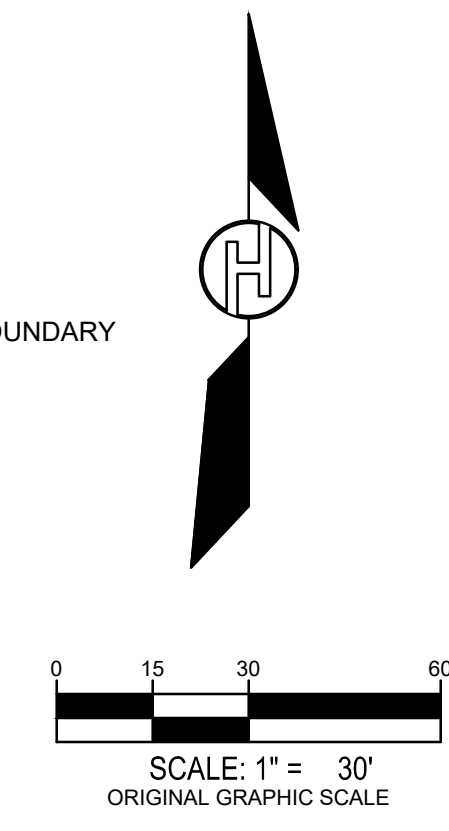
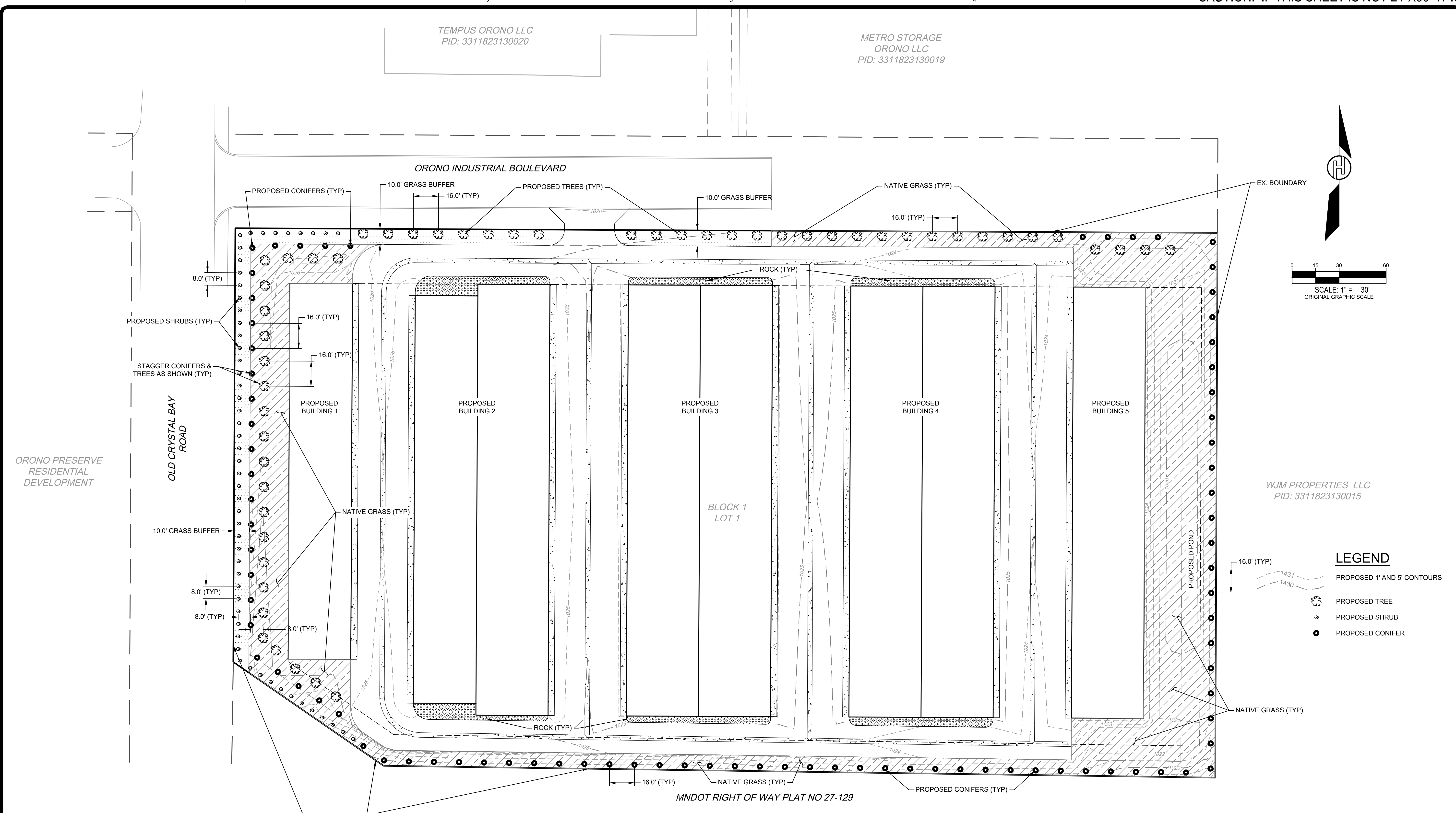
PROPOSED LANDSCAPE PLAN

Date: 09/18/2024
Job No.: 24015

L1.0

Sheet L1.0 of L1.1

NOT FOR CONSTRUCTION



LEGEND

- 1431 --- PROPOSED 1' AND 5' CONTOURS
- 1430 ---
- PROPOSED TREE
- PROPOSED SHRUB
- PROPOSED CONIFER

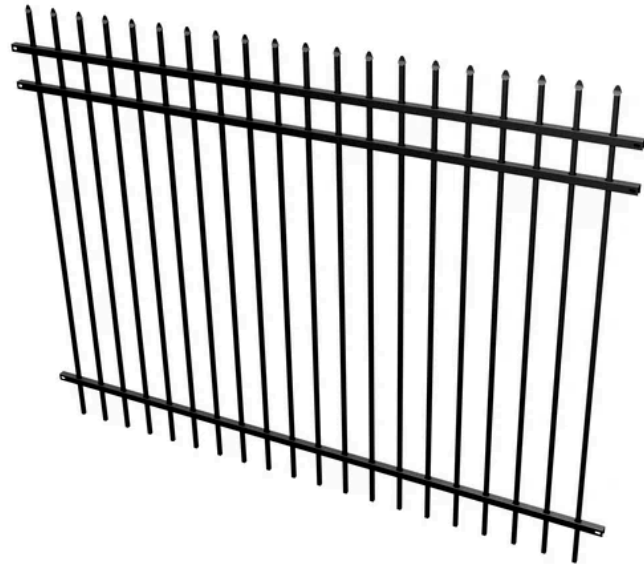
- NOTES:**
- CONTRACTOR SHALL FIELD VERIFY SIZE AND LOCATION OF ALL EXISTING UTILITIES PRIOR TO CONSTRUCTION AND NOTIFY THE ENGINEER WITH ANY DISCREPANCIES.
 - CONTRACTOR IS RESPONSIBLE FOR PROVIDING ALL NECESSARY CONSTRUCTION STAKING.
 - INSTALL PERIMETER BMP'S PRIOR TO ANY CONSTRUCTION.
 - ALL TREES AND TREE ROOT ZONES OUTSIDE OF THE LIMITS OF CONSTRUCTION SHALL NOT BE DISTURBED.
 - SEE SHEET C5.0 FOR CONSTRUCTION DETAILS.

PLANT_SCHEDULE					
TREES	TYPE	CONT	QTY		
	Shade Trees	1.5" to 2.0"	18		
	Ornamental	1.0"	17		
	Large Deciduous Tree	2' - 4'	18		
SHRUBS	TYPE	CONT	QTY		
	Small Coniferous Shrubs	18" - 24"	27		
	Small Deciduous Shrubs	18" - 24"	27		
CONIFERS	TYPE	CONT	QTY		
	Coniferous Tree	4' - 6'	85		
SUM OF TREES			192		
GROUND COVERS					
	CODE	BOTANICAL / COMMON NAME	CONT	SPACING	QTY
	NATIVE GRASSES	/ Filter Strip Mix Shooting Star Native Seed or approved equal	Seed		35,550 S.F.
	ROCK	3/4" River Rock / 3/4" River Rock	---		3,100 S.F.
	GRASS BUFFER	Poa pratensis / Kentucky Bluegrass	---		5,760 S.F.

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SIGNATURE: _____ TYPED OR PRINTED NAME: MATTHEW R. HAGSTROM
DATE: 09/18/2024 LICENSE NUMBER: 50731

Home > All > TruView Ornamental - Steel Fence Panels - Pinnacle - Pressed Point



TruView Ornamental - Steel Fence Panels - Pinnacle - Pressed Point



\$137.31

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Size: 6ft

5 ft tall

6ft

Style: Pinnacle

Pinnacle

SKU: 4013230

Quantity

- 1 +

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Updated CUP and Site Plan Review Criteria

Industrial Site Plan Review/ Preliminary Plat / Conditional Use Permit Analysis

Conditional Use Permit Evaluation Criteria:

Section 78-823 Industrial District CUP:

(a) General provisions. Within the I-Industrial District, no structure or land shall be used for one or more of the following uses without approval of a conditional use permit. The following are conditional uses in the I-Industrial District:

(11) Garage condos, provided that:

- a) No exterior parking or storage is permitted for a period longer than twenty-four (24) hours. A parking plan must be provided to demonstrate accessibility to the site. The applicant has submitted a parking plan noting parking for each unit and additional possible additional guest parking stalls. The applicant notes that the site does not support outdoor storage or overnight parking. Additionally, the applicant notes in their covenants that no outdoor storage will be permitted. This standard it met.
- b) The premises shall not be used or customized for residential living purposes or community gatherings or events. The development is within the industrial district which does not support living and dwelling units. The covenant for the development includes prohibition of living/dwelling within units on site as well as event and defines events. The definition of events is included as a listed condition to clarify the use on the site. This condition is met.
- c) The premises shall not be used for the operation of a business for retail purposes, including but not limited to automobile repair. This does not prohibit minor maintenance, care, or upkeep of motor vehicles, boats, trailers, or recreational vehicles stored in individual units. Storage and warehousing may be permitted. The applicant states this condition is met for the proposed development. If any new or intensified uses are contemplated in the future, a review by City staff and approval by the City Council would be required.
- d) The management, use, and customization of the garage condos, including common areas, and individual units, shall be governed by an association, which association rules shall place adequate controls to ensure compliance with applicable city code. A draft declaration of covenants for management of the development has been submitted. This condition will be met.
- e) The premises shall maintain adequate access to individual units and any common areas or office space for emergency response and snow removal/storage.

The developers are proposing easements for access, drainage, and utilities throughout the common spaces including the drive aisles. A Knox box (a secure key box that allows emergency personnel to access a building/site during an emergency) will be required at the entrance gate for emergency personnel and vehicle access. This condition is met.

- f) The premises shall contain sufficient lighting and/or security measures to deter or mitigate criminal activity and ensure adequate access for emergency response. A lighting plan has been provided. The property is also proposed to be fenced and gated. This condition is met.
- g) Any individual unit that is connected to the city sewer and water system shall have individual meters. The applicant is proposing individual water and sewer connections to serve building; and each unit will have their own meter. This conditional is met.

Section 78-916 Granting of a Permit:

Required conditions and policies of a conditional use permit. The burden of proof demonstrating compliance with the following criteria shall be the responsibility of the applicant. In determining whether to approve or deny a conditional use permit, the city council and planning commission shall find that the conditional use permit complies with the following criteria:

- (a) The planning commission may recommend and the council may grant a conditional use permit as the use permit was applied for or in modified form. On the basis of the application and the evidence submitted, the city must find that the proposed use at the proposed location is or will be:
 - (1) Consistent with the community management plan; The proposed use is consistent with the community management plan. The garage condo proposed use is consistent with the intended Industrial use of the site.
 - (2) Compliant with the zoning code, including any conditions imposed on specific uses as required by article V, division 3 of the City Code; The proposed use meets the requirements of the Code and the Industrial District as a Conditional Use.
 - (3) Adequately served by police, fire, roads, and stormwater management; The site is adequately served by police, fire, roads, and stormwater management. The proposed site has been reviewed by the police, fire and engineering departments and the site meets to development standards to support this application.
 - (4) Provided with an adequate water supply and sewage disposal system; The site is provided with adequate water supply and sewage disposal system for the proposed use. Staff recommends the utilities within the development be privately installed and maintained. The City will have access for shut off or emergency services. The developer will be responsible for installation and maintenance of the utility infrastructure. Each unit will be individually metered to follow the CUP standards.
 - (5) Not expected to generate excessive demand for public services at public cost; The proposed project will be installing a storm pond. The proposed use is not expected to generate excessive demand for public services at public cost based on other similar developments' historic operating records.

- (6) Compatible with the surrounding area as the area is used both presently and as it is planned to be used in the future; The proposed use is compatible with the surrounding area and with the other Industrial uses to both the north and east of the site. There are residentially-zoned properties across Old Crystal Bay Road North. This low-intensity Industrial use could be preferable to the adjacent residential properties as compared other Industrial uses such as manufacturing or similar uses which may create more noise, pollution or other externalities.
- (7) Consistent with the character of the surrounding area, unless a change of character is called for in the community management plan; The design of the buildings is consistent with the architectural design standards within the industrial district and the industrial uses.
- (8) 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 design of the buildings and site are consistent with the surrounding area.
- (9) 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; This is a conditional use within the Industrial district. It will not impair the use and enjoyment of the properties in the area. The development is proposed to meet the conditions of the district.
- (10) Provided with screening and buffering adequate to mitigate undesirable views and activities likely to disturb surrounding uses; The proposed landscape plan indicates a variety of plantings surrounding the edge of the property creating screening for the site. The site is surrounded on two sides by industrial parcels, a state highway to the south, and a residential development to the west divided by a 66-foot-wide right-of-way (Old Crystal Bay Road N). The proposed vegetative screening and distance from the adjacent residential developments should provide adequate mitigation from any negative impacts of the site.
- (11) Not create a nuisance which generates smoke, noise, glare, vibration, odors, fumes, dust, electrical interference, general unsightliness, or other means; The site is oriented will access off of an interior road within the industrial district. The site is designed with fencing and landscaping around the perimeter to buffer any adverse impacts. The applicant states the activity resulting from the Garage Condos will not cause a nuisance, smoke, noise, glare, vibration, odors, fumes, dust, electrical interference, or general unsightliness.
- (12) Not cause excessive non-residential traffic on residential streets, parking needs that cause a demonstrable inconvenience to adjoining properties, traffic congestion, or unsafe access; The adjoining properties should not experience parking issues or traffic congestion. The proposed use is expected to have significantly less traffic than the generally allowed uses in the Industrial zoning district. The site will support the parking needs generated by the use.
- (13) Designed to take into account the natural, scenic, and historic features of the area and to minimize environmental impact; The site is being designed to enhance the natural environment with the stormwater management and planting plans. The site was originally graded when the industrial district was platted in 2007 (Crystal Bay Business Center) and has been vacant with no native plantings or natural areas.
- (14) 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; and The site is being designed to not cast glare toward public right-of-way or neighboring residential uses or districts.

- (15) Not detrimental to the public health, public safety, or general welfare. The proposed use is not detrimental to the public health, public safety, or general welfare and is expected to less impact as a garage condo development than the generally allowed uses within the Industrial zoning district.
- (16) Economic return. The use will provide an economic return to the community and be commensurate with other industrial uses for which the property could feasibly be used. In considering the economic return to the city, the planning commission and city council may give weight to the sociological impact of proposed use, both positive and negative. The applicant noted the use is consistent with the industrial district and other surrounding uses. The site is screened and buffered from abutting residential districts. The use of the property will be interior to the buildings with little exterior activity thus limiting negative impacts to the surrounding area.

Site Plan Analysis:

Section 78-825 Lot area, height, setbacks, and lot coverage

(a) Minimum Lot Area Requirement & (c) Lot Width:

Industrial	Lot Area	Lot Width
Required	40,000 s.f	200'
Actual	168,929.28 s.f. (4.88 acres)	276'

(d) Building Setbacks:

Industrial	Required	Proposed
Front (OCB R N)	35'	35'
North Side	20'	35'
South Side	20'	35'
Rear (East)	20'	45'

(f) Lot Coverage / Structural Coverage:

Total Lot Area	Permitted	Proposed
212,572 s.f. (4.88 acres)	45%	95,900 s.f. (2.2 Ac) 45%

Section 78-1701. Hardcover Calculations:

Stormwater Overlay District Tier	Total Area in Tier	Allowed Hardcover	Existing Hardcover	Proposed Hardcover
Tier 5	168,929.28 s.f.	143,589.8 s.f. (85 %)	Vacant	126,869 s.f./ 3.671 Acres (75 %)

Section 78-825 (e) Building height. The industrial district allows for a 40' defined building height. The lot is relatively flat. Most of the lot sits at 1025' elevation grade. The proposed first floor elevations of the

buildings range from 1023' to 1025'. The overall site will maintain a similar grade to the existing lot. The buildings are proposed to have a 39.5-foot peak height (measured from the first-floor elevation to the top of the gable) and measure 31.75 feet to the midpoint of the roof. With the minimal grading required for the site, staff anticipates the defined height (grade to the midpoint of a gabled roof) to be approximately 32 feet. The proposed development will conform to the 40' defined height maximum.

Section 78-826 –Building Design and Construction:

(5) Long Facades: Where large structures with overly-long facades (walls) are proposed, such as warehouses, building mass should be articulated with variations in the building plane and parapet height and through the use of other unique design or site plan features. The applicant has proposed roof gables to break up the roof mass and create interest along the roofline. Windows and/or wall breaks are proposed on the sides of the buildings.

(6) Architectural design: Architectural design should create harmony through the use of different textures, complementary colors, shadow lines and contrasting shapes. The use of walls in a single color, with little detailing or completely blank is discouraged. The proposal shows a mix of materials including stone, stucco, siding, and shingles. The colors are charcoal grey/brown with a light stone accent and a black roof.

(9) Building Materials: Use of substantial amounts of high-quality masonry materials (face brick, stucco, stone) is encouraged. Buildings shall be constructed with no less than 67 percent of these materials, excluding window and door areas. Evaluation of building materials shall be based on the quality of its design and relationship and compatibility to building materials in the immediate neighborhood.

The applicant is proposing to use brick and stucco on each building in combination to meet the 67% high-quality material requirement. The remaining percentage will be made up of a cement-board siding material finished in a similar color to match the exterior.

Section 78-827 Off-Street Parking:

(d) Required Parking: (See Further Analysis under April 14, 2025 City Council Meeting, Exhibit C)

The current plan anticipates parking within each individual unit and allows for loading and parking directly in front of each unit. The applicant's business model indicates that each individual unit will accommodate the necessary parking for each owner.

The City Code does not list a parking standard associated with the garage condo use. The applicant is not proposing any outdoor parking. Because the use specifically involves interior parking spaces, Staff applied the following provision: City Code Sec. 78-827(d) (3) Multi-tenant industrial buildings: "One space for each 400 square feet of gross floor area, or the sum of the component gross floor areas as follows, whichever is greater". Based on this provision, a total of 235 parking spaces should be provided; each unit would need to provide 2.7 parking spaces to conform. As designed, each unit would support 2-4 enclosed parking spaces; 60 of the larger-sized units would support 4 cars (240 spaces) and 25 smaller units would support 2 parking spaces (50 spaces). This results in a total of 290 indoor spaces for the site exceeding the calculated requirement.

Additionally, the site layout allows for loading and parking directly in front of each unit. It is

anticipated in the applicant's business model that each individual unit will accommodate the necessary parking for the owner. The applicant has provided parking plans and maneuverability plans for accessing the site.

(g) Snow storage in parking stalls. Provision shall be made in the parking area for adequate snow storage or removal in order to ensure that the required number of spaces is available at all times during the year. The applicant has indicated that storage of snow can be addressed by using the south and east side yards of the property.

(h) Circulation. Traffic circulation systems shall be designed to accommodate anticipated traffic demands. Vehicular traffic generated by industrial uses shall be channeled and controlled in a manner which will avoid congestion or interference with other vehicular transportation systems and pedestrians and which will avoid creating traffic hazards and excessive traffic. Staff finds the layout of the proposed plan is reasonable and should support traffic circulation. The submitted maneuverability plans show access for a fire truck, and trailers throughout the site.

(i) Parking size. Each parking space shall have a minimum width of nine feet and a minimum depth of 20 feet exclusive of aisle and maneuvering space. While there are no exterior spaces or guest parking areas proposed, the drive aisles will be 50' wide. This width could support parking for each unit and allow interior traffic to pass within the development.

(m) Lighting. Any lighting used to illuminate an off-street parking area shall be hooded and so arranged as to reflect the light away from adjoining property, abutting residential uses, and public rights-of-way. The applicant submitted a lighting plan that shows wall-mounted lighting at each garage condo unit. The lighting plan indicates the lighting will primarily serve the interior of the site.

(n) Required Screening. The drive aisles will be screened from the public street view. This is met.

Section 78-829. Landscaping:

(b) Fencing. A 6-foot-tall black wrought iron fence is proposed to surround the development creating a delineation of the property line and screening for the site. The fence also adds to the design of the site. The applicant is proposing an electronic gate access for the site as well.

(c) Minimum number of plantings. Industrial Districts shall contain, at a minimum the greater of two trees per 1,000 square feet of gross floor area or two trees per 40 lineal feet of site perimeter whichever is greater. The applicant is proposing 95,900 total square feet of building footprint. Based on this, 192 trees are required to be planted. The attached landscape plan indicates a mix of coniferous, ornamental, and deciduous trees, and a mix of shrubs to meet the planting requirement. The applicant is also proposing some areas of native grasses, and rock and grass buffers throughout the development. The Industrial district requires specific species of trees be planted. The applicant will follow the city code requirements for landscaping. The landscaping standards are met.

Section 78-832 - Signage: No development signage is proposed. The applicant has indicated there will be wall signs/ Unit numbers placed to identify each unit.

Development Fees:

The submitted plans reflected each individual building provided with individual connections for City sewer and water with each unit being metered individually. A Sewer Availability Charge (“SAC”) determination by the Metropolitan Council (Met Council) is required in order to calculate the appropriate fees for sewer services. Staff is recommending to use the Met Council’s unit determination to calculate the City’s water and sewer area connection charge. The applicant is requesting these fees be due at time of building permit for each building. Typically, these fees are due at time of final plat, because this is an industrial development and proposed as a phase project staff can accommodate applying these fees with the building permit.

At this time, due to the size of the buildings and the number/type of proposed connections it is estimated that the development will require 14 SAC units according to the Met Council. Therefore, City will calculate the water and sewer area charges for 14 units. Each individual condo or suite will need its own water meter. A utility connection permit will be due at the time of building permit issuance for each unit that will be metered as well.

PROPOSED DEVELOPMENT FEE ANALYSIS:

Fee Type	Breakdown	Estimated Total
Water Area Connection	\$4,370.00 x 14 units	\$61,180.00
Water Connection Permit Fee	\$150.00 x 85 suites**	\$12,750.00 + meter costs
Sewer Area Connection	\$6,000.00 x 14 units	\$84,000.00
Sewer Connection Permit Fee	\$150.00 x 85 Suites**	\$12,750.00 + meter costs
Sewer Availability Charge “SAC” (Met Council)	\$2,485.00 x 14 units*	\$34,790.00*
Stormwater Drainage Trunk Fee	\$9,690.00 x 4.89 acres	\$47,384.10
ESTIMATED DEVELOPMENT FEES =		\$ 252,854.10

*A SAC determination is required by the Met Council and may alter this fee.

From: [Rob Powell](#)
To: [Laura Oakden](#)
Subject: Orono Development Project
Date: Wednesday, April 9, 2025 5:48:02 PM

Hi Laura,

I'm an Orono resident (2695 Deer Run Trl E) and want to express my support for a storage condo project next to JEM Technical on Old Crystal Bay Rd. I've seen the designs. I think it fills a community need, would be a site improvement, and provide additional property tax revenue for the benefit of the citizens of Orono. I appreciate your consideration.

Thank you,

Rob Powell
612-991-1284

From: mdkuhlmann@gmail.com
To: [Laura Oakden](#)
Subject: New development
Date: Thursday, March 20, 2025 9:27:02 AM

Hi Laura,

I noticed that the City Council will be reviewing a new development at the next meeting, and I wanted to share my support for the storage condo project.

Personally, I would love to have the opportunity to store ATVs, boats, and other equipment that currently takes up space in my garage. Having this storage solution is a great alternative to buying, building, and maintaining personal storage structures. The ability to own storage space nearby is a huge perk for residents like me.

I appreciate your time and consideration and hope you will support this project.

Thank you

Michael Kuhlmann

1760 Shoreline Drive

Sent from my iPhone

From: [Jill Burque](#)
To: [Laura Oakden](#)
Subject: Support for Garage Condos in Orono
Date: Sunday, April 6, 2025 9:44:20 AM

Hi Laura,

I recently learned of the garage condos that Liz Merry would like to develop in Orono. I wanted to share that I fully support this project as an Orono resident.

Thank you!
Jill Burque
2795 Pheasant Rd.
Orono, MN 55331

From: [Judd Stevens](#)
To: [Laura Oakden](#)
Subject: Support for Orono Development
Date: Saturday, March 29, 2025 5:54:45 PM

Hi Laura,

My name is Judd Stevens and I am an Orono homeowner. I have been made aware of a proposed development of Garage/Condos at the address: 430 Old Crystal Bay Rd N. This site is very close to my house. As it currently sits, the parcel is an empty and unmaintained field with some random boats often stored there. I think it would be a win-win for our community to have high end Garage/Condos built here.

Thanks for listening to my perspective.

Best,
Judd Stevens
2925 Lillian Lane
Orono, MN 55356

From: [Laura Bohlander](#)
To: [Laura Oakden](#)
Subject: Support of Garage Project
Date: Wednesday, March 26, 2025 7:28:44 AM

Hi Laura! We just wanted to write in support of the garage condo project on Old Crystal Bay. We are considering purchasing one for our boat, as it is hard to find good indoor storage. We think they would be a great option for people in Orono. My husband Brett and I live on Willow in Orono.

Thank you for your consideration!
Laura Bohlander

Sent from my iPhone

Angie & Dan Complin
2830 Goldenrod Way
Orono, MN 55356

January 28, 2025

Planning Commission
City of Orono
2750 Kelley Parkway
Orono, MN 55356

Dear Members of the Planning Commission,

We hope this letter finds you well. We are writing to share our thoughts on the proposed garage condominium development at 430 Old Crystal Bay Road which is across the street from our home. As residents, we want to express our appreciation for the vision behind this project. The plans to redevelop the site into a more functional and attractive space are encouraging, especially given the current state of the property.

While we are supportive of this project and its potential benefits, we kindly ask the Commission and the developers to consider a few aspects that could help ensure the development is a positive addition to our neighborhood.

1. **Noise Management:** As parents of two young children, maintaining a quiet and peaceful environment is important to our family, particularly during our children's nap and bedtimes. We kindly ask that noise levels be carefully managed during construction and operations, with consideration for timing that minimizes disruptions to residents, especially those with young children.
2. **Lighting Design:** After reviewing the photometric study, we understand that lighting is a critical component of the project for safety and functionality. However, we would be grateful if measures could be taken to limit light spillover into nearby homes, such as shielded, downward-facing fixtures. This would help preserve the calm, natural character of the neighborhood, especially at night.
3. **Landscaping:** We were pleased to see the proposed landscape plan includes a variety of trees and plantings. The addition of evergreens, in particular, is wonderful as they will provide year-round greenery and privacy. We would respectfully encourage the planting of mature trees to quickly restore the natural buffer between the development and nearby homes that was lost when the original ~30 foot evergreens were removed by the owner.

4. **Traffic Impact:** With the addition of multiple units, there may be an increase in traffic flow in the area. If not already completed, a traffic study could provide insights into any potential impacts and ensure the neighborhood and nearby walking trails remain safe and accessible for everyone, especially children.
5. **Construction Communication:** We understand construction is a necessary part of progress and appreciate the care that goes into planning such projects. Having a clear timeline and regular communication from the developers would help residents prepare for any disruptions and maintain a positive relationship throughout the process.
6. **Community Engagement:** Finally, we want to encourage the developers to consider engaging with nearby residents directly to share updates and gather feedback. A collaborative approach could help address any remaining concerns and ensure the project is truly a win-win for everyone involved.

Thank you for your time and for the care you bring to planning developments like this one. We believe this project has the potential to be a wonderful improvement for our community, and we appreciate your consideration of these thoughts as you move forward. Please don't hesitate to reach out if further discussion would be helpful.

Warm regards,
Angie & Dan Complin
Angie.complin@gmail.com
Dan.complin@gmail.com

From: [Bill Bruning](#)
To: [Laura Oakden](#)
Subject: Garage Condo Proposal
Date: Monday, February 10, 2025 7:25:50 PM

Hello Ms. Oakden,

With regards to the Garage Condo Proposal, we wish that this permit NOT be approved. Our concerns are the additional air, light and noise pollution this facility will bring to our area resulting in diminished quality of life and diminished property value.

A brief history. We moved to Orono 31 years ago. Before purchasing our house we visited Orono City Hall asking where the highway 12 bypass was to be constructed. We were shown four routes, on record for 50 years, and chose our home's location based on the information Orono provided. Nine months later, a fifth route was suddenly presented and approved by Orono, placing the highway next to our house. This required the elimination of the majority of trees in our area as well as our neighbor's house, a new bridge was torn down and replaced with a larger lighted bridge, railroad was moved closer to our house, etc., all bringing 10 years of construction and 20+ years of highway noise. Orono's mayor at that time told us not to address MnDOT with our concerns. Last year, Orono constructed a new public works facility by our house bringing additional traffic noise and all night lighting.

Orono has made it challenging to be residents. We ask that Orono not add to those challenges with the construction of this garage condo facility.

Thank you,

Bette and Bill Bruning
315 Silver Meadow Dr. Orono

AGENDA ITEM



Date: April 28, 2025

Item: 13

Title: LA25-000007, 4745 North Shore Drive, After-the-Fact Conditional Use Permit Amendment

Presenter: Melanie Curtis, Planner

Section: Community Development Report

1. **Purpose:**

The purpose of this application is to consider new retaining walls within the bluff and lake setback installed beyond the scope of the conditional use permit (CUP) and without City approval. An after-the-fact amendment to the CUP is required.

2. **MN§15.99 Application Deadline:**

The application was received on January 30, 2025 and considered to be complete on February 14th; the original 60-day review timeline was extended and will now expire on June 14, 2025.

3. **Background:**

In the summer of 2024, the applicant received a CUP and building permit approvals to install a new, stone lake access stair (including minimal retaining walls) and a short boulder wall along the base of the slope, in addition to a MCWD-issued permit for riprap, reference the [approved plans \(link\)](#).

Original Application: [LA24-000018 History](#)

Planning Commission June 2024: [PACKET](#) / [VIDEO](#)

City Council July 2024: [PACKET](#)

In bluff and steep slope settings, stairways, lifts, and landings are permitted by a staff-issued building permit provided they are designed and built in a manner that ensures stability and control of soil erosion. Additionally, minimal retaining walls supporting a lake access stair (to provide necessary stability) can also be permitted by a staff-issued building permit. However, *new* walls, and walls that *do not meet* the administrative approval threshold outlined in City Code [Section 78-1279\(5\) \(link\)](#), can only be authorized by the City Council through a conditional use permit process.

Upon completion, the City's inspector observed additional walls which were not included in the scope of the approved plan, (**Image 3** shown in **Exhibit D**). Although the city-approved plan was designed by the applicant's engineer for the site conditions, the applicant communicated to staff that he believed the approved plan would not work and chose to construct the additional walls (shown on the as-built survey **Exhibit A**) instead of following the approved plan. The [before and after photos \(link\)](#) provide a side by side comparison of the completed work. For a full analysis of the conditional use permit, reference the Planning Commission staff report attached as **Exhibit G**.

The applicant applied for an after-the-fact amendment to the CUP to amend the plans to include the additional walls. Upon review, the City Engineer provided the following comment in response to the updated plans (04/15/2025): "*neither [the justification email \(link\)](#) from the engineer nor the boulder wall design appear to address the upper wall depicted on the as-built in the southeast*

corner of the property”.

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

The Planning Commission held a public hearing on March 17th. Following the public hearing, they voted 5 – 0 on a motion to approve the after-the-fact CUP amendment conditioned upon submittal of additional landscape plans and engineering documentation (subject to City Engineer approval) as follows:

1. Provide an **updated landscape plan** to screen all of the walls from the lake. The plan should clarify the type of ground cover proposed for the flattened path along the lake – no hardcover is permitted.
2. Provide **plans and updated justification** for all of the walls from the applicant's engineer.

Council should review the Planning Commission's March 17th [MEETING VIDEO](#) and [MEETING MINUTES](#). The applicant provided a new landscape sketch, seeding details, and revised construction plans for all walls (including the new wall on the southeast portion of the property) for the Council's review. Staff has not received further information from the applicant's engineer speaking to the change in the number and placement of the walls.

5. **Staff Recommendation:**

Construction of the additional, unpermitted walls was a violation of the terms of CUP Resolution 7486, and the administrative building permit (RAS24-000039). The applicant provided an updated landscape sketch and engineered construction plans which include all of the walls; however they have not provided structural justification for the plan deviation requested by the Planning Commission.

Staff recommends the Council **table** the application and direct the applicant to provide justification for the wall in the southeast corner of the property, which is not addressed in the engineers email.

COUNCIL ACTION REQUESTED

Council should review the application and provide direction. Motion options:

- Direct staff to draft a resolution to approve the after-the-fact CUP amendment as applied;
- Table the application and provide direction to the applicant; or
- Direct staff to draft a resolution to deny the after-the-fact CUP amendment and direct the applicant to remove the additional walls and follow the approved plan (Resolution 7486).

Exhibits

- A. Asbuilt Survey annotated
- B. Construction Plans 04162025
- C. Landscape Plan
- D. Approved v Asbuilt
- E. Applicant photos
- F. 60day Extension
- G. Planning Staff PC Report

ASBUILT SURVEY

ADDRESS: #4745 NORTH SHORE DRIVE
ORONO, MN 55364

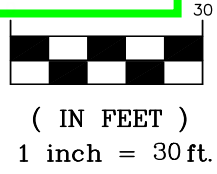
page 2
annotated
by staff

Sheet 1

Council
Exhibit A

FOR: JASPER

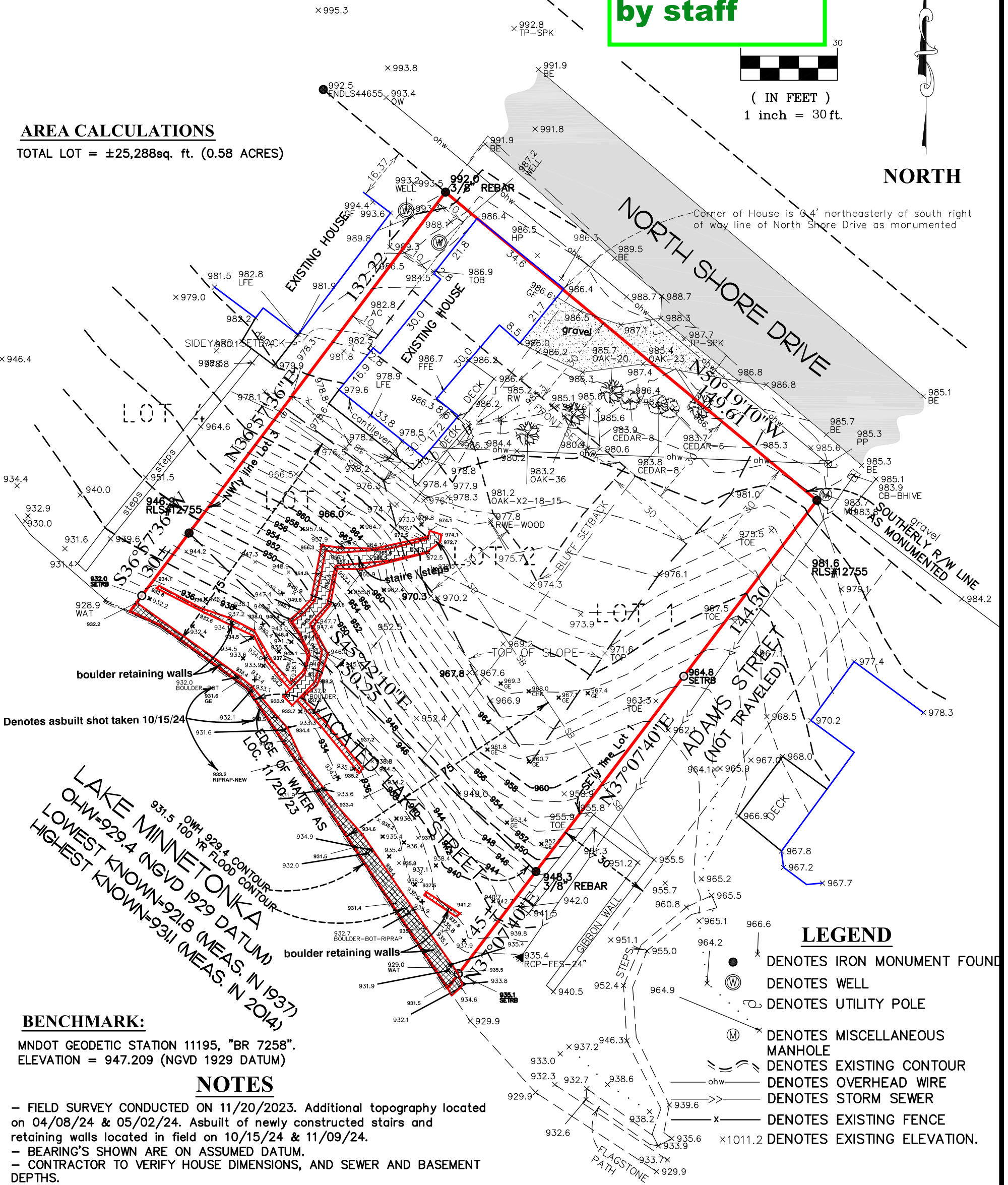
(showing stairs and rip rap/retaining walls)



NORTH

AREA CALCULATIONS

TOTAL LOT = ±25,288sq. ft. (0.58 ACRES)



Denotes asbuilt shot taken 10/15/24

LAKE MINNETONKA
OHW=929.4 (NGVD 1929 DATUM)
LOWEST KNOWN=921.8 (MEAS. IN 1937)
HIGHEST KNOWN=931.1 (MEAS. IN 2014)

LEGEND

- DENOTES IRON MONUMENT FOUND
- ⊙ DENOTES WELL
- ⊕ DENOTES UTILITY POLE
- Ⓜ DENOTES MISCELLANEOUS MANHOLE
- (dashed) DENOTES EXISTING CONTOUR
- (solid) DENOTES OVERHEAD WIRE
- (double line) DENOTES STORM SEWER
- (dotted) DENOTES EXISTING FENCE
- (dash-dot) DENOTES EXISTING ELEVATION.

BENCHMARK:

MNDOT GEODETIC STATION 11195, "BR 7258".
ELEVATION = 947.209 (NGVD 1929 DATUM)

NOTES

- FIELD SURVEY CONDUCTED ON 11/20/2023. Additional topography located on 04/08/24 & 05/02/24. Asbuilt of newly constructed stairs and retaining walls located in field on 10/15/24 & 11/09/24.
- BEARING'S SHOWN ARE ON ASSUMED DATUM.
- CONTRACTOR TO VERIFY HOUSE DIMENSIONS, AND SEWER AND BASEMENT DEPTHS.
- CITY TO VERIFY ALL BUILDINGS ELEVATIONS AND SETBACKS.
- THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF TITELWORK. EASEMENT, APPURTENANCES AND ENCUMBRANCES MAY EXIST IN ADDITION TO THOSE SHOWN HEREON. THIS SURVEY IS SUBJECT TO REVISION UPON RECEIPT OF A TITLE INSURANCE COMMITMENT OR ATTORNEYS TITLE OPINION.

EXISTING PROPERTY DESCRIPTION

That part of Lots 1, 2 and 3, Block 6, Berquist & Wielund's Park, Hennepin County, Minnesota, lying southerly of the southerly right of way line of County Road No. 19.

Also

That part of Lake Street as dedicated in the plat of Berquist & Wielund's Park, Hennepin County, Minnesota, which lies between the southwesterly extensions of the northwesterly line of Lot 3 and the southeasterly line of Lot 1, Block 6, said plat (vacated per doc. no. A10004418).

I hereby certify that this survey, plan 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.

Eric R. Vickaryous
ERIC R. VICKARYOUS

Date: Nov. 12th, 2024 Reg. No. 44125

ACRE LAND SURVEYING
Serving Twin Cities Metro area and beyond
763-458-2997 acrelandsurvey@gmail.com

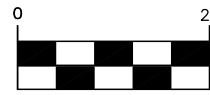
JOB #23170cert

ASBUILT SURVEY

ADDRESS: #4745 NORTH SHORE DRIVE,
ORONO, MN 55364

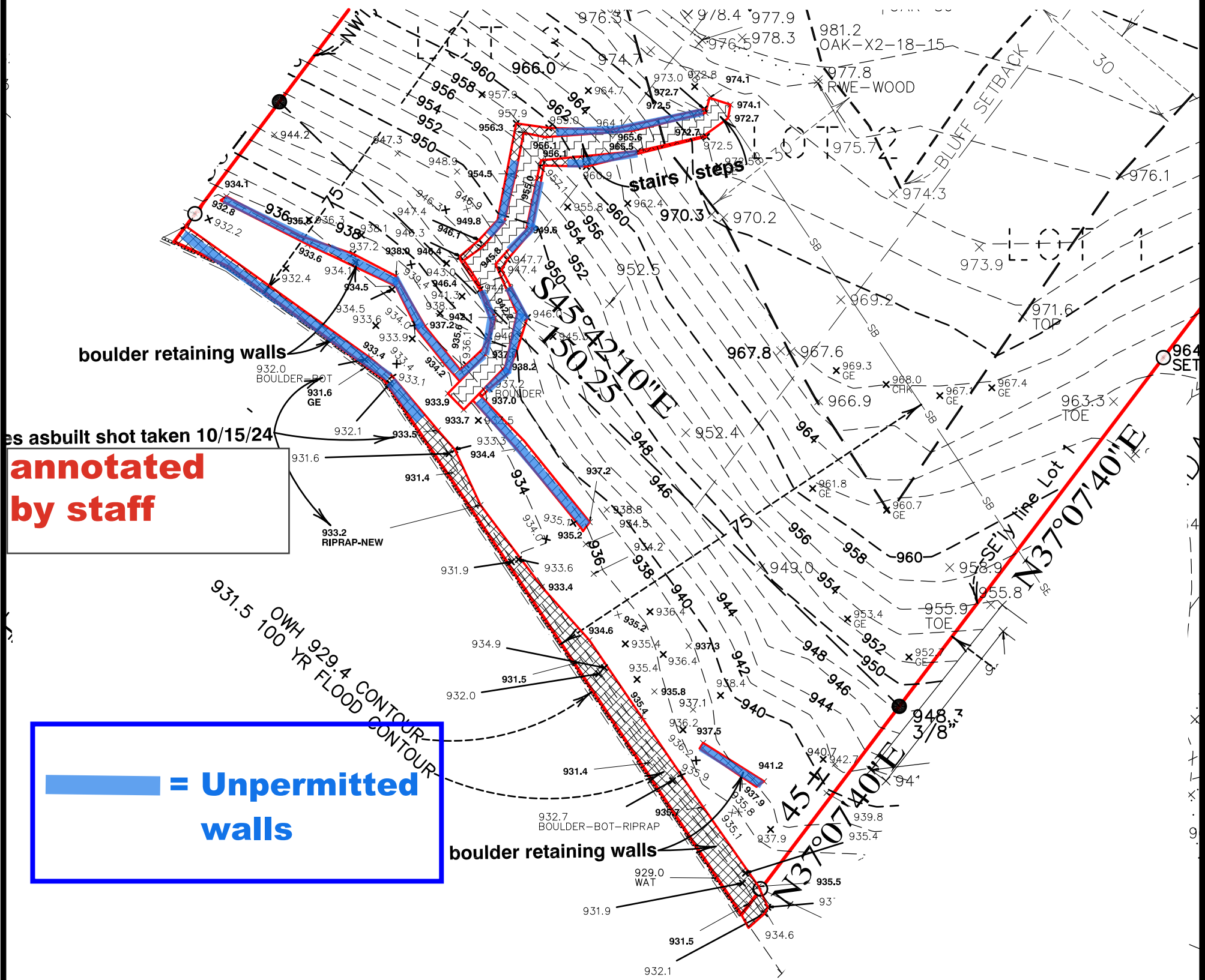
FOR: JASPER

(showing stairs and rip rap/retaining walls)



(sheet 2 of 2 sheets)

(IN FEET)
1 inch = 20ft.



as asbuilt shot taken 10/15/24
**annotated
by staff**

**█ = Unpermitted
walls**



I hereby certify that this survey, plan 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.

Eric R. Vickaryous
ERIC R. VICKARYOUS

Date: Nov. 12th, 2024 Reg. No. 44125

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JOB #23170cert

0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

PROPOSED BOULDER RETAINING WALLS

4745 NORTH SHORE DRIVE

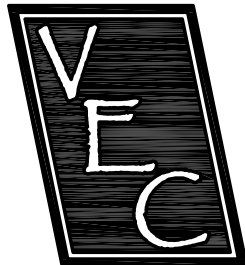
ORONO, MINNESOTA

GENERAL NOTES

1. IN PREPARATION OF WALL DESIGN, SOIL STRENGTH PARAMETERS WERE DETERMINED IN THE FIELD BY A VEC REVIEW OF THE ON-SITE SOILS. IT IS THE RESPONSIBILITY OF THE OWNER OR OWNER'S REPRESENTATIVE TO VERIFY THE SOIL STRENGTH PARAMETERS ARE REPRESENTATIVE OF THE SOILS AVAILABLE FOR WALL CONSTRUCTION. IF THE SOIL STRENGTH PARAMETERS ARE FOUND TO BE INCONSISTENT WITH THOSE ASSUMED, THIS DESIGN IS NO LONGER VALID AND IT IS THE RESPONSIBILITY OF THE OWNER OR OWNER'S REPRESENTATIVE TO NOTIFY VEC SO THE RETAINING WALL SYSTEM CAN BE REDESIGNED. FAILURE TO NOTIFY VEC MAY RESULT IN FAILURE OF THE RETAINING WALL.
2. DESIGN SOIL PARAMETERS:
 - A. RETAINED SOIL: IMPORTED/ON-SITE CLAYEY SAND SOILS PHI = 30 DEGREES GAMMA = 125 PCF.
 - B. FOUNDATION SOIL: IMPORTED/ON-SITE CLAYEY SAND SOILS PHI = 30 DEGREES GAMMA = 125 PCF.
3. ANY EXCAVATION PERFORMED BELOW THE FOUNDATION GRADE OF THE WALL SHOULD HAVE PROPER 1:1 LATERAL OVERSIZING. EXCAVATION OVERSIZING SHOULD BE MEASURED FROM THE FRONT TO THE BACK OF THE LOWEST BOULDER.
4. THIS SET OF BOULDER RETAINING WALL PLANS ARE BASED ON THE SITE SURVEY, PREPARED BY ACRE LAND SURVEYING, DATED 11/12/2024. IF OTHER PLANS ARE PRODUCED THAT CONTAIN DIFFERENT INFORMATION THAN THAT REFERENCED, THIS PLAN MAY NEED TO BE REVISED AND/OR THE WALL MAY NEED TO BE REDESIGNED.
5. LOCATION OF THE BOULDER RETAINING WALLS IN RELATION TO PROPERTY LINES, UTILITY EASEMENTS, WATERSHED EASEMENTS, OR ANY OTHER TYPE OF EASEMENTS ARE THE RESPONSIBILITY OF THE OWNER. VEC ASSUMES NO LIABILITY FOR THE LOCATION OF THE BOULDER RETAINING WALLS, OR IF CONSTRUCTION OF THE PROPOSED BOULDER RETAINING WALLS ENCROACH ANY PROPERTY LINES OR EASEMENTS.
6. IT IS IMPERATIVE THAT THE SITE SURVEYING OF THE BOULDER RETAINING WALLS BE BASED ON THE PLANS REFERENCED ABOVE AND NOT PROFILE PLANS PREPARED BY VEC. SURVEYING OF THE BOULDER RETAINING WALLS MUST TAKE INTO ACCOUNT THE DESIGN BATTER INDICATED ON THE ENCLOSED PLANS AND DETAILS. FAILURE TO TAKE INTO ACCOUNT WALL BATTER FOR THE BOULDER RETAINING WALL SURVEYING WILL PRODUCE INCORRECT LOCATIONS OF ALL TOP OF WALL AND SHALL BE CORRECTED AT NO COST TO VEC.
7. WALL GEOMETRY, LOCATIONS, SLOPES AND SURCHARGE LOADS FOR THE BOULDER RETAINING WALLS WERE ASSUMED FROM THE PROJECT PLANS REFERENCED ABOVE. IF CONDITIONS VARY GREATLY IN THE FIELD FROM THOSE SHOWN ON THIS PLAN, VEC MUST BE NOTIFIED PRIOR TO CONSTRUCTION OF THE BOULDER RETAINING WALLS TO REVIEW THE DESIGN AND/OR PLANS. MODIFICATIONS TO THE DESIGN AND/OR PLANS MAY BE REQUIRED AFTER THE REVIEW, AND MAY TAKE UP TO TEN BUSINESS DAYS TO COMPLETE.
8. PLEASE REFER TO ANY PROJECT SPECIFICATIONS FOR ADDITIONAL INFORMATION. IF THERE ARE DISCREPANCIES BETWEEN ANY INFORMATION ON THESE PLANS AND INFORMATION IN THE PROJECT SPECIFICATIONS, THE MORE RESTRICTIVE INFORMATION TAKES PRECEDENCE.

SHEET INDEX	
SHEET NO.	SHEET DESCRIPTION
W1	TITLE PAGE AND GENERAL NOTES
W2	WALL CONSTRUCTION NOTES
W3	WALL LOCATION SKETCH
W4 - W9	WALL ELEVATION VIEWS
W10	SECTIONS AND DETAILS

Vickery Engineering & Consulting, LLC



Post Office Box 86
Grandy, MN 55029
phone: 952-465-8272

www.vickeryeng.com

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PROPOSED BOULDER RETAINING WALLS
4745 NORTH SHORE DRIVE
ORONO, MINNESOTA

SCALE:

NONE

0 1
|-----|
VERIFY LINE ABOVE MEASURES
1-INCH. IF IT DOESN'T, ADJUST
SCALE ACCORDINGLY

SHEET: **W1** OF: **10** CLIENT: MR. MATT JASPER

TITLE PAGE AND GENERAL NOTES

REV:	DATE:	DESCRIPTION:
3	6/17/2024	PLANS REVISED BASED ON NEW SURVEY, DATE 6/17/2024
4	3/10/2025	ADDED WALLS 7 & 8
5	4/16/2025	ADDED WALL 9

VEC PROJECT No: VEC 24-055

DRAWN BY: VEC

REVIEWED BY: RWV

DATE: 4/15/2024

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATIONS, 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.

RONALD W. VICKERY, PE

DATE: 4/15/2024 REG. No.: 24065

WALL CONSTRUCTION NOTES

DESCRIPTION

THIS WORK CONSISTS OF CONSTRUCTING BOULDER WALL STRUCTURES AT THE LOCATIONS INDICATED ON THE SITE SURVEY, PREPARED BY ACRE LAND SURVEYING, DATED 11/12/2024. BOULDER WALLS ARE FORMED OF INTERLOCKING, DRY-STACKED ROCKS WITHOUT REINFORCING STEEL, MORTAR, OR CONCRETE.

CONSTRUCTION REQUIREMENTS

BOULDERS: BOULDERS SHALL CONSIST OF NATURAL STONE WITH VARYING HEIGHTS AND NOMINAL DEPTHS RANGING FROM 12 TO 60 INCHES (FRONT TO BACK).

GENERAL: THE FOLLOWING DEFINITIONS APPLY TO BOULDER WALL CONSTRUCTION:

- (A) **BASE ROCK:** THE BASE ROCK IS THE LOWERMOST ROCK IN THE BOULDER WALL, AND BEARS DIRECTLY ON THE SOIL SUBGRADE.
- (B) **FACING ROCK:** THE FACING ROCKS COMPRISE THE BULK OF THE BOULDER WALL AND ARE STACKED ABOVE THE BASE ROCK.
- (C) **CAP ROCK:** THE CAP ROCK IS THE UPPERMOST ROCK IN THE BOULDER WALL SECTION AND "CAPS" THE BOULDER WALL.

BOULDER WALL CONSTRUCTION:

(A) **BOULDER WALL FOUNDATION EXCAVATION:** EXCAVATE A FOUNDATION TRENCH AT LEAST 12 INCHES BELOW THE GRADE AT THE BOTTOM OF THE WALL, RUNNING THE FULL LENGTH OF THE PROPOSED BOULDER WALL, OR TO THE DEPTH SHOWN ON THE PLANS. EXCAVATE THE FOUNDATION TO A MINIMUM WIDTH EQUAL TO THE SPECIFIED BASE ROCK WIDTH PLUS 12 INCHES TO INCLUDE THE AGGREGATE BEHIND THE BOULDER WALL. EXERCISE CARE DURING EXCAVATION OF THE BACK CUT. STABILITY OF TEMPORARY CUT SLOPES IS THE RESPONSIBILITY OF THE CONTRACTOR.

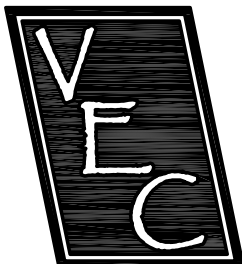
(B) **BOULDER PLACEMENT:** PLACE THE FIRST COURSE OF ROCK (BASE ROCK) ON FIRM, UNYIELDING SOIL WITH FULL CONTACT BETWEEN THE ROCK AND THE SUBGRADE. EXCAVATE ANY LOOSE, SOFT OR OTHERWISE UNSUITABLE MATERIAL PRESENT AT FOUNDATION GRADE AND REPLACE WITH SUITABLE FOUNDATION FILL. COMPACT THE FOUNDATION FILL AS NEEDED. AS THE BOULDER WALL IS CONSTRUCTED, PLACE THE ROCKS SO THAT THERE ARE NO CONTINUOUS JOINTS IN EITHER THE VERTICAL OR LATERAL DIRECTION. STOCKPILE A SUFFICIENT NUMBER OF ROCKS TO PROVIDE A GOOD SELECTION FOR PLACEMENT. TO OBTAIN A BETTER FIT, PLACE ROCKS WHICH DO NOT MATCH THE SPACES OFFERED BY THE PREVIOUS COURSE IN A DIFFERENT LOCATION. AVOID PLACING ROCKS WHICH HAVE SHAPES THAT CREATE VOIDS WITH A LINEAR DIMENSION GREATER THAN 8 INCHES. EXCEPT IN ISOLATED CASES, PLACE EACH ROCK SO THAT IT BEARS ON AT LEAST TWO ROCKS BELOW IT. LOCATE AT LEAST ONE BEARING POINT A DISTANCE NO GREATER THAN 6 INCHES FROM THE AVERAGE FACE OF THE BOULDER WALL. THE ALLOWABLE TOLERANCE FOR BASE ROCK WIDTHS IS 3 INCHES; HOWEVER, DO NOT PLACE TWO OR MORE CONSECUTIVE BASE ROCKS WITH A WIDTH LESS THAN SPECIFIED ON THE PLANS. SLOPE THE TOP SURFACE OF EACH ROCK TOWARDS THE BACK OF THE BOULDER WALL AT AN INCLINATION OF AT LEAST 5 PERCENT. THE MINIMUM BOULDER WALL THICKNESS IS BASED ON MINIMUM BASE ROCK WIDTH, AS SPECIFIED ON THE PLANS, AND ALLOWABLE FACE BATTER. THE REQUIRED MINIMUM FACE BATTER IS 10 DEGREES. SECURELY PLACE FACING ROCKS SO THAT THE ROCKS ARE UNABLE TO BE MOVED WITH A PRY BAR AFTER THE BOULDER WALL IS COMPLETE.

(C) **VOIDS:** WHERE VOIDS WITH A MINIMUM DIMENSION OF 6 INCHES OR GREATER EXIST IN THE FACE OF THE BOULDER WALL, CHINK THE VOIDS WITH SMALLER ROCK.

- (1) IF THERE IS NO ROCK CONTACT WITHIN THE BOULDER WALL THICKNESS, CHINK THE VOID WITH A SMALLER PIECE OF ROCK.
- (2) CHINKING ROCKS SHOULD NOT PROVIDE PRIMARY STRUCTURAL SUPPORT FOR THE OVERLYING ROCK.
- (3) CHINKING ROCKS SHOULD NOT BE ABLE TO BE MOVED OR REMOVED BY HAND AFTER BOULDER WALL IS COMPLETE. RESET LOOSE CHINKING ROCKS UNTIL SECURELY PLACED OR GROUTED IN PLACE. DO NOT ALLOW GROUT TO BE READILY VISIBLE FROM THE FACE OF THE BOULDER WALL.

(D) **BOULDER WALL AGGREGATE:** INSTALL AGGREGATE, CONSISTING OF 3/4" TO 1 1/2" CLEAR CRUSHED AGGREGATE (NO PEA GRAVEL), BETWEEN THE BOULDER WALL AND THE BACK CUT FACE BEING SUPPORTED. THE AGGREGATE LAYER SHALL BE TO THE DIMENSIONS SHOWN ON THE PLANS, WITH A MINIMUM DEPTH OF 12 INCHES. PLACE AGGREGATE CONCURRENT WITH BOULDER WALL SO THAT AT NO TIME IS EITHER MORE THAN 12 INCHES HIGHER THAN THE OTHER. SEPARATE THE AGGREGATE FROM THE BACK OF THE BOULDERS BY A NON-WOVEN GEOTEXTILE (MIRAFI 140N OR APPROVED EQUAL). OVERLAP THE NON-WOVEN GEOTEXTILE AT LEAST 18 INCHES AT ALL SEAMS. THE TOP OF THE AGGREGATE SHOULD ALSO BE "CAPPED" WITH THE GEOTEXTILE, AS SHOWN ON THE CROSS-SECTIONS.

Vickery Engineering & Consulting, LLC



Post Office Box 86
Grandy, MN 55029
phone: 952-465-8272

www.vickeryeng.com

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PROPOSED BOULDER RETAINING WALLS
4745 NORTH SHORE DRIVE
ORONO, MINNESOTA

SCALE:

NONE



VERIFY LINE ABOVE MEASURES
1-INCH. IF IT DOESN'T, ADJUST
SCALE ACCORDINGLY

SHEET:

W2

OF:

10

CLIENT:

MR. MATT JASPER

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATIONS, 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.

RONALD W. VICKERY, PE

DATE: 4/15/2024

REG. No.: 24065

REV:	DATE:	DESCRIPTION:
3	6/17/2024	PLANS REVISED BASED ON NEW SURVEY, DATE 6/17/2024
4	3/10/2025	ADDED WALLS 7 & 8
5	4/16/2025	ADDED WALL 9

VEC PROJECT No:

VEC 24-055

DRAWN BY:

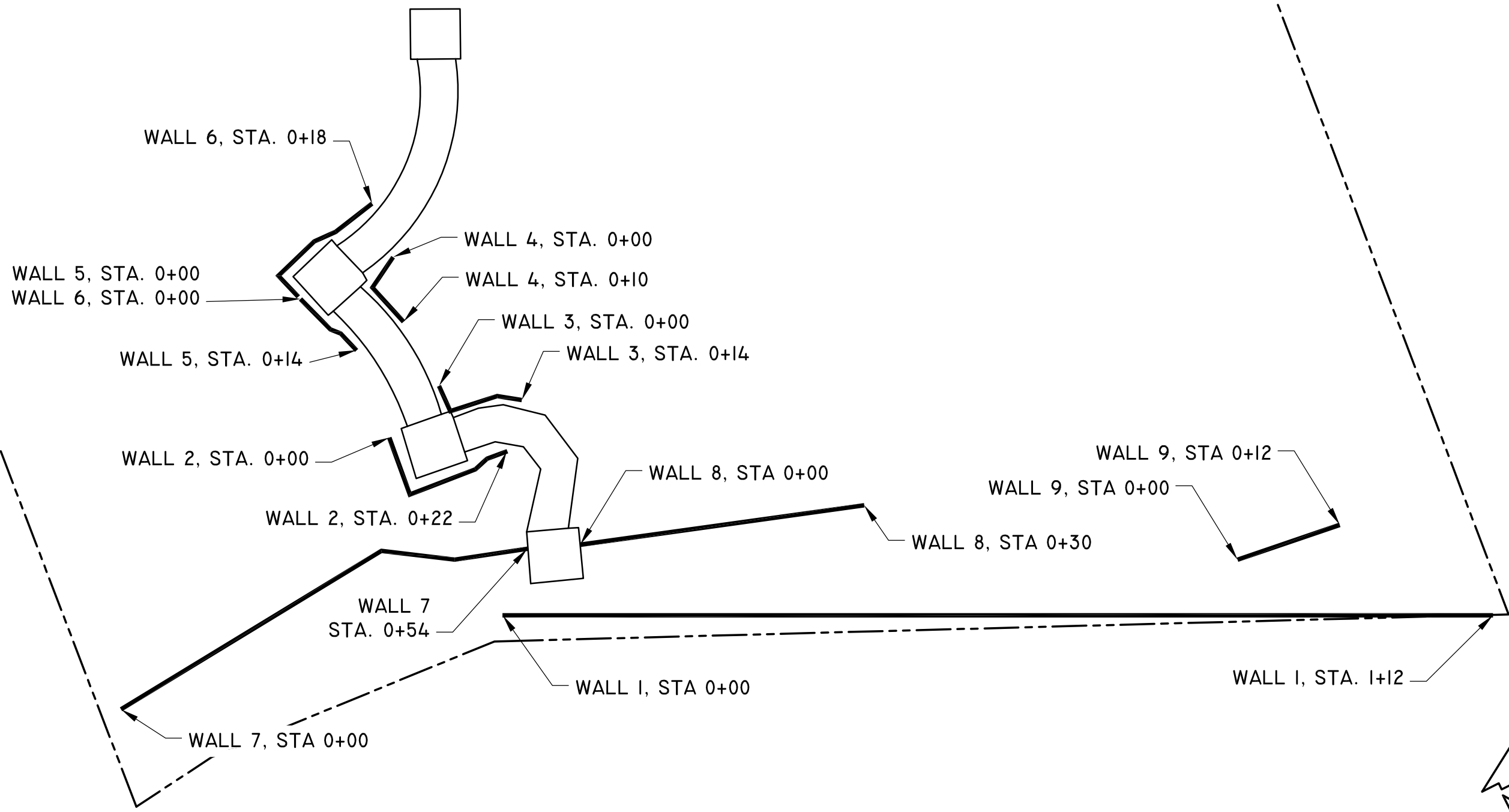
VEC

REVIEWED BY:

RWV

DATE:

4/15/2024



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Grandy, MN 55029
phone: 952-465-8272

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PROPOSED BOULDER RETAINING WALLS
4745 NORTH SHORE DRIVE
ORONO, MINNESOTA

WALL LOCATION SKETCH

REV:	DATE:	DESCRIPTION:
3	6/17/2024	PLANS REVISED BASED ON NEW SURVEY, DATE 6/17/2024
4	3/10/2025	ADDED WALLS 7 & 8
5	4/16/2025	ADDED WALL 9

SCALE:
NONE

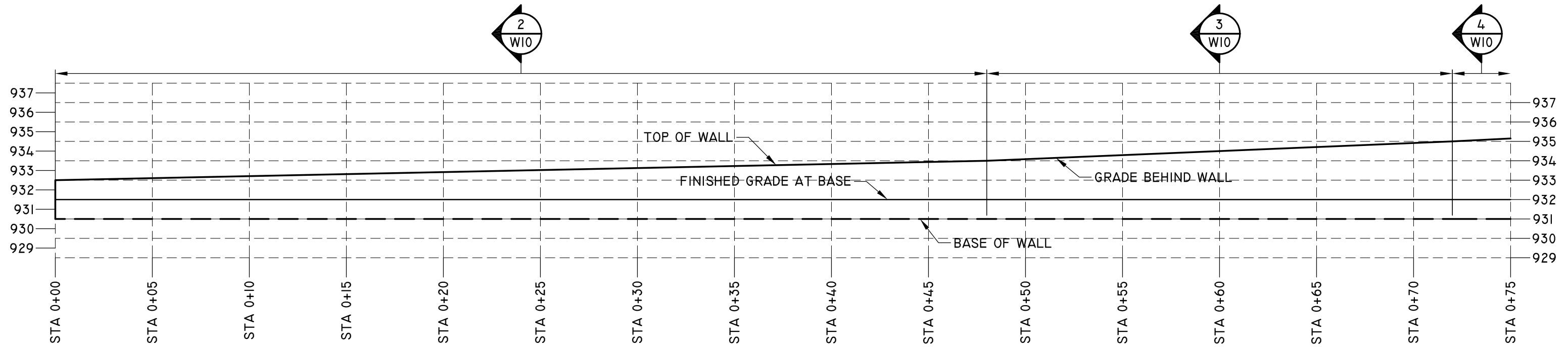
0 1
VERIFY LINE ABOVE MEASURES
1-INCH. IF IT DOESN'T, ADJUST
SCALE ACCORDINGLY

VEC PROJECT No:	VEC 24-055
DRAWN BY:	VEC
REVIEWED BY:	RWV
DATE:	4/15/2024

SHEET: **W3** OF: **10** CLIENT: MR. MATT JASPER

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATIONS, 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.

[Signature]
RONALD W. VICKERY, PE
DATE: 4/15/2024 REG. No.: 24065



I
W4
BOULDER WALL - ELEVATION VIEW
WALL I (MAXIMUM BEARING PRESSURE = 1,500 PSF)
 (SCALE: 1"=5'-0")

LEGEND

X
WX
 - INDICATES CROSS-SECTION TO BE USED (SEE SHEET W10)

NOTES

- 1) GRADES SHOWN ARE APPROXIMATE, AND MAY VARY IN THE FIELD AT THE TIME OF CONSTRUCTION. MINOR ADJUSTMENT OF THE TOP AND BOTTOM OF WALL ELEVATIONS IS PERMISSIBLE, PROVIDING THE CROSS-SECTIONS INDICATED ARE FOLLOWED. SEE SHEET W10 FOR CROSS-SECTION INFORMATION.
- 2) MINIMUM EMBEDMENT IS SHOWN ON THE CROSS-SECTIONS. EXTRA EMBEDMENT IS ALLOWED IF NEEDED TO ACCOMMODATE BOULDER SIZES.

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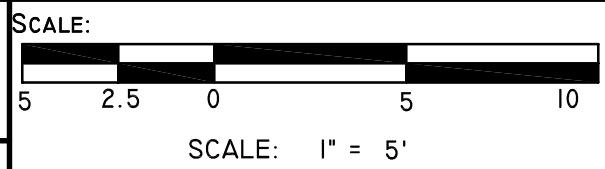


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4745 NORTH SHORE DRIVE
ORONO, MINNESOTA



SHEET: **W4** OF: **10** CLIENT: **MR. MATT JASPER**

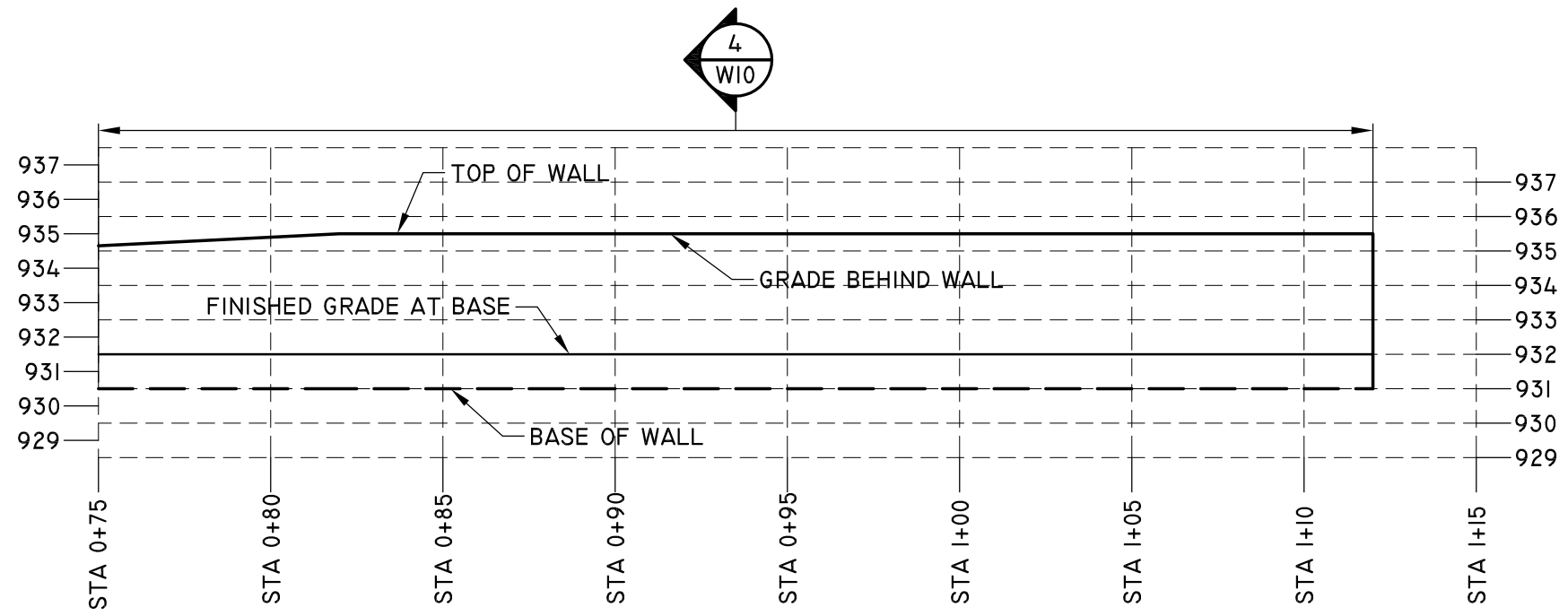
WEST WALL ELEVATION VIEW

REV:	DATE:	DESCRIPTION:
3	6/17/2024	PLANS REVISED BASED ON NEW SURVEY, DATE 6/17/2024
4	3/10/2025	ADDED WALLS 7 & 8
5	4/16/2025	ADDED WALL 9

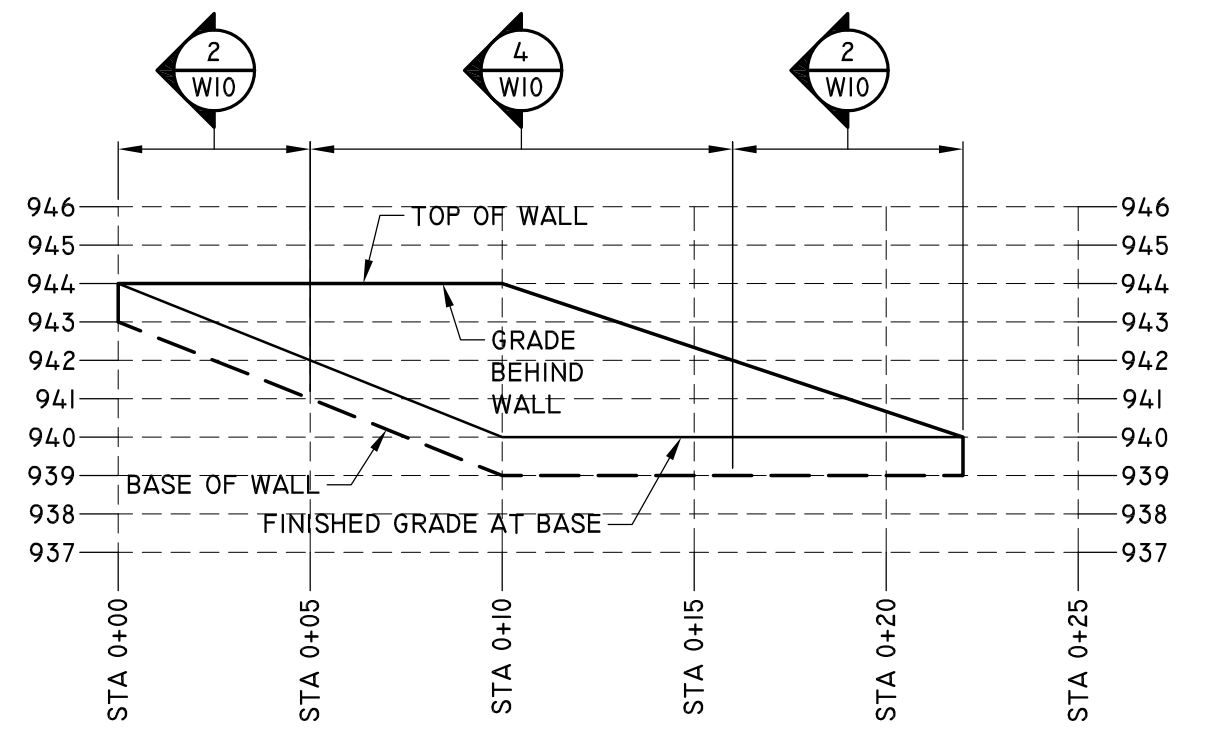
VEC PROJECT No:	VEC 24-055
DRAWN BY:	VEC
REVIEWED BY:	RWV
DATE:	4/15/2024

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATIONS, 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.

RONALD W. VICKERY, PE
 DATE: 4/15/2024 REG. No.: 24065



1
W5
BOULDER WALL - ELEVATION VIEW
WALL 1 (CONTINUED)
(SCALE: 1"=5'-0")



2
W5
BOULDER WALL - ELEVATION VIEW
WALL 2 (MAXIMUM BEARING PRESSURE = 1,500 PSF)
(SCALE: 1"=5'-0")

LEGEND

- INDICATES CROSS-SECTION TO BE USED (SEE SHEET W10)

NOTES

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- 2) MINIMUM EMBEDMENT IS SHOWN ON THE CROSS-SECTIONS. EXTRA EMBEDMENT IS ALLOWED IF NEEDED TO ACCOMMODATE BOULDER SIZES.

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PROPOSED BOULDER RETAINING WALLS
4745 NORTH SHORE DRIVE
ORONO, MINNESOTA

EAST WALL ELEVATION VIEW

REV:	DATE:	DESCRIPTION:
3	6/17/2024	PLANS REVISED BASED ON NEW SURVEY, DATE 6/17/2024
4	3/10/2025	ADDED WALLS 7 & 8
5	4/16/2025	ADDED WALL 9

SCALE:

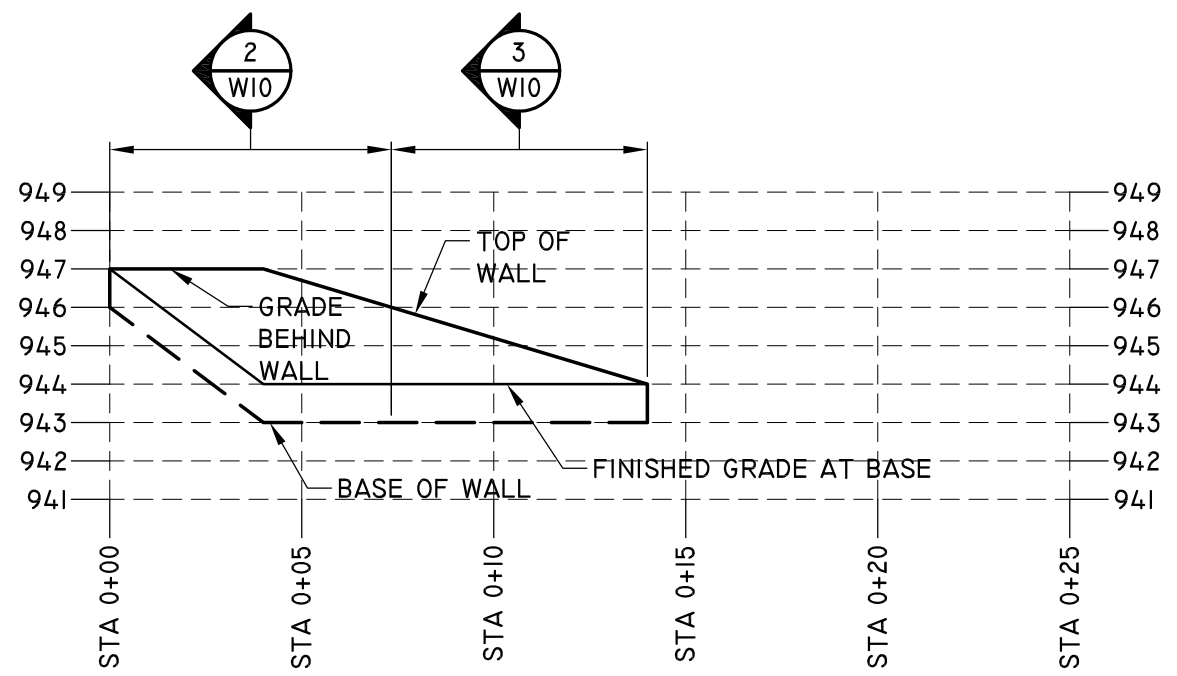
SCALE: 1" = 5'

VEC PROJECT NO:	VEC 24-055
DRAWN BY:	VEC
REVIEWED BY:	RWV
DATE:	4/15/2024

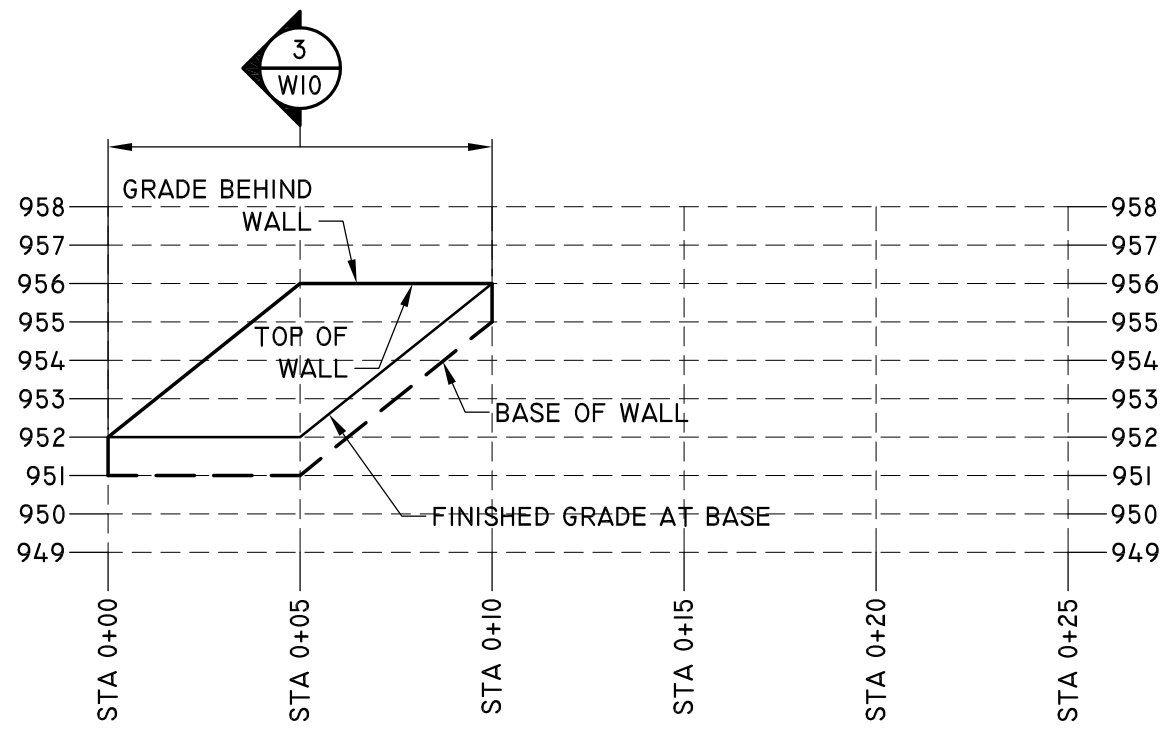
SHEET: **W5** OF: **10** CLIENT: MR. MATT JASPER

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RONALD W. VICKERY, PE
DATE: 4/15/2024 REG. No.: 24065

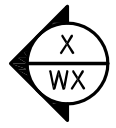


1
W6
 BOULDER WALL - ELEVATION VIEW
 WALL 3 (MAXIMUM BEARING PRESSURE = 1,500 PSF)
 (SCALE: 1"=5'-0")



2
W6
 BOULDER WALL - ELEVATION VIEW
 WALL 4 (MAXIMUM BEARING PRESSURE = 1,500 PSF)
 (SCALE: 1"=5'-0")

LEGEND



INDICATES CROSS-SECTION TO BE USED (SEE SHEET W10)

NOTES

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PROPOSED BOULDER RETAINING WALLS
 4745 NORTH SHORE DRIVE
 ORONO, MINNESOTA

SCALE:



SCALE: 1" = 5'

EAST WALL ELEVATION VIEW (CONTINUED)

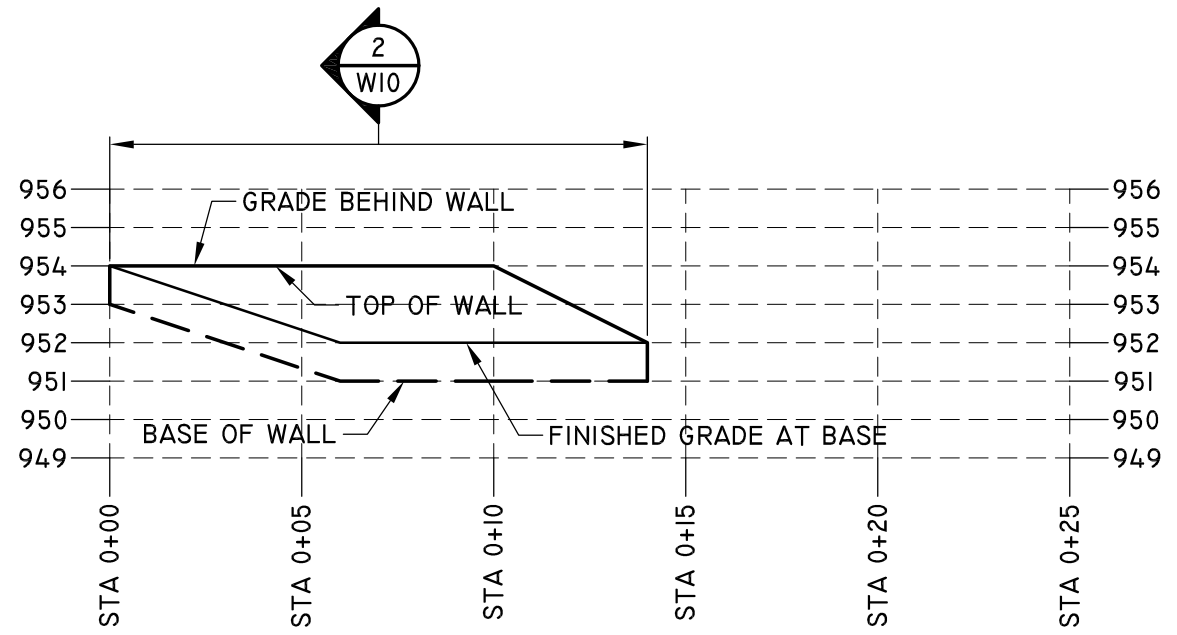
REV:	DATE:	DESCRIPTION:
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4	3/10/2025	ADDED WALLS 7 & 8
5	4/16/2025	ADDED WALL 9

VEC PROJECT No:	VEC 24-055
DRAWN BY:	VEC
REVIEWED BY:	RWV
DATE:	4/15/2024

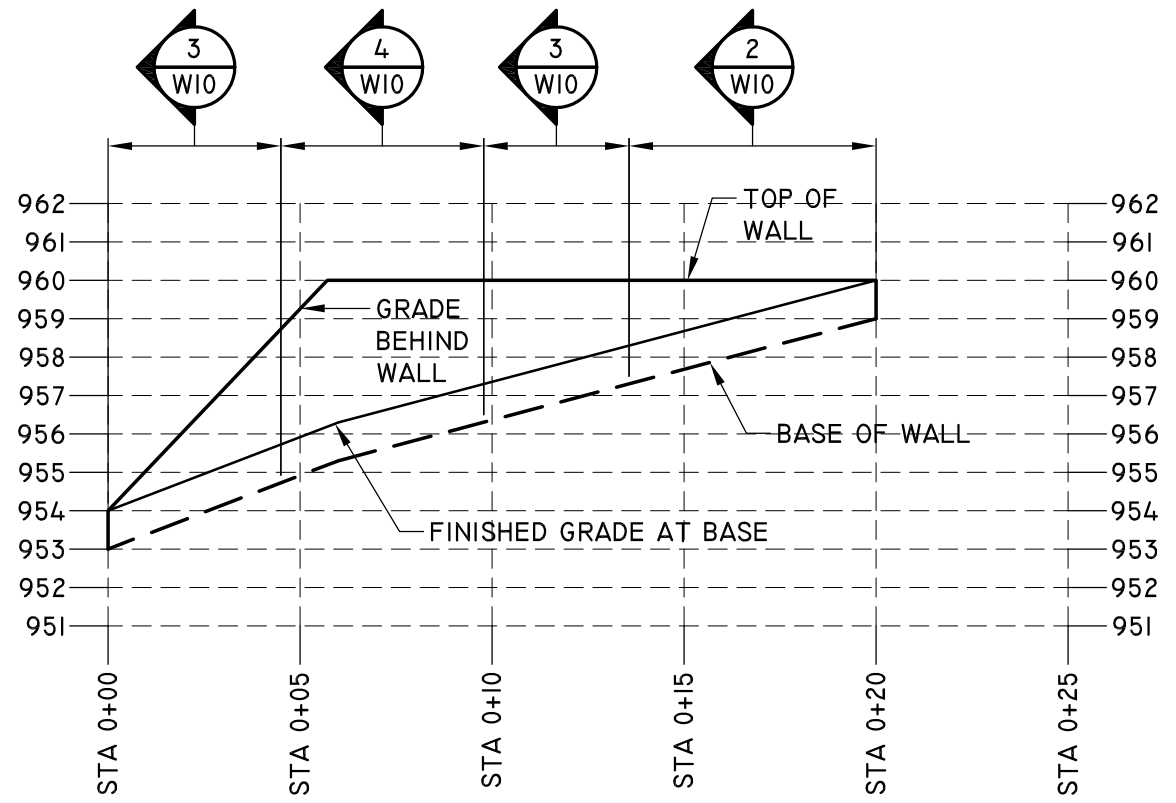
SHEET: **W6** OF: **10** CLIENT: MR. MATT JASPER

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[Signature]
 RONALD W. VICKERY, PE
 DATE: 4/15/2024 REG. No.: 24065



1
W7 BOULDER WALL - ELEVATION VIEW
WALL 5 (MAXIMUM BEARING PRESSURE = 1,500 PSF)
(SCALE: 1"=5'-0")



2
W7 BOULDER WALL - ELEVATION VIEW
WALL 6 (MAXIMUM BEARING PRESSURE = 1,500 PSF)
(SCALE: 1"=5'-0")

LEGEND

- INDICATES CROSS-SECTION TO BE USED (SEE SHEET W10)

NOTES

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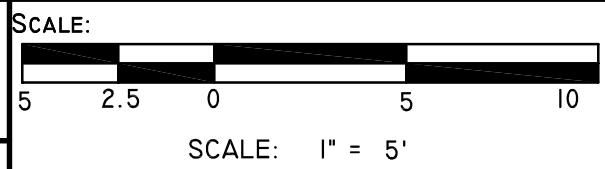


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PROPOSED BOULDER RETAINING WALLS
4745 NORTH SHORE DRIVE
ORONO, MINNESOTA



EAST WALL ELEVATION VIEW (CONTINUED)

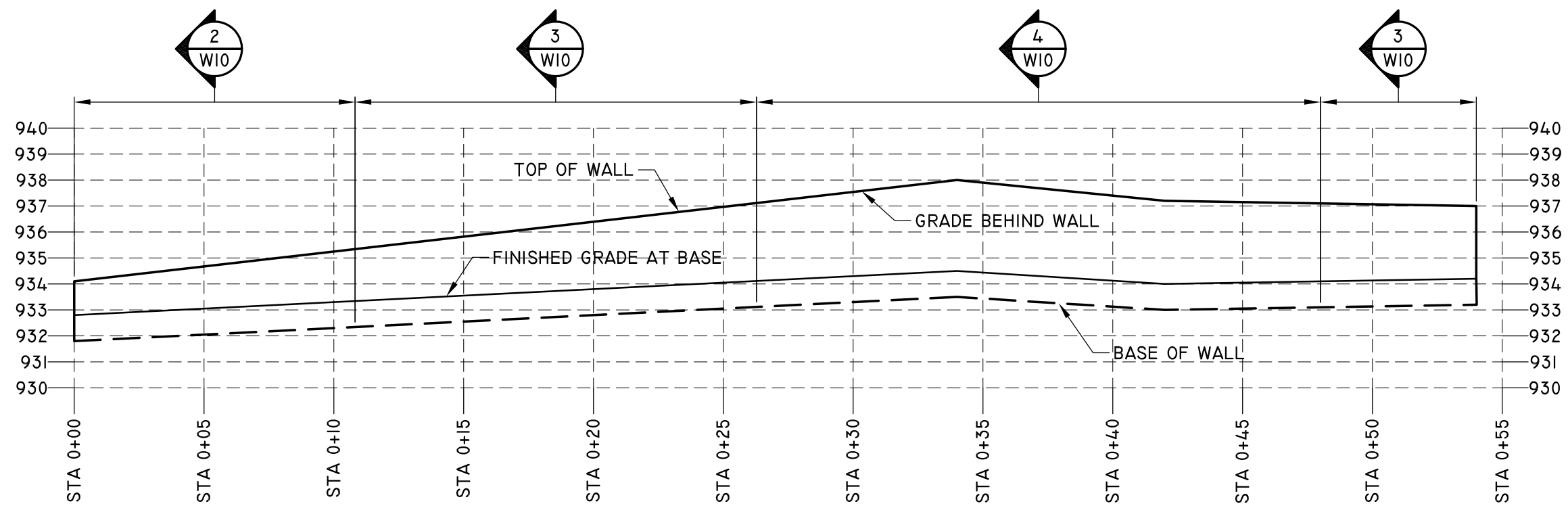
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5	4/16/2025	ADDED WALL 9

VEC PROJECT NO:	VEC 24-055
DRAWN BY:	VEC
REVIEWED BY:	RWV
DATE:	4/15/2024

SHEET: **W7** OF: **10** CLIENT: MR. MATT JASPER

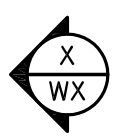
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RONALD W. VICKERY, PE
DATE: 4/15/2024 REG. No.: 24065



1
W8
BOULDER WALL - ELEVATION VIEW
WALL 7 (MAXIMUM BEARING PRESSURE = 1,500 PSF)
(SCALE: 1"=5'-0")

LEGEND



INDICATES CROSS-SECTION TO BE USED (SEE SHEET W10)

NOTES

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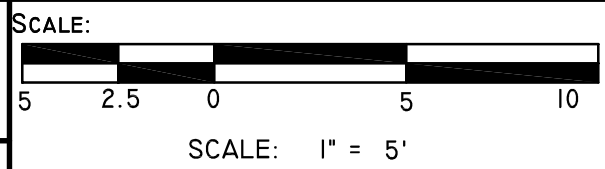


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PROPOSED BOULDER RETAINING WALLS
4745 NORTH SHORE DRIVE
ORONO, MINNESOTA



EAST WALL ELEVATION VIEW (CONTINUED)

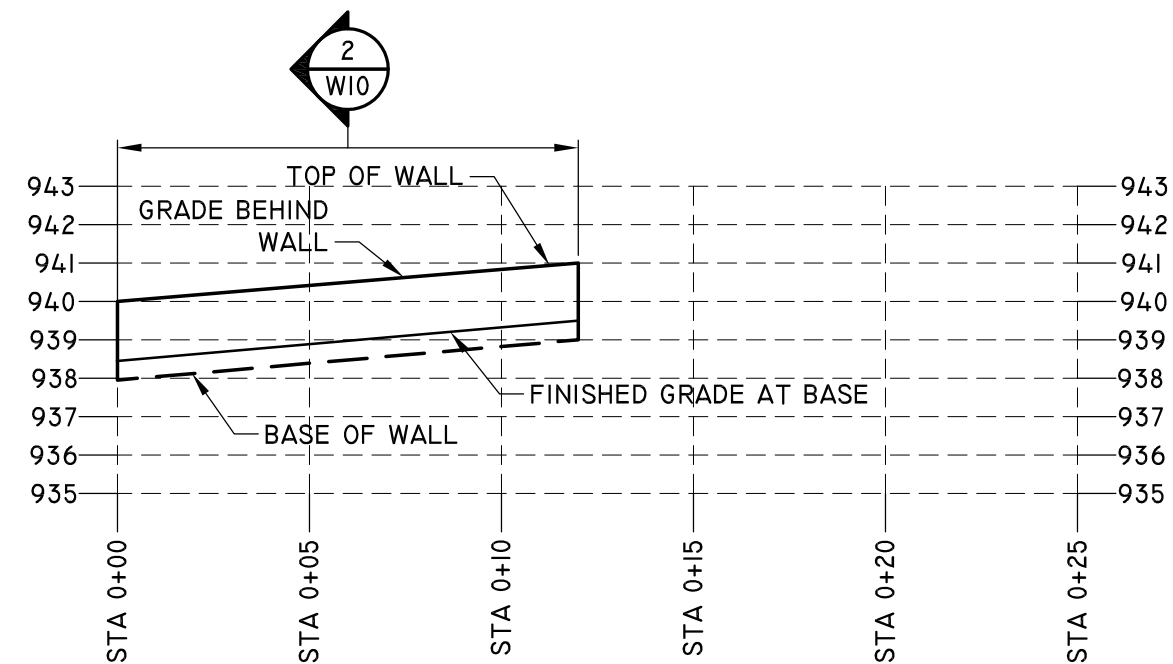
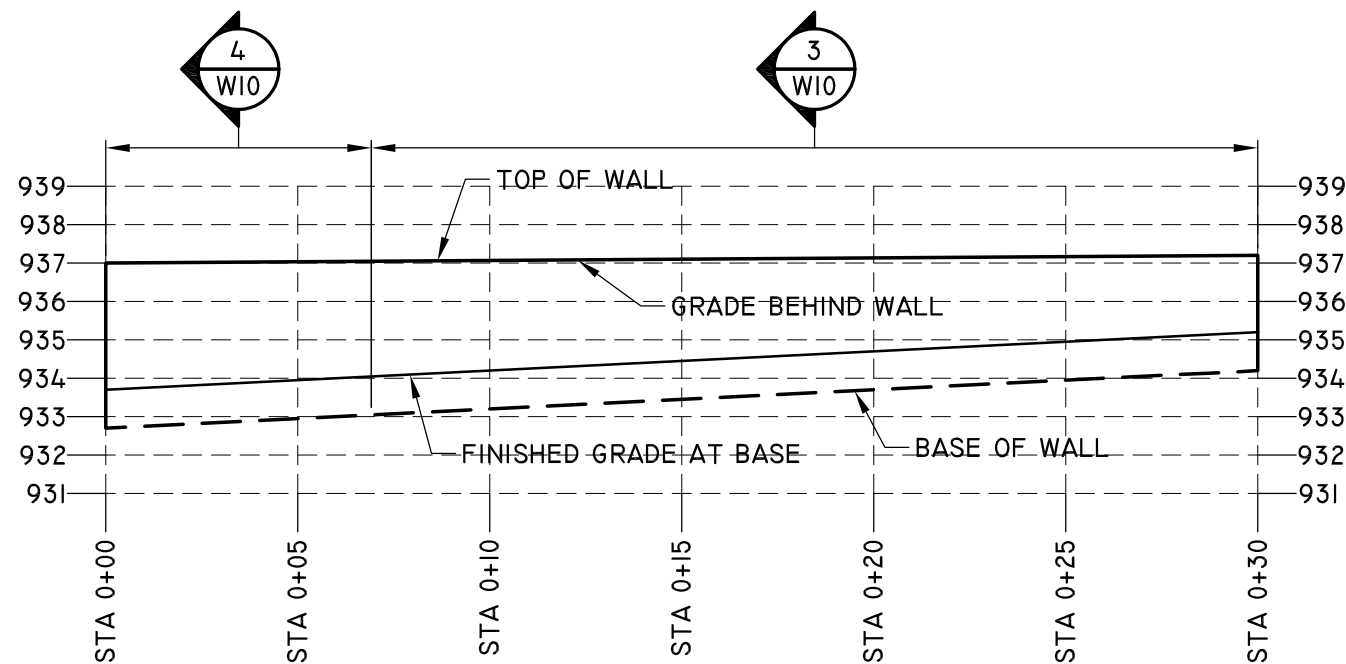
REV:	DATE:	DESCRIPTION:
3	6/17/2024	PLANS REVISED BASED ON NEW SURVEY, DATE 6/17/2024
4	3/10/2025	ADDED WALLS 7 & 8
5	4/16/2025	ADDED WALL 9

VEC PROJECT No:	VEC 24-055
DRAWN BY:	VEC
REVIEWED BY:	RWV
DATE:	4/15/2024

SHEET: **W8** OF: **10** CLIENT: MR. MATT JASPER

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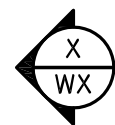
[Signature]
RONALD W. VICKERY, PE
DATE: 4/15/2024 REG. No.: 24065



1
W9
BOULDER WALL - ELEVATION VIEW
WALL 8 (MAXIMUM BEARING PRESSURE = 1,500 PSF)
(SCALE: 1"=5'-0")

2
W9
BOULDER WALL - ELEVATION VIEW
WALL 9 (MAXIMUM BEARING PRESSURE = 500 PSF)
(SCALE: 1"=5'-0")

LEGEND



INDICATES CROSS-SECTION TO BE USED (SEE SHEET W10)

NOTES

- 1) GRADES SHOWN ARE APPROXIMATE, AND MAY VARY IN THE FIELD AT THE TIME OF CONSTRUCTION. MINOR ADJUSTMENT OF THE TOP AND BOTTOM OF WALL ELEVATIONS IS PERMISSIBLE, PROVIDING THE CROSS-SECTIONS INDICATED ARE FOLLOWED. SEE SHEET W10 FOR CROSS-SECTION INFORMATION.
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PROPOSED BOULDER RETAINING WALLS
4745 NORTH SHORE DRIVE
ORONO, MINNESOTA

SCALE:



SCALE: 1" = 5'

EAST WALL ELEVATION VIEW (CONTINUED)

REV:	DATE:	DESCRIPTION:
3	6/17/2024	PLANS REVISED BASED ON NEW SURVEY, DATE 6/17/2024
4	3/10/2025	ADDED WALLS 7 & 8
5	4/16/2025	ADDED WALL 9

VEC PROJECT NO: VEC 24-055

DRAWN BY: VEC

REVIEWED BY: RWV

DATE: 4/15/2024

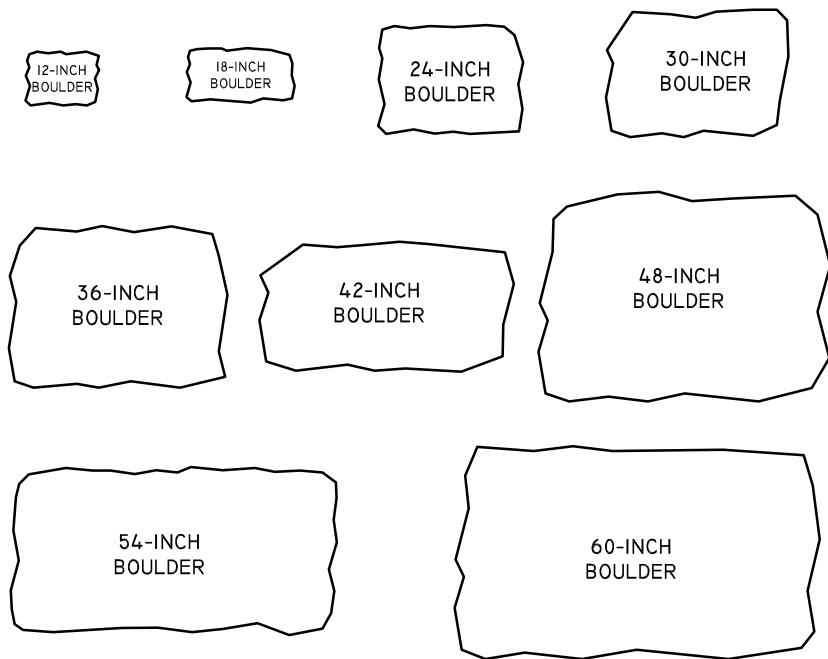
SHEET: **W9** OF: **10** CLIENT: MR. MATT JASPER

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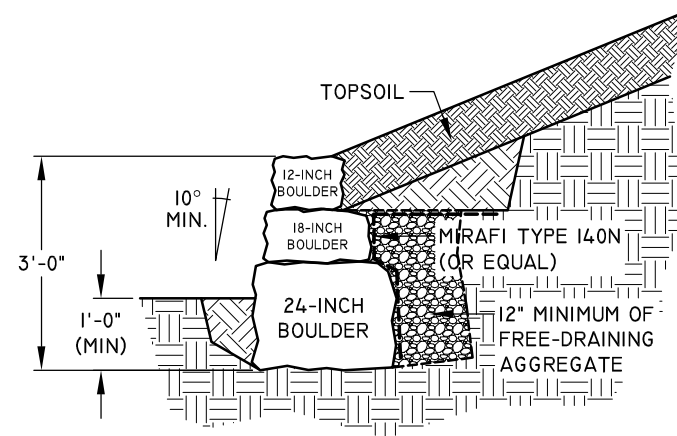
RONALD W. VICKERY, PE

DATE: 4/15/2024 REG. No.: 24065

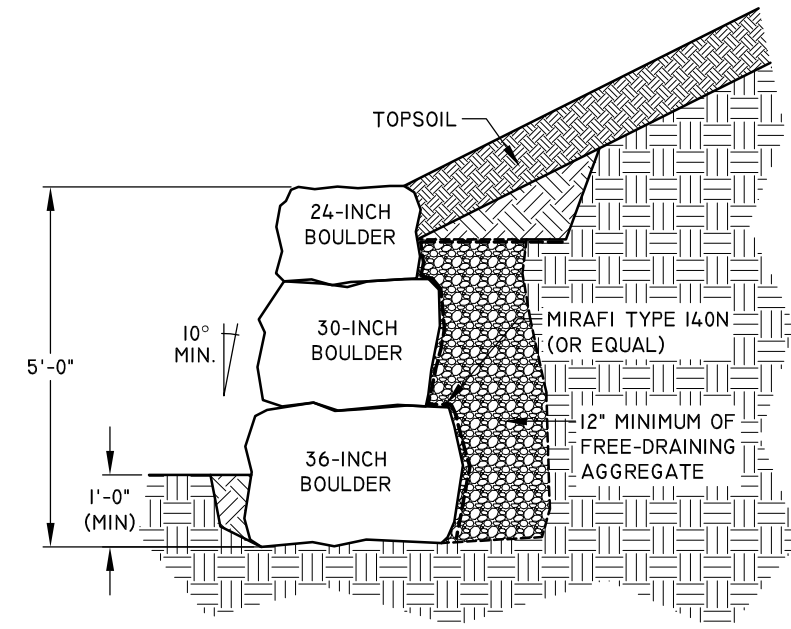
NOTE: ALL BOULDER SHAPES SHOWN ARE FOR DETAILING PURPOSES ONLY. ACTUAL BOULDER SHAPES MAY VARY GREATLY IN THE FIELD. BOULDER SIZES SHOWN ARE MINIMUM DEPTH OF THE BOULDER, AND THE DEPTHS SHOWN IN THE CROSS-SECTIONS SHOULD BE CONSIDERED MINIMUM DEPTHS INTO THE SLOPE (PERPENDICULAR TO THE WALL FACE). BOULDER HEIGHTS MAY VARY.



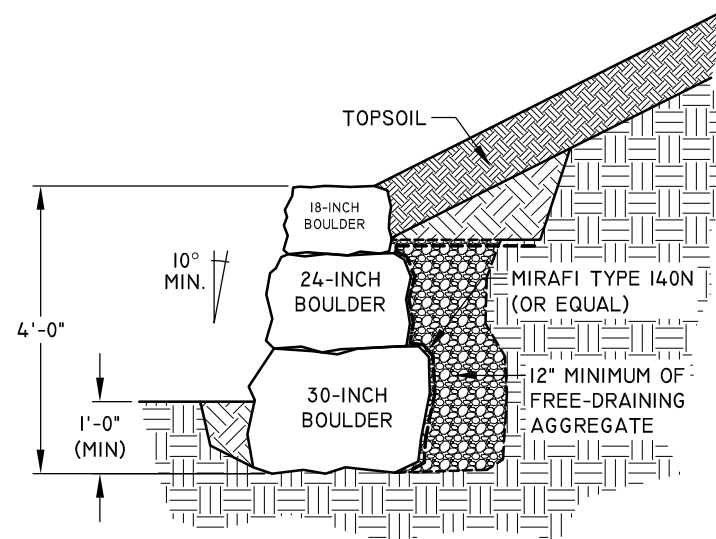
1
W10
PROPOSED BOULDER WALLS
BOULDER DESIGNATIONS
(NOT TO SCALE)



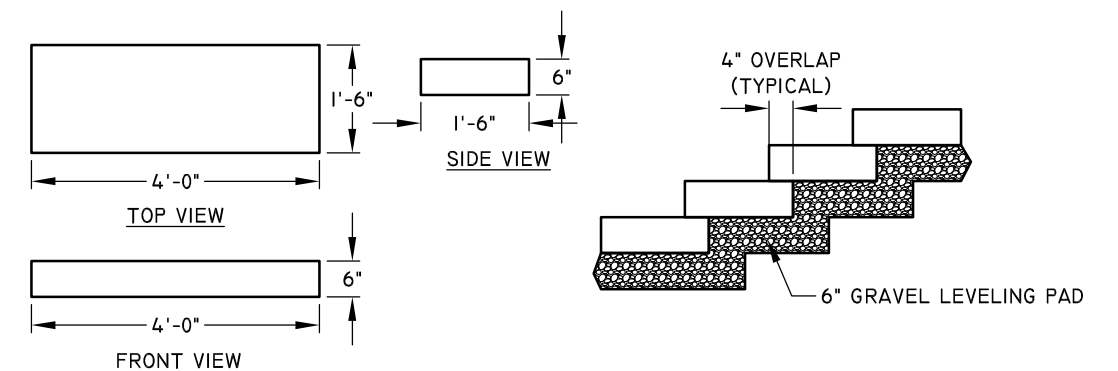
2
W10
PROPOSED BOULDER WALLS
UP TO 3-FOOT WALL SECTION
(SCALE 3/8"=1'-0")



4
W10
PROPOSED BOULDER WALLS
UP TO 5-FOOT WALL SECTION
(SCALE 3/8"=1'-0")

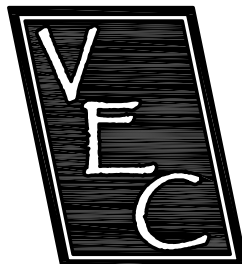


3
W10
PROPOSED BOULDER WALLS
UP TO 4-FOOT WALL SECTION
(SCALE 3/8"=1'-0")



5
W10
PROPOSED BOULDER WALLS
BOULDER STEP INSTALLATION
(SCALE 3/8"=1'-0")

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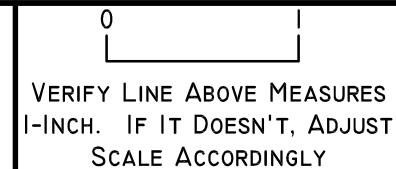
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PROPOSED BOULDER RETAINING WALLS
4745 NORTH SHORE DRIVE
ORONO, MINNESOTA
SECTIONS AND DETAILS

SCALE:

**AS
SHOWN**



SHEET: **W10** OF: **10** CLIENT: **MR. MATT JASPER**

REV:	DATE:	DESCRIPTION:
3	6/17/2024	PLANS REVISED BASED ON NEW SURVEY, DATE 6/17/2024
4	3/10/2025	ADDED WALLS 7 & 8
5	4/16/2025	ADDED WALL 9

VEC PROJECT NO:	VEC 24-055
DRAWN BY:	VEC
REVIEWED BY:	RWV
DATE:	4/15/2024

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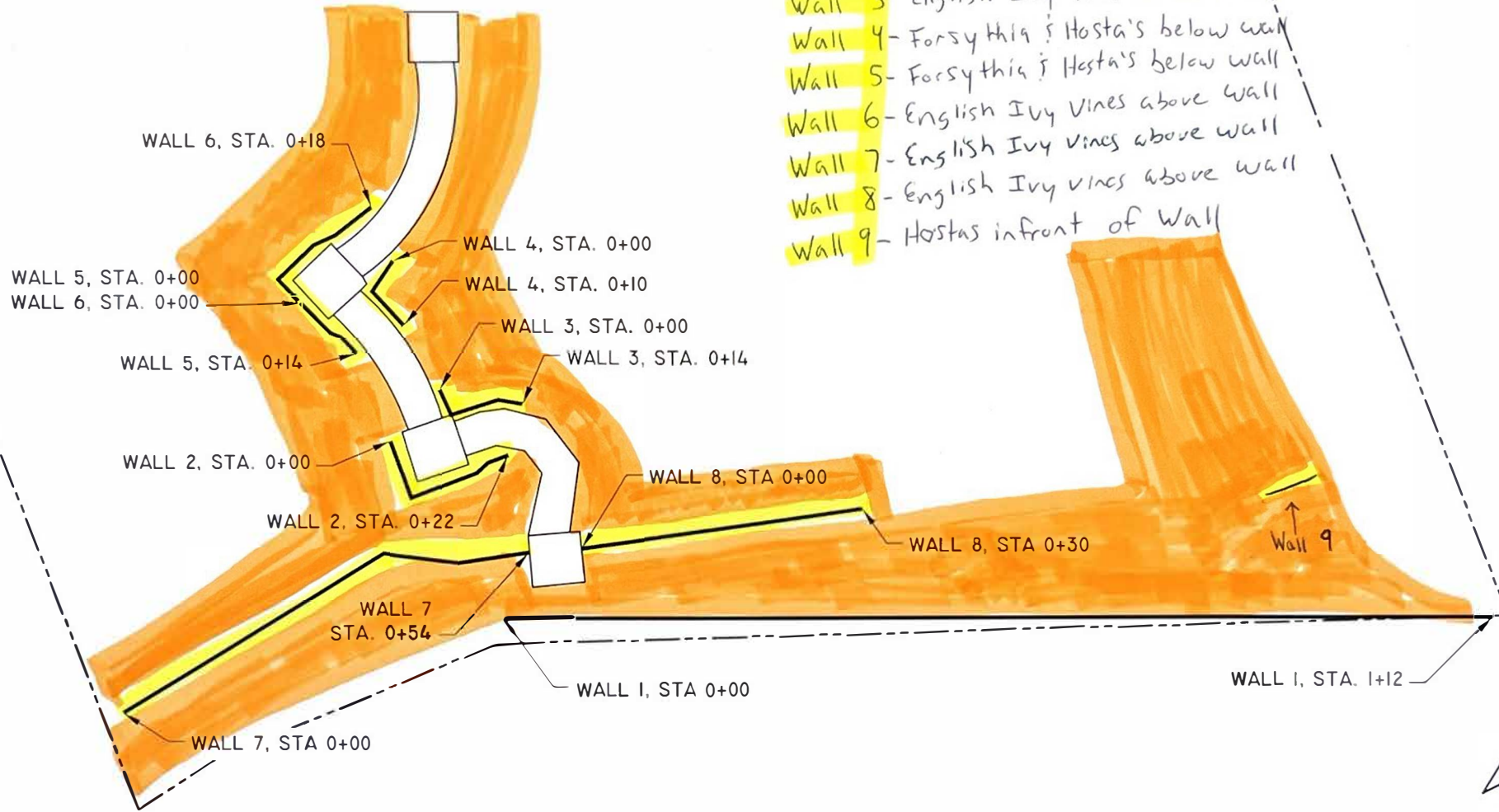
[Signature]
RONALD W. VICKERY, PE
DATE: 4/15/2024 REG. No.: 24065

Landscape Plan

Council Exhibit C

Orange denotes Now Mow Seed Mixture

- Wall 1 - Kentucky Blue Grass Seed behind wall
- Wall 2 - Forsythia & Hosta's below wall
- Wall 3 - English Ivy Vines above wall
- Wall 4 - Forsythia & Hosta's below wall
- Wall 5 - Forsythia & Hosta's below wall
- Wall 6 - English Ivy Vines above wall
- Wall 7 - English Ivy vines above wall
- Wall 8 - English Ivy vines above wall
- Wall 9 - Hostas in front of wall



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PROPOSED BOULDER RETAINING WALLS 4745 NORTH SHORE DRIVE ORONO, MINNESOTA		
WALL LOCATION SKETCH		
REV	DATE	DESCRIPTION
2	6/14/2024	REVISED LOCATION SKETCH TO NEW CONFIGURATION
3	6/17/2024	PLANS REVISED BASED ON NEW SURVEY, DATE 6/17/2024
4	3/10/2025	ADDED WALLS 7 & 8

SCALE:	0
NONE	VERIFY LINE ABOVE MEASURES 1-INCH. IF IT DOESN'T, ADJUST SCALE ACCORDINGLY
VEC PROJECT No:	VEC 24-055
DRAWN BY:	VEC
REVIEWED BY:	RWV
DATE:	4/15/2024

SHEET: **W3** OF: **10** CLIENT: MR. MATT JASPER

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATIONS, 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.

Ronald W. Vickery, PE
RONALD W. VICKERY, PE
DATE: 4/15/2024 REG. NO.: 24065

LESCO INC., 13005 EAST 38TH STREET, CLEVELAND, OH 44114

Product: NO MOW FINE FESCUE SEED MIXTURE

LOT NUMBER: M63-24-NM3-1

Item: 20-41-402

% PURE SEED	COMPONENT	% GERMINATION	ORIGIN
68.95	SWORD HARD FESCUE	85	OR
29.78	BRITTANY 2 CHEWING FESCUE	85	OR

OTHER INGREDIENTS

0.04 OTHER CROP SEEDS
1.23 INERT MATTER
0.00 WEED SEED

NOXIOUS WEED SEEDS PER LB.
NONE FOUND

DATE TESTED: 02/24

NET WEIGHT: 50 LBS

IN: AL/AR/FL/GA/HI/IA/KS/KY/LA/MA/MS/NM/OK/RI/

SD/TN/TX/WV SELL BY: 11/24

IN: MO SELL BY: 12/24

IN: IL/WI SELL BY: 2/25

IN: AK/AZ/CA/CO/CT/DE/ID/IN/MD/ME/MI/MN/MT/NE/NH/NJ/NY/

NC/ND/OH/PA/SC/TX/VA/WA/WY SELL BY: 5/25

IN: NV/OR/UT SELL BY: 8/25

34

AMS 7390

Image 1: ORIGINALLY APPROVED PLAN

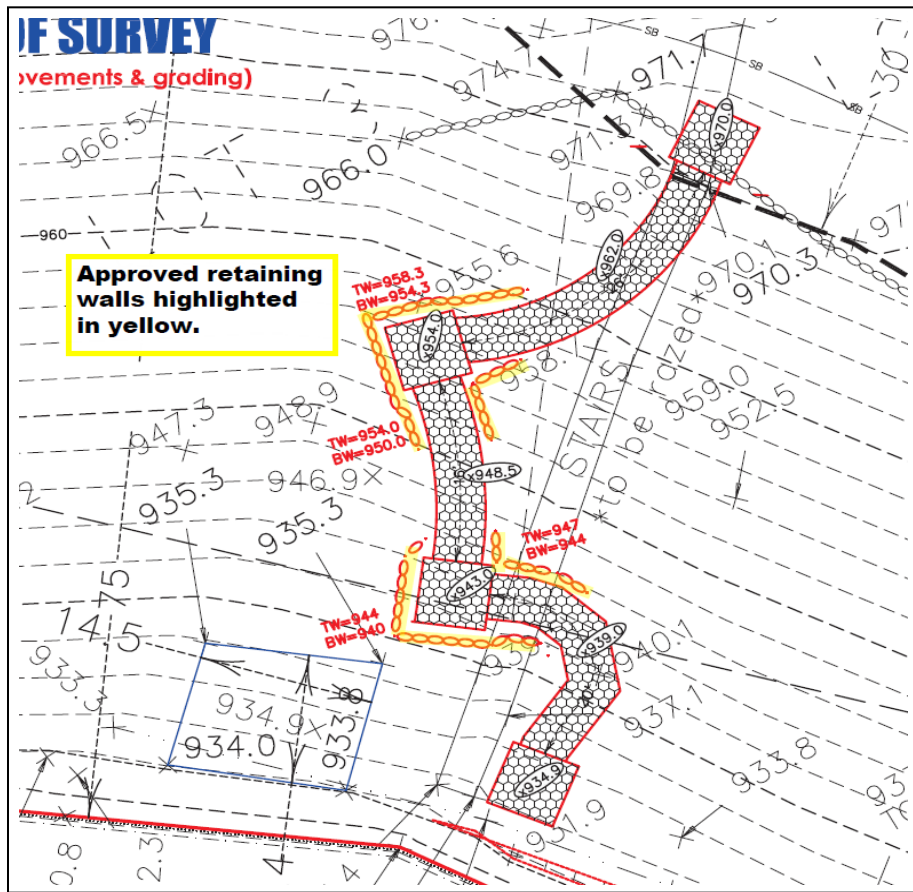
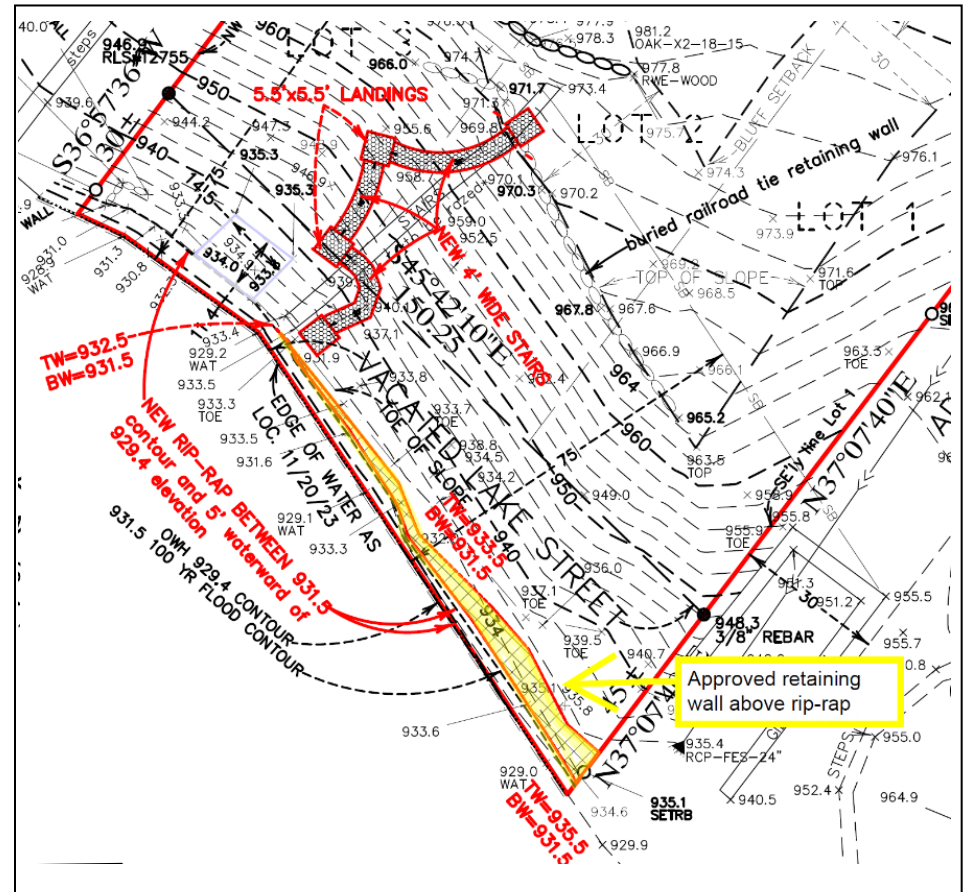


Image 2: ORIGINALLY APPROVED PLAN

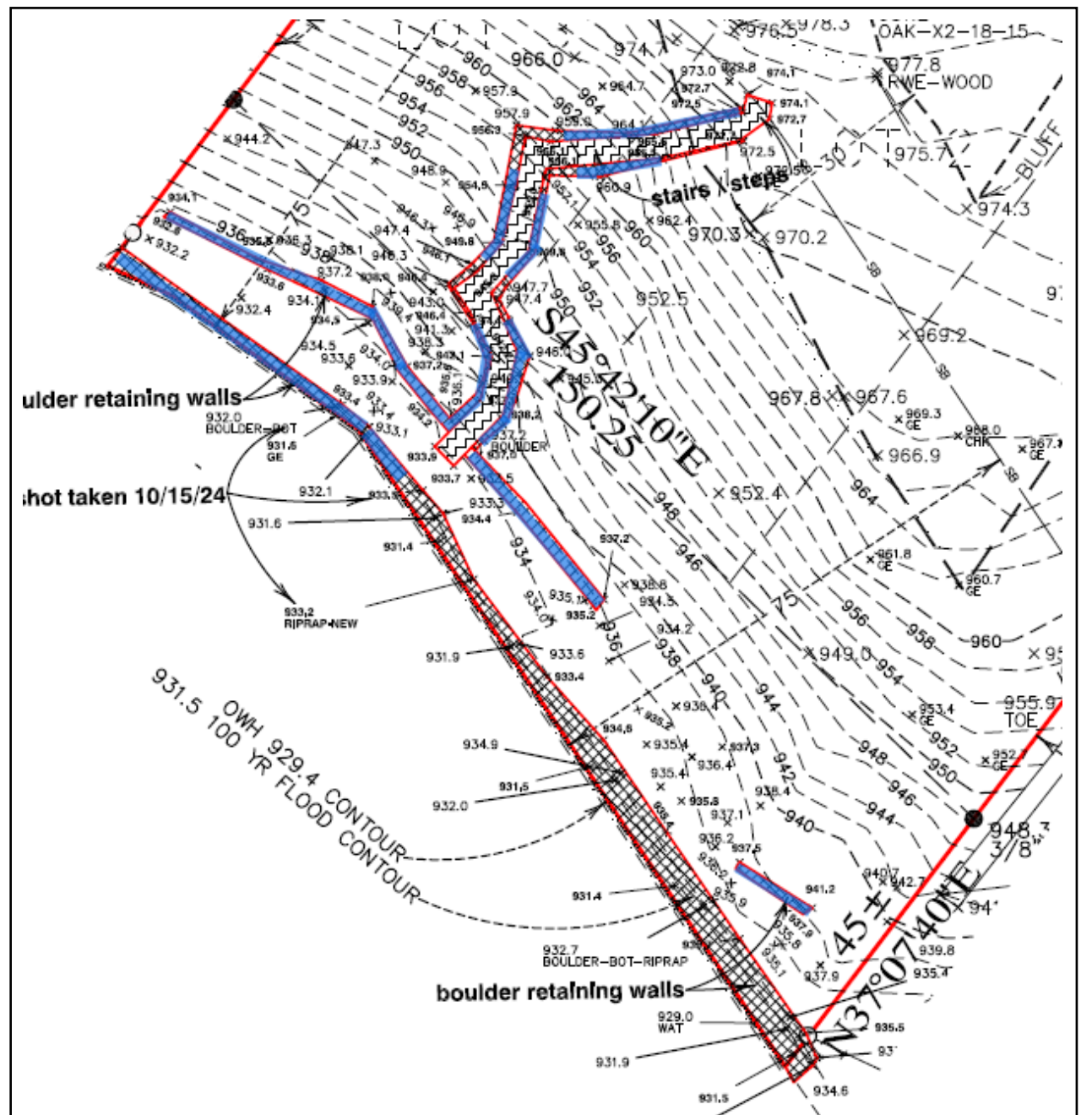


LA24-000018 (Resol. No. 7486) & RAS24-000039

The Council-approved plans were limited to a new, set-in-grade stone stair with two retaining wall-supported landings (shown in yellow) and a single retaining wall located immediately upslope from the new rip-rap on the eastern portion of the shoreline, designed by the applicant's engineer.

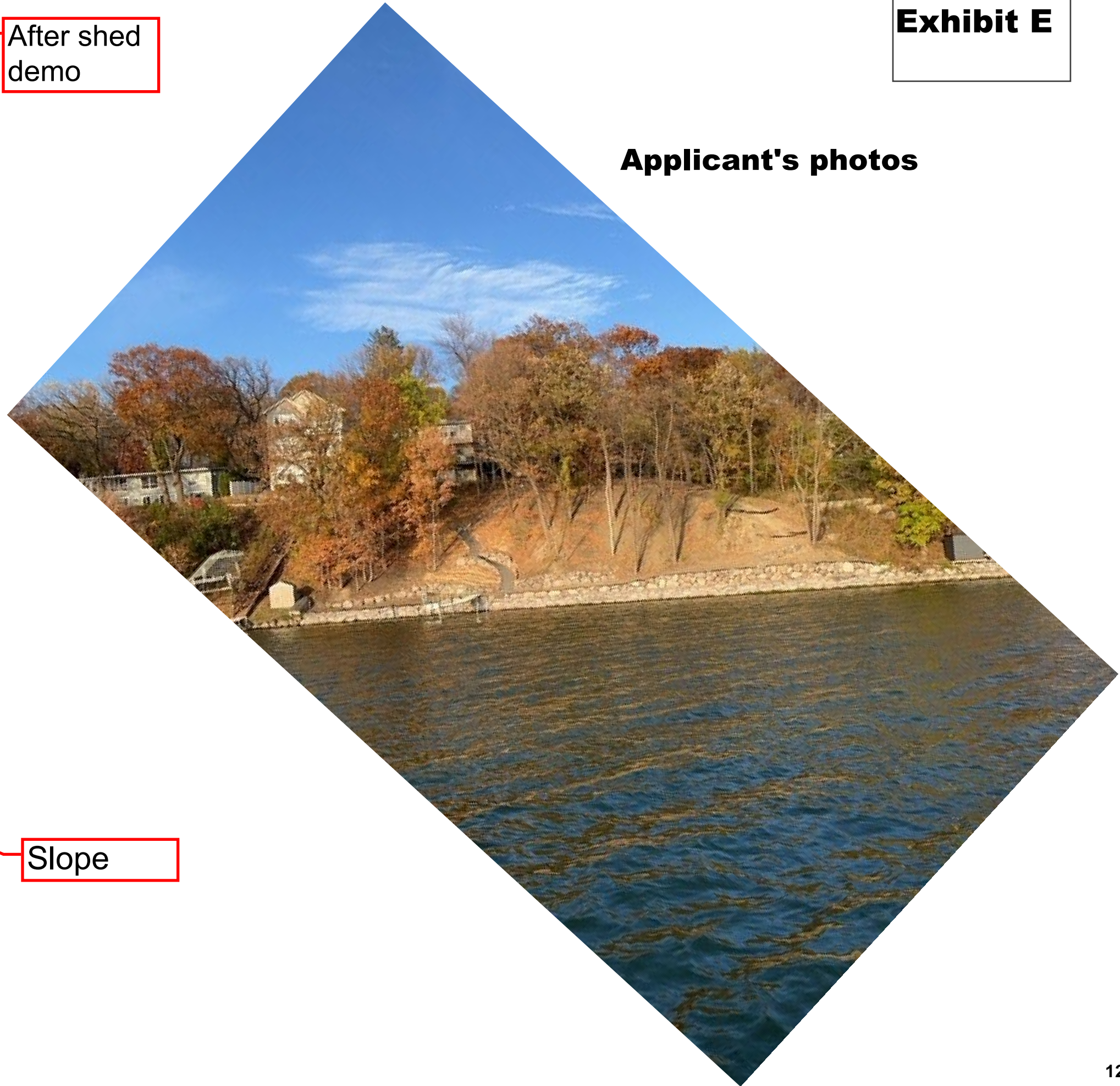
Image 3: As constructed

The completed project included additional walls, which were not included in the scope of the approved plan, shown in blue on Image 3





After shed demo



Applicant's photos



Slope

From: [Melanie Curtis](#)
To: "Matt Jasper"
Subject: LA25-000007/ 4745 North Shore Dr / PC Action Notice + 60-day extension
Date: Thursday, March 20, 2025 3:37:00 PM

Matt

As you are aware, on Monday night, the Planning Commission reviewed your application for an after-the-fact CUP Amendment.

Following the public hearing, they voted 5 – 0 on a motion to approve with the following conditions:

1. Provide an updated landscape plan to screen all of the walls from the lake. The plan should be detailed and include species, number, and placement of plants. The plan should clarify the type of ground cover proposed for the flattened path along the lake – no hardcover is permitted.
2. Provide updated information (statement of need and an updated plan) from your engineer addressing of all the walls constructed on site. You should consider submitting an updated survey that identifies boulder walls, boulder outcroppings, and differentiates the rip rap from the boulder walls for clarity. The definition of *retaining walls* from City Code section 78-1 is as follows: *Retaining wall means a structure designed to hold back and prevent lateral movement of earth. Two or more abutting boulders, 24 inches in diameter or greater, placed to hold back the earth are considered to be a retaining wall. Landscape edging, less than six inches tall, is not considered a retaining wall.*
3. The plans must be approved by the City engineer. Based on the updated engineered plans dated 04/15/2025, our engineer has the following comment: *“neither the justification email from the engineer nor the boulder wall design appear to address the upper wall depicted on the as-built in the southeast corner of the property”*.

Once the requested information is provided, I will schedule the City Council review. **Please submit the above information by or before Wednesday, April 2nd for placement on the April 14th Council agenda.**

Additionally, the City has 60 days from the date of a *complete* application to review. Based on your submittal/completion date (February 14th), your initial review timeline for this request would end on April 15, 2025. I want to ensure the City Council has a full opportunity to review your application, and although I don't anticipate it, we need to allow them the opportunity to table the application for further review if they deem it necessary. Therefore, we hereby notify you that we are extending the time period for City action under Minn. Stat. § 15.99, subd. 3(f). The initial 60-day period would normally end on April 15th, the application review time period is now hereby extended until June 14, 2025. In the unlikely event that further extensions beyond June 14th are required, the extension will need to be requested by you in writing (email).

Thank you,
Melanie



Melanie Curtis, Planner

2750 Kelley Parkway, Orono, MN 55356

Website: www.oronomn.gov

Email: mcurtis@oronomn.gov

Direct 952.249.4627

Planning & Zoning Department 952.249.4620

Planning Staff report March PC Meeting



Date Application Received: 01/30/2025
 Date Application Considered as Complete: 02/14/2025
 60-Day Review Period Extension Expires: 04/15/2025

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

From: Melanie Curtis, Planner MCC

Date: 17 March 2025

Subject: #LA25-000007, Matt Jasper, 4745 North Shore Drive

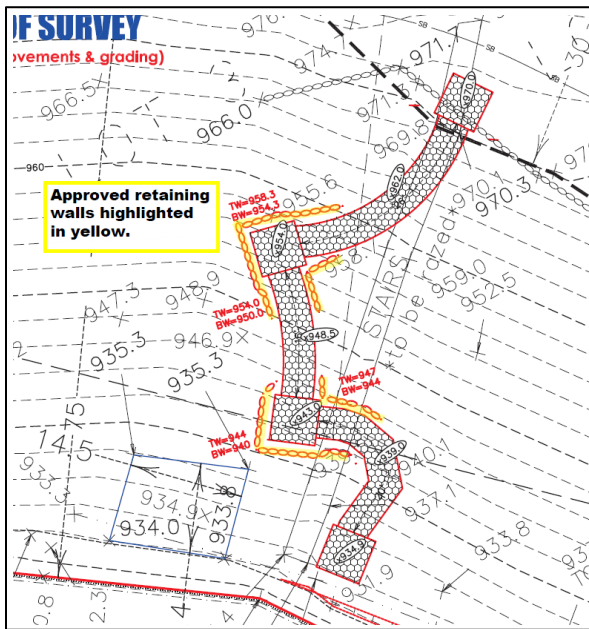
After-the-Fact CUP Amendment: for retaining walls within the 75-foot setback and bluff Public Hearing

Application Summary: The applicant requests an after-the-fact amendment to the conditional use permit authorizing newly constructed boulder retaining walls, including the boulder walls bordering the lake access stairs, within the bluff and the lake setback which exceed approvals granted in 2024.

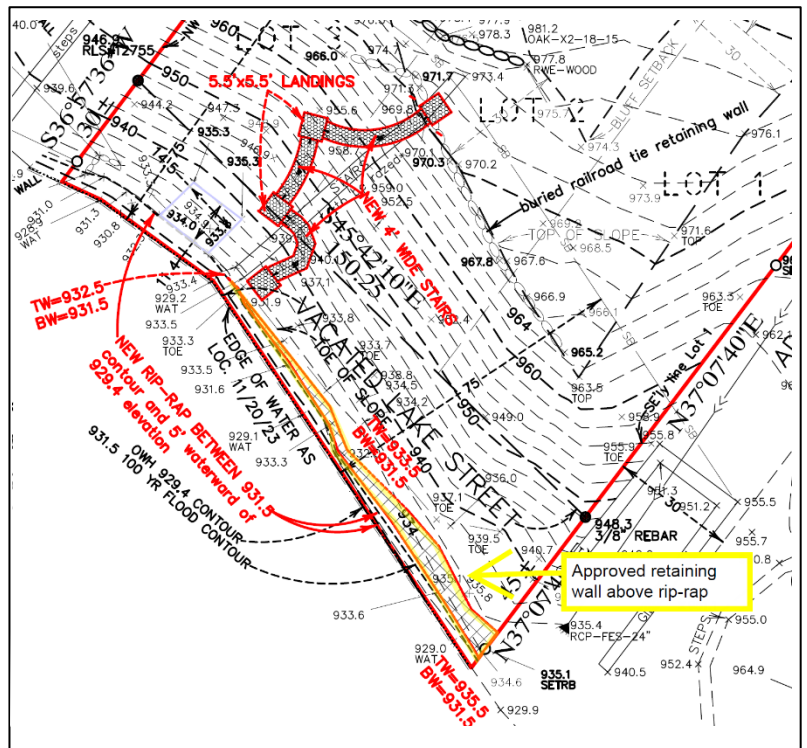
Staff Recommendation: Staff recommends approval conditioned upon receipt of an acceptable (updated) landscape plan prior to City Council review.

BACKGROUND: The applicant purchased the property in 2024 and began to pursue permits to improve the long-neglected bluff and shoreline. After reviewing and declining several iterations of the applicant’s plan, the City granted a CUP for a new, set-in-grade stone stair with two retaining wall-supported landings and a single retaining wall located immediately upslope from the new rip-rap on the eastern portion of the shoreline designed by the applicant’s engineer (Vickery Engineering). The approved plans are detailed in the approved plan set (**Exhibit E**) and Resolution 7486 (**Exhibit D**), and are depicted below in yellow on *Insets A* and *B*.

Inset A



Inset B



In bluff and steep slope settings, the City code allows stairways, lifts, and landings, either constructed above the ground on posts or pilings or placed into the ground, provided they are designed and built in a manner that ensures stability and control of soil erosion. Staff can administratively approve minimal retaining walls supporting a lake access stair within a bluff and/or within the 75-foot lake setback to provide stability in steep slope settings. New walls, and walls that do not meet the administrative approval threshold, can only be authorized by the City Council through a conditional use permit process.

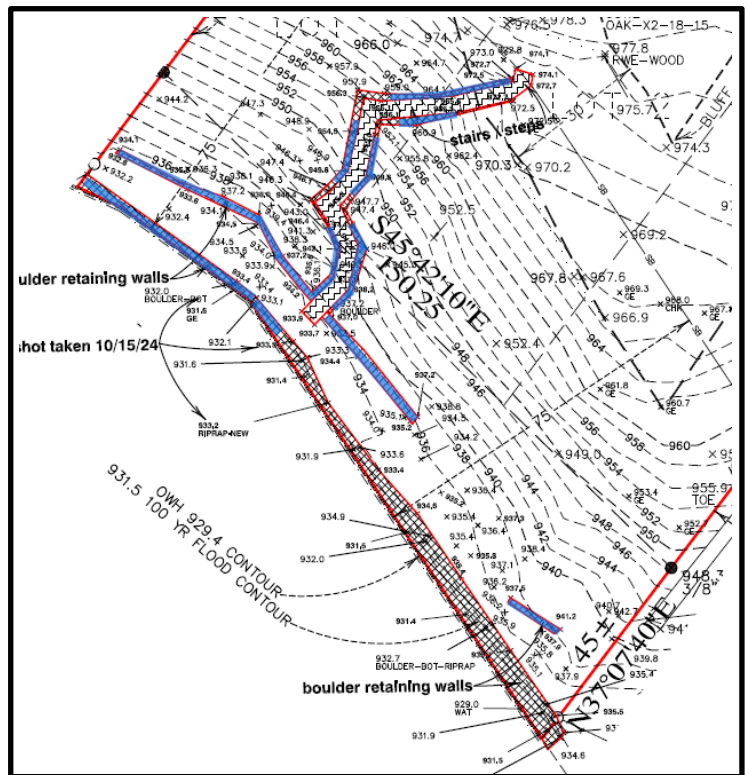
When the project was completed, the City's inspector observed additional walls which were not included in the scope of the approved plan, shown in **blue** on Inset C on the right. When questioned by staff, the applicant explained why they chose to deviate from the approved plan. Although the city-approved plan was designed by his engineer for the site conditions, the applicant communicated to staff that he believed the approved plan would not work and chose to construct the additional walls (shown on the as-built survey) instead of following the approved plan.

The applicant provided an updated analysis from his engineer regarding the additional walls, **Exhibit G**.

Conditional Use Permit Analysis:

The applicant provided an as-built survey depicting the finished walls and stairway (**Exhibit C**) and revised documentation about the slope stability from a professional engineer based on assumptions about the soil information provided by the applicant (**Exhibit G**).

Inset C: As-built



Applicable Regulations:

Conditional Use Permit (Sections 78-1279 and 78-916)

Section 78-1279(3)(c) states: "a wall in the shore setback zone, 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 wall must be...":

1. Designed to correct an established erosion problem;
The applicant's engineer provided an analysis of the slope stability documenting the existing erosion on the slope and an engineered design to enhance the stability and correct existing slope erosion for the 2024 approval.

The applicant constructed additional, unpermitted walls within the bluff (see photo Exhibits H & I). When questioned, the applicant asserted to staff that he believed the approved plan would not sufficiently address the bluff stability and that the additional walls along the base of the slope and the entire length of the stairway were necessary.

The applicant further contends that the construction of the additional walls eliminated the need to grade further inland on the slope to create stability. However, in reviewing the resulting site conditions,

*it appears that unpermitted grading did occur, resulting in a leveled pathway along the shore above the rip-rap. The additional walls were installed to facilitate this flat path area (see **Exhibits H & I**).*

*The existing bluff was not well-vegetated before the project began, the disturbances resulting from the materials transport and construction activity have further impacted the vegetation on the slope. The applicant has not demonstrated that non-mechanical solutions such as deep-rooted plants and shrubs are not sufficient to provide the necessary stability. The applicant should consider a more robust vegetation plan to provide additional, long-term erosion control for the slope in addition to the walls. **A landscape plan must be submitted to address the erosion within the bluff. This criterion has not been met;** and*

2. Suitable given the demonstrated need;
*A global stability analysis by Ronald W. Vickery, PE was provided for the 2024 approval. Mr. Vickery's original opinion (and design) was based on assumptions furnished by the applicant. The engineer's updated analysis (**Exhibit G**) states the additional retaining walls improve the stability of the bluff based on information provided to the engineer by the applicant. **This criterion has been met;** and*
3. Designed by a registered engineer or landscape architect, depending on the project scope; *the applicant provided a revised retaining wall design from Mr. Vickery, a registered engineer, to match the wall plan as constructed. **This criterion has been met;** and*
4. Designed to be the minimum size necessary to control the erosion problem. *The engineer's original analysis indicated that the applicant's original plan was necessary to stabilize the bluff. The engineer provided a revised slope analysis/opinion indicating the additional walls were necessary. **This criterion has been met.***

In addition to the conditions listed in Section 78-1279, Section 78-916 provides a list of conditions supporting Conditional Use Permit (CUP) issuance. The Planning Commission may recommend and the Council may grant a CUP as the use permit was applied for or in modified form. Based on the application and the evidence submitted, the city must find that the proposed use at the proposed location is or will be:

- 1) Consistent with the community management plan;
*Protection and preservation of the natural lake shoreline is a priority outlined within the Comprehensive Plan. Mechanical measures, such as the installation of retaining walls, particularly walls integrated into a vertical continuation of the rip-rap (without an opportunity for screening), should not be the first option for slope stability. Further, the applicant violated the conditional use permit and the administrative building permit by adding unpermitted walls without the opportunity for the City Council consideration of placement, necessity, and screening. **This criterion is not met.***
- 2) 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 were considered under the previous application and were permitted where they were deemed necessary by the applicant's engineer to protect the integrity of the slope. During construction, the applicant constructed additional (unpermitted) walls to correct, what was perceived as a failing slope, not verified by his engineer. Mr. Vickery provided after-the-fact opinion which appears to correct or supersede his previous analysis. **This criterion is not met.***
- 3) Adequately served by police, fire, roads, and stormwater management;
*The property meets this standard. **This criterion has been met.***

- 4) Provided with an adequate water supply and sewage disposal system;
*The property meets this standard. **This criterion has been met.***
- 5) Not expected to generate excessive demand for public services at public cost;
*As a result of the applicant's unpermitted work, additional staff time and inspections were required beyond that of a standard project. The proposed project for retaining walls will not impact utility or public infrastructure and will not result in an excessive demand on public services at public cost. **This criterion has been met.***
- 6) 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 the additional walls supporting the stone staircase and lakeshore pathway have changed the character of the property. The unpermitted walls supporting the stone staircase and pathway construction do not provide an opportunity for vegetative screening from the lake. **This criterion is not met.***
- 7) Consistent with the character of the surrounding area, unless a change of character is called for in the community management plan;
*The installation of stone retaining walls without vegetative screening has changed the character of the property, impacting the surrounding area. **This criterion is not met.***
- 8) 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 unpermitted retaining walls constructed the entire width of the property are not screened from view from the lake. The historically natural appearance of the property, although unmaintained for years, has been irrevocably altered by the additional walls installed along the entirety of the stone stair and at the base of the slope. **This criterion is not met.***
- 9) 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 bluff improvements should not impair property values or the enjoyment of the neighboring property owners. **This criterion has been met.***
- 10) Provided with screening and buffering adequate to mitigate undesirable views and activities likely to disturb surrounding uses;
*The applicant has not provided a landscape plan to address the additional unpermitted walls constructed on site. Wherever possible, all retaining walls should be screened by year-round vegetation to provide natural screening and buffering of the stone stairway and retaining wall improvements when viewed from the lake. **This criterion is not met.***
- 11) 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. **This criterion has been met.***
- 12) Not cause excessive non-residential traffic on residential streets, parking needs that cause a demonstrable inconvenience to adjoining properties, traffic congestion, or unsafe access;

*The property is situated on a severe curve along a busy County roadway. The amount of traffic, proximity, and location of the driveway, and the topography pose challenges for access and construction. This is an after-the-fact review of constructed improvements, impacts to traffic and residential streets are not anticipated. **This criterion has been met.***

13) Designed to take into account the natural, scenic, and historic features of the area and to minimize environmental impact;
*The applicant installed boulder walls to be consistent with the aesthetic of the stone slab stairway and installed rip-rap. The applicant has not provided a revised landscape plan to screen the additional, unpermitted walls. Compatibility with the character of the surrounding area has not been verified. **This criterion is not met.***

14) 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.***

15) Not detrimental to the public health, public safety, or general welfare. *This is true of the project. **This criterion has been met.***

A CUP may be granted subject to such conditions as the Council may prescribe. Additionally, a CUP shall remain in effect as long as the conditions imposed by the City Council are observed, but nothing in this section shall prevent the city from enacting or amending official controls to change the status of conditional uses.

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

Stormwater Overlay District Tier	Total Area in Zone	Allowed Hardcover	Existing Hardcover	Proposed Hardcover
Tier 1	25,288 s.f.	6,322 s.f. (25 %)	3,291.8 s.f. (13%)	3,579 s.f. (14.1%)

Public Comments

To date, no public comments have been received.

Issues for Consideration

1. The construction of the additional, unpermitted walls was a violation of the terms of the CUP authorized by Resolution 7486, and the administrative building permit. Should the owner be required to remove the additional walls and restore the site following Resolution 7486?
2. Does the Commission find it necessary to impose conditions to mitigate the impacts created by the granting of the requested CUP?
3. Are there any other issues or concerns with this application?

Planning Commission Consideration

Options for Motion:

1. **Deny** the application as applied. The applicant should be directed to correct the site following the approved plan, which was designed by the applicant’s engineer; or
2. Move to **table** the application and direct the applicant to provide additional information as determined by the Planning Commission review on the April agenda; or

3. Move to **approve** the project as constructed and amend the CUP after-the-fact. A revised landscape plan to screen the additional boulder walls should be provided before the City Council reviews the application.

Planning Staff Recommendation

Planning Commission should discuss the plan changes. determine if the additional walls constructed meet the CUP criteria for approval, and make a recommendation. If the Commission finds the criteria have been satisfied, a recommendation for approval may be appropriate. Staff recommends the Commission direct the applicant to provide an updated landscape plan to screen the walls from the lake.

AGENDA ITEM



Date: April 28, 2025

Item: 14

Title: Orono Fire Department Reduction in Force

Presenter: Adam Edwards, City Administrator / Engineer

Section: City Administrator/Engineer Report

1. **Purpose:**

The purpose of this items is to reduce the number of Paid on Call (Volunteer) Orono Firefighters

2. **Background:**

At the April 14th Council meeting, the City Council approved a [Amendment to the Contract and Agreement for Fire Protection Services](#), dated 2002. The amendment was subsequently approved by the other partner cities on the 15th of April. The amendment aspires to limit Orono's ability to employ Paid on Call Fire Fighters per Exhibit C of the agreement.

The impacted Orono City Employees are:

Fire Fighter Name	Serving Since
JB Seals	10/09/23
Jeff Krahl	10/09/23
Ryan Kanive	10/09/23
Mike Johnsrud	10/09/23
Ben Veach	10/09/23
Justin Hinker	10/09/23
Chris Adams	01/08/24
Oliver Kennedy	05/13/24

3. **Cost:**

The estimated monetary cost of eliminating the Orono Paid on Call positions is \$170,000, if completed by May 1st of 2025, and \$250,000 if completed after May 1st 2025. This cost is due to the subsequent relief association dissolution, which will occur following the elimination of all Paid on Call positions. Per State Statute 424B.22, all members will be automatically fully vested and need to be paid their earned retirement. See Exhibit A for cost breakdown.

4. **Process:**

The power to terminate city employees rests with the City Council. Upon the direction of the City Council, city staff will issue the necessary layoff notices, and complete the other personnel action to remove the terminated employees from the city. A resolution directing the termination is at Exhibit B. A Sample Layoff Letter is at Exhibit C.

5. **Staff Recommendation:**

I recommend that the City Council consider timing the termination of its firefighters to coincide with an orderly transition to the goals in Exhibit C of the fire contract amendment. Based on progress to date this will likely occur in the May-June time frame.

COUNCIL ACTION REQUESTED

Move to adopt the Resolution 7580 (Exhibit B) to terminate the Orono Fire Department Paid on Call effective April 30th, 2025.

Exhibits

A. Calculation for Paid on Call impacts

B. Resolution 7580 Terminate OFD Paid On Call

C. Layoff Notice

As of April 1st I believe the amount would be ~ \$169,972. If after May 1st the amount would be ~\$249,972.60. The way I understand the rule, the amount is calculates based on the 31st of December of the year the association is terminated but that has to be at least 8 month after the termination. So if before 1 May we would use 31 Dec 25 if after we would use 31 Dec 26.

424B.22 RELIEF ASSOCIATION DISSOLUTION AND RETIREMENT PLAN TERMINATION.

An involuntary termination of a relief association under this subdivision is effective on the December 31 that is at least eight months after the date on which the fire department is dissolved or the termination of employment or services of all active members of the relief association occurs.

Subd. 2. Involuntary dissolution and termination.

(a) **A relief association is dissolved and the retirement plan administered by the relief association is terminated automatically if :**

- (1) the fire department affiliated with a relief association is dissolved by action of the governing body of the municipality in which the fire department is located or by the governing body of the independent nonprofit firefighting corporation, whichever applies; or
 - (2) **the fire department affiliated with a relief association has terminated the employment or services of all active members of the relief association .**
- (b) An involuntary termination of a relief association under this subdivision **is effective on the December 31 that is at least eight months after the date on which** the fire department is dissolved or **the termination of employment or services of all active members of the relief association occurs.** The board of trustees must comply with subdivisions 3 and 5 to 12. The board of trustees may comply with subdivision 4. The state auditor has the discretion to waive these requirements if the board of trustees requests a waiver in advance and provides adequate demonstration that meeting these requirements is not practicable.

Subd. 3. Retirement plan termination date, full vesting, and forfeitures.

- (a) Unless subdivision 2 applies, the effective date of the termination of a retirement plan is the date approved by the board of trustees of the relief association. If the board of trustees does not approve a termination date, the effective date of the termination of a retirement plan is the effective date of the dissolution of the relief association or, if the relief association is not being dissolved, the end of the calendar year in which the termination of employment or services of all active members of the relief association occurs.
- (b) As of the earlier of the retirement plan termination date or **the date on which the termination of employment or services of all active members of the relief association occurs, each participant becomes fully (100 percent) vested in the participant's retirement benefit under the retirement plan** , notwithstanding any bylaws or laws to the contrary, except for any retiree in pay status who is receiving a monthly service pension from a relief association described in section 424A.093.
- (c) If the relief association is a defined contribution relief association, the account of each participant who becomes 100 percent vested under paragraph (b) shall include an allocation of any forfeiture that is required, under the bylaws of the relief association, to occur on or as of the end of the calendar year during which the termination of the retirement plan is effective, if the participant is entitled to an allocation of forfeitures under the bylaws. Any account so forfeited shall not be included in the retirement benefits that become 100 percent vested under paragraph (b).

Subd. 8. Immediate distribution of retirement benefits and payment of all other obligations.

- (a)**The board of trustees shall liquidate the assets of the special fund and pay retirement benefits** and administrative expenses under the retirement plan **within 210 days** after the effective date of the **termination of the retirement plan.**
- (b)If the retirement plan is a defined benefit plan that pays lump-sum benefits or a defined contribution plan, without regard to whether the participant has attained age 50, **each participant and other benefit recipient shall be permitted to elect an immediate distribution or a direct rollover of the participant's benefit to an eligible retirement plan as permitted under section 356.633**, subdivisions 1 and 2, if the benefit is an eligible rollover distribution as defined in section 356.633, subdivision 1, paragraph (d).
- (c)If the retirement plan is a defined benefit plan that pays monthly pension benefits, the boardof trustees shall, at the election of the participant or other benefit recipient, purchase an annuity contract under section 424A.015, subdivision 3, naming the participant or other benefit recipient, as applicable, as the insured or distribute a lump-sum amount that is equal to the present value of the monthly pension benefits to which the participant or other benefit recipient is entitled. If an annuity is elected by the participant or other benefit recipient, the annuity shall provide for commencement at a date elected by the insured, to be paid as an annuity for the life of the insured. Legal title to the annuity contract shall be transferred to the insured. If a lump sum is elected, the option under paragraph (b) to take an immediate distribution or a direct rollover shall apply.
- (d)The board of trustees shall complete the distribution of all assets of the special fund bymaking any remaining distributions or transfers as required under subdivision 9 on behalf of participants or other benefit recipients who cannot be located or are unresponsive and paying any remaining administrative expenses

Benefit Level Amount	10,000	
Effective	1-Jul-24	
Effective termination	31-Dec-25	31-Dec-26

Years in RA / from date					
FF	Hire Date	of employment	Amount owed	Years in RA	Amount owed
POC	JB Seals	10/09/23	2.2 \$ 22,301.37	3.23	\$ 32,301.37
POC	Jeff Krahl	10/09/23	2.2 \$ 22,301.37	3.23	\$ 32,301.37
POC	Ryan Kanive	10/09/23	2.2 \$ 22,301.37	3.23	\$ 32,301.37
POC	Mike Johnsrud	10/09/23	2.2 \$ 22,301.37	3.23	\$ 32,301.37
POC	Ben Veach	10/09/23	2.2 \$ 22,301.37	3.23	\$ 32,301.37
POC	Justin Hinker	10/09/23	2.2 \$ 22,301.37	3.23	\$ 32,301.37
POC	Chris Adams	01/08/24	2.0 \$ 19,808.22	2.98	\$ 29,808.22
POC	Oliver Kennedy	05/13/24	1.6 \$ 16,356.16	2.64	\$ 26,356.16
			\$ 169,972.60		\$ 249,972.60

424A.001, Subd. 4

Subd. 12. Membership start date. **Membership in a firefighters relief association begins upon the date of hire** by a municipality, a joint powers board, or an independent nonprofit firefighting corporation with which the relief association is directly associated, unless otherwise specified in the relief association bylaws.



CITY OF ORONO
RESOLUTION OF THE CITY COUNCIL
No. **7580**

**RESOLUTION TERMINATING THE EMPLOYMENT OF ORONO PAID ON CALL
FIREFIGHTERS**

WHEREAS, the City of Orono currently employees Paid On Call (POC) Firefighters to provide firefighting and emergency services to its citizens; and

WHEREAS, the City Council approved the First Amendment to the Contract and agreement for fire services on February 14, 2025 which restricts the city's rights to employ Paid On Call Firefighters;

THEREFORE BE IT RESOLVED that the Orono City Council herby terminates the employment of its Paid On Call Fire fighters effective April 30th, 2025.

FURTHER, the city will provide adequate funds to the Orono Relief association retirement account to comply the automatic vesting provisions of state statute 424B.22.

Adopted by the City Council of Orono, Minnesota at a regular meeting held on April 28th, 2025.

ATTEST:

CITY OF ORONO

Christine Lusian, City Clerk

Bob Tunheim, Mayor



CITY OF ORONO

2750 KELLEY PARKWAY, ORONO, MINNESOTA 55356

www.aronomn.gov

April 29, 2025

RE: LAYOFF NOTICE

Dear (Name),

We regret to inform you that you are being laid off from your current role as a Paid-On-Call Firefighter with the City of Orono. Due to restructuring of the City of Orono Fire Department with the amended contract, the position of Paid-On-Call Firefighters has been eliminated. This layoff is permanent and will be effective April 30, 2025.

The City of Orono would like to thank you for your efforts in keeping the residents of Orono safe. You will be receiving an email from Human Resources through Neogov to complete your offboarding process. Please complete the exit interview through Neogov or set up a time with Orono Fire Chief James Van Eyll.

Please return all City property (including keys, access cards, ID badges, technology equipment, uniforms, etc.). Your equipment can be returned to the fire Station where it will be inventoried and confirmed complete via email or letter.

Your final paycheck reflecting wages earned through April 30, 2025, will be issued on the regular payday of May 15, 2025.

The City of Orono participates in an Employee Assistance Program through Sandcreek. Please do not hesitate to use the services available through the EAP at sandcreekeap.com.

If you are a veteran as defined by Minn. Stat. § 197.447, you may have certain rights relating to your layoff under the Veterans' Preference Act (Minn. Stat. § 197.46 and § 197.481). Pursuant to the Act, you have the right to either petition the District Court for a writ of mandamus or the Commissioner of Veterans Affairs to determine whether the action taken was in good faith. If you wish to pursue either of these remedies, you must do so within 30 days of receipt of this notice.

Please contact Anne Hentges, HR Representative at ahentges@aronomn.gov if you have questions regarding any of this information. Thank you.

Sincerely,

Adam Edwards, City Administrator