



Agenda
City Council Meeting
Tuesday, May 27, 2025, 6:00 PM
City Council Chambers | 2780 Kelley Parkway, Orono, MN 55356
952-249-4600 / oronomn.gov

Oath of Office

1. [Oath of Office - Councilmember](#)

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.

2. [City Council Minutes](#)
3. [Claims/Bills](#)
4. [Resignation and Recruitment - Public Works Maintenance Worker](#)
5. [Rename Police Administrative Assistant to Police Administrative Support Specialist](#)
6. [Hire Seasonal Employee](#)
7. [Professional Service Contract Review Schedule](#)
8. [Upcoming Work Session and Council Training Schedule](#)

Public Comments - (limit 3 minutes per person)

This is an opportunity for the public to address the City Council. The council will not engage in discussion or take action on items presented at this time. However, the council may refer issues to staff for follow up or consideration at a future meeting. Speakers should state their name and home address at the podium before speaking. Speakers should be mindful of time and limit their remarks to three (3) minutes to allow sufficient opportunity for others to speak. We encourage speakers to address their comments to the mayor and council and to keep their remarks respectful and relevant. Please no personal attacks. Criticism of ideas is acceptable, but attacks against individuals are not tolerated. Please make your statements in a civil manner. Similarly, we ask everyone in the audience to be respectful of speakers and refrain from disruptive behavior, such as shouting, heckling, or making excessive noise.

Parks Report

9. [2025 Parks Projects](#)
10. [Mountain Bike/Multiuse Trail](#)

Public Safety Report

11. [Hire Part-Time Firefighters](#)

Attorney Report

City Administrator/Engineer Report

12. [2026 Street Improvement Project Planning and Engineering \(Project #26-001\)](#)

Mayor/Council Report

Adjournment

Upcoming Events

Jun 03 Park Commission Work Session

Jun 09 City Council

Jun 16 Planning Commission

Jun 19 Holiday - Offices Closed

Jun 23 City Council

AGENDA ITEM



Date: May 27, 2025

Item: 1

Title: Oath of Office - Councilmember

Presenter: Christine Lusian, City Clerk

Section: Oath of Office

1. **Purpose:**
The purpose of this items to swear in our new elected official.

2. **Summary:**
The following individual will take their Oath of Office:
 - Jon Schwingler, Councilmember

Exhibits

A. Certificate of Election - Jon Schwingler

B. Oath of Office - Jon Schwingler



Certificate of Election

The official election returns and canvass of the general election of May 13, 2025
declares elected and qualified for the office of

City Council

of the city of Orono, county of Hennepin, state of Minnesota

Jon Schwingler

Witness my hand and official seal this 27th day of May 2025:

A handwritten signature in white ink, appearing to read "Christine Lusian", is written over a horizontal line.

Christine Lusian, City Clerk



Oath of Office

City Council Member

I, Jon Schwingler, do solemnly swear that
I will support the constitution of the United States,
the constitution of the state of Minnesota,
and impartially execute the duties of city council
for the city of Orono, county of Hennepin, state of Minnesota,
to the best of my judgement and ability.

Witness my hand and official seal this 27th day of May 2025:

Christine Lusian, City Clerk

Jon Schwingler, City Council Member

AGENDA ITEM



Date: May 27, 2025

Item: 2

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 minutes.

COUNCIL ACTION REQUESTED

Approve the City Council minutes.

Exhibits

A. 05-12-2025 CC Minutes - work session

B. 05-12-2025 CC Minutes

C. 05-19-2025 CC Minutes - canvass board



Minutes
City Council Work Session
Monday, May 12, 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, Steve Persian, Jacqueline Ricks, Steve Persian (5:25 pm). Absent: Claire Berrett.

Staff present: City Administrator Adam Edwards, Finance Director Maggie Jin, City Clerk Christine Lusian.

PROCUREMENT AND REQUEST FOR PROPOSAL PROCESS

Administrator Edwards introduced the topic of procurement process and the authority cities have in purchasing for public purpose, as well as competitive bidding, professional and consultant services, construction contracts, and contracts with other governmental agencies. The presentation summarized information contained in the LMC Handbook for Minnesota Cities Chapter 22 Expenditures, Purchasing and Contracts and the Uniform Municipal Contracting Law Statute 471.345. Members discussed requesting proposals for civil attorney, prosecuting attorney, auditor, and engineering service contracts and directed staff to review one of these contracts per year in the upcoming 4 years.

ADJOURNMENT

Work session ended at 5:50 p.m.

ATTEST:

CITY COUNCIL

Christine Lusian, City Clerk

Bob Tunheim, Mayor



Minutes
City Council Regular Meeting
Monday, May 12, 2025, 6:00 PM
City Council Chambers 2780 Kelley Parkway, Orono, MN 55356

Mayor Tunheim called the meeting to order at 6:00 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, and City Planner Melanie Curtis.

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

The Agenda was approved by consensus with amendments to the Consent Agenda.

CONSENT AGENDA

1. City Council Minutes
2. Claims/Bills
3. Upcoming Work Session and Council Training Schedule
This item was removed from the Consent Agenda
4. Waste Hauler Licenses
5. Agreement - West Metro Drug Task Force Second Amendment
6. 2024 Fund Transfer
7. Hire Part-Time Firefighters
This item was removed from the Consent Agenda
8. Resignation and Recruitment - Records Technician
9. Stubbs Bay Lake Improvement District
10. Establish the Facilities Services Fund - Resolution 7582
11. Pavement Maintenance - Repaint/Striping
12. LA25-000018, 200 Woodhill Road, Interim Use Permit - Resolution 7583
13. LA25-000011, 3275 Carman Road, Variances - Resolution 7584
14. LA25-000015, 485 Orono Orchard Road South, Final Plat: Sky Blue Waters Addition - Resolution 7585
15. LA24-000068, 430 Old Crystal Bay Road, Final Plat, Orono Garage Condominium CIC Plat, Resolution 7586
16. LA25-000010, 2625 North Shore Drive, Lake Setback and Hardcover Variances - Resolution 7587
17. LA25-000012, 1205 Tonkawa Road, Average Lakeshore Setback, Lake Setback, and Floodplain Variances - Resolution 7588
18. LA25-000007, 4745 North Shore Drive, After-the-Fact Conditional Use Permit Amendment - Resolution 7589
This item was removed from the Consent Agenda

Benson moved, Ricks seconded, to approve the Consent Agenda as amended. VOTE: Ayes 5, Nays 0.



PUBLIC COMMENTS

Jim Theisen, 1295 Elmwood Ave; Kelly Prchal, 4705 Watertown Road; Bruce Lemke, 565 Old Crystal Bay Road; Jon Schwingler, 1550 County Road 6, and Kelly Grady, Long Lake, provided comments.

3. Upcoming Work Session and Council Training Schedule

The City Council directed a change to the Work Session schedule to dedicate more time for City vision and goal-setting and postpone a discussion of social media.

18. LA25-000007, 4745 North Shore Drive, After-the-Fact Conditional Use Permit Amendment - Resolution 7589

Benson reviewed the history of this application and said she had asked to discuss it more to consider changes to the landscaping plan to ensure that planting will be native and will actually control erosion. She asked for an amendment to the resolution and CUP requiring a revised landscaping plan because one of the proposed plants is an invasive species.

City Planner Curtis said the City Council could approve the application with the condition of asking for a revised landscaping plan, or table it and bring it back to see the new plan.

Berrett pointed out the ordinance doesn't require native plants, and citizens need better direction.

Matt Jasper, 4745 North Shore Drive, the applicant, said he has no problem changing plants and takes his share of the responsibility for the need to request an after-the-fact amendment to his retraining wall CUP, but repeatedly having to come back to the Council was becoming a burden.

Ricks moved, Benson seconded, to table Resolution 7589 and send it back to staff to amend the landscape plan to ensure all plants would be native and non-invasive. VOTE: Ayes 4, Nays 1 (Berrett).

CITY ATTORNEY REPORT

City Attorney Mattick reported the Minnesota Supreme Court had upheld the Special Election for City Council set for the next day. He added he would not be at the next City Council meeting due to travel. Another attorney from his firm would be assigned in his absence.

CITY ADMINISTRATOR/ENGINEER REPORT

19. Orono Fire Department Reorganization

The City Council is requested to review the Staff report, receive a presentation, discuss and approve the reorganization of the Orono Fire Department by eliminating the fire chief position and laying off Chief Van Eyll, adopt a resolution of appreciation for Van Eyll, and appoint the deputy chief as interim fire chief.



Benson moved, Persian seconded to adopt Resolution 7590 terminating the employment of the full-time Orono Fire Chief. VOTE: Ayes 5, Nays 0.

Ricks moved, Berrett seconded to adopt Resolution 7591, a resolution of appreciation for Orono Fire Chief James Van Eyll. VOTE: Ayes 5, Nays 0.

Berrett moved, Persian seconded to appoint Deputy Chief Shea Chwialkowski as the interim Orono Fire Chief. VOTE: Ayes 5, Nays 0.

7. Hire Part-Time Firefighters

Persian suggested the City table hiring part-time firefighters until a joint operational model is worked out by the leadership of the Orono and Long Lake Fire Departments, allowing the leadership to create the model and then determine the staff needs. An exception would be the individual who is currently a member of both departments. He said his fear was taking away opportunities from the existing part-time firefighters.

City Administrator Edwards countered that the two departments are currently struggling to fill the shifts that are open due to resignations and turnover. Discussions with Long Lake officials indicated that they are looking to Orono to fill the ranks of part-time fire fighters that could eventually join a joint department. Everyone is working hard to set up the joint department, but it takes time, according to Edwards.. The two chiefs and two administrators are having biweekly meetings. He said there could be a seniority system for bidding shifts.

Council discussed the item and asked questions of staff.

Persian moved, Benson seconded to table for two weeks hiring new part-time fire fighters, but appoint Chris Adams as a part-time fire fighter for the Orono Fire Department. VOTE: Ayes 4, Nays 1 (Berrett).

COUNCIL COMMITTEE REPORTS

Benson reported on attending the Orono Park Commission meeting as the ex officio representative.

Tunheim reported on attending the Planning Commission meeting.

MAYOR/COUNCIL REPORT

Mayor and Council provided reports and expressed appreciation to Councilmember Claire Berrett for her service at her last City Council meeting, since she had not chosen to be a candidate in the special election to fill the seat vacated by Matt Johnson last November.

ADJOURNMENT

Benson moved, Ricks seconded, to adjourn the meeting at 7:13 p.m. to Monday, May 26, 2025, at 6:00 p.m. VOTE: Ayes 5, Nays 0.



Minutes
City Council Regular Meeting
Monday, May 12, 2025, 6:00 PM
City Council Chambers 2780 Kelley Parkway, Orono, MN 55356

ATTEST:

Christine Lusian, City Clerk

Bob Tunheim, Mayor

Minutes approved by Orono City Council May 27, 2025. Meeting videos and transcripts available at oronomn.gov.



Minutes
City Council Special Meeting
Monday, May 19, 2025, 5:00 PM
City Council Chambers 2780 Kelley Parkway, Orono, MN 55356

Mayor Tunheim called the meeting to order at 5:00 p.m., followed by the Pledge of Allegiance.

ROLL CALL

Orono City Council members present: Mayor Bob Tunheim, City Council Members Alisa Benson and Steve Persian. Members absent: Jacqueline Ricks.

Staff present were City Administrator/Engineer Adam Edwards and City Clerk Christine Lusian.

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

The agenda was approved by consensus.

CONSENT AGENDA

1. Election Recap – May 13, 2025 Special City Council Election
2. Canvass Election Results – Resolution 7592
3. Donation of Volunteer Time – Resolution 7593

Benson moved, Persian seconded, to adopt the Consent Agenda as submitted. VOTE: Ayes 3, Nays 0.

Resolution 7592 declared Jon Schwingler duly elected and qualified in the May 13, 2025, Special City Council election.

ADJOURNMENT

Benson moved, Persian seconded, to adjourn the meeting at 5:02 p.m. to Tuesday, May 27, 2025 at 6:00 p.m. VOTE: Ayes 3, Nays 0.

ATTEST:

Christine Lusian, City Clerk

Bob Tunheim, Mayor

Minutes approved by Orono City Council May 27, 2025. Meeting videos and transcripts available at oronomn.gov.

AGENDA ITEM



Date: May 27, 2025

Item: 3

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 125990 to 126087, and ACH transactions 20130676 to 20130683 totaling \$204,122.48 .

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

A. [Check Register 2025-05-21](#)

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
KIRBY BUILT SALES	05/14/2025	118626	KB20000625	101-45200-489	BRONZE PLAQUES FOR DONATED ITEMS	Parks	140.60-
Total 118626:							140.60-
Warning Lites of MN	05/14/2025	121366	04172023	101-43000-224	SIGNS FOR NEW PW WORK SIGHT	Public Works Department	649.88-
Total 121366:							649.88-
ROGER H FROMMELT REVOC.	05/14/2025	124401	2805 CASCO	999-10015	UB REFUND - 2805 CASCO PT RD - FROMMELT		3.89-
Total 124401:							3.89-
BCA TRAINING	05/19/2025	125990	40997	101-42110-437	TRAINING/DMT/SPENCER	Police Department	75.00
Total 125990:							75.00
BOLTON & MENK INC.	05/19/2025	125991	0361393	101-43280-304	LA07-3311 CRYSTAL BAY BUSINESS CENTER-IN	Special Services	450.00
BOLTON & MENK INC.	05/19/2025	125991	0362118	101-43280-304	GLA25-000001 WOODHILL CC GRADING	Special Services	380.00
BOLTON & MENK INC.	05/19/2025	125991	0362139	101-43170-304	24-035 PUBLIC WORKS COMMODITIES YARD	Engineering	6,242.50
Total 125991:							7,072.50
Bratt Tree Company	05/19/2025	125992	18584	101-43000-405	TREE REMOVAL TASK 94830	Public Works Department	8,000.00
Total 125992:							8,000.00
BRAYDEN SHERMAN	05/19/2025	125993	05.2025 B. S	101-42110-317	K9 CERTIFICATES FOR STATE	Police Department	155.00
Total 125993:							155.00
CENTRAL PENSION FUND SOU	05/19/2025	125994	05.15.25 FU	101-21705	CENTRAL PENSION FUND 05.15.2025		2,240.00
Total 125994:							2,240.00
City of Orono Utilities	05/19/2025	125995	04.2025 FIR	101-42260-382	04.2025 NORTH TEMP FIRE	Fire Protection Services	140.38
Total 125995:							140.38
CJS SERVICES LLC	05/19/2025	125996	1599	101-43000-405	TASK 94552 ROW TREES	Public Works Department	400.00

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
Total 125996:							400.00
DELANO RENTAL	05/19/2025	125997	52008	602-49450-415	EQUIPMENT RENTAL	Sewer	98.10
Total 125997:							98.10
FIDELITY SECURITY LIFE INSU	05/19/2025	125998	VISION INS	101-21716	VISION PLAN 5/2025		318.53
Total 125998:							318.53
GOPHER ACE	05/19/2025	125999	24670/1	602-49450-227	UTILITY PAINT FOR LOCATES	Sewer	156.75
GOPHER ACE	05/19/2025	125999	24670/1	601-49400-227	UTILITY PAINT FOR LOCATES	Water	156.75
Total 125999:							313.50
HENNEPIN COUNTY ACCOUNT	05/19/2025	126000	1000246570	101-42400-319	PROPERTY RESEARCH	Building & Zoning	52.50
Total 126000:							52.50
HERALD JOURNAL PUBLISHIN	05/19/2025	126001	05.2025	613-49830-340	GOLF SEASONAL POSITION AD	Golf Course	581.75
HERALD JOURNAL PUBLISHIN	05/19/2025	126001	05.2025	101-43000-340	PW SEASONAL POSITION AD	Public Works Department	290.88
Total 126001:							872.63
HIGHVIEW PLUMBING INC	05/19/2025	126002	17580	602-49450-319	I&I INSPECTIONS	Sewer	500.00
Total 126002:							500.00
International Union Local #49	05/19/2025	126003	LOCAL 49 D	101-21707	LOCAL 49 DUES - 05/2025		490.00
Total 126003:							490.00
LAW ENFORCEMENT LABOR S	05/19/2025	126004	LELS DUES	101-21707	LELS DUES - LOCAL 168 05/2025		365.00
LAW ENFORCEMENT LABOR S	05/19/2025	126004	LELS DUES	101-21707	LELS DUES - LOCAL 40 05/2025		1,424.42
Total 126004:							1,789.42
METLIFE	05/19/2025	126005	ACCIDENT I	101-21721	ACCIDENT 06.2025		366.76
METLIFE	05/19/2025	126005	CRITICAL IN	101-21721	CRITICAL INS 06.2025		153.96

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
METLIFE	05/19/2025	126005	DENTAL INS	101-21709	DENTAL INSURANCE 06/25		3,188.14
METLIFE	05/19/2025	126005	HOSPITAL I	101-21721	HOSPITAL 06.2025		275.40
Total 126005:							3,984.26
NAVARRE HARDWARE	05/19/2025	126006	349709	613-49830-223	MISC HARDWARE	Golf Course	7.78
Total 126006:							7.78
NCPERS GROUP LIFE INS.	05/19/2025	126007	6732000620	101-21710	PERA LIFE 06/2025		416.00
Total 126007:							416.00
OPEIU - LOCAL 12	05/19/2025	126008	LOCAL 12 M	101-21707	UNION DUES - LOCAL 12 05/2025		992.00
Total 126008:							992.00
SUN LIFE FINANCIAL	05/19/2025	126009	ST DISABILI	101-21714	STD- 05/2025		1,097.20
SUN LIFE FINANCIAL	05/19/2025	126009	SUPP LIFE	101-21710	LIFE INSURANCE - 05/2025		1,337.29
Total 126009:							2,434.49
THE HARTFORD	05/19/2025	126010	LT DISABILIT	101-21713	LTD 05/2025		1,947.16
Total 126010:							1,947.16
ULINE	05/19/2025	126011	192540438	225-45200-221	PARK BENCH SUMMIT BEACH	Parks - Special Revenue Fund	794.04
Total 126011:							794.04
XCEL ENERGY	05/19/2025	126012	916772171	101-43000-386	OCB TRAFFIC SIGNAL 01/20/25-02/19/25	Public Works Department	58.24
Total 126012:							58.24
CENTURYLINK	05/21/2025	126013	05.2025 WT	601-49400-321	WTP PHONE/INTERNET 05/04/2025-04/03/2025	Water	151.38
Total 126013:							151.38
Wright-Hennepin Coop Electric	05/21/2025	126014	3503214469	101-43100-381	BRUSH SITE 04/01/25-05/01/25	Brush Site	29.00
Wright-Hennepin Coop Electric	05/21/2025	126014	3503214469	613-49830-381	GC SECURITY TO 06/30/2025	Golf Course	43.30

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
Wright-Hennepin Coop Electric	05/21/2025	126014	3503214469	101-43000-381	ELECTRICAL SERVICE 04/01/25-05/01/25	Public Works Department	168.41
Total 126014:							240.71
1-800-RADIATOR & A/C OF MIN	05/27/2025	126015	76781490	701-49800-222	PD 268 RADIATOR	Fleet Services	129.00
Total 126015:							129.00
A 1 RENT IT 3607	05/27/2025	126016	217254-1	101-43000-224	PATCH TRUCK PROPANE	Public Works Department	192.61
Total 126016:							192.61
ABM Equipment & Supply LLC	05/27/2025	126017	0182925-IN	701-49800-403	UNIT #421 ANNUAL BOOM INSPECTION	Fleet Services	982.00
Total 126017:							982.00
APPLIED CONCEPTS INC	05/27/2025	126018	455870	101-42110-221	EQUIPMENT REPAIR - RADAR	Police Department	702.25
Total 126018:							702.25
BCA TRAINING	05/27/2025	126019	40837	101-42110-437	TRAINING/STURM	Police Department	75.00
Total 126019:							75.00
BIFFS INC	05/27/2025	126020	INV247536	101-45200-415	BIFF RENTAL-BEDERWOOD PARK	Parks	110.14
BIFFS INC	05/27/2025	126020	INV247537	101-45200-415	BIFF RENTAL-SUMMIT BEACH	Parks	53.36
BIFFS INC	05/27/2025	126020	INV247538	101-45200-415	BIFF RENTAL-HACKBERRY PARK	Parks	78.00
BIFFS INC	05/27/2025	126020	INV247539	613-49830-415	BIFF RENTAL-GOLF COURSE	Golf Course	26.00
BIFFS INC	05/27/2025	126020	INV247540	101-45200-415	BIFF RENTAL-CRYSTAL BAY PLAYGROUND	Parks	29.25
BIFFS INC	05/27/2025	126020	INV247541	101-45200-415	BIFF RENTAL-NAVARRE PLAYGROUND	Parks	53.36
BIFFS INC	05/27/2025	126020	INV247542	101-45200-415	BIFF RENTAL-LURTON PARK	Parks	91.00
BIFFS INC	05/27/2025	126020	INV247543	101-43100-415	BIFF RENTAL-BRUSH SITE	Brush Site	91.00
Total 126020:							532.11
BOLTON & MENK INC.	05/27/2025	126021	0357222	402-48050-304	25-002 BROWN ROAD IMPROVEMENTS		4,276.00
Total 126021:							4,276.00
BOND TRUST SERVICES CORP	05/27/2025	126022	95191	324-47000-611	2021A BONDS INTEREST		177,621.88

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
BOND TRUST SERVICES CORP	05/21/2025	126022	95191	324-47000-611	2021A BONDS INTEREST		177,621.88-
Total 126022:							.00
BOYER TRUCKS - ST MICHAEL	05/27/2025	126023	093P33431	701-49800-222	DUMP TRUCK AIR FITTINGS FOR CAB FIREWAL	Fleet Services	49.06
BOYER TRUCKS - ST MICHAEL	05/27/2025	126023	093P33817	701-49800-222	FIRE ENGINE 507 A/C PARTS	Fleet Services	176.95
BOYER TRUCKS - ST MICHAEL	05/27/2025	126023	093P33888	701-49800-221	FIRE DEPT 507 FRONT WHEEL SEAL	Fleet Services	48.84
BOYER TRUCKS - ST MICHAEL	05/27/2025	126023	093P33977	701-49800-222	FIRE DEPT 507 WHEEL SEAL	Fleet Services	58.34
Total 126023:							333.19
CAMPBELL KNUTSON	05/27/2025	126024	2717-0000G	101-41600-307	ADMINISTRATION/GENERAL MATTERS 04/25	Law/Legal Services	3,159.39
CAMPBELL KNUTSON	05/27/2025	126024	2717-0000G	101-41600-307	FIRE MATTER 04/25	Law/Legal Services	6,234.00
CAMPBELL KNUTSON	05/27/2025	126024	2717-0000G	101-41600-307	FOX STREET HYDRAULIC FLUID CLAIM	Law/Legal Services	333.00
CAMPBELL KNUTSON	05/27/2025	126024	2717-0000G	703-49960-379	TAUNTON CODE ENFORCEMENT AND VIOLATIO		119.00
CAMPBELL KNUTSON	05/27/2025	126024	2717-0000G	101-41600-307	HR MATTERS 04/2025	Law/Legal Services	374.00
CAMPBELL KNUTSON	05/27/2025	126024	2717-0000G	101-41600-307	MIDCO LEASE	Law/Legal Services	306.00
CAMPBELL KNUTSON	05/27/2025	126024	2717-0000G	101-41600-307	EASEMENT MATTERS	Law/Legal Services	861.00
CAMPBELL KNUTSON	05/27/2025	126024	2717-0000G	101-41600-307	UNION NEGOTIATIONS	Law/Legal Services	918.00
CAMPBELL KNUTSON	05/27/2025	126024	2717-0000G	101-41600-307	ELECTION MATTERS 04/2025	Law/Legal Services	867.00
CAMPBELL KNUTSON	05/27/2025	126024	2717-0004G	101-42110-307	POLICE MATTERS 04/25	Police Department	952.00
CAMPBELL KNUTSON	05/27/2025	126024	2717-0115G	101-41600-308	CODE ENFORCEMENT RESERACH - IVY AND RE	Law/Legal Services	816.00
CAMPBELL KNUTSON	05/27/2025	126024	2717-0201G	101-41600-307	MISC RECORDINGS 04/25	Law/Legal Services	535.06
CAMPBELL KNUTSON	05/27/2025	126024	2717-0802G	101-42400-307	B&Z ASSISTANCE 04/25	Building & Zoning	1,608.00
CAMPBELL KNUTSON	05/27/2025	126024	2717-0948G	101-43280-307	LA24-000056 4375 BAYSIDE RD	Special Services	623.15
CAMPBELL KNUTSON	05/27/2025	126024	2717-0951G	101-43280-307	LA24-000066, 430 EAST LONG LAKE RD	Special Services	82.50
CAMPBELL KNUTSON	05/27/2025	126024	2717-0953G	101-43280-307	LA24-000070 2195 WATERTOWN RD	Special Services	108.00
CAMPBELL KNUTSON	05/27/2025	126024	2717-0959G	101-43280-307	RPS25-000025 3545 IVY PL	Special Services	307.50
CAMPBELL KNUTSON	05/27/2025	126024	2717-0960G	101-43280-307	LA25-000001 485 ORONO ORCHARD RD	Special Services	218.50
CAMPBELL KNUTSON	05/27/2025	126024	2717-0961G	101-43280-307	LA24-000068, 430 OLD CRYSTAL BAY ROAD	Special Services	165.00
CAMPBELL KNUTSON	05/27/2025	126024	2717-0962G	101-43280-307	LA25-000012, 1205 TONKAWA RD	Special Services	220.00
CAMPBELL KNUTSON	05/27/2025	126024	2717-0963G	101-43280-307	LA24-000068, 430 OLD CRYSTAL BAY ROAD	Special Services	137.50
CAMPBELL KNUTSON	05/27/2025	126024	2717-0964G	101-43280-307	LA24-000007, 4745 NORTH SHORE DR	Special Services	110.00
CAMPBELL KNUTSON	05/27/2025	126024	2717-0998G	101-41600-306	PROSECUTION SERVICES 04/25	Law/Legal Services	696.18
CAMPBELL KNUTSON	05/27/2025	126024	2717-0999G	101-41600-306	PROSECUTION SERVICES 04/25	Law/Legal Services	3,355.05
Total 126024:							23,105.83
CAPITOL BEVERAGE SALES L.P	05/27/2025	126025	3132431	613-49830-092	POP RESALE	Golf Course	357.47
CAPITOL BEVERAGE SALES L.P	05/27/2025	126025	3132431	613-49830-091	BEER RESALE	Golf Course	72.00

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
CAPITOL BEVERAGE SALES L.P	05/27/2025	126025	3132431	613-49830-091	SELTZERS RESALE	Golf Course	18.20
Total 126025:							447.67
CECE'SIGNS INC	05/27/2025	126026	9852	701-49800-402	627 NEW DECALS	Fleet Services	80.00
Total 126026:							80.00
CITY OF BLOOMINGTON	05/27/2025	126027	25008	601-49400-489	WATER BACTI SAMPLES	Water	42.00
Total 126027:							42.00
CIVICPLUS LLC	05/27/2025	126028	337385	614-49840-329	ONLINE CODE HOSTING	Cable Franchise	950.00
Total 126028:							950.00
CLINT SCHUMANN	05/27/2025	126029	05.2025 MP	601-49400-441	CLASS B WATER LICENSE FEE	Water	46.00
Total 126029:							46.00
DAHLHEIMER BEVERAGE MON	05/27/2025	126030	2464500	613-49830-094	WATER & CONCESSIONS	Golf Course	163.80
DAHLHEIMER BEVERAGE MON	05/27/2025	126030	2464500	613-49830-091	BEER	Golf Course	1,200.20
Total 126030:							1,364.00
DELANO CARQUEST	05/27/2025	126031	6829-323811	701-49800-221	PARKS PONTOON BOAT MOTOR	Fleet Services	2.22
DELANO CARQUEST	05/27/2025	126031	6829-323812	701-49800-221	PARKS PONTOON BOAT MOTOR	Fleet Services	15.70
DELANO CARQUEST	05/27/2025	126031	6829-324044	701-49800-222	PD 268 PARTS	Fleet Services	85.85
Total 126031:							103.77
DENNIS PEDERSON	05/27/2025	126032	UB REFUND	999-10015	UB REFUND - 2285 WEBBER HILLS RD - PEDER		17.05
Total 126032:							17.05
DITTER INC.	05/27/2025	126033	i20695	101-42110-404	SPRING AC MAINTENANCE	Police Department	291.70
DITTER INC.	05/27/2025	126033	i22852	101-41900-404	POST OFFICE FURNACE MAINT/FILTER	Central Services	100.00
Total 126033:							391.70

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
DOUGLAS OR PEGGY GIELOW	05/27/2025	126034	UB REFUND	999-10015	UB REFUND - 699 MINNETONKA HIGHLANDS LN		105.30
Total 126034:							105.30
ECM PUBLISHERS INC	05/27/2025	126035	1047029	101-41410-352	NOTICE OF ELECTION	Elections	126.00
ECM PUBLISHERS INC	05/27/2025	126035	1047030	101-41900-352	PAID FAMILY & MEDICAL LEAVE RFP	Central Services	63.00
ECM PUBLISHERS INC	05/27/2025	126035	1047031	101-42400-352	PH FOR B&Z - MAY 2025	Building & Zoning	120.80
Total 126035:							309.80
ELLEN ROERS	05/27/2025	126036	UB REFUND	999-10015	UB REFUND - 2635 CASCADE LANE- ROERS		417.66
Total 126036:							417.66
Erosion Products LLC	05/27/2025	126037	2025405	101-45200-223	BLANKET FOR GRASS	Parks	402.90
Total 126037:							402.90
FACTORY MOTOR PARTS	05/27/2025	126038	1-10701887	701-49800-221	PONTOON BOAT OIL FILTER	Fleet Services	10.23
FACTORY MOTOR PARTS	05/27/2025	126038	70-588706	701-49800-222	PD TAHOE FILTERS	Fleet Services	39.65
FACTORY MOTOR PARTS	05/27/2025	126038	70-589589	701-49800-222	VEHICLE WINDSHIELD WIPERS FOR ALL DEPAR	Fleet Services	64.68
FACTORY MOTOR PARTS	05/27/2025	126038	70-589713	701-49800-222	UNIT 409 BRAKE PADS	Fleet Services	93.10
FACTORY MOTOR PARTS	05/27/2025	126038	70-589740	701-49800-222	UNIT 409 FRONT BRAKE ROTORS	Fleet Services	236.64
Total 126038:							444.30
FERGUSON WATERWORKS #25	05/27/2025	126039	0542608	601-49400-227	WATER MAIN PARTS (STOCK)	Water	67.90
Total 126039:							67.90
FLEETPRIDE INC	05/27/2025	126040	125765468	701-49800-222	FIRE DEPT. 507 A/C DRYER	Fleet Services	68.99
Total 126040:							68.99
GALLAGHER BENEFIT SERVICE	05/27/2025	126041	339851	101-41900-319	GASB 75 VALUATION	Central Services	2,200.00
Total 126041:							2,200.00
GOPHER ACE	05/27/2025	126042	024777/1	101-41900-223	DUCT TAPE	Central Services	6.59
GOPHER ACE	05/27/2025	126042	024797/1	101-42260-223	PAINT SUPPLIES	Fire Protection Services	3.98

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
GOPHER ACE	05/27/2025	126042	024818/1	101-42260-223	STATION CLEANING SUPPLIES	Fire Protection Services	33.76
GOPHER ACE	05/27/2025	126042	024892/1	101-45200-223	FENCE REPAIR DOG PARK	Parks	7.99
GOPHER ACE	05/27/2025	126042	24709/1	601-49400-405	WATER PLANT SINK WATER SUPPLY LINE	Water	29.98
GOPHER ACE	05/27/2025	126042	24730/1	101-41900-221	HAND SOAP	Central Services	8.99
GOPHER ACE	05/27/2025	126042	24730/1	101-41900-223	GLUE	Central Services	7.99
GOPHER ACE	05/27/2025	126042	24832/1	101-43000-224	WHEELBARROW	Public Works Department	74.99
GOPHER ACE	05/27/2025	126042	24855/1	101-41900-223	PAINT SUPPLIES	Central Services	4.59
GOPHER ACE	05/27/2025	126042	24864/1	701-49800-215	HARDWARE TO MOUNT EYE WASH STATION	Fleet Services	14.98
Total 126042:							193.84
GOPHER STATE ONE CALL	05/27/2025	126043	5040665	601-49400-405	SPLIT DISTRIBUTION	Water	226.80
GOPHER STATE ONE CALL	05/27/2025	126043	5040665	602-49450-406	SPLIT DISTRIBUTION	Sewer	226.80
Total 126043:							453.60
HAGEN LANDSCAPING	05/27/2025	126044	ROW24-000	101-22205	ESCROW REFUND - ROW24-000039 - 4440 FOR		1,500.00
Total 126044:							1,500.00
HAWKINS INC	05/27/2025	126045	7066789	601-49400-216	CHLORINE TANKS FOR WATER PLANTS	Water	110.00
Total 126045:							110.00
HENNEPIN COUNTY ACCOUNT	05/27/2025	126046	1000245778	101-42110-414	RADIO/MDC LEASES	Police Department	3,162.57
HENNEPIN COUNTY ACCOUNT	05/27/2025	126046	1000245797	101-43000-414	PW RADIO LEASE	Public Works Department	320.43
HENNEPIN COUNTY ACCOUNT	05/27/2025	126046	1000245838	101-42260-414	FIRE RADIO FEES 05/2025	Fire Protection Services	611.73
Total 126046:							4,094.73
HIGHVIEW PLUMBING INC	05/27/2025	126047	17583	602-49450-319	I&I INSPECTIONS	Sewer	250.00
HIGHVIEW PLUMBING INC	05/27/2025	126047	17599	602-49450-319	I&I INSPECTION	Sewer	250.00
Total 126047:							500.00
JAMES OR KIM CASSENS	05/27/2025	126048	UB REFUND	999-10015	UB REFUND - 570 ORONO ORCHARD RD S - CA		12.05
Total 126048:							12.05
JEAN SLAGEL	05/27/2025	126049	UB REFUND	999-10015	UB REFUND - 3735 LIVINGSTON CT - SLAGEL		138.89

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
Total 126049:							138.89
JENNIFER SCHUGEL	05/27/2025	126050	UB REFUND	999-10015	UB REFUND - 1971 FAGERNESS POINT RD - SC		15.01
Total 126050:							15.01
JESSICA RASMUSSEN	05/27/2025	126051	05.2025 J. R	101-42110-437	TRAINING/RASMUSSEN	Police Department	135.80
Total 126051:							135.80
JULIA AARESTAD	05/27/2025	126052	05.2025 JULI	101-45200-223	DISTILLED WATER FOR EYE WASH STATIONS	Parks	22.35
Total 126052:							22.35
KELLI DOTY	05/27/2025	126053	UB REFUND	999-10015	UB REFUND - 3780 TOGO RD - DOTY		48.10
Total 126053:							48.10
KIRVIDA FIRE	05/27/2025	126054	13238	101-42260-402	E1 DISCHARGE GAUGE REPLACEMENT	Fire Protection Services	2,290.13
Total 126054:							2,290.13
KODIAK POWER SOLUTIONS	05/27/2025	126055	19983440	602-49450-406	WATER PUMP REPLACEMENT ON LS18 GENER	Sewer	1,463.61
Total 126055:							1,463.61
KRAHL'S PLUMBING	05/27/2025	126056	05.07.2025	101-42260-403	INSTALL HOSEBIB AT STATION 1	Fire Protection Services	250.00
KRAHL'S PLUMBING	05/27/2025	126056	05.07.2025	101-42260-403	INSTALL DISPOSAL SINK AT STATION 2	Fire Protection Services	350.00
Total 126056:							600.00
LAKESIDE EMBROIDERY, LLC.	05/27/2025	126057	3229	101-43000-226	PUBLIC WORKS UNIFORMS	Public Works Department	791.25
LAKESIDE EMBROIDERY, LLC.	05/27/2025	126057	3229	613-49830-095	CLOTHING FOR RESALE	Golf Course	3,762.50
Total 126057:							4,553.75
LEO WEB PROTECT INC.	05/27/2025	126058	81026321185	710-49970-416	MONTHLY SUBSCRIPTION 5/25	IT Services	143.06

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
Total 126058:							143.06
MANSFIELD OIL COMPANY	05/27/2025	126059	26534776	701-49800-212	UNLEADED FUEL	Fleet Services	6,504.05
Total 126059:							6,504.05
MARTIN MARIETTA MATERIALS	05/27/2025	126060	45738246	101-43000-224	PATCHING	Public Works Department	631.91
Total 126060:							631.91
MCGREGOR, KELLY	05/27/2025	126061	K. MCGERG	101-42110-437	LEEP TRAINING/MCGREGOR	Police Department	151.20
Total 126061:							151.20
MEB ENTERPRISE INC	05/27/2025	126062	1241	101-43000-224	BLACK DIRT	Public Works Department	391.50
MEB ENTERPRISE INC	05/27/2025	126062	1243	101-43000-224	RED ROCK AND RIVER ROCK FOR YARD	Public Works Department	462.24
MEB ENTERPRISE INC	05/27/2025	126062	1243	101-43000-224	REMOVE OLD SALT SAND	Public Works Department	360.00
MEB ENTERPRISE INC	05/27/2025	126062	1243	101-43000-224	RIPRAP	Public Works Department	525.00
Total 126062:							1,738.74
MIDCO - RYAN BARR	05/27/2025	126063	LA25-000009	101-22205	ESCROW REFUND - LA25-000009 - 3245 WAYZAT		700.00
Total 126063:							700.00
MINNESOTA EQUIPMENT	05/27/2025	126064	P46515	101-43000-222	DIAMOND MOWER PARTS FOR UNIT 450	Public Works Department	1,465.16
MINNESOTA EQUIPMENT	05/27/2025	126064	P46515	701-49800-221	450 JOHN DEERE FILTERS	Fleet Services	293.04
MINNESOTA EQUIPMENT	05/27/2025	126064	P46778	701-49800-221	JOHN DEERE 450 FILTERS	Fleet Services	262.92
MINNESOTA EQUIPMENT	05/27/2025	126064	P46779	701-49800-221	450 JOHN DEERE PARTS	Fleet Services	6.29
Total 126064:							2,027.41
Minnesota Topsoil	05/27/2025	126065	4334	101-43100-223	BLACK DIRT	Brush Site	495.00
Minnesota Topsoil	05/27/2025	126065	4383	101-43100-223	BLACK DIRT	Brush Site	495.00
Total 126065:							990.00
MORRIES BODYWORKS	05/27/2025	126066	1007186	701-49800-222	627 SEAT BELT BUCKLE	Fleet Services	91.34

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
Total 126066:							91.34
MTI DISTRIBUTING INC	05/27/2025	126067	1472753-00	701-49800-221	BIG ISLAND MOWER PARTS	Fleet Services	182.12
Total 126067:							182.12
NORTH MEMORIAL	05/27/2025	126068	62008	101-42110-437	FIRST RESPONDER/MULTIPLE	Police Department	1,500.00
Total 126068:							1,500.00
ODP BUSINESS SOLUTIONS LL	05/27/2025	126069	4223230030	101-42110-201	OFFICE SUPPLIES	Police Department	86.12
ODP BUSINESS SOLUTIONS LL	05/27/2025	126069	4227347700	101-42110-201	OFFICE SUPPLIES	Police Department	12.11
Total 126069:							98.23
PIONEER MANUFACTURING C	05/27/2025	126070	inv-249090	101-41900-223	STARLINER FIELD PAINTER SUPPLIES	Central Services	172.20
Total 126070:							172.20
RYAN ORTLIP	05/27/2025	126071	R. ORTLIP -	101-22205	ESCROW REFUND - RYAN ORTLIP		1,123.00
Total 126071:							1,123.00
Ryan Spencer	05/27/2025	126072	05.2025 R. S	101-42110-437	TRAINING SUPPLIES	Police Department	223.71
Total 126072:							223.71
SiteOne Landscape Supply LLC	05/27/2025	126073	153593072-0	613-49830-225	GOLF COURSE SUPPLIES	Golf Course	101.08
Total 126073:							101.08
STREETER	05/27/2025	126074	ESCROW R	101-22205	ESCROW REFUND - RPS21-000070 - 1975 LAKE		9,000.00
Total 126074:							9,000.00
STREICHER'S	05/27/2025	126075	11759769	101-42110-226	UNIFORMS/HENNESSY	Police Department	321.99
STREICHER'S	05/27/2025	126075	11759770	101-42110-226	UNIFORMS/HENNESSY	Police Department	29.98
STREICHER'S	05/27/2025	126075	11760699	101-42110-226	UNIFORMS/SHAUER	Police Department	9.00
STREICHER'S	05/27/2025	126075	11760700	101-42110-226	UNIFORMS/SCHWARZ	Police Department	149.98

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
STREICHER'S	05/27/2025	126075	11761550	101-42110-226	UNIFORMS/SWAT OFFICERS	Police Department	1,039.93
STREICHER'S	05/27/2025	126075	11762348	101-42110-226	UNIFORMS/STURM	Police Department	154.99
STREICHER'S	05/27/2025	126075	11762536	101-42110-228	UNIFORMS/PALM 40MM	Police Department	673.34
STREICHER'S	05/27/2025	126075	11762673	101-42110-226	UNIFORMS/PALM	Police Department	189.99
STREICHER'S	05/27/2025	126075	11762713	101-42110-226	UNIFORMS/SONNEK BLAUER ITEMS	Police Department	120.00
STREICHER'S	05/27/2025	126075	11762868	101-42110-226	UNIFORMS/SCHULTZ	Police Department	31.99
STREICHER'S	05/27/2025	126075	11762874	101-42110-228	FIREARMS/PALM	Police Department	219.95
Total 126075:							2,941.14
TARYN REUTER	05/27/2025	126076	RPS21-0000	101-22205	ESCROW REFUND - RPS21-000070 - 1975 LAKE		1,000.00
Total 126076:							1,000.00
TERMINAL SUPPLY CO	05/27/2025	126077	28832-00	701-49800-215	HYDRAULIC FITTINGS / STOCK SUPPLY	Fleet Services	290.53
Total 126077:							290.53
THE ESTATE OF KURT VEGDAH	05/27/2025	126078	UB REFUND	999-10015	UB REFUND - 1926 FAGERNESS POINT RD - VE		270.83
Total 126078:							270.83
TIMESAVER OFF SITE SECRET	05/27/2025	126079	30432	101-41110-319	CITY COUNCIL MINUTES 4/28/2025	Mayor & Council	172.00
TIMESAVER OFF SITE SECRET	05/27/2025	126079	30433	101-45200-319	PARK COMMISSION MINUTES 5/6/2025	Parks	293.50
Total 126079:							465.50
TORKE COFFEE COMPANY INC	05/27/2025	126080	0547706	101-42260-439	COFFEE FOR MEETINGS AND TRAININGS	Fire Protection Services	182.38
Total 126080:							182.38
UNIFIRST CORPORATION	05/27/2025	126081	1410141568	613-49830-223	RUGS & CLEANING TOWELS-GOLF	Golf Course	109.92
UNIFIRST CORPORATION	05/27/2025	126081	1410141634	101-45200-226	UNIFORMS-PARKS	Parks	16.94
UNIFIRST CORPORATION	05/27/2025	126081	1410141634	101-41900-226	UNIFORMS-FACILITY	Central Services	4.84
UNIFIRST CORPORATION	05/27/2025	126081	1410141634	613-49830-226	UNIFORMS-GOLF COURSE	Golf Course	16.94
UNIFIRST CORPORATION	05/27/2025	126081	1410141634	101-43000-226	UNIFORMS-STREETS	Public Works Department	58.05
UNIFIRST CORPORATION	05/27/2025	126081	1410141634	101-43000-226	UNIFORMS - STORMWATER	Public Works Department	58.05
UNIFIRST CORPORATION	05/27/2025	126081	1410141634	602-49450-226	UNIFORMS PW-SEWER DEPT	Sewer	27.09
UNIFIRST CORPORATION	05/27/2025	126081	1410141634	601-49400-226	UNIFORMS PW-WATER DEPT	Water	27.10
UNIFIRST CORPORATION	05/27/2025	126081	1410141634	701-49800-226	UNIFORMS - FLEET	Fleet Services	35.17

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
UNIFIRST CORPORATION	05/27/2025	126081	1410141634	101-41900-223	MOPS/CLEANING TOWELS	Central Services	30.52
UNIFIRST CORPORATION	05/27/2025	126081	1410141634	701-49800-221	SHOP TOWELS - PW	Fleet Services	3.91
UNIFIRST CORPORATION	05/27/2025	126081	1410141634	101-43000-404	RUGS-PW	Public Works Department	28.73
UNIFIRST CORPORATION	05/27/2025	126081	1410143161	613-49830-223	RUGS & CLEANING TOWELS-GOLF	Golf Course	17.74
UNIFIRST CORPORATION	05/27/2025	126081	1410143237	101-45200-226	UNIFORMS-PARKS	Parks	16.32
UNIFIRST CORPORATION	05/27/2025	126081	1410143237	613-49830-226	UNIFORMS-GOLF COURSE	Golf Course	16.32
UNIFIRST CORPORATION	05/27/2025	126081	1410143237	101-41900-226	UNIFORMS-FACILITY	Central Services	2.88
UNIFIRST CORPORATION	05/27/2025	126081	1410143237	101-43000-226	UNIFORMS - STORMWATER	Public Works Department	120.25
UNIFIRST CORPORATION	05/27/2025	126081	1410143237	101-43000-226	UNIFORMS-STREETS	Public Works Department	120.26
UNIFIRST CORPORATION	05/27/2025	126081	1410143237	601-49400-226	UNIFORMS PW-WATER DEPT	Water	24.52
UNIFIRST CORPORATION	05/27/2025	126081	1410143237	602-49450-226	UNIFORMS PW-SEWER DEPT	Sewer	24.52
UNIFIRST CORPORATION	05/27/2025	126081	1410143237	701-49800-226	UNIFORMS - FLEET	Fleet Services	33.94
UNIFIRST CORPORATION	05/27/2025	126081	1410143237	101-41900-223	MOPS/CLEANING TOWELS	Central Services	62.13
UNIFIRST CORPORATION	05/27/2025	126081	1410143237	701-49800-221	SHOP TOWELS - PW	Fleet Services	3.91
UNIFIRST CORPORATION	05/27/2025	126081	1410143237	101-43000-404	RUGS-PW	Public Works Department	28.73
UNIFIRST CORPORATION	05/27/2025	126081	1410144423	101-45200-226	UNIFORMS-PARKS	Parks	16.32
UNIFIRST CORPORATION	05/27/2025	126081	1410144423	613-49830-226	UNIFORMS-GOLF COURSE	Golf Course	16.32
UNIFIRST CORPORATION	05/27/2025	126081	1410144423	101-41900-226	UNIFORMS-FACILITY	Central Services	2.88
UNIFIRST CORPORATION	05/27/2025	126081	1410144423	101-43000-226	UNIFORMS - STORMWATER	Public Works Department	63.33
UNIFIRST CORPORATION	05/27/2025	126081	1410144423	101-43000-226	UNIFORMS-STREETS	Public Works Department	63.32
UNIFIRST CORPORATION	05/27/2025	126081	1410144423	601-49400-226	UNIFORMS PW-WATER DEPT	Water	24.47
UNIFIRST CORPORATION	05/27/2025	126081	1410144423	602-49450-226	UNIFORMS PW-SEWER DEPT	Sewer	24.46
UNIFIRST CORPORATION	05/27/2025	126081	1410144423	701-49800-226	UNIFORMS - FLEET	Fleet Services	33.88
UNIFIRST CORPORATION	05/27/2025	126081	1410144423	101-41900-223	MOPS/CLEANING TOWELS	Central Services	24.41
UNIFIRST CORPORATION	05/27/2025	126081	1410144423	101-43000-404	RUGS-PW	Public Works Department	28.73
UNIFIRST CORPORATION	05/27/2025	126081	1410144423	701-49800-221	SHOP TOWELS - PW	Fleet Services	3.91
Total 126081:							1,190.81
US Bank Equipment Finance	05/27/2025	126082	555753037	710-49970-413	COPIERS - 05/25	IT Services	1,519.43
US Bank Equipment Finance	05/27/2025	126082	555753037	101-41900-201	OVERAGE - TONER	Central Services	27.12
Total 126082:							1,546.55
UTILITY BILL REFUND	05/27/2025	126083	UB REFUND	999-10015	UB REFUND - 2805 CASCO PT RD - FROMMELT		3.89
Total 126083:							3.89
VERIZON WIRELESS	05/27/2025	126084	6113188641	101-43100-321	ARLO CAMERAS - BRUSH SITE	Brush Site	80.02
VERIZON WIRELESS	05/27/2025	126084	6113188641	101-45200-321	ARLO CAMERAS - LURTON DOG PARK	Parks	80.02

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
VERIZON WIRELESS	05/27/2025	126084	6113188641	101-42110-321	ARLO CAMERAS - PD	Police Department	80.02
VERIZON WIRELESS	05/27/2025	126084	6113188641	101-41900-321	ARLO CAMERAS - SPARE	Central Services	40.01
Total 126084:							280.07
W.S. DARLEY & CO.	05/27/2025	126085	17557011	415-42260-580	HOSE FOR E1	Fire Capital	2,436.00
W.S. DARLEY & CO.	05/27/2025	126085	17557011	415-42260-580	HOSE FOR E2	Fire Capital	2,436.00
Total 126085:							4,872.00
WESTSIDE WHOLESALE TIRE	05/27/2025	126086	963167	701-49800-402	E-1 NEW FRONT TIRES	Fleet Services	80.00
WESTSIDE WHOLESALE TIRE	05/27/2025	126086	963167	701-49800-222	E-1 NEW FRONT TIRES	Fleet Services	1,399.80
Total 126086:							1,479.80
ZUMBRO TOOLS	05/27/2025	126087	0514251661	701-49800-240	MECHANICS TOOLS	Fleet Services	104.25
Total 126087:							104.25
INNOVO BENEFITS ADMINISTR	05/19/2025	20130676	1517997	101-15998	HEALTH INSURANCE - 06.2025 AJ		730.68
INNOVO BENEFITS ADMINISTR	05/19/2025	20130676	1517997	601-49400-135	HEALTH INSURANCE - 06.2025-BR	Water	730.68
INNOVO BENEFITS ADMINISTR	05/19/2025	20130676	1517997	101-42110-135	HEALTH INSURANCE - 06.2025-DM	Police Department	730.68
INNOVO BENEFITS ADMINISTR	05/19/2025	20130676	1517997	101-42110-135	HEALTH INSURANCE - 06.2025-JW	Police Department	730.68
INNOVO BENEFITS ADMINISTR	05/19/2025	20130676	1517997	101-21706	HEALTH INSURANCE - 06.2025		68,294.88
Total 20130676:							71,217.60
MEDSURETY LLC	05/19/2025	20130677	DCAP 2025	101-21719	DCAP M.JIN		1,864.00
Total 20130677:							1,864.00
UNITED STATES POSTAL SERVI	05/19/2025	20130678	05.2025 SEP	101-41900-322	SEPTIC MAILING- MAY 2025	Central Services	331.89
Total 20130678:							331.89
AMAZON CAPITAL SERVICE	05/27/2025	20130679	196T-6HH9-3	101-42260-219	TOURNIQUET	Fire Protection Services	28.49
AMAZON CAPITAL SERVICE	05/27/2025	20130679	1FF4-39YT-3	710-49970-221	KEYBOARDS , BATTERY	IT Services	137.56
AMAZON CAPITAL SERVICE	05/27/2025	20130679	1HLC-TDKD-	101-43000-240	IPAD CASE AND BATTERIES	Public Works Department	163.15
AMAZON CAPITAL SERVICE	05/27/2025	20130679	1HLC-TDKD-	101-43000-226	HUNTER STEIN PPE	Public Works Department	417.64
AMAZON CAPITAL SERVICE	05/27/2025	20130679	1JXM-M49P-	101-41900-221	DOOR FOR NEW COMMUNICATIONS OFFICE	Central Services	247.20

Payee	Check Issue Date	Check Number	Invoice Number	Invoice GL Account	Description	Department	Invoice Amount
AMAZON CAPITAL SERVICE	05/27/2025	20130679	1PLV-6KG7-3	101-42110-201	OFFICE SUPPLIES	Police Department	23.98
AMAZON CAPITAL SERVICE	05/27/2025	20130679	1PLV-6KG7-3	101-42110-439	MEETING SUPPLIES	Police Department	33.98
AMAZON CAPITAL SERVICE	05/27/2025	20130679	1PLV-6KG7-3	101-42110-201	OFFICE SUPPLIES/COMMUNITY RELATIONS	Police Department	197.92
AMAZON CAPITAL SERVICE	05/27/2025	20130679	1X1D-LQVD-	101-41900-201	NAME TAGS/NAME PLATES	Central Services	241.53
AMAZON CAPITAL SERVICE	05/27/2025	20130679	1X1D-LQVD-	101-41900-201	ORGANIZER BINS FOR OFFICE SUPPIES	Central Services	65.90
AMAZON CAPITAL SERVICE	05/27/2025	20130679	1X1D-LQVD-	101-41900-201	AIR PURIFIER	Central Services	49.99
AMAZON CAPITAL SERVICE	05/27/2025	20130679	1X1D-LQVD-	701-49800-221	FIRE EXTINGUISHER MOUNTING BRACKET FO	Fleet Services	42.99
AMAZON CAPITAL SERVICE	05/27/2025	20130679	1X1D-LQVD-	701-49800-222	VEHICLE PARTS/ LICENSE PLATE LIGHT ASSEM	Fleet Services	114.98
AMAZON CAPITAL SERVICE	05/27/2025	20130679	1X1D-LQVD-	101-41900-223	SPILL CONTROL SYSTEM FOR FLOORS OPW / P	Central Services	949.95
AMAZON CAPITAL SERVICE	05/27/2025	20130679	1X1D-LQVD-	101-41900-223	PORTABLE EYE WASH STATION OPW / PARKS B	Central Services	156.42
Total 20130679:							2,871.68
HUNTINGTON NATIONAL BANK	05/27/2025	20130680	970958	415-42260-602	FIRE TRUCK LEASE - ROSENBAUER PUMPER U	Fire Capital	36,928.43
HUNTINGTON NATIONAL BANK	05/21/2025	20130680	970958	415-42260-602	FIRE TRUCK LEASE - ROSENBAUER PUMPER U	Fire Capital	36,928.43-
HUNTINGTON NATIONAL BANK	05/27/2025	20130680	970958	415-42260-612	FIRE TRUCK LEASE - ROSENBAUER PUMPER U	Fire Capital	10,343.08
HUNTINGTON NATIONAL BANK	05/21/2025	20130680	970958	415-42260-612	FIRE TRUCK LEASE - ROSENBAUER PUMPER U	Fire Capital	10,343.08-
Total 20130680:							.00
LK WURZER ART INC	05/27/2025	20130681	2025-6	101-45200-319	PAINTING OF GC ROCK	Parks	500.00
Total 20130681:							500.00
STREET FLEET EXPEDITED LL	05/27/2025	20130682	578044	701-49800-221	JOHN DEERE TRACTOR AND MOWER PARTS D	Fleet Services	149.64
STREET FLEET EXPEDITED LL	05/27/2025	20130682	578044	701-49800-222	FIRE TRUCK PARTS DELIVERY	Fleet Services	145.58
Total 20130682:							295.22
VESSCO INC	05/27/2025	20130683	97553	601-49400-405	NAVAREE WTP CHLORINE INJECTOR LINES RE	Water	368.15
Total 20130683:							368.15
Grand Totals:							204,122.48

AGENDA ITEM



Date: May 27, 2025

Item: 4

Title: Resignation and Recruitment - Public Works Maintenance Worker

Presenter: DJ Goman, Public Works Superintendent

Section: Consent Agenda

1. **Purpose:**

The purpose of the action item is to accept the resignation of Public Works Maintenance Worker Clint Schumann and inform council of the recruitment process to fill the vacancy created.

2. **Background:**

- A. Clint Schumann was hired September 28, 2015. Clint submitted a letter of resignation on May 20, 2025. Clint's last day will be May 30, 2025. The Public Works Department wishes Clint the best of luck in all of his future endeavors and thanks him for his 10 years service to the City of Orono.
- B. The Public Works Department currently has 5 Full-Time Public Works Maintenance Worker positions with one opening. The Public Works Maintenance Worker positions are critical to meet current service needs and are essential to City operations.

3. **Recruitment:**

The selection process for the position involves advertising the position, application screening, interviews by Public Works Supervisor and Maintenance Worker staff and practical exercise testing. The process will also include a background check, reference checks and new hire drug testing.

COUNCIL ACTION REQUESTED

Motion to accept the resignation of Clint Schumann effective May 30, 2025 and authorize staff to begin the recruitment process.

AGENDA ITEM



Date: May 27, 2025

Item: 5

Title: Rename Police Administrative Assistant to Police Administrative Support Specialist

Presenter: Maggie Jin, Finance Director

Section: Consent Agenda

1. **Purpose:**

The purpose of this action item is to approve renaming the Police Administrative Assistant positions to Police Administrative Support Specialist and approve the amended job description.

2. **Background:**

Staff routinely reviews the job descriptions of existing positions within the City's organization. With recent reviews of job descriptions within the police department, staff is recommending an update to the Police Administrative Assistant position to Police Administrative Support Specialist and amending the job description to align with the tasks being performed.

Both the current and proposed job descriptions are attached for review.

3. **Recruitment:**

There are two spots for the position and both are currently filled and requires no recruitment.

4. **Recommended Candidate:**

Kelly McGregor and Heather Russeth currently serve in the position.

5. **Recommended Compensation:**

The Police Administrative Assistant position was at a Grade 5. With the updates to the job description to reflect duties being performed, the updated position of Police Administrative Support Specialist scores at a Grade 6 on the OPEIU Local 12 Union pay scale. The increase to the position was not budgeted and will have an approximate \$6,000 impact to the current budget.

COUNCIL ACTION REQUESTED

Motion to approve renaming the Police Administrative Assistant position to Police Administrative Support Specialist and approve the amended job description, with an effective date of May 26, 2025.

Exhibits

[A. Police - Administrative Assistant 2016](#)

[B. Police - Police Administrative Support Specialist 2025](#)



CITY OF ORONO

Position Title: Administrative Support Assistant
Document Date: January 1, 2016
Department: Police
Accountable to: Chief of Police
FLSA Status: Non-exempt

Nature of Work

This position supports the Police Department.

Supervision Received and Exercised

This position reports to the Chief of Police and receives supervision from the Office Manager. This position does not supervise any other position within the City.

Examples of Work

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

- Ensure complete, timely entry and coding of data into existing RMS. Ensure compliance with legal requirements and policies regarding law enforcement information.
- Maintain integrity of police records, databases and information pursuant to federal and state statutes and City of Orono policies.
- Develop new and/or streamline existing processes for electronic data storage and retrieval, data analysis and information sharing to support directed patrol efforts and investigations – including development of spreadsheets and databases.
- Process and organize professional work product including accurate, timely reports for prosecutors and police.
- Ensure that all reports are accurate, approved by a supervisor, coded and distributed appropriately for optimum use and retention of information.
- Ensure that all reports that are submitted for prosecution are typed, proofread and approved by a supervisor.
- Streamline and implement a process for photo storage, retrieval and dissemination in cooperation with the investigative division.

- Design and prepare reports concerning police department operations, calls for service and crime statistics for police department members and supervisor, city administration, police commissions, contract cities and police department supervisors.
- Collect and collate pertinent statistical data regarding police and crime statistics that may tend to identify and suggest implications for police procedures.
- Ensure that the information collected by the Orono Police complies with legal requirements and the policies set by the entities that maintain and disseminate law enforcement records and information. (Comprehensive law enforcement data, records retention, etc.)
- Provide reports to the public (media, insurance companies, etc.) in compliance with state statutes under the direction of the chief of police.
- In cooperation with other designated city departments (IT support staff), ensure that all police department computers, software and peripherals operate at optimum efficiency by coordinating replacement, repair, security, user training and trouble-shooting.
- Schedule squad cars for maintenance and repair.
- Process reports on alcohol and tobacco compliance checks for businesses and city councils.
- Conduct monthly validations of hot files entries and update records as needed.
- Maintain records of false alarms. Send notifications to homeowners on a weekly basis and to each of the three municipalities for billing purposes on a monthly basis.
- Police department liaison to Orono IT, Records Management System provider (LOGIS), Bureau of Criminal Apprehension (CJRS/CJIS), FBI (NCIC), Security System Administrator and Hennepin County Courts.
- Ensure integrity of state and federal databases through policy implementation, training and documentation.
- Conduct and review criminal history records for criminal case files, permits, licensing and background checks.
- Transcribe case file narratives, statements, search warrants, correspondence, reports, etc. from voice recordings, direct dictations or drafts which are needed for investigation and prosecution ensuring a professional, accurate work project.
- Streamline and implement process for the reproduction, storage and records of dissemination of data including data contained on DVDs, videotapes, digital voice recordings and photos and release as approved. Collect appropriate fees, provide receipts and maintain records regarding release of information.
- Maintain users and information in the LiveScan system as a secondary administrator.

Required Knowledge, Skills and Abilities

Knowledge:

- Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Computers and Electronics — Knowledge of electronic equipment, and computer hardware and software, including applications and programming.

Skills:

- Active Listening — Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Reading Comprehension — Understand written sentences and paragraphs in work related documents.
- Speaking — Talk to others to convey information effectively.
- Service Orientation — Look for ways to help people.
- Writing — Communicate effectively in writing as appropriate for the needs of the audience.

Abilities:

- Written Comprehension — Able to read and understand information and ideas presented in writing.
- Oral Comprehension — Able to listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression — Able to communicate information and ideas in speaking so others will understand.
- Speech Recognition — Able to identify and understand the speech of another person.
- Written Expression — Able to communicate information and ideas in writing so others will understand.

Minimum Requirements

- High School Diploma or equivalent.
- Two (2) years administrative support (clerical) experience in professional office.
- Ability to obtain a Minnesota Bureau of Criminal Apprehension Terminal Operators Certification and Certification in State CJIS “Hot Files” as required.

Desirable Qualifications

- Two (2) or four (4) years post-secondary education.
- Leadership and/or management training or experience.
- Two (2) years of work experience in a professional office environment with more than ten employees.

Physical Demands and Working Environment

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



CITY OF ORONO

Position Title: Police Administrative Support Specialist
Document Date: May 27, 2025
Department: Police
Accountable to: Office Manager
FLSA Status: Non-exempt
Union Status: Office and Professional Employees International Union,
Local No. 12, AFL-CIO

Nature of Work

This position provides customer service, administrative, clerical and records support to the police department. This position is responsible for creating a welcoming atmosphere for visitors and must be able to work during core business hours

Supervision Received and Exercised

This position reports to the Chief of Police and receives supervision from the Office Manager. This position does not supervise any other position within the City.

Examples of Work

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

- Serve as police department’s first point of contact for walk-in, telephone and email requests.
- Communicate with the public, other departments and agencies and coordinate with Hennepin County Dispatch, Hennepin County Court, attorney offices and probation officers.
- Provide assistance to the public for online services.
- Process payments for data requests, fingerprints, administrative citations and other public safety transactions.
- Process subpoenas and maintain court calendars.
- Coordinate with fleet manager on the scheduling of squad cars for maintenance and repair.
- Provide training to officers for changes and upgrades to the records management system.

- Monitor inventory of forms and printed materials and order as requested.
- Maintain records of false alarms. Send notifications to homeowners and to each of the municipalities for billing purposes.
- Process reports, compose and distribute letters on alcohol and tobacco compliance checks for businesses and city councils.
- Maintain the police department website.
- Process and maintain police records and reports within an electronic records management system (RMS); complete timely data entry, classify and properly code crimes and validate all information for compliance with legal requirements and policies regarding law enforcement information.
- Process casework for the submission of criminal cases to city and county prosecutors for charging consideration.
- Transcribe case file narratives, statements, correspondence, reports, etc., from voice recordings, direct dictation or drafts which are needed for investigation and prosecution, ensuring a professional, accurate work product.
- Prepare reports concerning police department records, calls for service and crime statistics for police department members, city administration and contract cities.
- Operate and maintain software applications for the storage, retrieval and dissemination of electronic data to support directed patrol efforts and investigative cases.
- Monitor NCIC database, enter data of runaways, missing persons, stolen vehicles, stolen and recovered property.
- Conduct monthly validations of hot files entries and update records as needed.
- Conduct and review criminal history records for criminal case files, permits, licensing and background checks and gun permits to purchase.
- Provide reports to the public for the release of police records (media, insurance companies, etc.) in compliance with state statutes under the direction of the chief of police.
- Process gun permits to acquire, ensuring eligibility requirements established by state law are met.
- Process expungements from court orders and statutory regulations.
- Troubleshoot issues found in various criminal justice applications. Identify errors with data and/or functionality problems of the application. Work with the appropriate entity to resolve the issues.
- Perform other duties as assigned or as the situation dictates.

Required Knowledge, Skills and Abilities

Knowledge:

- Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Computers and Electronics — Knowledge of electronic equipment, and computer hardware and software, including applications and programming.

Skills:

- Active Listening — Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Reading Comprehension — Understand written sentences and paragraphs in work related documents.
- Speaking — Talk to others to convey information effectively.
- Service Orientation — Look for ways to help people.
- Writing — Communicate effectively in writing as appropriate for the needs of the audience.

Abilities:

- Written Comprehension — Able to read and understand information and ideas presented in writing.
- Oral Comprehension — Able to listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression — Able to communicate information and ideas in speaking so others will understand.
- Speech Recognition — Able to identify and understand the speech of another person.
- Written Expression — Able to communicate information and ideas in writing so others will understand.
- Communicate effectively with diverse and sometimes irate individuals and calmly and efficiently handle situations ranging from routine to emergency.

Minimum Requirements

- High School Diploma or equivalent.
- Two (2) years administrative support (clerical) experience in professional office.
- Ability to obtain a Minnesota Bureau of Criminal Apprehension Terminal Operators Certification and Certification in State CJIS “Hot Files” as required.
- Ability to learn and apply policies, ordinances, rules and regulations to work in the police records unit, including, but not limited to police coding of offenses, city ordinances, NCIC and MNCIS rules and regulations, police department policies, records retention schedule and MN Government Data Practices.
- Maintain strict confidentiality in performing all duties

Desirable Qualifications

- Two (2) or four (4) years post-secondary education.
- Leadership and/or management training or experience.
- Two (2) years of work experience in a professional office environment with more than ten employees.
- Experience in a law enforcement organization.
- Use of website software.

Physical Demands and Working Environment

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

AGENDA ITEM



Date: May 27, 2025

Item: 6

Title: Hire Seasonal Employee

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 Candidate

Name	Position	Wage (Per Hour)	Remarks
Morgan Raether	Clubhouse Attendant	\$14.50	New Hire
Sophia Sonnek	Clubhouse Attendant	\$15.00	Returning Employee

COUNCIL ACTION REQUESTED

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

AGENDA ITEM



Date: May 27, 2025

Item: 7

Title: Professional Service Contract Review Schedule

Presenter: Adam Edwards, City Administrator / Engineer

Section: Consent Agenda

1. **Purpose:**

The purpose of this council action is to establish a timetable for reviewing professional service contracts for the city.

2. **Background:**

The efficient operation of the city is supported by the professional service contracts for functions such as Civil and Prosecuting Attorney Services, Engineering Technical Support, and Financial Auditing. To encourage accountability for professional services, the city will adopt a schedule for their review.

3. **Process:**

When a professional service comes due, per the following schedule, the service will be reviewed by staff and the City Council at the beginning of the year. During the review, the city will determine if it is prudent to conduct a Request for Proposal (RFP) process in order to solicit proposals from other firms, providing the same types of service. If an RFP is required it will be conducted in the identified year with a goal of establishing a new contract effective the 1st of the following year.

Professional Service Review Schedule

Service	2026	2027	2028	2029
Auditor	X			
City Attorney		X		
Engineering			X	
Prosecuting Attorney				X

4. **Staff Recommendation:**

I recommend approval of the Professional Services Review Schedule.

COUNCIL ACTION REQUESTED

Move to approve the Professional Services Review Schedule.

AGENDA ITEM



Date: May 27, 2025

Item: 8

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	Code Enforcement Average Lakeshore set back (Part 6)
27 Jan	Council Code of Conduct	28 Jul	General Fund Budget Update
	Special Elections		
	Council Goals		
10 Feb	Council Code of Conduct (Part 2)	11 Aug	Social Media Policy and Procedures
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	13 Oct	Draft Capital Improvement Plans
	Average Lakeshore set back (Part 6)		
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	City Goals and Vision Discussion Part 2	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
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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
May 21st and 22nd	New Council Member Orientation (CM Schwingler)	City Hall	Dept Heads

3. Staff Recommendation:

I recommend the next work session occur as scheduled.

COUNCIL ACTION REQUESTED

Move to approve the draft work session schedule.

AGENDA ITEM



Date: May 27, 2025

Item: 9

Title: 2025 Parks Projects

Presenter: Adam Edwards, City Administrator / Engineer

Section: Parks Report

1. **Purpose:**

The purpose of this council action is to gain approval of the design and study work necessary for the parks projects and initiatives identified in the 2025 Parks Capital Improvement Plan.

2. **Background:**

The following Parks items have been identified in the 2025 Parks Capital Improvement Plan:

a. Hackberry Park Design

The proposed design work is a continuation from the park planning completed in 2023. Improving Hackberry Park has been a city focus for over a decade. In 2016 the city entered into a life estate agreement to gain possession of 140 Hackberry Hill, which was a residential parcel in the middle of the park. The city took possession of the parcel in 2023, and subsequently completed the demolition of the structures on the parcel. This project includes drainage improvements for the park and surrounding neighborhood, much needed infrastructure repairs, reorienting the playing fields, improved parking and would provide potential improvements such as ADA accessible paths and support facilities. The intent of the design work will be to continue engagement with stakeholders, to refine a plan that is buildable and provide documentation to be used in grant proposals to secure funding for future construction. The CIP Slide and the Plan summary are attached.

b. Antoine Park Master Plan

In 2024 the Park Commission asked staff to develop a plan to engage the neighborhood concerning updates to the park amenities at Antoine Park. Antoine Park is a neighborhood park that is fairly well used, and part of the study will be to explore improvement opportunities to benefit the neighborhoods using the park. The CIP Slide is attached.

c. County Road 6 Trail Resurfacing

This project is part of ongoing pavement maintenance efforts to our existing trail system. This trail runs parallel to County Road 6 on the south side from OCB to Willow Drive. It connects the Independence trail to the Willow Drive trail via the Lee Carlson ball fields. The trails was constructed 20 years ago and the pavement is in need of resurfacing, particularly on the eastern end. The CIP slide is attached.

3. **Scope:**

a. Hackberry Park Design.

The scope of work for the Hackberry Park Design includes the designs for the playing fields, stormwater management, parking and landscaping as well as associated stakeholder engagement, survey, and permitting support.

b. Antoine Park Master Plan.

The scope of work for the Antoine Park Master Plan will be to develop a plan with short and long

term improvements through a process including staff, parks commission and public engagements.

c. County Road 6 Trail Resurfacing.

The scope of work for this project is to resurface portions of the asphalt trail.

4. Cost:

a. **Hackberry Park Design.** Bolton and Menk has provided a not to exceed proposal of \$87,200.

b. **Antoine Park Master Plan.** Bolton and Menk has provided a not to exceed proposal of \$10,600.

c. **County Road 6 Trail Pavement Improvement.** Bolton and Menk provided a not to exceed proposal of \$6,980.

5. Funding:

These project are funded by the Parks fund. All were included in the Parks CIP for 2025.

The Hackberry Park project, once it reaches the construction phase, will also require funding from the Stormwater Fund, Pavement Fund and grants.

6. Staff Recommendation:

I recommend moving forward with these park efforts.

COUNCIL ACTION REQUESTED

Move to direct staff to commence work on the 2025 Parks projects: Hackberry Park Design, Antoine Park Master Plan and CR6 Trail Resurfacing. Further to accept the proposals from Bolton and Menk for the same.

Exhibits

[A. Fee Estimate - 2025 Hackberry Park Design](#)

[B. 24-028 Hackberry Park Revitalization CIP Sheet](#)

[C. 2024-08-06 Hackberry Park Executive Summary](#)

[D. Fee Estimate - 2025 Antoine Park Master Plan](#)

[E. 25-032 Antoine Park CIP sheet](#)

[F. Fee Estimate - CR 6 Trail Improvements](#)

[G. 25-043 CR6 Trail Resurface CIP Sheet](#)



January 7, 2025

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

RE: Hackberry Park Revitalization- Design Services

Dear Adam:

As requested, we have prepared a scope of services and fee estimate to develop plans and specifications for improvements to Hackberry Park.

Proposed Scope of Services

To assist the city with this improvement project, Bolton & Menk proposes the following scope of services:

Project Management \$19,000

The tasks associated with Project Management will include:

- Kick-off meeting (1 total): in-person meeting with desired city representation and Bolton & Menk, Inc. staff to confirm project scope, timeline, and deliverables; Bolton & Menk to prepare meeting agenda and compile notes summarizing discussion.
- Coordination meetings (up to 5): Ongoing progress updates and design coordination
- Utility coordination meeting (1 total)
- Watershed coordination meeting (up to 2)
- Shelter/Restroom design coordination: Coordination with prefabricated building manufacturer to finalize structure design to be included in construction plan set. Coordination of site design and utility requirements.

Survey \$8,500

Survey work to include the following items:

- Capture topographic survey for the entire Hackberry Park and existing right-of-way. Survey work to include extents necessary to tie into the existing pavement at Willow Drive.
- It is anticipated that this project will leverage existing topographic mapping and new coordinates and elevations collected through this effort.

Permitting Assistance \$7,000

Bolton & Menk will work with city staff to identify and complete the necessary permits.

- Wetland delineation & report.
- City plumbing and building permits
- Department of Public Health

Design..... \$46,500

Bolton & Menk will advance the approved master plan concept through 60% design development, 100% construction drawings and project specifications. Our team will also recommend phasing of project construction to allow for flexibility during implementation. Tasks associated with Design will include:

- Design Development plans (60%): \$19,000
- Construction Drawings (100%): \$22,000
- Construction Specifications: \$5,500

Elements for design to be developed during this task include the following:

1. Multi-Use Field
 - 180' x 300' natural grass field
 - 12' tall chain link fencing along east and west sides of field
2. Softball/Tee-Ball Field
 - Natural grass field
 - Dugouts and spectator bleachers
3. Sidewalks
 - Concrete or bituminous walks of a minimum of 6' in width will connect the parking lot, park shelter, existing basketball court, existing playground, softball/tee-ball dugouts and bleacher pads and park entrance from Hackberry Hill
4. Bituminous Parking Lot
 - Approximately 60 standard parking stalls and 3 ADA stalls
 - Drop-off area near park shelter
5. Stormwater Pond
 - To be situated in southeast corner of the site
 - Basin will receive roadway runoff from Willow Drive N and will be sized appropriately to treat stormwater
 - Part of this effort will review winter management practices to determine appropriate locations for snow pile storage as well as an evaluation of meltwater that may contain salt and debris that could be detrimental to the longevity of the stormwater basin.
6. Shelter/Restroom Building
 - Centrally located to house restrooms, a drinking fountain and community gathering space
 - ADA accessible
7. Landscape Plan
 - Resilient tree plan to supplement and replace current trees located within the park
 - Shrub/perennial beds at key locations in the park
 - Construction disturbance restoration plan
8. Irrigation Plan
 - Develop irrigation plans and details for the two playing fields (multi-use field and softball/tee-ball field)
9. Electrical Plan
 - Electrical plans and details showing lighting for the shelter, parking lot lights, GFCI outlets at key locations and electrical to field scoreboards. The scope and fee do not include field lighting.
 - Electrical specifications
10. SWPP

11. Park Amenity Plan

- Picnic tables
- Bike racks
- Relocate existing resident mailboxes
- Locate typical park sign

Bidding \$6,200

Bolton & Menk will assist the city in preparing the bid package, answering contractor questions during bidding, preparing and issuing addendums, as necessary, and providing guidance on a recommendation for award of contract.

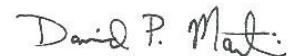
Fee Estimate

Based on the scope of services described above, we propose a total not-to-exceed fee of **\$87,200** to be billed on an hourly basis. Once the project is awarded, we will provide the city with a separate fee estimate for construction phase services.

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

Sincerely,

Bolton & Menk, Inc.



David P. Martini, P.E.
Senior Principal

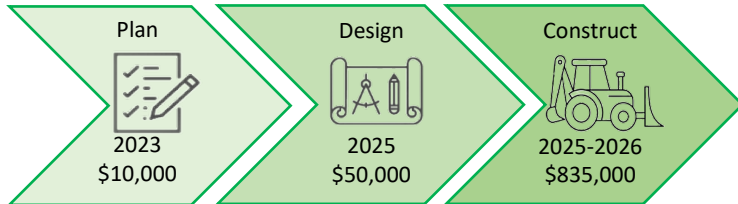
Project: Hackberry Improvements

Scope: Construct a multi-use field, renovate a tee-ball field, build parking lots, improve drainage

Justification: Hackberry Park has suffered from poor drainage and sub-standard field conditions. Parking has also been a hindrance when used by different sports organizations. The project will allow for improved drainage, safer field conditions, and more efficient parking. Ideally coordinated with an area stormwater and pavement improvement project.

Alternatives: Do not proceed with project. Cancelling the project will impact how the park is used. Without the project, the tee-ball fields and multi-use field will continue to struggle with poor drainage and playing conditions.

Timeline and Budget:



Funding:

Source	Amount	Comment
Parks Fund	\$ 300,000	Hennepin County Youth Sports Grants is being pursued in 2024.
Stormwater Fund	\$ 95,000	
Donations	\$ 200,000	
Grants	\$ 300,000	
TOTAL	\$ 895,000	

Location: 170 Hackberry Hill





HACKBERRY PARK MASTER PLAN

Executive Summary

December 2023

Overview

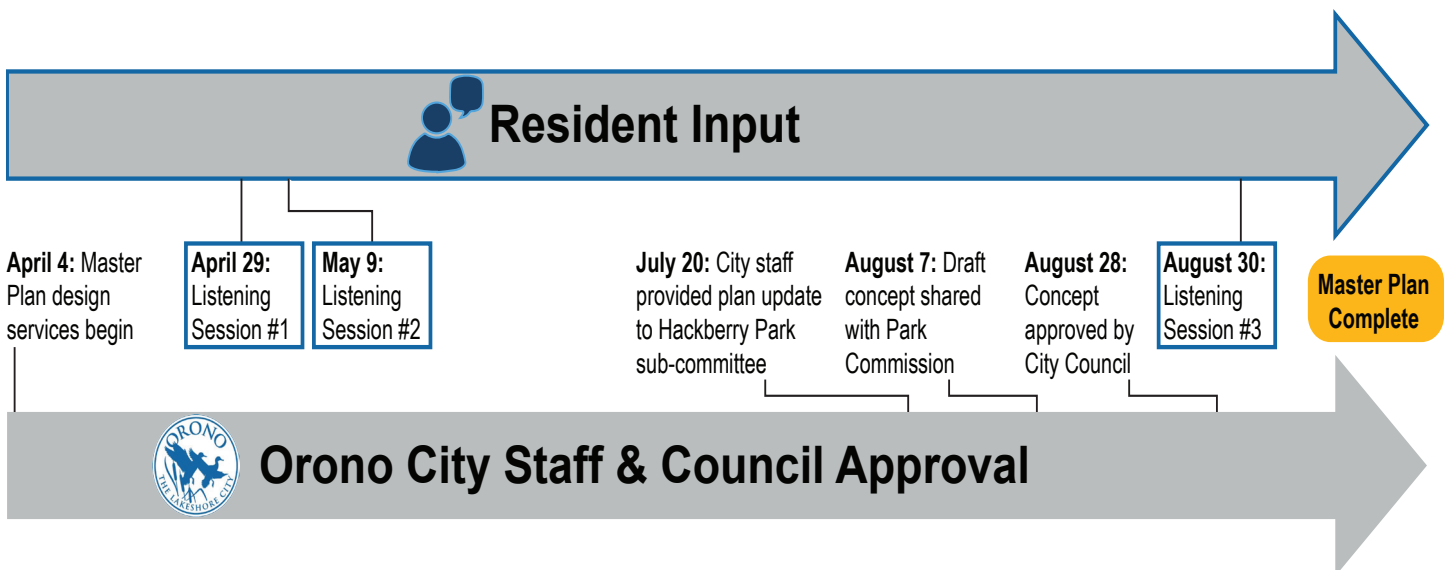
Existing features:

Hackberry Park is a 3 acre neighborhood park located at the northwest corner of Willow Drive North and Maple Lane. The block containing the existing park also includes one single-family home. This house was purchased by the City of Orono in 2016 using life estate and the City of Orono assumed ownership of the property when it was vacated in December 2022. The removal of the house allows Orono to design a master plan for Hackberry Park that better meets the needs of the community. The main existing features include the following:

- Ball fields
- Basketball court
- Benches
- Bike Racks
- Chemical toilets
- Open space
- Picnic tables
- Open space
- Playground equipment
- Mature Trees
- Park sign
- Resident mailboxes

Process

In April 2023, the City of Orono enlisted the services of Bolton & Menk to help guide the City through a formal master planning process of Hackberry Park. The master planning process was a coordinated effort between the Orono Park Commission, City staff, and Hackberry Park’s neighborhood residents. From April through August a series of public listening sessions were held by City staff to inform the design and programming of the park. Updates and draft concepts were shared with the Hackberry Park sub-committee and the larger Park Commission. Orono City Council approved staff’s recommendation to move into a preliminary design phase on Monday, August 28, 2023. The item was approved in a 4-1 vote. Feedback at the final listening session on August 30th did not direct additional changes to the draft design, allowing the plan to be finalized. Master plan recommendations are documented in the pages that follow.



Arriving at the Proposed Improvements

Based on a variety of factors (existing grades, drainage patterns, residential context, overall park size, access, surrounding environment, public input, and City of Orono needs) a number of programming and site layout changes have been proposed. This design was informed by three listening sessions with neighborhood residents and presentations to the Hackberry Park Sub-Committee, Park Commission, and Orono City Council.

The site inventory graphic on the following page identifies existing utilities, adjacent streets, and Hackberry Park’s boundary. The house shown in the aerial has been purchased by the City of Orono to be demolished and converted to park improvements.

The lists below summarize the discussions and input received at public listening sessions as well as direction from City staff. The ordering of items does not necessarily reflect their important or emphasis.

Summary of Design Input

Existing Issues

- Parking
 - Backing out on Willow Dr does not feel safe
 - Street parking can limit emergency vehicles access and access to existing mailboxes
- Water Drainage
 - Park is built in a wet area
 - Drain tile is clogged
- Vehicle Speed
 - Cars speeding on Willow Dr

Desired Improvements

- Ash tree replacement planning
- Programming for families
- Restroom/small shelter area with restrooms near play equipment
- Drinking fountain
- Keep (but improve) south ballfield
- Remove north ballfield
- Keep sledding hill (adjacent to playground)
- Soccer/multi-sport field
- Coniferous plants along Willow Dr to screen sound
- Additional seating throughout park
- Keep mailboxes on the park side
- Signage on the rules of the park (i.e. leashed dogs, motorized vehicles, closed at 10pm)
- Dedication plaque to the Gleason Family
- Remove broken well by skating rink
- Level skating rink area

Improvements Not Desired for Hackberry Park

- Sand volleyball
- Charcoal grills
- Field lighting
- Curbs on roads
- Pickleball courts



Existing playground (image from City of Orono)



Existing park sign (image from homes.com)



Proposed Improvements

Multi-Use Field

The open field on roughly the north half of the site is proposed as an open playfield suitable for soccer, foot races, or a myriad of other activities. A 12' fence is proposed at both the east and west ends of the field.

Softball / Tee-Ball Field

It is proposed that the two existing ballfields be consolidated into one, complete with dugouts and spectator bleachers. The softball / tee-ball field is easily accessible from the parking lot and shelter.

Dugouts & Bleachers

Dugouts and bleachers are proposed as part of the softball / tee-ball field in the park's southeastern quadrant for the safety and comfort of both players and spectators.

Sidewalks

Concrete or bituminous walks of a minimum 6' width will connect the parking lot, shelter, existing basketball court, existing playground, softball/tee-ball dugouts and bleachers, and park entrance on Hackberry Hill. Sidewalks are of lower priority to connect the multi-use field, softball/tee-ball field, stormwater ponds, and the two overflow parking areas; however, additional walk connections could be added in later phases.

Tree Replacement / Landscape Plan

Many of the existing trees within the park are nearing maturity or susceptible to potential disease. This includes many ash trees susceptible to Emerald Ash Borer. Additional trees should be planted throughout the park to provide future shade. A diverse landscape plan should be used for better resiliency against disease and for different rates of growth to ensure a healthy and continuous tree canopy for future generations.

Shelter / Restroom Building

The addition of a small, centrally-located shelter is recommended to house restrooms, a drinking fountain, and community gathering space. The facility would provide park users an improved toilet facility, access to drinking water, and a warming area for winter activities. Proposed sidewalks, a crosswalk, a parking lot drop-off area, and surrounding hardscape area make the shelter easy to access by people enjoying all areas of the park.

Irrigation

Irrigation is proposed for the 2 playing fields to maintain a useable playing surface.

Picnic Tables

Replacing the existing picnic tables with a more aesthetically pleasing yet vandalism resistant table within the park is recommended. Explore providing a solid concrete picnic table, including at least one that is ADA accessible. Maintenance and vandalism should be considerations when selecting picnic tables.

Bituminous Parking Lot

An asphalt parking lot with approximately 60 standard parking stalls and 3 ADA stalls is proposed in the middle of the site to serve parking needs for all of Hackberry Park. The lot is to include a drop-off area near the shelter for park users that need or prefer to travel only short distances as pedestrians.

Stormwater Pond

In the southeast corner of the site, a stormwater pond is recommended to improve erosion control, stormwater management, and sustainability. The basin will receive roadway runoff from Willow Dr N and could be sized appropriately to treat the stormwater. The native plantings in the rain garden will also support pollinators by providing important habitat and food sources.

Bike Racks

The installation of bike racks is recommended to allow park users to park bicycles near the restroom facility at Hackberry Park. The addition of bike racks encourages the use of non-motorized transportation and allows the park to serve as a rest stop for cyclist on longer rides.

Park Sign

The existing park sign can be replaced to give additional information about the park.

Existing Basketball Court

The existing basketball court shall be utilized as it was previously, but connected to the pedestrian circulation network via walks.

Existing Playground

The existing playground shall be utilized as it was previously, but connected to the pedestrian circulation network via walks.

Existing Resident Mailboxes

Mailboxes in the footprint of overflow parking or other enhancements will be relocated as close to the residence which they serve as possible. Additional mailboxes may be moved as needed to accommodate mail truck operations.



Hackberry Park Master Plan Improvements

November 6, 2023

PRELIMINARY ESTIMATED COSTS

Item	Item Description	Unit	Est. Qty	Notes	Unit Cost	Total Cost
1	Mobilization	LS	1	approximately 8% of construction cost	\$55,000	\$55,000
2	Clearing & Grubbing	LS	1	coordinate specific trees with city staff	\$10,000	\$10,000
3	Site Grading	LS	1	grading does not include existing basketball court and playground area	\$25,000	\$25,000
4	Storm Sewer/Raingarden Pond System	LS	1	intakes, piping, soil medium and plant material	\$50,000	\$50,000
5	Parking Lot	LS	1	assume bit. pavement with concrete curb & gutter	\$90,000	\$90,000
6	4" Concrete Walk	LS	1	shelter plaza pavement & connecting walkways	\$40,000	\$40,000
7	Shelter Building (approximately 15'x20')	LS	1	assume small enclosed maintenance building w/attached open shelter	\$100,000	\$100,000
8	Multi-Use Field (180'x300')	LS	1	no lighting	\$200,000	\$200,000
9	12' Chainlink Fencing @ east & west end of soccer field	LF	320	additional fencing may be required	\$150	\$48,000
10	Softball/Tee-ball Field	LS	1	relocate/reuse infield surfacing, new backstop and baseline fencing	\$125,000	\$125,000
11	Dugout	EA	2	approximately 10' x 20' overhead structure w/chainlink sides	\$25,000	\$50,000
12	Bleacher	EA	1	assume four tiered bleacher	\$5,000	\$5,000
13	Stormwater Pond	LS	1	includes grading, soil, mulch and plant material	\$20,000	\$20,000
14	Landscaping	LS	1	includes grading, soil, mulch and plant material	\$10,000	\$10,000
15	Irrigation	LS	1	two fields	\$100,000	\$100,000
16	Drinking Fountain	LS	1	will need to be fed by the well as not on municipal water	\$8,000	\$8,000
17	Field Equipment (both fields)	LS	1	goals, nets, bases, signs, misc.	\$30,000	\$30,000
18	Bike Rack	EA	3	match existing city standard	\$1,800	\$5,400
Subtotal						\$971,400
Contingency (15%)						\$145,710
Preliminary Total						\$1,117,110



January 7, 2025

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

RE: Antoine Park Master Plan

Dear Adam:

As requested, we have prepared a scope of services and design fee estimate for the proposed master plan for Antoine Park. It is our understanding that the master plan is intended to allow for near and long-term improvements to be considered for the site for continued enjoyment by residents. The associated cost estimate will be used to identify priorities and funding sources to be planned and implemented as part of the City's capital improvement plan.

Proposed Scope of Services

To assist the city with this project, Bolton & Menk proposes the following scope of services:

Master Plan Development \$7,100

- Create a site analysis graphic for the park
- Create 2-3 conceptual plans for review with City Staff/Parks Commission
- Consolidate any previous work and planning efforts for the park in the conceptual plans
- Meet with Staff /Park Committee to review conceptual plans
- 1-2 in-person public engagements
- Create a preferred master plan concept based on input from City/Community

Plan Deliverables:

- a. Site analysis graphic
- b. 2-3 conceptual plans with preliminary cost estimate
- c. Preferred master plan (rendered, scalable 22"x34")

Master Plan Executive Summary \$3,500

- Develop an executive summary and compile master planning material into a pdf documenting the master planning process for the park. This document will include all concepts developed, graphics and cost estimates developed during the project, along with the any public engagement material.

Master Plan Summary Deliverables:

- a. Master Plan Executive Summary, documenting the master planning process, supporting graphics and cost estimate (pdf format)

Preliminary Schedule

- a. 12/23/24 – Proposal Approval
- b. 2/1/23- 4/31/23 - Conceptual Plans
- c. 5/6/25 – Draft Master Plan provide to Parks Commission
- d. 8/5/25 – Master Plan approved by Parks Commission
- e. 9/8/25 – Master Plan approved by City Council

Fee Estimate

Based on the scope of services described above, we propose a total not-to-exceed fee of **\$10,600** to be billed on an hourly basis.

We look forward to collaborating with Orono to develop this Master Plan. Please let me know if you have questions or need additional information.

Sincerely,

Bolton & Menk, Inc.



David P. Martini, P.E.

Senior Principal

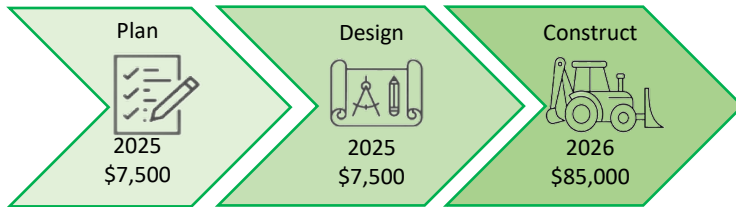
Project: Antoine Park Upgrades

Scope: Develop a vision to refresh park features and amenities

Justification: Park is widely used by neighbors and could benefit from a refresh of equipment and layout. Part of a larger goal to refresh playground equipment throughout the City.

Alternatives: Do not proceed with project. Continued decline in playground equipment, open space, and surrounding amenities.

Timeline and Budget:



Funding:

Source	Amount
Parks Fund	\$ 100,000
Play Area Grant	\$ 40,000
TOTAL	\$ 115,000

Location: Fagerness Point Road & Corral Road





**BOLTON
& MENK**

Real People. Real Solutions.

2638 Shadow Lane
Suite 200
Chaska, MN 55318-1172

Ph: [952] 448-8838
Fax: [952] 448-8805
Bolton-Menk.com

January 7, 2025

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

RE: County Road 6 Trail Improvements – Design and Bidding Services

Dear Adam:

As requested, we have prepared a scope of services and design fee estimate for the proposed County Road 6 Trail Improvements Project. It is our understanding that the scope of the project will consist of a bituminous overlay/patching of the existing County Road 6 trail between Old Crystal Bay Road and Willow Drive.

Proposed Scope of Services

To assist the city with this improvement project, Bolton & Menk proposes the following scope of services:

Staff Design Meetings – Our team will work with City staff to develop the scope of the project and to get input on design details. The goal of these meetings is to ensure that the project is designed consistent with City standards and that the City's maintenance practices and operations are considered throughout the design process

Detailed Design and Bidding – Bolton & Menk will prepare plans and specifications for the project. Upon authorization, Bolton & Menk will obtain quotes for the work and will ultimately make recommendations to the City Council about awarding the project.

Fee Estimate

Based on the scope of services described above, we propose a not-to-exceed fee of **\$6,980** to be billed on an hourly basis. Once a construction contract is awarded, we will prepare a separate scope and fee estimate for construction phase services.

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

Sincerely,

Bolton & Menk, Inc.

David P. Martini, P.E.
Senior Principal

CR 6 Trail Improvement

CIP Section: Parks

CIP Section: Parks

Project Scope/Description: Resurfacing of Trail between OCB and Willow on CR 6 Trail

Analysis of Need/ Justification: Scheduled maintenance to ensure quality trails

Alternatives: Defer Maintenance, increased deterioration to trail surfaces

Funding: Parks Fund

Item	Estimate
Parks Fund	\$ 36,400

Location: County Road 6 Trail (OCB – Willow)



AGENDA ITEM



Date: May 27, 2025

Item: 10

Title: Mountain Bike/Multiuse Trail

Presenter: Joe Ruthenberg, Superintendent - Parks, Facilities

Section: Parks Report

1. **Purpose:**

For council to review a plan from the Parks Commission for a proposed Mountain Bike Trail at Orono Orchards Golf Course, with the stated goal of council approving \$15,000 in design fees for the project.

2. **Background:**

At the February 4, 2025 Park Commission meeting the commission voted 4-0, to bring a proposal to City Council, to approve \$15,000, as budgeted in the CIP, to hire a designer for a mountain bike trail at the Orono Orchards Golf Course.

3. **Cost:**

The capital improvement plan allocated \$50,000 for this project, with costs to be expended from the Parks Fund.

4. **Staff Recommendation:**

Council to review the presentation and authorize staff to solicit design proposals, not to exceed \$15,000, for the bike trail design.

COUNCIL ACTION REQUESTED

Motion to authorize staff to solicit design proposals, not to exceed \$15,000, for a proposed bike trail at the Orono Orchards Golf Course.

Exhibits

[A. Mountain Bike Trail Final](#)

AGENDA ITEM



Date: May 27, 2025

Item: 11

Title: Hire Part-Time Firefighters

Presenter: Shea Chwialkowski, Interm Fire Chief

Section: Public Safety Report

1. **Purpose:**

The purpose of this action is to seek approval to hire two part-time firefighters who will provide immediate support by staffing Orono Duty Crew shifts.

2. **Background:**

The Orono Fire Department has completed a comprehensive assessment of staffing requirements to effectively support the recently revised Duty Crew schedule. Based on this evaluation, we have determined that the optimal number of part-time firefighters is 12. Currently, the department has 8 part-time firefighters, with an additional individual in the process of completing initial training. Additionally, one current part-time firefighter is scheduled to relocate out of state in June. Given this ongoing staffing shortage, the Orono Fire Department is actively seeking highly qualified part-time firefighters to join our team.

All Orono firefighters will work collaboratively with their counterparts from the Long Lake Fire Department to deliver high-quality, reliable emergency services to the broader community.

Additionally, all current and prospective Orono firefighters are expected to commit to the long-term success and sustainability of the future consolidated fire department.

3. **Recruitment:**

The selection process for the position included public job posting, application screening, formal interviews, and a thorough background investigation. Interviews were conducted by the Interim Fire Chief and other fire officers.

4. **Recommended Candidate:**

Aiden Liebl brings three years of experience as both a paid-on-call and career firefighter with another fire department. He holds certifications in Firefighter I & II, Fire Officer I, and Emergency Medical Responder. Cam Aslakson has served for two years as a paid-on-call firefighter with another department and holds certifications in Firefighter I & II, and Emergency Medical Responder. Both individuals are enthusiastic about joining the Orono Fire Department and are eager to contribute to the long-term success of the future consolidated fire department.

5. **Recommended Compensation:**

I recommend Aiden Liebl and Cam Aslakson for a conditional job offer as part-time firefighters with an effective start date of May 28th, 2025.

- **Pay:** Starting rate of \$20.00/hour.
- **Benefits:** Police and Fire PERA
- **Conditions:** Passing background check, psychological exam and physical exam

COUNCIL ACTION REQUESTED

Motion to approve conditional job offers to Aiden Liebl and Cam Aslakson for part-time firefighter positions at a rate of \$20.00 per hour, with a start date of May 28th, 2025.

AGENDA ITEM



Date: May 27, 2025

Item: 12

Title: 2026 Street Improvement Project Planning and Engineering (Project #26-001)

Presenter: Adam Edwards, City Administrator / Engineer

Section: City Administrator/Engineer Report

1. **Purpose:**

The purpose of this action item is to gain council approval to begin the planning and design of the 2026 Street Maintenance Project.

2. **Background:**

The city's annual street project requires considerable planning and design work. In order to be prepared to bid, award, begin and complete construction during the construction window, it is necessary to identify and begin the planning and design process the year prior to planned street project. The proposed streets are identified in the City Pavement Capital Improvement Plan (CIP) list for 2026. The CIP in turn is informed by the recommendations from the streets division and the city engineer based on inspection results. Streets are inspected and assigned a pavement condition index (PCI) rating. The PCI allows a street to street comparisons and provides the data required to conduct street maintenance, programming and planning. The annual street improvement projects are part of a holistic street maintenance process including maintenance, preservation and replacement. As part of the street improvement project we also assess the need for any municipal utility and stormwater improvements. As this is the first street improvement project this council has been a part of, staff will provide a brief presentation on the city's pavement improvement process.

Since the 2026 Project includes North Arm Drive it is prudent to consider including the construction of the pedestrian trail envisioned in the 2017 feasibility study. This trail was first suggested by the City's Parks Commission shortly after the commencement of the Lakeview Development. The trail is intended to connect West Branch Road (CSAH 151) and the Lakeview Park with a 4 ft wide gravel pedestrian trail. The city completed a feasibility study which you will find as Exhibit C. Since that time, the city has been projecting the trail project on the Parks CIP to coincide with the timing of the North Arm Road Project. Completing the two projects as one provides the best opportunity to realize cost savings and limit disruption to the neighborhood.

3. **Scope:**

- a. Planning and engineering will consist of topographic surveying, utility inspections, design, permitting, public input and solicitation of bids for selected roads.
- b. The scope of work proposed for the 2026 Streets project includes the reclaiming and repaving of North Arm Drive and North Arm Lane, as well as widening North Arm Lane, where possible. The project will also include associated stormwater repairs and sanitary sewer manhole adjustments.

- c. The scope of work for the pedestrian trail includes the construction of an approximately 2000 foot long, 4 foot wide gravel trail from West Branch Road to the Lakeview Park.

4. Cost:

- a. Bolton and Menk have provided a scope of services and design fee estimate not to exceed \$129,000 for the road way portion of the project. If the trail is included, the not to exceed amount is \$184,000 (Exhibit B).
- b. The preliminary cost estimate for the road project is s \$1,102,600.
- c. The preliminary cost estimate for the trail project is between \$80,000 and \$220,000 depending on final design. There is a large amount of variability in this, based on the amount of clearing and grubbing, wetland mitigation and or retaining walls that may be required to accommodate the trail.

5. Funding:

- a. Funding for the Street Project will come from the Pavement, Sanitary Sewer and Stormwater Funds.

Fund	Cost Estimate
Pavement	\$ 950,000
Stormwater	\$ 142,600
Sanitary Sewer	\$ 10,000
Total	\$ 1,102,600

- b. Funding for the trail would come from the Parks Fund.

6. Staff Recommendation:

I recommend Council authorize the design of the 2026 street project.

I further recommend Council direct staff to include the trail project design with the 2026 Street Project design. However the trail should be kept as an alternate bid until a refined cost estimate is completed and it can be determined if the cost is reasonable.



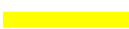
COUNCIL ACTION REQUESTED

Move to direct the City Engineer to move forward with the planning and design of the 2026 Street Improvement Project and accept the Bolton and Menk proposal for design.

Exhibits

- [A. 2026 Street Improvement Project Area](#)
- [B. Fee Estimate - 2026 Street Improvements](#)
- [C. 2017-03-15 FEASIBILITY STUDY](#)

2026 Street Project Area

-  North Arm Drive- Reclamation
-  North Arm Lane- Reclamation-Widening
-  Pedestrian Trail





**BOLTON
& MENK**

Real People. Real Solutions.

2638 Shadow Lane
Suite 200
Chaska, MN 55318-1172

Ph: [952] 448-8838
Fax: [952] 448-8805
Bolton-Menk.com

May 21, 2025

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

RE: 2026 Street Improvements – Design and Bidding Services

Dear Adam:

As requested, we have prepared a scope of services and design fee estimate for the proposed 2026 Street Improvements Project. It is our understanding that the scope of the project will consist of the following:

North Arm Drive from North Shore Drive to West Branch Road – Bituminous Reclamation
North Arm Lane – Bituminous Reclamation and widening
Alternate – Add approximately 2000 feet of a 4-foot class 5 trail to the west side of North Arm Drive

Proposed Scope of Engineering Services

To assist the city with this improvement project, Bolton & Menk proposes the following scope of services:

Staff Design Meetings – Our team will work with City staff to develop the scope of the project and to get input on design details. The goal of these meetings is to ensure that the project is designed consistent with City standards and that the City's maintenance practices and operations are considered throughout the design process

Detailed Design and Bidding – Bolton & Menk will obtain the required survey data, prepare detailed plans and specifications for the project. This work will include coordination with private property owners as needed. Upon authorization, the project will be advertised for competitive bids. Bolton & Menk will administer the bidding process and will ultimately make recommendations to the City Council about awarding the project.

Fee Estimate

Based on the scope of services described above, we propose a not-to-exceed fee of **\$129,000** to be billed on an hourly basis. If the alternate trail work is ordered additional survey, design work and wetland delineation will be required. We propose a total not-to exceed fee of **\$184,000** if the alternate trail work is included. If necessary, we will provide you with quotes for soil borings by a sub-consultant. Once the Construction Contract is awarded, Bolton & Menk will prepare a separate scope and fee estimate for construction phase services.

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

Sincerely,

Bolton & Menk, Inc.

David P. Martini, P.E.
Senior Principal Engineer



City of Orono

North Arm Drive Trail Feasibility Study

March 15, 2017

Prepared by:

Bolton & Menk, Inc.
2638 Shadow Lane
Suite 200
Chaska, MN 55318
P: 952.448.8838

FEASIBILITY STUDY
FOR
NORTH ARM DRIVE TRAIL
CITY OF ORONO, MINNESOTA



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



Brian D. Simmons P.E.

Date: March 15, 2016

Registration No. 48766

SECTION 1 INTRODUCTION

1.1 **IMPETUS:**

The impetus for this report is a request from the City of Orono to evaluate the feasibility of adding a pedestrian only trail along North Arm Drive.

1.2 **REPORT ORGANIZATION:**

To address the replacement options in an orderly manner, the report is organized in three (3) sections as follows:

Section 1:	Introduction
Section 2:	Trail Construction
Section 3:	Financing / Funding
Figures:	Project Map, Trail Section, and Site Photos

1.3 **OVERALL FEASIBILITY AND COST EFFECTIVENESS**

All improvements addressed within this report are feasible from a technical standpoint. The improvements are necessary to provide safe and adequate infrastructure, and represent cost effective solutions for doing so. **Figure No 1** shows the locations of the proposed project components.

SECTION 2 TRAIL CONSTRUCTION

2.1 BACKGROUND

North Arm Drive is a city street with a rural section that connects from North Shore Drive W to West Branch Road. The road borders the former Lakeview Golf course which is currently under development into single family home lots. The east side of North Arm Drive is existing single family residential homes. The topography of the area is generally ditched on the east side and a berm up towards the former golf course on the west side. The roadway section is rural, and little drainage infrastructure in the area. A number of residential driveways connect to North Arm Drive on the east side and one on the west. There is also aboveground power and poles running parallel to North Arm Drive on the east side. A public use private park exists on the west side of North Arm Drive approximately halfway between the North Shore Drive and West Branch Road. There are areas of light to heavy volunteer growth along both side of the roadway.



analysis or survey was performed as part of this report.

2.2 PROPOSED TRAIL IMPROVEMENTS

The proposed Trail Section is shown in **Figure No 1**

The Proposed project layout is shown in **Figure No 2:**

- 4-foot wide pedestrian only path, from the existing public use park to West Branch road

After analysis of alternatives, the following is recommended:

- Construct the trail on the west side of North Arm Drive, where there are fewer existing conflicts with existing driveways and power poles as well as landscaping and manicured lawns
- The ongoing development at the former Lakeview Golf course site shows plans for internal roadways and internally served streets, therefore no new conflicts will be created with a west side trail alignment
- Construct a clear opening including 4-feet of trail and 1-foot on either side of level green space so that the trail may be maintained and mowed
- In order to establish ADA compliance now or in the future it is likely that any conflicting or crossing driveways will need to be reconstructed where the trail crosses, at some expense
- As directed by City Staff and Parks Commission, the proposed section to be constructed is a pedestrian only facility that will have a crushed limestone gravel surface, in keeping with the nature of the area, and will not be paved
- The proposed section to be constructed on the west side of North Arm Drive will require removal of some trees and brush, which we have observed to be primarily volunteer growth
- The proposed section will also require some grading to be constructed to ADA standards for grade, and will be graded into the berm on the west side of the roadway

SECTION 3
FINANCING AND FUNDING

3.1 FINANCING & FUNDING

The total estimated project costs for North Arm Drive Trail are below. These estimated costs include contingencies and soft costs (engineering, legal, administration, financing, etc.).

Total Project Cost: \$ 79,650

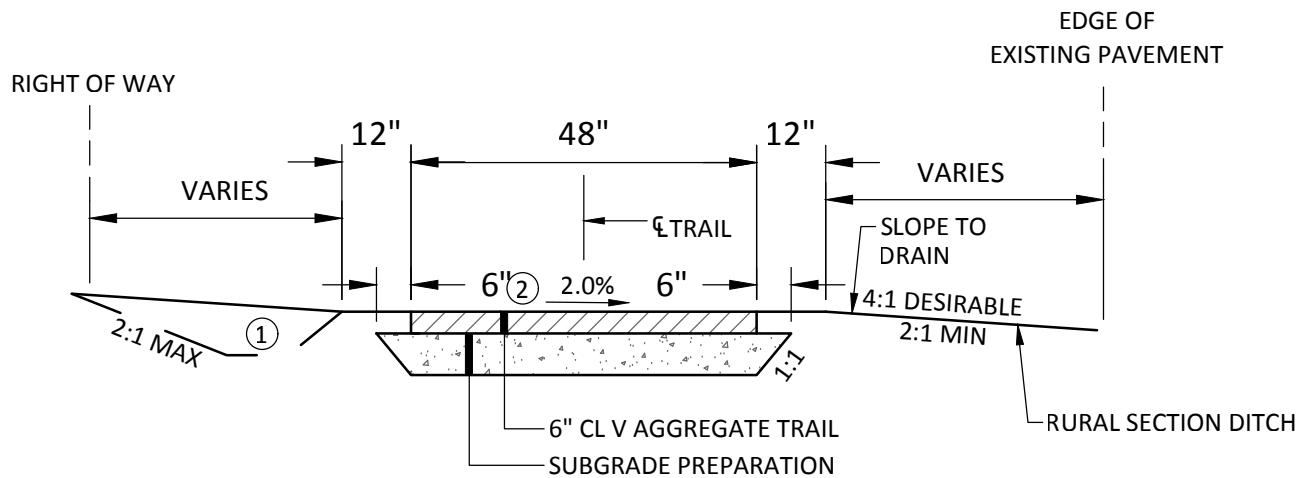
Assessments are not proposed for this project.

3.2 PROJECT COST ESTIMATE

The following cost estimates detail the costs for constructing the recommended improvements, in 2017 dollars.

**TRAIL CONSTRUCTION ESTIMATE
 NORTH ARM DRIVE TRAIL
 CITY OF ORONO
 DATE: 3/22/2017 23:44**

ITEM NO.	BID ITEM	UNIT	TOTAL QUANTITY	UNIT COST	TOTAL COST
1	MOBILIZATION & TRAFFIC CONTROL	LUMP SUM	1	\$ 6,000.00	\$ 6,000.00
2	CLEARING & GRUBBING	ACRE	0.6	\$ 10,000.00	\$ 6,000.00
3	6" CRUSHED LIMESTONE AGGREGATE TRAIL (48" WIDE)	CU YD	150	\$45.00	\$ 6,750.00
4	GEOTEXTILE FABRIC TYPE V	SQ YD	900	\$3.00	\$ 2,700.00
5	SALVAGE SIGN	EACH	3	\$300.00	\$ 900.00
6	COMMON EXCAVATION	CU YD	600	\$45.00	\$ 27,000.00
7	GUIDE POST TYPE B	EACH	2	\$55.00	\$ 110.00
8	INSTALL SIGN	EACH	2	\$130.00	\$ 260.00
9	TOPSOIL BORROW	CU YD	150	\$30.00	\$ 4,500.00
10	SEED & MULCH RESTORATION	SQ YD	450	\$10.00	\$ 4,500.00
11	LANDSCAPING	ALLOWANCE	1	\$5,000.00	\$ 5,000.00
				SUBTOTAL CONSTRUCTION COSTS	\$ 63,720.00
				25% ADMIN, FINANCE, AND ENGINEERING COSTS	\$ 15,930.00
				TOTAL ESTIMATED PROJECT COST	\$ 79,650.00



- ① DITCH IF REQUIRED FOR DRAINAGE
- ② SLOPE TOWARDS INSIDE OF CURVE

NORTH ARM TRAIL TYPICAL SECTION
NOT TO SCALE





LEGEND

— PROPOSED TRAIL SECTION

--- POTENTIAL GRADING LIMITS

HORZ. SCALE
 0 200 400
 FEET
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BOLTON & MENK

2638 SHADOW LANE, SUITE 200
 CHASKA, MINNESOTA 55318
 Phone: (952) 448-8838
 Email: Chaska@bolton-menk.com
 www.bolton-menk.com

CITY OF ORONO, MINNESOTA
 NORTH ARM TRAIL
 PROPOSED LAYOUT

MARCH, 2017

FIGURE NO. 2





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