

## 1. Agenda And Items

### Documents:

CC AGENDA 01-26-26.PDF  
ITEM 3.1 CLAIMS LIST 2026.01.26.PDF  
ITEM 3.2.A. 2026.01.12 CITY COUNCIL MINUTES.PDF  
ITEM 3.3 FIRE STATION FACILITY PROJECT PAY APPLICATION 13.PDF  
ITEM 3.4 SCHEDULE THE LOCAL BOARD OF APPEAL AND EQUALIZATION MEETING .PDF  
ITEM 3.5 HARVEST RUN EAST 4TH ADDITION ACCEPTING PUBLIC IMPROVEMENTS.PDF  
ITEM 3.6 MEADOWS OF RIVERPOINTE 3RD AND 4TH ADDITIONS ACCEPTING PUBLIC IMPROVEMENTS.PDF  
ITEM 3.7 APPROVAL OF A FLEET VEHICLE PURCHASE ZERO TURN MOWER.PDF  
ITEM 3.8 APPROVE THE PURCHASE OF A FLEET VEHICLE PICKUP TRUCK AND PLOW EQUIPMENT.PDF  
ITEM 3.9 APPROVE THE PURCHASE OF A FLEET VEHICLE COMPACT TRACK LOADER.PDF  
ITEM 3.10 APPROVE THE PURCHASE OF A FLEET VEHICLE DUMP TRAILER.PDF  
ITEM 3.11 APPROVE THE PURCHASE OF A FLEET VEHICLE - FLATBED PICKUP TRUCK.PDF  
ITEM 3.12 APPROVE THE PURCHASE OF A FLEET VEHICLE - EXCAVATOR DRUM MULCHER ATTACHMENT.PDF  
ITEM 3.13 ACCEPT QUOTES AND AUTHORIZE PURCHASE AND INSTALLATION OF EQUIPMENT EAST WWTF GRITT CLASSIFIER.PDF  
ITEM 3.14 WELLHOUSE NO 4 WATER TREATMENT PLANT CHANGE ORDERS.PDF  
ITEM 3.15 WATER SYSTEM CONNECTION PHASE 2 ORDERING PLANS AND SPECIFICATIONS.PDF  
ITEM 3.16 SOUTH CENTRAL WATER TREATMENT PROPOSAL AND AGREEMENT FOR GEOTECHNICAL EVALUATION.PDF  
ITEM 3.17 HUMAN RESOURCES PAYROLL COORDINATOR JOB DESCRIPTION AND RECRUITMENT.PDF  
ITEM 3.18 UTILITY FOREPERSON FOR WATER COLLECTION DISTRIBUTION JOB DESCRIPTION AND RECRUITMENT.PDF  
ITEM 3.19 GRANT WRITING SERVICES PROPOSAL.PDF  
ITEM 3.20 TANGLEWOOD 2ND ADDITION ORDINANCE AMENDING STREET NAME DESIGNATIONS.PDF  
ITEM 3.21 2026 MILL AND OVERLAY PROJECT APPROVE PLANS AND SPECIFICATIONS AND ORDER ADVERTISEMENT OF BIDS.PDF  
ITEM 3.22 RESIGNATION FROM ADVISORY COMMISSIONER PENICK.PDF  
ITEM 4.1 GREAT RIVER CENTRE OF OTSEGO 8TH ADDITION FOSS SWIM SCHOOL.PDF  
ITEM 5.1 FIRE DEPARTMENT STAFFING.PDF



## CITY COUNCIL AGENDA

Monday, January 26, 2026

7:00 PM

Otsego Prairie Center

Members of the public are invited to attend in person at the Otsego Prairie Center (8899 Nashua Avenue NE) or may view the meeting on the internet via Zoom.com using the meeting ID and password below or the dial-in number below. Persons wishing to provide comments during open forum or during public hearings must be present in person at the meeting location or submit comments in writing in advance of the meeting.

Meeting ID: 865 1449 7534

Passcode: 851213

Dial-in: 1-312-626-6799

Call to Order:

Roll Call:

Pledge of Allegiance:

1. Open Forum.
2. Consider Agenda Approval.
3. Consent Agenda:
  - 3.1 Approve Claims List.
  - 3.2 Approve City Council Meeting Minutes.
    - A. January 12, 2026, Meeting.
  - 3.3 Approve Pay Application #13 for the Fire Station Facility Project.
  - 3.4 Schedule the Local Board of Appeal and Equalization Meeting – April 22, 2026, at 6:00PM.
  - 3.5 Adopt Resolution 2026-05 Accepting Public Improvements – Harvest Run East 4<sup>th</sup> Addition.
  - 3.6 Adopt Resolution 2026-06 Accepting Public Improvements – Meadows of Riverpointe 3<sup>rd</sup> and 4<sup>th</sup> Additions.
  - 3.7 Approve the Purchase of a Fleet Vehicle – Zero Turn Mower.
  - 3.8 Approve the Purchase of a Fleet Vehicle – Pickup Truck & Plow Equipment.
  - 3.9 Approve the Purchase of a Fleet Vehicle – Compact Track Loader.
  - 3.10 Approve the Purchase of a Fleet Vehicle – Dump Trailer.
  - 3.11 Approve the Purchase of a Fleet Vehicle – Flatbed Pickup Truck.
  - 3.12 Approve the Purchase of a Fleet Vehicle – Excavator Drum Mulcher Attachment.
  - 3.13 Accept Quotes and Authorize Purchase and Installation of Equipment – East WWTF Grit Classifier.
  - 3.14 Approve Project Change Orders Requests – Wellhouse No. 4 Water Treatment Plant.
  - 3.15 Adopt Resolution 2026-07 Ordering Plans and Specifications – Water System Connection Phase 2.
  - 3.16 Accept Proposal and Approve Agreement for Geotechnical Evaluation – South Central Water Treatment.
  - 3.17 Approve a Job Description and Authorize Recruitment – Human Resources/Payroll Coordinator.
  - 3.18 Approve a Job Description and Authorize Recruitment – Utility Foreperson for Water, Collection, Distribution.
  - 3.19 Accept Proposal for Grant Writing Services.
  - 3.20 Adopt Ordinance 2026-01 Amending Street Name Designations – Tanglewood 2<sup>nd</sup> Addition.
  - 3.21 Approve Plans and Specifications and Order Advertisement for Bids – 2026 Mill & Overlay Project.
  - 3.22 Accept a Resignation from an Advisory Commissioner.

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4. Planning:
  - 4.1 Great River Centre of Otsego 8<sup>th</sup> Addition (Foss Swim School).
    - A. Presentation by City Planner.
    - B. Consider Resolution 2026-08 Approving a Preliminary Plat.
5. Public Safety:
  - 5.1 Fire Department Staffing.
    - A. Presentation by Interim Fire Chief.
    - B. Consider Approval of a Job Description and Authorize Recruitment – Fire Chief.
6. City Council Reports and Updates.
  - A. Heritage Preservation Commission Liaison CM Tanner.
  - B. Parks & Recreation Commission Liaison CM Lund.
  - C. Planning Commission Liaison CM Dunlap.
  - D. Public Safety Commission Liaison CM Goede.
7. Staff Reports and Updates.
  - 7.1 Consider Scheduling a Special City Council Meeting to Discuss the 2026 Street Renewal Project.
8. Adjourn.

Open Forum:

This is an opportunity for members of the public to bring an item that is not on tonight's agenda but related to the governance of the City of Otsego, to the attention of the City Council. In providing this limited public forum, the City of Otsego expects respectful participation. We encourage all speakers to be courteous in their language and deportment, and to confine their remarks to those facts that are germane and relevant to the question or matter under discussion. Please remember that this is a public business meeting, available for viewing on the internet by members of the public, including children. Consistent with FCC rules, obscenity, and profane or indecent language will not be tolerated by the presiding officer. Anyone wishing to address the Council should approach the podium to make your comments and identify yourself by your first and last name and your address for the record. Please limit your comments to three (3) minutes. No discussion or action will be taken by the Council on this matter. If requested by the Council, City staff will prepare a report for the Council regarding the matter and place it on the next agenda.

Public Hearing Items:

The City Council wants to ensure that public comments are received at the proper time and place to be most effective. For some comments to be legally considered by the City Council they must be presented at a properly noticed public hearing specifically related to a certain issue. This includes comments related to zoning or subdivision applications, public improvement projects, assessments, code enforcement or other issues that are by State law or City Code subject to a hearing process. You may be advised by the City Council and/or the City Attorney to present comments related to the issues listed above at the appropriate forum to assure that your comments are given proper consideration.

Consent Agenda Items:

These items are considered to be routine and non-controversial by the City Council and will be approved by one motion. There will be no separate discussion of these items unless a Council member requests, in which case the item will be removed from the consent for discussion later in the agenda.

Information:

The City Council has been provided background information for agenda items in advance by staff and appointed commissions, committees, and boards. Decisions are based on this information, as well as City policy, practices, input from constituents and a Council member's personal judgment.

**The next regular City Council Meeting will be held on Monday, February 9, 2026, 7:00 PM at Otsego Prairie Center.**

**COUNCIL ITEM  
CITY COUNCIL MEETING  
January 26, 2026**

TO: City Council

Claims List is attached; please refer to the Check Registers for payment detail.

CHECK REGISTERS:	\$ 868,380.80	78198 - 78203
	\$ 957,445.41	78204 - 78283
Total	<u>\$ 1,825,826.21</u>	
 VOIDED CHECKS:	 \$ -	
Total	<u>\$ -</u>	
 PAYROLL:	 \$ -	
Total	<u>\$ -</u>	
 ELECTRONIC PYMTS:	 \$ -	
Total	<u>\$ -</u>	
 GRAND TOTAL:	<u><u>\$ 1,825,826.21</u></u>	

Please let me know if you have any questions or would like additional information. Thank you.

Mary Olson  
Finance

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Inv Seq	Invoice GL Account	Description	Invoice Amount	Check Amount
<b>78198</b>										
01/26	01/13/2026	78198	2071	C & L EXCAVATING INC	ODEAN MAI	1	601-49400-530	PAY #3 - ODEAN WATERMAIN & PRV	785.49	785.49
Total 78198:										785.49
<b>78199</b>										
01/26	01/13/2026	78199	2056	ELECTRICAL PRODUCTION SERVICES INC	COLD STOR	1	414-43100-525	PAY #7 - COLD STORAGE FACILITY	4,212.31	4,212.31
Total 78199:										4,212.31
<b>78200</b>										
01/26	01/13/2026	78200	1984	MARKET & JOHNSON INC	WELLHOUS	1	601-49400-530	PAY #15 - WH4 WATER TREATMENT	835,032.56	835,032.56
Total 78200:										835,032.56
<b>78201</b>										
01/26	01/13/2026	78201	2076	PRIME CONSTRUCTION SOLUTIONS	WS 01-J PAY	1	414-43100-525	PAY #7 - COLD STORAGE FACILITY	225.00	225.00
Total 78201:										225.00
<b>78202</b>										
01/26	01/13/2026	78202	2059	ST CLOUD REFRIGERATION INC	WS 23-B PA	1	414-43100-525	PAY #7 - COLD STORAGE FACILITY	26,044.24	26,044.24
Total 78202:										26,044.24
<b>78203</b>										
01/26	01/13/2026	78203	673	YALE MECHANICAL	DOOR INST	1	414-43100-525	PAY #7 - COLD STORAGE FACILITY	2,081.20	2,081.20
Total 78203:										2,081.20
Grand Totals:										868,380.80

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
414-20200	.00	32,562.75-	32,562.75-
414-43100-525	32,562.75	.00	32,562.75

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GL Account	Debit	Credit	Proof
601-20200	.00	835,818.05-	835,818.05-
601-49400-530	835,818.05	.00	835,818.05
Grand Totals:	<u>868,380.80</u>	<u>868,380.80-</u>	<u>.00</u>

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Report Criteria:

Report type: GL detail

Check.Type = {<->} "void"

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Inv Seq	Invoice GL Account	Description	Invoice Amount	Check Amount
<b>78204</b>										
01/26	01/26/2026	78204	1991	ACE HARDWARE	372/7	1	101-41945-210	DISTILLED WATER	5.98	5.98
01/26	01/26/2026	78204	1991	ACE HARDWARE	374/7	1	101-43100-210	EXTENSION CORD	34.99	34.99
Total 78204:										40.97
<b>78205</b>										
01/26	01/26/2026	78205	16	ADVANCED ENGINEERING AND	108067	1	601-49400-530	SCADA IMPROVEMENTS	3,996.86	3,996.86
01/26	01/26/2026	78205	16	ADVANCED ENGINEERING AND	108067	2	602-49450-530	SCADA IMPROVEMENTS	8,452.50	8,452.50
01/26	01/26/2026	78205	16	ADVANCED ENGINEERING AND	108081	1	602-49450-302	I & C SERVICES	500.00	500.00
01/26	01/26/2026	78205	16	ADVANCED ENGINEERING AND	108081	2	601-49400-302	I & C SERVICES	404.00	404.00
01/26	01/26/2026	78205	16	ADVANCED ENGINEERING AND	108138	1	601-49400-530	SOUTH CENTRAL WATER TREATMENT	78,802.50	78,802.50
01/26	01/26/2026	78205	16	ADVANCED ENGINEERING AND	108223	1	601-49400-302	ENGINEERING - WATER GENERAL	262.50	262.50
01/26	01/26/2026	78205	16	ADVANCED ENGINEERING AND	108230	1	602-49450-530	WEST WWTF MBR	14,310.00	14,310.00
01/26	01/26/2026	78205	16	ADVANCED ENGINEERING AND	108259	1	602-49450-530	MARTIN FARM LS IMPROVEMENT	10,667.75	10,667.75
01/26	01/26/2026	78205	16	ADVANCED ENGINEERING AND	108260	1	601-49400-530	WATER TREATMENT WH4	18,368.96	18,368.96
01/26	01/26/2026	78205	16	ADVANCED ENGINEERING AND	108262	1	601-49400-530	WATER TREATMENT WH3	62,846.00	62,846.00
Total 78205:										198,611.07
<b>78206</b>										
01/26	01/26/2026	78206	1174	ANCOM COMMUNICATIONS	131320	1	101-43240-210	TWO RADIOS FOR TRUCKS, DIGITAL UPGRADES	8,715.03	8,715.03
Total 78206:										8,715.03
<b>78207</b>										
01/26	01/26/2026	78207	2043	ASCEN TEK INC	4035036	1	602-49450-210	WW OIL/GREASE	647.95	647.95
01/26	01/26/2026	78207	2043	ASCEN TEK INC	4037687	1	602-49450-210	WW LUBRICANT	4,113.03	4,113.03
Total 78207:										4,760.98
<b>78208</b>										
01/26	01/26/2026	78208	53	BATTERIES PLUS	P88194940	1	101-43240-220	BATTERIES	324.64	324.64
Total 78208:										324.64
<b>78209</b>										
01/26	01/26/2026	78209	58	BEAUDRY OIL & SERVICES INC.	3162058	1	101-43240-202	3,000 GALLONS DIESEL FUEL	7,146.00	7,146.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Inv Seq	Invoice GL Account	Description	Invoice Amount	Check Amount
Total 78209:										7,146.00
<b>78210</b>										
01/26	01/26/2026	78210	1237	BENZINGER HOMES	66290-00 CR	1	001-11111	UTIL REFUND - 7537 OCEAN CT NE	132.40	132.40
Total 78210:										132.40
<b>78211</b>										
01/26	01/26/2026	78211	1197	BESTE, NICHOLAS	BOOT REIM	1	602-49450-225	SAFETY SHOES-NICK B	200.00	200.00
Total 78211:										200.00
<b>78212</b>										
01/26	01/26/2026	78212	74	BRAUN INTERTEC CORPORATION	IN1003488	1	446-42200-525	INSPECTIONS & TESTING - ESD FACILITY	18,763.50	18,763.50
Total 78212:										18,763.50
<b>78213</b>										
01/26	01/26/2026	78213	1391	C. EMERY NELSON INC	44815	1	602-49450-210	WW BLOWER FILTERS	3,774.53	3,774.53
Total 78213:										3,774.53
<b>78214</b>										
01/26	01/26/2026	78214	1045	CAMPBELL KNUTSON	CK Dec 2025	1	101-41700-301	DEC2025 GENERAL LEGAL	1,063.60	1,063.60
01/26	01/26/2026	78214	1045	CAMPBELL KNUTSON	CK Dec 2025	2	101-41700-301	DEC2025 COUNCIL MEETINGS & LEGAL	474.40	474.40
01/26	01/26/2026	78214	1045	CAMPBELL KNUTSON	CK Dec 2025	3	701-22730	DEC2025 DEVELOPMENT CHARGES	103.20	103.20
01/26	01/26/2026	78214	1045	CAMPBELL KNUTSON	CK Dec 2025	4	701-22756	DEC2025 DEVELOPMENT CHARGES	384.30	384.30
01/26	01/26/2026	78214	1045	CAMPBELL KNUTSON	CK Dec 2025	5	701-22771	DEC2025 DEVELOPMENT CHARGES	2,491.20	2,491.20
Total 78214:										4,516.70
<b>78215</b>										
01/26	01/26/2026	78215	1262	CENTURY FENCE COMPANY	258157102	1	414-43100-525	CITY HALL FENCING INSTALLATION UPGRADES - F	23,000.00	23,000.00
Total 78215:										23,000.00
<b>78216</b>										
01/26	01/26/2026	78216	1572	CHARTER COMMUNICATIONS	0891832010	1	101-41945-322	JAN 2026 - CH FIBER	812.80	812.80
01/26	01/26/2026	78216	1572	CHARTER COMMUNICATIONS	0891832010	2	101-41940-322	JAN 2026 - PC FIBER	812.80	812.80

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Inv Seq	Invoice GL Account	Description	Invoice Amount	Check Amount
01/26	01/26/2026	78216	1572	CHARTER COMMUNICATIONS	0891832010	3	602-49450-320	JAN 2026 - WEST WWTF FIBER	812.80	812.80
01/26	01/26/2026	78216	1572	CHARTER COMMUNICATIONS	0891832010	4	602-49450-320	JAN 2026 - EAST WWTF FIBER	812.81	812.81
01/26	01/26/2026	78216	1572	CHARTER COMMUNICATIONS	0891832010	5	101-41940-322	JAN 2026 - TV SERVICE	12.34	12.34
01/26	01/26/2026	78216	1572	CHARTER COMMUNICATIONS	0891832010	6	601-49400-320	JAN 2026 - WELLHOUSE 4 INTERNET	120.00	120.00
01/26	01/26/2026	78216	1572	CHARTER COMMUNICATIONS	0891832010	7	601-49400-320	JAN 2026 - WELLHOUSE 2 INTERNET	120.00	120.00
01/26	01/26/2026	78216	1572	CHARTER COMMUNICATIONS	0891832010	8	602-49450-320	JAN 2026 - WEST WWTF INTERNET	120.00	120.00
01/26	01/26/2026	78216	1572	CHARTER COMMUNICATIONS	0891832010	9	602-49450-320	JAN 2026 - EAST WWTF INTERNET	170.00	170.00
Total 78216:										3,793.55
<b>78217</b>										
01/26	01/26/2026	78217	1457	CINTAS CORP	4255747258	1	101-43240-225	SHOP TOWELS AND UNIFORM SERVICE	42.61	42.61
01/26	01/26/2026	78217	1457	CINTAS CORP	4256489357	1	101-43240-225	SHOP TOWELS AND UNIFORM SERVICE	42.61	42.61
Total 78217:										85.22
<b>78218</b>										
01/26	01/26/2026	78218	113	CITY OF MONTICELLO	0044623	1	101-42710-390	2026 BOARDING ACCESS FEE	300.00	300.00
Total 78218:										300.00
<b>78219</b>										
01/26	01/26/2026	78219	114	CITY OF OTSEGO	27860-00 JA	1	602-49450-322	5850 RANDOLPH AVE - E WWTF - JAN 2026	1,012.49	1,012.49
01/26	01/26/2026	78219	114	CITY OF OTSEGO	28030-00 JA	1	602-49450-322	7551 LANCASTER-WEST WWTF - JAN 2026	57.57	57.57
01/26	01/26/2026	78219	114	CITY OF OTSEGO	28040-00 JA	1	602-49450-322	7551 LANCASTER - WEST WWTF - JAN 2026	5.14	5.14
01/26	01/26/2026	78219	114	CITY OF OTSEGO	28050-00 JA	1	602-49450-322	7551 LANCASTER - WEST WWTF - JAN 2026	51.43	51.43
01/26	01/26/2026	78219	114	CITY OF OTSEGO	68750-00 JA	1	602-49450-322	7551 LANCASTER - WEST WWTF MTB-JAN 2026- N	41.17	41.17
01/26	01/26/2026	78219	114	CITY OF OTSEGO	68760-00 JA	1	602-49450-322	7551 LANCASTER - WEST WWTF STB- JAN 2026	5.14	5.14
Total 78219:										1,172.94
<b>78220</b>										
01/26	01/26/2026	78220	446	COMPASS MINERALS AMERICA	1597358	1	101-43100-272	24.63 TONS REGULAR ROAD SALT	2,682.21	2,682.21
01/26	01/26/2026	78220	446	COMPASS MINERALS AMERICA	1599711	1	101-43100-272	23.56 TON REGULAR ROAD SALT	2,565.68	2,565.68
01/26	01/26/2026	78220	446	COMPASS MINERALS AMERICA	1600290	1	101-43100-272	23.87 TON REGULAR ROAD SALT	2,599.44	2,599.44
01/26	01/26/2026	78220	446	COMPASS MINERALS AMERICA	1602072	1	101-43100-272	24.73 TON REGULAR ROAD SALT	2,693.10	2,693.10
01/26	01/26/2026	78220	446	COMPASS MINERALS AMERICA	1602552	1	101-43100-272	24.8 TON REGULAR ROAD SALT	2,700.72	2,700.72
Total 78220:										13,241.15

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Inv Seq	Invoice GL Account	Description	Invoice Amount	Check Amount
<b>78221</b>										
01/26	01/26/2026	78221	2092	COMPASS PEER GROUP LLC	CPG193	1	101-41800-360	COMPASS MEMBERSHIP - 2026	1,800.00	1,800.00
Total 78221:										1,800.00
<b>78222</b>										
01/26	01/26/2026	78222	273	CORE & MAIN LP	INV0025415	1	601-49400-210	WATER LAB SUPPLIES	62.20	62.20
01/26	01/26/2026	78222	273	CORE & MAIN LP	INV0025581	1	602-49450-220	E WW PROCESS PROBES	1,652.00	1,652.00
01/26	01/26/2026	78222	273	CORE & MAIN LP	Y393105	1	602-49450-210	COLLECTION SYSTEM COMPONENT	475.14	475.14
Total 78222:										2,189.34
<b>78223</b>										
01/26	01/26/2026	78223	1092	CORNERSTONE FORD	15530375	1	101-43240-220	CONTROL MODULE	871.77	871.77
Total 78223:										871.77
<b>78224</b>										
01/26	01/26/2026	78224	180	DVS RENEWAL	FEB 2026	1	101-43240-210	VEHICLE TABS - 2020 MACK #1230	21.25	21.25
01/26	01/26/2026	78224	180	DVS RENEWAL	FEB 2026	2	101-43240-210	VEHICLE TABS - 2006 FELLING TRL #7452	21.25	21.25
01/26	01/26/2026	78224	180	DVS RENEWAL	FEB 2026	3	101-43240-210	VEHICLE TABS - 2016 FORD F350 #9940	21.25	21.25
01/26	01/26/2026	78224	180	DVS RENEWAL	FEB 2026	4	101-43240-210	VEHICLE TABS - 2012 FORD F350 #5174	21.25	21.25
01/26	01/26/2026	78224	180	DVS RENEWAL	FEB 2026	5	101-43240-210	VEHICLE TABS - 2017 FORD F250 #9837	21.25	21.25
01/26	01/26/2026	78224	180	DVS RENEWAL	FEB 2026	6	101-43240-210	VEHICLE TABS - 2016 MACK #2447	21.25	21.25
01/26	01/26/2026	78224	180	DVS RENEWAL	FEB 2026	7	101-43240-210	VEHICLE TABS - 2010 MACK #9111	21.25	21.25
01/26	01/26/2026	78224	180	DVS RENEWAL	FEB 2026	8	101-43240-210	VEHICLE TABS - 2010 MACK #9195	21.25	21.25
01/26	01/26/2026	78224	180	DVS RENEWAL	FEB 2026	9	101-43240-210	VEHICLE TABS - 2016 FORD F250 #3966	21.25	21.25
01/26	01/26/2026	78224	180	DVS RENEWAL	FEB 2026	10	101-43240-210	VEHICLE TABS - 2016 FORD F350 #3944	21.25	21.25
01/26	01/26/2026	78224	180	DVS RENEWAL	FEB 2026	11	101-43240-210	VEHICLE TABS - 2017 FORD F250 #9831	21.25	21.25
01/26	01/26/2026	78224	180	DVS RENEWAL	FEB 2026	12	101-43240-210	VEHICLE TABS - 2018 FORD F250 #4087	21.25	21.25
01/26	01/26/2026	78224	180	DVS RENEWAL	FEB 2026	13	101-43240-210	VEHICLE TABS - 2019 FORD F350 #8837	21.25	21.25
01/26	01/26/2026	78224	180	DVS RENEWAL	FEB 2026	14	101-43240-210	VEHICLE TABS - 2017 MACK #2457	21.25	21.25
01/26	01/26/2026	78224	180	DVS RENEWAL	FEB 2026	15	101-43240-210	VEHICLE TABS - 2016 FORD F250 #3965	21.25	21.25
01/26	01/26/2026	78224	180	DVS RENEWAL	FEB 2026	16	101-43240-210	VEHICLE TABS - 2015 FORD F750 #4822	21.25	21.25
01/26	01/26/2026	78224	180	DVS RENEWAL	FEB 2026	17	101-43240-210	VEHICLE TABS - 2017 FORD F250 #9836	21.25	21.25
01/26	01/26/2026	78224	180	DVS RENEWAL	FEB 2026	18	101-43240-210	VEHICLE TABS - 2018 FORD F550 #2126	21.25	21.25
01/26	01/26/2026	78224	180	DVS RENEWAL	FEB 2026	19	101-43240-210	VEHICLE TABS - 2016 TACK TRL #9110	21.25	21.25
01/26	01/26/2026	78224	180	DVS RENEWAL	FEB 2026	20	101-43240-210	VEHICLE TABS - 2020 FELLING TRL #5580	21.25	21.25
01/26	01/26/2026	78224	180	DVS RENEWAL	FEB 2026	21	101-43240-210	VEHICLE TABS - 1999 ZBM TRL #6135	21.25	21.25
01/26	01/26/2026	78224	180	DVS RENEWAL	FEB 2026	22	101-43240-210	VEHICLE TABS - 2020 FORD F250 #9456	21.25	21.25

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Inv Seq	Invoice GL Account	Description	Invoice Amount	Check Amount
01/26	01/26/2026	78224	180	DVS RENEWAL	FEB 2026	23	101-43240-210	VEHICLE TABS - 2020 H & H TRL #8255	21.25	21.25
01/26	01/26/2026	78224	180	DVS RENEWAL	FEB 2026	24	101-43240-210	VEHICLE TABS - 2020 H & H TRL #0981	21.25	21.25
01/26	01/26/2026	78224	180	DVS RENEWAL	FEB 2026	25	101-43240-210	VEHICLE TABS - 2020 FORD ESCAPE #3230	21.25	21.25
01/26	01/26/2026	78224	180	DVS RENEWAL	FEB 2026	26	101-43240-210	VEHICLE TABS - 2021 MACK GRANITE #1495	21.25	21.25
01/26	01/26/2026	78224	180	DVS RENEWAL	FEB 2026	27	101-43240-210	VEHICLE TABS - 2021 FORD F350 #2674	21.25	21.25
01/26	01/26/2026	78224	180	DVS RENEWAL	FEB 2026	28	101-43240-210	VEHICLE TABS - 2001 MACK #8446	21.25	21.25
01/26	01/26/2026	78224	180	DVS RENEWAL	FEB 2026	29	101-43240-210	VEHICLE TABS - 2022 MIDSOTA TRL #2159	21.25	21.25
01/26	01/26/2026	78224	180	DVS RENEWAL	FEB 2026	30	101-43240-210	VEHICLE TABS - 2021 MACK #8600	21.25	21.25
01/26	01/26/2026	78224	180	DVS RENEWAL	FEB 2026	31	101-43240-210	VEHICLE TABS - 2023 MACK #2104	21.25	21.25
01/26	01/26/2026	78224	180	DVS RENEWAL	FEB 2026	32	101-43240-210	VEHICLE TABS - 2023 FORD F350 #9588	21.25	21.25
01/26	01/26/2026	78224	180	DVS RENEWAL	FEB 2026	33	101-43240-210	VEHICLE TABS - 2023 FORD F150 #0298	21.25	21.25
01/26	01/26/2026	78224	180	DVS RENEWAL	FEB 2026	34	101-43240-210	VEHICLE TABS - 2023 FORD F150 #0299	21.25	21.25
01/26	01/26/2026	78224	180	DVS RENEWAL	FEB 2026	35	101-43240-210	VEHICLE TABS - 2022 CAT TRL #3037	21.25	21.25
01/26	01/26/2026	78224	180	DVS RENEWAL	FEB 2026	36	101-43240-210	VEHICLE TABS - 2023 FORD ESCAPE #1413	21.25	21.25
01/26	01/26/2026	78224	180	DVS RENEWAL	FEB 2026	37	101-43240-210	VEHICLE TABS - 2013 CAT #4614	21.25	21.25
01/26	01/26/2026	78224	180	DVS RENEWAL	FEB 2026	38	101-43240-210	VEHICLE TABS - 2024 FORD F250 #7100	21.25	21.25
01/26	01/26/2026	78224	180	DVS RENEWAL	FEB 2026	39	101-43240-210	VEHICLE TABS - 2024 FORD F250 #7978	21.25	21.25
01/26	01/26/2026	78224	180	DVS RENEWAL	FEB 2026	40	101-43240-210	VEHICLE TABS - 2024 FORD ESCAPE #8503	21.25	21.25
01/26	01/26/2026	78224	180	DVS RENEWAL	FEB 2026	41	101-43240-210	VEHICLE TABS - 2024 FORD F250 #7791	21.25	21.25
01/26	01/26/2026	78224	180	DVS RENEWAL	FEB 2026	42	101-43240-210	VEHICLE TABS - 2025 FORD F250 #5056	21.25	21.25
01/26	01/26/2026	78224	180	DVS RENEWAL	FEB 2026	43	101-43240-210	VEHICLE TABS - 2025 VERSA DUMP TRL #2437	21.25	21.25
01/26	01/26/2026	78224	180	DVS RENEWAL	FEB 2026	44	101-43240-210	VEHICLE TABS - 2026 MACK GRANITE #2786	21.25	21.25
01/26	01/26/2026	78224	180	DVS RENEWAL	FEB 2026	45	101-43240-210	VEHICLE TABS - 2022 UALL GENERATOR #3613	21.25	21.25
01/26	01/26/2026	78224	180	DVS RENEWAL	FEB 2026	46	101-43240-210	VEHICLE TABS - 2024 BENHKE TRL #1700	21.25	21.25
01/26	01/26/2026	78224	180	DVS RENEWAL	FEB 2026	47	101-43240-210	VEHICLE TABS - 2025 FRHT M2 JETTER #3644	21.25	21.25
Total 78224:										998.75
<b>78225</b>										
01/26	01/26/2026	78225	184	ECM PUBLISHERS INC	1080061	1	101-41400-350	PUBLISH ORDINANCE 2025-10 AMENDING CODE R	103.20	103.20
01/26	01/26/2026	78225	184	ECM PUBLISHERS INC	1080062	1	101-41400-350	PUBLISH ORDINANCE 2025-06 AMENDING CODE R	94.60	94.60
01/26	01/26/2026	78225	184	ECM PUBLISHERS INC	1080063	1	101-41400-350	PUBLISH ORDINANCE 2025-12 ESTABLISHING 202	94.60	94.60
01/26	01/26/2026	78225	184	ECM PUBLISHERS INC	1080064	1	101-41400-350	PUBLIC HEARING NOTICE PLANNING COMMISSIO	120.40	120.40
Total 78225:										412.80
<b>78226</b>										
01/26	01/26/2026	78226	204	ESS BROTHERS & SONS INC.	GG1011	1	602-49450-220	SANITARY SEWER MANHOLE CHIMNEY REPLACE	15,828.00	15,828.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Inv Seq	Invoice GL Account	Description	Invoice Amount	Check Amount
Total 78226:										15,828.00
<b>78227</b>										
01/26	01/26/2026	78227	1541	EVANS PARK INC	TIF NOTE #1	1	262-46580-339	TIF NOTE PAYMENT #12 - PRINCIPAL	60,096.19	60,096.19
01/26	01/26/2026	78227	1541	EVANS PARK INC	TIF NOTE #1	2	262-46580-339	TIF NOTE PAYMENT #12 - INTEREST	50,313.65	50,313.65
Total 78227:										110,409.84
<b>78228</b>										
01/26	01/26/2026	78228	214	FASTENAL COMPANY	MNELK1452	1	101-43240-220	NUTS AND BOLTS, MISC.	244.59	244.59
Total 78228:										244.59
<b>78229</b>										
01/26	01/26/2026	78229	1237	FIRST AMERICAN TITLE INSURANCE COMP	56210-01	1	001-11111	UTIL REFUND - 11887 73RD ST NE	62.15	62.15
Total 78229:										62.15
<b>78230</b>										
01/26	01/26/2026	78230	1461	GREAT NORTHERN ENVIRONMENTAL	6454	1	602-49450-210	FILTERS & LUBRICANTS	231.25	231.25
Total 78230:										231.25
<b>78231</b>										
01/26	01/26/2026	78231	263	H & L MESABI	15915	1	101-43240-210	CUTTING EDGE CLAMP BAR	148.00	148.00
01/26	01/26/2026	78231	263	H & L MESABI	15916	1	101-43240-210	CUTTING EDGES, VPLOWS,	4,040.00	4,040.00
Total 78231:										4,188.00
<b>78232</b>										
01/26	01/26/2026	78232	265	HAKANSON ANDERSON ASSOC INC	HA Dec 2025	1	201-43100-302	2025 STREET MAINTENANCE PROJECT	962.50	962.50
01/26	01/26/2026	78232	265	HAKANSON ANDERSON ASSOC INC	HA Dec 2025	2	201-43100-302	2026 STREET MAINTENANCE PROJECT	15,250.00	15,250.00
01/26	01/26/2026	78232	265	HAKANSON ANDERSON ASSOC INC	HA Dec 2025	3	201-43100-302	2026 STREET RENEWAL PROJECT	18,499.00	18,499.00
01/26	01/26/2026	78232	265	HAKANSON ANDERSON ASSOC INC	HA Dec 2025	4	101-43150-302	WETLAND ADMINISTRATION	1,577.80	1,577.80
01/26	01/26/2026	78232	265	HAKANSON ANDERSON ASSOC INC	HA Dec 2025	5	701-22777	DEC2025 DEVELOPMENT CHARGES	314.00	314.00
01/26	01/26/2026	78232	265	HAKANSON ANDERSON ASSOC INC	HA Dec 2025	6	603-49490-302	STORMWATER MANAGEMENT	95.00	95.00
01/26	01/26/2026	78232	265	HAKANSON ANDERSON ASSOC INC	HA Dec 2025	7	601-49400-530	WATERMAIN - WELLHOUSE 3 WTP	877.50	877.50
01/26	01/26/2026	78232	265	HAKANSON ANDERSON ASSOC INC	HA Dec 2025	8	601-49400-530	ODEAN AVENUE WATERMAIN	5,178.25	5,178.25
01/26	01/26/2026	78232	265	HAKANSON ANDERSON ASSOC INC	HA Dec 2025	9	601-49400-530	SOUTH CENTRAL WTP	135.00	135.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Inv Seq	Invoice GL Account	Description	Invoice Amount	Check Amount
01/26	01/26/2026	78232	265	HAKANSON ANDERSON ASSOC INC	HA Dec 2025	10	601-49400-530	CR137 WATERMAIN LOOPING	135.00	135.00
01/26	01/26/2026	78232	265	HAKANSON ANDERSON ASSOC INC	HA Dec 2025	11	601-49400-530	EAST / WEST WATER CONNECTION - PHASE 2	135.00	135.00
01/26	01/26/2026	78232	265	HAKANSON ANDERSON ASSOC INC	HA Dec 2025	12	203-45210-302	CARRICKS LANDING RIVER ACCESS	826.50	826.50
01/26	01/26/2026	78232	265	HAKANSON ANDERSON ASSOC INC	HA Dec 2025	13	203-45210-302	80TH STREET TRAIL - HUNTER HILLS TO MACIVER	752.50	752.50
01/26	01/26/2026	78232	265	HAKANSON ANDERSON ASSOC INC	HA Dec 2025	14	203-45210-302	CSAH 42 TRAIL - 96TH STREET TO CSAH 39	617.50	617.50
01/26	01/26/2026	78232	265	HAKANSON ANDERSON ASSOC INC	HA Dec 2025	15	205-45210-302	LILY POND PARK IMPROVEMENTS	8,611.00	8,611.00
01/26	01/26/2026	78232	265	HAKANSON ANDERSON ASSOC INC	HA Dec 2025	16	101-43150-302	GENERAL ENGINEERING ITEMS	1,238.00	1,238.00
01/26	01/26/2026	78232	265	HAKANSON ANDERSON ASSOC INC	HA Dec 2025	17	101-42410-302	BUILDING PERMIT REVIEW	1,552.50	1,552.50
01/26	01/26/2026	78232	265	HAKANSON ANDERSON ASSOC INC	HA Dec 2025	18	603-49490-302	STORM WATER GENERAL ITEMS	607.50	607.50
01/26	01/26/2026	78232	265	HAKANSON ANDERSON ASSOC INC	HA Dec 2025	19	601-49400-302	WATER GENERAL ITEMS	202.50	202.50
01/26	01/26/2026	78232	265	HAKANSON ANDERSON ASSOC INC	HA Dec 2025	20	602-49450-302	SEWER GENERAL ITEMS	405.00	405.00
01/26	01/26/2026	78232	265	HAKANSON ANDERSON ASSOC INC	HA Dec 2025	21	601-49400-302	WATER GENERAL ITEMS	405.00	405.00
01/26	01/26/2026	78232	265	HAKANSON ANDERSON ASSOC INC	HA Dec 2025	22	101-43150-302	CITY MAP UPDATES	67.50	67.50
01/26	01/26/2026	78232	265	HAKANSON ANDERSON ASSOC INC	HA Dec 2025	23	101-43150-302	STAFF & DEVELOPMENT MEETINGS	945.00	945.00
01/26	01/26/2026	78232	265	HAKANSON ANDERSON ASSOC INC	HA Dec 2025	24	101-43150-302	ENGINEERING MANUAL UPDATES	135.00	135.00
01/26	01/26/2026	78232	265	HAKANSON ANDERSON ASSOC INC	HA Dec 2025	25	601-49400-390	GOPHER ONE LOCATES	2,599.20	2,599.20
01/26	01/26/2026	78232	265	HAKANSON ANDERSON ASSOC INC	HA Dec 2025	26	602-49450-390	GOPHER ONE LOCATES	2,599.20	2,599.20
01/26	01/26/2026	78232	265	HAKANSON ANDERSON ASSOC INC	HA Dec 2025	27	101-43150-315	GIS SERVICES - BASE MONTHLY COST	1,305.00	1,305.00
01/26	01/26/2026	78232	265	HAKANSON ANDERSON ASSOC INC	HA Dec 2025	28	101-43150-315	GIS SERVICES - GENERAL	1,531.50	1,531.50
01/26	01/26/2026	78232	265	HAKANSON ANDERSON ASSOC INC	HA Dec 2025	29	601-49400-315	GIS SERVICES - WATER	1,819.37	1,819.37
01/26	01/26/2026	78232	265	HAKANSON ANDERSON ASSOC INC	HA Dec 2025	30	602-49450-315	GIS SERVICES - SEWER	1,994.38	1,994.38
01/26	01/26/2026	78232	265	HAKANSON ANDERSON ASSOC INC	HA Dec 2025	31	701-22701	DEC2025 DEVELOPMENT CHARGES	163.25	163.25
01/26	01/26/2026	78232	265	HAKANSON ANDERSON ASSOC INC	HA Dec 2025	32	701-22707	DEC2025 DEVELOPMENT CHARGES	780.13	780.13
01/26	01/26/2026	78232	265	HAKANSON ANDERSON ASSOC INC	HA Dec 2025	33	701-22639	DEC2025 DEVELOPMENT CHARGES	72.50	72.50
01/26	01/26/2026	78232	265	HAKANSON ANDERSON ASSOC INC	HA Dec 2025	34	701-22756	DEC2025 DEVELOPMENT CHARGES	145.00	145.00
01/26	01/26/2026	78232	265	HAKANSON ANDERSON ASSOC INC	HA Dec 2025	35	701-22672	DEC2025 DEVELOPMENT CHARGES	43.75	43.75
01/26	01/26/2026	78232	265	HAKANSON ANDERSON ASSOC INC	HA Dec 2025	36	701-22753	DEC2025 DEVELOPMENT CHARGES	72.50	72.50
01/26	01/26/2026	78232	265	HAKANSON ANDERSON ASSOC INC	HA Dec 2025	37	701-22727	DEC2025 DEVELOPMENT CHARGES	308.25	308.25
01/26	01/26/2026	78232	265	HAKANSON ANDERSON ASSOC INC	HA Dec 2025	38	701-22753	DEC2025 DEVELOPMENT CHARGES	769.38	769.38
01/26	01/26/2026	78232	265	HAKANSON ANDERSON ASSOC INC	HA Dec 2025	39	701-22749	DEC2025 DEVELOPMENT CHARGES	799.38	799.38
01/26	01/26/2026	78232	265	HAKANSON ANDERSON ASSOC INC	HA Dec 2025	40	701-22722	DEC2025 DEVELOPMENT CHARGES	1,112.00	1,112.00
01/26	01/26/2026	78232	265	HAKANSON ANDERSON ASSOC INC	HA Dec 2025	41	701-22757	DEC2025 DEVELOPMENT CHARGES	2,411.38	2,411.38
01/26	01/26/2026	78232	265	HAKANSON ANDERSON ASSOC INC	HA Dec 2025	42	701-22730	DEC2025 DEVELOPMENT CHARGES	306.25	306.25
01/26	01/26/2026	78232	265	HAKANSON ANDERSON ASSOC INC	HA Dec 2025	43	101-42410-311	DEC2025 LOT GRADING REVIEWS	750.00	750.00
01/26	01/26/2026	78232	265	HAKANSON ANDERSON ASSOC INC	HA Dec 2025	44	701-22723	DEC2025 DEVELOPMENT CHARGES	876.00	876.00
01/26	01/26/2026	78232	265	HAKANSON ANDERSON ASSOC INC	HA Dec 2025	45	701-22780	DEC2025 DEVELOPMENT CHARGES	1,617.50	1,617.50
Total 78232:									81,600.47	

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<b>78233</b>										
01/26	01/26/2026	78233	736	HAWKINS INC	7304924	1	602-49450-216	WEST WWTF CHEMICALS	522.30	522.30
01/26	01/26/2026	78233	736	HAWKINS INC	7305050	1	601-49400-216	WATER CHEMICALS	4,927.05	4,927.05
01/26	01/26/2026	78233	736	HAWKINS INC	7308260	1	601-49400-216	CL TANK DEMURRAGE CHARGE >60DAY	30.00	30.00
Total 78233:										5,479.35
<b>78234</b>										
01/26	01/26/2026	78234	274	HEALTHPARTNERS INC	0987881452	1	101-41320-130	MEDICAL INSURANCE - FEB 2026	1,426.35	1,426.35
01/26	01/26/2026	78234	274	HEALTHPARTNERS INC	0987881452	2	101-41400-130	MEDICAL INSURANCE - FEB 2026	3,441.84	3,441.84
01/26	01/26/2026	78234	274	HEALTHPARTNERS INC	0987881452	3	101-41600-130	MEDICAL INSURANCE - FEB 2026	2,025.46	2,025.46
01/26	01/26/2026	78234	274	HEALTHPARTNERS INC	0987881452	4	101-41650-130	MEDICAL INSURANCE - FEB 2026	1,434.00	1,434.00
01/26	01/26/2026	78234	274	HEALTHPARTNERS INC	0987881452	5	101-41800-130	MEDICAL INSURANCE - FEB 2026	1,434.00	1,434.00
01/26	01/26/2026	78234	274	HEALTHPARTNERS INC	0987881452	6	101-41850-130	MEDICAL INSURANCE - FEB 2026	863.12	863.12
01/26	01/26/2026	78234	274	HEALTHPARTNERS INC	0987881452	7	101-42410-130	MEDICAL INSURANCE - FEB 2026	2,677.76	2,677.76
01/26	01/26/2026	78234	274	HEALTHPARTNERS INC	0987881452	8	101-43100-130	MEDICAL INSURANCE - FEB 2026	6,636.58	6,636.58
01/26	01/26/2026	78234	274	HEALTHPARTNERS INC	0987881452	9	101-43240-130	MEDICAL INSURANCE - FEB 2026	1,094.98	1,094.98
01/26	01/26/2026	78234	274	HEALTHPARTNERS INC	0987881452	10	101-45200-130	MEDICAL INSURANCE - FEB 2026	3,124.37	3,124.37
01/26	01/26/2026	78234	274	HEALTHPARTNERS INC	0987881452	11	101-45250-130	MEDICAL INSURANCE - FEB 2026	1,859.30	1,859.30
01/26	01/26/2026	78234	274	HEALTHPARTNERS INC	0987881452	12	601-49400-130	MEDICAL INSURANCE - FEB 2026	2,462.09	2,462.09
01/26	01/26/2026	78234	274	HEALTHPARTNERS INC	0987881452	13	602-49450-130	MEDICAL INSURANCE - FEB 2026	8,087.91	8,087.91
01/26	01/26/2026	78234	274	HEALTHPARTNERS INC	0987881452	14	101-21706	MEDICAL INSURANCE - FEB 2026	2,726.68	2,726.68
01/26	01/26/2026	78234	274	HEALTHPARTNERS INC	0987881452	15	101-41320-130	DENTAL INSURANCE - FEB 2026	7.65	7.65
01/26	01/26/2026	78234	274	HEALTHPARTNERS INC	0987881452	16	101-41400-130	DENTAL INSURANCE - FEB 2026	259.93	259.93
01/26	01/26/2026	78234	274	HEALTHPARTNERS INC	0987881452	17	101-41600-130	DENTAL INSURANCE - FEB 2026	135.62	135.62
01/26	01/26/2026	78234	274	HEALTHPARTNERS INC	0987881452	18	101-42410-130	DENTAL INSURANCE - FEB 2026	135.62	135.62
01/26	01/26/2026	78234	274	HEALTHPARTNERS INC	0987881452	19	101-43100-130	DENTAL INSURANCE - FEB 2026	395.55	395.55
01/26	01/26/2026	78234	274	HEALTHPARTNERS INC	0987881452	20	101-43240-130	DENTAL INSURANCE - FEB 2026	90.41	90.41
01/26	01/26/2026	78234	274	HEALTHPARTNERS INC	0987881452	21	101-45200-130	DENTAL INSURANCE - FEB 2026	214.74	214.74
01/26	01/26/2026	78234	274	HEALTHPARTNERS INC	0987881452	22	101-45250-130	DENTAL INSURANCE - FEB 2026	101.72	101.72
01/26	01/26/2026	78234	274	HEALTHPARTNERS INC	0987881452	23	601-49400-130	DENTAL INSURANCE - FEB 2026	113.03	113.03
01/26	01/26/2026	78234	274	HEALTHPARTNERS INC	0987881452	24	602-49450-130	DENTAL INSURANCE - FEB 2026	274.82	274.82
01/26	01/26/2026	78234	274	HEALTHPARTNERS INC	0987881452	25	101-21706	DENTAL INSURANCE - FEB 2026	712.05	712.05
Total 78234:										41,735.58
<b>78235</b>										
01/26	01/26/2026	78235	1484	HOISINGTON KOEGLER GROUP INC	021-020-57	1	205-45210-390	LILY POND PARK-JAN 2026	5,462.50	5,462.50

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Total 78235:										5,462.50
<b>78236</b>										
01/26	01/26/2026	78236	1611	HOME DEPOT USA INC	8037 PADRE	1	101-32260	BUILDING PERMIT FEE REFUND - 8037 PADRE WA	75.00	75.00
01/26	01/26/2026	78236	1611	HOME DEPOT USA INC	8037 PADRE	2	101-21801	SURCHARGE FEE REFUND - 8037 PADRE WAY NE	1.00	1.00
Total 78236:										76.00
<b>78237</b>										
01/26	01/26/2026	78237	305	INK WIZARDS	12777	1	101-41320-225	LOGO WEAR - ADAM	30.00	30.00
01/26	01/26/2026	78237	305	INK WIZARDS	12786	1	101-45200-225	JIM G.-LOGO FOR CLOTHES-JAN-2026	50.00	50.00
Total 78237:										80.00
<b>78238</b>										
01/26	01/26/2026	78238	1979	INNOVATIVE OFFICE SOLUTIONS LLS	IN5014221	1	602-49450-201	BANKER BOX, WALL CALENDER	89.67	89.67
01/26	01/26/2026	78238	1979	INNOVATIVE OFFICE SOLUTIONS LLS	IN5029747	1	602-49450-227	NITRILE GLOVES	216.00	216.00
01/26	01/26/2026	78238	1979	INNOVATIVE OFFICE SOLUTIONS LLS	IN5032012	1	602-49450-210	WW FILTERS	2,321.30	2,321.30
01/26	01/26/2026	78238	1979	INNOVATIVE OFFICE SOLUTIONS LLS	IN5032012	2	601-49400-210	WCD FILTERS	611.18	611.18
01/26	01/26/2026	78238	1979	INNOVATIVE OFFICE SOLUTIONS LLS	IN5032176	1	601-49400-227	WCD GLOVES	329.52	329.52
01/26	01/26/2026	78238	1979	INNOVATIVE OFFICE SOLUTIONS LLS	IN5032176	2	602-49450-227	WW GLOVES	274.60	274.60
01/26	01/26/2026	78238	1979	INNOVATIVE OFFICE SOLUTIONS LLS	IN5032177	1	602-49450-227	WW GLOVES	768.88	768.88
Total 78238:										4,611.15
<b>78239</b>										
01/26	01/26/2026	78239	1064	INTERNATIONAL CODE COUNCIL	Q15.0003965	1	101-42410-355	2026 ICC MEMBER DUES	170.00	170.00
Total 78239:										170.00
<b>78240</b>										
01/26	01/26/2026	78240	1242	JACKSON HOLDINGS	6005 MANC	1	702-22025	6005 MANCHESTER AVE NE - LANDSCAPE ESCRO	3,000.00	3,000.00
01/26	01/26/2026	78240	1242	JACKSON HOLDINGS	6005 MANC	2	702-22025	6005 MANCHESTER AVE NE - DRIVEWAY ESCROW	2,000.00	2,000.00
Total 78240:										5,000.00
<b>78241</b>										
01/26	01/26/2026	78241	1958	KRAUS-ANDERSON CONSTRUCTION COM	74542	1	446-42200-525	ESD FACILITY - NOV 2025 - CM SERVICES	109,012.00	109,012.00
01/26	01/26/2026	78241	1958	KRAUS-ANDERSON CONSTRUCTION COM	75010	1	414-43100-525	COLD STORAGE - DEC 2025 - CM SERVICES	401.80	401.80

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Inv Seq	Invoice GL Account	Description	Invoice Amount	Check Amount
01/26	01/26/2026	78241	1958	KRAUS-ANDERSON CONSTRUCTION COM	75092	1	446-42200-525	ESD FACILITY - DEC 2025 - CM SERVICES	82,815.24	82,815.24
Total 78241:										192,229.04
<b>78242</b>										
01/26	01/26/2026	78242	745	KURT NEIDERMEIER	2026 BOOT	1	601-49400-225	SAFETY BOOTS - KURT	62.24	62.24
01/26	01/26/2026	78242	745	KURT NEIDERMEIER	2026 BOOT	2	602-49450-225	SAFETY BOOTS - KURT	62.25	62.25
Total 78242:										124.49
<b>78243</b>										
01/26	01/26/2026	78243	349	LANO EQUIPMENT INC.	02-1212826	1	101-43240-210	CUTTING EDGES AND HARDWARE	297.10	297.10
Total 78243:										297.10
<b>78244</b>										
01/26	01/26/2026	78244	480	LARSON COMPANIES	2504512548	1	101-43240-210	FILTERS	186.50	186.50
01/26	01/26/2026	78244	480	LARSON COMPANIES	2504513665	1	101-43240-220	BRAKE LIGHT LENS	12.52	12.52
Total 78244:										199.02
<b>78245</b>										
01/26	01/26/2026	78245	356	LEAGUE OF MN CITIES	440419	1	603-49490-355	2026 STORMWATER COALITION DUES	1,510.00	1,510.00
01/26	01/26/2026	78245	356	LEAGUE OF MN CITIES	443099	1	101-41400-360	2026 SAFETY & LOSS WORKSHOP - SANDY	20.00	20.00
01/26	01/26/2026	78245	356	LEAGUE OF MN CITIES	443100	1	101-41800-360	2026 MCMA ANNUAL CONFERENCE - SABRINA	525.00	525.00
Total 78245:										2,055.00
<b>78246</b>										
01/26	01/26/2026	78246	1397	LEGALSHIELD	DEC 2025	1	101-21712	DEC 2025 - LEGAL SHEILD	76.80	76.80
Total 78246:										76.80
<b>78247</b>										
01/26	01/26/2026	78247	1556	MACQUEEN EQUIPMENT GROUP	P61068	1	101-42200-240	FIRE EXTINGUISHER - CHIEF TAHOE	202.79	202.79
01/26	01/26/2026	78247	1556	MACQUEEN EQUIPMENT GROUP	P61201	1	101-42200-240	FIRE EXTINGUISHER	164.30	164.30
Total 78247:										367.09

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Inv Seq	Invoice GL Account	Description	Invoice Amount	Check Amount
<b>78248</b>										
01/26	01/26/2026	78248	392	MENARDS	29636	1	101-43100-220	CERAMIC SPRAY COATING	27.12	27.12
01/26	01/26/2026	78248	392	MENARDS	29687	1	101-45200-220	PARK MAINTENANCE SUPPLIES-JAN-2026	119.34	119.34
01/26	01/26/2026	78248	392	MENARDS	29722	1	101-43100-220	DOOR TRIM AND NAILS	33.96	33.96
01/26	01/26/2026	78248	392	MENARDS	29724	1	101-43100-220	BREAKER, SEALS AND HOSE	42.25	42.25
01/26	01/26/2026	78248	392	MENARDS	29998	1	101-43100-210	EXTENSION CORDS FOR COLD STORAGE	123.01	123.01
Total 78248:										345.68
<b>78249</b>										
01/26	01/26/2026	78249	1737	MIDWAY IRON & METAL INC	621708	1	101-43240-220	STEEL FOR ONE TON DUMPSTER	1,297.66	1,297.66
Total 78249:										1,297.66
<b>78250</b>										
01/26	01/26/2026	78250	729	MIDWEST SOUND & STAGE	1764	1	101-45250-490	2026 PRAIRIE FESTIVAL STAGE DEPOSIT-JAN-2026	450.00	450.00
Total 78250:										450.00
<b>78251</b>										
01/26	01/26/2026	78251	2015	MIELKE, JUSTIN	2026 WORK	1	601-49400-225	WORK BOOTS 2026	100.00	100.00
01/26	01/26/2026	78251	2015	MIELKE, JUSTIN	2026 WORK	2	601-49400-225	WORK BOOTS 2026	100.00	100.00
Total 78251:										200.00
<b>78252</b>										
01/26	01/26/2026	78252	1733	MONTICELLO ANIMAL CONTROL	1296	1	101-42710-390	DEC 2025 - ANIMAL PICKUPS	220.00	220.00
Total 78252:										220.00
<b>78253</b>										
01/26	01/26/2026	78253	1346	MRPA/MASS	2026 MEMB	1	101-45250-355	MASS MEMBERSHIP-JAN-2026	40.00	40.00
Total 78253:										40.00
<b>78254</b>										
01/26	01/26/2026	78254	431	MSSA	2026	1	101-43100-355	2026 MSSA MEMBERSHIP	100.00	100.00
Total 78254:										100.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Inv Seq	Invoice GL Account	Description	Invoice Amount	Check Amount
<b>78255</b>										
01/26	01/26/2026	78255	435	NAPA OF ELK RIVER INC	324496	1	101-43240-220	BRAKE FLUID	21.16	21.16
01/26	01/26/2026	78255	435	NAPA OF ELK RIVER INC	324511	1	101-43240-220	FRONT SWAY BAR LINK	34.62	34.62
01/26	01/26/2026	78255	435	NAPA OF ELK RIVER INC	324614	1	101-43240-220	CORE DEPOSIT CREDIT	18.00-	18.00-
01/26	01/26/2026	78255	435	NAPA OF ELK RIVER INC	324824	1	101-43240-220	BATTERY CORE DEPOSIT	304.08	304.08
01/26	01/26/2026	78255	435	NAPA OF ELK RIVER INC	324863	1	101-43240-220	BATTERY CORE CREDIT	36.00-	36.00-
01/26	01/26/2026	78255	435	NAPA OF ELK RIVER INC	325013	1	101-43240-220	BULB	9.44	9.44
01/26	01/26/2026	78255	435	NAPA OF ELK RIVER INC	325013	2	101-43240-210	HYDRAULIC FLUID	175.32	175.32
01/26	01/26/2026	78255	435	NAPA OF ELK RIVER INC	325415	1	101-43240-220	OIL PITCHER, DEF	13.42	13.42
01/26	01/26/2026	78255	435	NAPA OF ELK RIVER INC	325696	1	101-43240-220	MARKING PENS FOR STEEL	18.23	18.23
01/26	01/26/2026	78255	435	NAPA OF ELK RIVER INC	325774	1	101-43240-210	FILTER	21.84	21.84
01/26	01/26/2026	78255	435	NAPA OF ELK RIVER INC	325776	1	101-43240-210	FILTERS	43.68	43.68
Total 78255:										587.79
<b>78256</b>										
01/26	01/26/2026	78256	1242	NORLING HOME IMPROVEMENT	6004 & 6096	1	702-22024	6004 MANCHESTER AVE NE - LANDSCAPE ESCRO	3,000.00	3,000.00
01/26	01/26/2026	78256	1242	NORLING HOME IMPROVEMENT	6004 & 6096	2	702-22024	6096 MANCHESTER AVE NE - LANDSCAPE ESCRO	3,000.00	3,000.00
01/26	01/26/2026	78256	1242	NORLING HOME IMPROVEMENT	6168 MANC	1	702-22023	6168 MANCHESTER AVE NE - LANDSCAPE ESCRO	3,000.00	3,000.00
Total 78256:										9,000.00
<b>78257</b>										
01/26	01/26/2026	78257	451	NORTHLAND SECURITIES	INV-2168	1	303-47000-620	CONTINUING DISCLOSURE - 2025	250.00	250.00
01/26	01/26/2026	78257	451	NORTHLAND SECURITIES	INV-2168	2	376-47000-620	CONTINUING DISCLOSURE - 2025	250.00	250.00
01/26	01/26/2026	78257	451	NORTHLAND SECURITIES	INV-2168	3	380-47000-620	CONTINUING DISCLOSURE - 2025	250.00	250.00
01/26	01/26/2026	78257	451	NORTHLAND SECURITIES	INV-2168	4	360-47000-620	CONTINUING DISCLOSURE - 2025	750.00	750.00
01/26	01/26/2026	78257	451	NORTHLAND SECURITIES	INV-2168	5	361-47000-620	CONTINUING DISCLOSURE - 2025	750.00	750.00
01/26	01/26/2026	78257	451	NORTHLAND SECURITIES	INV-2168	6	601-49400-620	CONTINUING DISCLOSURE - 2025	250.00	250.00
01/26	01/26/2026	78257	451	NORTHLAND SECURITIES	INV-2168	7	602-49450-620	CONTINUING DISCLOSURE - 2025	250.00	250.00
Total 78257:										2,750.00
<b>78258</b>										
01/26	01/26/2026	78258	463	OLSON, MARY	2025 MILEA	1	101-41600-321	2025 MILEAGE - MARY	83.16	83.16
Total 78258:										83.16
<b>78259</b>										
01/26	01/26/2026	78259	1203	OPTUM HSA ADMINISTRATOR FOR ADAM F	DEC 2025 A	1	101-21703	DEC 2025 - HSA - ADAM - EE	296.00	296.00

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01/26	01/26/2026	78259	1203	OPTUM HSA ADMINISTRATOR FOR ADAM F	DEC 2025 A	2	101-41320-130	DEC 2025 - HSA - ADAM - ER	160.00	160.00
Total 78259:										456.00
<b>78260</b>										
01/26	01/26/2026	78260	839	OTSEGO RIVER RIDERS	2025	1	101-45250-390	SNOWMOBILE CLASS-2025	180.00	180.00
Total 78260:										180.00
<b>78261</b>										
01/26	01/26/2026	78261	1485	P & F PROPERTIES INC	TIF PYMT #1	1	261-46580-339	TIF NOTE PAYMENT #15 - PRINCIPAL	43,391.20	43,391.20
01/26	01/26/2026	78261	1485	P & F PROPERTIES INC	TIF PYMT #1	2	261-46580-339	TIF NOTE PAYMENT #15 - INTEREST	2,891.22	2,891.22
Total 78261:										46,282.42
<b>78262</b>										
01/26	01/26/2026	78262	1659	QUADIENT INC	17898536	1	601-49400-390	DEC 2025 - UB POSTAGE	964.09	964.09
01/26	01/26/2026	78262	1659	QUADIENT INC	17898536	2	602-49450-390	DEC 2025 - UB POSTAGE	1,432.33	1,432.33
01/26	01/26/2026	78262	1659	QUADIENT INC	17898536	3	603-49490-390	DEC 2025 - UB POSTAGE	41.45	41.45
Total 78262:										2,437.87
<b>78263</b>										
01/26	01/26/2026	78263	535	SCHINDLER ELEVATOR CORPORATION	4607359521	1	101-41945-390	ELEVATOR ANNUAL INSPECTION	1,077.42	1,077.42
Total 78263:										1,077.42
<b>78264</b>										
01/26	01/26/2026	78264	1372	SIMPLIFILE	3657889189	1	101-41400-340	RECORDING GRENINGER ZONING AMENDMENT/C	147.75	147.75
01/26	01/26/2026	78264	1372	SIMPLIFILE	3657889189	2	101-41400-340	RECORDING REAL PROPERTY DECLARATION RIV	49.25	49.25
Total 78264:										197.00
<b>78265</b>										
01/26	01/26/2026	78265	2049	SNAP-ON INDUSTRIAL	ARV/668499	1	101-43240-240	STRIKING PRY BAR	107.35	107.35
Total 78265:										107.35
<b>78266</b>										
01/26	01/26/2026	78266	1504	SPECIALTY SOLUTIONS	154064	1	101-43100-272	2 TOTES BEET JUICE	1,509.76	1,509.76

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Total 78266:										1,509.76
<b>78267</b>										
01/26	01/26/2026	78267	568	STATE OF MN	2026	1	101-43240-210	DOT STICKERS, TOM	32.00	32.00
Total 78267:										32.00
<b>78268</b>										
01/26	01/26/2026	78268	1801	SYNAGRO TECHNOLOGIES INC	64610	1	602-49450-419	BIOSOLIDS HAULING-DEC 2025	1,485.24	1,485.24
Total 78268:										1,485.24
<b>78269</b>										
01/26	01/26/2026	78269	87	TEGRETE	120039	1	101-41945-389	FEB 2026 - CH CLEANING	643.00	643.00
01/26	01/26/2026	78269	87	TEGRETE	120039	2	101-41940-389	FEB 2026 - PC CLEANING	923.00	923.00
Total 78269:										1,566.00
<b>78270</b>										
01/26	01/26/2026	78270	587	TERMINAL SUPPLY CO INC.	83051-00	1	101-43240-210	CUTTING EDGE BOLTS/HARDWARE	239.92	239.92
Total 78270:										239.92
<b>78271</b>										
01/26	01/26/2026	78271	592	THE UPS STORE #5093	01.12.2026	1	601-49400-206	WATER SAMPLE POSTAGE	16.68	16.68
Total 78271:										16.68
<b>78272</b>										
01/26	01/26/2026	78272	1990	TOSHIBA AMERICA BUSINESS SOLUTIONS	6733527	1	602-49450-201	TOSHIBA PRINTER - UTILITIES	5.59	5.59
01/26	01/26/2026	78272	1990	TOSHIBA AMERICA BUSINESS SOLUTIONS	6738132	1	602-49450-201	TOSHIBA PRINTER - UTILITIES	101.40	101.40
Total 78272:										106.99
<b>78273</b>										
01/26	01/26/2026	78273	604	TOWMASTER	5695	1	101-43240-210	WING PINS	177.20	177.20
01/26	01/26/2026	78273	604	TOWMASTER	90004408	1	101-43240-210	UNDERBODY CUTTING EDGE AND HARDWARE	2,363.02	2,363.02

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Inv Seq	Invoice GL Account	Description	Invoice Amount	Check Amount
Total 78273:										2,540.22
<b>78274</b>										
01/26	01/26/2026	78274	611	TRAUT COMPANIES	384718	1	601-49400-530	OBSERVATION WELL - MT SIMON	78,135.00	78,135.00
Total 78274:										78,135.00
<b>78275</b>										
01/26	01/26/2026	78275	620	ULINE INC.	202383358	1	101-41940-210	PRAIRIE CENTER CLEANING SUPPLIES-JAN-2026	400.97	400.97
Total 78275:										400.97
<b>78276</b>										
01/26	01/26/2026	78276	695	UNIQUE PAVING MATERIALS	91745	1	101-43100-234	1 TON COLD MIX	184.45	184.45
Total 78276:										184.45
<b>78277</b>										
01/26	01/26/2026	78277	626	US BANK - VISA	0000230572	1	101-41650-309	DNS HOSTING FOR .GOV DOMAIN FOR 2026	439.45	439.45
01/26	01/26/2026	78277	626	US BANK - VISA	020986	1	101-45250-445	SENIOR BINGO DEC 2025	95.80	95.80
01/26	01/26/2026	78277	626	US BANK - VISA	04359	1	101-45200-360	AGM AND AWARDS MRPA-JAN-2026	59.00	59.00
01/26	01/26/2026	78277	626	US BANK - VISA	051463	1	101-43100-210	FORKLIFT PROPANE	25.96	25.96
01/26	01/26/2026	78277	626	US BANK - VISA	097038	1	101-45250-445	SENIOR PROGRAMS-DEC-2025	43.95	43.95
01/26	01/26/2026	78277	626	US BANK - VISA	111-0005083-	1	101-43100-210	PHONE CASE	56.31	56.31
01/26	01/26/2026	78277	626	US BANK - VISA	111-0129571-	1	601-49400-227	VALVE VAULT ENTRY HANDLE	207.20	207.20
01/26	01/26/2026	78277	626	US BANK - VISA	111-0307066-	1	101-41400-201	FINANCE DEPT WALL CALENDAR	6.95	6.95
01/26	01/26/2026	78277	626	US BANK - VISA	111-0307066-	2	101-41400-201	CITY HALL - CLOCK	13.97	13.97
01/26	01/26/2026	78277	626	US BANK - VISA	111-0446973-	1	602-49450-227	SAFETY SIGNAGE	13.51	13.51
01/26	01/26/2026	78277	626	US BANK - VISA	111-2195386-	1	602-49450-227	SAFETY GLASSES	63.00	63.00
01/26	01/26/2026	78277	626	US BANK - VISA	111-3959099-	1	601-49400-201	COFFEE	30.52	30.52
01/26	01/26/2026	78277	626	US BANK - VISA	111-4217441-	1	101-43240-220	HYDRAULIC COUPLER	64.76	64.76
01/26	01/26/2026	78277	626	US BANK - VISA	111-4329888-	1	601-49400-210	OUTLET COVER	15.83	15.83
01/26	01/26/2026	78277	626	US BANK - VISA	111-4773094-	1	101-41945-210	CITY HALL - PAPER TOWELS, NAPKINS, & PAPER P	24.78	24.78
01/26	01/26/2026	78277	626	US BANK - VISA	111-4773094-	2	101-41400-201	ADMIN - PENS AND POST ITS	24.07	24.07
01/26	01/26/2026	78277	626	US BANK - VISA	111-4785288-	1	601-49400-227	SAFETY SIGNS	66.56	66.56
01/26	01/26/2026	78277	626	US BANK - VISA	111-7267833-	1	101-43100-210	PHONE CASE	22.74	22.74
01/26	01/26/2026	78277	626	US BANK - VISA	111-8495849-	1	601-49400-227	VAULT ENTRY HANDLE	207.39	207.39
01/26	01/26/2026	78277	626	US BANK - VISA	111-915819-7	1	101-43100-210	PHONE BELT CLIP	20.88	20.88
01/26	01/26/2026	78277	626	US BANK - VISA	111-9920047-	1	601-49400-210	TOOL COMPONENTS - BLADES & DISCS	104.49	104.49

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01/26	01/26/2026	78277	626	US BANK - VISA	112-1571072	1	101-43100-227	HI VISIBILITY WORK PANTS	511.91	511.91
01/26	01/26/2026	78277	626	US BANK - VISA	112-2281361	1	101-43100-227	FIRE EXTINGUISHER SIGNS	12.99	12.99
01/26	01/26/2026	78277	626	US BANK - VISA	112-2662416	1	101-43240-220	SQUARE TUBE PLUGS	5.48	5.48
01/26	01/26/2026	78277	626	US BANK - VISA	112-3194469	1	101-43100-220	SELF TAPPING SCREWS	28.47	28.47
01/26	01/26/2026	78277	626	US BANK - VISA	112-3980874	1	101-43100-210	BATTERIES	17.49	17.49
01/26	01/26/2026	78277	626	US BANK - VISA	112-4306878	1	101-43100-227	FIRE EXTINGUISHER MOUNT	9.45	9.45
01/26	01/26/2026	78277	626	US BANK - VISA	112-5021131-	1	101-43240-220	HINGES	31.99	31.99
01/26	01/26/2026	78277	626	US BANK - VISA	112-5021131-	1	101-43240-220	HINGE CREDIT	31.99-	31.99-
01/26	01/26/2026	78277	626	US BANK - VISA	112-7744648	1	602-49450-201	EAST WWTF OFFICE SUPPLIES	18.36	18.36
01/26	01/26/2026	78277	626	US BANK - VISA	112-8049213	1	101-43100-227	GRINDING SHIELD	65.58	65.58
01/26	01/26/2026	78277	626	US BANK - VISA	112-8645080	1	602-49450-201	EAST WWTF OFFICE	52.19	52.19
01/26	01/26/2026	78277	626	US BANK - VISA	112-8943389	1	602-49450-201	EAST WWTF OFFICE	20.24	20.24
01/26	01/26/2026	78277	626	US BANK - VISA	114-0135232	1	101-42410-201	IPAD CASES AND SCREEN PROTECTORS FOR BUI	112.36	112.36
01/26	01/26/2026	78277	626	US BANK - VISA	114-0324011-	1	101-41940-210	PC OFFICE SUPPLIES DEC 2025	125.20	125.20
01/26	01/26/2026	78277	626	US BANK - VISA	114-0881539	1	602-49450-201	BULLETIN BOARD	99.59	99.59
01/26	01/26/2026	78277	626	US BANK - VISA	114-0881539	2	602-49450-227	SAFETY SIGNS, WATERPROOF OUTLET COVERS,	248.76	248.76
01/26	01/26/2026	78277	626	US BANK - VISA	114-1040865	1	101-41940-210	PC SUPPLIES DEC 2025	382.21	382.21
01/26	01/26/2026	78277	626	US BANK - VISA	114-1087508	1	602-49450-227	SAFETY SIGNS	80.82	80.82
01/26	01/26/2026	78277	626	US BANK - VISA	114-1890615	1	602-49450-227	LIFE RING/FIRST AID/SIGNS/PPE	351.61	351.61
01/26	01/26/2026	78277	626	US BANK - VISA	114-2223987	1	101-43240-220	WELD ON HINGES	23.39	23.39
01/26	01/26/2026	78277	626	US BANK - VISA	114-2929954	1	101-41650-210	MONITOR ARMS CITY ADMINISTRATOR, HR MANA	322.93	322.93
01/26	01/26/2026	78277	626	US BANK - VISA	114-2975878	1	602-49450-201	STORAGE SHELF	45.10	45.10
01/26	01/26/2026	78277	626	US BANK - VISA	114-3272413	1	602-49450-201	CALENDER DRY WHITE BOARD, MOP AND BROOM	68.37	68.37
01/26	01/26/2026	78277	626	US BANK - VISA	114-3309302	1	101-41650-210	SCREEN PROTECTOR FOR IT MANAGERS PHONE	17.63	17.63
01/26	01/26/2026	78277	626	US BANK - VISA	114-3870123	1	602-49450-210	NUTS AND BOLTS	33.11	33.11
01/26	01/26/2026	78277	626	US BANK - VISA	114-3870123	2	602-49450-201	DRY ERASE BOARD	47.49	47.49
01/26	01/26/2026	78277	626	US BANK - VISA	114-3879652	1	101-41650-210	PHONE CASE FOR IT MANAGER	18.88	18.88
01/26	01/26/2026	78277	626	US BANK - VISA	114-4195335	1	602-49450-201	CORD COVERS	13.99	13.99
01/26	01/26/2026	78277	626	US BANK - VISA	114-4495741	1	101-41650-210	TOOL BAG FOR NETWORK TOOLS AND WRIST RE	39.08	39.08
01/26	01/26/2026	78277	626	US BANK - VISA	114-5117032-	1	101-41650-210	NETWORK SWITCH FOR CAMERAS	44.99	44.99
01/26	01/26/2026	78277	626	US BANK - VISA	114-5124290	1	101-41940-210	PC OFFICE SUPPLIES DEC 2025	55.85	55.85
01/26	01/26/2026	78277	626	US BANK - VISA	114-7279619	1	602-49450-227	SAFETY RELATED SIGN	8.95	8.95
01/26	01/26/2026	78277	626	US BANK - VISA	114-7763088	1	101-43240-220	WELD ON HINGES	22.89	22.89
01/26	01/26/2026	78277	626	US BANK - VISA	114-7763088	1	101-43240-220	HINGE RETURN	22.89-	22.89-
01/26	01/26/2026	78277	626	US BANK - VISA	114-7977822	1	101-43240-210	PHONE CASE FOR NEW MECHANIC	42.60	42.60
01/26	01/26/2026	78277	626	US BANK - VISA	114-8642121	1	101-45250-445	SENIOR BINGO DEC 2025	158.99	158.99
01/26	01/26/2026	78277	626	US BANK - VISA	114-8736040	1	101-43240-220	TIE DOWN RINGS	18.99	18.99
01/26	01/26/2026	78277	626	US BANK - VISA	14-13981-07	1	101-43240-220	FLOAT DRAIN	93.42	93.42
01/26	01/26/2026	78277	626	US BANK - VISA	2026 MN PU	1	101-46580-360	EHLERS SEMINAR - REGISTRATION - ADAM	250.00	250.00
01/26	01/26/2026	78277	626	US BANK - VISA	31416170	1	601-49400-360	CLASS C WATER EXAM TRAINING.	400.00	400.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Inv Seq	Invoice GL Account	Description	Invoice Amount	Check Amount
01/26	01/26/2026	78277	626	US BANK - VISA	31B6275025	1	101-41945-501	SHIPPING FOR OFFICE FURNITURE	90.04	90.04
01/26	01/26/2026	78277	626	US BANK - VISA	47633	1	101-41400-201	2026 CALENDAR - HEIDI	22.98	22.98
01/26	01/26/2026	78277	626	US BANK - VISA	7671356347	1	101-41400-201	ADMIN COPY PAPER	39.49	39.49
01/26	01/26/2026	78277	626	US BANK - VISA	7671356347	2	101-42410-201	BUILDING SAFETY - YELLOW PAPER	41.82	41.82
01/26	01/26/2026	78277	626	US BANK - VISA	7693	1	101-45250-390	ELSA SANTA DAY DEC 2025	575.00	575.00
01/26	01/26/2026	78277	626	US BANK - VISA	853671	1	101-41600-360	CREDIT - GFOA WEBINAR CANCELLED	130.00-	130.00-
01/26	01/26/2026	78277	626	US BANK - VISA	997366	1	101-45200-360	TREE INSPECTOR-NICK J-DEC-2025	25.00	25.00
01/26	01/26/2026	78277	626	US BANK - VISA	ARV/666994	1	101-43240-240	MISC. SMALL HANDTOOLS	467.36	467.36
01/26	01/26/2026	78277	626	US BANK - VISA	ARV/667075	1	101-43240-240	LONG NOSE PLIER	39.38	39.38
01/26	01/26/2026	78277	626	US BANK - VISA	B285012	1	602-49450-220	COLLECTION SYSTEM REPAIRS - CHIMNEY	813.67	813.67
01/26	01/26/2026	78277	626	US BANK - VISA	CS25-02439	1	602-49450-210	VFD FILTERS	1,692.00	1,692.00
01/26	01/26/2026	78277	626	US BANK - VISA	FB-10019250	1	101-41940-402	HVAC FILTERS FOR PRAIRIE CENTER-JAN-2026	257.08	257.08
01/26	01/26/2026	78277	626	US BANK - VISA	G128460064	1	101-41650-309	NOV MICROSOFT AZURE INVOICE FOR DONOTRE	.01	.01
01/26	01/26/2026	78277	626	US BANK - VISA	MN8OSS004	1	101-41400-355	NOTARY MN SECRETARY OF STATE - KALLAND	120.00	120.00
01/26	01/26/2026	78277	626	US BANK - VISA	MNPPCA000	1	602-49450-360	MPCA TRAINING TYPE IV NICK	153.23	153.23
01/26	01/26/2026	78277	626	US BANK - VISA	MNQBOA00	1	101-41600-355	CPA LICENSE RENEWAL - ADAM	102.00	102.00
01/26	01/26/2026	78277	626	US BANK - VISA	MNTI X2025	1	101-45200-360	TREE INSPECTOR-CRAIG-DEC-2025	25.00	25.00
01/26	01/26/2026	78277	626	US BANK - VISA	MRWA TECH	1	601-49400-360	NICK MRWA WATER CREDITS	350.00	350.00
01/26	01/26/2026	78277	626	US BANK - VISA	R011D8	1	101-41320-360	MCMA CONFERENCE - LODGING - ADAM	408.06	408.06
01/26	01/26/2026	78277	626	US BANK - VISA	SO1499194	1	101-41945-525	NEW OFFICE FURNITURE FOR BEN AND SABRINA	4,704.10	4,704.10
Total 78277:										15,249.81
<b>78278</b>										
01/26	01/26/2026	78278	636	VERIZON WIRELESS	6132398358	1	101-41400-320	ADMINISTRATION - DEC CELL PHONE	76.82	76.82
01/26	01/26/2026	78278	636	VERIZON WIRELESS	6132398358	2	101-43100-320	STREETS - DEC CELL PHONE	327.30	327.30
01/26	01/26/2026	78278	636	VERIZON WIRELESS	6132398358	3	101-45200-320	PARKS - DEC CELL PHONE	212.07	212.07
01/26	01/26/2026	78278	636	VERIZON WIRELESS	6132398358	4	601-49400-320	WATER - DEC CELL PHONE	696.04	696.04
01/26	01/26/2026	78278	636	VERIZON WIRELESS	6132398358	5	602-49450-320	SEWER - DEC CELL PHONE	427.42	427.42
01/26	01/26/2026	78278	636	VERIZON WIRELESS	6132398358	6	101-45250-320	RECREATION - DEC CELL PHONE	76.82	76.82
01/26	01/26/2026	78278	636	VERIZON WIRELESS	6132398358	7	101-43240-320	FLEET - DEC CELL PHONE	76.82	76.82
01/26	01/26/2026	78278	636	VERIZON WIRELESS	6132398358	8	101-41320-320	CITY ADMINISTRATOR - DEC CELL PHONE	38.41	38.41
01/26	01/26/2026	78278	636	VERIZON WIRELESS	6132398358	9	101-41800-320	HR - DEC CELL PHONE	38.41	38.41
01/26	01/26/2026	78278	636	VERIZON WIRELESS	6132398358	10	101-42200-320	EMERGENCY SERVICES - DEC CELL PHONE	78.42	78.42
01/26	01/26/2026	78278	636	VERIZON WIRELESS	6132398358	11	101-41650-320	IT - DEC CELL PHONE	188.40	188.40
01/26	01/26/2026	78278	636	VERIZON WIRELESS	6132398358	12	101-41850-320	COMMUNICATIONS - DEC CELL PHONE	38.41	38.41
01/26	01/26/2026	78278	636	VERIZON WIRELESS	6132398358	13	101-42410-320	BUILDING - DEC PHONE	1,767.16	1,767.16
Total 78278:										4,042.50

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Inv Seq	Invoice GL Account	Description	Invoice Amount	Check Amount
<b>78279</b>										
01/26	01/26/2026	78279	1969	VITA, RENZO	MILEAGE 1/	1	601-49400-321	MILEAGE	147.90	147.90
Total 78279:										147.90
<b>78280</b>										
01/26	01/26/2026	78280	651	WASTE MANAGEMENT	0050247-170	1	602-49450-325	REFUSE 12/16/2025 - 12/31/2025	929.46	929.46
Total 78280:										929.46
<b>78281</b>										
01/26	01/26/2026	78281	672	XCEL ENERGY	960495524	1	601-49400-322	16575 61ST ST NE - DEC 2025	381.04	381.04
01/26	01/26/2026	78281	672	XCEL ENERGY	960503757	1	601-49400-322	5740 RANDOLPH AVE NE UNIT WELL 8-DEC 2025	280.53	280.53
01/26	01/26/2026	78281	672	XCEL ENERGY	960514516	1	101-45200-322	STREET LIGHTS - DEC 2025	37.43	37.43
01/26	01/26/2026	78281	672	XCEL ENERGY	960520191	1	101-45200-322	5500 RANDOLPH AVE NE UNIT PARK-DEC 2025	251.79	251.79
01/26	01/26/2026	78281	672	XCEL ENERGY	961708930	1	602-49450-322	16935 56TH CT NE UNIT SEWER - JAN 2026	333.99	333.99
01/26	01/26/2026	78281	672	XCEL ENERGY	961708930	2	601-49400-322	5750 RANDOLPH AVE NE UNIT WELL 3 - JAN 2026	250.64	250.64
01/26	01/26/2026	78281	672	XCEL ENERGY	961708930	3	602-49450-322	5850 RANDOLPH AVE NE - JAN 2026	10,150.73	10,150.73
01/26	01/26/2026	78281	672	XCEL ENERGY	961708930	4	602-49450-322	17388 52ND ST NE - JAN 2026	371.91	371.91
01/26	01/26/2026	78281	672	XCEL ENERGY	961708930	5	602-49450-322	5850 RANDOLPH AVE NE BLDG EAST WWTF - JAN	5,186.78	5,186.78
Total 78281:										17,244.84
<b>78282</b>										
01/26	01/26/2026	78282	1242	ZIEGLER CUSTOM HOMES	13801 80TH	1	702-22025	13801 80TH ST NE - DRIVEWAY ESCROW REFUND	2,000.00	2,000.00
Total 78282:										2,000.00
<b>78283</b>										
01/26	01/26/2026	78283	676	ZIEGLER INC	IN002250403	1	101-43240-220	PUMP KIT	422.56	422.56
Total 78283:										422.56
Grand Totals:										957,445.41

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
001-11111	194.55	.00	194.55
001-20200	.00	194.55-	194.55-
101-20200	238.88	108,784.81-	108,545.93-
101-21703	296.00	.00	296.00
101-21706	3,438.73	.00	3,438.73
101-21712	76.80	.00	76.80
101-21801	1.00	.00	1.00
101-32260	75.00	.00	75.00
101-41320-130	1,594.00	.00	1,594.00
101-41320-225	30.00	.00	30.00
101-41320-320	38.41	.00	38.41
101-41320-360	408.06	.00	408.06
101-41400-130	3,701.77	.00	3,701.77
101-41400-201	107.46	.00	107.46
101-41400-320	76.82	.00	76.82
101-41400-340	197.00	.00	197.00
101-41400-350	412.80	.00	412.80
101-41400-355	120.00	.00	120.00
101-41400-360	20.00	.00	20.00
101-41600-130	2,161.08	.00	2,161.08
101-41600-321	83.16	.00	83.16
101-41600-355	102.00	.00	102.00
101-41600-360	.00	130.00-	130.00-
101-41650-130	1,434.00	.00	1,434.00
101-41650-210	443.51	.00	443.51
101-41650-309	439.46	.00	439.46
101-41650-320	188.40	.00	188.40
101-41700-301	1,538.00	.00	1,538.00
101-41800-130	1,434.00	.00	1,434.00
101-41800-320	38.41	.00	38.41
101-41800-360	2,325.00	.00	2,325.00
101-41850-130	863.12	.00	863.12
101-41850-320	38.41	.00	38.41
101-41940-210	964.23	.00	964.23
101-41940-322	825.14	.00	825.14
101-41940-389	923.00	.00	923.00
101-41940-402	257.08	.00	257.08
101-41945-210	30.76	.00	30.76
101-41945-322	812.80	.00	812.80
101-41945-389	643.00	.00	643.00
101-41945-390	1,077.42	.00	1,077.42

GL Account	Debit	Credit	Proof
101-41945-501	90.04	.00	90.04
101-41945-525	4,704.10	.00	4,704.10
101-42200-240	367.09	.00	367.09
101-42200-320	78.42	.00	78.42
101-42410-130	2,813.38	.00	2,813.38
101-42410-201	154.18	.00	154.18
101-42410-302	1,552.50	.00	1,552.50
101-42410-311	750.00	.00	750.00
101-42410-320	1,767.16	.00	1,767.16
101-42410-355	170.00	.00	170.00
101-42710-390	520.00	.00	520.00
101-43100-130	7,032.13	.00	7,032.13
101-43100-210	301.38	.00	301.38
101-43100-220	131.80	.00	131.80
101-43100-227	599.93	.00	599.93
101-43100-234	184.45	.00	184.45
101-43100-272	14,750.91	.00	14,750.91
101-43100-320	327.30	.00	327.30
101-43100-355	100.00	.00	100.00
101-43150-302	3,963.30	.00	3,963.30
101-43150-315	2,836.50	.00	2,836.50
101-43240-130	1,185.39	.00	1,185.39
101-43240-202	7,146.00	.00	7,146.00
101-43240-210	17,480.96	.00	17,480.96
101-43240-220	3,835.61	108.88-	3,726.73
101-43240-225	85.22	.00	85.22
101-43240-240	614.09	.00	614.09
101-43240-320	76.82	.00	76.82
101-45200-130	3,339.11	.00	3,339.11
101-45200-220	119.34	.00	119.34
101-45200-225	50.00	.00	50.00
101-45200-320	212.07	.00	212.07
101-45200-322	289.22	.00	289.22
101-45200-360	109.00	.00	109.00
101-45250-130	1,961.02	.00	1,961.02
101-45250-320	76.82	.00	76.82
101-45250-355	40.00	.00	40.00
101-45250-390	755.00	.00	755.00
101-45250-445	298.74	.00	298.74
101-45250-490	450.00	.00	450.00
101-46580-360	250.00	.00	250.00

GL Account	Debit	Credit	Proof
201-20200	.00	34,711.50-	34,711.50-
201-43100-302	34,711.50	.00	34,711.50
203-20200	.00	2,196.50-	2,196.50-
203-45210-302	2,196.50	.00	2,196.50
205-20200	.00	14,073.50-	14,073.50-
205-45210-302	8,611.00	.00	8,611.00
205-45210-390	5,462.50	.00	5,462.50
261-20200	.00	46,282.42-	46,282.42-
261-46580-339	46,282.42	.00	46,282.42
262-20200	.00	110,409.84-	110,409.84-
262-46580-339	110,409.84	.00	110,409.84
303-20200	.00	250.00-	250.00-
303-47000-620	250.00	.00	250.00
360-20200	.00	750.00-	750.00-
360-47000-620	750.00	.00	750.00
361-20200	.00	750.00-	750.00-
361-47000-620	750.00	.00	750.00
376-20200	.00	250.00-	250.00-
376-47000-620	250.00	.00	250.00
380-20200	.00	250.00-	250.00-
380-47000-620	250.00	.00	250.00
414-20200	.00	23,401.80-	23,401.80-
414-43100-525	23,401.80	.00	23,401.80
446-20200	.00	210,590.74-	210,590.74-
446-42200-525	210,590.74	.00	210,590.74
601-20200	.00	267,708.86-	267,708.86-
601-49400-130	2,575.12	.00	2,575.12
601-49400-201	30.52	.00	30.52
601-49400-206	16.68	.00	16.68
601-49400-210	793.70	.00	793.70
601-49400-216	4,957.05	.00	4,957.05
601-49400-225	262.24	.00	262.24
601-49400-227	810.67	.00	810.67
601-49400-302	1,274.00	.00	1,274.00
601-49400-315	1,819.37	.00	1,819.37
601-49400-320	936.04	.00	936.04
601-49400-321	147.90	.00	147.90
601-49400-322	912.21	.00	912.21
601-49400-360	750.00	.00	750.00
601-49400-390	3,563.29	.00	3,563.29
601-49400-530	248,610.07	.00	248,610.07

GL Account	Debit	Credit	Proof
601-49400-620	250.00	.00	250.00
602-20200	.00	106,055.85-	106,055.85-
602-49450-130	8,362.73	.00	8,362.73
602-49450-201	561.99	.00	561.99
602-49450-210	13,288.31	.00	13,288.31
602-49450-216	522.30	.00	522.30
602-49450-220	18,293.67	.00	18,293.67
602-49450-225	262.25	.00	262.25
602-49450-227	2,026.13	.00	2,026.13
602-49450-302	905.00	.00	905.00
602-49450-315	1,994.38	.00	1,994.38
602-49450-320	2,343.03	.00	2,343.03
602-49450-322	17,216.35	.00	17,216.35
602-49450-325	929.46	.00	929.46
602-49450-360	153.23	.00	153.23
602-49450-390	4,031.53	.00	4,031.53
602-49450-419	1,485.24	.00	1,485.24
602-49450-530	33,430.25	.00	33,430.25
602-49450-620	250.00	.00	250.00
603-20200	.00	2,253.95-	2,253.95-
603-49490-302	702.50	.00	702.50
603-49490-355	1,510.00	.00	1,510.00
603-49490-390	41.45	.00	41.45
701-20200	.00	12,769.97-	12,769.97-
701-22639	72.50	.00	72.50
701-22672	43.75	.00	43.75
701-22701	163.25	.00	163.25
701-22707	780.13	.00	780.13
701-22722	1,112.00	.00	1,112.00
701-22723	876.00	.00	876.00
701-22727	308.25	.00	308.25
701-22730	409.45	.00	409.45
701-22749	799.38	.00	799.38
701-22753	841.88	.00	841.88
701-22756	529.30	.00	529.30
701-22757	2,411.38	.00	2,411.38
701-22771	2,491.20	.00	2,491.20
701-22777	314.00	.00	314.00
701-22780	1,617.50	.00	1,617.50
702-20200	.00	16,000.00-	16,000.00-
702-22023	3,000.00	.00	3,000.00

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GL Account	Debit	Credit	Proof
702-22024	6,000.00	.00	6,000.00
702-22025	7,000.00	.00	7,000.00
Grand Totals:	<u>957,923.17</u>	<u>957,923.17-</u>	<u>.00</u>

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Report Criteria:

Report type: GL detail

Check.Type = {<->} "void"

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**OTSEGO CITY COUNCIL MEETING  
MONDAY, JANUARY 12, 2026  
7:00 PM  
OTSEGO PRAIRIE CENTER**

Call to Order:

Mayor Stockamp called the meeting to order at 7:00 PM.

Roll Call:

Mayor Jessica Stockamp and Councilmembers: Tina Goede, Ryan Dunlap, Michelle Lund, and Corey Tanner. City Staff: City Administrator/Finance Director Adam Flaherty, Assistant City Administrator/Human Resources Sabrina Hille, City Engineer Ron Wagner, City Planner Daniel Licht, City Attorney Richard Hansen, and City Clerk Audra Etzel.

Pledge of Allegiance:

Mayor Stockamp led in the Pledge of Allegiance.

1. Open Forum:

Mayor Stockamp opened the Open Forum at 7:01 PM.

David Swaab, 16135 71<sup>st</sup> Lane NE said recently there was another fire at their townhome development, with one unit gutted and several units with smoke damage. Mr. Swaab said he drove to the new fire station location, and the drive took 4 minutes time; he cannot wait for the Otsego Fire Station to be operational.

Wright County Commissioner Jeanie Holland, provided updates on the agreement with Wright County cities for shared compost equipment, Wright County's legislative priorities, and outdated DHS software systems and residents having to wait for services.

Mayor Stockamp asked about residents being able to get into the programs. Commissioner Holland said it is challenging for residents to sign up. CM Tanner asked if the dated software with DHS is statewide. Commissioner Holland said yes and DHS has received more complaints; it is challenging for staff to help serve the residents due to the software issues.

Isabel Grimm, provided no address, asked about having a one-on-one with the community regarding the fire department. Ms. Grimm said she is fighting for America.

Mayor Stockamp closed the Open Forum at 7:21 PM.

2. Consider Agenda Approval:

CM Dunlap asked to have item 3.2.A removed from the consent agenda for discussion and Mayor Stockamp asked to add 2026 Goal Setting, adding items 5.1 and 5.2 to the agenda.

**CM Dunlap motioned to approve the agenda as amended, seconded by CM Tanner. All in favor. Motion carried 5-0.**

3. Consent Agenda.
- 3.1 Approve Claims List.
- 3.2 ~~Approve City Council Meeting Minutes.~~
  - A. ~~December 8, 2025, Meeting.~~ Moved to Item 5.1.
- 3.3 Approve City Council Special Compensation for December 2025.
- 3.4 Approve Pay Application #15 for the Wellhouse 4 Treatment Improvements Project.
- 3.5 Approve Pay Application #7 (Final) for the Cold Storage Facility Project.
- 3.6 Approve Change Order #2 and Pay Application #3 and for the Odean Avenue Watermain & PRV Project.
- 3.7 Adopt Resolution 2026-01 Designating an Official Newspaper.
- 3.8 Adopt Resolution 2026-02 Designating Depositories and Investment Brokers.
- 3.9 Accept the Wellhead Protection Plan Annual Report.
- 3.10 Adopt Resolution 2026-03 Authorizing Application for LMC Grant Navigator Support.
- 3.11 Approve Request for Extension of Final Plat Approval – Meadows of Otsego 2<sup>nd</sup> Addition.
- 3.12 Approve Resolution 2026-04 Imposing Civil Penalties for Failed Alcohol Compliance Checks.

**CM Dunlap motioned to approve the consent agenda as amended, seconded by CM Tanner. All in favor. Motion carried 5-0.**

4. Annual Business:
  - 4.1 Appoint Acting Mayor.
  - 4.2 City Council Appointments for 2026.
- Mayor Stockamp handed out a list of the appointments for 2026 as follows:

Planning Commission Liaison: CM Dunlap; Alternate Mayor Stockamp.

Parks and Recreation Commission Liaison: CM Lund; Alternate CM Tanner.

Heritage Preservation Commission Liaison: CM Tanner; Alternate CM Lund.

Public Safety Commission Liaison: CM Goede; Alternate Mayor Stockamp.

Fire Advisory Committee: Mayor Stockamp and CM Dunlap

Public Works Subcommittee: CM Lund and CM Dunlap; Alternate CM Goede.

Administrative Subcommittee: Mayor Stockamp and CM Tanner; Alternate CM Goede.

Otsego Creek Authority: TBD if needed.

**CM Goede motioned to appoint Councilmember Corey Tanner as Acting Mayor, seconded by CM Lund. All in favor. Motion carried 5-0.**

**Mayor Stockamp motioned to approve the Appointments as listed, seconded by CM Tanner. All in favor. Motion carried 5-0.**

5.1 Approve City Council Meeting Minutes.

A. December 8, 2025, Meeting.

CM Dunlap asked to have the December 8, 2025, meeting minutes amended to include the following language on page 5, a copy was handed out.

*CM Dunlap raised a point of order stating that the item being discussed did not receive a second and therefore the item cannot be discussed. Mayor Stockamp did not recognize the point of order made by CM Dunlap.*

Mayor Stockamp added she wanted to have a candid conversation with the City Council.

**CM Dunlap motioned to amend the December 8, 2025, as discussed, seconded by Mayor Stockamp. All in favor. Motion carried 5-0.**

5.2 City Council 2026 Goal Setting.

Mayor Stockamp would like to set aside time to discuss 2026 goals, and asked staff to coordinate a meeting after the February LMC training. Flaherty said staff would look for direction from the City Council to prepare. CM Dunlap asked if this would be similar to Strategic Planning. Mayor Stockamp anticipated a check point for the Strategic Plan and staff updates. Hille said staff will prepare a general outline and will follow up.

5. City Council Reports and Updates.

None.

6. Staff Reports and Updates:

6.1 Consider Scheduling a Special City Council Meeting for Advisory Commission Interviews.

City Clerk Etzel is looking to schedule a meeting to conduct Advisory Commission interviews.

**Mayor Stockamp motioned to schedule a Special City Council meeting for February 12, 2026, at 5:30 PM, seconded by CM Dunlap. All in favor. Motion carried 5-0.**

6.2 Consider Scheduling an Economic Development Authority Meeting.

City Administrator/Finance Director Flaherty is looking to schedule an Economic Development Authority meeting.

**Mayor Stockamp motioned to schedule an Economic Development Authority meeting for February 9, 2026, at 6:00 PM, seconded by CM Lund. All in favor. Motion carried 5-0.**

Hille noted City offices will be closed next Monday for the Martin Luther King, Jr. Holiday.

Flaherty reminded the City Council of upcoming events.

Etzel said Advisory Commission applications are due next Tuesday by 5pm and congratulated the liquor license holders that passed their alcohol compliance check.

City Planner Licht said there will be a Planning Commission meeting next week to review an application.

Sergeant Jason Oltmanns, Wright County Sheriff's Office provided updates on the different Officers and their job skills that are assigned to Otsego, drone usage for search and rescue, December activity, and an increase in calls for health concerns.

7.        Adjourn.

**CM Goede motioned to adjourn at 7:48 PM, seconded by CM Tanner. All in favor. Motion carried 5-0.**

City of Otsego:

\_\_\_\_\_  
Jessica Stockamp, Mayor

ATTEST: \_\_\_\_\_  
Audra Etzel, City Clerk



# Request for City Council Action

## DEPARTMENT INFORMATION

ORIGINATING DEPARTMENT	REQUESTOR:	MEETING DATE:
Public Safety	Interim Fire Chief Scott	January 26, 2026
PRESENTER(s)	REVIEWED BY:	ITEM #:
Consent	Kraus-Anderson City Administrator/Finance Director Flaherty	3.3 – Pay Application for the Fire Station

## STRATEGIC VISION

MEETS:	THE CITY OF OTSEGO:
	Is a strong organization that is committed to leading the community through innovative communication.
	Has proactively expanded infrastructure to responsibly provide core services.
<b>X</b>	Is committed to delivery of quality emergency service responsive to community needs and expectations in a cost-effective manner.
	Is a social community with diverse housing, service options, and employment opportunities.
	Is a distinctive, connected community known for its beauty and natural surroundings.

## AGENDA ITEM DETAILS

RECOMMENDATION:																									
City staff recommend City Council approval of Pay Application #13 for the Fire Station project.																									
ARE YOU SEEKING APPROVAL OF A CONTRACT?	IS A PUBLIC HEARING REQUIRED?																								
No	No																								
BACKGROUND/JUSTIFICATION:																									
<p>The amounts requested for Pay Application #13 are consistent with the work progress to date, have been signed by each respective contractor, and reviewed and signed by the City's Architectural and Construction Management consultants.</p> <p>There are twelve individual work scope requests included within Pay Application #13 for a total of \$1,512,200.76:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Voss Plumbing &amp; Heating of Paynesville, Inc.</td><td style="text-align: right;">\$72,701.51</td></tr> <tr><td>JRK Steel, Inc.</td><td style="text-align: right;">\$166,250.00</td></tr> <tr><td>Spartan Steel Erectors, Inc.</td><td style="text-align: right;">\$7,719.51</td></tr> <tr><td>BCI Construction, Inc.</td><td style="text-align: right;">\$125,325.01</td></tr> <tr><td>Roof Tech, Inc.</td><td style="text-align: right;">\$50,977.24</td></tr> <tr><td>Contract Hardware Co., Inc.</td><td style="text-align: right;">\$20,898.10</td></tr> <tr><td>Crawford Door Sales Company</td><td style="text-align: right;">\$359,480.00</td></tr> <tr><td>Northern Glass &amp; Glazing</td><td style="text-align: right;">\$43,510.00</td></tr> <tr><td>Brothers Fire Protection Co.</td><td style="text-align: right;">\$15,891.32</td></tr> <tr><td>Masters Plumbing Heating &amp; Cooling LLC</td><td style="text-align: right;">\$338,541.34</td></tr> <tr><td>Klein Electric, Inc.</td><td style="text-align: right;">\$213,631.48</td></tr> <tr><td>Omann Contracting Companies, Inc.</td><td style="text-align: right;">\$97,275.25</td></tr> </table> <p>In accordance with Minnesota Statute, the City is withholding the maximum of 5% retainage of work completed, which amounts to \$501,651.62 at this time.</p>		Voss Plumbing & Heating of Paynesville, Inc.	\$72,701.51	JRK Steel, Inc.	\$166,250.00	Spartan Steel Erectors, Inc.	\$7,719.51	BCI Construction, Inc.	\$125,325.01	Roof Tech, Inc.	\$50,977.24	Contract Hardware Co., Inc.	\$20,898.10	Crawford Door Sales Company	\$359,480.00	Northern Glass & Glazing	\$43,510.00	Brothers Fire Protection Co.	\$15,891.32	Masters Plumbing Heating & Cooling LLC	\$338,541.34	Klein Electric, Inc.	\$213,631.48	Omann Contracting Companies, Inc.	\$97,275.25
Voss Plumbing & Heating of Paynesville, Inc.	\$72,701.51																								
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Klein Electric, Inc.	\$213,631.48																								
Omann Contracting Companies, Inc.	\$97,275.25																								
SUPPORTING DOCUMENTS ATTACHED:																									
<ul style="list-style-type: none"> <li>• <b>Pay Application #13</b></li> </ul>																									

**POSSIBLE MOTION**

PLEASE WORD MOTION AS YOU WOULD LIKE IT TO APPEAR IN THE MINUTES:

Motion to approve Pay Application #13 in the amount of \$1,512,200.76 for work completed on the Fire Station project.

**BUDGET INFORMATION**

FUNDING:	BUDGETED:
Fund 446 – Fire Station Facility	Yes

**AIA® DOCUMENT G736 - 2009**

**Project Application and Project Certificate for Payment, Construction Manager as Adviser Edition**

TO OWNER: <b>City Of Otsego New Fire Station</b> 14499 75th St Ne Otsego, MN 55330	PROJECT:	City Of Otsego New Fire Station Otsego, MN	APPLICATION NO: <b>13</b>	DISTRIBUTION TO:
			PERIOD TO: <b>12/31/2025</b>	OWNER <input type="checkbox"/>
			PROJECT NO: <b>2410290</b>	CONSTRUCTION MANAGER <input type="checkbox"/>
				ARCHITECT <input type="checkbox"/>

ATTENTION: **Adam Flaherty** VIA CONSTRUCTION MANAGER: **Kraus-Anderson Construction Co.**

**PROJECT APPLICATION FOR PAYMENT**

Application is made for Payment, as shown below, in connection with the Project. AIA Document G737-2009, Summary of Contractors' Applications for Payment, is attached.

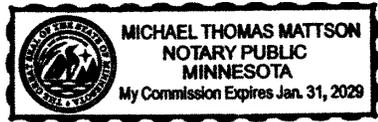
1. TOTAL CONTRACT SUMS <i>(Item A Totals)</i>	\$14,018,369.00
2. TOTAL NET CHANGES BY CHANGES IN THE WORK <i>(Item B Totals)</i>	\$64,815.38
3. TOTAL CONTRACT SUM TO DATE <i>(Item C Totals)</i>	\$14,083,184.38
<hr/>	
4. TOTAL COMPLETED & STORED TO DATE <i>(Item F Totals)</i>	\$10,033,032.47
5. RETAINAGE <i>(Item H Totals)</i>	\$501,651.62
6. LESS PREVIOUS TOTAL PAYMENTS <i>(Item I Totals)</i>	\$8,019,180.09
7. CURRENT PAYMENT DUE <i>(Item J Totals)</i>	<b>\$1,512,200.76</b>

The undersigned Construction Manager certifies that to the best of its knowledges, information and belief this Project Application for Payment is an accurate compilation of the Contractors' Applications for Payment, attached hereto.

CONSTRUCTION MANAGER: **Kraus-Anderson Construction Company**  
 Signed by: Dustin Phillips  
 By: \_\_\_\_\_ Date: 01/12/26  
BF73267235464F6...

State of: **Minnesota**  
 County of: **Hennepin**  
 Subscribed and sworn to before me this **12th** day of **January, 2026**

Signed by: Michael Mattson  
 Notary Public: \_\_\_\_\_  
 My Commission expires: **January 31, 2029**



**PROJECT CERTIFICATE FOR PAYMENT**

In accordance with the Contract Documents, based evaluation of the Work and the data comprising this Application, the Construction Manager certified to the Owner that to the best of its knowledge, information and belief the Work has progressed as indicated; the quality of the Work is in accordance with the Contract Documents; and the Construction Manager recommends to the Owner and Architect that the Contractors be paid the AMOUNTS set forth in the attached Summary of Contractors' Applications for Payment.

TOTAL OF AMOUNTS CERTIFIED..... **\$1,512,200.76**

CONSTRUCTION MANAGER: **Kraus-Anderson Construction Company**  
 Signed by: Dustin Phillips  
 By: \_\_\_\_\_ Date: 01/12/26  
BF73267235464F6...

In accordance with the Contract Documents, based evaluation of the Work and the data comprising this Application, the Construction Manager's recommendation, the Architect certifies to the Owner, that to the best of its knowledge, information and belief the Work has progressed as indicated; the quality of the Work is in accordance with the Contract Documents; and the Contractors are entitled to payments of the AMOUNTS set for in the attached Summary of Contractors' Applications for Payment.

ARCHITECT: **W&A Architects & Engineers**  
 Signed by: John Walker  
 By: \_\_\_\_\_ Date: 1/14/2026 | 10:38 AM CST  
E462463605DC4EF...

**Summary of Contractors' Applications for Payment, Construction Manager as Adviser Edition**

AIA Document G732, Application and Certificate for Payment, has been completed by each Contractor. The content of those G732 forms is summarized below

**APPLICATION NO.:** 13  
**APPLICATION DATE:** 12/31/2025  
**PERIOD FROM:** 12/1/2025  
**PERIOD TO:** 12/31/2025  
**PROJECT NOS.:** 2410290

**Otsego Fire Station**

DESCRIPTION OF WORK	CONTRACTOR'S NAME	A ORIGINAL CONTRACT SUM	B NET CHANGES IN THE WORK	C CONTRACT SUM TO DATE	D WORK IN PLACE TO DATE	E STORED MATERIALS (Not in D or I)	F TOTAL COMPLETED AND STORED TO DATE (D + E)	G RETAINAGE %	H RETAINAGE AMOUNT	I PREVIOUS PAYMENTS	J CURRENT PAYMENT (F - H - I)	K BALANCE FINISH (C - F)	L % COMPL. (F / C)
WS-01J Final Cleaning	Prime Solutions, LLC DBA Prime Construction Solutions	\$35,000.00	\$0.00	\$35,000.00	\$0.00	\$0.00	\$0.00	5.00%	\$0.00	\$0.00	\$0.00	\$35,000.00	0%
WS-03A Concrete & Masonry Package	Voss Plumbing & Heating Of Paynesville, Inc	\$767,212.00	\$14,666.40	\$781,878.40	\$682,700.90	\$0.00	\$682,700.90	5.00%	\$34,135.04	\$575,864.35	\$72,701.51	\$99,177.50	87%
WS-03B Precast Structural Concrete	Molin Concrete Products Company	\$1,456,510.00	(\$1,865.00)	\$1,454,645.00	\$1,454,645.00	\$0.00	\$1,454,645.00	5.00%	\$72,732.25	\$1,381,912.75	\$0.00	\$0.00	100%
WS-03D Specially Finished Concrete	Quality Cleaning Inc, DBA QC Companies	\$26,625.00	\$0.00	\$26,625.00	\$0.00	\$0.00	\$0.00	5.00%	\$0.00	\$0.00	\$0.00	\$26,625.00	0%
WS-05A Structural Steel Material Only	JRK Steel, Inc	\$575,531.00	\$0.00	\$575,531.00	\$548,972.00	\$0.00	\$548,972.00	5.00%	\$27,448.60	\$355,273.40	\$166,250.00	\$26,559.00	95%
WS-05B Structural Steel Erection	Spartan Steel Erectors, Inc	\$150,000.00	\$13,251.05	\$163,251.05	\$142,151.05	\$0.00	\$142,151.05	5.00%	\$7,107.55	\$127,323.99	\$7,719.51	\$21,100.00	87%
WS-06A/07F/09A Carpentry, Metal Panels, Drywall	BCI Construction, Inc	\$1,030,000.00	\$7,566.30	\$1,037,566.30	\$705,475.09	\$0.00	\$705,475.09	5.00%	\$35,273.75	\$544,876.33	\$125,325.01	\$332,091.21	68%
WS-07H Roofing Package	Roof Tech, Inc	\$755,620.00	\$15,341.51	\$770,961.51	\$683,151.51	\$0.00	\$683,151.51	5.00%	\$34,157.58	\$598,016.69	\$50,977.24	\$87,810.00	89%
WS-07K Joint Sealants	Carciofini Company	\$41,900.00	\$0.00	\$41,900.00	\$0.00	\$0.00	\$0.00	5.00%	\$0.00	\$0.00	\$0.00	\$41,900.00	0%
WS-08A Doors, Frames, and Hardware	Contract Hardware Co., Inc	\$284,972.00	\$0.00	\$284,972.00	\$168,547.00	\$0.00	\$168,547.00	5.00%	\$8,427.35	\$139,221.55	\$20,898.10	\$116,425.00	59%
WS-08D/08E Four Fold Doors/Sectional Overhead Door	Crawford Door Sales Company Twin Cities, Inc	\$458,540.00	\$0.00	\$458,540.00	\$448,540.00	\$0.00	\$448,540.00	5.00%	\$22,427.00	\$66,633.00	\$359,480.00	\$10,000.00	98%
WS-08F Exterior Glass & Glazing	Northern Glass & Glazing	\$358,700.00	\$0.00	\$358,700.00	\$319,370.00	\$0.00	\$319,370.00	5.00%	\$15,968.50	\$259,891.50	\$43,510.00	\$39,330.00	89%
WS-09B Tile	Tim's Construction Group, LLC	\$140,000.00	\$0.00	\$140,000.00	\$7,900.00	\$0.00	\$7,900.00	5.00%	\$395.00	\$7,505.00	\$0.00	\$132,100.00	6%
WS-09C Ceiling & Acoustical Treatment	Sonus Interiors, Inc	\$148,000.00	\$0.00	\$148,000.00	\$2,000.00	\$0.00	\$2,000.00	5.00%	\$100.00	\$1,900.00	\$0.00	\$146,000.00	1%
WS-09D Flooring Resilient & Carpet	M.C.I., Inc, DBA Multiple Concepts Interiors	\$53,764.00	\$0.00	\$53,764.00	\$36,164.95	\$0.00	\$36,164.95	5.00%	\$1,808.25	\$34,356.70	\$0.00	\$17,599.05	67%
WS-09H Fluid Applied Flooring	Grazzini Brothers & Company	\$29,700.00	\$0.00	\$29,700.00	\$650.00	\$0.00	\$650.00	5.00%	\$32.50	\$617.50	\$0.00	\$29,050.00	2%
WS-09K Wall Covering & Painting	Henkemeyer Coatings, Inc	\$124,210.00	\$0.00	\$124,210.00	\$3,000.00	\$0.00	\$3,000.00	5.00%	\$150.00	\$2,850.00	\$0.00	\$121,210.00	2%
WS-12C Manufactured Casework	Woodside Industries, Inc	\$272,575.00	\$0.00	\$272,575.00	\$15,859.85	\$0.00	\$15,859.85	5.00%	\$792.99	\$15,066.86	\$0.00	\$256,715.15	6%
WS-21A Fire Supression	Brothers Fires Protection Co. DBA Brothers Fire & Security	\$133,600.00	\$0.00	\$133,600.00	\$124,000.00	\$0.00	\$124,000.00	5.00%	\$6,200.00	\$101,908.68	\$15,891.32	\$9,600.00	93%
WS-23B Combined Mechanical	Masters Plumbing Heating & Cooling, LLC	\$3,135,000.00	\$2,441.55	\$3,137,441.55	\$1,944,236.80	\$0.00	\$1,944,236.80	5.00%	\$97,211.84	\$1,508,483.62	\$338,541.34	\$1,193,204.75	62%
WS-26A Electrical	Klein Electric, Inc	\$1,693,205.00	(\$24,061.25)	\$1,669,143.75	\$1,022,676.45	\$0.00	\$1,022,676.45	5.00%	\$51,133.83	\$757,911.14	\$213,631.48	\$646,467.30	61%
WS-31A Site Clearing & Earthwork	Belair Builders, Inc. DBA Belair Sitework Services	\$1,429,318.00	\$37,474.82	\$1,466,792.82	\$1,402,782.87	\$0.00	\$1,402,782.87	5.00%	\$70,139.14	\$1,332,643.73	\$0.00	\$64,009.95	96%
WS-32A Asphalt Paving	Omann Contracting Companies, Inc	\$189,800.00	\$0.00	\$189,800.00	\$102,395.00	\$0.00	\$102,395.00	5.00%	\$5,119.75	\$0.00	\$97,275.25	\$87,405.00	54%
WS-32B Concrete Paving	Voss Plumbing & Heating Of Paynesville, Inc	\$340,687.00	\$0.00	\$340,687.00	\$217,814.00	\$0.00	\$217,814.00	5.00%	\$10,890.70	\$206,923.30	\$0.00	\$122,873.00	64%
WS-32F Landscaping	Grennscape Companies, Inc	\$387,900.00	\$0.00	\$387,900.00	\$0.00	\$0.00	\$0.00	5.00%	\$0.00	\$0.00	\$0.00	\$387,900.00	0%
<b>TOTALS</b>		<b>\$14,018,369.00</b>	<b>\$64,815.38</b>	<b>\$14,083,184.38</b>	<b>\$10,033,032.47</b>	<b>\$0.00</b>	<b>\$10,033,032.47</b>	<b>5.00%</b>	<b>\$501,651.62</b>	<b>\$8,019,180.09</b>	<b>\$1,512,200.76</b>	<b>\$4,050,151.91</b>	<b>71.2%</b>

**APPLICATION AND CERTIFICATE FOR PAYMENT**

**CONSTRUCTION MANAGER-ADVISER EDITION**

AIA DOCUMENT G702/CMa

PAGE ONE OF PAGES

**TO OWNER:**  
 City of Otsego

**PROJECT:** Otsego Fire Hall Building  
 03A Concrete

**FROM CONTRACTOR:**  
 Voss Plumbing & Heating of Paynesville  
 316 Business 23 East  
 PO Box 77  
 Paynesville, MN 56362

VIA CONSTRUCTION MANAGER: Kraus Anderson  
 VIA ARCHITECT:

APPLICATION NO: 7  
 PERIOD TO: 12/31/2025  
 PROJECT NO:  
 CONTRACT DATE:

Distribution to:

<input type="checkbox"/>	OWNER
<input type="checkbox"/>	CONSTRUCTION MANAGER
<input type="checkbox"/>	ARCHITECT
<input type="checkbox"/>	CONTRACTOR
<input type="checkbox"/>	FIELD
<input type="checkbox"/>	OTHER

WS 03-A

**CONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

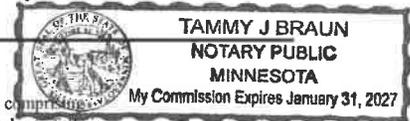
The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

1. ORIGINAL CONTRACT SUM	\$	767,212.00
2. Net change by Change Orders	\$	14,666.40
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$	781,878.40
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	682,700.90
5. RETAINAGE:		
a. 5 % of Completed Work (Column D + E on G703)	\$	34,135.04
b. % of Stored Material (Column F on G703)	\$	
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	34,135.04
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	648,565.86
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	575,864.35
8. CURRENT PAYMENT DUE	\$	72,701.51
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	133,312.54

CONTRACTOR: Voss Plumbing & Heating of Paynesville, Inc.

BY: *Robert M Braun* DATE: 12/18/25

State of: *Minnesota* County of: *Stearns*  
 Signed and sworn before me this *18th* day of *December* 2025  
 Notary Public: *Tammy J Braun*  
 My Commission Expires: *1/31/2027*



**CERTIFICATE FOR PAYMENT**

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Construction Manager and Architect certify to the Owner that to the best of their knowledge, information and belief the Work has proceeded as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 72,701.51

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that changed to conform to the amount certified.)

**CONSTRUCTION MANAGER:**

By: *Ben Albrecht* Date: 1/12/2026

**ARCHITECT:**

By: *[Signature]* Date: 1/14/2026 | 10:38 AM CST

This certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$13,584.50	
Total approved this Month	\$1,081.90	
<b>TOTALS</b>	\$14,666.40	\$0.00
NET CHANGES by Change Order	\$14,666.40	



# CONTINUATION SHEET

AIA DOCUMENT G703

PAGE OF PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

APPLICATION NO: 7  
 APPLICATION DATE: 12/1/2025  
 PERIOD TO: 12/31/2025

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

ARCHITECT'S PROJECT NO: Otsego Fire Hall Building  
**03A Concrete**

A ITEM NO.	B DESCRIPTION OF WORK				C SCHEDULED VALUE	E WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H % (G + C)	I BALANCE TO FINISH (C - G)	J RETAINAGE (IF VARIABLE RATE)
						D FROM PREVIOUS APPLICATION (D + E)	E THIS PERIOD					
1	Footings Labor	1.00	LS	\$68,831.38	\$68,831.38	\$68,831.38			\$68,831.38	100.00%	\$0.00	\$3,441.57
2	Footings Material	1.00	LS	\$62,080.62	\$62,080.62	\$62,080.62			\$62,080.62	100.00%	\$0.00	\$3,104.03
3	Poured Wall Labor	1.00	LS	\$70,011.55	\$70,011.55	\$70,011.55			\$70,011.55	100.00%	\$0.00	\$3,500.58
4	Poured Wall Material	1.00	LS	\$63,101.45	\$63,101.45	\$63,101.45			\$63,101.45	100.00%	\$0.00	\$3,155.07
5	Slab Labor	1.00	LS	\$98,261.99	\$98,261.99	\$98,261.99			\$98,261.99	100.00%	\$0.00	\$4,913.10
6	Slab Material	1.00	LS	\$182,060.01	\$182,060.01	\$182,060.01			\$182,060.01	100.00%	\$0.00	\$9,103.00
7	Trash Enclosure Labor	1.00	LS	\$3,915.84	\$3,915.84	\$3,915.84			\$3,915.84	100.00%	\$0.00	\$195.79
8	Trash Enclosure Material	1.00	LS	\$2,894.16	\$2,894.16	\$2,894.16			\$2,894.16	100.00%	\$0.00	\$144.71
9	Masonry Labor	1.00	LS	\$13,200.00	\$13,200.00		\$6,500.00		\$6,500.00	49.24%	\$6,700.00	\$325.00
10	Masonry Material	1.00	LS	\$93,005.00	\$93,005.00		\$65,000.00		\$65,000.00	69.89%	\$28,005.00	\$3,250.00
11	Joint Sealant	1.00	LS	\$18,000.00	\$18,000.00				\$0.00	0.00%	\$18,000.00	\$0.00
12	Floor Sealing	1.00	LS	\$15,350.00	\$15,350.00				\$0.00	0.00%	\$15,350.00	\$0.00
13	Door frame installation	1.00	LS	\$7,500.00	\$7,500.00				\$0.00	0.00%	\$7,500.00	\$0.00
14	Mobilization	1.00	LS	\$50,000.00	\$50,000.00	\$35,000.00			\$35,000.00	70.00%	\$15,000.00	\$1,750.00
15	Performance and Payment Bond	1.00	LS	\$9,000.00	\$9,000.00	\$9,000.00			\$9,000.00	100.00%	\$0.00	\$450.00
16	Allowance	1.00	LS	\$10,000.00	\$10,000.00	\$5,000.00			\$5,000.00	50.00%	\$5,000.00	\$250.00
17									\$0.00	#DIV/0!	\$0.00	\$0.00
18	Change Order # 01	1.00	LS	3,622.50	\$3,622.50				\$0.00	0.00%	\$3,622.50	\$0.00
19	Change Order #2 RFI 46 added footing	1.00	LS	1,188.00	\$1,188.00	\$1,188.00			\$1,188.00	100.00%	\$0.00	\$59.40
20	CO #3 Concrete per Updated Schedule	1.00	LS	-	\$0.00				\$0.00	#DIV/0!	\$0.00	\$0.00
21	CO #4 Concrete Faced Foam	1.00	LS	3,946.00	\$3,946.00		\$3,946.00		\$3,946.00	100.00%	\$0.00	\$197.30
22	CO #5 Mesh to Cover Infloor	1.00	LS	4,828.00	\$4,828.00	\$4,828.00			\$4,828.00	100.00%	\$0.00	\$241.40
23	CO #6 Wall Changes North Wall	1.00	LS	1,081.90	\$1,081.90		\$1,081.90		\$1,081.90	100.00%	\$0.00	\$54.10
24									\$0.00	#DIV/0!	\$0.00	\$0.00
<b>GRAND TOTALS</b>					<b>\$781,878.40</b>	<b>\$606,173.00</b>	<b>\$76,527.90</b>	<b>\$0.00</b>	<b>\$682,700.90</b>	<b>87.32%</b>	<b>\$99,177.50</b>	<b>\$34,135.05</b>

# AIA® Document G732™ – 2019

## Application and Certificate for Payment, Construction Manager as Adviser Edition

<b>TO OWNER:</b> City of Ostego 13400 90th St NE Ostego MN 55330	<b>PROJECT:</b> Ostego Fire Station 14499 75th St NE Ostego MN 55330	<b>APPLICATION NO:</b> 3	<b>DISTRIBUTION TO:</b>
<b>FROM CONTRACTOR:</b> JRK Steel Inc.	<b>VIA CONSTRUCTION MANAGER:</b> Kraus Anderson Construction Company 501 S 8th St Minneapolis MN 55404	<b>PERIOD TO:</b> 12/1/25-12/31/25 <b>CONTRACT DATE:</b> 12/22/2025 <b>PROJECT NOS:</b> / /	OWNER <input type="checkbox"/> CONSTRUCTION MANAGER <input type="checkbox"/> ARCHITECT <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> FIELD <input type="checkbox"/> OTHER <input type="checkbox"/>
<b>CONTRACT FOR:</b>	<b>VIA ARCHITECT:</b> Wold Architects & Engineers	<b>WS 05-A</b>	

### CONTRACTOR'S APPLICATION FOR PAYMENT

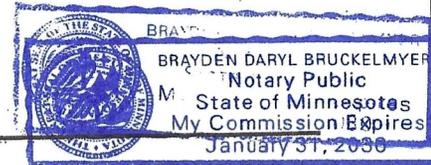
Application is made for payment, as shown below, in connection with the Contract. AIA Document G703™, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM.....	\$ 575531.00
2. NET CHANGES IN THE WORK.....	\$
3. CONTRACT SUM TO DATE (Line 1 ± 2) .....	\$ 575531.00
4. TOTAL COMPLETED AND STORED TO DATE (Column G on G703) .....	\$ 548972.00
<b>5. RETAINAGE:</b>	
a. 5 % of Completed Work (Column D + E on G703) .....	\$ 8750.00
b. % of Stored Material (Column F on G703) .....	\$
Total Retainage (Lines 5a + 5b, or Total in Column I on G703) .....	\$ 27448.60
6. TOTAL EARNED LESS RETAINAGE.....	\$ <b>521,523.40</b>
<i>(Line 4 minus Line 5 Total)</i>	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT.....	355273.40
<i>(Line 6 from prior Certificate)</i>	
8. CURRENT PAYMENT DUE.....	\$ 166250.00 <input checked="" type="checkbox"/>
9. BALANCE TO FINISH, INCLUDING RETAINAGE.....	\$ <b>54,007.60</b>
<i>(Line 3 minus Line 6)</i>	

SUMMARY OF CHANGES IN THE WORK	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$	\$
Total approved this month, including Construction Change Directives	\$	\$
<b>TOTALS</b>	\$	\$
<b>NET CHANGES IN THE WORK</b>	\$	\$

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

**CONTRACTOR:**  
By: [Signature] Date: 12/22/25  
State of: MO  
County of: St. Louis  
Subscribed and sworn to before me this 22 day of December  
Notary Public: [Signature]  
My Commission expires: 1-31-30



### CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on evaluations of the Work and the data comprising this application, the Construction Manager and Architect certify to the Owner that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED..... \$ **166,250.00**  
*(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)*

**CONSTRUCTION MANAGER:**  
Signed by: Ben Albrecht Date: 1/12/2026  
**ARCHITECT:** *(If multiple Contractors are responsible for performing portions of the Project, the Architect's Certification is not required.)*  
Signed by: [Signature] Date: 1/14/2026 | 10:38 AM CST  
This Certificate is non-negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

**CAUTION:** You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.  
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# AIA Document G703™ – 1992

## Continuation Sheet

AIA Document G702™-1992, Application and Certificate for Payment, or G732™-2009, Application and Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.  
 In tabulations below, amounts are in US dollars.  
 Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: **3**

APPLICATION DATE:

PERIOD TO: **12/31/25**

ARCHITECT'S PROJECT NO:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED <i>(Not in D or E)</i>	G TOTAL COMPLETED AND STORED TO DATE <i>(D+E+F)</i>		H BALANCE TO FINISH <i>(C - G)</i>	I RETAINAGE <i>(If variable rate)</i>
			FROM PREVIOUS APPLICATION <i>(D + E)</i>	THIS PERIOD		%	<i>(G + C)</i>		
1.	Bonding	11510	11510			11510	100%	0.00	
2.	Detailing	23000	23000			23000	100%	0.00	
3.	Material	208006	60000	140000.00		200000	96.1%	8006.00	
4.	Labor	53553	10000	35000.00		45000	84%	8553.00	
5.	Joist & Deck	269462	269462			269462	100%	0.00	
6.	Allowance	10000					0%	10000.00	
GRAND TOTAL		575531.00	373972.00	175000.00		548972.00	95.3%	26559.00	

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

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**TO OWNER:** City of Otsego

**PROJECT:** Otsego Fire Station

**APPLICATION NO:** 2508-6

Distribution to:

**VIA CONSTRUCTION**

**PERIOD TO:** 12.16.25

**MANAGER:** Kraus Anderson

**CONTRACT FOR:**

**CONTRACT DATE:**

**PROJECT NOS:**

- OWNER
- CONSTRUCTION MANAGER
- ARCHITECT
- CONTRACTOR
- FIELD

**FROM CONTRACTOR:**

**VIA ARCHITECT:**

Spartan Steel Erectors, Inc.  
PO Box 215  
Mound, MN 55364

**Contract for Bid Package:** Steel Erection

WS 05-B

**CONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

<b>1. ORIGINAL CONTRACT SUM</b>	\$ 150,000.00
<b>2. NET CHANGE BY CHANGE ORDERS</b>	\$ 13,251.05
<b>3. CONTRACT SUM TO DATE (Line 1 ± 2)</b>	\$ 163,251.05
<b>4. TOTAL COMPLETED &amp; STORED TO DATE (Column G on G703)</b>	\$ 142,151.05
<b>5. RETAINAGE:</b>	
a. <u>5</u> % of Completed Work (Column D + E on G703)	\$ 7,107.55
b. <u>0</u> % of Stored Material (Column F on G703)	\$ -
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$ 7,107.55

<b>6. TOTAL EARNED LESS RETAINAGE</b> (Line 4 Less Line 5 Total)	\$ 135,043.50
<b>7. LESS PREVIOUS CERTIFICATES FOR PAYMENT</b> (Line 6 from prior Certificate)	\$ 127,323.99
<b>8. CURRENT PAYMENT DUE</b>	\$ 7,719.51
<b>9. BALANCE TO FINISH, INCLUDING RETAINAGE</b> (Line 3 minus Line 6)	\$ 28,207.55

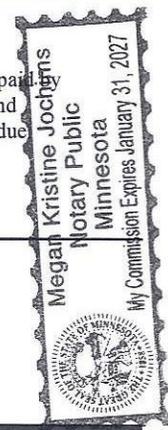
CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$ 1,405.25	\$ -
Total approved this Month	\$ 11,845.80	\$ -
<b>TOTALS</b>	<b>\$ 13,251.05</b>	<b>\$ -</b>
<b>NET CHANGES by Change Order</b>	<b>\$ 13,251.05</b>	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid to the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due

CONTRACTOR:

By: [Signature] Date: 12/16/25

State of: MN County of: HENNEPIN  
 Subscribed and sworn to before me this 16 day of DECEMBER 2025  
 Notary Public: [Signature]  
 My Commission expires: 1-31-2027



**CERTIFICATE FOR PAYMENT**

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED ..... \$ 7,719.51

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

**CONSTRUCTION MANAGER:**

Signed By: Ben Alvarado Date: 1/12/2026

ARCHITECT: [Signature] (If Multiple Prime constructors are responsible for performing portions of the Project, the Architect's Certification is not required.)

Signed By: [Signature] Date: 1/14/2026 | 10:38 AM CST

This Certificate is non-negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.





**APPLICATION AND CERTIFICATION FOR PAYMENT**

TO OWNER: City of Otsego  
 13400 90th Street NE  
 Otsego, MN, 55330

FROM CONTRACTOR: BCI Construction, Inc.  
 7135 5th NE  
 Sauk Rapids, MN, 56379

PROJECT: 14499 75th ST. NE  
 Otsego, MN, 55330

INVOICE NO: PF-000895  
 APPLICATION NO: 0008  
 PERIOD TO: 12/31/2025  
 PROJECT: 20524

Distribution to:  
 OWNER  
 ARCHITECT  
 CONTRACTOR

WS 06-A  
 WS 07-F  
 WS 09-A

Contract For: Otsego - New Fire Station

**CONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for payment, as shown below, in connection with the Contract.  
 Continuation Sheet is attached.

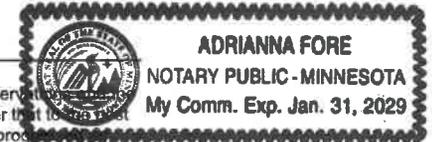
1. ORIGINAL CONTRACT SUM	\$1,030,000.00
2. Net Change by Change Orders	\$7,566.30
3. CONTRACT SUM TO DATE (Line 1+2)	\$1,037,566.30
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$705,475.09
5. RETAINAGE: a. 5 % of Completed Work & Stored Material (Column D + E + F on G703)	\$35,273.75
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$670,201.34
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$544,876.33
8. CURRENT PAYMENT DUE	\$125,325.01
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 Less Line 6 Total)	\$367,364.96

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: BCI Construction, Inc.

DocuSigned by:  
 Brian Bankers  
 BF888078D48C4CA...  
 By: \_\_\_\_\_ Date: 12-22-2025

State of: MN County of: Benton  
 Subscribed and sworn to before me this 22nd day of December  
 Notary Public: *[Signature]*  
 My Commission expires: 1-31-2029



In accordance with the Contract Documents, based on on-site observation and data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED.....\$ 125,325.01

Signed by:  
 Construction Manager:  
 By: Ben Albrecht Date 1/12/2026

DocuSigned by:  
 ARCHITECT:  
 By: \_\_\_\_\_ Date 1/14/2026 | 10:38 AM CST

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by	\$7,566.30	\$0.00
Total Approved this Month	\$0.00	\$0.00
TOTAL	\$7,566.30	\$0.00
NET CHANGES by Change Order	\$7,566.30	



**CONTINUATION SHEET**

APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

INVOICE NO: PF-000895  
 APPLICATION NO: 0008  
 PERIOD TO: 12/31/2025  
 ARCHITECT'S PROJECT NO: 20524

DESCRIPTION OF WORK	ORIGINAL SCHEDULED VALUE	CHANGE ORDERS	REVISED SCHEDULED VALUE	WORK COMPLETED		STORED MATERIALS	TOTAL % Comp COMPLETED AND STORED TO DATE	BALANCE TO RETAINAGE HELD FINISH	
				FROM PREVIOUS APPLICATION	THIS PERIOD				
Prime Contract	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0 %	\$0.00	\$0.00
Project Administration	\$102,725.00	\$0.00	\$102,725.00	\$56,498.75	\$15,408.75	\$0.00	70.0 %	\$30,817.50	\$3,595.37
Bonds & Insurance	\$11,844.00	\$0.00	\$11,844.00	\$11,844.00	\$0.00	\$0.00	100.0 %	\$0.00	\$592.20
Mobilization	\$25,000.00	\$0.00	\$25,000.00	\$25,000.00	\$0.00	\$0.00	100.0 %	\$0.00	\$1,250.00
Submittals	\$10,000.00	\$0.00	\$10,000.00	\$9,500.00	\$0.00	\$0.00	95.0 %	\$500.00	\$475.00
General Conditions	\$128,639.00	\$0.00	\$128,639.00	\$70,751.45	\$19,295.85	\$0.00	70.0 %	\$38,591.70	\$4,502.35
05 4000 Cold-Formed Metal Framing L	\$42,808.00	\$0.00	\$42,808.00	\$42,808.00	\$0.00	\$0.00	100.0 %	\$0.00	\$2,140.40
05 4000 Cold-Formed Metal Framing M	\$29,511.00	\$0.00	\$29,511.00	\$29,511.00	\$0.00	\$0.00	100.0 %	\$0.00	\$1,475.55
05 5000 Metal Fabrications L	\$3,930.00	\$0.00	\$3,930.00	\$0.00	\$0.00	\$0.00	0.0 %	\$3,930.00	\$0.00
05 5000 Metal Fabrications M	\$11,909.00	\$0.00	\$11,909.00	\$0.00	\$0.00	\$0.00	0.0 %	\$11,909.00	\$0.00
06 Carpentry - Unforeseen Scope Allowance	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$0.00	\$0.00	0.0 %	\$15,000.00	\$0.00
06 1053 Rough Carpentry L	\$24,725.00	\$0.00	\$24,725.00	\$18,543.75	\$4,945.00	\$0.00	95.0 %	\$1,236.25	\$1,174.44
06 1053 Rough Carpentry M	\$18,663.00	\$0.00	\$18,663.00	\$15,863.55	\$2,332.88	\$0.00	97.5 %	\$466.57	\$909.82
06 8316 Fiberglass Reinforced Paneling-FRP L	\$800.00	\$0.00	\$800.00	\$0.00	\$0.00	\$0.00	0.0 %	\$800.00	\$0.00
06 8316 Fiberglass Reinforced Paneling-FRP M	\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$0.00	\$0.00	0.0 %	\$1,200.00	\$0.00
07 2100 Insulation L	\$10,080.00	\$0.00	\$10,080.00	\$0.00	\$9,576.00	\$0.00	95.0 %	\$504.00	\$478.80
07 2100 Insulation M	\$24,800.00	\$0.00	\$24,800.00	\$22,320.00	\$2,480.00	\$0.00	100.0 %	\$0.00	\$1,240.00
07 2119 Spray Foam Insulation L	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$0.00	\$0.00	100.0 %	\$0.00	\$50.00
07 2119 Spray Foam Insulation M	\$1,500.00	\$0.00	\$1,500.00	\$1,500.00	\$0.00	\$0.00	100.0 %	\$0.00	\$75.00
07 2500 Weather Barriers L	\$14,000.00	\$0.00	\$14,000.00	\$13,000.00	\$1,000.00	\$0.00	100.0 %	\$0.00	\$700.00
07 2500 Weather Barriers M	\$13,000.00	\$0.00	\$13,000.00	\$12,500.00	\$500.00	\$0.00	100.0 %	\$0.00	\$650.00
07 4600 Thermally Modified Wood Rain Screen Siding System L	\$39,047.00	\$0.00	\$39,047.00	\$0.00	\$13,014.37	\$0.00	33.3 %	\$26,032.63	\$650.72
07 4600 Thermally Modified Wood Rain Screen Siding System M	\$129,405.00	\$0.00	\$129,405.00	\$129,405.00	\$0.00	\$0.00	100.0 %	\$0.00	\$6,470.26
07 6200 Sheet Metal Coping and Flashing L	\$10,500.00	\$0.00	\$10,500.00	\$0.00	\$2,625.00	\$0.00	25.0 %	\$7,875.00	\$131.25
07 6200 Sheet Metal Coping and Flashing M	\$5,203.00	\$0.00	\$5,203.00	\$1,734.16	\$0.00	\$0.00	33.3 %	\$3,468.84	\$86.71
07 8400 Firestopping	\$3,500.00	\$0.00	\$3,500.00	\$3,000.00	\$0.00	\$0.00	85.7 %	\$500.00	\$150.00
07 9200 Joint Sealants	\$6,500.00	\$0.00	\$6,500.00	\$0.00	\$2,166.45	\$0.00	33.3 %	\$4,333.55	\$108.32
08 1113 Hollow Metal Doors and Frames L	\$13,000.00	\$0.00	\$13,000.00	\$4,000.00	\$0.00	\$0.00	30.8 %	\$9,000.00	\$200.00
08 1416 Flush Wood Doors L	\$6,500.00	\$0.00	\$6,500.00	\$0.00	\$0.00	\$0.00	0.0 %	\$6,500.00	\$0.00



**CONTINUATION SHEET**

APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

INVOICE NO: PF-000895  
 APPLICATION NO: 0008  
 PERIOD TO: 12/31/2025  
 ARCHITECT'S PROJECT NO: 20524

DESCRIPTION OF WORK	ORIGINAL CHANGE ORDERS		REVISED SCHEDULED VALUE	WORK COMPLETED		STORED MATERIALS	TOTAL % Comp COMPLETED AND STORED TO DATE	BALANCE TO RETAINAGE HELD FINISH		
	SCHEDULED VALUE			FROM PREVIOUS APPLICATION	THIS PERIOD					
08 3400 Sliding Barn Doors L	\$3,600.00	\$0.00	\$3,600.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0 %	\$3,600.00	\$0.00
08 7100 Finish Hardware L	\$10,300.00	\$0.00	\$10,300.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0 %	\$10,300.00	\$0.00
08 3100 Access Panels L	\$800.00	\$0.00	\$800.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0 %	\$800.00	\$0.00
08 3100 Access Panels M	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0 %	\$1,500.00	\$0.00
09 Drywall - Unforeseen Scope Allowance	\$10,000.00	\$0.00	\$10,000.00	\$3,620.07	\$5,368.76	\$0.00	\$8,988.83	89.9 %	\$1,011.17	\$449.44
09 2126 Gypsum Wallboard Assemblies L	\$119,480.00	\$0.00	\$119,480.00	\$35,844.00	\$50,000.00	\$0.00	\$85,844.00	71.8 %	\$33,636.00	\$4,292.20
09 2126 Gypsum Wallboard Assemblies M	\$64,160.00	\$0.00	\$64,160.00	\$57,744.00	\$3,208.00	\$0.00	\$60,952.00	95.0 %	\$3,208.00	\$3,047.60
10 0000 Interior Specialties L	\$6,200.00	\$0.00	\$6,200.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0 %	\$6,200.00	\$0.00
10 1100 Visual Display Boards	\$4,575.00	\$0.00	\$4,575.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0 %	\$4,575.00	\$0.00
10 1210 Display Cases	\$7,500.00	\$0.00	\$7,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0 %	\$7,500.00	\$0.00
10 1400 Signage	\$10,300.00	\$0.00	\$10,300.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0 %	\$10,300.00	\$0.00
10 1419 Dimensional Letter Signage	\$45,234.00	\$0.00	\$45,234.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0 %	\$45,234.00	\$0.00
10 2600 Surface Protection Specialties	\$11,591.00	\$0.00	\$11,591.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0 %	\$11,591.00	\$0.00
10 2800 Toilet Accessories	\$6,733.00	\$0.00	\$6,733.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0 %	\$6,733.00	\$0.00
10 4400 Fire Protection Specialties	\$1,386.00	\$0.00	\$1,386.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0 %	\$1,386.00	\$0.00
10 5126 HDPE Lockers - ASI Storage Solutions	\$7,352.00	\$0.00	\$7,352.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0 %	\$7,352.00	\$0.00
12 2400 Window Shades	\$14,500.00	\$0.00	\$14,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0 %	\$14,500.00	\$0.00
Change Order 001	\$0.00	\$7,566.30	\$7,566.30	\$7,566.30	\$0.00	\$0.00	\$7,566.30	100.0 %	\$0.00	\$378.32
<b>Totals:</b>	<b>\$1,030,000.00</b>	<b>\$7,566.30</b>	<b>\$1,037,566.30</b>	<b>\$573,554.03</b>	<b>\$131,921.06</b>	<b>\$0.00</b>	<b>\$705,475.09</b>	<b>68.0 %</b>	<b>\$332,091.21</b>	<b>\$35,273.75</b>

**AIA Type Document**  
**Application and Certification for Payment**

**TO (OWNER):** City of Otsego  
 13400 90th Street NE  
 Otsego, MN 55330

**PROJECT:** Otsego Fire Station  
 13400 90th St NE  
 Otsego, MN 55330

**APPLICATION NO:** 24680-4  
**PERIOD TO:** 11/30/2025

**DISTRIBUTION TO:**  
 \_ OWNER  
 \_ ARCHITECT  
 \_ CONTRACTOR

**FROM (CONTRACTOR):** Roof Tech, Inc.  
 1775 Industrial Blvd S  
 PO Box 708  
 Stillwater, MN 55082

**VIA (ARCHITECT):** Wold Architects & Engineers  
 332 Minnesota Street  
 St. Paul, MN 55101

**ARCHITECT'S PROJECT NO:** 07-H Roofing

**CONTRACT FOR:** Work Scope 07-H Roofing

**CONTRACT DATE:** 11/12/2024

**WS 07-H**

**CONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Type Document is attached.

<b>1. ORIGINAL CONTRACT SUM</b> .....	\$	755,620.00
<b>2. Net Change by Change Orders</b> .....	\$	15,341.51
<b>3. CONTRACT SUM TO DATE</b> (Line 1 + 2) .....	\$	770,961.51
<b>4. TOTAL COMPLETED AND STORED TO DATE</b> .....	\$	<b>683,151.51</b>
<b>5. RETAINAGE:</b>		
a. <u>5.00</u> % of Completed Work	\$	<b>34,157.58</b>
b. <u>0.00</u> % of Stored Material	\$	0.00
Total retainage (Line 5a + 5b) .....	\$	<b>34,157.58</b>
<b>6. TOTAL EARNED LESS RETAINAGE</b> .....	\$	<b>648,993.93</b>
(Line 4 less Line 5 Total)		
<b>7. LESS PREVIOUS CERTIFICATES FOR PAYMENT</b> (Line 6 from prior Certificate) .....	\$	598,016.69
<b>8. CURRENT PAYMENT DUE</b> .....	\$	<b>50,977.24</b> ✓
<b>9. BALANCE TO FINISH, INCLUDING RETAINAGE</b> (Line 3 less Line 6)	\$	<b>121,967.58</b>

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	15,341.51	0.00
Total approved this Month	0.00	0.00
<b>TOTALS</b>	15,341.51	0.00
<b>NET CHANGES by Change Order</b>	15,341.51	

The Undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the owner, and that current payment shown herein is now due.

**CONTRACTOR:** Roof Tech, Inc.  
 1775 Industrial Blvd S PO Box 708  
 Stillwater, MN 55082

By:  Date: 11/25/25  
 Robert P. Poutre / President

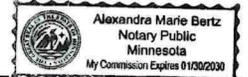
State of: MN

County of: Washington

Subscribed and Sworn to before me this 25 Day of November 2025

Notary Public: 

My Commission Expires : 1/30/30



**ARCHITECT'S CERTIFICATE FOR PAYMENT**

In Accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

**AMOUNT CERTIFIED** ..... \$ **50,977.24**

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:  Date: 1/14/2026 | 10:38 AM CST  
 By: E462463605DC4EF...

Construction Manager:  Date: 1/12/2026  
 By: 5ABC0F428379412...

**AIA Type Document**  
**Application and Certification for Payment**

**TO (OWNER):** City of Otsego  
 13400 90th Street NE  
 Otsego, MN 55330

**PROJECT:** Otsego Fire Station  
 13400 90th St NE  
 Otsego , MN 55330

**APPLICATION NO:** 24680-4  
**PERIOD TO:** 11/30/2025

**DISTRIBUTION TO:**  
 \_ OWNER  
 \_ ARCHITECT  
 \_ CONTRACTOR

**FROM (CONTRACTOR):** Roof Tech, Inc.  
 1775 Industrial Blvd S  
 PO Box 708  
 Stillwater, MN 55082

**VIA (ARCHITECT):** Wold Architects & Engineers  
 332 Minnesota Street  
 St. Paul, MN 55101

**ARCHITECT'S PROJECT NO:** 07-H Roofing

**CONTRACT FOR:** Work Scope 07-H Roofing

**CONTRACT DATE:** 11/12/2024

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
<b>Work Scope 07-H Roofing</b>									
<b>Section 32 35 00: Site Screening Devices</b>									
1	Materials	58,865.00	0.00	0.00	0.00	0.00	0.00	58,865.00	0.00
2	Labor	14,400.00	0.00	0.00	0.00	0.00	0.00	14,400.00	0.00
<b>Section 07 54 23: Thermoplastic Membrane Roofing</b>									
3	Materials	448,635.00	448,635.00	0.00	0.00	448,635.00	100.00	0.00	22,431.75
4	Labor	162,590.00	154,460.50	8,129.50	0.00	162,590.00	100.00	0.00	8,129.50
<b>Section 07 62 00: Sheet Metal Coping and Flashing</b>									
5	Materials	37,910.00	0.00	28,435.00	0.00	28,435.00	75.01	9,475.00	1,421.75
6	Labor	14,495.00	0.00	9,425.00	0.00	9,425.00	65.02	5,070.00	471.25
<b>Section 07 72 00: Roof Accessories</b>									
7	Materials	4,465.00	4,465.00	0.00	0.00	4,465.00	100.00	0.00	223.25
8	Labor	2,660.00	2,660.00	0.00	0.00	2,660.00	100.00	0.00	133.00
<b>Payment and Performance Bond</b>									
9	Bond	11,600.00	11,600.00	0.00	0.00	11,600.00	100.00	0.00	580.00
<b>Change Orders</b>									
10	Change Order #1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11	Change Order #2	15,341.51	7,670.76	7,670.75	0.00	15,341.51	100.00	0.00	767.08
<b>REPORT TOTALS</b>		\$770,961.51	\$629,491.26	\$50,410.75	\$0.00	683,151.51	89.00	87,810.00	34,157.58

CONSTRUCTION APPLICATION AND CERTIFICATION FOR PAYMENT

G702

TO OWN | City of Otsego

PROJECT: 2410290-02
City of Otsego - New
Fire Station 14499 75th
Street
Ostego, MN 55330

APPLICATION NO: 3

Distribution to:

Form with checkboxes for OWNER, CONSTRUCTION MANAGER, ARCHITECT and a yellow box: PICTURES OF THE STORED MATERIAL ARE ATTACHED AND INSURANCE IS ON FILE

FROM CONTRACTOR:

CONTRACT HARDWARE CO., INC.

CONTRACT FOR:

HMF / HMD / SPECIAL LITES / FH / WD

CONTRACT DATE: 11/12/2024

PERIOD TO: 12/31/2025

WS 08-A

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.

Continuation Sheet, AIA Document G703, is attached.

Table with 2 columns: Description and Amount. Rows include ORIGINAL CONTRACT SUM (284,972.00), TOTAL COMPLETED AND STORED TO DATE (168,547.00), CURRENT PAYMENT DUE (20,898.10), and BALANCE TO FINISH (124,852.35).

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents...

CONTRACTOR:

By: [Signature] Date: 12-30-25

Subscribed and sworn to before me this day and date: 30th December 2025

Notary Public: [Signature]

State of: Minnesota County of: Anoka Ramsey

My Commission expires: 12-31-28

CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated...

AMOUNT CERTIFIED: 20,898.10

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

CONSTRUCTION MANAGER

Signed by: Ben Albrecht Date: 1/12/2026

ARCHITECT

Signed by: [Signature] Date: 1/14/2026 | 10:38 AM CST

CHANGE ORDER SUMMARY table with columns: CHANGE ORDER SUMMARY, ADDITIONS, DEDUCTIONS. Rows include Total changes approved in previous months by Owner, TOTALS, and NET CHANGES by Change Order.

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.



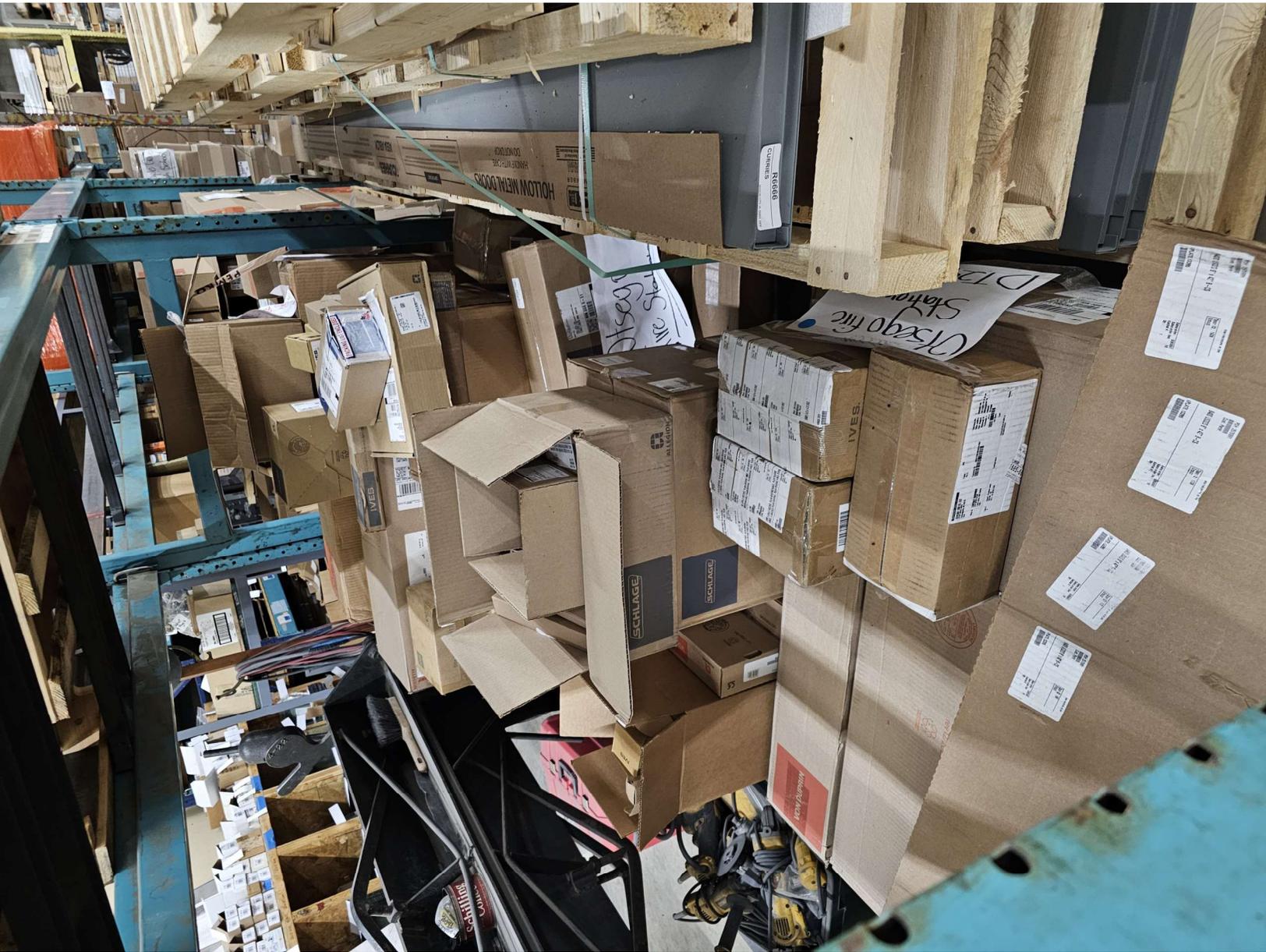
**Contractors Pay Application Schedule of Values Sheet**

Substitute for AIA G703 Continuation Sheet

In tabulations below, all amounts are stated to the nearest dollar.

A	B	C	D	E	F	G	H	K	L	M	N
Item #	Description of Work	scheduled value	work completed previous appl.	this period	materials stored	completed and stored to date	amount retained	less previous requests	current payment due	balance to finish C - G	% compl to date C/G
1	BASE = \$284,972.00										
2	HOLLOW METAL FRAMES	\$26,688.00	\$26,688.00			\$26,688.00	\$1,334.40			\$0.00	
3	HOLLOW METAL DOORS	\$33,321.00	\$33,321.00			\$33,321.00	\$1,666.05			\$0.00	
4	WOOD DOORS	\$34,108.00								\$34,108.00	
5	SPECIAL LITE	\$57,068.00								\$57,068.00	
6	FINISH HARDWARE	\$109,538.00	\$86,540.00		\$21,998.00	\$108,538.00	\$5,426.90		\$20,898.10	\$1,000.00	
7	ALLOWANCE	\$10,000.00								\$10,000.00	
8	BONDS	\$14,249.00								\$14,249.00	
<b>Total Original Contract Amount</b>											
<b>CHANGE ORDERS</b>											
<b>Total Change Orders</b>											
<b>GRAND TOTAL</b>		<b>\$284,972.00</b>	<b>146,549.00</b>		<b>21,998.00</b>	<b>\$168,547.00</b>	<b>\$8,427.35</b>		<b>\$20,898.10</b>	<b>\$116,425.00</b>	







# AIA® Document G732™ – 2019

## Application and Certificate for Payment, Construction Manager as Adviser Edition

<b>TO OWNER:</b>	CITY OF OTSEGO 13400 90TH ST NE OTSEGO, MN 55330	<b>PROJECT:</b>	OTSEGO FIRE STATION 14499 75TH ST NE OTSEGO, MN 55330	<b>APPLICATION NO:</b>	2	<b>DISTRIBUTION TO:</b>	OWNER <input type="checkbox"/>
<b>FROM CONTRACTOR:</b>	CRAWFORD DOOR 1641 OAKDALE AVE WEST ST PAUL, MN 55118	<b>VIA CONSTRUCTION MANAGER:</b>	KRAUS ANDERSON	<b>PERIOD TO:</b>	12/31/2025	CONSTRUCTION MANAGER <input type="checkbox"/>	ARCHITECT <input type="checkbox"/>
<b>CONTRACT FOR:</b>		<b>VIA ARCHITECT:</b>		<b>CONTRACT DATE:</b>		CONTRACTOR <input type="checkbox"/>	FIELD <input type="checkbox"/>
				<b>PROJECT NOS:</b>	2410290 /	OTHER <input type="checkbox"/>	

WS 08-D

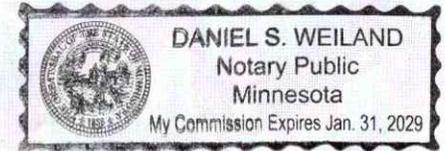
### CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. AIA Document G703™, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM.....	\$ 458,540.00
2. NET CHANGES IN THE WORK.....	\$ 0.00
3. CONTRACT SUM TO DATE (Line 1 ± 2) .....	\$ 458,540.00
4. TOTAL COMPLETED AND STORED TO DATE (Column G on G703) .....	\$ 448,540.00
<b>5. RETAINAGE:</b>	
a. <u>5</u> % of Completed Work (Column D + E on G703) .....	\$ 22,427.00
b. <u>5</u> % of Stored Material (Column F on G703) .....	\$
Total Retainage (Lines 5a + 5b, or Total in Column I on G703) .....	\$ 22,427.00
6. TOTAL EARNED LESS RETAINAGE.....	\$ 426,113.00
(Line 4 minus Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT.....	\$66,633.00
(Line 6 from prior Certificate)	
8. CURRENT PAYMENT DUE.....	\$ 359,480.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE	
(Line 3 minus Line 6)	\$ 32,427.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due

**CONTRACTOR:** [Signature] Date: 12-22-25  
 By: [Signature]  
 State of: MN  
 County of: Dakota  
 Subscribed and sworn to before me this 22 day of December  
 Notary Public: [Signature]  
 My Commission expires: 1-31-29



### CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on evaluations of the Work and the data comprising this application, the Construction Manager and Architect certify to the Owner that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

**AMOUNT CERTIFIED**..... \$ 359,480.00  
 (Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

**CONSTRUCTION MANAGER:**  
 By: [Signature] Date: 1/12/2026  
**ARCHITECT:** [Signature] multiple Contractors are responsible for performing portions of the Project, the Architect's Certification is not required.)  
 By: [Signature] Date: 1/14/2026 | 10:38 AM CST  
 This Certificate is non-negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

SUMMARY OF CHANGES IN THE WORK	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$	\$
Total approved this month, including Construction Change Directives	\$	\$
TOTALS	\$	\$
NET CHANGES IN THE WORK	\$	\$



# AIA Document G703™ – 1992

## Continuation Sheet

AIA Document G702™-1992, Application and Certificate for Payment, or G732™-2009, Application and Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.  
 In tabulations below, amounts are in US dollars.  
 Use Column I on Contracts where variable retainage for line items may apply.

**APPLICATION NO:** 2  
**APPLICATION DATE:** 12/1/2025  
**PERIOD TO:** 12/31/2025  
**ARCHITECT'S PROJECT NO:** 2410290

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED <i>(Not in D or E)</i>	G		H BALANCE TO FINISH <i>(C - G)</i>	I RETAINAGE <i>(If variable rate)</i>
			FROM PREVIOUS APPLICATION <i>(D + E)</i>	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE <i>(D+E+F)</i>	% <i>(G ÷ C)</i>		
	08-3600 SECTIONAL DOORS								
	MATERIAL	70,140.00	70,140.00	-		70,140.00	100%	-	3,507.00
	LABOR	19,000.00	-	14,000.00		14,000.00	74%	5,000.00	700.00
	08-3615 BIFOLD DOORS								
	MATERIAL	333,000.00	-	333,000.00		333,000.00	100%	-	16,650.00
	LABOR	31,200.00	-	26,200.00		26,200.00	84%	5,000.00	1,310.00
	PP BOND	5,200.00	-	5,200.00		5,200.00	100%	-	260.00
	<b>GRAND TOTAL</b>	<b>458,540.00</b>	<b>70,140.00</b>	<b>378,400.00</b>	<b>-</b>	<b>448,540.00</b>	<b>98%</b>	<b>10,000.00</b>	<b>22,427.00</b>

**CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.**

**Application and Certificate for Payment**

**SUBCONTRACTOR:**

**PROJECT:**

**APPLICATION NO: 3**

Northern Glass & Glazing, Inc  
165 W. 88th St  
Bloomington, MN 55420

Otsego Fire Station

**VIA CONSTRUCTION MANAGER:**  
Kraus Anderson Construction

**PERIOD TO:** 12/31/2025  
**CONTRACT DATE:**  
**PROJECT NO:**  
(REFERENCED ON SUBCONTRACT)  
**WS 08-F**

**CONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for payment, as shown below, in connection with the Contract. AIA Document G703™, Continuation Sheet, is attached.

<b>1. ORIGINAL CONTRACT SUM</b>	.....	\$ 358,700.00
<b>2. NET CHANGES IN THE WORK</b>	.....	\$ 0.00
<b>3. CONTRACT SUM TO DATE (LINE 1+2)</b>	.....	\$ 358,700.00
<b>4. TOTAL COMPLETED AND STORED TO DATE (Column G on G703)</b>	.....	\$ 319,370.00
<b>5. RETAINAGE</b>		
a. 5% of Completed Work (Column D + E on G703)	\$ 15,968.50	
b. 5% of Stored Material (Column F on G703)	\$ -	
Total Retainage (Lines 5a + 5b, or Total in Column I on G703)	.....	\$ 15,968.50
<b>6. TOTAL EARNED LESS RETAINAGE</b>	.....	\$ 303,401.50
(Line 4 minus Line 5 Total)		
<b>7.. LESS PREVIOUS CERTIFICATE FOR PAYMENT</b>	.....	\$ 259,891.50
(Line 6 from prior Certificate)		
<b>8. CURRENT PAYMENT DUE</b>	.....	\$ 43,510.00 ✓
<b>9. BALANCE TO FINISH, INCLUDING RETAINAGE</b>	.....	\$ 60,708.52
(Line 3 minus Line 6)	\$ 55,298.50	

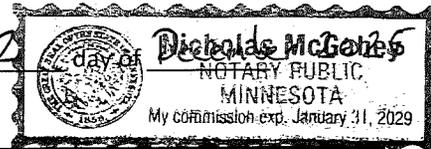
SUMMARY OF CHANGES IN THE WORK	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by owner		
Total approved this month including Construction Change Directives		
<b>TOTALS</b>	\$ -	\$ -
<b>NET CHANGES IN THE WORK</b>	\$ -	-

The undersigned Contractor certifies that to the best of the Contractor's Knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Northern Glass & Glazing, Inc.  
By: [Signature] Date: 12-22-25

State of: Minnesota  
County of: Hennepin

Subscribed and sworn to before me this 22 day of December  
Notary Public: [Signature]  
My Commission expires: JAN 31, 2029



**CERTIFICATE FOR PAYMENT**

In accordance with the Contract Documents, based on evaluations of the Work and the data comprising this application, the Construction Manager and Architect certify to the Owner that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

**AMOUNT CERTIFIED** \$ 43,510.00

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet if they are changed to conform with the amount certified.)

Construction Manager: Ben Albrecht Date: 1/12/2026

DocuSigned by:  
Architect: [Signature] Date: 1/14/2026 | 10:38 AM CST

**Continuation Page**

**Application and Certification for Payment**

Start with Page 2 Continuation Page and Page 1 will autofill with the appropriate values.

Ensure your SOV breakdown below, matches the SOV identified in your subcontract agreement

All Information on both pages must be completed to ensure timely processing by Constructor.

**Application No:** 3

**Application Date:** 12/22/2025

**Period To:** 12/31/2025

								Retainage Rate: 5.00%	
A	B	C	D	E	F	G		H	I
ITEM NO.	SUBCONTRACT SCHEDULE OF VALUES - DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
<b>Original Subcontract</b>									
1	Metal	90,000.00	90,000.00	-		90,000.00	100%	-	4,500.00
2	Glass	98,000.00	65,000.00	20,000.00		85,000.00	87%	13,000.00	4,250.00
3	Brakemetal	2,500.00	2,500.00			2,500.00	100%	-	125.00
4	Anchors, Caulking Misc	4,300.00	3,500.00	800.00		4,300.00	100%	-	215.00
5	Shop Labor	14,000.00	10,000.00	4,000.00		14,000.00	100%	-	700.00
6	Field Labor	126,330.00	90,000.00	20,000.00		110,000.00	87%	16,330.00	5,500.00
7	Equipment Labor	5,000.00	4,000.00	1,000.00		5,000.00	100%	-	250.00
8	Testing Allowance	10,000.00		-		-	0%	10,000.00	-
9	Perf./ Payment Bond	3,570.00	3,570.00	-		3,570.00	100%	-	178.50
10	Shop Drawings	5,000.00	5,000.00	-		5,000.00	100%	-	250.00
						-		-	-
<b>Change Orders</b>									
<del>1</del>	<del>PCO #81</del>	<del>5,410.02</del>				<del>-</del>		<del>5,410.02</del>	<del>-</del>
	<b>Change order not written yet</b>					-		-	-
						-		-	-
						-		-	-
						-		-	-
						-		-	-
						-		-	-
						-		-	-
						-		-	-
<b>Grand Total</b>		<b>358,700.00</b>	273,570.00	45,800.00	-	319,370.00	88%	<b>39,330.00</b>	15,968.50

**APPLICATION AND CERTIFICATE FOR PAYMENT**

TO OWNER: <b>City of Otsego</b>	PROJECT: SC00126 CITY OTSEGO NEW FIRE STATION	APPLICATION NO.: 4	Distribution to:
MINNEAPOLIS MN 55404	FROM: Brothers Fire & Security 9950 East Highway 10	PERIOD TO: Dec 31/25	OWNER <input type="checkbox"/>
CONTRACT FOR:	Elk River, MN55330	PROJECT NOS.:	ARCHITECT <input type="checkbox"/>
		CONTRACT DATE: Dec 03/24	CONTRACTOR <input type="checkbox"/>
			FIELD <input type="checkbox"/>
			OTHER <input type="checkbox"/>

*Inv.# J007344*      **WS 21-A**

**CONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet is attached.

1. ORIGINAL CONTRACT SUM.....	\$133,600.00	
2. NET CHANGE BY CHANGE ORDERS.....	\$0.00	
3. CONTRACT SUM TO DATE (Line 1 +- 2)....	\$133,600.00	
4. TOTAL COMPLETED & STORED TO DATE..... (Column G)	\$124,000.00	
5. RETAINAGE:		
a. 5.00 % of Completed Work (Columns D + E)	\$6,200.00	
b. 5.00 % of Stored Material (Column F)	\$0.00	
Total Retainage (Line 5a + 5b or Total in Column I).....	\$6,200.00	
6. TOTAL EARNED LESS RETAINAGE..... (Line 4 less Line 5 Total)	\$117,800.00	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$101,908.68	
8. CURRENT PAYMENT DUE.....	\$15,891.32	✓
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$15,800.00	

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	0.00	0.00
Total approved this Month	0.00	0.00
TOTALS	0.00	0.00
NET CHANGES by Change Order	\$0.00	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: ~~Brothers Fire & Security~~  
By: *[Signature]* Date: 12-19-25

State of: Minnesota  
County of: Sherburne  
Subscribed and sworn to before me this 19th day of December, 2025



Notary Public:  
My commission expires:

**ARCHITECT'S CERTIFICATE FOR PAYMENT**

In accordance with the Contract Document, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED..... \$ 15,891.32

Construction Manager:

By: *Ben Albrecht* Date: 1/12/2026

DocuSigned by: 5ABC0F428379412...

ARCHITECT:

By: *[Signature]* Date: 1/14/2026 | 10:38 AM CST

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

**CONTINUATION SHEET**

APPLICATION NO.: 4  
 APPLICATION DATE: Dec 19/25

PERIOD TO: Dec 31/25  
 PROJECT NO.: SC00126

A	B	C	D	E	F	G	H	I	
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
<b>CONTRACT</b>									
00001	PERMIT	3800.00	3800.00	0.00	0.00	3800.00	100	0.00	190.00
00002	DESIGN	9000.00	9000.00	0.00	0.00	9000.00	100	0.00	450.00
00003	MATERIAL	71277.00	64149.30	7127.70	0.00	71277.00	100	0.00	3563.85
00004	LABOR	48000.00	28800.00	9600.00	0.00	38400.00	80	9600.00	1920.00
00005	BOND	1523.00	1523.00	0.00	0.00	1523.00	100	0.00	76.15
		133600.00	107272.30	16727.70	0.00	124000.00	93	9600.00	6200.00
	<b>Total Contract</b>	<b>133600.00</b>	<b>107272.30</b>	<b>16727.70</b>	<b>0.00</b>	<b>124000.00</b>	<b>93</b>	<b>9600.00</b>	<b>6200.00</b>

# APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702/CMa

## CONSTRUCTION MANAGER-ADVISER EDITION

PAGE ONE OF 2 PAGES

**TO OWNER:**

City of Otsego  
13400 90th St NE  
Otsego, MN 55330

**PROJECT:**

Otsego Fire Station  
14499 75th St NE  
Otsego, MN 55330

**APPLICATION NO:** 012

Distribution to:

- OWNER
- CONSTRUCTION
- MANAGER
- ARCHITECT
- CONTRACTOR

**PERIOD TO:** 12/25/25

**PROJECT NO:**

**CONTRACT DATE:**

**FROM CONTRACTOR:**

Masters Plumbing Heating & Cooling LLC

3446 State Hwy 29 N, Alexandria, MN 56308 **VIA CONSTRUCTION MANAGER:**

Kraus-Anderson

**BID PACKAGE:**

**VIA ARCHITECT:**

Wold Architects

**WS 23-B**

### CONTRACTOR'S APPLICATION FOR PAYMENT

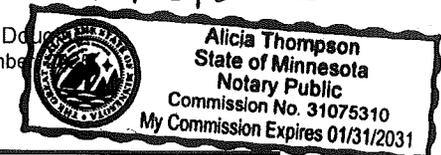
Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By: [Signature] Date: 12/23/25

State of: Minnesota County of: Douglas  
Subscribed and sworn to before me this 23rd day of December  
Notary Public: Alicia Thompson  
My Commission expires: January 31, 2031



1. ORIGINAL CONTRACT SUM	\$	<u>3,135,000.00</u>
2. Net change by Change Orders	\$	<u>2,441.55</u>
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$	<u>3,137,441.55</u>
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	<u>1,944,236.80</u>
5. RETAINAGE:		
a. 5 % of Completed Work (Column D + E on G703)	\$	<u>97,211.84</u>
b. % of Stored Material (Column F on G703)	\$	<u>0.00</u>
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	<u>97,211.84</u>
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	\$	<u>1,847,024.96</u>
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	<u>1,508,483.62</u>
8. CURRENT PAYMENT DUE	\$	<u>338,541.34</u>
9. BALANCE TO FINISH, INCLUDING RETAINA (Line 3 less Line 6)	\$	<u>1,290,416.59</u>

### CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Construction Manager and Architect certify to the Owner that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 338,541.34

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that changed to conform to the amount certified.)

CONSTRUCTION MANAGER:

By: Ben Albrecht Date: 1/12/2026

ARCHITECT:

By: [Signature] Date: 1/14/2026 | 10:38 AM CST

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$3,299.62	(\$858.07)
Total approved this Month		
<b>TOTALS</b>	<b>\$3,299.62</b>	<b>(\$858.07)</b>
<b>NET CHANGES by Change Order</b>	<b>\$2,441.55</b>	

Users may obtain validation of this document by requesting of the license a completed AIA Document D401 - Certification of Document's Authenticity

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 012  
APPLICATION DATE: 12/25/2025

PERIOD TO: 12/25/2025

ARCHITECT'S PROJECT NO: Otsego Fire

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G + C)		
	<b>Masters Plumbing</b>								
	Bond/Permit	43,000.00	43,000.00			43,000.00	100.00%	0.00	2,150.00
	Allowance	20,000.00		3,014.80		3,014.80	15.07%	16,985.20	150.74
	Division 22 Plumbing - Material								
	22 05 10 Storm Shelter Specialties	4,400.00	4,400.00			4,400.00	100.00%	0.00	220.00
	22 05 19 Meters & Gages	1,000.00	1,000.00			1,000.00	100.00%	0.00	50.00
	22 05 23 General Duty Valves	20,500.00	20,500.00			20,500.00	100.00%	0.00	1,025.00
	22 05 29 Hangers & Supports	14,500.00	14,500.00			14,500.00	100.00%	0.00	725.00
	22 05 53 Identification	1,200.00	1,200.00			1,200.00	100.00%	0.00	60.00
	22 11 16 Domestic Water Piping	102,800.00	63,300.00	20,500.00		83,800.00	81.52%	19,000.00	4,190.00
	22 11 19 Dom Water Pipe Spcl	45,000.00	10,000.00			10,000.00	22.22%	35,000.00	500.00
	22 11 23 Domestic Water Pumps	1,800.00				-	0.00%	1,800.00	0.00
	22 13 16 Sanitary Waste & Vent	102,500.00	54,000.00			54,000.00	52.68%	48,500.00	2,700.00
	22 13.19 Sanitary Waste Pipe Spcl	123,000.00	123,000.00			123,000.00	100.00%	0.00	6,150.00
	22 14 13 Storm Drain Piping	51,400.00	23,000.00			23,000.00	44.75%	28,400.00	1,150.00
	22 14 23 Storm Drain Pipe Spcl	13,200.00				-	0.00%	13,200.00	0.00
	22 15 13 Gen Compressed Air Pipe	15,500.00				-	0.00%	15,500.00	0.00
	22 15 19 Gen Air Compress & Rec	12,500.00				-	0.00%	12,500.00	0.00
	22 31 00 Water Softeners	14,500.00				-	0.00%	14,500.00	0.00
	22 34 00 FF Dom Water Heaters	30,000.00	2,500.00			2,500.00	8.33%	27,500.00	125.00
	22 40 00 Plumbing Fixtures	42,500.00	37,000.00			37,000.00	87.06%	5,500.00	1,850.00
	Division 23 HVAC - Material								
	23 05 10 Storm Shelter Spcl	4,400.00	4,400.00			4,400.00	100.00%	0.00	220.00
	23 05 19 Meters & Gages	1,800.00	1,800.00			1,800.00	100.00%	0.00	90.00
	23 05 23 General Duty Valves	15,000.00	15,000.00			15,000.00	100.00%	0.00	750.00
	23 05 29 Hangers & Supports	10,000.00	10,000.00			10,000.00	100.00%	0.00	500.00
	23 05 53 Identification	800.00	800.00			800.00	100.00%	0.00	40.00
	23 11 23 Facility Nat Gas Pipe	4,000.00	4,000.00			4,000.00	100.00%	0.00	200.00
	23 21 13 Hydronic Piping	145,800.00	88,300.00			88,300.00	60.56%	57,500.00	4,415.00
	23 21 23 Hydronic Pumps	28,800.00	28,800.00			28,800.00	100.00%	0.00	1,440.00
	23 52 16 Condensing Boilers	151,000.00	151,000.00			151,000.00	100.00%	0.00	7,550.00
	23 82 33 Heating Terminal Units	35,600.00	35,600.00			35,600.00	100.00%	0.00	1,780.00
	23 38 16 Radiant Heat Hydro Pipe	47,000.00	47,000.00			47,000.00	100.00%	0.00	2,350.00
	Division 22 Plumbing - Labor								
	22 05 10 Storm Shelter Specialties	200.00				-	0.00%	200.00	0.00

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 012  
APPLICATION DATE: 12/25/2025

PERIOD TO: 12/25/2025

ARCHITECT'S PROJECT NO: Otsego Fire

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)		
	22 05 19 Meters & Gages	300.00				-	0.00%	300.00	0.00
	22 05 23 General Duty Valves	2,000.00		1,000.00		1,000.00	50.00%	1,000.00	50.00
	22 05 29 Hangers & Supports	5,000.00		2,500.00		2,500.00	50.00%	2,500.00	125.00
	22 05 53 Identification	800.00				-	0.00%	800.00	0.00
	22 11 16 Domestic Water Piping	108,253.00	20,000.00	25,000.00		45,000.00	41.57%	63,253.00	2,250.00
	22 11 19 Dom Water Pipe Spcl	10,000.00		5,000.00		5,000.00	50.00%	5,000.00	250.00
	22 11 23 Domestic Water Pumps	200.00				-	0.00%	200.00	0.00
	22 13 16 Sanitary Waste & Vent	107,375.00	86,000.00	8,000.00		94,000.00	87.54%	13,375.00	4,700.00
	22 13 19 Sanitary Waste Pipe Spcl	4,000.00		4,000.00		4,000.00	100.00%	0.00	200.00
	22 14 13 Storm Drain Piping	67,000.00	50,000.00	2,000.00		52,000.00	77.61%	15,000.00	2,600.00
	22 14 23 Storm Drain Pipe Spcl	2,000.00	2,000.00			2,000.00	100.00%	0.00	100.00
	22 15 13 Gen Compressed Air Pipe	6,750.00				-	0.00%	6,750.00	0.00
	22 15 19 Gen Air Compress & Rec	1,000.00				-	0.00%	1,000.00	0.00
	22 31 00 Water Softeners	600.00				-	0.00%	600.00	0.00
	22 34 00 FF Dom Water Heaters	2,000.00				-	0.00%	2,000.00	0.00
	22 40 00 Plumbing Fixtures	12,000.00				-	0.00%	12,000.00	0.00
	Division 23 HVAC - Labor								
	23 05 10 Storm Shelter Spcl	200.00				-	0.00%	200.00	0.00
	23 05 19 Meters & Gages	300.00				-	0.00%	300.00	0.00
	23 05 23 General Duty Valves	1,000.00				-	0.00%	1,000.00	0.00
	23 05 29 Hangers & Supports	3,000.00		1,500.00		1,500.00	50.00%	1,500.00	75.00
	23 05 53 Identification	600.00				-	0.00%	600.00	0.00
	23 11 23 Facility Nat Gas Pipe	13,500.00	2,000.00	8,000.00		10,000.00	74.07%	3,500.00	500.00
	23 21 13 Hydronic Piping	260,600.00	37,000.00	50,000.00		87,000.00	33.38%	173,600.00	4,350.00
	23 21 23 Hydronic Pumps	3,500.00	3,000.00	500.00		3,500.00	100.00%	0.00	175.00
	23 52 16 Condensing Boilers	3,500.00	3,000.00	500.00		3,500.00	100.00%	0.00	175.00
	23 82 33 Heating Terminal Units	6,625.00				-	0.00%	6,625.00	0.00
	23 38 16 Radiant Heat Hydro Pipe	21,000.00	11,000.00			11,000.00	52.38%	10,000.00	550.00
	3D Modeling	45,922.00	45,922.00			45,922.00	100.00%	0.00	2,296.10
	<b>Diamond Insulation</b>								
	Material:								
	22 07 00 Plumbing Insulation	33,075.00		6,600.00		6,600.00	19.95%	26,475.00	330.00
	Labor:								
	22 07 00 Plumbing Insulation	22,175.00		4,400.00		4,400.00	19.84%	17,775.00	220.00

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 012  
 APPLICATION DATE: 12/25/2025

PERIOD TO: 12/25/2025

ARCHITECT'S PROJECT NO: Otsego Fire

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G + C)		
	<b>Elite Insulation</b>								
	Material:								
	23 07 00 HVAC Insulation	21,950.00	21,950.00			21,950.00	100.00%	0.00	1,097.50
	Labor:								
	23 07 00 HVAC Insulation	40,500.00	20,250.00			20,250.00	50.00%	20,250.00	1,012.50
	<b>UHL</b>								
	Labor:								
	23 09 00 Building Auto System	150,000.00	30,000.00	7,500.00		37,500.00	25.00%	112,500.00	1,875.00
	23 09 50 Variable Freq Motor Control	2,500.00				-	0.00%	2,500.00	0.00
	23 09 93 BAS Sequence	15,000.00		3,000.00		3,000.00	20.00%	12,000.00	150.00
	Material:								
	23 09 00 Building Auto System	140,375.00	70,187.50	35,093.75		105,281.25	75.00%	35,093.75	5,264.06
	23 09 50 Variable Freq Motor Control	6,000.00				-	0.00%	6,000.00	0.00
	<b>Sentra-Sota Sheet Metal</b>								
	23 90 00 TAB	10,400.00				-	0.00%	10,400.00	0.00
	23 07 00 Duct Insulation - LABOR	44,200.00		10,000.00		10,000.00	22.62%	34,200.00	500.00
	23 82 19 Fan Coil Units - LABOR	4,500.00				-	0.00%	4,500.00	0.00
	23 82 19 Fan Coil Units - MATERIAL	11,600.00				-	0.00%	11,600.00	0.00
	23 62 00 Pckgd Compress & Cond - LABOR	9,500.00		3,800.00		3,800.00	40.00%	5,700.00	190.00
	23 62 00 Pckgd Compress & Cond - MATERIAL	75,000.00	67,000.00			67,000.00	89.33%	8,000.00	3,350.00
	23 81 23 Computer Room A/C - LABOR	31,510.00		6,302.00		6,302.00	20.00%	25,208.00	315.10
	23 81 23 Computer Room A/C - MATERIAL	18,000.00	18,000.00			18,000.00	100.00%	0.00	900.00
	23 73 33 Indirect FF Htg Units - LABOR	7,900.00	790.00	3,950.00		4,740.00	60.00%	3,160.00	237.00
	23 73 33 Indirect FF Htg Units - MATERIAL	146,000.00	146,000.00			146,000.00	100.00%	0.00	7,300.00
	23 34 16 Air Handling - LABOR	14,000.00		2,800.00		2,800.00	20.00%	11,200.00	140.00
	23 34 16 Air Handling - MATERIAL	86,300.00	72,500.00			72,500.00	84.01%	13,800.00	3,625.00
	23 36 00 Air Terminal Units - LABOR	17,000.00		5,100.00		5,100.00	30.00%	11,900.00	255.00
	23 36 00 Air Terminal Units - MATERIAL	23,500.00	11,400.00	12,100.00		23,500.00	100.00%	0.00	1,175.00
	08 91 00 Louvers - LABOR	1,600.00		800.00		800.00	50.00%	800.00	40.00
	08 91 00 Louvers - MATERIAL	3,800.00	3,800.00			3,800.00	100.00%	0.00	190.00
	23 31 13 Ductwork & Acc - LABOR	214,400.00	42,880.00	64,320.00		107,200.00	50.00%	107,200.00	5,360.00
	23 31 13 Ductwork & Acc - MATERIAL	82,000.00	16,400.00	24,600.00		41,000.00	50.00%	41,000.00	2,050.00
	General Conditions	82,490.00	16,498.00	24,747.00		41,245.00	50.00%	41,245.00	2,062.25

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 012

APPLICATION DATE: 12/25/2025

PERIOD TO: 12/25/2025

ARCHITECT'S PROJECT NO: Otsego Fire

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			D FROM PREVIOUS APPLICATION (D + E)	E THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G + C)		
	23 33 00 Air Duct Acc - LABOR	1,800.00				-	0.00%	1,800.00	0.00
	23 33 00 Air Duct Acc - MATERIAL	6,200.00	6,200.00			6,200.00	100.00%	0.00	310.00
	23 51 00 Breech/Chimney/Stack - LABO	4,200.00				-	0.00%	4,200.00	0.00
	23 51 00 Breech/Chimney/Stack - MATE	14,800.00		5,510.00		5,510.00	37.23%	9,290.00	275.50
						-	0.00%	0.00	0.00
	CO001 Masters	(207.00)		(207.00)		(207.00)	100.00%	0.00	(10.35)
	CO002 Diamond Insulation	350.00				-	0.00%	350.00	0.00
	CO002 Sentra-Sofa	(1,479.13)				-	0.00%	(1,479.13)	0.00
	CO002 Masters	3,720.45		3,720.45		3,720.45	100.00%	0.00	186.02
	CO003 Masters	708.30		708.30		708.30	100.00%	0.00	35.42
	CO004 Masters	(651.07)				-	0.00%	(651.07)	0.00
	CO005 Masters	\$0.00				-	0.00%	0.00	0.00
						-	0.00%	0.00	0.00
	<b>GRAND TOTALS</b>	\$3,137,441.55	\$1,587,877.50	\$356,359.30	\$0.00	1,944,236.80	61.97%	\$1,193,204.75	\$97,211.84

Users may obtain validation of this document by requesting of the license a completed AIA Document D401 - Certification of Document's Authenticity

# AIA Document G702<sup>®</sup> – 1992

## Application and Certificate for Payment

<b>TO OWNER:</b> City of Otsego 13400 90th Street NE Otsego, MN 55330	<b>PROJECT:</b> Otsego Fire Station 14499 75th Street Otsego, MN 55330	<b>APPLICATION NO:</b> 011	<b>Distribution to:</b> OWNER: [X] ARCHITECT: [ ] CONTRACTOR: [ ] FIELD: [ ] OTHER: [ ]
<b>FROM</b> Klein Electric, INC <b>CONTRACTOR:</b> 24729 Lake Road St. Cloud, MN 56301	<b>VIA</b> <b>ARCHITECT:</b>	<b>PERIOD TO:</b> December 19, 2025 <b>CONTRACT FOR:</b> New Building <b>CONTRACT DATE:</b> 04-23-2025 <b>PROJECT NOS:</b> / 8493 / <b>WS 26-A</b>	

### CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. AIA Document G703<sup>®</sup>, Continuation Sheet, is attached.

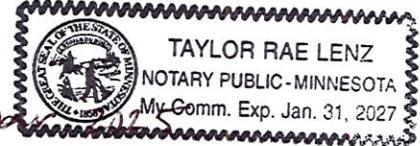
1. ORIGINAL CONTRACT SUM.....	1,693,205.00
2. NET CHANGE BY CHANGE ORDERS.....	(24,061.25)
3. CONTRACT SUM TO DATE (Line 1 ± 2).....	1,669,143.75
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703).....	\$1,022,676.45
5. RETAINAGE:	
a. 0.00% of Completed Work	
(Column D + E on G703:            \$0.00)=	\$0.00
b. 0.00% of Stored Material	
(Column F on G703:               \$0.00)=	\$0.00
Total Retainage (Lines 5a + 5b or Total in Column I of G703).....	\$51,133.83
6. TOTAL EARNED LESS RETAINAGE.....	\$971,542.62
(Line 4 Less Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT.....	757,911.14
(Line 6 from prior Certificate)	
8. CURRENT PAYMENT DUE.....	213,631.48
9. BALANCE TO FINISH, INCLUDING RETAINAGE	
(Line 3 less Line 6)	697,601.13

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	14,908.18	39,577.18
Total approved this Month	607.75	0.00
<b>TOTALS</b>	<b>15,515.93</b>	<b>39,577.18</b>
<b>NET CHANGES by Change Order</b>		<b>(24,061.25)</b>

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

**CONTRACTOR:** \_\_\_\_\_  
 By: *Taylor Lenz* Date: 12/19/2025  
 State of: MINNESOTA  
 County of: STEARNS

Subscribed and sworn to before me this 19th day of December  
 Notary Public: Taylor Lenz  
 My Commission expires: January 31, 2027



### ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

**AMOUNT CERTIFIED**..... 213,631.48

Construction Manager Signed by: \_\_\_\_\_  
 By: *Ben Albrecht* Date: 1/12/2026  
 ARCHITECT: *Ben Albrecht*  
 By: *John Wilson* Date: 1/14/2026 | 10:38 AM CST

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

# AIA Document G703® – 1992

## Continuation Sheet

AIA Document G702®, Application and Certification for Payment, or G732™, Application and Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.  
Use Column I on Contracts where variable retainage for line items may apply.

Otsego Fire Station  
14499 75th Street  
Otsego, MN 55330

APPLICATION NO:

011

APPLICATION DATE:

12-19-2025

PERIOD TO:

December 19, 2025

ARCHITECT'S PROJECT NO:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H % (G÷C)	I BALANCE TO FINISH (C - G)	J RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
200	Bond	11,434.00	11,434.00	0.00	0.00	11,434.00	100.00%	0.00	571.70
202	Permit	3,000.00	3,000.00	0.00	0.00	3,000.00	100.00%	0.00	150.00
204	Submittals	8,500.00	8,500.00	0.00	0.00	8,500.00	100.00%	0.00	425.00
206	Mobilization	40,000.00	21,200.00	0.00	0.00	21,200.00	53.00%	18,800.00	1,060.00
208	Allowance	20,000.00	0.00	5,643.50	0.00	5,643.50	28.22%	14,356.50	282.18
210	W.H. Electric Utility Cost	20,000.00	20,000.00	0.00	0.00	20,000.00	100.00%	0.00	1,000.00
212	*	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
214	Temp Service	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00%	0.00	125.00
216	Temp Power Job Trailer	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00%	0.00	75.00
218	Temp Power & Lights	3,500.00	1,750.00	875.00	0.00	2,625.00	75.00%	875.00	131.25
220	*	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
222	Site DATA Raceway- Mtrl	14,374.00	14,374.00	0.00	0.00	14,374.00	100.00%	0.00	718.70
224	Site Date Raceway- Lbr	8,558.00	8,558.00	0.00	0.00	8,558.00	100.00%	0.00	427.90
226	Site Lighting UG- Mtrl	6,020.00	6,020.00	0.00	0.00	6,020.00	100.00%	0.00	301.00
228	Lite Lighting UG- Lbr	9,991.00	9,991.00	0.00	0.00	9,991.00	100.00%	0.00	499.55
230	Site Pole Bases- Mtrl	17,660.00	17,660.00	0.00	0.00	17,660.00	100.00%	0.00	883.00
232	Site Pole Bases - Lbr	9,241.00	9,241.00	0.00	0.00	9,241.00	100.00%	0.00	462.05
234	Site Light Pole- Mtrl	976.00	927.20	0.00	0.00	927.20	95.00%	48.80	46.36
236	Site Light Pole- Lbr	2,518.00	2,392.10	0.00	0.00	2,392.10	95.00%	125.90	119.60
238	Site Trench Drain HT- Mtrl	964.00	0.00	0.00	0.00	0.00	0.00%	964.00	0.00
240	Site Trench Drain HT- Lbr	1,404.00	0.00	0.00	0.00	0.00	0.00%	1,404.00	0.00
242	Site Primary Utility RW- Mtrl	2,536.00	2,536.00	0.00	0.00	2,536.00	100.00%	0.00	126.80
244	Site Primary Utility RW- Lbr	1,895.00	1,895.00	0.00	0.00	1,895.00	100.00%	0.00	94.75
246	*	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
248	Switchgear Pkg/ JH Larson	148,135.00	88,881.00	0.00	0.00	88,881.00	60.00%	59,254.00	4,444.05
250	Generator Pkg/ Total Energy Syst	298,548.00	158,231.00	140,317.00	0.00	298,548.00	100.00%	0.00	14,927.40
252	SVC Entrance/ATS-DL- Mtrl	14,050.00	8,431.00	0.00	0.00	8,431.00	60.01%	5,619.00	421.55

A	B	C	D		E		F	G		H	I
			WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)		% (G+C)			
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD							BALANCE TO FINISH (C - G)
254	SVC Entrance/ATS-DL-Lbr	5,681.00	3,408.00	0.00	0.00	3,408.00	59.99%	2,273.00	170.40		
256	MSB- Mtrl	10,892.00	1,089.00	1,089.00	0.00	2,178.00	20.00%	8,714.00	108.90		
258	MSB- Lbr	7,037.00	704.00	704.00	0.00	1,408.00	20.01%	5,629.00	70.40		
260	Feeder Panels- Mtrl	91,039.00	13,656.00	13,656.00	0.00	27,312.00	30.00%	63,727.00	1,365.60		
262	Feeder Panels- Lbr	29,069.00	4,360.00	4,360.00	0.00	8,720.00	30.00%	20,349.00	436.00		
264	Generator- Mtrl	13,443.00	1,344.00	0.00	0.00	1,344.00	10.00%	12,099.00	67.20		
266	Generator- Lbr	7,913.00	791.00	0.00	0.00	791.00	10.00%	7,122.00	39.55		
268	Docking Station- Mtrl	11,885.00	7,132.00	0.00	0.00	7,132.00	60.01%	4,753.00	356.60		
270	Docking Station- Lbr	6,610.00	3,967.00	0.00	0.00	3,967.00	60.02%	2,643.00	198.35		
272	Gen Distribution Panel- Mtrl	8,837.00	4,419.00	884.00	0.00	5,303.00	60.01%	3,534.00	265.15		
274	Gen Distribution Panel- Lbr	4,242.00	2,121.00	424.00	0.00	2,545.00	60.00%	1,697.00	127.25		
276	Transfer Switches- Mtrl	14,617.00	2,924.00	4,385.00	0.00	7,309.00	50.00%	7,308.00	365.45		
278	Transfer Switches- Lbr	6,422.00	1,284.00	1,927.00	0.00	3,211.00	50.00%	3,211.00	160.55		
280	*	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00		
282	Light Fixture Pkg/ JH Larson	295,931.00	295,931.00	0.00	0.00	295,931.00	100.00%	0.00	14,796.55		
284	Fixture- Mtrl	25,478.00	0.00	0.00	0.00	0.00	0.00%	25,478.00	0.00		
286	Fixture- Lbr	62,574.00	0.00	0.00	0.00	0.00	0.00%	62,574.00	0.00		
288	Controls- Mtrl	11,400.00	0.00	0.00	0.00	0.00	0.00%	11,400.00	0.00		
290	Controls- Lbr	24,129.00	0.00	0.00	0.00	0.00	0.00%	24,129.00	0.00		
292	*	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00		
294	Power/Device- Mtrl	17,951.00	3,657.00	3,590.00	0.00	7,247.00	40.37%	10,704.00	362.35		
296	Power/Device- Lbr	35,242.00	7,048.00	7,048.00	0.00	14,096.00	40.00%	21,146.00	704.80		
298	Floor Boxes/ JH Larson	10,599.00	10,599.00	0.00	0.00	10,599.00	100.00%	0.00	529.95		
300	Floor Box- Mtrl	4,439.00	2,220.00	1,332.00	0.00	3,552.00	80.02%	887.00	177.60		
302	Floor Box- Lbr	9,228.00	4,614.00	2,768.00	0.00	7,382.00	80.00%	1,846.00	369.10		
304	Cord Reels/ JH Larson	7,470.00	7,470.00	0.00	0.00	7,470.00	100.00%	0.00	373.50		
306	Cord Reels- Mtrl	2,296.00	0.00	0.00	0.00	0.00	0.00%	2,296.00	0.00		
308	Cord Reels- Lbr	4,016.00	0.00	0.00	0.00	0.00	0.00%	4,016.00	0.00		
310	Overhead Doors- Mtrl	4,887.00	0.00	1,466.00	0.00	1,466.00	30.00%	3,421.00	73.30		
312	Overhead Doors- Lbr	11,095.00	0.00	3,329.00	0.00	3,329.00	30.00%	7,766.00	166.45		
314	Tower Hoist- Mtrl	1,581.00	0.00	0.00	0.00	0.00	0.00%	1,581.00	0.00		
316	Tower Hoist- Lbr	2,239.00	0.00	0.00	0.00	0.00	0.00%	2,239.00	0.00		
318	Precast RI- Mtrl	6,888.00	6,888.00	0.00	0.00	6,888.00	100.00%	0.00	344.40		
320	Precast RI- Lbr	21,803.00	21,803.00	0.00	0.00	21,803.00	100.00%	0.00	1,090.15		
322	CO System- Mtrl	1,839.00	184.00	92.00	0.00	276.00	15.01%	1,563.00	13.80		
324	CO System- Lbr	2,676.00	268.00	134.00	0.00	402.00	15.02%	2,274.00	20.10		
326	Circuit Home Runs- Mtrl	6,225.00	933.00	623.00	0.00	1,556.00	25.00%	4,669.00	77.80		
328	Circuit Home Runs- Lbr	9,195.00	1,380.00	920.00	0.00	2,300.00	25.01%	6,895.00	115.00		
330	*	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00		

A	B	C	D		E		F	G		H	I
			WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)		% (G+C)			
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD							BALANCE TO FINISH (C - G)
332	AHU- Mtrl	1,196.00	0.00	0.00	0.00	0.00	0.00	0.00%	1,196.00	0.00	
334	AHU- Lbr	1,881.00	0.00	0.00	0.00	0.00	0.00	0.00%	1,881.00	0.00	
336	AHU Return Fan- Mtrl	694.00	0.00	0.00	0.00	0.00	0.00	0.00%	694.00	0.00	
338	AHU Return Fan- Lbr	1,241.00	0.00	0.00	0.00	0.00	0.00	0.00%	1,241.00	0.00	
340	Air Compressors 1-2- Mtrl	409.00	0.00	0.00	0.00	0.00	0.00	0.00%	409.00	0.00	
342	Air Compressors 1-2- Lbr	803.00	0.00	0.00	0.00	0.00	0.00	0.00%	803.00	0.00	
344	Boiler 1-2- Mtrl	343.00	0.00	0.00	0.00	0.00	0.00	0.00%	343.00	0.00	
346	Boiler 1-2- Lbr	701.00	0.00	0.00	0.00	0.00	0.00	0.00%	701.00	0.00	
348	Condensing Units 1-2 -Mtrl	1,545.00	0.00	0.00	0.00	0.00	0.00	0.00%	1,545.00	0.00	
350	Condensing Units 1-2 -Lbr	2,020.00	0.00	0.00	0.00	0.00	0.00	0.00%	2,020.00	0.00	
352	Cabinet Unit Heaters 1-2 -Mtrl	498.00	0.00	100.00	0.00	100.00	20.08%	398.00	5.00		
354	Cabinet Unit Heaters 1-2 -Lbr	1,012.00	0.00	202.00	0.00	202.00	19.96%	810.00	10.10		
356	Big Ass Fans 1-5 -Mtrl	1,661.00	0.00	249.00	0.00	249.00	14.99%	1,412.00	12.45		
358	Big Ass Fans 1-5 -Lbr	2,420.00	0.00	363.00	0.00	363.00	15.00%	2,057.00	18.15		
360	Exhaust Fans 1-13 -Mtrl	2,673.00	0.00	401.00	0.00	401.00	15.00%	2,272.00	20.05		
362	Exhaust Fans 1-13 -Lbr	5,942.00	0.00	891.00	0.00	891.00	14.99%	5,051.00	44.55		
364	Fan Coil -Mtrl	195.00	0.00	0.00	0.00	0.00	0.00%	195.00	0.00		
366	Fan Coil -Lbr	409.00	0.00	0.00	0.00	0.00	0.00%	409.00	0.00		
368	Glycol Unit -Mtrl	171.00	0.00	0.00	0.00	0.00	0.00%	171.00	0.00		
370	Glycol Unity -Lbr	304.00	0.00	0.00	0.00	0.00	0.00%	304.00	0.00		
372	Make-Up Air 1-5 -Mtrl	1,559.00	0.00	0.00	0.00	0.00	0.00%	1,559.00	0.00		
374	Make-Up Air 1-5 -Lbr	3,130.00	0.00	0.00	0.00	0.00	0.00%	3,130.00	0.00		
376	Pumps 1-12 -Mtrl	2,428.00	0.00	0.00	0.00	0.00	0.00%	2,428.00	0.00		
378	Pumps 1-12 -Lbr	4,989.00	0.00	0.00	0.00	0.00	0.00%	4,989.00	0.00		
380	Pressure Washer -Mtrl	1,558.00	0.00	0.00	0.00	0.00	0.00%	1,558.00	0.00		
382	Pressure Washer -Lbr	1,644.00	0.00	0.00	0.00	0.00	0.00%	1,644.00	0.00		
384	Computer Room Unit -Mtrl	478.00	0.00	0.00	0.00	0.00	0.00%	478.00	0.00		
386	Computer Room Unit -Lbr	675.00	0.00	0.00	0.00	0.00	0.00%	675.00	0.00		
388	Steam Shower 1-2 -Mtrl	320.00	0.00	0.00	0.00	0.00	0.00%	320.00	0.00		
390	Steam Shower 1-2 -Lbr	586.00	0.00	0.00	0.00	0.00	0.00%	586.00	0.00		
392	Transfer Fan 1-2 -Mtrl	343.00	0.00	0.00	0.00	0.00	0.00%	343.00	0.00		
394	Transfer Fan 1-2 -Lbr	672.00	0.00	0.00	0.00	0.00	0.00%	672.00	0.00		
396	Unit Heaters 1-9 -Mtrl	1,867.00	0.00	0.00	0.00	0.00	0.00%	1,867.00	0.00		
398	Unit Heaters 1-9 -Lbr	4,213.00	0.00	0.00	0.00	0.00	0.00%	4,213.00	0.00		
400	Water Heaters 1-2 -Mtrl	472.00	0.00	0.00	0.00	0.00	0.00%	472.00	0.00		
402	Water Heaters 1-2 -Lbr	783.00	0.00	0.00	0.00	0.00	0.00%	783.00	0.00		
404	Water Softener -Mtrl	247.00	0.00	0.00	0.00	0.00	0.00%	247.00	0.00		
406	Water Softener -Lbr	418.00	0.00	0.00	0.00	0.00	0.00%	418.00	0.00		
408	*	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00		

A	B	C	D		E		F	G		H	I
			WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)		% (G÷C)			
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD							BALANCE TO FINISH (C - G)
410	D28 FA Pkg / Twenty4Seven	36,627.00	3,663.00	10,988.00	0.00	14,651.00	40.00%	21,976.00	732.55		
412	FA Notification RI -Mtrl	3,529.00	0.00	529.00	0.00	529.00	14.99%	3,000.00	26.45		
414	FA Notification RI -Lbr	8,526.00	0.00	1,279.00	0.00	1,279.00	15.00%	7,247.00	63.95		
416	FA Detection RI - Mtrl	2,078.00	0.00	312.00	0.00	312.00	15.01%	1,766.00	15.60		
418	FA Detection RI -Lbr	5,110.00	0.00	767.00	0.00	767.00	15.01%	4,343.00	38.35		
420	*	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00		
422	D27 COMM Pkg/ System Tech	91,434.00	0.00	0.00	0.00	0.00	0.00%	91,434.00	0.00		
424	D27 DATA RI - Mtrl	10,818.00	0.00	3,245.00	0.00	3,245.00	30.00%	7,573.00	162.25		
426	D27 DATA RI -Lbr	13,668.00	0.00	4,100.00	0.00	4,100.00	30.00%	9,568.00	205.00		
428	D27 WAP RI -Mtrl	729.00	0.00	0.00	0.00	0.00	0.00%	729.00	0.00		
430	D27 WAP RI -Lbr	1,563.00	0.00	0.00	0.00	0.00	0.00%	1,563.00	0.00		
432	D27 TV RI -Mtrl	338.00	0.00	101.00	0.00	101.00	29.88%	237.00	5.05		
434	D27 TV RI -Lbr	513.00	0.00	154.00	0.00	154.00	30.02%	359.00	7.70		
436	D27 Future Alert RI - Mtrl	696.00	0.00	209.00	0.00	209.00	30.03%	487.00	10.45		
438	D27 Future Alert RI -Lbr	1,750.00	0.00	525.00	0.00	525.00	30.00%	1,225.00	26.25		
440	D27 Speaker RI -Mtrl	1,496.00	0.00	0.00	0.00	0.00	0.00%	1,496.00	0.00		
442	D27 Speaker RI -Lbr	2,564.00	0.00	0.00	0.00	0.00	0.00%	2,564.00	0.00		
444	D27 Security RI -Mtrl	2,104.00	0.00	631.00	0.00	631.00	29.99%	1,473.00	31.55		
446	D27 Security RI -Lbr	6,280.00	0.00	1,884.00	0.00	1,884.00	30.00%	4,396.00	94.20		
448	D27 Plywood -Mtrl	333.00	0.00	0.00	0.00	0.00	0.00%	333.00	0.00		
450	D27 Plywood -Lbr	565.00	0.00	0.00	0.00	0.00	0.00%	565.00	0.00		
452	D27 Ground Bar - Grounding Material	2,005.00	0.00	0.00	0.00	0.00	0.00%	2,005.00	0.00		
454	D27 Ground Bar - Grounding Labor	586.00	0.00	0.00	0.00	0.00	0.00%	586.00	0.00		
456	D27 Radio System Conduits - Mtrl	2,059.00	0.00	1,132.00	0.00	1,132.00	54.98%	927.00	56.60		
458	D27 Radio System Conduit -Lbr	1,162.00	0.00	639.00	0.00	639.00	54.99%	523.00	31.95		
460	*	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00		
900	CO 001 Revise Ckt Size per Mech Sub 236200	207.00	0.00	0.00	0.00	0.00	0.00%	207.00	0.00		
901	CO 002 SI003 PCO14 Dorm Dampers	(4,732.75)	0.00	0.00	0.00	0.00	0.00%	(4,732.75)	0.00		
902	CO 002 RFI008 PCO012 Type H1 Luminaire	(319.28)	(319.28)	0.00	0.00	(319.28)	100.00%	0.00	(15.96)		
903	CO 002 PR003 PCO15 Lighting Invertor	(34,525.15)	(29,459.00)	0.00	0.00	(29,459.00)	85.33%	(5,066.15)	(1,472.95)		
904	CO 003 PR004R PCO016 ELEC MTR & PNL UPDATE	7,121.35	7,121.35	0.00	0.00	7,121.35	100.00%	0.00	356.07		

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G+C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
905	CO 004 SI008 PCO068 Site Lighting Revisions	7,579.83	7,579.83	0.00	0.00	7,579.83	100.00%	0.00	378.99
906	CO 006 PR008 PCO029 Flush Mount Panel KLA11 Recessed	607.75	0.00	607.75	0.00	607.75	100.00%	0.00	30.39
904		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	<b>GRAND TOTAL</b>	<b>1,669,143.75</b>	<b>797,801.20</b>	<b>224,875.25</b>	<b>0.00</b>	<b>1,022,676.45</b>	<b>61.27%</b>	<b>646,467.30</b>	<b>51,133.83</b>

# APPLICATION AND CERTIFICATE FOR PAYMENT Comparable to AIA Doc G702

To Owner **City of Otsego** Job number **80794** Application NO: .....1..... Distribution To:  
 From Contractor: **Omann Contracting Companies Inc.** Job Name **Otsego Fire Station** Period TO: .....12/30.....  OWNER  
 PO Box 120 Job Address 14499 75th Street NE Project NOS: ..... Application Date .....12/17/2025....  ARCHITECT  
 Albertville, Mn 55301 Via Architect Wold Architects

Contract For: Asphalt Paving Page one of \_\_\_ pages

**WS 32-A**

## CONTRACTOR'S APPLICATION FOR PAYMENT

1. Contract Amount..... \$189,800.00  
 2. Net Change By Change orders..... **\$0.00**  
 3. Contract Sum to Date..... **\$189,800.00**  
 4. Total Completed to date..... **\$102,395.00**  
 5. Retainage  
 a. 5 % of completed work \$5119.75  
 b. \_\_\_\_\_ % of stored material \_\_\_\_\_  
 Total Retainage held **\$5119.75**  
 6. Total Earned Less Retainage..... \$97,275.25  
 7. Less Previous Certificates For Payment.....  
 8. Current Payment Due..... **\$97,275.25** ✓  
 9. Balance to Finish, including Retainage..... **92,524.75**

Change Order Summary	Additions	Deductions
Total changes approved in previous months by owner		
Total Approved this month	\$4,650.00	
TOTALS	\$4,650.00	
Net Changes by Change Order		\$4,650.00

The Undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for payment were issued and payments received from the Owner, and that current payment shown herein is now due.

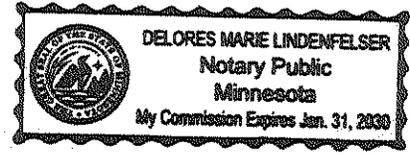
Contractor: **Omann Contracting Companies Inc.**

BY: [Signature] Today's Date: 12/18/25

State Of: MN  
 County Of: Wright

Subscribed and sworn to before me this 18 day of December 2025

Notary Public: [Signature]



## ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the work is in accordance with the Contract Documents, and the Contractor is entitled to the AMOUNT CERTIFIED.

Amount Certified..... **97,275.25**

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this application and on the Continuation Sheet that are changed to conform to the amount certified.)

Architect Signed by [Signature] Today's Date: 1/14/2026 | 10:38 AM CST

BY: [Signature] Today's Date: **1/12/2026**

This certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

# CONTINUATION SHEET

Job number **80794** Invoice # **19384**  
 Job Name **Otsego Fire Station**  
 Job Address **14499 75th Street NE**  
**Otsego, MN 55330**

Application NO: 1.....  
 Application Date: **12/17/2025**.....  
 Period TO: **12/30**.....  
 Project #: .....

A Item NO.	B Description	C Scheduled Value	D Work From Previous Apps	E This period Amount	F Materials Presently Stored	G Total Completed to date	%	H Balance to Finish	I Item Retainage
1	Bonds	\$1,900.00	\$0	\$1,425.00		\$1,425.00	75	\$475.00	\$71.25
2	Fine grading (Labor)	\$7,120.00	\$0	\$6,750.00		\$6,750.00	95	\$370.00	\$337.50
3	Base course paving (Labor)	\$22,070.00	\$0	\$20,000.00		\$20,000.00	91	\$2070.00	\$1000.00
4	Base course paving (Material)	\$67,320.00	\$0	\$61,400.00		\$61,400.00	91	\$5920.00	\$3070.00
5	Wear course paving (Labor)	\$20,270.00	\$0	\$3,040.00		\$3,040.00	15	\$17230.00	\$152.00
6	Wear course paving (Material)	\$65,170.00	\$0	\$9,780.00		\$9,780.00	15	\$55390.00	\$489.00
7	Site signage (Labor)	\$850.00	\$0					\$850.00	\$0.00
8	Site signage (Material)	\$3,350.00	\$0					\$3350.00	\$0.00
9	Lot striping (Labor)	\$450.00	\$0					\$450.00	\$0.00
10	Lot striping (Material)	\$1,300.00	\$0					\$1300.00	\$0.00
<del>11</del>	<del>70th Ave Street Patch (Labor)</del>	<del>\$1,330.00</del>	<del>\$0</del>					<del>\$1330.00</del>	<del>\$0.00</del>
<del>12</del>	<del>70th Ave Street Patch (Material)</del>	<del>\$3,320.00</del>	<del>\$0</del>					<del>\$3320.00</del>	<del>\$0.00</del>
		<b>\$189,800.00</b>		\$102,395.00		\$102,395.00	53%	<b>\$87,405.00</b>	\$5,119.75



# Request for City Council Action

## DEPARTMENT INFORMATION

ORIGINATING DEPARTMENT	REQUESTOR:	MEETING DATE:
Administration	City Administrator/Finance Director Flaherty	January 26, 2026
PRESENTER(s)	REVIEWED BY:	ITEM #:
Consent		3.4 – Special Meeting

## STRATEGIC VISION

MEETS:	THE CITY OF OTSEGO:
<b>X</b>	Is a strong organization that is committed to leading the community through innovative communication.
	Has proactively expanded infrastructure to responsibly provide core services.
	Is committed to delivery of quality emergency service responsive to community needs and expectations in a cost-effective manner.
	Is a social community with diverse housing, service options, and employment opportunities.
	Is a distinctive, connected community known for its beauty and natural surroundings.

## AGENDA ITEM DETAILS

RECOMMENDATION:	
City staff are recommending that the City Council schedule the Local Board of Appeal and Equalization Meeting.	
ARE YOU SEEKING APPROVAL OF A CONTRACT?	IS A PUBLIC HEARING REQUIRED?
No	No
BACKGROUND/JUSTIFICATION:	
<p>In accordance with Minnesota Statute §274.01, Wright County had proposed a scheduled date of April 21, 2026, at 6:00 PM for the Local Board of Appeal and Equalization meeting.</p> <p>This date conflicted with a scheduled Parks and Recreation Commission meeting for the same night. At the January 14, 2026, Administrative Subcommittee meeting, it was discussed to seek an alternative date. City staff proposed a date of April 22, 2026, at 6:00PM, which Wright County confirmed as available.</p> <p>Mailed notice of this meeting will be included within the notice of estimated market value and property classification which is sent out annually by Wright County. Additionally, City staff will publish notice of the meeting in the Star News and post notice of the meeting at the Prairie Center and on the City website.</p>	
SUPPORTING DOCUMENTS ATTACHED:	
<ul style="list-style-type: none"> <li>None</li> </ul>	

## POSSIBLE MOTION

PLEASE WORD MOTION AS YOU WOULD LIKE IT TO APPEAR IN THE MINUTES:
Motion to call for a special City Council meeting on April 22, 2026, at 6:00PM to be held at the Prairie Center for the Local Board of Appeal and Equalization Meeting.

## BUDGET INFORMATION

FUNDING:	BUDGETED:
N/A	N/A



# Request for City Council Action

## DEPARTMENT INFORMATION

ORIGINATING DEPARTMENT	REQUESTOR:	MEETING DATE:
Public Works	City Engineer Wagner	January 26, 2026
PRESENTER(s)	REVIEWED BY:	ITEM #:
Consent	City Administrator/Finance Director Flaherty	3.5 – Accept Improvements

## STRATEGIC VISION

MEETS:	THE CITY OF OTSEGO:
	Is a strong organization that is committed to leading the community through innovative communication.
<b>X</b>	Has proactively expanded infrastructure to responsibly provide core services.
	Is committed to delivery of quality emergency service responsive to community needs and expectations in a cost-effective manner.
<b>X</b>	Is a social community with diverse housing, service options, and employment opportunities.
	Is a distinctive, connected community known for its beauty and natural surroundings.

## AGENDA ITEM DETAILS

RECOMMENDATION:	
City staff recommends the City Council adopt a resolution accepting public improvements.	
ARE YOU SEEKING APPROVAL OF A CONTRACT?	IS A PUBLIC HEARING REQUIRED?
No	No
BACKGROUND/JUSTIFICATION:	
<p>A final acceptance inspection of the public improvements was conducted with City Staff, the developer, and contractor. All project improvements have been completed, testing has passed, all as-built plans have been accepted, and the warranty period has ended.</p> <p>Staff recommend that all public improvements be finally accepted so the improvements lying within public easements and public right-of-way are now City property without further notice or action.</p>	
SUPPORTING DOCUMENTS ATTACHED:	
<ul style="list-style-type: none"> <li><b>Resolution 2026-05</b></li> </ul>	

## POSSIBLE MOTION

PLEASE WORD MOTION AS YOU WOULD LIKE IT TO APPEAR IN THE MINUTES:
Motion to adopt Resolution 2026-05 accepting all public improvements associated with Harvest Run East 4 <sup>th</sup> Addition, ending the warranty period and releasing the remaining financial securities.

## BUDGET INFORMATION

FUNDING:	BUDGETED:
Fund 701 – Development Escrows	N/A

**CITY OF OTSEGO  
COUNTY OF WRIGHT  
STATE OF MINNESOTA**

**RESOLUTION NO: 2026-05**

**ACCEPTING PUBLIC IMPROVEMENTS FOR  
HARVEST RUN EAST 4<sup>th</sup> ADDITION**

**WHEREAS**, the City Council approved the final plat of Harvest Run East 4<sup>th</sup> Addition (the “plat”); and

**WHEREAS**, the City and Developer entered into a Development Agreement and recorded with Wright County regarding approval of the plat and installation of required public improvements within the plat; and

**WHEREAS**, all public street improvements, including bituminous base and wear course paving, trails, ADA ramps, and grading have been completed; and

**WHEREAS**, all public utility improvements, including water services, sanitary sewer services, and storm sewer have been completed; and

**WHEREAS**, all public improvements were constructed in accordance with City standards, Code and approved plans within the plat; and

**WHEREAS**, a final acceptance inspection of the public improvements within the plat was conducted with City staff and the Developer, and all remaining items have been successfully completed.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF OTSEGO, MINNESOTA:**

1. The warranty periods have come to an end and completion of a final acceptance inspection by City staff has occurred with satisfaction of conditions at final inspection; the improvements lying within public easements and public right-of-way are now City property without further notice or action.

**ADOPTED** by the Otsego City Council this 26<sup>th</sup> day of January, 2026.

- MOTION BY:**
- SECONDED BY:**
- IN FAVOR:**
- OPPOSED:**

**CITY OF OTSEGO**

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Jessica L. Stockamp, Mayor

ATTEST:

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Audra Etzel, City Clerk



# Request for City Council Action

## DEPARTMENT INFORMATION

ORIGINATING DEPARTMENT	REQUESTOR:	MEETING DATE:
Public Works	City Engineer Wagner	January 26, 2026
PRESENTER(s)	REVIEWED BY:	ITEM #:
Consent	City Administrator/Finance Director Flaherty	3.6 – Accept Improvements

## STRATEGIC VISION

MEETS:	THE CITY OF OTSEGO:
	Is a strong organization that is committed to leading the community through innovative communication.
<b>X</b>	Has proactively expanded infrastructure to responsibly provide core services.
	Is committed to delivery of quality emergency service responsive to community needs and expectations in a cost-effective manner.
<b>X</b>	Is a social community with diverse housing, service options, and employment opportunities.
	Is a distinctive, connected community known for its beauty and natural surroundings.

## AGENDA ITEM DETAILS

RECOMMENDATION:	
City staff recommends the City Council adopt a resolution accepting public improvements.	
ARE YOU SEEKING APPROVAL OF A CONTRACT?	IS A PUBLIC HEARING REQUIRED?
No	No
BACKGROUND/JUSTIFICATION:	
<p>A final acceptance inspection of the public improvements was conducted with City Staff, the developer, and contractor. All project improvements have been completed, testing has passed, all as-built plans have been accepted, and the warranty period has ended.</p> <p>Staff recommend that all public improvements be finally accepted so the improvements lying within public easements and public right-of-way are now City property without further notice or action.</p>	
SUPPORTING DOCUMENTS ATTACHED:	
<ul style="list-style-type: none"> <li><b>Resolution 2026-06</b></li> </ul>	

## POSSIBLE MOTION

PLEASE WORD MOTION AS YOU WOULD LIKE IT TO APPEAR IN THE MINUTES:
Motion to adopt Resolution 2026-06 accepting all public improvements associated with Meadows of Riverpointe 3 <sup>rd</sup> and 4 <sup>th</sup> Additions, ending the warranty period and releasing the remaining financial securities.

## BUDGET INFORMATION

FUNDING:	BUDGETED:
Fund 701 – Development Escrows	N/A

**CITY OF OTSEGO  
COUNTY OF WRIGHT  
STATE OF MINNESOTA**

**RESOLUTION NO: 2026-06**

**ACCEPTING PUBLIC IMPROVEMENTS FOR  
MEADOWS OF RIVERPOINTE 3<sup>RD</sup> AND 4<sup>TH</sup> ADDITIONS**

**WHEREAS**, the City Council approved the final plats of Meadows of Riverpointe 3<sup>rd</sup> and 4<sup>th</sup> Additions (the “plats”); and

**WHEREAS**, the City and Developer entered into Development Agreements and recorded with Wright County regarding approval of the plats and installation of required public improvements within the plats; and

**WHEREAS**, all public street improvements, including bituminous base and wear course paving, trails, ADA ramps, and grading have been completed; and

**WHEREAS**, all public utility improvements, including water services, sanitary sewer services, and storm sewer have been completed; and

**WHEREAS**, all public improvements were constructed in accordance with City standards, Code and approved plans within the plats; and

**WHEREAS**, a final acceptance inspection of the public improvements within the plats was conducted with City staff and the Developer, and all remaining items have been successfully completed.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF OTSEGO, MINNESOTA:**

1. The warranty periods have come to an end and completion of a final acceptance inspection by City staff has occurred with satisfaction of conditions at final inspection; the improvements lying within public easements and public right-of-way are now City property without further notice or action.

**ADOPTED** by the Otsego City Council this 26<sup>th</sup> day of January, 2026.

- MOTION BY:**
- SECONDED BY:**
- IN FAVOR:**
- OPPOSED:**

**CITY OF OTSEGO**

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Jessica L. Stockamp, Mayor

ATTEST:

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Audra Etzel, City Clerk



# Request for City Council Action

## DEPARTMENT INFORMATION

ORIGINATING DEPARTMENT	REQUESTOR:	MEETING DATE:
Parks and Recreation	Parks and Recreation Director Jacobs	January 26, 2026
PRESENTER(S)	REVIEWED BY:	ITEM #:
Consent	City Administrator/Finance Director Flaherty	3.7 – Fleet Procurement

## STRATEGIC VISION

MEETS:	THE CITY OF OTSEGO:
	Is a strong organization that is committed to leading the community through innovative communication.
<b>X</b>	Has proactively expanded infrastructure to responsibly provide core services.
	Is committed to delivery of quality emergency service responsive to community needs and expectations in a cost-effective manner.
	Is a social community with diverse housing, service options, and employment opportunities.
<b>X</b>	Is a distinctive, connected community known for its beauty and natural surroundings.

## AGENDA ITEM DETAILS

RECOMMENDATION:	
City staff is recommending the City Council approve a fleet vehicle purchase.	
ARE YOU SEEKING APPROVAL OF A CONTRACT?	IS A PUBLIC HEARING REQUIRED?
No	No
BACKGROUND/JUSTIFICATION:	
<p>The 2026 Capital Improvement Plan (CIP) includes the replacement of PW55 a 2016 John Deere Zero Turn Mower. The mower is used daily during the summer for trim mowing and plays a critical role in maintaining parks, athletic complexes, trails, and other City facilities.</p> <p>Staff obtained state contract quoted pricing from Minnesota Equipment, Inc. in the amount of \$13,748.96. This amount is within the approved 2026 CIP budget of \$14,598. The Utility Department needs a mower for use at one of the wastewater facilities and has agreed to purchase the 2016 mower for \$3,500, which is equivalent to the trade-in value provided by the dealer.</p> <p>The Public Works Subcommittee reviewed this request at its January 21, 2026, meeting and recommends consideration of approval by the City Council.</p>	
SUPPORTING DOCUMENTS ATTACHED:	
<ul style="list-style-type: none"> <li><b>Quote – Minnesota Equipment, Inc.</b></li> </ul>	

## POSSIBLE MOTION

PLEASE WORD MOTION AS YOU WOULD LIKE IT TO APPEAR IN THE MINUTES:
Motion to accept the quote and authorize purchase of a 2026 Z-930M Zero Turn Mower from Minnesota Equipment, Inc. in the amount of \$13,748.96, and to authorize sale of the 2016 Mower to the Sanitary Sewer Utility for \$3,500.

## BUDGET INFORMATION

FUNDING:	BUDGETED:
Fund 206 – Capital Equipment Revolving	Yes

**Customer:**

Quotes are valid for 30 days from the creation date or upon contract expiration, whichever occurs first.

A Purchase Order (PO) or Letter of Intent (LOI) including the below information is required to proceed with this sale. The PO or LOI will be returned if information is missing.

- Vendor: Deere & Company  
2000 John Deere Run  
Cary, NC 27513
- Signature on all LOIs and POs with a signature line
- Contract name or number; or JD Quote ID
- Sold to street address
- Ship to street address (no PO box)
- Bill to contact name and phone number
- Bill to address
- Bill to email address (required to send the invoice and/or to obtain the tax exemption certificate)
- Membership number if required by the contract

Quotes of equipment offered through contracts between Deere & Company, its divisions and subsidiaries (collectively "Deere") and government agencies are subject to audit and access by Deere's Strategic Accounts Business Division to ensure compliance with the terms and conditions of the contracts.

**For any questions, please contact:**

SHANE FISHER  
Minnesota Equipment, Inc.  
13725 Main Street  
Rogers, MN 55374  
Cell Phone: 763-204-1171  
Email: shanefisher@mnequip.com

**ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):**

Deere & Company  
2000 John Deere Run  
Cary, NC 27513-2789 US  
FED ID: 36-2382580  
UEID: FNSWEDARMK53

**ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:**

SHANE FISHER  
Minnesota Equipment, Inc.  
13725 Main Street Rogers, MN 55374

**Prepared For**

CITY OF OTSEGO  
13400 90TH ST NE  
OTSEGO, MN 553307259  
(763) 441-4414  
NJACOBS@OTSEGOMN.GOV

**Prepared By**

SHANE FISHER  
Minnesota Equipment, Inc.  
13725 Main Street  
Rogers, MN 55374  
763-204-1171  
shanefisher@mnequip.com

**Quote Id** 1469764

**Creation Date** 07-Jan-2026

**Expiration Date** 06-Feb-2026

**Rogers**



**ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):**

Deere & Company  
2000 John Deere Run  
Cary, NC 27513-2789 US  
FED ID: 36-2382580  
UEID: FNSWEDARMK53

**ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:**

SHANE FISHER  
Minnesota Equipment, Inc.  
13725 Main Street Rogers, MN 55374

**Prepared For**

CITY OF OTSEGO  
13400 90TH ST NE  
OTSEGO, MN 553307259  
(763) 441-4414  
NJACOBS@OTSEGOMN.GOV

**Prepared By**

SHANE FISHER  
Minnesota Equipment, Inc.  
13725 Main Street  
Rogers, MN 55374  
763-204-1171  
shanefisher@mnequip.com

**Quote Id** 1469764

**Creation Date** 07-Jan-2026

**Expiration Date** 06-Feb-2026

## Quote Summary

Equipment Summary	Suggested List	Selling Price	QTY In Group	Extended
<b>Z930M ZTrak 60" MULCH ON DEMAND DECK</b>	\$17,831.92	\$13,748.96	1	\$13,748.96
<b>Contract:</b> Sourcewell Grounds Maint 112624-DAC (PG NB CG 70)				
<b>Price Effective Date:</b> 06-Jan-2026				
<b>Equipment Total</b>				<b>\$13,748.96</b>

**Quote Summary**

Total Selling Price	\$13,748.96
<b>Sub-total</b>	<b>\$13,748.96</b>
<b>Balance Due</b>	<b>\$13,748.96</b>

Salesperson : X \_\_\_\_\_

Accepted By : X \_\_\_\_\_

## Selling Equipment

Quote # 1469764  
Customer CITY OF OTSEGO

### Z930M ZTrak 60" MULCH ON DEMAND DECK

QTY In Group : 1

Hours	---	Suggested List
Serial Number	---	\$17,831.92
Stock Number	---	Selling Price
Contract	Sourcewell Grounds Maint 112624-DAC (PG NB CG 70)	\$13,748.96
Price Effective Date	06-Jan-2026	Discount Amount
PUK Parent Serial #		(\$4,106.83)

### Equipment Summary

Code	Description	Qty	List Price	Discount %	Discount \$	Adjusted Selling Price
216ETC	Z930M ZTrak	1	\$14,609.00	23.0%	(\$3,360.07)	\$11,248.93

### Base / Options

Code	Description	Qty	List Price	Discount %	Discount \$	Adjusted Selling Price
001A	United States /Canada	1	\$0.00	23.0%	\$0.00	\$0.00
1505	60 In. Mulch On Demand Mower Deck	1	\$1,100.00	23.0%	(\$253.00)	\$847.00
2093	Fully Adjustable Suspension Seat with Armrests (24" High Back)	1	\$595.00	23.0%	(\$136.85)	\$458.15
1040	24x12N12 Michelin X Tweel Turf for 54 In. and 60 In. Decks	1	\$1,448.00	23.0%	(\$333.04)	\$1,114.96
<b>Total Base / Options</b>			<b>\$17,752.00</b>		<b>(\$4,082.96)</b>	<b>\$13,669.04</b>

### Dealer Attachments

Code	Description	Qty	List Price	Discount %	Discount \$	Adjusted Selling Price
BUC11624	Arm rest kit-Padded (Set of 2)	1	\$103.79	23.0%	(\$23.87)	\$79.92
<b>Total Dealer Attachments</b>			<b>\$103.79</b>		<b>(\$23.87)</b>	<b>\$79.92</b>
<b>Selling Price Subtotal</b>						<b>\$13,748.96</b>
<b>Total Selling Price</b>			<b>\$17,831.92</b>		<b>(\$4,106.83)</b>	<b>\$13,748.96</b>



**JOHN DEERE**  
FINANCIAL

# WHY FINANCE WITH JOHN DEERE FINANCIAL?

Whether you're running a farm, managing a business, or maintaining your property, John Deere Financial is here to support you. With decades of experience and deep knowledge of John Deere equipment, we offer flexible financing solutions tailored to your needs, your goals, and your budget. From large-scale ag producers to commercial contractors to homeowners, we make it easier to own and operate the equipment you trust, with competitive rates and terms that work for you.

For generations, we've stood by our customers with reliable financing and long-term commitment. With John Deere Financial, your financing works as hard and reliably as your equipment, because we believe in building lasting relationships that grow with you.

## CONVENIENT

- Multiple finance solutions for the products and services you need.
- Enjoy a seamless experience with eStatements, easy account management through My Financial Accounts, secure eSignature options, and fast approvals—saving you time and simplifying your financial life.

## COMPETITIVE

- Customized solutions — help choosing the best financial mix to support your needs.
- Unmatched industry expertise.
- Tailored terms, flexible payments, and cost-effective maintenance plans.

## COMMITTED

- Here for you in good times and in bad - we'll find solutions to keep you in your equipment and on track for future success.
- As a finance company owned and operated by John Deere, we are focused on products built by John Deere.

## INSIGHTFUL

- Customer service team that thoroughly understands your industry and the challenges customers face.
- Financing solutions for real life.



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*To apply online today!*





# Request for City Council Action

## DEPARTMENT INFORMATION

ORIGINATING DEPARTMENT	REQUESTOR:	MEETING DATE:
Parks and Recreation	Parks and Recreation Director Jacobs	January 26, 2026
PRESENTER(S)	REVIEWED BY:	ITEM #:
Consent	City Administrator/Finance Director Flaherty	3.8 – Fleet Procurement

## STRATEGIC VISION

MEETS:	THE CITY OF OTSEGO:
	Is a strong organization that is committed to leading the community through innovative communication.
<b>X</b>	Has proactively expanded infrastructure to responsibly provide core services.
	Is committed to delivery of quality emergency service responsive to community needs and expectations in a cost-effective manner.
	Is a social community with diverse housing, service options, and employment opportunities.
	Is a distinctive, connected community known for its beauty and natural surroundings.

## AGENDA ITEM DETAILS

RECOMMENDATION:	
City staff is recommending the City Council approve a fleet vehicle purchase.	
ARE YOU SEEKING APPROVAL OF A CONTRACT?	IS A PUBLIC HEARING REQUIRED?
No	No
BACKGROUND/JUSTIFICATION:	
<p>The 2026 Capital Improvement Plan (CIP) includes the replacement of a PW53, a 2016 Ford 3/4-ton pickup with plow package. Staff are requesting approval to replace this vehicle with an identical 2026 Ford 3/4-ton with plow package. This replacement will support the department in summer as a staff maintenance vehicle for trash collection and general park maintenance, and during the winter as a plow vehicle for cul-de-sacs and trails.</p> <p>Staff obtained state contract quoted pricing from Midway Ford, \$51,827.13 for the truck and Surefitters \$15,658.64 for the plow, lighting, and toolbox to meet the specifications of the truck being replaced, total amount \$67,485.77. This amount is within the approved 2026 CIP budget of \$69,500. Staff recommends the current vehicle be authorized for sale at auction.</p> <p>The Public Works Subcommittee reviewed this request at its January 21, 2026, meeting and recommends consideration of approval by the City Council.</p>	
SUPPORTING DOCUMENTS ATTACHED:	
<ul style="list-style-type: none"> <li>• Quote – Midway Ford</li> <li>• Quote - Surefitters</li> </ul>	

## POSSIBLE MOTION

PLEASE WORD MOTION AS YOU WOULD LIKE IT TO APPEAR IN THE MINUTES:
Motion to accept the quotes and to authorize purchase of a 2026 Ford F-250 from Midway Ford in the amount of \$51,827.13, and to authorize purchase and installation of Plow Package from Surefitters in the amount of \$15,658.64, and to authorize sale of PW53 at auction.

## BUDGET INFORMATION

FUNDING:	BUDGETED:
Fund 206 – Capital Equipment Revolving	Yes

**Midway Ford Commercial**  
**Fleet and Government Sales**  
 2777 N. Snelling Ave.  
 Roseville MN 55113



Travis Swanson  
 651-343-5212  
[tswanson@rosevillemidwayford.com](mailto:tswanson@rosevillemidwayford.com)

Fax # 651-604-2936

**MF 25**  
**2026 F250 4X4- Super Cab- 6.75' Box**

**Standard**

**Automatic Transmission**  
**Dual Front Air Bags**  
**AM/FM Radio**  
**Tow Hitch**  
**Tilt Wheel**  
**Sync**  
**Power Windows**

**40/20/40 Vinyl Front Seat**  
**Standard Base Upholstery**  
**4-Wheel ABS Brakes**  
**Air Conditioning**  
**LT245/75r17 E All Season Tires**  
**Cruise Control**  
**Power Locks**

**Front Tow Hooks**  
**Rubber Floor Covering**  
**Black Bumpers w/Rear Step**  
**Matching Full Size Spare Tire**  
**6.8L V8**  
**Rear View Camera**

Options	Code	Price	Select	Exterior Colors	Code	Select
LT245/75r17E AT Tires	TBM	\$150	x	Argon Blue Metallic	E9	
Cloth 40/20/40 Seat	1S	\$91	x	Race Red	PQ	
XL Chrome Package	96V	\$387	x	Agate Black	UM	
Snow Plow/Camper Pkg	47B	\$277	x	Carbonized Gray Metallic	M7	
Dual Batteries	86M	\$191	x	Avalanche	DR	
410 Amp Alternator	67B	\$195	x	Oxford White	Z1	x
Brake Controller	52B	\$273	x			
Upfitter Switches	66S	\$210	x			
Mud Flaps	61S	\$119	x			
Pro Power 2000w	43K	\$897	x			
Spray-In bedliner		\$569	x			
Option Total		\$3,359				

Extended Service Contracts	Cost	Select
7 year/75,000 mile	\$3,400	
PremiumCare Warranty (Bumper to Bumper)		

Base Price	Totals	You must have a active FIN code to participate in this purchase contract : FIN code # _____	
	\$44,728.84	<b>Purchase Order required prior to order placement</b>	
Options Price Totals	\$3,359.00	PO # _____	
Extended Warranty		Name of Organization _____	
Transit Impr Excise Tax	\$20.00	Address _____	
Tax Exempt Lic	\$63.25	City, State, Zip _____	
6.5% Sales Tax	\$3,306.04	Contact Person/ Phone # _____	
Document fee	\$350.00	Contact's e-mail address and fax # _____	
Sub total per vehicle	\$51,827.13		
Number of Vehicles	1		
Grand Total for all units	<b>\$51,827.13</b>		

Acceptance Signature

Print Name and Title

Date

Contact Person/ Phone #

Contact's e-mail address and fax #



**Sales Rep:** John Holman  
**Prepared for:** City of Otsego  
 8899 Nashua Avenue NE  
 Otsego, MN 55330

**Ship To:** City of Otsego  
 8899 Nashua Avenue NE  
 Otsego, MN 55330

**Contact:** Nick Jacobs      **Phone:** (763)334-3170      **Email:** njacobs@otsego.mn.gov

**Requested by:** Nick Jacobs

**This Quote is valid through** 01/31/2026

**Ship Via:** Installed

**Est. Lead Time (after receipt of Signed Order)** 28-35

*Tariff Update: If any component pricing is impacted by tariffs between the time of this Proposal and the completion of the project, we reserve the right to pass on increases.*

ITEM NO.	DESCRIPTION	QTY	PRICE	EXT. PRICE
VEHICLE	VEHICLE	1	\$0.00 / EA	\$0.00

**OPTIONS:**

- MODEL YEAR 2026
- FORD
- F250
- GAS
- REGULAR CAB
- BOX LENGTH 8.0' (98.1")
- BOX DELETE = NO
- SINGLE REAR WHEEL
- VIN: TBA
- Stock #: TBA
- PICKUP & DELIVERY = CUSTOMER

ITEM NO.	DESCRIPTION	QTY	PRICE	EXT. PRICE
9'2"SSVXT	BOSS XT V-PLOW, STAINLESS/STEEL, 9'2" DEDUCT \$142 FOR POLY	1	\$8,940.00 / EA	\$8,940.00

ITEM NO.	DESCRIPTION	QTY	PRICE	EXT. PRICE
MSC01565	BOSS SNOW DEFLECTOR, V-PLOW	1	\$361.00 / EA	\$361.00

ITEM NO.	DESCRIPTION	QTY	PRICE	EXT. PRICE
15018	ORIGINAL BACKRACK FRAME	1	\$239.00 / EA	\$239.00

ITEM NO.	DESCRIPTION	QTY	PRICE	EXT. PRICE
30221TB	BACKRACK INSTALL KIT, W/ TOOL/BOX, '17-CUR FORD SUPER DUTY	1	\$140.00 / EA	\$140.00

ITEM NO.	DESCRIPTION	QTY	PRICE	EXT. PRICE
91002REC	UTILITY LIGHT BRACKET, 16X7, /CENTER MOUNT	1	\$60.00 / EA	\$60.00
127-0-04	SADDLE BOX, ALUMINUM, /FULL STANDARD, CLEAR, 11.0 CU	1	\$1,313.20 / EA	\$1,313.20
EPL7PFFC	PINNACLE MINI LIGHTBAR, PERM. /MOUNT, AMBER/WHITE LEDS CENTERED ON TOP OF BACK RACK ALL LIGHTS WIRED TO 1 UPFITTER SWITCH	1	\$277.92 / EA	\$277.92
EMPS2SMS4F	MPOWER 4" FASCIA LIGHT W/SCREW/MOUNT, 12 LED, AMBER/WHITE DRIVER'S SIDE OF GRILLE	1	\$117.60 / EA	\$117.60
EMPS2SMS4E	MPOWER 4" FASCIA LIGHT W/SCREW/MOUNT, 12 LED, BLUE/WHITE PASSENGER'S SIDE OF GRILLE	1	\$117.60 / EA	\$117.60
EMPS2QMS4F	MPOWER 4" FASCIA LIGHT W/QUICK/MOUNT, 12 LED, AMBER/WHITE DRIVER'S SIDE OF TAILGATE	1	\$117.60 / EA	\$117.60
EMPS2QMS4E	MPOWER 4" FASCIA LIGHT W/QUICK/MOUNT, 12 LED, BLUE/WHITE PASSENGER'S SIDE OF TAILGATE	1	\$117.60 / EA	\$117.60
ENT2B3F	INTERSECTOR UNDER MIRROR LIGHT/BLACK HOUSING, AMBER/WHITE LED UNDER DRIVER'S SIDE MIRROR	1	\$178.56 / EA	\$178.56
ENT2B3E	INTERSECTOR UNDER MIRROR LIGHT/BLACK HOUSING, BLUE/WHITE LEDS UNDER PASSENGER'S SIDE MIRROR	1	\$178.56 / EA	\$178.56
LABOR-SB	INSTALLATION	20	\$175.00 / EA	\$3,500.00

**PROJECT TOTAL (BEFORE TAX):**

**\$15,658.64**

THE PARTIES AGREE THAT THE TERMS AND CONDITIONS ATTACHED HERETO OR ON THE BACK SIDE OF THIS ORDER ARE INCORPORATED HEREIN AND A PART OF THIS ORDER.

ACCEPTED BY: \_\_\_\_\_

ACCEPTED DATE: \_\_\_\_\_

## TERMS AND CONDITIONS

1. **PRICING.** All price quotations are valid for fifteen (15) days unless otherwise noted.
2. **PAYMENT.** Unless otherwise quoted by the Company, agreed to in writing or expressly stated on the face of this document, terms of payment shall be as follows:
  - a. For new Buyers or those without open account the terms are Prepay.
  - b. For Buyers with open account the terms are: Net ten (10) days unless otherwise stated.
  - c. A 50% down payment will be required for projects requiring significant engineering and design work, or projects with non-standard components provided or manufactured to the Buyer's requirements, or projects over a certain value as required in the Proposal Terms. Balance due as per a. or b. above.
  - d. A convenience fee of 3% will be added to all credit card payments. This applies to the full amount of the invoice.
  - e. The Company may alter or suspend credit whenever the payment history or financial condition of Buyer warrants such action.
  - f. Overdue payments will be subject to a 1.5% monthly interest rate.
  - g. Buyer shall be liable for all costs, expenses and attorney's fees incurred by the Company in the collection of delinquent accounts.
3. **CUSTOMER VEHICLES IN OUR CARE, CUSTODY AND CONTROL.** The Company is not responsible for damage to Buyer vehicles while in its care, custody, and control.
4. **CUSTOMER VEHICLE STORAGE.** Buyer vehicles not picked up within 10 business days of completion will be assessed a storage fee of ten dollars (\$10.00) per day.
5. **TAXES AND DUTIES.** Prices for Products and Services do not include applicable federal, state or local taxes, now or hereafter enacted, which tax or taxes (i) will be added by the Company to the sales price whenever the Company has the legal obligation to collect same, and (ii) shall be paid by Buyer unless Buyer provides the Company with an appropriate tax-exemption certificate. Except as otherwise agreed to in writing or provided on the face hereof, for sales to points outside the United States all export duties, taxes, licenses, and fees, including customs, are in addition to the quoted prices and shall be Buyer's responsibility, and any such cost incurred by the Company will be passed on to Buyer.
6. **FREIGHT AND SHIPMENTS.** All shipments for domestic sales are F.O.B. the Company manufacturing facility. The Company shall have satisfied all delivery obligations and, subject to the limitations set forth herein, possession of and title to all goods sold hereunder shall be deemed to pass to Buyer upon delivery to the carrier at point of shipment, whereupon Buyer assumes all risk of loss or damage to the goods and responsibility for shipping and insurance costs, regardless of any insurance that may have been secured by the Company at Buyer's request. Any freight and delivery charges paid by the Company in connection with shipments to Buyer will be passed on to Buyer. Buyer shall notify the Company in writing relative to any shipment shortage or damage within two (2) days of receipt of shipment. The Company shall not be liable for delays in delivery or failure to manufacture due to causes beyond its reasonable control. In the event of any such delay or failure, the Company shall be entitled to extend the delivery date by a commensurate period of days. The Company shall have the right to cancel any order or to refuse or delay shipment if Buyer fails to meet payment terms or if there is any materially adverse change in Buyer's financial status. Export of the Company Products or Services outside the United States of America is subject to the latest U.S. Export Regulation issued by the U. S. Department of Commerce, adherence to which is a Buyer's responsibility after initial shipment by the Company.
7. **ORDER CANCELLATION.** If an order is canceled prior to the scheduled ship date, Buyer will be subject to the following cancellation charges: Buyer will be responsible for all costs incurred by the Company prior to the date of cancellation and any further costs incurred in the termination of the project. Cancellation of the order will not relieve the Buyer's liability for payment as specified herein.
8. **CHANGE ORDERS.** Change orders include any deviation from the last design reviewed and agreed upon at the time the purchase order was issued. Buyer directed change orders are subject to additional fees. Depending on the scope of the change order, the Company reserves the right to collect all costs incurred to date. The added cost of the change order will be quoted by the Company and the Buyer can choose to (i) issue a second purchase order to cover the cost of the change order, or, (ii) add the additional charges to the original purchase order.
9. **SCHEDULE CHANGES.** Any delays in installation due to change orders, customer readiness, and/or reasons uncontrollable by the Company, may be subject to partial invoicing for all labor and materials incurred to date by the Company.
10. **PROPRIETARY RIGHTS.** The parties acknowledge that the Company may possess certain proprietary inventions, discoveries, Patents, Trademarks, or other intellectual properties in its products and designs and that the Company retains all right, title, ownership, copyright and/or other intellectual property rights in such. All such intellectual property incorporated shall remain the sole and exclusive property of the Company.
11. **CONFIDENTIAL INFORMATION.** The parties agree that except for the written consent of the other party, each party shall keep confidential and not disclose to any person not affiliated with such party, any of the other party's confidential information and business secrets. The term "confidential information" shall include each party's respective financial, marketing, product, process, customer, dealer, accounting, sales, manufacturing, employment and related information, including such other information that a party treats or otherwise deems as confidential. Confidential information shall also include the Company Creations, Services and payment under this Agreement.
12. **LIMITATION OF LIABILITY. NOT WITHSTANDING ANY OTHER PROVISIONS OF THIS ORDER, IN NO EVENT SHALL THE COMPANY BE LIABLE FOR ANY INCIDENTAL, INDIRECT, SPECIAL, PUNITIVE OR CONSEQUENTIAL DAMAGES ARISING IN ANY MANNER OUT OF ANY BREACH OF WARRANTY OR OUT OF OR CONNECTED WITH THE SALE, LICENSE, LEASE, USE OR ANTICIPATED USE OF THE PRODUCTS, SERVICES, INCLUDING, BUT NOT LIMITED TO, ANY INTERRUPTION OF SERVICE, LOSS OF BUSINESS OR ANTICIPATORY PROFITS RESULTING FROM THE USE OR OPERATION OF THE PRODUCTS OR PROVISION OF SERVICES. NOTWITHSTANDING THE FOREGOING, THE COMPANY'S TOTAL CUMULATIVE LIABILITY UNDER THIS ORDER SHALL NOT EXCEED THE AMOUNT PAID BY BUYER FOR THE PARTICULAR PRODUCTS OR SERVICES INVOLVED.**
13. **SUITABILITY DISCLAIMER.** The performance of the Products depends on a variety of parameters which are beyond the control of the Company. Performance of the Products may vary considerably from one application to the next. THE COMPANY MAKES NO CLAIM, REPRESENTATION OR WARRANTY CONCERNING THE PERFORMANCE OR SUITABILITY OF THE PRODUCTS FOR OR IN BUYER'S APPLICATION. The assessment of usefulness and suitability of the Products for each application rests solely with the Buyer.
14. **WARRANTY.** The Company warrants its workmanship to be free from defects for a period of twelve (12) months from shipment, unless a different period is otherwise quoted in writing by the Company to the original Buyer. The only exception to this is paint issues, which are warranted for a period of ninety (90) days. If an issue arises during the warranty period, the original Buyer shall notify the Company and request a return or re-work authorization. Only after the authorization from the Company has been received can the work to repair the deficiency proceed. The foregoing warranty shall not apply to defects resulting from (i) improper or inadequate maintenance by Buyer; (ii) Buyer-supplied equipment, (iii) unauthorized modifications, misuse or accidents, (iv) operation outside of the environmental specifications of the Product. All Services shall be performed in professional manner, in conformity with industry standards. THIS WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.
15. **COMPANY INDEMNIFICATION.** The Company shall defend any claim, suit, or proceeding brought against Buyer by a third party ("Claim") insofar as such Claim is based upon an assertion that the use or transfer of any Product delivered hereunder constitutes infringement of a US patent or registered copyright, provided Buyer (i) notifies the Company promptly in writing as to any such Claim, (ii) grants the Company sole control over the defense and settlement thereof, and (iii) reasonably cooperates in response to a Company request for assistance. Should any Product become, or in the Company's opinion be likely to become, the subject of a Claim, the Company may, at its sole discretion and expense, (a) obtain for Buyer the right to make continued use of such Product, (b) replace or modify such Product so that the Product is no longer infringing, or (c) request return and upon receipt thereof refund to Buyer the residual value thereof, calculated using straight depreciation over a five (5) year useful life. The Company shall have no liability if the alleged infringement is based on (1) combination with non-Company products; (2) use for a purpose or in a manner for which the Product was not designed; (3) use of any older version when use of a newer Company revision would have avoided the infringement; (4) any modification not made with the Company's written approval; (5) any modifications made by the Company pursuant to Buyer's specific instructions; or (6) any intellectual property right owned or licensed by Buyer or any of its affiliates. Notwithstanding the foregoing, in no event shall the Company's liability to Buyer under this Section exceed the amount paid by Buyer to the Company for any allegedly infringing Product. THIS SECTION STATES BUYER'S SOLE AND EXCLUSIVE REMEDY AND THE COMPANY'S ENTIRE LIABILITY TO BUYER FOR THIRD PARTY INFRINGEMENT CLAIMS.
16. **BUYER IDEMNIFICATION.** Buyer shall defend, indemnify and hold harmless the Company against any and all losses claims, demands, actions, damages, attorney's fees and costs, however characterized, including but not limited to those involving personal injury, wrongful death, property damage or diminution of value, business damage or diminution of value, patent or copyright infringement, or any other liabilities of any nature as a result of the Company's goods, materials, representations (both implicit and explicit) and/or Services, if, and only if, Buyer is at least partially at fault for said liabilities. Buyer's indemnification of the Company for patent and copyright infringement under this section shall also apply where Buyer (a) modified, altered, or combined the Product with any equipment not supplied by the Company, or (b) used the Product in a manner for which it was not designed.
17. **ENTIRE AGREEMENT.** In the absence of a separate, duly executed volume purchase or similar agreement between the Company and Buyer, BUYER'S PURCHASE OF THE COMPANY PRODUCTS HEREUNDER REPRESENTS ACCEPTANCE OF THE TERMS AND CONDITIONS HEREIN, WHICH CONSTITUTE THE ENTIRE AGREEMENT BETWEEN THE PARTIES AND SUPERSEDE ANY PRIOR OR CONTEMPORANEOUS COMMUNICATIONS, REPRESENTATIONS, UNDERSTANDINGS OR AGREEMENTS BY EITHER PARTY, WHETHER VERBAL OR WRITTEN, CONCERNING THE SUBJECT MATTER HEREOF. The terms and conditions contained herein take precedence over Buyer's additional or different terms and conditions, to which notice of objection is hereby given. Neither the Company's commencement of performance nor delivery shall be deemed or construed as acceptance of Buyer's additional or different terms and conditions. No waiver, change, or modification to the terms and condition herein shall be valid or binding unless in writing and signed by authorized representatives of both parties.
18. **ASSIGNMENT.** This Agreement may not be assigned by Buyer without prior written consent from a duly authorized representative of the Company. This Agreement shall be binding upon the Buyer's permitted successors and assigns.
19. **SURVIVABILITY.** If any provision of this Agreement shall be invalid or unenforceable under any applicable law, such provisions shall not apply in such instance, but the remaining provisions shall be given their full effect in accordance with their terms.
20. **MISCELLANEOUS.** Except as prohibited by US bankruptcy laws, in the event of Buyer's insolvency or inability to pay debts due, or voluntary or involuntary bankruptcy proceeding by or against Buyer, or appointment of a receiver or assignee for the benefit of Buyer's creditors, the Company may elect to cancel any unfulfilled obligations to Buyer hereunder. The Company shall have all rights and remedies of a secured creditor under the Uniform Commercial Code (UCC) and all other applicable laws. Buyer agrees to execute such financing statements and other documents as the Company may request in order to protect its security interest. If Buyer fails to execute such financing statements and other documents within fourteen (14) days of written request by the Company, then Buyer hereby grants the Company full power and authority to execute and file such financing statement and other documents on Buyer's behalf.
21. **CHOICE OF LAW AND JURISDICTION.** The parties agree that any dispute regarding interpretation or validity of these terms and conditions or relating in any manner to Products or Services sold hereunder shall be governed by the laws, and subject to the jurisdiction of courts, of Minnesota, USA, with any dispute or Claim venued or heard in the State of Minnesota.
22. **NOTICE.** Any notice required under this Agreement shall be valid upon either hand delivery or delivery via United States Mail, postage prepaid, to the parties at the addresses set forth in this





# Request for City Council Action

## DEPARTMENT INFORMATION

ORIGINATING DEPARTMENT	REQUESTOR:	MEETING DATE:
Parks and Recreation	Parks and Recreation Director Jacobs	January 26, 2026
PRESENTER(S)	REVIEWED BY:	ITEM #:
Consent	City Administrator/Finance Director Flaherty	3.9 – Fleet Procurement

## STRATEGIC VISION

MEETS:	THE CITY OF OTSEGO:
	Is a strong organization that is committed to leading the community through innovative communication.
<b>X</b>	Has proactively expanded infrastructure to responsibly provide core services.
	Is committed to delivery of quality emergency service responsive to community needs and expectations in a cost-effective manner.
	Is a social community with diverse housing, service options, and employment opportunities.
	Is a distinctive, connected community known for its beauty and natural surroundings.

## AGENDA ITEM DETAILS

RECOMMENDATION:	
City staff is recommending the City Council approve a fleet vehicle purchase.	
ARE YOU SEEKING APPROVAL OF A CONTRACT?	IS A PUBLIC HEARING REQUIRED?
No	No
BACKGROUND/JUSTIFICATION:	
<p>The 2026 Capital Improvement Plan (CIP) includes the addition of a compact track loader for maintenance operations. This machine would be used for various operations such as mulching, tree planting, earth work, ice rink sweeping, loading trucks and trailers, and brush mowing. It would be the second skid loader in the Parks and Streets fleet and would help reduce the strain caused by the current shared use between departments. As one of the most frequently used pieces of equipment, having an additional skid loader would significantly improve operational efficiency.</p> <p>Staff obtained state contract quoted pricing from Ziegler CAT in the amount of \$83,507.85. This amount is within the approved 2026 CIP budget of \$85,000.</p> <p>The Public Works Subcommittee reviewed this request at its January 21, 2026, meeting and recommends consideration of approval by the City Council.</p>	
SUPPORTING DOCUMENTS ATTACHED:	
<ul style="list-style-type: none"> <li><b>Quote – Ziegler CAT</b></li> </ul>	

## POSSIBLE MOTION

PLEASE WORD MOTION AS YOU WOULD LIKE IT TO APPEAR IN THE MINUTES:
Motion to accept the quote and authorize purchase of a 2026 255 Compact Track Loader from Ziegler CAT in the amount of \$83,507.85.

## BUDGET INFORMATION

FUNDING:	BUDGETED:
Fund 206 – Capital Equipment Revolving	Yes



234805-01

January 8, 2026

CITY OF OTSEGO  
13400 90TH ST NE  
OTSEGO, MN 55330-7259

Dear Nick ,

We would like to thank you for your interest in our company and our products, and are pleased to quote the following for your consideration.

**Caterpillar Model: 255 Compact Track Loader**

We wish to thank you for the opportunity of quoting on your equipment needs. This quotation is valid for 30 days, after which time we reserve the right to re-quote. If there are any questions, please do not hesitate to contact me.

Sincerely,

Dave Carothers  
Territory Manager

**Caterpillar Model: 255 Compact Track Loader**

**Standard Equipment**

**POWERTRAIN**

Cat C2.8T turbocharged diesel engine  
-Gross horsepower per ISO 14396  
74.2 hp (55.3 kW)  
-Electric fuel priming pump  
-Glow plugs starting aid  
-Liquid cooled, direct injection  
Air cleaner, dual element, radial seal  
S-O-S sampling valve, hydraulic oil  
Ecology drain - coolant  
Filter, hydraulic supply, cartridge type  
Filter, hydraulic return, cartridge type

**UNDERCARRIAGE**

Torsion Suspension (4 independent  
torsion axles)  
Two speed travel

**HYDRAULICS**

Selectable control pattern - ISO or H  
Electro/hydraulic implement control  
Electro/hydraulic hydrostatic  
transmission control

**ELECTRICAL**

Work Tool Electrical Harness  
Heavy duty battery  
-includes battery disconnect with  
lockout feature

Filter, canister type, engine oil  
Filter, canister type, fuel  
and water separator  
Radiator / hydraulic oil  
cooler (side-by-side)  
Spring applied, hydraulically released,  
parking brakes  
Hydrostatic transmission  
Lockable fuel cap  
Auto engine idle

Integrated tie downs on track  
frame (4)

Speed sensor guarding  
Heavy duty flat faced quick disconnects  
with integrated pressure release lever

Switch backlighting  
Interior LED dome light  
Backup alarm  
Electrical outlet, beacon

12 volt electrical system  
85 ampere alternator  
LED work lights  
Auto reverse lights

**OPERATOR ENVIRONMENT**

Operator warning system indicators:  
-Air filter restriction  
-Alternator output  
-Armrest raised / operator out of seat  
-Engine coolant temperature  
-Engine oil pressure  
-Glow plug activation  
-Hydraulic supply filter restriction  
-Hydraulic oil temperature  
-Park brake engages  
-Engine emission system  
(where applicable)  
Control interlock system, when operator  
leaves seat or armrest raised:  
-Hydraulic system disables  
-Hydrostatic transmission disables  
-Parking brake engages  
ROPS cab, tilt up  
FOPS, Level I  
Color LCD monitor:  
-Creep speed control  
-Drive response adjustment  
-Implement response adjustment  
-Drive Power Priority adjustment  
-Language selection (x32)

**FRAMES**

Lift linkage, vertical path  
Chassis, one piece welded  
Machine tie down points (9)  
Removable panels for machine

**OTHER STANDARD EQUIPMENT**

Steel engine door with replaceable  
louvers  
Engine door - lockable  
Extended life antifreeze (-37C, -34F)  
Work tool attachment coupler

Courtesy lighting, exterior  
Automatic Work light notification flash  
when parking brake is released

-Date, Time, Units, and brightness  
settings  
-Multi-operator Anti-theft Security  
System & Monitoring  
-Maintenance schedule and reminders  
-Event and Diagnostic Code monitoring  
-Smart Technology, enables use of  
Smart Attachments  
Gauges: fuel level, hour meter,  
hydraulic temperature, battery  
voltage, tachometer.  
Cell Phone Storage Pocket  
Cup Holder  
Ergonomic contoured armrest  
Independently adjustable, seat  
mounted joystick controls.  
Top and rear windows  
Floormat  
Headliner  
Interior rear view mirror  
Horn  
Hand (dial) throttle, electronic  
12 volt power port  
Rear window breaker hammer

frame cleanout  
Support, lift arm  
Steel rear and front bumpers, welded  
Fuel fill, machine right hand side

Hydraulic oil level sight gauge  
Radiator coolant level sight gauge  
Radiator expansion bottle  
Cat ToughGuard TM hose  
Hydraulic demand cooling fan

**MACHINE SPECIFICATIONS**

REF #	DESCRIPTION	LIST PRICE
586-0258	255 05A COMPACT TRACK LOADER Available for Europe, AM-N, Puerto Rico, Turkey, Israel, South Korea, Columbia and Chile. LANE 2 - AVAILABLE FROM SANFORD FACTORY LANE 3 - AVAILABLE FROM SANFORD FACTORY. Meets EU Stage V and U.S. EPA Tier 4 Final emission standards.	\$89,770.20

REF #	DESCRIPTION	LIST PRICE
594-1466	TRACK,RUBBER,400MM(15.7 IN)BAR	\$974.10
586-0092	GUARDING / SEALING PKG, (HD1)	\$688.50
590-1211	FUEL, ELECTRIC PRIMING	\$642.60
642-3004	IDLER WHEELS, TRIPLE FLANGE	\$1,387.20
592-6357	RIDE CONTROL, NONE	\$0.00
579-2312	REAR LIGHTS	\$0.00
613-1924	SEAT BELT, 2"	\$0.00
643-7208	CERTIFICATION ARR, P65	\$0.00
585-9582	INSTRUCTIONS, ANSI, USA	\$0.00
593-7244	DOOR, CAB, POLYCARBONATE	\$289.68
651-8304	CAB PACKAGE, ULTRA	\$15,963.00
652-8377	PRODUCT LINK, CELLULAR PLE643	\$1,126.08
652-2074	COLD STARTING PACKAGE (120V)	\$306.00
651-8586	INTEGRATED RADIO	\$693.60
	<b>TOTAL LIST PRICE</b>	<b>\$111,840.96</b>
	<b>TOTAL CORPORATE DISCOUNT (30.2% OF LIST)</b>	<b>(\$33,775.97)</b>
	<b>TOTAL CONFIGURED PRICE</b>	<b>\$78,064.99</b>
421-8926	SERIALIZED TECHNICAL MEDIA KIT	\$0.00
0P-0210	PACK, DOMESTIC TRUCK	\$0.00
643-1300	SHIPPING/STORAGE PROTECTION	\$279.48
0P-9003	LANE 3 ORDER	\$0.00
	<b>TOTAL NET ITEMS</b>	<b>\$279.48</b>
	PREP AND FREIGHT	\$1,200.00
	STATE BID PARTS KIT ONLY CVA - 1000 HR / 500 HOUR INTERVALS	\$0.00
279-5373	BUCKET-GP, 74", BOCE	\$1,453.38
	<b>TOTAL POST FACTORY ITEMS</b>	<b>\$2,653.38</b>
	<b>TOTAL MACHINE SELL PRICE</b>	<b>\$80,997.85</b>
	Add for 48" Hydraulic Jenkins forks	\$ 2,510.00

---

SELL PRICE	\$83,507.85
<b>NET BALANCE DUE</b>	<b>\$83,507.85</b>
<b>BALANCE</b>	<b>\$83,507.85</b>

---

**WARRANTY**

Standard Warranty:	2 Year / 2,000 Hour Standard Warranty
Extended Warranty:	
CSA	STATE BID Parts Kit Only CVA - 1000 hr / 500 hour intervals

**F.O.B/TERMS: MONTICELLO**

Optional extended warranty:  
 84 month / 2,000 hour PT, Hyd and Tech warranty \$ 2,060



# Request for City Council Action

## DEPARTMENT INFORMATION

ORIGINATING DEPARTMENT	REQUESTOR:	MEETING DATE:
Public Works	Street Operations Manager Lamson	January 26, 2026
PRESENTER(s)	REVIEWED BY:	ITEM #:
Consent	City Administrator/Finance Director Flaherty	3.10 – Fleet Procurement

## STRATEGIC VISION

MEETS:	THE CITY OF OTSEGO:
	Is a strong organization that is committed to leading the community through innovative communication.
<b>X</b>	Has proactively expanded infrastructure to responsibly provide core services.
	Is committed to delivery of quality emergency service responsive to community needs and expectations in a cost-effective manner.
	Is a social community with diverse housing, service options, and employment opportunities.
	Is a distinctive, connected community known for its beauty and natural surroundings.

## AGENDA ITEM DETAILS

RECOMMENDATION:	
City staff is recommending the City Council approve a fleet vehicle purchase.	
ARE YOU SEEKING APPROVAL OF A CONTRACT?	IS A PUBLIC HEARING REQUIRED?
No	No
BACKGROUND/JUSTIFICATION:	
<p>The 2026 Fleet Capital Improvement Plan (CIP) includes the purchase of a dump trailer. This will be the City’s second dump trailer. It is one of the most frequently shared pieces of equipment and they allow the one-ton trucks with dump bodies to be used on additional projects. The dump trailers allow for easier loading and unloading of materials with their low height and allow the hauling of bulky items very efficiently. The City replaced a dump trailer last year and it is the intent to get the exact same trailer for ease of use and familiarity with operations.</p> <p>Staff have requested a state contract quote from M&amp;G Trailer Sales and received a quote of \$19,490.48. This amount is within the 2026 CIP budget of \$19,500. The Public Works Subcommittee was presented this information at their January 21, 2026, meeting and recommend consideration of approval by the City Council.</p>	
SUPPORTING DOCUMENTS ATTACHED:	
<ul style="list-style-type: none"> <li><b>Quote – M&amp;G Trailer Sales</b></li> </ul>	

## POSSIBLE MOTION

PLEASE WORD MOTION AS YOU WOULD LIKE IT TO APPEAR IN THE MINUTES:
Motion to accept the quote and authorize purchase of a Dump Trailer from M&G Trailer Sales in the amount of \$19,490.48.

## BUDGET INFORMATION

FUNDING:	BUDGETED:
Fund 206 – Capital Equipment Revolving	Yes



M&G Trailer Sales, Service and Rental

9387 Highway 10 NW
Ramsey MN 55303
763-506-0930
www.mgtrailer.com

CITY OF OTSEGO

13400 90TH ST NE
OTSEGO, MN 55330
H 763-441-4414 W

C 763-441-4414

Date
Invoice
Salesperson Neilee Robeck

I hereby agree to purchase the following unit(s) from M&G Trailer Sales under the terms and conditions specified. Delivery is to be made as soon as possible. It is agreed, however, that neither you nor the manufacturer will be liable for failure to make delivery.

Unit Information

Table with 7 columns: New/U, Year, Make, Model, Serial No., Stock No., Price (Incl factory options). Row 1: New, 2026, Temporary MU, TEMP, \$17,495.00

Options:

12 VOLT SOLAR CHARGER 7 AMP
1/2 Hour Labor Charge

\$214.99
\$64.50

Table of costs: Dealer Unit Price (\$17,495.00), Parts & Accessories (\$0.00), Labor (\$279.49), Cash Price (\$17,774.49), Trade Allowance (\$0.00), Payoff (\$0.00), Net Trade (\$0.00), Net Sale (\$17,774.49), Sales Tax (\$22.71), Vehicle Tax (\$1,202.78), Federal Excise Tax, Document or Administration Fees (\$275.00), Registration Tax (\$145.00), Plate Fee (\$13.50), Public Safety Vehicle Fee (\$3.50), Transfer Tax (\$10.00), Title/Transfer Fee (\$8.25), State/Deputy Filing Fee (\$12.00), MN Vehicle Excise Tax (\$20.00), DRVS Surcharge (\$1.00), Title Tech/Reg Tech Srchg (\$2.25)

Notes:

Trade Information

Table of totals: Sub Total (Net Sale + Other Charges) \$19,490.48, Deposits \$0.00, Balance Paid \$0.00, Amount to Pay/Finance \$19,490.48

NOTICE TO BUYER: (1) Do not sign this agreement before you read it or if it contains any blank spaces to be filled in. (2) You are entitled to a completely filled in copy of this agreement. (3) If you default in the performance of your obligations under this agreement, the trailer may be repossessed and you may be subject to suit and liability for the unpaid indebtedness evidenced by this agreement. NON-REFUNDABLE DEPOSIT~ All amounts paid hereunder shall be nonrefundable once paid.

TRADE-IN NOTICE: Customer represents that all trade in units described above are free of all liens and encumbrances except as noted.

\*With Approved Credit. Interest rates and monthly payment are approximate and may vary from those determined by the lender.

Customer Signature \_\_\_\_\_ Dealer Signature \_\_\_\_\_

Thank You for Your Business!



# Request for City Council Action

## DEPARTMENT INFORMATION

ORIGINATING DEPARTMENT	REQUESTOR:	MEETING DATE:
Public Works	Street Operations Manager Lamson	January 26, 2026
PRESENTER(S)	REVIEWED BY:	ITEM #:
Consent	City Administrator/Finance Director Flaherty	3.11 – Fleet Procurement

## STRATEGIC VISION

MEETS:	THE CITY OF OTSEGO:
	Is a strong organization that is committed to leading the community through innovative communication.
<b>X</b>	Has proactively expanded infrastructure to responsibly provide core services.
	Is committed to delivery of quality emergency service responsive to community needs and expectations in a cost-effective manner.
	Is a social community with diverse housing, service options, and employment opportunities.
	Is a distinctive, connected community known for its beauty and natural surroundings.

## AGENDA ITEM DETAILS

RECOMMENDATION:	
City staff is recommending the City Council approve a fleet vehicle purchase.	
ARE YOU SEEKING APPROVAL OF A CONTRACT?	IS A PUBLIC HEARING REQUIRED?
No	No
BACKGROUND/JUSTIFICATION:	
<p>The 2026 Fleet Capital Improvement Plan (CIP) includes the addition of an extended cab pickup equipped with a flatbed. This chassis provides better towing capability and allows for easier loading and unloading of implements while in the field and also minimizes having to bring additional trucks or trailers to work areas.</p> <p>Staff requested state contract quotes from Midway Ford for the truck chassis and Surefitters for the truck buildout and we have received quotes of \$75,392.17 and \$14,000.58 respectively. This brings the total purchase price for the truck to \$89,392.75, within the Capital Improvement Plan budget of \$90,000.</p> <p>The Public Works Subcommittee was presented with this information at their January 21, 2026, meeting and recommended consideration of approval by the City Council.</p>	
SUPPORTING DOCUMENTS ATTACHED:	
<ul style="list-style-type: none"> <li>• <b>Quote – Midway Ford</b></li> <li>• <b>Quote - Surefitters</b></li> </ul>	

## POSSIBLE MOTION

PLEASE WORD MOTION AS YOU WOULD LIKE IT TO APPEAR IN THE MINUTES:
Motion to accept quotes and authorize purchase of a 2026 Ford F-450 Chassis from Midway Ford in the amount of \$75,392.17, and to authorize purchase and installation of a Flatbed from Surefitters in the amount of \$14,000.58.

## BUDGET INFORMATION

FUNDING:	BUDGETED:
Fund 206 – Capital Equipment Revolving	Yes

**Midway Ford Commercial**  
**Fleet and Government Sales**  
 2777 N. Snelling Ave.  
 Roseville MN 55113



Travis Swanson  
 651-343-5212  
[tswanson@rosevillemidwayford.com](mailto:tswanson@rosevillemidwayford.com)

Fax # 651-604-2936

**2026 F-450 4x4 Super Cab- 60" CA DRW XL X4H**

**Standard**

**Automatic Transmission**  
**Dual Front Air Bags**  
**AM/FM Radio**  
**Tilt Wheel**  
**Upfitter Switches**  
**Power windows**

**40/20/40 Vinyl Front Seat**  
**4-Wheel ABS Brakes**  
**Air Conditioning**  
**225/70r19.5 All Season Tires**  
**Cab Lights**  
**Power Locks**

**Front Tow Hooks**  
**Rubber Floor Covering**  
**Black Bumper**  
**7.3L V8**  
**Cruise**

Options	Code	Price	Select			
6.7L Diesel	99T	\$10,006	x			
Limited Slip 4.30	X4L	\$360	x	<b>Exterior Colors</b>	<b>Code</b>	<b>Select</b>
Traction Tires	TGK	\$195	x	Antimatter Blue Metallic	HX	
Cloth 40/20/40 seat	1S	\$91	x	Race Red	PQ	
XL Chrome Package	96V	\$387	x	Agate Black	UM	
Snow Plow Prep	473	\$228	x	Carbonized Gray Metallic	M7	
High cap Trailer tow	535	\$528	x	Avalanche	DR	
Low Deflection Spacer	86S	\$100	x	Oxford White	Z1	x
Block Heater	41H	\$173	x			
Running Boards	18B	\$405	x			
Third Brake Light(Required)	59H	\$100	x			
Rear View Camera	872	\$468	x	<b>Extended Service Contracts</b>	<b>Cost</b>	<b>Select</b>
Trailer Brake Controller	52B	\$273	x	7 year/75,000 mile	\$3,400	
120V Outlet	43C	\$210	x	PremiumCare Warranty		
Back-up Alarm	76C	\$210	x	(Bumper to Bumper)		
Amber Strobes	91S	\$600	x			
Option Total		\$14,334				

Base Price	Totals	
	\$55,803.00	You must have a active FIN code to participate in this purchase contract : FIN code # <input type="text"/>
Options Price Totals	\$14,334.00	<b>Purchase Order required prior to order placement</b>
Extended Warranty		PO # <input type="text"/>
Transit Impr Excise Tax	\$20.00	
Tax Exempt Lic	\$63.25	
6.875% Sales Tax	\$4,821.92	Name of Organization <input type="text"/>
Document fee	\$350.00	
Sub total per vehicle	\$75,392.17	
Number of Vehicles	1	Address <input type="text"/>
Grand Total for all units	\$75,392.17	City, State, Zip <input type="text"/>

Acceptance Signature <input type="text"/>	Contact Person/ Phone # <input type="text"/>
Print Name and Title <input type="text"/>	Contact's e-mail address and fax # <input type="text"/>



# PROPOSAL

Date: 11/12/2025  
 Proposal No: 61797-005

**Sales Rep:** John Holman  
**Prepared for:** City of Otsego  
 8899 Nashua Avenue NE  
 Otsego, MN 55330

**Ship To:** City of Otsego  
 13400 90th Street NE  
 Otsego, MN 55330

**Contact:** Tony Block      **Phone:** (763)441-4414      **Email:** TBlock@otsego.mn.gov

**Requested by:** Tony Block

**This Quote is valid through** 11/26/2025

**Ship Via:** Installed      **Est. Lead Time (after receipt of Signed Order)** 42-56

*Tariff Update: If any component pricing is impacted by tariffs between the time of this Proposal and the completion of the project, we reserve the right to pass on increases.*

ITEM NO.	DESCRIPTION	QTY	PRICE	EXT. PRICE
VEHICLE	VEHICLE	1	\$0.00 / EA	\$0.00

**OPTIONS:**

MODEL YEAR 2025  
 FORD  
 F550 Chassis  
 GAS  
 REGULAR CAB  
 CAB TO AXLE 60"  
 DUAL REAR WHEEL  
 DOOR TAGS ONLY  
 VIN: TBA  
 Stock #: TBA  
 PICKUP & DELIVERY = CUSTOMER  
 ALL ITEMS ARE ON MN STATE CONTRACTS  
 170214, 257449 OR 264963 UNLESS MARKED  
 "NCI" (NON-CONTRACT ITEM)

ITEM NO.	DESCRIPTION	QTY	PRICE	EXT. PRICE
ALSK-03946034SD	FLATBED, CM, 60"CA, SK, DRW/9'4"L, ALUMINUM	1	\$9,586.47 / EA	\$9,586.47

ITEM NO.	DESCRIPTION	QTY	PRICE	EXT. PRICE
56229	REPLACEMENT USCAR SOCKET WITH/24" WIRES (VEHICLE SIDE)	1	\$23.95 / EA	\$23.95

ITEM NO.	DESCRIPTION	QTY	PRICE	EXT. PRICE
1001210	SUREFITTERS MUDFLAP, 24" X 30"/FOR DRW VEHICLES W/ 19.5" RIM	2	\$40.00 / EA	\$80.00

ITEM NO.	DESCRIPTION	QTY	PRICE	EXT. PRICE
7180554	CM FORD BOLT-ON TRUCK BED/INSTALL KIT W/ HARDWARE	1	\$170.00 / EA	\$170.00
9900306	ADAPTER HARNESS FORD CAB/CHASSIS, 1999-CURRENT NCI	1	\$29.93 / EA	\$29.93
LINEX	SPRAYED ON BEDLINER ON FLOOR/OF BED	1	\$1,500.00 / EA	\$1,500.00
7180772	4" ALUMINUM FOLD-DOWN SIDE/RAILS, 94", FOR 9'4" DRW BED WITH AIRLINE TRACK	1	\$733.00 / EA	\$733.00
M-901	360 DEGREE STAINLESS SWIVEL/TIE-DOWNS - SET OF 4	1	\$127.23 / EA	\$127.23
LABOR-SB	LABOR TO INSTALL FLATBED/AND ACCESSORIES	10	\$175.00 / EA	\$1,750.00

**PROJECT TOTAL (BEFORE TAX): \$14,000.58**

THE PARTIES AGREE THAT THE TERMS AND CONDITIONS ATTACHED HERETO OR ON THE BACK SIDE OF THIS ORDER ARE INCORPORATED HEREIN AND A PART OF THIS ORDER.

ACCEPTED BY: \_\_\_\_\_

ACCEPTED DATE: \_\_\_\_\_



# Request for City Council Action

## DEPARTMENT INFORMATION

ORIGINATING DEPARTMENT	REQUESTOR:	MEETING DATE:
Public Works	Street Operations Manager Lamson	January 26, 2026
PRESENTER(s)	REVIEWED BY:	ITEM #:
Consent	City Administrator/Finance Director Flaherty	3.12 – Fleet Procurement

## STRATEGIC VISION

MEETS:	THE CITY OF OTSEGO:
	Is a strong organization that is committed to leading the community through innovative communication.
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	Is a distinctive, connected community known for its beauty and natural surroundings.

## AGENDA ITEM DETAILS

RECOMMENDATION:	
City staff is recommending the City Council approve a fleet vehicle purchase.	
ARE YOU SEEKING APPROVAL OF A CONTRACT?	IS A PUBLIC HEARING REQUIRED?
No	No
BACKGROUND/JUSTIFICATION:	
<p>The 2026 Capital Improvement Plan (CIP) includes the purchase of a drum mulcher attachment. This will be the second drum mulcher in the City’s fleet and will be used exclusively on the CAT 306 backhoe. The existing drum mulcher works well in open areas but is difficult to operate on slopes or near the water’s edge. An excavator boom mower allows the machine to stay away from the water or on a slope and allows the operator to remove brush and small trees right down to the water’s edge safely.</p> <p>Staff requested a state contract quote from Minnesota Equipment, Inc. and received a quote of \$25,800.00. This amount is within the 2026 CIP budget of \$28,000.</p> <p>The Public Works Subcommittee was presented this information at their January 21, 2026, meeting and recommend consideration of approval by the City Council.</p>	
SUPPORTING DOCUMENTS ATTACHED:	
<ul style="list-style-type: none"> <li>Quote – Minnesota Equipment, Inc.</li> </ul>	

## POSSIBLE MOTION

PLEASE WORD MOTION AS YOU WOULD LIKE IT TO APPEAR IN THE MINUTES:
Motion to accept the quote and authorize purchase of an Excavator Drum Mulcher Attachment from Minnesota Equipment, Inc. in the amount of \$25,800.

## BUDGET INFORMATION

FUNDING:	BUDGETED:
Fund 603 – Storm Water Utility	Yes

**Prepared For**

CITY OF OTSEGO  
13400 90TH ST NE  
OTSEGO, MN 553307259  
(763) 441-4414  
NJACOBS@OTSEGOMN.GOV

**Prepared By**

SHANE FISHER  
Minnesota Equipment, Inc.  
13725 Main Street  
Rogers, MN 55374  
763-204-1171  
shanefisher@mnequip.com

**Quote Id** 1493401

**Creation Date** 13-Jan-2026

**Expiration Date** 20-Jan-2026

**Rogers**



**Prepared For**

CITY OF OTSEGO  
13400 90TH ST NE  
OTSEGO, MN 553307259  
(763) 441-4414  
NJACOBS@OTSEGOMN.GOV

**Prepared By**

SHANE FISHER  
Minnesota Equipment, Inc.  
13725 Main Street  
Rogers, MN 55374  
763-204-1171  
shanefisher@mnequip.com

**Quote Id** 1493401

**Creation Date** 13-Jan-2026

**Expiration Date** 20-Jan-2026

**Quote Summary**

Equipment Summary	Suggested List	Selling Price	QTY In Group	Extended
DIAMOND FDE050 - 50" Excavator Drum Mulcher Pro X - Includes Twin Chisel teeth, mounting brackets & pins. Does not include hoses from motor to excavator, and requires a 1/2" case drain (must be tuned to carrier) Agriculture Attachments	\$25,800.00	\$25,800.00	1	\$25,800.00
<b>Equipment Total</b>				<b>\$25,800.00</b>
<hr/>				
<b>Quote Summary</b>				
Total Selling Price				\$25,800.00
Sub-total				\$25,800.00
Balance Due				\$25,800.00

Salesperson : X \_\_\_\_\_

Accepted By : X \_\_\_\_\_

## Selling Equipment

Quote # 1493401  
Customer CITY OF OTSEGO

<b>DIAMOND FDE050 - 50" Excavator Drum Mulcher Pro X - Includes Twin Chisel teeth, mounting brackets &amp; pins. Does not include hoses from motor to excavator, and requires a 1/2" case drain (must be tuned to carrier) Agriculture Attachments</b>		QTY In Group : 1
		Suggested List
		\$25,800.00
		Selling Price
		\$25,800.00
Hours	---	
Serial Number		
Stock Number	---	
PUK Parent Serial #	---	

### Equipment Summary

Code	Description	Qty	List Price	Adjusted Selling Price
1	DIAMOND FDE050 - 50" Excavator Drum Mulcher Pro X - Includes Twin Chisel teeth, mounting brackets & pins. Does not include hoses from motor to excavator, and requires a 1/2" case drain (must be tuned to carrier) Agriculture Attachments	1	\$24,715.00	\$24,715.00

### Base / Options

Code	Description	Qty	List Price	Adjusted Selling Price
	MN STATE CONTRACT # 269767	1	\$0.00	\$0.00
	win Chisel™ Steel Tooth Kit for 50" drum (26 teeth and hardware) 20% regular pricing	1	\$660.00	\$660.00
	Shipping	1	\$425.00	\$425.00
<b>Total Base / Options</b>			<b>\$25,800.00</b>	<b>\$25,800.00</b>
<b>Selling Price Subtotal</b>				<b>\$25,800.00</b>
<b>Total Selling Price</b>			<b>\$25,800.00</b>	<b>\$25,800.00</b>



# Request for City Council Action

## DEPARTMENT INFORMATION

ORIGINATING DEPARTMENT	REQUESTOR:	MEETING DATE:
Utilities	Utility Manager Neidermeier	January 26, 2026
PRESENTER(s)	REVIEWED BY:	ITEM #:
Consent	City Administrator/Finance Director Flaherty	3.13 – East WWTF Equipment

## STRATEGIC VISION

MEETS:	THE CITY OF OTSEGO:
	Is a strong organization that is committed to leading the community through innovative communication.
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	Is committed to delivery of quality emergency service responsive to community needs and expectations in a cost-effective manner.
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## AGENDA ITEM DETAILS

RECOMMENDATION:	
City staff recommend the City Council accept quotes and authorize equipment replacement and installation.	
ARE YOU SEEKING APPROVAL OF A CONTRACT?	IS A PUBLIC HEARING REQUIRED?
No	No
BACKGROUND/JUSTIFICATION:	
<p>The East WWTF Grit Classifier was installed in 2001 tasked with removal of grit and heavy inorganics to ensure downstream capacities and treatment processes are effective.</p> <p>Staff monitor the equipment’s health as the corrosive environment and material is at a critical state. The 2026 Utility Budget includes \$150,000 for equipment replacement to ensure treatment is maintained. The equipment has exceeded general life cycle replacement schedule of 15 years and has no redundancy alternate.</p> <p>Quotes were sought from vendors for equipment replacement. Staff recommend the equipment quoted by Great Northern Environmental as it is a more direct replacement of the current unit with 304 stainless materials for protection in the highly corrosive environment and direct drive auger system for \$85,800. Additionally, installation quotes were received with staff recommendation of MN Mechanical Solutions, Inc. for this project at \$22,140. Total projected cost is \$107,940 with lead time related to material and equipment of 28 weeks.</p> <p>The Public Works Subcommittee reviewed this item at their January 21, 2026, meeting and recommended consideration of approval by the City Council.</p>	
SUPPORTING DOCUMENTS ATTACHED:	
<ul style="list-style-type: none"> <li>• <b>Quotes – Equipment</b></li> <li>• <b>Quotes - Installation</b></li> </ul>	

**POSSIBLE MOTION**

PLEASE WORD MOTION AS YOU WOULD LIKE IT TO APPEAR IN THE MINUTES:

Motion to accept quotes and authorize East WWTF grit classifier equipment from Great Northern Environmental in the amount of \$85,800, and to authorize equipment installation from MN Mechanical Solutions, Inc. in the amount of \$22,140.

**BUDGET INFORMATION**

FUNDING:	BUDGETED:
Fund 602 – Sanitary Sewer Utility	Yes



# Equipment Proposal

GREAT NORTHERN ENVIRONMENTAL  
1300 Helmo Avenue North  
Oakdale, MN 55128  
(651) 289-9100

DATE: 01/07/2026  
JOB NAME: Otsego MN – Classifier Grit Replacement  
ATTN: Seth Wilkes, East Utility Supervisor  
13400 90<sup>th</sup> Street NE  
Otsego, MN 55330  
Phone: (763) 913-4066  
Email: Swilkes@otsegomn.gov

RE: **Grit Classifier Replacement**

In accordance with your request, GNE is pleased to offer the following Firm Price Proposal for the **Grit Classifier Replacement Project** as described below:

## Lakeside Type “W” Grit Classifier Replacement

### **One (1) Lakeside Type “W” Grit Cyclone-Classifier**

Capacity: 250 gal/min  
Grit Capacity: 30 cu-ft/hr  
Drive: 1.0HP  
Inlet/Outlet: 4”  
Overflow: 6”  
Drain Line: 2”  
Control Panel: Excluded  
Local Control Station: Excluded

Startup: Included  
Freight: Included

## **PRICING**

### **Lakeside Grit Classifier**

**\$85,800**

*Materials of Construction - 304SS*

*Adder for 316SS - \$9,800*

*Lead Time: 6-8 Weeks for Shop Drawings, 22-28 Weeks for Fabrication*



# Equipment Proposal

**GREAT NORTHERN ENVIRONMENTAL**  
1300 Helmo Avenue North  
Oakdale, MN 55128  
(651) 289-9100

**Proposed Payment Terms**

30% of Material Due upon Order Placement, Net 30 Days  
65% of Material Shipment, Net 30 Days  
5% of Material until Equipment Startup, Net 30 Days.

The pricing above includes freight and startup for each item. Pricing does not include any applicable sales tax.

Thank you for the opportunity and we look forward to working with you on the project.

Sincerely,

Matt Fritze, President  
Office: (651) 289-9100  
Cell: (952) 239-2264  
Email: [mfritze@gnenv.com](mailto:mfritze@gnenv.com)

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

Signature: \_\_\_\_\_

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

PO#: \_\_\_\_\_

S.O. # \_\_\_\_\_  
EP-17

**APPROVAL SPECIFICATIONS**

**GRIT CLASSIFIER ASSEMBLY (TYPE W)**

**PROJECT LOCATION:** Otsego, MN.

**NUMBER OF UNITS:** One (1)      **SIZE:** 12" Diameter @ 12 RPM

Detail specifications each unit as follows:

**WASH TROUGH:** One (1) wash trough fabricated from 1/4" 304 S.S. plates complete with 304 S.S. removable Covers, adjustable weir, leg supports, 4" MNPT effluent pipe and a 2" drain line connection.

**DRIVE:** One (1) drive will consist of one (1) SM-Helical, Sumitomo, EHJYS-A6105-Y3-151 reducer. The gear reducer will be driven by a C-faced, 1750 RPM, 3-Phase, 60 HZ, 230/460 volt, ball bearing, continuous duty, totally enclosed, fan cooled, explosion proof, premium efficient, 1 HP motor with leads to a large conduit box.

**SPIRAL SCREW:** The 12" diameter, 304 S.S., spiral screw will consist of a 3" Dia. heavy duty 304 S.S. torque tube and thick helical flights welded to the torque tube. Field renewable, hardened Lincore weld, 1/2" wide will be provided on the leading face of the screw flights.

**GRIT CYCLONE:** One (1) Krebs cyclone Grit Separator, Model D10LB-S845-SDM to be installed at 22.5° The 4" inlet will be positioned horizontally and to the left when facing the apex. The overflow outlet will be 6" and a special pipefitting (by others) will be required to accommodate the 22.5° degree angle. There will be quick release toggle clamps to clear the apex and a 1 1/4" NPT diaphragm protected gauge on the inlet adapters. The cyclone will consist of a heavy-duty cast iron volute feed chamber with cylindrical and conical sections of steel. Each section of the cyclone will be completely lined and protected from the high velocity grit by a replaceable liner. The inlet and overflow connections will be made of 150 lb. ASA cast iron flanges. The cyclone vortex finder will be made of an abrasion-resistant alloy with an approximate hardness of 500 Brinnell and will have a minimum diameter of 4". A hinge and quick disconnect clamp will be provided between the apex assembly and lower cone section to allow removal of materials which may clog the apex. The 6" cyclone

overflow must be adequately vented (by others) to prevent siphoning.

**LOWER BEARING:**

One (1) external, grease lubricated, Gar-Max sleeve bearing, with primary and secondary seal protection and stainless steel housing.

**FASTENERS:**

The fasteners will be stainless steel.

**ANCHOR BOLTS:**

One (1) lot of 304 stainless steel adhesive bolts.

**CONTROL PANEL:**

All controls necessary for the fully automatic operation of the grit collection system will be provided.

The main control panel will include the following items:

- Fusible disconnect switch with door handle
- Control Transformer
- Full Voltage non-reversing motor starter
- Current monitor
- Cabinet heater with thermostat
- Transient voltage surge suppressor
- Circuit breaker, 3A
- Elapsed time meter
- Power on (white LED) pilot light
- Grit classifier running (green LED) pilot light
- Grit classifier overload shutdown (red LED) pilot light
- Grit classifier HAND-OFF-AUTO selector switch
- Reset/Cycle start pushbutton
- Emergency stop pushbutton
- Isolated contacts
- Phenolic nameplates
- 600 VAC terminal block
- UL508A label
- Enclosure: NEMA 4X stainless steel

**PAINTING:**

Stainless steel construction, no painting required.

Wire brush all weld areas to remove weld spatter. Brushes are stainless steel and are only on 304, 304L or 316 stainless steel.

All external non-wetted stainless steel is to be buffed out, glass bead blasted to a uniform finish, pressure washed, and passivate.

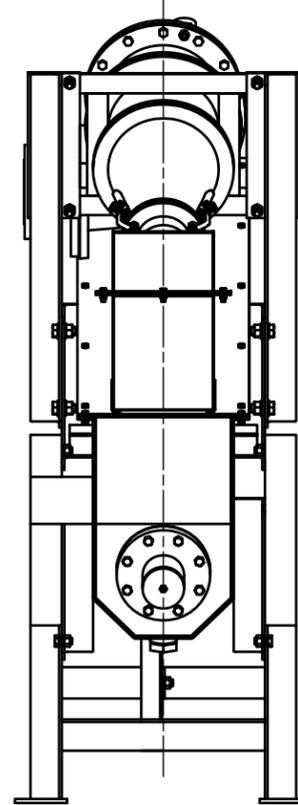
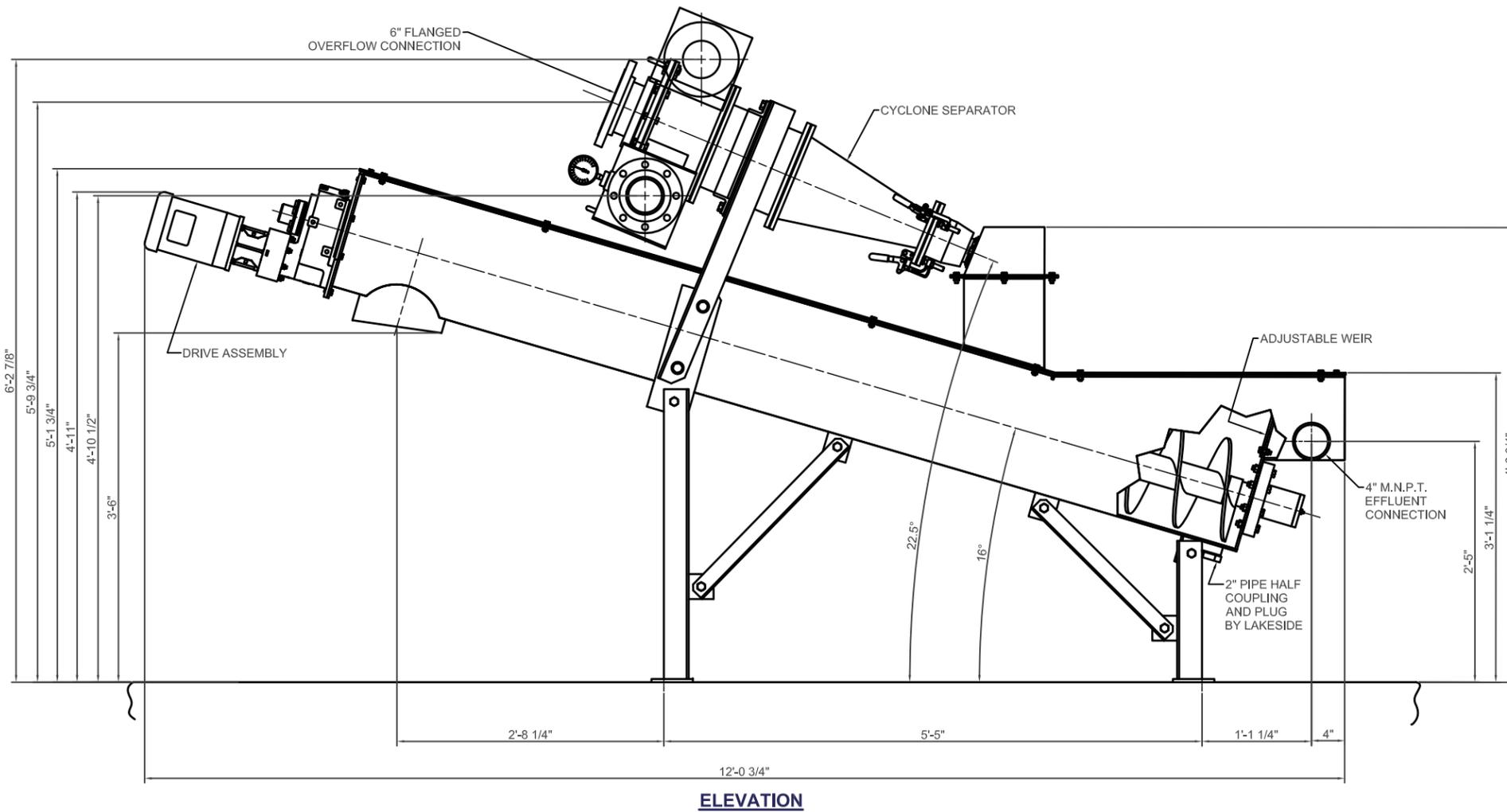
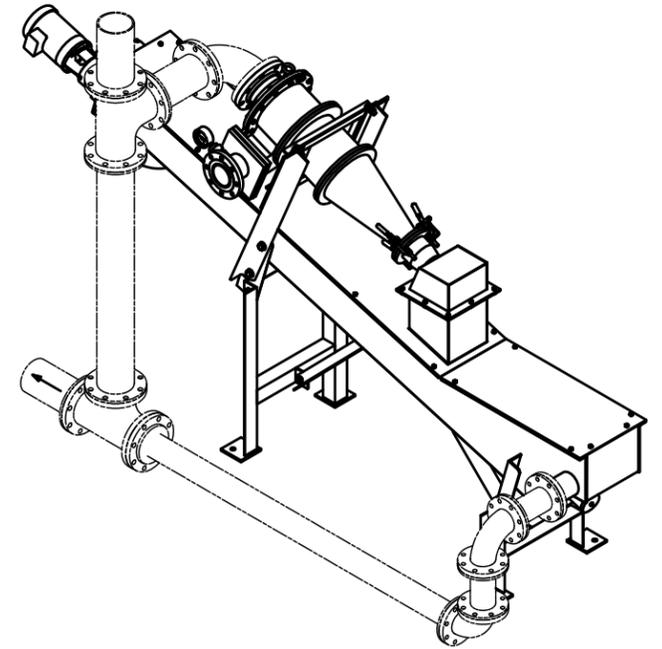
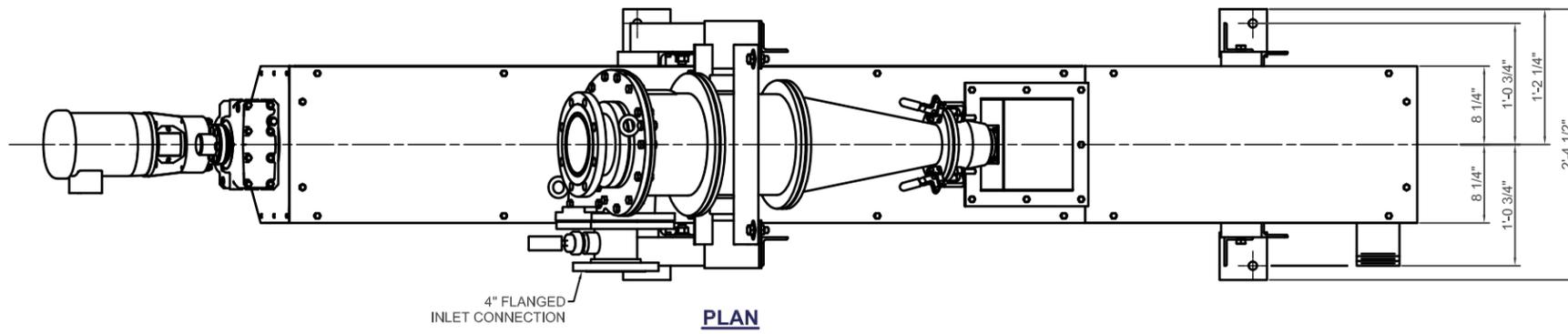
Electric motors, speed reducers and other self-contained or enclosed components shall receive one shop coat of lakeside Krylon blue after wire brush and solvent cleaning.

A rust preventative compound will be applied to all machined, polished, and ferrous surfaces that are not to be galvanized.

The Grit Classifier Assembly weighs 1,850 lbs.

**LAKESIDE EQUIPMENT CORPORATION**

MP / TH



<b>LAKESIDE</b> EQUIPMENT CORPORATION		PROJECT w/ CYCLONE SEPARATOR	
DRAWN S.Sosa		TITLE TYPE "W" GRIT CLASSIFIER	
CHECKED D		DATE 9/8/2005	DWG NO. D72973-S
REVISION	DATE	DR.	CHKD.
3	10-24-07	J.M.S.	
SCALE		SHEET	FILE NO.
		1 OF 1	65

REVISION	DATE	DR.	CHKD.
3	10-24-07	J.M.S.	

SCALE	SHEET	FILE NO.
	1 OF 1	65



## Quotation

18 Nov 2025

Vessco Inc.  
8217 Upland Circle  
Chanhassen, MN 55317

Quotation number: 2503013  
Revision:

Attn: Matt Madson

Project: Otsego, MN Grit System  
Your reference:

We thank you for your above referenced inquiry, and are pleased to submit our quotation for your consideration.

Please see the next page for a summary of our offer. Full details can be found in subsequent pages.

We hope you find our quotation in line with your requirements. However, if you have any questions, please do not hesitate to contact us.

Best regards,

Bill Pavao  
Trillium Pumps USA, Inc  
Email : [bill.pavao@trilliumflow.com](mailto:bill.pavao@trilliumflow.com)



### Quotation Summary

18 Nov 2025

Vessco Inc.  
8217 Upland Circle  
Chanhasen, MN 55317

Quotation number: 2503013  
Revision:

Attn: Matt Madson

Project: Otsego, MN Grit System  
Your reference:

Item number	Service	Size	Unit Price	Unit Freight	Qty	Extended Price
001	Grit Separation	12-FF-GE	\$ 76,559	\$ 1,084	1	\$ 77,643
Grand Total						\$ 77,643

**PUMP FEATURES:** All Trillium Pumps USA INC are designed to reduce maintenance costs through greater pump reliability and improved mean time between failure.

**SCOPE OF SUPPLY:** Only that material detailed in this quotation is being offered. No assumptions should be made that anything not specifically specified is included.

**QUALITY STANDARDS:** Trillium Pumps USA INC is an ISO 9001:2015 certified plant.

**PROPOSAL VALIDITY:** 30 days from the date of our proposal.

**PRICE:** Fixed and firm through delivery period.

**SHIPMENT:** Approximately 28-30 weeks after receipt of approved purchase order and/or final approval of submittal and drawings.

**START-UP:** Not included.

**TERMS AND CONDITIONS:** The Terms and Conditions of Sale attached hereto as Trillium Global Terms and Conditions of Sale (July 2022) ("these Terms") apply to the sale of goods and ancillary services (collectively, "Goods") by Seller to its customer (the "Buyer"). These Terms are the only terms and conditions, oral or written, applying to the sale of Goods to Buyer except for additional terms consistent with these Terms regarding prices, quantities, and the description of the Goods as set forth in an order form accepted by Seller ("Order"). Seller expressly rejects any additions to or modifications of these Terms, or terms and conditions in Buyer's purchase Order(s). Buyer's assent to these Terms is conclusively established by Buyer's: (i) issuance or placement of a purchase Order or (ii) acceptance of any of the Goods covered by these Terms.

**PAYMENT TERMS:** 100% Net 30 days (subject to credit approval). Purchase orders must be made out to Trillium Pumps USA INC.

## Customer Price Sheet

Customer	Vessco Inc.	Size / Stages	12-FF-GE / 1
Item number	001	Pump speed	0
Customer reference		Quote number	2503013

### Totals

	Lead Time Total	N/A
	Total unit weight	1,425.0 lb

### Pump

Qty	Description	Unit Price	Extended Price
1	<p><i>WEMCO Hydrogritter 12" Full Flare - Grit End</i></p> <p><b>Tank Options</b></p> <p><b>Tank Options</b></p> <ul style="list-style-type: none"> <li>Stainless steel tank</li> <li>Non air tight design</li> <li>Stainless steel hardware</li> <li>Standard tank support</li> <li>Stainless steel tank support</li> <li>No grit chute</li> </ul> <p><b>Spiral Options</b></p> <p><b>Spiral Options</b></p> <ul style="list-style-type: none"> <li>Fiberglass/polyethylene spiral guard</li> <li>Stainless steel spiral single pitch</li> <li>ARS wear shoes</li> <li>Stainless steel spiral hardware</li> <li>Spiral speed - 12 RPM</li> </ul> <p><b>Drive</b></p> <p><b>Drive Options</b></p> <ul style="list-style-type: none"> <li>Stainless steel driven assembly</li> <li>No torque limiter</li> <li>No zero speed sensor</li> <li>Belt driven</li> <li>Fiberglass/Polyethylene belt guard</li> </ul> <p><b>Sluice water</b></p> <p><b>Sluice Water Options</b></p> <ul style="list-style-type: none"> <li>Stainless steel sluice water valve</li> <li>120V</li> <li>NEMA 4 sluice water valve enclosure</li> </ul> <p><b>Wemclone</b></p> <p><b>Wemclone Configuration</b></p> <p><b>Wemclone quantity</b></p> <ul style="list-style-type: none"> <li>Single Wemclone</li> <li>1000C Wemclone (quantity of 1)</li> <li>Aluminum Wemclone</li> <li>Rubber Wemclone liner</li> <li>Stainless steel Wemclone hardware</li> <li>Stainless steel Wemclone support (single wemclone)</li> <li>Wemclone overflow piping -01 90 degrees (overflow arrangement A)</li> <li>Inlet arrangement C</li> <li>22.5 degree Wemclone</li> <li>Steel Wemclone pressure gauge (single wemclone)</li> <li>0-15 PSI Wemclone pressure gauge (single wemclone)</li> </ul>		

## Pump

Qty	Description	Unit Price	Extended Price
	<p><b>Feedbox</b></p> <p><b>Feedbox Options</b></p> <p>Center feedbox</p> <p>One stainless steel feedbox</p> <p><b>Motor</b></p> <p>1/2 HP 1800 RPM E-PACT Efficient 230V/460V TENV Severe Duty Motor</p> <p><b>Protective Coatings</b></p> <p><b>Paint type</b></p> <p>Paint Preparation: Standard paint preparation (clean and blast)</p> <p>Tank Exterior and Cyclone - Epoxy 2 Coat Paint - Blue (Prime and Top Coat) - Option #9A</p> <p>Tank Interior, Spiral and Wear Shoes - Coal Tar Epoxy Paint - Black - (Stainless is Uncoated) - Option #9</p> <p>Stainless steel parts on the Hydrogritter will not be painted</p> <p><b>Packing &amp; Shipping</b></p> <p><b>Shipping</b></p> <p>No Boxing</p> <p>Trillium Decision Carrier</p> <p><b>Freight Rates</b></p> <p>Freight Rates - Minnesota: Minnesota</p> <p><b>Documentation</b></p> <p>Submittal Review Period (weeks): 0</p> <p>Test Curve Review Period (weeks): 0</p> <p><b>Estimated Weights</b></p> <p>Tank: 745.0 lb</p> <p>Wemclone: 650.0 lb</p> <p>Driver: 30.00 lb</p> <p>Misc. Weight: 0.00 lb</p> <p>Misc. Weight: 0.00 lb</p> <p>Misc. Weight: 0.00 lb</p> <p>Total Per Unit Weight: 1,425.0 lb</p>		

## No Group

Qty	Description	Unit Price	Extended Price
1	<p>Flow Rate/per cyclone 220GPM: 220.0 USgpm</p> <p>Inlet Pressure 5PSI: 5.00 psi.g</p>		

### Construction Datasheet

Customer	: Vessco Inc.	Quote Number	: 2503013
Project	:	Model / Size	: WEMCO Hydrogritter 12" Full Flare - Grit End
Item number	: 001	Stages	: 1
Service	: Grit Separation	Pump speed	: 0
Quantity of pumps	: 1	Date last saved	: 18 Nov 2025 7:54 AM

Construction					Driver Information	
--------------	--	--	--	--	--------------------	--

Nozzle	Size	Rating (ANSI)	Face	Pos'n	
Suction	0 in	-	-	Left	Manufacturer : Trillium Pumps USA Choice
Discharge	0 in	-	-	Right	Power : 0.50 hp

Wemclone Number	: Single Wemclone	Speed	: 1800
Wemclone Size	: 1000C Wemclone	Orientation / Mounting	: Horizontal/Foot
Vortex Finder Size	: 4"	Driver type	: Squirrel Cage
Inlet Size	: 4" inlet	Frame-size	: 56
Overflow Size	: 6" overflow	Enclosure	: TENV
Apex Size	: 2" apex	Hazardous area class	: N/A

Materials			
Tank	: Stainless Steel	Explosion rating	: N/A
Spiral	: Stainless Steel	Volts / Phase / Hz	: 460/3/60
Spiral Guard	: Fiberglass	Insulation	: Class F
Driven Assembly	: Stainless Steel	Temperature Rise	: B
Wemclone Material	: Aluminum	Motor mounted by	: Trillium Pumps USA
Wemclone Liner	: Rubber		

Materials (continued)		Accessories	
-----------------------	--	-------------	--

Tank Support	: Stainless steel	Torque Limiter	: No torque limiter
Wemclone Support	: Stainless steel	Zero Speed	: -
Wear Shoes	: ARS	Manufacturer	: -
Belt Guard	: Fiberglass	Gland Material	: -
-	: -	Seal Face Mat'l	: -
		Throat Bushing	: N/A

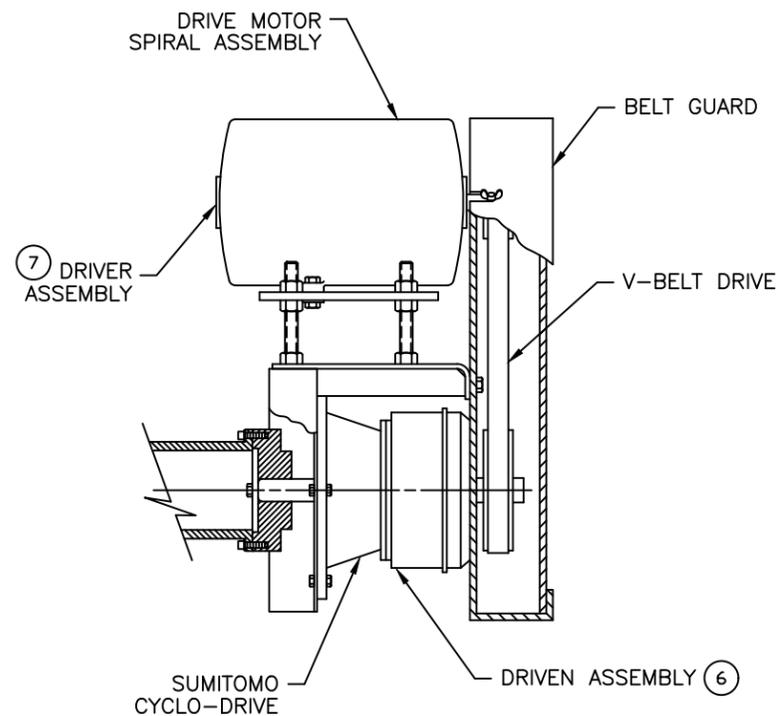
Weights (Approx.)			
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Bareshaft pump	: 745.0 lb	Seal Flush Plan	: -
Baseplate	: 650.0 lb	Seal Flush Construction	: -
Driver	: 30.00 lb		
Total weight	: 1,425.0 lb		

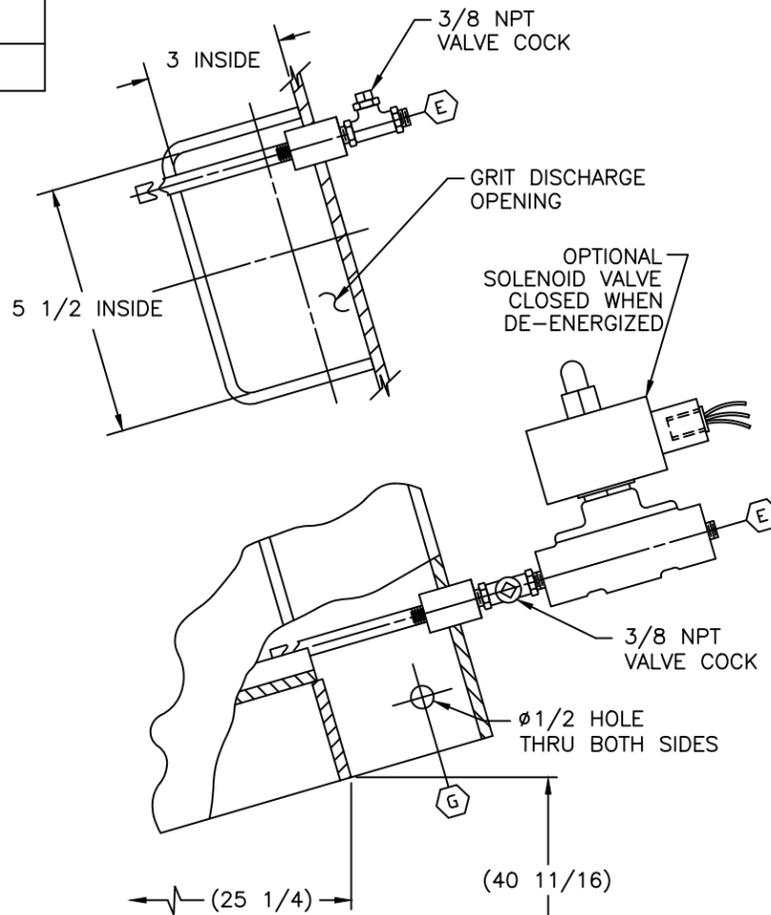
# NOZZLE SCHEDULE

SYMBOL	QTY.	SIZE	RATING	TYPE	SERVICE/NOTE
(A)	1	6"	CLASS 125	FLAT FACE	OVERFLOW CONNECTION (1)
(B)	1	4"	CLASS 125	FLAT FACE	INLET CONNECTION
(C)	1	2 1/2"	SCH 40	NPTF	TANK OVERFLOW
(D)	1	2"	SCH 40	NPTF	TANK DRAIN (PLUGGED)
(E)	1	3/8"	SCH 40	NPTM	SLUICE WATER WASH, 3/8" NPT
(F)	1	1"	3000PSI	NPTF	POSSIBLE VENT (PLUGGED)
(G)	1	3x5 1/2	---	RECT.	GRIT DISCHARGE OPENING

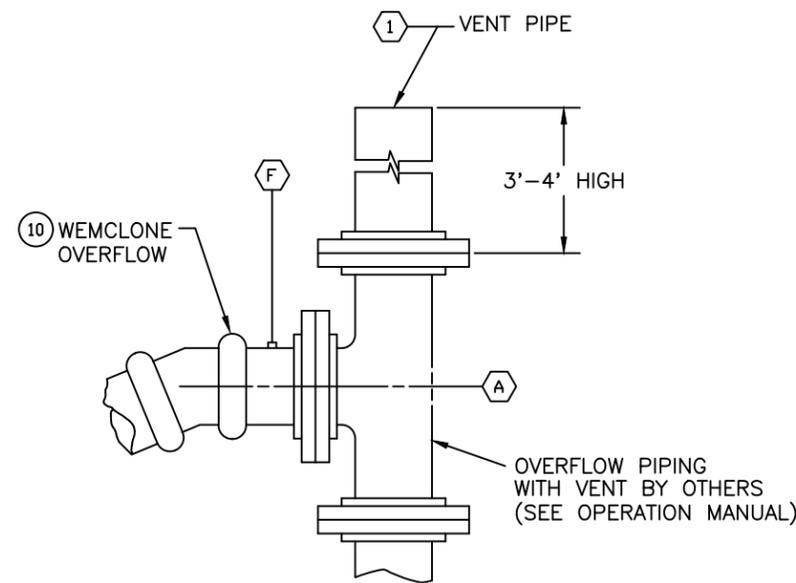
ITEM NO.	DESCRIPTION
1	WELDMNT, TANK - 12" FULL FLARE
2	PLUG, DRAIN - 2" NPT
3	SPIRAL ASSEMBLY - SINGLE OR DOUBLE RIBBON
4	WEIR BAR
5	LIFTING DEVICE ASSEMBLY
6	DRIVEN ASSEMBLY
7	DRIVER ASSEMBLY
8	TANK SUPPORT ASSEMBLY
9	SLUICE WATER ASSEMBLY
10	WEMCLONE PIPING ARRANGEMENT
11	WEMCLONE ASSEMBLY
12	WEMCLONE PIPING GAUGE ASSEMBLY
13	FEEDBOX ASSEMBLY
14	SPIRAL GUARD ASSEMBLY
15	WEMCLONE SUPPORT ASSEMBLY
17	DECAL KIT



**DETAIL A**  
DRIVEN & DRIVER ASSEMBLIES  
(N.T.S.)



**DETAIL B**  
CLEAN OR FILTERED EFFLUENT  
SLUICE WATER WASH  
(N.T.S.)



**VENT DETAIL**  
(N.T.S.)

APPROXIMATE WEIGHTS	
12" FULL FLARE TANK	510 LB
WATER	336 LB
SPIRAL, SINGLE RIBBON	235 LB
WEMCLONE 1000C WITH WATER	450 LB
WEMCLONE SUPPORT	55 LB
TOTAL OPERATING WEIGHTS	
SINGLE RIBBON ASS'Y	1586 LB TOTAL
ADD FOR DOUBLE RIBBON	138 LB
DOUBLE RIBBON ASS'Y	1724 LB TOTAL

**NOTES:**

- (1) GRIT FREE DISCHARGE FROM CYCLONE AND TANK MUST BE VENTED BY OTHERS. (SEE DETAIL)
- SPIRAL COVERS AND BELT GUARD MUST BE IN PLACE BEFORE OPERATING THE MACHINE.

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NO.	BY	DATE	CHK'D	LCL ECH	INT'L ECH	DESCRIPTION
1	ens	07/11	CCS	-	-	NEW ISSUE
1	CAL	05/15	CCS	-	-	REVISED BORDER

CERTIFIED FOR CONSTRUCTION	DWG. NO.	DESCRIPTION
DATE: _____	707722	FINAL ASS'Y STRAIGHT TANK
BY: _____	78228	FINAL ASS'Y MADE FROM

CUSTOMER	USER	SERIAL NO.

CUSTOMER ORDER NUMBER	EPS SALES SHEET NO.

DRAWN BY	DATE
ens	11JUL11
CHECKED	DATE
CCS	7/13/11
APPROVED	DATE
CCS	7/13/11

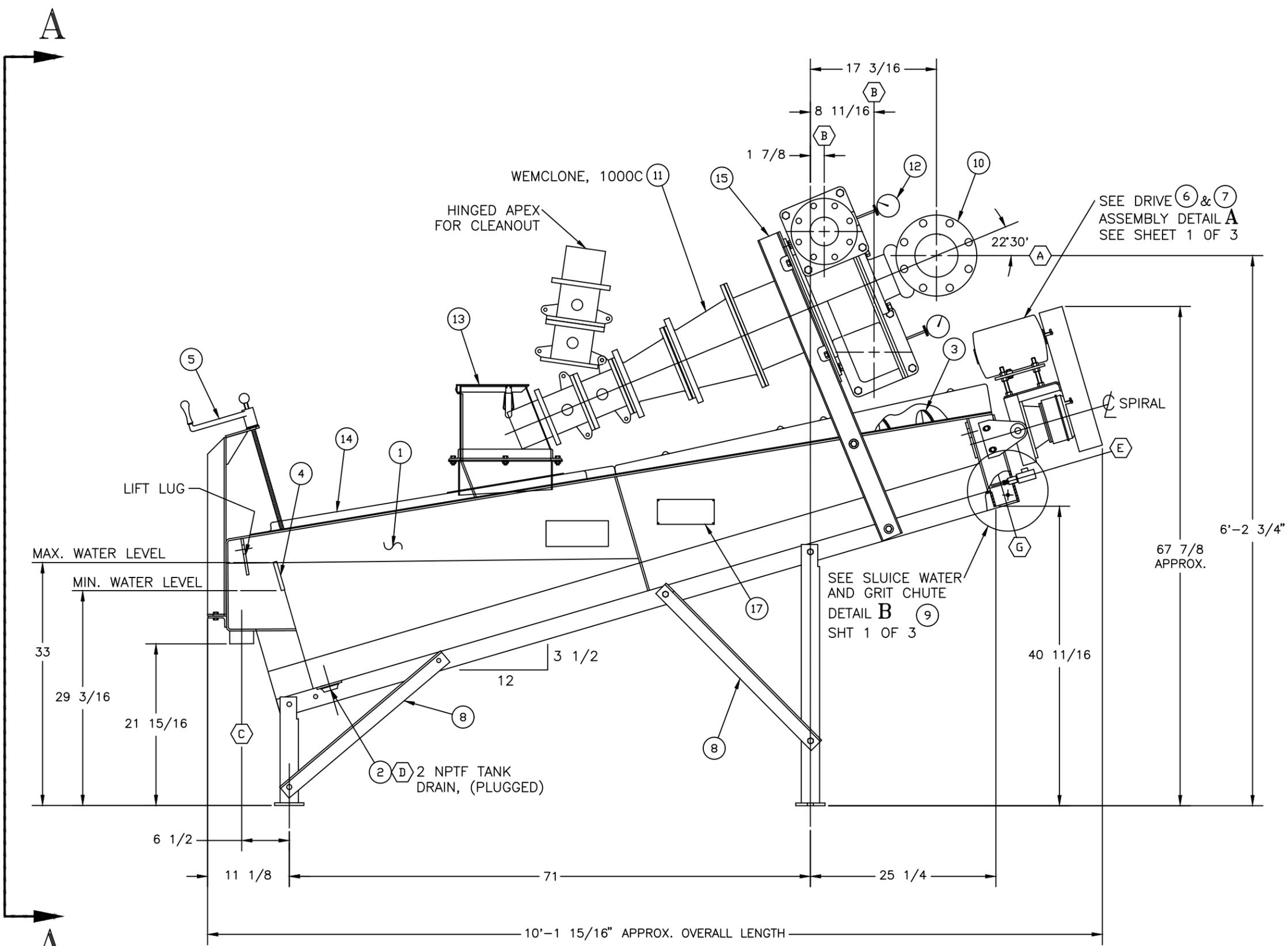
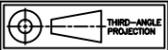
**TRILLIUM**  
FLOW TECHNOLOGIES

**WEMCO**  
**ROTO-JET**

FINAL ASSEMBLY  
GRIT END MOUNTED 1000C WEMCLONE  
ARRANGEMENT 'A', 'B', 'C', 'D'  
FULL FLARE TANK  
12" HYDROGRITTER

CAD NO. 705492-1    SHEET 1 OF 4    CODE NO. /    REVISION **1**

DRAWING NO. 705492

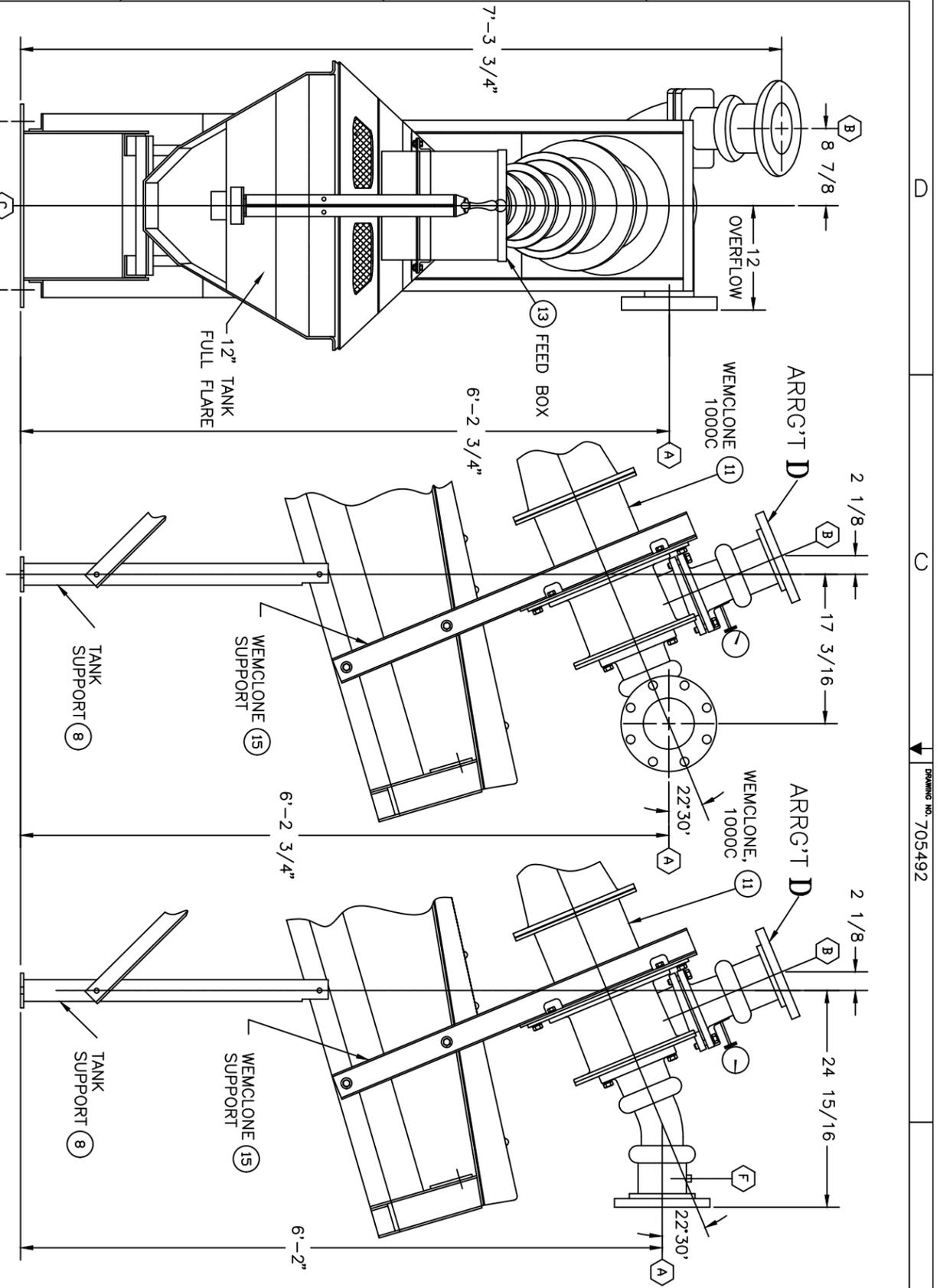


SHEET 3 OF 3

12" HYDROGRITTER WITH  
GRIT END MOUNTED 1000C WEMCLONE

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<small>CAD NO. 705492-2</small>		<small>SHEET 2 OF 4</small>	
<small>SCALE</small> 9:64	<small>SIZE</small> <b>D</b>	<small>705492</small>	<small>REVISION</small> <b>1</b>
<small>CHG</small>			

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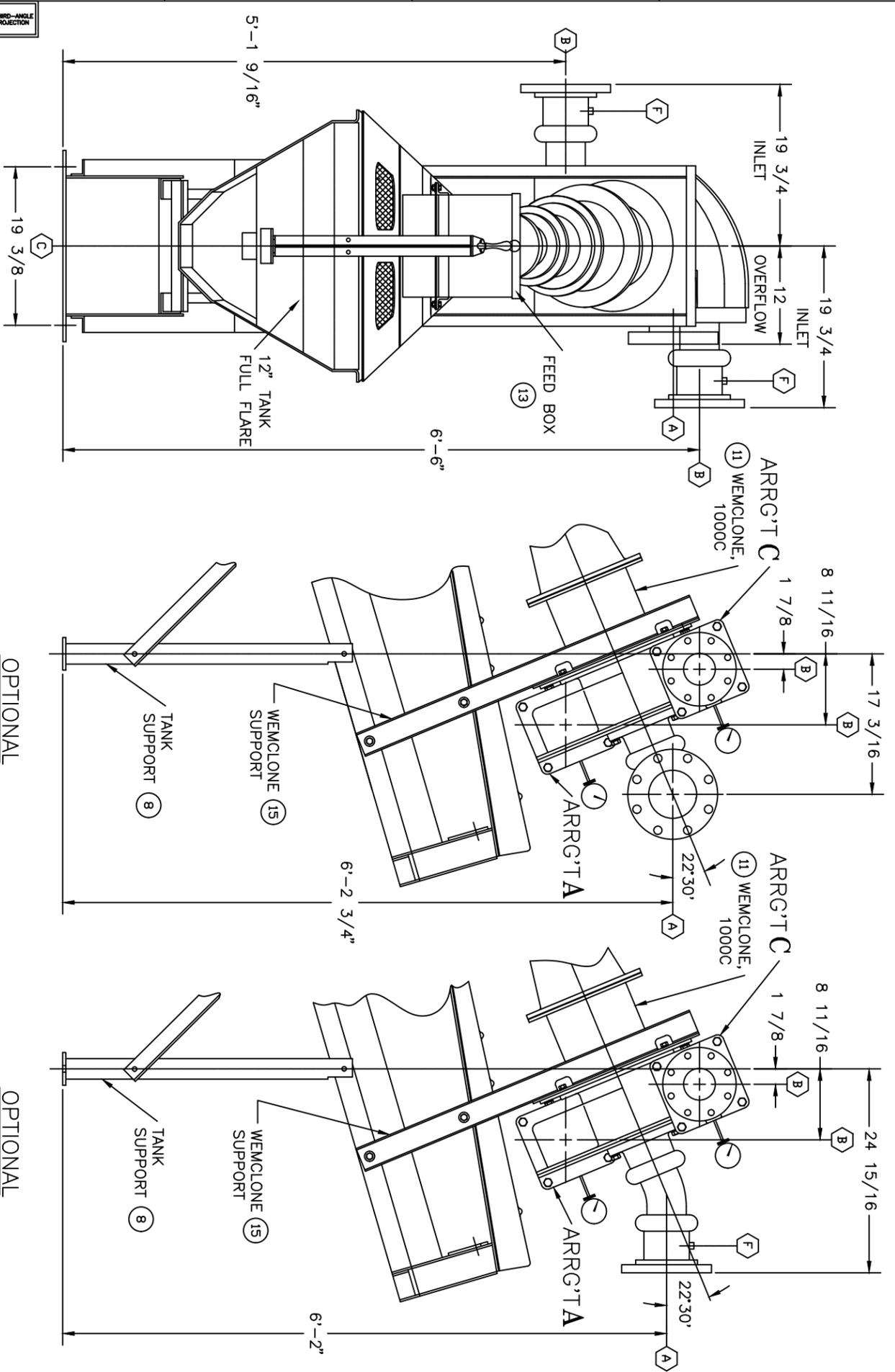


INLET ARRANGEMENT 'D'

OPTIONAL OVERFLOW ASSEMBLY -01

OPTIONAL OVERFLOW ASSEMBLY -03

VIEW A-A



VIEW A-A

INLET ARRANGTS 'A' & 'C'

OPTIONAL OVERFLOW ASSEMBLY -01

OPTIONAL OVERFLOW ASSEMBLY -03

**TRILLIUM**  
FLOW TECHNOLOGIES

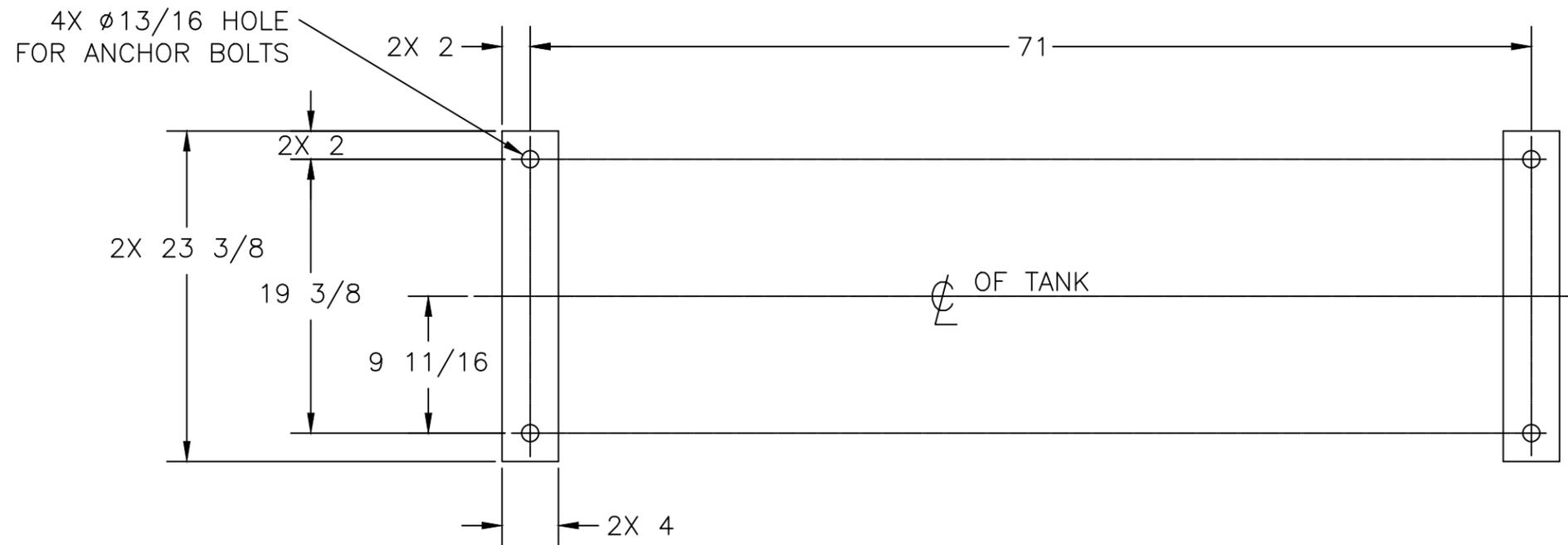
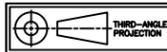
**WEMCO**  
**ROTO-JET**

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CAD NO. 705492-3	SHEET 3 OF 4
SCALE 1:8	REVISION 1
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CHG



ANCHOR BOLT PLAN VIEW

DRAWING NO. 705492

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CAD NO. 705492-4		SHEET 4 OF 4	
SCALE 3:16	SIZE <b>D</b>	705492	REVISION <b>1</b>
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**TERMS AND CONDITIONS OF PURCHASE**

**1. DEFINITIONS AND INTERPRETATION**

1.1 In the Contract the following definitions apply as well as any definitions defined locally within these Terms and Conditions or the applicable Purchase Order:

- "Affiliate"** means any entity that directly or indirectly controls, is controlled by or is under common control with, another entity;
- "Client"** means the person or entity purchasing the Goods and/or Services from Trillium;
- "Contract"** means these Terms and Conditions and the applicable Purchase Order;
- "Force Majeure"** means an event or sequence of events beyond a party's reasonable control, preventing or delaying that party from performing its obligations under the Contract, including: (a) an act of God, fire, flood, lightning, earthquake or other natural disaster, or pandemic; (b) any action taken by a governmental or public authority, including imposing an export or import restriction, quota, or other restriction or prohibition or any complete or partial government shutdown; (c) war, riot or civil unrest; (d) interruption or failure of supplies of power, fuel, water, transport, equipment, telecommunications service, or material required for performance of the Contract; or (e) strike, lockout or boycott or other industrial action including those involving Trillium or its workforce;
- "Goods"** means all goods, products and ancillary equipment and spare parts specified in the applicable Purchase Order;
- "Intellectual Property Rights"** means patents, utility models, rights to inventions, copyright and neighbouring and related rights, trade marks, business names and domain names, rights in get-up and trade dress, goodwill and the right to sue for passing off, rights in designs, rights in computer software, rights in Confidential Information, database rights, and all other intellectual property rights, in each case whether registered or unregistered and including all applications and rights to apply for and be granted, renewals or extensions of, and rights to claim priority from, any rights and all similar or equivalent rights or forms of protection that subsist or will subsist now or in the future in any part of the world;
- "Laws"** mean all federal, state, provincial, or local laws, statutes, rules, orders, regulations, ordinances, codes, decrees, judgements, writs, injunctions, directives or interpretations adopted, enacted, issued, promulgated, or ratified by any governmental authority and having the force of law, and having jurisdiction over the parties in relation to the Contract;
- "Price"** means the price payable by Trillium to the Seller for the applicable Goods and/or Services;
- "Purchase Order"** means any purchase order placed by Trillium that sets out details of the Goods and/or Services that are to be provided by Seller to Trillium in accordance with these Terms and Conditions, including the documents containing (i) the description of the Goods and/or Services and/or the scope of work of the Supplier, (ii) the list of technical specifications applicable to the Contract, and related exceptions, (iii) the procedures related to quality control of the Goods and/or Services, (iv) the documents requested in relation to the scope of work, such as certificates of origin, etc., and (v) the list of any additional technical documentation and information applicable to the Contract, including designs, specifications, and samples, if any;
- "Seller"** or **"Supplier"** means the person or entity to whom Trillium's Purchase Order is issued;
- "Seller Personnel"** means all employees, directors, officers, and Sub-Suppliers of Seller who are engaged in the performance of Seller's obligations under the Contract from time to time;
- "Services"** means the services set out in the Purchase Order that are to be performed by Seller or by the Sub-Suppliers, as the case may be;
- "Site"** means the address of the place where the Services are to be performed, as specified in the Purchase Order;
- "Sub-Supplier"** means any agent, sub-contractor or other third party engaged by Seller in relation to the provision of the Goods and/or Services;
- "Terms and Conditions"** means these terms and conditions of purchase in relation to the applicable Contract;
- "Trillium"** means the Trillium entity specified in the Purchase Order that purchases the Goods and/or Services from the Seller, and such Trillium entity's successors, assigns and Clients;
- "Trillium Indemnitees"** means Trillium and its Affiliates, its and their respective shareholders, directors, officers, employees, contractors, subcontractors, agents and representatives.

1.2 The parties agree that: (a) the headings to the clauses in these Terms and Conditions are inserted for convenience of reference and shall not affect their interpretation; (b) in case of any conflict or inconsistency between these Terms and Conditions and the terms of the Purchase Order, the terms of the Purchase Order shall prevail; and (c) English shall be the language of the Contract, and all communications, written or oral, and documents under the Contract shall be in the English language unless otherwise stated elsewhere in the Contract.

**2. APPLICABILITY, CONTRACT FORMATION AND CHANGES**

- 2.1 **Applicability.** These Terms and Conditions apply to all orders for Goods and/or Services placed by Trillium pursuant to a Purchase Order. Unless expressly agreed in writing by Trillium, any terms or conditions contained in a quotation or any other documents provided by Seller shall not apply to any Goods or Services purchased by Trillium and shall not bind Trillium, and Trillium explicitly rejects any such terms or conditions.
- 2.2 **Contract Formation.** Processing of any Purchase Order or delivery by the Seller shall of itself constitute acceptance of the Contract where acceptance shall not previously have been communicated to Trillium. The Contract shall continue until each party's obligations are completed in accordance with the terms of the Contract, unless terminated earlier in accordance with the terms of the Contract (the **"Term"**).
- 2.3 **Changes.** Trillium may at any time request changes, amendments or modifications as to the amount, scope and/or nature of the Goods and/or Services covered by a Purchase Order via a written notice to Seller. Within five (5) days of receipt of such notice (or sooner if requested by Trillium), Seller shall advise Trillium of the effect of such change(s) on the Price, delivery dates or other obligations of Seller under or in connection with the Contract. Seller shall provide reasonable assistance to Trillium to allow Trillium to evaluate the effect of the changes as advised by Seller. During this period, unless otherwise agreed to in writing by Trillium, Seller shall not delay delivery of the Goods and/or performance of the Services. If Trillium intends to proceed with the proposed amendments or modifications to the Purchase Order following Seller's advice, Trillium shall provide written instruction to proceed with the change(s) confirming the scope of the alteration(s) required by Trillium and any agreed changes to the Price, delivery date(s) or other affected terms of the Contract. Seller's failure to advise Trillium of the effect of the proposed modifications on the Price, delivery date(s) or any other obligations under the Contract, as required under this Clause 2.3, shall be deemed as confirmation that all terms of the Contract remain unchanged. If Trillium and Seller are unable to agree on any applicable changes to the terms of the Purchase Order due to the proposed alteration(s) as stated in this Clause 2.3, then Seller shall, if directed by Trillium, nevertheless proceed to perform such alterations and/or changed works (if technically feasible) until agreement on the applicable changes can be reached.

3. **PRICE.** Unless otherwise agreed in writing, all Prices are fixed and not subject to escalation or surcharges, including but not limited to increase in costs due to tariffs, duties, or other governmental charges, and any tax for which Seller is accountable. No increase in Price will be allowed unless approved by Trillium in writing. Where applicable, Trillium shall have the right at any time to withhold or set-off against amounts owed to the Seller any amounts which are due or are reasonably expected to become due to Trillium under this or any other Contract. Seller must submit the final invoice within seven (7) days of the completion of its obligations under the Contract.

**4. DELIVERY OF GOODS AND DOCUMENTATION**

- 4.1 **Delivery.** All stipulations made by Trillium as to specification of the Goods, or as to quality, fitness, quantity or time for delivery will be essential conditions. Unless otherwise agreed in writing by Trillium, the Goods may not be delivered by installments and Seller may not apply for progress payments in respect or on account of the supply of Goods. The Goods must be delivered free at the destination indicated in the Purchase Order, unless otherwise agreed between the parties. Trillium reserves the right to refuse to pay for any Goods delivered in excess of the quantity ordered or not in accordance with any delivery schedule referred to in the Contract. Seller will be liable to Trillium for any loss or damage resulting directly or indirectly from a failure to deliver by a specific date. Seller shall be responsible for delivery of Goods as stated in the Purchase Order in accordance with Incoterms 2020 and any subsequent amendments, unless stated otherwise.
- 4.2 **Documentation.** Goods will not be accepted unless accompanied by a delivery docket or packing slip showing Trillium's order number, part number, part name and quantity. Invoices clearly showing Trillium's order number, details of the Goods delivered, contents of each consignment against separate consignment numbers and the Price and all discounts allowable must be supplied to Trillium together with all certifications (if any) specified in the Purchase Order.

**5. HAZARDOUS SUBSTANCES**

- 5.1 Seller will mark any Goods containing hazardous substances with the product name and in accordance with applicable Internationally Harmonized System for Classification and Labelling of Chemicals (GHS) pictograms (and any required local markings).
- 5.2 The transport and all other documents will include a declaration of danger and will also indicate the name of the hazardous material in accordance with GHS standards.
- 5.3 Goods containing hazardous substances will be accompanied by emergency information in English in the form of written instructions, indications and/or markings.
- 5.4 Seller will provide Safety Data Sheets in accordance with GHS standards and communicate in a timely manner any available information regarding potential and actual dangers during transportation, movement and use of all hazardous substances.

**6. INSPECTION, TITLE AND RISK**

- 6.1 All Goods delivered to Trillium are subject to Trillium's and/or Trillium's Client's inspection and/or testing after arrival and unpacking at the ultimate destination. The signing of a delivery document or the payment by Trillium of the whole or any part of the Price does not constitute acceptance of the Goods. If the Goods are to be incorporated into any plant or premises, such inspection and testing may be carried out after installation or incorporation and under operating conditions.
- 6.2 If the Goods are found to be unsatisfactory, defective or of inferior quality or workmanship or not in accordance with these Terms and Conditions, Trillium may, without prejudice to any other right or remedy available to it in respect of the same, reject the Goods and return them to the Seller at the Seller's cost and expense, whereupon the Seller must, upon demand by Trillium, reimburse Trillium for any amount paid by Trillium to the Seller and for the costs and expenses incurred by Trillium in so returning the Goods.
- 6.3 Trillium also reserves the right to expedite, inspect, and where applicable, test the Goods while they are in the course of being produced or installed and may for this purpose enter upon the premises of Seller from time to time. Trillium may reject any work performed or being performed that does not conform to the Purchase Order, whereupon the work rejected must be rectified at no additional expense to Trillium. Any such inspection will not relieve Seller of any of its obligations under the Contract.
- 6.4 Inspection by Trillium and/or Trillium's Client and completion of Trillium's quality assurance plan (if applicable) will not absolve Seller of any liability for poor workmanship.
- 6.5 Except in respect of Goods rejected by Trillium, title to Goods will pass upon delivery or upon payment of any part of the Price, if earlier, whether delivered or not.
- 6.6 In the case of undelivered Goods, the risk of loss or damage will remain with the Seller.

**7. PERFORMANCE OF THE SERVICES.** It is a fundamental condition of the Purchase Order that the Services shall be performed at the date(s), in the sequence and at the Site(s) specified in the Purchase Order and all Services performed or supplied by the Seller will remain at Seller's sole risk until accepted by Trillium. Trillium or Trillium's Client may inspect the Services at any time while they are in the course of being performed. Trillium and/or Trillium's Client may reject any work performed or being performed that does not conform to the Purchase Order, whereupon the work rejected must be re-performed at no additional expense to Trillium. Any such inspection will not relieve Seller of any of its obligations under the Contract.

**8. ISSUED MATERIALS**

- 8.1 Where Trillium is to issue materials to Seller in accordance with the Contract and any specifications referenced thereto for use or incorporation in the Goods (**"Issued Materials"**), Seller will (at its own cost) inspect the Issued Materials and carry out such tests as are reasonably practicable or are specified in the Contract to satisfy itself as to the suitability of the Issued Materials. Trillium is not liable for any defect in the Issued Materials which such inspection or testing would have revealed. Where such inspection or testing by the Seller reveals a defect in the Issued Materials, Seller must immediately notify Trillium and Trillium will provide a replacement within a reasonable period.
- 8.2 Issued Materials remain the property of Trillium and must only be used by the Seller for the purpose of the Goods. The Seller shall indemnify Trillium from any costs, charges or expenses arising from any damage or defect caused to or arising from the Seller's use of the Issued Materials. Seller shall be liable for the immediate replacement of any Issued Materials which are damaged beyond reasonable repair or use whilst in the Seller's care and control.
- 8.3 Issued Materials belonging to Trillium that are held in the care and possession of the Seller must be held solely for the purposes of the Contract and shall not be within the ownership or disposition of the Seller. Seller



- must ensure that no lien, charge or other security interest is created over such Issued Materials while in its possession or otherwise under its control. Trillium reserves its rights in respect of all of the Issued Material and Seller must not make any sample of the whole or any portion or description of any of the Issued Materials in any material form or allow any of the Issued Materials or details of such to be made available or divulged to any third party without the prior written consent of Trillium.
- 8.4 Unless otherwise stated in the Contract all scrap remains the property of Trillium. Seller shall account to Trillium for any scrap or excessive wastage of, or unused, Issued Materials as Trillium may reasonably require.
- 9. WARRANTIES**
- 9.1 **Warranty.** Seller expressly warrants that: (a) the Goods and/or Services will strictly comply with any specifications, representations and with any sample previously supplied by Seller, and any other requirements specified by Trillium and otherwise be in accordance with the Contract; (b) the Services will be rendered in a good and workmanlike manner, with due care, skill and diligence and in accordance with good industry practices and any materials supplied in connection with such Services will be fit for the purpose stated in the Contract; (c) Seller Personnel is properly trained and experienced to perform the Services safely and efficiently; (d) the Goods will, unless otherwise specified in the Contract, be new; and (e) Seller has a right to sell the Goods and the Goods will be free from all charges, liens or encumbrances whatsoever.
- 9.2 **Remedy for Defective Goods.** If, within 12 months of placing the Goods into service or 18 months after the date of delivery (or other agreed guarantee period) whichever occurs first, Trillium gives notice to Seller of any defect in the Goods, Seller must at its own expense repair or replace the Goods so as to remedy the defect(s). This provision will apply to any Goods repaired or replaced until the end of the period equal to the guarantee period from the date of repair or replacement. This will be in addition to any warranty implied by Law. Seller will also be liable for all direct costs associated with the repair and/or replacement of the Goods referred to in this Clause 9.2 including removal, disassembly transport, and reinstallation. In the event Seller fails to proceed diligently to so replace or repair within a reasonable time after receipt of the notice referred to in this Clause 9.2, Trillium or the Client may undertake or complete such replacement or repair at Seller's risk, cost and expense.
- 9.3 **Remedy for Defective Services.** If within 12 months after the date the Services are completed (or other agreed guarantee period), Trillium gives notice to Seller of a defect or other deficiency in the Services, Seller agrees to correct, at its own cost, all defects or other deficiencies in the Services, including, costs of repair, removal, reinstallation, new material, labor and equipment attributable to the acts or omissions of Seller or Seller Personnel or failure by Seller to comply with any obligation expressed or implied herein (the "Warranty Work"). If following Trillium's request for Warranty Work, there is a delay by Seller to commence Warranty Work within the time period requested by Trillium and such delay would cause monetary damages to Trillium, Trillium may, at its sole option, immediately proceed to perform such Warranty Work itself or through other contractors or subcontractors and recover from Seller the total cost to Trillium therefor or deduct the same from any monies due or which become due to Seller. If no sums or if insufficient sums are available for full set-off by Trillium, then Seller, upon receipt of Trillium's written notice of Seller's obligations hereunder, shall promptly remit to Trillium all sums due and owing pursuant to the terms of this Clause 9.3.
- 9.4 Seller shall provide twelve (12) months advance notice to Trillium prior to Seller ceasing production of any Goods or spare parts and Seller shall provide Trillium with all manufacturing information and drawings to enable Trillium to manufacture such Goods or spare parts after Seller ceases production.
- 9.5 If requested by Trillium, for the duration of Trillium's contractual obligations to its Client(s), each aspect of the prices, warranties, benefits and other terms being provided under this Contract are and will remain at least equal to the terms that have been offered and/or will be offered by Seller to its other customers. If Seller has provided or will provide better terms than those provided to Trillium hereunder, this Contract will be deemed appropriately amended to provide such terms to Trillium. Seller shall promptly provide Trillium with any refunds, credits, or benefits thereby created.
- 10. INDEMNITY AND INSURANCE**
- 10.1 Seller shall defend, indemnify and hold the Trillium Indemnitees harmless against all loss, liability, damage, costs, actions, demands, expenses and suits whatsoever (including in the case of litigation legal costs and disbursements) arising out of or suffered or incurred in connection with any loss or damage to property or injury to or death of any person or any financial or other consequential loss for and in respect of any such loss, damage, injury or death in whole or in part caused or arising from directly or indirectly or in any way attributable or incidental to: (a) any willful or negligent act or omission whatsoever by the Seller or Seller Personnel; (b) any claim with respect to or arising out of any defect in, or title to, the Goods; (c) any claim that the Goods and/or Services infringe or are alleged to infringe directly or indirectly any patent, trademark, copyright or other proprietary right; or (d) breach by Seller or Seller Personnel of any of the Seller's obligations under the Contract or applicable Laws.
- 10.2 If any part of the Goods or Services in any suit or proceedings is held to constitute infringement and its use be enjoined, Seller shall within a reasonable time either (a) secure for Trillium and its Client the perpetual right to continue the use of the Good(s) or Service(s) or (b) replace or modify the Good(s) and/or Service(s) so that it becomes non-infringing, provided the performance is not affected in any adverse manner.
- 10.3 If the Seller either as principal or as agent enters upon any premises or property of or being used or accessed by Trillium or its Client in order to perform Services including construction, erection, inspection, delivery, servicing, repairing, consulting or advising or any other obligation: (a) Seller shall indemnify and hold the Trillium Indemnitees harmless at all times from and against all losses, damages, costs, expenses, liabilities, claims and demands whatsoever on account of injury to or death of any person or on account of loss or damage to the property of any person (including the Seller and Seller Personnel) arising out of or in any manner connected with the performance of such work, and the Seller will at its own expense defend any and all actions based on the foregoing and must pay all legal costs and all costs and other expenses arising from such actions; and (b) Seller must at all times exercise all necessary precautions for the safety of persons who might be affected by such work, and without limiting this, must at all times duly comply with the requirements of any regulations, work practices and procedures prescribed by applicable Laws, and of any authority having jurisdiction in the matter, and with any direction that may from time to time be given by any supervisor or other responsible employee of Trillium.
- 10.4 **Insurance.** Seller shall have in place contracts of insurance with reputable insurers incorporated in its country of establishment to cover its obligations under the Contract. On request, Seller shall supply evidence of the maintenance of the insurance and all of its terms from time to time applicable. Seller shall, on request by Trillium, assign to Trillium the benefit of such insurance.

**11. INTELLECTUAL PROPERTY AND CONFIDENTIALITY**

- 11.1 **Confidentiality.** Any document, data, drawings, blue prints, plans, designs, images, specifications, technical data and any other material or information supplied or made available by Trillium to Seller as part of the Contract or any other documentation or information in whatsoever form provided by Trillium to Seller during the performance of the Contract ("Confidential Information"), shall be treated as strictly confidential and shall not be divulged by Seller to any person, except as required by Law or to Seller Personnel, who need to know such Confidential Information in order for Seller to comply with its obligations under the Contract and Seller shall ensure that such recipients comply with the obligations set out in this clause as though they were a party to the Contract. Seller shall promptly return or (at Trillium's request) destroy all Confidential Information on request by Trillium. As between Trillium and Seller, Trillium retains title to all of its Confidential Information.
- 11.2 **Intellectual Property Ownership.** All right, title and interest (including all Intellectual Property Rights) in any documents, information and other materials created in or arising from the performance of the Contract (the "Work Product") shall be the exclusive property of and shall vest in Trillium on creation. Nothing in the Contract shall affect the ownership of rights in materials created by Seller prior to or independently of the performance of the Contract, which shall remain with Seller. To the extent that use of such rights is required to be able to use the Work Product, Seller hereby grants to Trillium a perpetual, irrevocable, sub-licensable, non-exclusive, world-wide, royalty free right to use such rights. Nothing in the Contract shall affect the ownership of rights (including Intellectual Property Rights) in materials, including without limitation specifications, designs, drawings, data, and know how, provided to Seller by Trillium, which shall remain with Trillium. Seller shall have no right to use such materials, except as necessary to perform its obligations under the Contract.

12. **PROCESSING OF PERSONAL DATA.** Each party agrees to process the personal data acquired from the other party during the performance of the Contract (the "Personal Data") in compliance with applicable Data Protection Laws, including where relevant, the provisions of General Data Protection Regulation (EU) 2016/679 and the United Kingdom Data Protection Act 2018, as amended from time to time and every law and provision concerning personal data protection, which may be applicable from time to time (hereinafter, collectively referred to as "Data Protection Laws"). For the purpose of this Contract's management and performance, each party (i) should be considered as acting as an independent data controller with regard to the Personal Data it processes (as a "Secondary Data Controller") and which have been provided by the other party ("Primary Data Controller"). Such Primary Data Controller undertakes to duly inform its personnel of such disclosure on behalf of the Secondary Data Controller. Each party, for the parts it is responsible for, is specifically obliged to comply with, when necessary, obligations concerning information to be sent to the data subjects (including ensuring appropriate legal basis for processing) and to obtain, when necessary, from the same all required consent in relation to the processing of the Personal Data transferred to and processed by the other party and to meet any obligations provided for by Data Protection Laws. The parties declare that their respective internal and external personnel and staff members processing the Personal Data, directly and/or indirectly concerned with the performance of the Contract, have been informed of the confidential nature of, and legal requirements (including those under the Data Protection Laws) relating to, such Personal Data and have received suitable training on their responsibilities to protect the Personal Data. Where additional services would be contemplated between the parties, involving the processing of Personal Data by a party on behalf of the other, the parties undertake to discuss in good faith of the term of any data processing agreement which may be required.

**13. COMPLIANCE WITH LAWS**

- 13.1 **Applicable Laws.** Seller represents and warrants that it is, and will remain, fully compliant with all applicable Laws (including in connection with bribery and anti-corruption). Seller shall comply and shall ensure that Seller Personnel read and comply with all Trillium policies listed in the Purchase Order or otherwise provided to Seller, in each case as updated from time to time. Seller shall ensure that Seller Personnel read and comply with Trillium's Supplier Code of Conduct as updated from time to time. Seller shall obtain and maintain all permits, licenses and other approvals or consents necessary for the performance of the Contract. Trillium shall be entitled to demand a certificate of origin of any of the Goods that Trillium receives from Seller. Any breach of this Clause 13.1 shall be deemed a material breach and (without prejudice to its other remedies) Trillium shall be entitled to immediately terminate the Contract concerned and any other contract then in force between Trillium and Seller.
- 13.2 **Economic Sanctions and Trade Controls.** (a) Seller shall comply with all applicable trade controls and sanctions, including but not limited to United Kingdom (UK), European Union (EU) and Laws of the U.S. Commerce, Treasury, State and Defense Departments or other agency regulating U.S. export controls and sanctions. (b) Seller shall disclose to Trillium in writing whether, to the best of its knowledge, Seller or any of its owners, shareholders or officers are, or have been, the subject of a government investigation or convicted for violations of any applicable export Laws. Definitions for ownership and control vary based on the applicable sanctions program. OFAC generally follows the "50 Percent Rule," which states that the property and interests in property of entities directly or indirectly owned fifty percent (50%) or more in the aggregate by one or more blocked persons are considered blocked. However, some sanctions programs, such as the EU and UK use a different standard, including a focus on not just ownership but also on control. (c) Seller shall acquire any necessary export licenses or permits prior to exporting goods to Trillium. Seller shall inform Trillium if Seller or any of its subsidiaries appear on the U.S., UK, EU, or any other international sanction list. To the extent that Seller sub-contracts or assigns its obligations or utilizes agents or third parties with respect to the performance of this Contract, Seller shall incorporate the obligations of this provision with respect to export compliance into its respective subcontracts and agreements with such parties.
- 13.3 **Goods Originating In or Exported from Sanctioned Countries.** (a) Seller shall not supply Goods originating in or exported from sanctioned or embargoed countries, including but not limited to Russia, Iran, Cuba, North Korea, Syria, Belarus, and the occupied Ukrainian territories (including but not limited to Crimea and Sevastopol, Donetsk, Luhansk, Kherson, and Zaporizhzhia). (b) Seller shall not supply iron or steel Goods processed in a third country incorporating iron or steel inputs originating in Russia. If requested, Seller shall provide evidence or certification of the origin of the iron and steel inputs utilized, such as a mill test certificate. (c) Seller shall not supply Goods made in regions prohibited by the US, EU or UK, such as China's Xinjiang Uyghur Autonomous Region.
- 13.4 **Forced Labor.** Seller shall not supply Goods made from forced labor nor Goods utilizing inputs or components made from forced labor.
- 14. TERMINATION AND SUSPENSION**
- 14.1 **Termination for Convenience.** Trillium may terminate the Contract or any part thereof with immediate effect for its sole convenience by giving written notice to Seller. In the event of such termination, Seller shall immediately stop all work on the Contract. Seller shall be paid for any Good(s) delivered and accepted by Trillium and for Services properly performed prior to the date of termination.
- 14.2 **Termination for Cause.** Trillium may terminate any Contract or any part thereof with immediate effect, for cause, in the event of: (a) any Seller default, including but not limited to late deliveries, deliveries of Goods



and/or performance of the Services that are defective or that do not conform to the Contract, failure to provide Trillium reasonable assurances of future performance, failure to comply with any term or condition of the Contract; or (b) any insolvency-related or similar event. In the event of termination for cause, Trillium shall not be liable to Seller for any amount except for that part of the Price that applies to the supply of finished Goods and/or Services which have, at the date of termination, already been delivered (and/or performed) and accepted. In the event of termination for cause under Clause 14.2(b), it shall be lawful for Trillium to enter the premises where the Goods are situated and take possession of any materials the property in which has passed to or is vested in Trillium or attributable to the Goods and/or recover any Work Product and/or Confidential Information. Termination for cause shall be without prejudice to any claim or right of action that Trillium may have by virtue of the default which gave rise to the termination.

shall be London, England. The language used in the arbitral proceedings shall be English. The governing law of this arbitration agreement shall be English law.

14.3 **Suspension.** Trillium may at any time suspend the performance of the Purchase Order, in whole or in part, through a written notice to Seller. Upon receipt of such notice, Seller shall promptly suspend further performance of its works and shall during the suspension period protect and secure the Goods and/or Services (including all supplied materials and equipment) against any deterioration, loss or damage. At the end of the suspension period and subject to Seller's revised delivery information, Trillium reserves the right to either instruct Seller to proceed with the manufacture and/or delivery of the Goods and/or performance of the Services to the agreed revised delivery date and Seller shall be bound by such instructions or cancel the Purchase Order in accordance with Clause 2.3 of these Terms and Conditions.

## 15. GENERAL

15.1 **Notices.** Any notice given by a party under the Contract shall be: (a) in writing and in English; (b) sent to the relevant party at the address set out in the Contract or to an alternative address notified in writing by the relevant party; or (c) if agreed to by the parties, served by email to the email address set out in the Contract or as otherwise notified from time to time. The parties may not serve documents relating to formal legal proceedings by email.

15.2 **Force Majeure.** If, by reason of an event of Force Majeure, either of the parties shall be delayed in, or prevented from, performing any of the provisions of the Contract then, provided that the affected party promptly, but in no event later than three (3) days after the occurrence of the event of Force Majeure, notifies the other in writing of the nature and extent of such event, such delay or non-performance shall not be deemed to be a breach of that party's obligations under the Contract and no loss or damage shall be claimed by either of the parties hereto from the other by reason thereof. In case of a Force Majeure event, the parties agree to meet and work together to minimize the impact of such event on the Goods and/or Services. If the Force Majeure event continues to delay or prevent either party's performance of the provisions of the Contract for a continuous period of more than sixty (60) days, either party may terminate the Contract by written notice to the other party.

15.3 **No Employment.** In the event that Seller's obligations require or contemplate performance of Services by Seller Personnel to be done on Trillium's or Client's property, Seller agrees that all such Services shall be performed as an independent contractor and that the Seller Personnel performing such Services shall not be considered Trillium's employees.

15.4 **Cumulative and Equitable Remedies.** Trillium's rights and remedies provided in the Contract are cumulative and not exclusive of any rights and remedies provided by applicable Laws and shall not be affected by termination of the Contract. Seller recognizes that any breach or threatened breach of the Contract may cause Trillium irreparable harm for which damages may not be an adequate remedy. Accordingly, in addition to any other remedies and damages available to Trillium, Seller acknowledges and agrees that Trillium is entitled to the remedies of specific performance, injunction and other equitable relief without proof of special damages.

15.5 **Assignment and Subcontracting.** Seller may not assign, transfer, mortgage, charge, subcontract, delegate, declare a trust over or deal in any other manner with the Contract, in whole or in part, or any of its rights or obligations under the Contract without the prior written approval of Trillium. Where permission to subcontract is granted by Trillium, Seller shall ensure the provisions of the Contract are reflected with its Sub-Suppliers and are enforced against them. Notwithstanding any permission by Trillium to subcontract, all responsibility and liability shall remain with the Seller.

15.6 **No Partnership.** The parties are independent persons and are not partners, principal and agent or employer and employee and the Contract does not establish any joint venture, trust, fiduciary or other relationship between them, other than the contractual relationship expressly provided for in it. Neither party shall have, nor shall represent that it has, any authority to make any commitments on the other party's behalf.

15.7 **Severability and Survival.** All terms of the Contract are severable, and any provision of the Contract held to be invalid, illegal, or unenforceable in any jurisdiction shall, as to such jurisdiction, be ineffective to the extent of such invalidity, illegality, or unenforceability without affecting the validity, legality, and enforceability of the remaining provisions hereof or thereof. The invalidity of a particular provision in a particular jurisdiction shall not invalidate such provision in any other jurisdiction. Those provisions that are expressed, or by their nature are required, to survive expiry or termination of the Contract, shall survive expiry or termination of the Contract.

15.8 **Entire Agreement.** The Contract constitutes the entire agreement between Trillium and Seller and supersedes any prior oral or written understandings and representations between Trillium and Seller relating to its subject matter. The provisions of the United Nations Convention on Contracts for the International Sale of Goods are expressly disclaimed and shall not apply.

## 16. GOVERNING LAW AND JURISDICTION

16.1 **Americas.** If Trillium is based in North or South America (the "Americas"), the Contract will be governed by and construed in accordance with the laws of the State of Texas, without giving effect to any choice of law or conflict provision or rule that would cause the laws of any other jurisdiction to be applied. Where this Clause 16.1 applies, all disputes arising out of or in connection with the Contract must be brought in a state or federal court sitting in Harris County, Texas, and each party hereby irrevocably submits itself to the exclusive jurisdiction of each such court in any such action or proceeding and waives any objection it may now or hereafter have to venue or convenience of forum. THE PARTIES HEREBY IRREVOCABLY WAIVE THEIR RIGHT TO TRIAL BY JURY.

16.2 **Outside of the Americas.** If Trillium is based outside of the Americas, the Contract will be governed by and construed in accordance with the laws of England. Where this Clause 16.2 applies, all disputes arising out of or in connection with the Contract shall be referred to and finally resolved by arbitration under the London Court of International Arbitration Rules ("LCIA Rules"), which LCIA Rules are deemed incorporated by referenced into this clause. The number of arbitrators shall be one (1). The seat, or legal place, of arbitration

# Quote

Date:

11-5-2025



313 34<sup>th</sup> Ave South  
Waite Park, MN. 56387  
Phone (320)492-0198

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**Job Name: Grit Classifier**

**Job Site address: Otsego, MN. East Plant**

**Attn: Seth**

**Labor & Material to remove & replace the Grit Classifier in pretreatment building. Install new DIP Spool pieces as needed. Install 316 Stainless Steel Bolts and Nuts on flanged fittings. Figured 5-4" Joints and 6-6" Joints getting new bolts. Install New Gaskets.**

**Electrical disconnect and reconnect included  
New Grit Classifier by Customer**

**Total \$ 22,140.00**

**Greg Braegelmann  
MN Mechanical Solutions Inc.  
320-492-0198**

Accepted By:

---

Authorized Representative

Date



## **BID PROPOSAL**

Date: November 6, 2025

Proposal for: Sludge screw  
Otsego, MN

Attn: Mr. Seth Wilkes  
City of Otsego

The following outlines the scope of work included in this proposal.

- **Removal and disposal of existing sludge screw**
- **MBI to install new sludge screw**
  - Screw provided by City of Otsego
- **Pricing includes a \$4500 allowance for new piping as needed**
  - Intent is to reuse as much as possible
  - All bolts to be 316 SST
- **MBI to repaint damaged or new piping**

Our bid is per our site visit on June 3<sup>rd</sup>.

<b>R/R of City provided sludge screw</b>	<b>\$23,210.00</b>
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### **Clarifications:**

- 1) Access to site to be provided by City of Otsego
- 2) The above pricing does NOT include any bonding or bond costs.
- 3) We anticipate the work to take 2 working days

Sincerely,

A handwritten signature in blue ink, appearing to read "Chris Sluiter", is written over a light blue rectangular background.

Chris Sluiter  
Municipal Builders, Inc.



# Request for City Council Action

## DEPARTMENT INFORMATION

ORIGINATING DEPARTMENT	REQUESTOR:	MEETING DATE:
Utilities	Utility Manager Neidermeier	January 26, 2026
PRESENTER(s)	REVIEWED BY:	ITEM #:
Consent	AE2S Engineer Hanson City Administrator/Finance Director Flaherty	3.14 – Change Orders for Wellhouse 4 WTP Project

## STRATEGIC VISION

MEETS:	THE CITY OF OTSEGO:
	Is a strong organization that is committed to leading the community through innovative communication.
<b>X</b>	Has proactively expanded infrastructure to responsibly provide core services.
	Is committed to delivery of quality emergency service responsive to community needs and expectations in a cost-effective manner.
	Is a social community with diverse housing, service options, and employment opportunities.
	Is a distinctive, connected community known for its beauty and natural surroundings.

## AGENDA ITEM DETAILS

RECOMMENDATION:																																																										
City Staff are recommending that the Council approve five Change Order Requests for the Wellhouse No. 4 Water Treatment Plant (WTP) project.																																																										
ARE YOU SEEKING APPROVAL OF A CONTRACT?	IS A PUBLIC HEARING REQUIRED?																																																									
No	No																																																									
BACKGROUND/JUSTIFICATION:																																																										
<p>The building for the Wellhouse No. 4 Water Treatment Improvements project has been enclosed and furnishing within the building is progressing quickly. The Contract currently includes a Substantial Completion date of March 9, 2026. AE2S will continue to monitor the Contractor’s schedule closely as we get closer to this date.</p> <p>The following table summarizes the approved change orders to date related to the Wellhouse No. 4 Treatment Improvements project. Total approved change orders reflect an increase of \$127,081.49 to the Contractor’s original bid amount of \$6,840,000.00, representing a 1.86% increase in construction cost.</p>																																																										
<table border="1"> <thead> <tr> <th>Change Order Request #</th> <th>Status</th> <th>Amount</th> </tr> </thead> <tbody> <tr><td>001</td><td>Approved</td><td>\$40,872.65</td></tr> <tr><td>002</td><td>Approved</td><td>\$6,090.13</td></tr> <tr><td>003</td><td>Approved</td><td>\$6,546.03</td></tr> <tr><td>005</td><td>Approved</td><td>(\$4,802.27)</td></tr> <tr><td>007</td><td>Approved</td><td>\$2,312.56</td></tr> <tr><td>008</td><td>Approved</td><td>(\$5,086.14)</td></tr> <tr><td>009</td><td>Approved</td><td>\$41,262.85</td></tr> <tr><td>010</td><td>Approved</td><td>\$2,359.56</td></tr> <tr> <td colspan="2" style="text-align: center;"><b>Total Approved Change Orders</b></td> <td style="text-align: right;"><b>\$127,081.49</b></td> </tr> </tbody> </table>	Change Order Request #	Status	Amount	001	Approved	\$40,872.65	002	Approved	\$6,090.13	003	Approved	\$6,546.03	005	Approved	(\$4,802.27)	007	Approved	\$2,312.56	008	Approved	(\$5,086.14)	009	Approved	\$41,262.85	010	Approved	\$2,359.56	<b>Total Approved Change Orders</b>		<b>\$127,081.49</b>	<table border="1"> <thead> <tr> <th>Change Order Request #</th> <th>Status</th> <th>Amount</th> </tr> </thead> <tbody> <tr><td>011</td><td>Approved</td><td>\$26,783.27</td></tr> <tr><td>012</td><td>Approved</td><td>(\$917.68)</td></tr> <tr><td>013</td><td>Approved</td><td>\$3,982.69</td></tr> <tr><td>014</td><td>Approved</td><td>(\$9,788.08)</td></tr> <tr><td>015</td><td>Approved</td><td>\$18,914.39</td></tr> <tr><td>016</td><td>Approved</td><td>(\$5,266.14)</td></tr> <tr><td>021</td><td>Approved</td><td>\$3,817.67</td></tr> <tr> <td colspan="2" style="text-align: center;"><b>Total Approved Change Orders</b></td> <td style="text-align: right;"><b>\$127,081.49</b></td> </tr> </tbody> </table>	Change Order Request #	Status	Amount	011	Approved	\$26,783.27	012	Approved	(\$917.68)	013	Approved	\$3,982.69	014	Approved	(\$9,788.08)	015	Approved	\$18,914.39	016	Approved	(\$5,266.14)	021	Approved	\$3,817.67	<b>Total Approved Change Orders</b>		<b>\$127,081.49</b>
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The following table summarizes additional change orders being submitted for City Council consideration related to the Wellhouse No. 4 Treatment Improvements project. These change orders were reviewed by the Public Works Subcommittee on January 21, 2026. The total of the pending change orders reflects a net increase of \$12,378.37 to the Contractor's bid amount, representing a 0.18% increase in construction cost.

<b>Change Order Request #</b>	<b>Description</b>	<b>Amount</b>
023	Masonry Wall Height Discrepancy	\$3,432.64
024	Additional Layer of 2x12 Blocking at Top of CMU	\$2,183.57
025	Concrete Section Removal from BWT Sump Pits	(\$937.85)
026	Add Insulation Below Demolished Slab	\$4,978.72
027	Additional Fluid Applied Flooring Scope	\$2,721.29
<b>Total Pending Change Orders:</b>		<b>\$12,378.37</b>

COR 023 – Masonry Wall Height Discrepancy

It was discovered the existing masonry walls were 8” taller than expected. To create the intended transition between the existing building and the south expansion, an additional course of 8-inch block was needed. This proposal reflects an increase of \$3,432.64 to the Construction Contract for labor and materials required to add and paint the last course of block to the south expansion.

COR 024 – Additional Layer of 2x12 Blocking at top of CMU

It was discovered the existing trusses were supported by two layers of wood boards on top of the masonry walls as opposed to the single board that was indicated on the existing drawings. To match the existing, a second layer of boards were needed at the top of the walls in the south expansion. This proposal reflects an increase of \$2,183.57 to the Construction Contract for labor and materials required to add the second layer of boards to the south expansion.

COR 025 – Concrete Section Removal from BWT Sump Pits

Modifications to concrete sections in the backwash tank produced a decrease of \$937.85 to the construction contract for labor and materials.

COR 026 – Excavation, Vapor Barrier and Insulation per Response to RFI #42

A large section of the existing Wellhouse floor slab was demolished to install additional plumbing and to thicken the slab below the future electrical room walls. Insulation needed to be added to protect the replacement floor from moisture and vapor seeping through the slab and decrease heat loss through these areas of the slab. This proposal reflects an increase of \$4,978.72 and one (1) day to the Construction Contract for labor and materials required to install the additional insulation.

COR 027 – Additional Fluid Applied Flooring

After a review with the painting applicator, it was also decided that top surface of the backwash tank around the hatches should also receive the fluid-applied flooring. In addition, the Owner requested to add a 4-inch integral base to the fluid-applied flooring system that would extent up the wall to streamline the process of cleaning the chemical rooms. This proposal reflects an increase of \$2,721.29 to the Construction Contract for labor and materials associated with the additional fluid-applied flooring changes.

Construction Change Order requests for the Wellhouse No. 4 Treatment Improvements Project total \$12,378.37 and will increase the construction contract amount accordingly. In addition, City staff is reviewing a proposed amendment to the Engineering Services agreement in the amount of \$73,550. This amendment was reviewed by the Public Works Subcommittee at their January 21, 2026, meeting. The amendment is currently being finalized, will be reviewed by the City Attorney, and will be presented for City Council consideration in a future Council packet. When viewed together, the construction change orders and amended engineering services agreement currently increase the project costs by \$213,009.86, which represents approximately 62% of the project contingency in the financing package.

SUPPORTING DOCUMENTS ATTACHED:

- **Detailed proposals for Change Order Request 023, 024, 025, 026, 027**

**POSSIBLE MOTION**

PLEASE WORD MOTION AS YOU WOULD LIKE IT TO APPEAR IN THE MINUTES:

Motion to approve Change Order Proposals as indicated in the table above in the amount of \$12,378.37 to Market & Johnson.

**BUDGET INFORMATION**

FUNDING:	BUDGETED:
Fund 601 – Drinking Water Utility	Yes



*Adding Value to Everything We Do*

Market & Johnson, Inc. 2350 Galloway Street PO Box 630 Eau Claire, WI 54702-0630 Ph. 715.834.1213 Fax. 715.834.2331

**CHANGE ORDER REQUEST (COR)**

**TO:** Advanced Engineering and Environmental Services, LLC  
6901 E Fish Lake Road Suite 184  
Maple Grove, MN 55369

**DATE:** November 17, 2025

**RE:** Change Order Request (COR) #23  
Otsego Wellhouse No. 4 Water Treatment Improvements  
Otsego, MN

**ATTN:** Ryan Hanson

**DESCRIPTION OF CHANGE:** Masonry wall height discrepancy

**REQUESTED BY WHOM:**

**COST OF WORK:**

Changes to Market & Johnson's Scope of Work (see attached breakdown).....	\$3,432.64
<b>OVERALL CHANGE TO PROJECT</b>	<b>\$3,432.64</b>

**TIME:** The Contract Time will be unchanged by zero days for this change.

**COMMENTS / ADD'L NOTES**

This proposal may be withdrawn by us if not accepted within 30 calendar days.

Sincerely,

MARKET & JOHNSON, INC.

Joey Koller  
Assistant Project Manager

Enclosures  
cc:

If you would like us to proceed with this work prior to a formal change order being processed, please check the accepted box, sign and return. If accepted, this will be included on a future change order.

**Accepted**       **Not Accepted**

---

Signature \_\_\_\_\_ Date \_\_\_\_\_

Breakdown for Change Order Request (COR) #23  
 Otsego Wellhouse No. 4 Water Treatment Improvements  
 Otsego, MN

by Market & Johnson  
 Dated: 11/17/2025

		M&J Contract	Tax Exempt Purchases	Owner Direct Purchases
<b>SUBCONTRACTED WORK</b>		<b>SCOPE OF WORK</b>		
Paramount Masonry		\$1,742.83		
Fresh Blast		\$1,466.00		
Subtotal of Subcontracted Work		\$3,208.83	\$0.00	\$0.00
<b>SELF PERFORMED</b>		<b>QTY</b>	<b>U/M</b>	<b>UNIT COST</b>
				\$0.00
				\$0.00
Subtotal of Self Performed Work				\$0.00
Additional G/L Insurance Required			0.71%	\$22.78
Additional Payment/Performance Bond				\$32.32
Mark-up on Self Performed Work			15.00%	\$8.27
Mark-up on Subcontracted Work			5.00%	\$160.44
<b>Net Change</b>		\$3,432.64	\$0.00	\$0.00
<b>TOTAL OVERALL CHANGE TO PROJECT</b>				<b>\$3,432.64</b>

M&J Project #3416

## VENDOR BREAKDOWN

Company Name: Paramount Masonry Inc  
 Completed By: Jesse Brekke (Name)  
 \_\_\_\_\_ (Phone)  
 \_\_\_\_\_ (Email)  
 Agreement #: 3416-106

DATE: 11/14/2025  
 PROJECT: 3416 Otsego Wellhouse #4  
 M&J's COR #: \_\_\_\_\_ 1  
 Vendor's # \_\_\_\_\_

**DESCRIPTION OF WORK:**

LABOR				
Trade	ST/OT/DT	RATE	# OF HOURS	TOTAL
Masonry - Bricklayer	ST	\$ 110.00	1.00	\$ 110.00
Masonry - Laborer	ST	\$ 97.00	1.00	\$ 97.00
Office	ST	\$ 150.00	0.75	\$ 112.50
Subtotal Hours & Labor Cost			2.75	\$ 319.50

MATERIALS & EQUIPMENT				
Items	UM	UNIT PRICE	QUANTITY	TOTAL
12" CMU	Each	\$ 4.40	94.00	\$ 413.60
Type S Mortar	Each	\$ 15.00	9.00	\$ 135.00
Durowall	LF	\$ 0.55	100.00	\$ 55.00
Rebar	LF	\$ 0.70	32.00	\$ 22.40
Corefill Grout	Each	\$ 10.00	47.00	\$ 470.00
Equipment / Hoisting	Each	\$ 100.00	1.00	\$ 100.00
Subtotal Materials & Equipment				\$ 1,196.00

SUBCONTRACTORS (attached their breakdown)		
Company	Sub's Scope of Work	TOTAL
Subtotal Subcontractors		\$ -

ADDITIONAL COSTS			
Overhead & Profit Labor, Materials, Equipment	Mark-up % =	15.00%	\$ 227.33
Overhead & Profit Subcontractors	Mark-up % =	5.00%	\$ -
Subtotal Additional Costs			\$ 227.33

	<b>TOTAL COST</b>	<b>\$ 1,742.83</b>
--	-------------------	--------------------

Does this request require additional working days? No If Yes, # of working days? \_\_\_\_\_  
 Does this change have lead-time dependent materials associated? No # of days? \_\_\_\_\_



Vendor to complete this form or submit similar breakdown on your letterhead  
 Itemize adds and deducts for the proposed change.  
 Attach all subcontractor quotes and their breakdowns.



Fresh Blast Inc.  
11160 Hudson Blvd N, Ste 355  
Lake Elmo, MN 55042

Office: 651-447-2218

*Date: 1/20/2026*

We are pleased to submit a proposal for the following project:

**Otsego MN WH #4 water treatment improvements**

For the following sections:

***09 90 02 – painting additional course of block***

Our Proposal is for:

***One thousand, four hundred sixty-six dollars.***

***\$1,466.00***

Plans dated: June 2024

Addenda: #1-#3

Unit Prices: None

Allowances: None

Alternates: None

**OUR BASE BID INCLUDES:**

1. Painting additional course of block throughout facility that was not originally identified in drawings as finish height of wall was 8” higher than originally indicated. System remains the same as submitted for other CMU block.
2. Labor, Materials, Equipment, Sales Tax, & Travel/Mobilization.
3. Prevailing wages of \$71.19 for painters.

**OUR BASE BID DOES NOT INCLUDE:**

1. Any bonds required by Owner or GC.
2. Temp heat—indirect, externally-vented temp heat to be provided by GC or Owner if needed.



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Market & Johnson, Inc. 2350 Galloway Street PO Box 630 Eau Claire, WI 54702-0630 Ph. 715.834.1213 Fax. 715.834.2331

**CHANGE ORDER REQUEST (COR)**

**TO:** Advanced Engineering and Environmental Services, LLC  
6901 E Fish Lake Road Suite 184  
Maple Grove, MN 55369

**DATE:** November 20, 2025

**RE:** Change Order Request (COR) #24  
Otsego Wellhouse No. 4 Water Treatment Improvements  
Otsego, MN

**ATTN:** Ryan Hanson

**DESCRIPTION OF CHANGE:** Additional layer of 2x12 blocking at top of CMU

**REQUESTED BY WHOM:**

**COST OF WORK:**

Changes to Market & Johnson's Scope of Work (see attached breakdown).....	<u>\$2,183.57</u>
<b>OVERALL CHANGE TO PROJECT</b>	<b>\$2,183.57</b>

**TIME:** The Contract Time will be unchanged by zero days for this change.

**COMMENTS / ADD'L NOTES** After pulling off the existing gable end truss it was discovered that the existing building has (2) layers of two by material for blocking under the truss. The construction documents only show one layer needed on top of new CMU walls. A second layer will be needed to match existing ceiling elevations.

This proposal may be withdrawn by us if not accepted within 30 calendar days.

Sincerely,

MARKET & JOHNSON, INC.

Joey Koller  
Assistant Project Manager

Enclosures  
cc:

If you would like us to proceed with this work prior to a formal change order being processed, please check the accepted box, sign and return. If accepted, this will be included on a future change order.

**Accepted**       **Not Accepted**

---

Signature \_\_\_\_\_ Date \_\_\_\_\_

Breakdown for Change Order Request (COR) #24  
 Otsego Wellhouse No. 4 Water Treatment Improvements  
 Otsego, MN

by Market & Johnson  
 Dated: 11/20/2025

		M&J Contract	Tax Exempt Purchases	Owner Direct Purchases
<b>SUBCONTRACTED WORK</b>		<b>SCOPE OF WORK</b>		
Subtotal of Subcontracted Work		\$0.00	\$0.00	\$0.00
<b>SELF PERFORMED</b>		<b>QTY</b>	<b>U/M</b>	<b>UNIT COST</b>
Market & Johnson				\$1,866.71
				\$0.00
Subtotal of Self Performed Work				\$1,866.71
Additional G/L Insurance Required			0.71%	\$13.25
Additional Payment/Performance Bond				\$18.80
Mark-up on Self Performed Work			15.00%	\$284.81
Mark-up on Subcontracted Work			5.00%	\$0.00
<b>Net Change</b>				\$2,183.57
<b>TOTAL OVERALL CHANGE TO PROJECT</b>				<b>\$2,183.57</b>

M&J Project #3416

## VENDOR BREAKDOWN

Company Name: Market & Johnson  
 Completed By: Joey Koller (Name)  
 \_\_\_\_\_ (Phone)  
 \_\_\_\_\_ (Email)  
 Agreement #: N/A

DATE: 11.20.2025  
 PROJECT: 3416 - Otsego Wellhouse #4  
 M&J's COR #: \_\_\_\_\_  
 Vendor's # N/A

**DESCRIPTION OF WORK:**

After pulling off the existing gable end truss it was discovered that the existing building has (2) layers of two by material for blocking under the truss. The construction documents only show one layer needed on top of new CMU walls. A second layer will be needed to match existing ceiling elevations.

LABOR				
Trade	ST/OT/DT	RATE	# OF HOURS	TOTAL
Carpenter	ST	\$ 107.49	11.00	\$ 1,182.39
Subtotal Hours & Labor Cost			11.00	\$ 1,182.39

MATERIALS & EQUIPMENT				
Items	UM	UNIT PRICE	QUANTITY	TOTAL
2x12 Lumber	LF	\$ 3.36	137.00	\$ 460.32
60' Boom Lift	Day	\$ 224.00	1.00	\$ 224.00
Subtotal Materials & Equipment				\$ 684.32

SUBCONTRACTORS (attached their breakdown)		
Company	Sub's Scope of Work	TOTAL
Subtotal Subcontractors		\$ -

ADDITIONAL COSTS			
Overhead & Profit Labor, Materials, Equipment	Mark-up % =		\$ -
Overhead & Profit Subcontractors	Mark-up % =		\$ -
Subtotal Additional Costs			\$ -

	<b>TOTAL COST</b>	<b>\$ 1,866.71</b>
--	-------------------	--------------------

Does this request require additional working days? No If Yes, # of working days? \_\_\_\_\_  
 Does this change have lead-time dependent materials associated? No # of days? \_\_\_\_\_



Vendor to complete this form or submit similar breakdown on your letterhead  
 Itemize adds and deducts for the proposed change.  
 Attach all subcontractor quotes and their breakdowns.



*Adding Value to Everything We Do*

Market & Johnson, Inc. 2350 Galloway Street PO Box 630 Eau Claire, WI 54702-0630 Ph. 715.834.1213 Fax. 715.834.2331

**CHANGE ORDER REQUEST (COR)**

**TO:** Advanced Engineering and Environmental Services, LLC  
6901 E Fish Lake Road Suite 184  
Maple Grove, MN 55369

**DATE:** December 8, 2025

**RE:** Change Order Request (COR) #25  
Otsego Wellhouse No. 4 Water Treatment Improvements  
Otsego, MN

**ATTN:** Ryan Hanson

**DESCRIPTION OF CHANGE:** RFP #10 - Concrete Section Removal from BWT Sump Pits

**REQUESTED BY WHOM:**

**COST OF WORK:**

Changes to Market & Johnson's Scope of Work (see attached breakdown)..... (\$937.85)  
**OVERALL CHANGE TO PROJECT** **(\$937.85)**

**TIME:** The Contract Time will be unchanged by zero days for this change.

**COMMENTS / ADD'L NOTES**

This proposal may be withdrawn by us if not accepted within 30 calendar days.

Sincerely,

MARKET & JOHNSON, INC.

Joey Koller  
Assistant Project Manager

Enclosures  
cc:

If you would like us to proceed with this work prior to a formal change order being processed, please check the accepted box, sign and return. If accepted, this will be included on a future change order.

**Accepted**       **Not Accepted**

---

Signature \_\_\_\_\_ Date \_\_\_\_\_

Breakdown for Change Order Request (COR) #25  
 Otsego Wellhouse No. 4 Water Treatment Improvements  
 Otsego, MN

by Market & Johnson  
 Dated: 12/08/2025

		M&J Contract	Tax Exempt Purchases	Owner Direct Purchases
<b>SUBCONTRACTED WORK</b>		<b>SCOPE OF WORK</b>		
Subtotal of Subcontracted Work		\$0.00	\$0.00	\$0.00
<b>SELF PERFORMED</b>		<b>QTY</b>	<b>U/M</b>	<b>UNIT COST</b>
Market & Johnson				(\$801.76)
Subtotal of Self Performed Work				(\$801.76)
Additional G/L Insurance Required			0.00%	(\$5.69)
Additional Payment/Performance Bond				(\$8.07)
Mark-up on Self Performed Work			0.00%	(\$122.33)
Mark-up on Subcontracted Work			0.00%	\$0.00
<b>Net Change</b>				(\$937.85)
<b>TOTAL OVERALL CHANGE TO PROJECT</b>				<b>(\$937.85)</b>

M&J Project #3416

## VENDOR BREAKDOWN

Company Name: Market & Johnson  
 Completed By: Joey Koller (Name)  
 \_\_\_\_\_ (Phone)  
 \_\_\_\_\_ (Email)  
 Agreement #: N/A

DATE: 11.20.2025  
 PROJECT: 3416 - Otsego Wellhouse #4  
 M&J's COR #: \_\_\_\_\_  
 Vendor's # N/A

**DESCRIPTION OF WORK:**

Removal of Infills inside the reclaim tank structure.

LABOR				
Trade	ST/OT/DT	RATE	# OF HOURS	TOTAL
Carpenter - Forming	ST	\$ (107.49)	2.00	\$ (214.98)
Carpenter - Pouring	ST	\$ (107.49)	2.00	\$ (214.98)
Subtotal Hours & Labor Cost			4.00	\$ (429.96)

MATERIALS & EQUIPMENT				
Items	UM	UNIT PRICE	QUANTITY	TOTAL
Concrete	CY	\$ (143.00)	2.60	\$ (371.80)
Subtotal Materials & Equipment				\$ (371.80)

SUBCONTRACTORS (attached their breakdown)		
Company	Sub's Scope of Work	TOTAL
Subtotal Subcontractors		\$ -

ADDITIONAL COSTS	
Overhead & Profit Labor, Materials, Equipment	Mark-up % = _____ \$ -
Overhead & Profit Subcontractors	Mark-up % = _____ \$ -
Subtotal Additional Costs	\$ -

	<b>TOTAL COST</b> \$ (801.76)
--	-------------------------------

Does this request require additional working days? No If Yes, # of working days? \_\_\_\_\_  
 Does this change have lead-time dependent materials associated? No # of days? \_\_\_\_\_



Vendor to complete this form or submit similar breakdown on your letterhead  
 Itemize adds and deducts for the proposed change.  
 Attach all subcontractor quotes and their breakdowns.



Adding Value to Everything We Do

Market & Johnson, Inc. 2350 Galloway Street PO Box 630 Eau Claire, WI 54702-0630 Ph. 715.834.1213 Fax. 715.834.2331

**CHANGE ORDER REQUEST (COR)**

**TO:** Advanced Engineering and Environmental Services, LLC  
6901 E Fish Lake Road Suite 184  
Maple Grove, MN 55369

**DATE:** December 18, 2025

**RE:** Change Order Request (COR) #26  
Otsego Wellhouse No. 4 Water Treatment Improvements  
Otsego, MN

**ATTN:** Ryan Hanson

**DESCRIPTION OF CHANGE:** Excavation, Vapor Barrier and Insulation per Response to RFI #42

**REQUESTED BY WHOM:**

**COST OF WORK:**

Changes to Market & Johnson's Scope of Work (see attached breakdown).....	\$4,978.72
<b>OVERALL CHANGE TO PROJECT</b>	<b>\$4,978.72</b>

**TIME:** The Contract Time will be INCREASED by 1 working days for this change

**COMMENTS / ADD'L NOTES**

This proposal may be withdrawn by us if not accepted within 30 calendar days.

Sincerely,

MARKET & JOHNSON, INC.

Joey Koller  
Assistant Project Manager

Enclosures  
cc:

If you would like us to proceed with this work prior to a formal change order being processed, please check the accepted box, sign and return. If accepted, this will be included on a future change order.

**Accepted**       **Not Accepted**

---

Signature \_\_\_\_\_ Date \_\_\_\_\_

Breakdown for Change Order Request (COR) #26  
 Otsego Wellhouse No. 4 Water Treatment Improvements  
 Otsego, MN

by Market & Johnson  
 Dated: 12/18/2025

				M&J Contract	Tax Exempt Purchases	Owner Direct Purchases	
SUBCONTRACTED WORK		SCOPE OF WORK					
Subtotal of Subcontracted Work				\$0.00	\$0.00	\$0.00	
SELF PERFORMED		QTY	U/M	UNIT COST			
Market & Johnson					\$4,256.24		
					\$0.00		
					\$0.00		
Subtotal of Self Performed Work					\$4,256.24		
Additional G/L Insurance Required				0.71%	\$30.22		
Additional Payment/Performance Bond					\$42.86		
Mark-up on Self Performed Work				15.00%	\$649.40		
Mark-up on Subcontracted Work				5.00%	\$0.00		
<b>Net Change</b>					<b>\$4,978.72</b>	<b>\$0.00</b>	
<b>TOTAL OVERALL CHANGE TO PROJECT</b>						<b>\$4,978.72</b>	

M&J Project #3416

## VENDOR BREAKDOWN

Company Name: Market & Johnson  
 Completed By: Joey Koller (Name)  
 \_\_\_\_\_ (Phone)  
 \_\_\_\_\_ (Email)  
 Agreement #: N/A

DATE: 10.19.2025  
 PROJECT: 3416 - Otsego Wellhouse #4  
 M&J's COR #: \_\_\_\_\_  
 Vendor's # N/A

**DESCRIPTION OF WORK:**

Add floor insulation and vapor barrier per response to RFI #42. Hand excavate 3" for insulation.

LABOR				
Trade	ST/OT/DT	RATE	# OF HOURS	TOTAL
Carpenter (2) - Insulation	ST	\$ 107.49	6.00	\$ 644.94
Laborer (2) - Grading	ST	\$ 97.00	10.00	\$ 970.00
Subtotal Hours & Labor Cost			16.00	\$ 1,614.94

MATERIALS & EQUIPMENT				
Items	UM	UNIT PRICE	QUANTITY	TOTAL
3"x4'x48" ST100 Styofom	SF	\$ 4.33	610.00	\$ 2,641.30
Subtotal Materials & Equipment				\$ 2,641.30

SUBCONTRACTORS (attached their breakdown)		
Company	Sub's Scope of Work	TOTAL
Subtotal Subcontractors		\$ -

ADDITIONAL COSTS	
Overhead & Profit Labor, Materials, Equipment	Mark-up % = _____ \$ -
Overhead & Profit Subcontractors	Mark-up % = _____ \$ -
Subtotal Additional Costs	\$ -

<b>TOTAL COST</b>	<b>\$ 4,256.24</b>
-------------------	--------------------

Does this request require additional working days? Yes If Yes, # of working days? 1  
 Does this change have lead-time dependent materials associated? No # of days? \_\_\_\_\_



Vendor to complete this form or submit similar breakdown on your letterhead  
 Itemize adds and deducts for the proposed change.  
 Attach all subcontractor quotes and their breakdowns.



Adding Value to Everything We Do

Market & Johnson, Inc. 2350 Galloway Street PO Box 630 Eau Claire, WI 54702-0630 Ph. 715.834.1213 Fax. 715.834.2331

**CHANGE ORDER REQUEST (COR)**

**TO:** Advanced Engineering and Environmental Services, LLC  
6901 E Fish Lake Road Suite 184  
Maple Grove, MN 55369

**DATE:** December 29, 2025

**RE:** Change Order Request (COR) #27  
Otsego Wellhouse No. 4 Water Treatment Improvements  
Otsego, MN

**ATTN:** Ryan Hanson

**DESCRIPTION OF CHANGE:** Additional Fluid Applied Flooring Scope

**REQUESTED BY WHOM:**

**COST OF WORK:**

Changes to Market & Johnson's Scope of Work (see attached breakdown).....	\$2,721.29
<b>OVERALL CHANGE TO PROJECT</b>	<b>\$2,721.29</b>

**TIME:** The Contract Time will be unchanged by zero days for this change.

**COMMENTS / ADD'L NOTES**

This proposal may be withdrawn by us if not accepted within 30 calendar days.

Sincerely,

MARKET & JOHNSON, INC.

Joey Koller  
Assistant Project Manager

Enclosures  
cc:

If you would like us to proceed with this work prior to a formal change order being processed, please check the accepted box, sign and return. If accepted, this will be included on a future change order.

**Accepted**       **Not Accepted**

---

Signature \_\_\_\_\_ Date \_\_\_\_\_

Breakdown for Change Order Request (COR) #27  
 Otsego Wellhouse No. 4 Water Treatment Improvements  
 Otsego, MN

by Market & Johnson  
 Dated: 12/29/2025

		M&J Contract	Tax Exempt Purchases	Owner Direct Purchases
<b>SUBCONTRACTED WORK</b>		<b>SCOPE OF WORK</b>		
Duluth Coating	Additional Square Feet of Flooring	\$1,150.00		
Duluth Coating	Integral Base	\$1,400.00		
Subtotal of Subcontracted Work		\$2,550.00	\$0.00	\$0.00
<b>SELF PERFORMED</b>		<b>QTY</b>	<b>U/M</b>	<b>UNIT COST</b>
				\$0.00
				\$0.00
Subtotal of Self Performed Work				\$0.00
Additional G/L Insurance Required			0.71%	\$18.11
Additional Payment/Performance Bond				\$25.68
Mark-up on Self Performed Work			15.00%	\$0.00
Mark-up on Subcontracted Work			5.00%	\$127.50
<b>Net Change</b>		\$2,721.29	\$0.00	\$0.00
<b>TOTAL OVERALL CHANGE TO PROJECT</b>				<b>\$2,721.29</b>

M&J Project #3416

---

**From:** Tyler Swor <tyler@duluthcoating.com>  
**Sent:** Tuesday, December 23, 2025 5:44 AM  
**To:** Joey Koller <jokoller@market-johnson.com>  
**Subject:** Re: Fw: Otsego Wellhouse #4 - Paint Selections

Hi Joey, The cost to coat the top with curb and radius would be \$1150.00

**Thank you,  
Tyler**



**Tyler Swor**  
*Operations/Project Manager*



✉ tyler@duluthcoating.com  
🌐 www.duluthcoating.com  
📞 Office: 218.729.4585  
Cell: 218-260-8525  
Fax: 218-729-9330

[Download My Digital Business Card](#)

**From:** Tyler Swor <tyler@duluthcoating.com>  
**Sent:** Thursday, December 18, 2025 8:48 AM  
**To:** Joey Koller <jokoller@market-johnson.com>  
**Subject:** Re: Fw: Otsego Wellhouse #4 - Paint Selections

Hi Joey, That base would add \$1400.00

**Thank you,  
Tyler**



**Tyler Swor**  
*Operations/Project Manager*



**DULUTH COATING**  
*Area Leader in Specialty Flooring*

✉ [tyler@duluthcoating.com](mailto:tyler@duluthcoating.com)

🌐 [www.duluthcoating.com](http://www.duluthcoating.com)

☎ Office: 218.729.4585  
Cell: 218-260-8525  
Fax: 218-729-9330

[Download My Digital Business Card](#)

On Wed, Dec 17, 2025 at 4:19 PM Joey Koller <[jokoller@market-johnson.com](mailto:jokoller@market-johnson.com)> wrote:

Tyler,

As we discussed we are looking to get a price to install a integral base with the flooring system you are providing in the 4 chemical rooms on the north of the building.

This will be 4" high and in room 003, 004, 005, 006. Let me know if you have any questions.

Thanks,



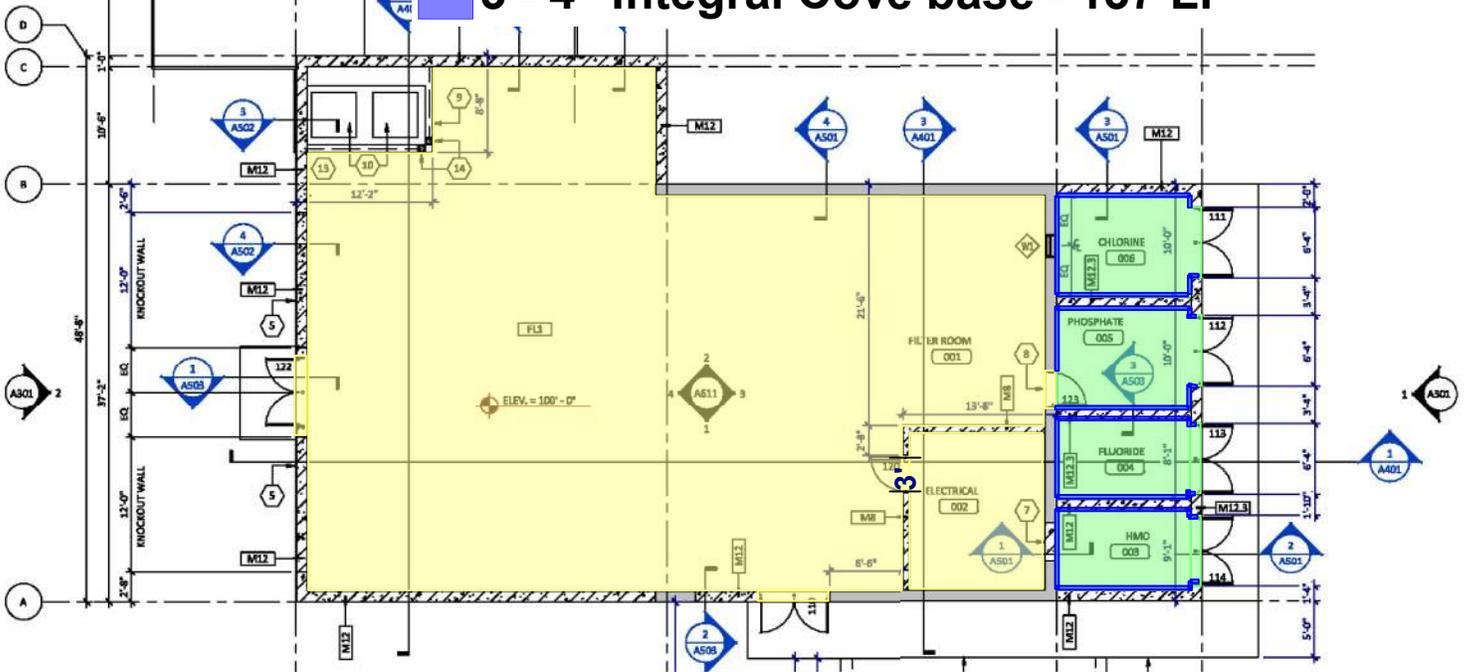
*Adding Value to Everything We Do*

**Joey Koller**  
**Assistant Project Manager**

1 - HPF-2 Flooring SQ FT - 2,571 SF

2 - HPF-1 Flooring SQ FT - 407 SF

3 - 4" Integral Cove base - 137 LF





# Request for City Council Action

## DEPARTMENT INFORMATION

ORIGINATING DEPARTMENT	REQUESTOR:	MEETING DATE:
Utilities	City Engineer Wagner	January 26, 2026
PRESENTER(s)	REVIEWED BY:	ITEM #:
Consent	City Administrator/Finance Director Flaherty	3.15 – Authorize Plans & Specs

## STRATEGIC VISION

MEETS:	THE CITY OF OTSEGO:
	Is a strong organization that is committed to leading the community through innovative communication.
<b>X</b>	Has proactively expanded infrastructure to responsibly provide core services.
	Is committed to delivery of quality emergency service responsive to community needs and expectations in a cost-effective manner.
	Is a social community with diverse housing, service options, and employment opportunities.
	Is a distinctive, connected community known for its beauty and natural surroundings.

## AGENDA ITEM DETAILS

RECOMMENDATION:	
City staff recommend the City Council adopt a resolution ordering preparation of plans and specifications.	
ARE YOU SEEKING APPROVAL OF A CONTRACT?	IS A PUBLIC HEARING REQUIRED?
No	No
BACKGROUND/JUSTIFICATION:	
<p>As outlined in the Otsego Drinking Water System Master Plan, Phase 2 of the East/West Water System connection is needed to allow the City more flexibility in providing potable water for fire protection, peak system demands, water quality blending, and system redundancy.</p> <p>Benefits of improvement: Part of Water Master Planning allowing direct treated water flow to farthest eastern distribution system with risk mitigation of booster station bypass along with system resilience. This project additionally supports Water Tower 3 reconditioning in 2028.</p> <p>The Capital Improvement Plan (CIP) aligned budgeting with the Master Plan for design to occur in 2026 to determine any needed easements so that bidding and construction could occur in 2027. The CIP has \$400,000 set aside for design work and purchasing easements in 2026. The CIP also includes \$2,000,000 in 2027 for construction phase.</p> <p>The Public Works Subcommittee reviewed this item at their January 21, 2026, meeting and recommended consideration of approval by the City Council.</p>	
SUPPORTING DOCUMENTS ATTACHED:	
<ul style="list-style-type: none"> <li>• <b>Resolution 2026-07</b></li> <li>• <b>Map of Project Area</b></li> <li>• <b>Water Pressure Map</b></li> <li>• <b>Preliminary Engineer’s Estimate</b></li> </ul>	

**POSSIBLE MOTION**

PLEASE WORD MOTION AS YOU WOULD LIKE IT TO APPEAR IN THE MINUTES:

Motion to adopt Resolution 2026-07 Ordering Preparation of Plans and Specifications for the Phase 2 East-West Water Connection Project.

**BUDGET INFORMATION**

FUNDING:	BUDGETED:
Fund 601 – Water Utility	Yes

**CITY OF OTSEGO  
COUNTY OF WRIGHT  
STATE OF MINNESOTA**

**RESOLUTION NO: 2026-07**

**ORDERING PREPARATION OF PLANS AND SPECIFICATIONS FOR THE  
PHASE 2 EAST/WEST WATER CONNECTION PROJECT**

**WHEREAS**, a resolution of the City Council adopted the 26<sup>th</sup> day of January 2026, ordering Hakanson Anderson Associates to prepare plans and specifications for the Phase 2 East/West Water Connection.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF OTSEGO, MINNESOTA:**

1. Hakanson Anderson is hereby designated as the engineer for this project and are hereby directed and authorized to prepare plans and specifications for the making of such improvements.

**ADOPTED** by the Otsego City Council this 26th day of January, 2026.

**MOTION BY:  
SECONDED BY:  
IN FAVOR:  
OPPOSED:**

**CITY OF OTSEGO**

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Jessica L. Stockamp, Mayor

ATTEST:

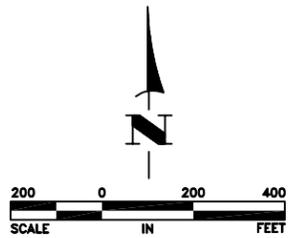
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Audra Etzel, City Clerk



**LEGEND**

- - - EXISTING LOW PRESSURE WATERMAIN
- - - EXISTING HIGH PRESSURE WATERMAIN
- - - PROPOSED HIGH PRESSURE WATERMAIN



**Hakanson Anderson**  
 Civil Engineers and Land Surveyors  
 3601 Thurston Ave., Anoka, Minnesota 55303  
 763-427-5860 FAX 763-427-0520  
 www.hakanson-anderson.com

PHASE 2 HIGH PRESSURE INTERCONNECT

OTSEGO WATERMAIN

OTSEGO, MINNESOTA

X1

# Otsego Water Pressure Map

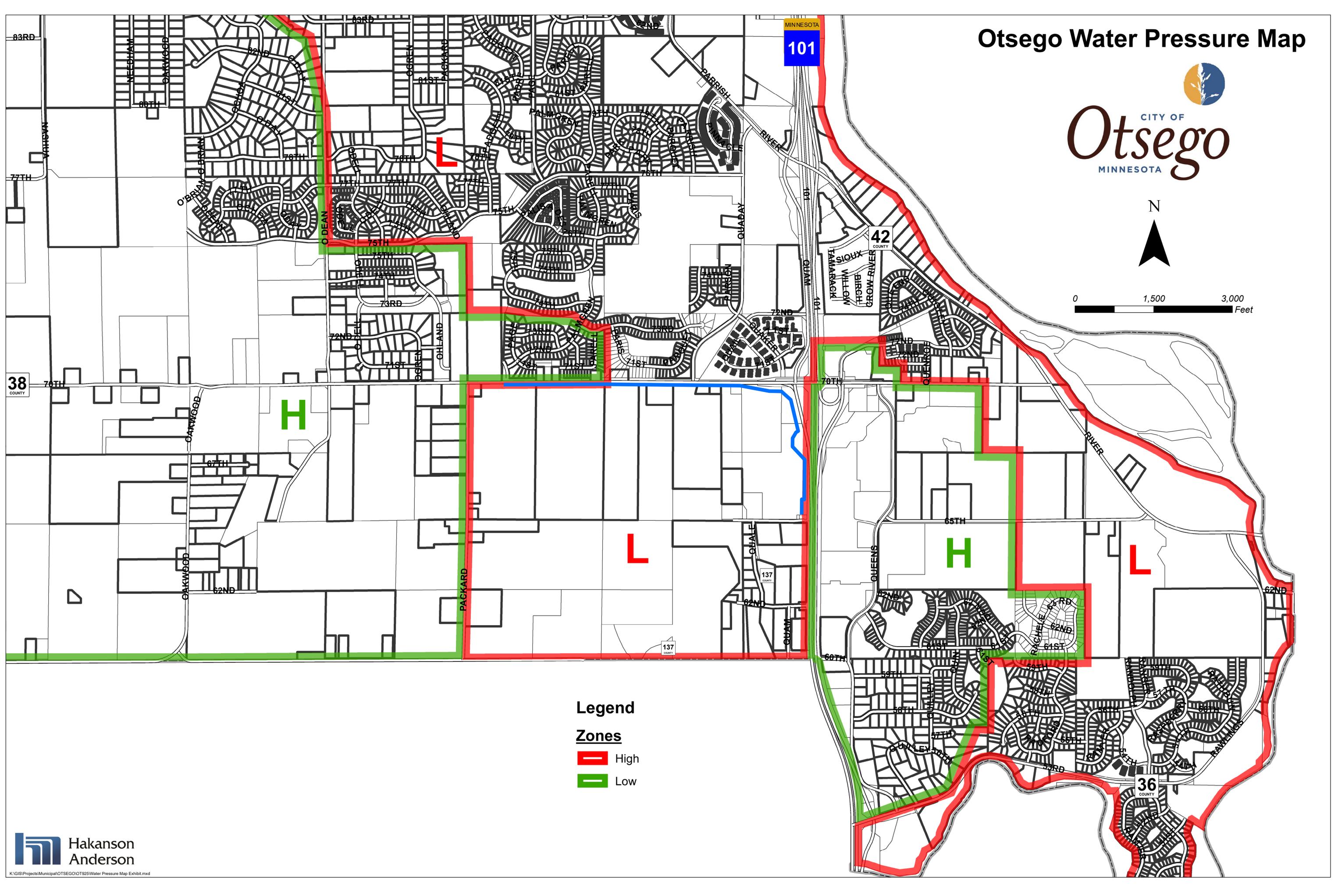


0 1,500 3,000 Feet

## Legend

### Zones

- High
- Low



# Preliminary Engineer's Estimate

## F - Phase2 - High Pressure Interconnect

Item	Description	Unit	amount	cost/unit	extended	
1	Mobilization	LS	1	\$ 90,000.00	\$ 90,000.00	
2	12" WM directional drill	LF	3150	\$ 175.00	\$ 551,250.00	
3	12" Open Cut	LF	5120	\$ 125.00	\$ 640,000.00	
4	hydrant	EA	14	\$ 7,500.00	\$ 105,000.00	
5	6" gate valve	EA	14	\$ 1,000.00	\$ 14,000.00	
6	12" butterfly valve	EA	14	\$ 6,000.00	\$ 84,000.00	
7	fittings	LBS	5000	\$ 15.00	\$ 75,000.00	
8	seeding - restoration	ACRE	5.9	\$ 3,000.00	\$ 17,700.00	
9	PRV	LS	0	\$ 190,500.00	\$ -	
10	Traffic Control	LS	1	\$ 10,000.00	\$ 10,000.00	
11	Connect to existing	LS	2	\$ 5,000.00	\$ 10,000.00	
12	Silt Fence	LF	10000	\$ 5.00	\$ 50,000.00	
	Sub total				<b>\$ 1,646,950.00</b>	2026 1.04 \$ 1,712,828.00
	Contingency			10%	<u>\$ 164,695.00</u>	<u>\$ 171,282.80</u>
	Contstruction total				<b>\$ 1,811,645.00</b>	<b>\$ 1,884,110.80</b>
	Design, con ad, con ob, survey, staking, legal			15%	<b>\$ 271,746.75</b>	<b>\$ 282,616.62</b>
	Total - no easements				<b>\$ 2,083,391.75</b>	<b>\$ 2,166,727.42</b>
	Easement	ACRE	3	\$ 75,000.00	\$ 225,000.00	1.04 \$ 234,000.00
					<b>\$ 2,308,391.75</b>	<b>\$ 2,400,727.42</b>



# Request for City Council Action

## DEPARTMENT INFORMATION

ORIGINATING DEPARTMENT	REQUESTOR:	MEETING DATE:
Utilities	Utility Manager Neidermeier	January 26, 2026
PRESENTER(s)	REVIEWED BY:	ITEM #:
Consent	AE2S Engineer Hanson City Administrator/Finance Director Flaherty	3.16 – South Central Water Treatment – Geotechnical

## STRATEGIC VISION

MEETS:	THE CITY OF OTSEGO:
	Is a strong organization that is committed to leading the community through innovative communication.
<b>X</b>	Has proactively expanded infrastructure to responsibly provide core services.
	Is committed to delivery of quality emergency service responsive to community needs and expectations in a cost-effective manner.
	Is a social community with diverse housing, service options, and employment opportunities.
	Is a distinctive, connected community known for its beauty and natural surroundings.

## AGENDA ITEM DETAILS

RECOMMENDATION:	
City Staff recommend the City Council accept a proposal for geotechnical evaluation services.	
ARE YOU SEEKING APPROVAL OF A CONTRACT?	IS A PUBLIC HEARING REQUIRED?
Yes	No
BACKGROUND/JUSTIFICATION:	
<p>Braun Intertec has provided a geotechnical services proposal for the South-Central Water Treatment project, and the scope was reviewed by AE2S and CMAR (Rice Lake Construction Group) and found to be appropriate.</p> <p>The Public Works Subcommittee was presented this information at their January 21, 2026, meeting and recommend consideration of approval by the City Council. The City Attorney has reviewed the Agreement.</p>	
SUPPORTING DOCUMENTS ATTACHED:	
<ul style="list-style-type: none"> <li><b>Proposal – Braun Intertec</b></li> </ul>	

## POSSIBLE MOTION

PLEASE WORD MOTION AS YOU WOULD LIKE IT TO APPEAR IN THE MINUTES:
Motion to accept the proposal and to approve agreement with Braun Intertec for Geotechnical Evaluation for the South-Central Water Treatment Project in the amount of \$36,768.

## BUDGET INFORMATION

FUNDING:	BUDGETED:
Fund 601 – Drinking Water Utility	Yes

January 19, 2025

Revised Proposal 10005535\_001

Kurt Neidermeier

**City of Otsego**

13400 90th Street Northeast  
Otsego, MN 55330

Re: Revised Proposal for a Geotechnical Evaluation  
Otsego South Central Water Treatment Plant  
6950 McAllister Avenue Northeast  
Otsego, Minnesota

Dear Mr. Neidermeier:

Braun Intertec Corporation (Braun Intertec) submits this proposal to complete a geotechnical evaluation for Otsego South Central Water Treatment Plant at the referenced site.

## Project Information

Per the RFP dated December 31, 2025, we understand the proposed project will include the construction of a new water treatment plant near the property located at 6950 McAllister Avenue Northeast in Otsego, Minnesota. The proposed project will include the construction of a new water treatment plant, including a new garage, administration building, clear well tank, stormwater management features, and new pavements servicing the new water treatment plant.

## Purpose

The purpose of our geotechnical evaluation will be to characterize subsurface geologic conditions at selected exploration locations, evaluate their impact on the project, and provide geotechnical recommendations for the design and construction of the planned water treatment plant development.

## Scope of Services

We propose the following tasks to help achieve the stated purpose. If we encounter unfavorable or unforeseen conditions during the completion of our tasks that lead us to recommend an expanded scope of services, we will contact you to discuss the conditions before resuming our services.



## Site Access

Based on aerial photographs, it appears that the site will require an all-terrain vehicle (ATV) drill rig. We assume there will be no cause for delays in accessing the exploration locations. We are not including tree clearing, debris or obstruction removal, grading of navigable paths, or snow plowing.

Depending on access requirements, ground conditions or potential utility conflicts, our field crew may alter the exploration locations from those proposed to facilitate accessibility.

Our drilling activities may also impact the vegetation and may rut the surface to access boring locations. Restoration of vegetation and turf is not part of our scope of services.

## Staking

We will stake prospective subsurface exploration locations, as selected by Braun Intertec, and obtain surface elevations at those locations using GPS (Global Positioning System) technology. In order to link the GPS data to an appropriate reference, we request that you provide CAD files indicating location/elevation references appropriate for this project, or give us contact information for the consultant that might have such information.

## Utility Clearance

Prior to drilling or excavating, we will contact Gopher State One Call and arrange for notification of the appropriate utility vendors to mark and clear the exploration locations of public underground utilities. You, or your authorized representative, are responsible to notify us before we begin our work of the presence and location of any underground objects or private utilities that are not the responsibility of public agencies.

## Soil Borings

As requested, we will drill 16 standard penetration test (SPT) borings for the project. [Table 1](#) provides a summary of the proposed boring locations and depths, however, we note that some of the boring depths have been altered from those in the RFP. We will perform standard penetration tests at 2 1/2-foot vertical intervals to a depth of about 20 feet, and at 5-foot intervals at greater depths.

**Table 1. Summary of Proposed Borings**

Location	Type	Quantity	Depth (feet)
Building Pad	SPT	9	40
Building Pad	SPT	1	60
Clearwell	SPT	1	40
Stormwater Management Features	SPT	4	10
Roadway	SPT	1	10
<b>Total</b>		16	510



If the intended boring depths do not extend through unsuitable material, we may extend the borings 5 feet into suitable material at greater depths. If we identify a need for deeper (or additional) borings, we will contact you prior to increasing our total estimated drilled footage and submit a Change Order summarizing the anticipated additional effort and the associated cost, for your review and authorization.

If the borings encounter groundwater during or immediately after drilling of each boring, we will record the observed depth on the boring logs. We will leave select boreholes open for 24 hours after the completion of each individual boring and perform groundwater level rechecks prior to backfilling the boreholes.

### **MDH Notification**

We are planning for the borings to be 25 feet or deeper. Therefore, the Minnesota Statutes requires us to both (1) submit to the MDH by mail a “Sealing Notification Form”, and (2) submit a Sealing Record after our completion of the borings. The Sealing Notification Form requires a signature of the current property owner, or their agent, and we need to submit this to the MDH prior to our mobilization to the site. We are attaching a copy of the Sealing Notification Form at the end of this proposal for your signature. Our proposal includes the fees for the MDH Sealing Notification and the Sealing Record.

### **Borehole Abandonment**

We will backfill our exploration locations immediately after completing the drilling at each location. Minnesota Statutes require sealing temporary borings that are 15 feet deep or deeper. Based on our proposed subsurface characterization depths, we will seal about 460 linear feet of borehole with grout. Our lump sum fee includes those fees associated with the sealing.

Sealing boreholes with grout will prevent us from disposing of auger boring cuttings in the completed boreholes. We intend to thin-spread the excess soil cuttings around the boreholes. Over time, subsidence of borehole backfill may occur, requiring releveling of surface grades. We are not assuming responsibility for releveling after we complete our fieldwork.

### **Sample Review and Laboratory Testing**

We will return recovered samples to our laboratory, where a geotechnical engineer will visually classify and log them. To help classify the materials encountered and estimate the engineering properties necessary to our analyses, we anticipate performing moisture content (\$29 each), organic content (\$109 each), grain-size analysis (#200 sieve wash) (\$104 each), and/or Atterberg limits determination tests (\$155 each) on select SPT soil samples. In addition, we will obtain up to 6 thin-walled samples (\$95 each) from select borings to perform unconfined compressive strength (\$132 each) and falling head permeability (\$734 each) (2 each) on the relatively undisturbed soil samples. We will adjust the actual number and type of tests based on the results of our borings.



## Report

We will prepare a report including:

- A sketch showing the exploration locations.
- Logs of the soil borings describing the materials encountered and presenting the results of our groundwater measurements and laboratory tests.
- A summary of the subsurface profile and groundwater conditions.
- Discussion identifying the subsurface conditions that will impact design and construction.
- Discussion regarding the reuse of on-site materials during construction.
- Recommendations for preparing structure, utility, and pavement subgrades, and the selection, placement, and compaction of fill.
- Recommendations for use in the design and construction of foundations, floor slabs, below-grade walls, utilities, stormwater management (i.e. soil infiltration rates), and pavements for the planned water treatment plant.

We will only submit an electronic copy of our report to you upon completion.

## Schedule

We anticipate performing our work according to the following schedule.

- Drill rig mobilization – tentatively scheduled to start the week of February 16, 2026, provided authorization is granted by February 2, 2026. If authorization is not provided by this date, we can evaluate an alternative mobilization date.
- Field exploration – 4 to 5 days on site to complete the soil borings.
- Sample classification and laboratory testing – within 2 to 4 weeks after completion of field exploration.
- Preliminary results – within 2 weeks after completion of field exploration.
- Report submittal – within about 2 to 3 weeks of completion of field exploration and laboratory testing.

If we cannot complete our proposed scope of services according to this schedule due to circumstances beyond our control, we may need to revise this proposal prior to completing the remaining tasks.



## Fees

We will furnish the services described in this proposal for a lump sum fee of **\$36,768**. Table 2 below presents a breakdown of the proposed lump sum fees by Task.

**Table 2. Proposed Fee Breakdown**

Task	Fee
Utility Clearance and Staking	\$ 1,116
Drilling	\$ 25,855
Sample Review and Laboratory Testing	\$ 5,497
Engineering and Reporting	\$ 4,300
<b>Total</b>	<b>\$ 36,768</b>

If additional borings are deemed necessary for the proposed project, we will charge a unit price of \$45 per lineal foot of borehole for additional borings.

Our work may extend over several invoicing periods. As such, we will submit partial progress invoices for work we perform during each invoicing period.



## General Remarks

We based the proposed fee on the scope of services described and the assumption that you will authorize our services within 30 days and that others will not delay us beyond our proposed schedule.

We include the Braun Intertec General Conditions, which provide additional terms and are a part of our agreement. To accept this proposal and authorize us to proceed, please sign and return it to us in its entirety.

We appreciate the opportunity to present this proposal to you. We will be happy to meet with you to discuss our proposed scope of services further and clarify the various scope components.

To have questions answered or schedule a time to meet and discuss our approach to this project further, please contact Jesse Hill-Male at 763.248.0148 ([jhill-male@braunintertec.com](mailto:jhill-male@braunintertec.com)) or Brad McCarter at 952.995.2268 ([bmccarter@braunintertec.com](mailto:bmccarter@braunintertec.com)).

Sincerely,

### Braun Intertec Corporation

Jesse O. Hill-Male, EIT  
Staff Engineer

Bradley J. McCarter, PE  
Director, Senior Engineer

Attachments:  
MDH Notification Form  
General Conditions (11/04/2024)

c: Ben Julson, AE2S

The proposal is accepted, and Braun Intertec is authorized to proceed.

\_\_\_\_\_  
Authorizer's Firm

\_\_\_\_\_  
Authorizer's Signature

\_\_\_\_\_  
Authorizer's Name (please print or type)

\_\_\_\_\_  
Authorizer's Title

\_\_\_\_\_  
Date



# Minnesota Department of Health

## Well Sealing Notification Form

Please have the property owner, representative or agent complete the “Well Owner” section only of the Minnesota Department of Health (MDH) Well Sealing Notification form below and return it to Braun Intertec along with the signed proposal. We will complete the remainder of the form and submit it to the MDH.

NOTE: This form must be completed and returned to Braun Intertec prior to us scheduling the mobilization of our equipment and crews to the project site.

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

Site Address: \_\_\_\_\_

<b>WELL SEALING NOTIFICATION-WELL SEALING NOTIFICATION IS VALID FOR 18 MONTHS</b> <b>Send notification form and payment (check, money order, or credit card information) to:</b> Minnesota Department of Health, Well Management Section, P.O. Box 64502, St. Paul, Minnesota 55164-0502. <b>Well Management Section Fax Number: (651) 201-4599.</b>						Minnesota Unique Well No. or W-series No. <small>(Leave blank if not known)</small>		Minnesota Well and Boring Sealing No. <div style="border: 1px solid black; padding: 2px; display: inline-block; font-weight: bold; font-size: 1.2em;">H</div>		
<input type="checkbox"/> Well Sealing Notification (269)      Check Box If: <input type="checkbox"/> Well is Multiple Cased <input type="checkbox"/> Larger than 8-inch Inside Diameter						Card Type: <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Discover   Exp. Date _____ Print Cardholder Name _____		Card Number _____      3-Digit Security Code <small>(Printed on back side of card.)</small> _____		
<input type="checkbox"/> Water-Supply Well <input type="checkbox"/> Monitoring Well <input type="checkbox"/> Other _____ Authorized Signature _____										
<b>WELL LOCATION</b>	County		Township Name		Township No.	Range No.	Section No.	Fraction (sm. → lg.) <div style="display: flex; justify-content: space-around; font-size: 0.8em;"> <span>1/4</span> <span>1/4</span> <span>1/4</span> </div>		
	Well Location Address				City		State	Zip Code	Est. Depth	Casing Diameter
<b>WELL OWNER</b>	Well Owner Name (Print)						Daytime Telephone Number (     )			
	Well Owner Street Address					City		State	Zip Code	
	Well Owner Signature							Date		
<b>WELL CONTRACTOR</b>	Well Contractor Company Name (Print)			Certified Rep. Signature			Date		Company License No.	
<small>Failure to provide proper identification and fee prior to the beginning of well sealing is a violation of Minnesota Statutes, Chapter 1031, and may result in the assessment of an administrative penalty. Notification is not required to seal a boring.</small>										

**BRAUN INTERTEC GENERAL CONDITIONS****SECTION 1: AGREEMENT**

**1.1 Agreement.** This agreement consists of these General Conditions and the accompanying written proposal or authorization (“Agreement”). This Agreement is the entire agreement between Consultant and Client and supersedes all prior negotiations, representations or agreements, either written or oral.

**1.2 Parties to the Agreement.** The parties to this Agreement are the Braun Intertec entity (“Consultant”) and the client (“Client”) as described in the accompanying written proposal or authorization. Consultant and Client may be individually referred to as a Party or collectively as the Parties.

**SECTION 2: SCOPE OF SERVICES**

**2.1 Services.** Consultant will provide services (“Services”) in connection with the project (“Project”) which are specifically described in this Agreement. Client understands and agrees that Consultant’s Services are limited to those which are expressly set forth in this Agreement.

**2.2 Additional Services.** Any Services not specifically set forth in the Agreement constitute “Additional Services.” Additional Services must be agreed upon in writing by the Parties prior to performance of the Additional Services and may entitle Consultant to additional compensation and schedule adjustments. Additional compensation will be based upon Consultant’s then current rates and fees.

**SECTION 3: PERFORMANCE OF SERVICES**

**3.1 Standard of Care.** Consultant will perform its professional Services consistent with the degree of care and skill exercised by members of Consultant’s profession performing under similar circumstances at the same time and in the same locality in which the professional Services are performed. CONSULTANT DISCLAIMS ALL STATUTORY, ORAL, WRITTEN, EXPRESS, AND IMPLIED WARRANTIES, INCLUDING WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR PERFORMANCE OF SERVICES IN A GOOD AND WORKMANLIKE MANNER.

**3.2 Written Reports and Findings.** Unless otherwise agreed in writing, Consultant’s findings, opinions, and recommendations will be provided to Client in writing and may be delivered via electronic format. Client agrees not to rely on oral findings, opinions, or recommendations.

**3.3 Observation or Sampling Locations.** Locations of field observations or sampling described in Consultant’s report or shown on Consultant’s sketches reference Project plans or information provided by others or estimates made by Consultant’s personnel. Consultant will not survey, set, or check the accuracy of those points unless Consultant accepts that duty in writing. Client agrees that such dimensions, depths, or elevations are approximations unless specifically stated otherwise in the report. Client accepts the inherent risk that samples or observations may not be representative of items not sampled or seen and further that site conditions may vary over distance or change over time.

**3.4 Project Site Information.** Client will provide Consultant with prior environmental, geotechnical and other reports, specifications, plans, and information to which Client has access about the Project site and which are necessary for Consultant to carry out Consultant’s Services. Client agrees to provide Consultant with all plans, changes in plans, and new information as to Project site conditions until Consultant has completed its Services.

**3.5 Subsurface Objects.** To the extent required to carry out Consultant’s Services, Client agrees to provide Consultant, in a timely manner, with information that Client has regarding buried objects at the Project site. Consultant will not be responsible for locating buried objects or utilities at the Project site unless expressly set forth in this Agreement, or expressly required by applicable law. Client agrees to hold Consultant harmless, defend, and indemnify Consultant from claims, damages, losses, penalties and expenses (including attorney fees) involving buried objects or utilities that were not properly marked or identified or of which Client had or should have had knowledge but did not timely notify Consultant or correctly identify on the plans Client or others furnished to Consultant. Consultant, from time to time, may hire a third party to locate underground objects or utilities and, unless otherwise expressly stated in this Agreement, such action shall be for the sole benefit of Consultant and in no way will alleviate Client of its responsibilities hereunder.

**3.6 Hazardous Materials.** Client will notify Consultant of any knowledge or suspicion of the presence of hazardous or dangerous materials present on any Project site or in any sample or material provided to Consultant. Client agrees to provide Consultant with information in Client’s possession or control relating to such samples or materials. If Consultant observes or suspects the presence of contaminants not anticipated in this Agreement, Consultant may terminate Services without liability to Client or to others, and Client will compensate Consultant for fees earned and expenses incurred up to the time of termination.

**3.7 Supervision of Others.** Consultant shall have no obligation to supervise or direct Client’s representatives, contractors, or other third parties retained by Client. Consultant has no authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by Client, Client’s representatives, contractors, or other third parties retained by Client.

**3.8 Safety.** Consultant will provide a health and safety program for its employees as well

as reasonable personal protective equipment (“PPE”) typical for the performance of the Services provided by this Agreement and as required by law. Consultant shall be entitled to compensation for all extraordinary PPE required by Client. Client will provide, at no cost to Consultant, appropriate Project site safety measures which are necessary for Consultant to perform its Services at the Project location or work areas in connection with the Project. Consultant’s employees are expressly authorized by Client to refuse to work under conditions that may, in an employee’s sole discretion, be unsafe. Consultant shall have no authority over or be responsible for the safety precautions and programs, or for security, at the Project site (except with respect to Consultant’s own Services and those of its subconsultants).

**3.9 Project Site Access and Damage.** Client will provide or ensure access to the site. In the performance of Services some Project site damage is normal even when due care is exercised. Consultant will use reasonable care to minimize damage to the Project site. Unless otherwise expressly stated in this Agreement, the cost of restoration for such damage has not been included in the estimated fees and will be the responsibility of the Client.

**3.10 Monitoring Wells.** To the extent applicable to the Services, monitoring wells are Client’s property, and Client is responsible for monitoring well permitting, maintenance, and abandonment unless otherwise expressly set forth in this Agreement.

**3.11 Contaminant Disclosures Required by Law.** Client agrees to make all disclosures related to the discovery or release of contaminants that are required by law. In the event Client does not own the Project site, Client acknowledges that it is Client’s duty to inform the owner of the Project site of the discovery or release of contaminants at the site. Client agrees to hold Consultant harmless, defend, and indemnify Consultant from claims, damages, penalties, or losses and expenses, including attorney fees, related to Client’s failure to make any disclosure required by law or for failing to make the necessary disclosure to the owner of the Project site.

**SECTION 4: SCHEDULE**

**4.1 Schedule.** Consultant shall complete its obligations within a reasonable time and shall make decisions and carry out its responsibilities in a manner consistent with the Standard of Care. Specific periods of time for rendering Services or specific dates by which Services are to be completed are provided in this Agreement. If Consultant is delayed in the performance of the Services by actions, inactions, or neglect of Client or others for whom Client is responsible, by changes ordered in the Services, or by other causes beyond the control of Consultant, including force majeure events, then the time for Consultant’s performance of Services shall be extended and Consultant shall receive payment for all expenses attributable to the delay in accordance with Consultant’s then current rates and fees.

**4.2 Scheduling On-Site Observations or Services.** To the extent Consultant’s Services require observations, inspections, or testing be performed at the Project site, Client understands and agrees that Client, directly or indirectly through its authorized representative, has the sole right and responsibility to determine and communicate to Consultant the scheduling of observations, inspections, and testing performed by Consultant. Accordingly, Client also acknowledges that Consultant bears no responsibility for damages that may result because Consultant did not perform such observations, inspections, or testing that Client failed to request and schedule. Client understands that the scheduling of observations, inspections, or testing will dictate the time Consultant’s field personnel spend on the job site and agrees to pay for all services provided by Consultant due to Client’s scheduling demands in accordance with Consultant’s then current rates and fees.

**SECTION 5: COST AND PAYMENT OF SERVICES**

**5.1 Cost Estimates.** Consultant’s price or fees provided for in this Agreement are an estimate and are not a fixed amount unless otherwise expressly stated in this Agreement. Consultant’s estimated fees are based upon Consultant’s experience, knowledge, and professional judgment as well as information available to Consultant at the time of this Agreement. Actual costs may vary and are not guaranteed or warranted.

**5.2 Payment.** Consultant will invoice Client on a monthly basis for Services performed. Client will pay for Services as stated in this Agreement together with costs for Additional Services or costs otherwise agreed to in writing within thirty (30) days of the invoice date. Unless otherwise stated in this Agreement or agreed to in writing, Consultant’s costs for all services performed will be based upon Consultant’s then current rates, fees, and charges. No retainage shall be withheld by Client. All unpaid invoices will incur an interest charge of 1.5% per month or the maximum allowed by law.

**5.3 Other Payment Conditions.** Consultant will require Client credit approval and Consultant may require payment of a retainer fee. Client agrees to pay all applicable taxes. Client’s obligation to pay for Services under this Agreement is not contingent on Client’s ability to obtain financing, governmental or regulatory agency approval, permits, final adjudication of any lawsuit, Client’s successful completion of any project, receipt of payment from a third party, or any other event.

**5.4 Third Party Payment.** Provided Consultant has agreed in writing, Client may request Consultant to invoice and receive payment from a third party for Consultant’s Services. Consultant, in its sole discretion, may also require the third party to provide written acceptance of all terms of this Agreement. Neither payment to Consultant by a third party nor a third party’s written acceptance of all terms of this Agreement will alter Client’s rights and responsibilities under this Agreement. Client expressly agrees that

the Agreement contains sufficient consideration notwithstanding Consultant being paid by a third party.

**5.5 Non-Payment.** If Client does not pay for Services in full as agreed, Consultant may retain work not yet delivered to Client and Client agrees to return all Project Data (as defined in this Agreement) that may be in Client's possession or under Client's control. If Client fails to pay Consultant in accordance with this Agreement, such nonpayment shall be considered a default and breach of this Agreement for which Consultant may terminate for cause consistent with the terms of this Agreement and without liability to Client or to others. Client will compensate Consultant for fees earned and expenses incurred up to the time of termination. Client agrees to be liable to Consultant for all costs and expenses Consultant incurs in the collection of amounts invoiced but not paid, including but not limited to attorney fees and costs.

#### SECTION 6: OWNERSHIP AND USE OF DATA

**6.1 Ownership.** All reports, notes, calculations, documents, and all other data prepared by Consultant in the performance of the Services ("Project Data") are instruments of Consultant's Services and are the property of Consultant. Consultant shall retain all common law, statutory and other reserved rights, including the copyright thereto, of Project Data.

**6.2 Use of Project Data.** The Project Data of this Agreement is for the exclusive purpose disclosed by Client and, unless agreed to in writing, for the exclusive use of Client. Client may not use Project Data for a purpose for which the Project Data was not prepared without the express written consent of Consultant. Consultant will not be responsible for any claims, damages, or costs arising from the unauthorized use of any Project Data provided by Consultant under this Agreement. Client agrees to hold harmless, defend and indemnify Consultant from any and all claims, damages, losses, and expenses, including attorney fees, arising out of such unauthorized use.

**6.3 Samples, Field Data, and Contaminated Equipment.** Samples and field data remaining after tests are conducted, as well as field and laboratory equipment that cannot be adequately cleansed of contaminants, are and continue to be the property of Client. Samples may be discarded or returned to Client, at Consultant's discretion, unless within fifteen (15) days of the report date Client gives Consultant written direction to store or transfer the samples and materials. Samples and materials will be stored at Client's expense.

**6.4 Data Provided by Client.** Electronic data, reports, photographs, samples, and other materials provided by Client or others may be discarded or returned to Client, at Consultant's discretion, unless within 15 days of the report date Client gives Consultant written direction to store or transfer the materials at Client's expense.

#### SECTION 7: INSURANCE

**7.1 Insurance.** Consultant shall keep and maintain the following insurance coverages:

- a. Workers' Compensation: Statutory
- b. Employer's Liability: \$1,000,000 bodily injury, each accident | \$1,000,000 bodily injury by disease, each employee | \$1,000,000 bodily injury/disease, aggregate
- c. General Liability: \$1,000,000 per occurrence | \$2,000,000 aggregate
- d. Automobile Liability: \$1,000,000 combined single limit (bodily injury and property damage)
- e. Excess Umbrella Liability: \$5,000,000 per occurrence | \$5,000,000 aggregate
- f. Professional Liability: \$2,000,000 per claim | \$2,000,000 aggregate

**7.2 Waiver of Subrogation.** Client and Consultant waive all claims and rights of subrogation for losses arising out of causes of loss covered by the respective insurance policies.

**7.3 Certificate of Insurance.** Consultant shall furnish Client with a certificate of insurance upon request.

#### SECTION 8: INDEMNIFICATION, CONSEQUENTIAL DAMAGES, LIABILITY LIMITS

**8.1 Indemnification.** Consultant's only indemnification obligation shall be to indemnify and hold harmless the Client, its officers, directors, and employees from and against those damages and costs incurred by Client or that Client is legally obligated to pay as a result of third party tort claims, including for the death or bodily injury to any person or for the destruction or damage to any property, but only to the extent proven to be directly caused by the negligent act, error, or omission of the Consultant or anyone for whom the Consultant is legally responsible. This indemnification provision is subject to the Limitation of Liability set forth in this Section 8.

**8.2 Intellectual Property.** Client agrees to indemnify Consultant against losses and costs arising out of claims of patent or copyright infringement as to any process or system that is specified or selected by Client or others on behalf of Client.

**8.3 Mutual Waiver of Consequential Damages.** NOTWITHSTANDING ANYTHING TO THE CONTRARY HEREUNDER, NEITHER CONSULTANT NOR CLIENT SHALL BE LIABLE TO THE OTHER FOR ANY CONSEQUENTIAL, PUNITIVE, INDIRECT, INCIDENTAL OR SPECIAL DAMAGES, OR LOSS OF USE OR RENTAL, LOSS OF PROFIT, LOSS OF BUSINESS OPPORTUNITY, LOSS OF PROFIT OR REVENUE OR COST OF FINANCING, OR OTHER SUCH SIMILAR AND RELATED DAMAGE ASSERTED IN THIRD PARTY CLAIMS, OR CLAIMS BY EITHER PARTY AGAINST THE OTHER.

**8.4 Limitation of Liability.** TO THE FULLEST EXTENT PERMITTED BY LAW, THE TOTAL LIABILITY IN THE AGGREGATE OF CONSULTANT, CONSULTANT'S OFFICERS, DIRECTORS, PARTNERS, EMPLOYEES, AGENTS, AND SUBCONSULTANTS, TO CLIENT AND ANYONE CLAIMING BY, THROUGH OR UNDER CLIENT FOR ANY CLAIMS, LOSSES, COSTS, OR DAMAGES WHATSOEVER ARISING OUT OF, RESULTING FROM OR IN ANY WAY RELATED

CONSULTANT'S PERFORMANCE OF THE SERVICES OR THIS AGREEMENT, FROM ANY CAUSE OR CAUSES, INCLUDING BUT NOT LIMITED TO NEGLIGENCE, PROFESSIONAL ERRORS AND OMISSIONS, STRICT LIABILITY, BREACH OF CONTRACT, INDEMNIFICATION OBLIGATIONS OR BREACH OF WARRANTY, SHALL NOT EXCEED THE TOTAL COMPENSATION RECEIVED BY CONSULTANT OR \$50,000, WHICHEVER IS GREATER.

#### SECTION 9: MISCELLANEOUS PROVISIONS

**9.1 Services Prior to Agreement.** Directing Consultant to commence Services prior to execution of this Agreement constitutes Client's acceptance of this unaltered Agreement in its entirety.

**9.2 Confidentiality.** To the extent Consultant receives Client information identified as confidential, Consultant will not disclose that information to third parties without Client consent. Additionally, any Project Data prepared in performance of the Services will remain confidential and Consultant will not release the reports to any third parties not involved in the Project. Neither of the aforesaid confidentiality obligations shall apply to any information in the public domain, information lawfully acquired from others on a nonconfidential basis, or information that Consultant is required by law to disclose.

**9.3 Relationship of the Parties.** Consultant will perform Services under this Agreement as an independent contractor, and its employees will at all times be under its sole discretion and control. No provision in this Agreement shall be deemed or construed to create a joint venture, partnership, agency or other such association between the Parties.

**9.4 Resource Conservation and Recovery Act.** To the extent applicable to the Services, neither this Agreement nor the providing of Services will operate to make Consultant an owner, operator, generator, transporter, treater, storer, or a disposal facility within the meaning of the Resource Conservation and Recovery Act, as amended, or within the meaning of any other law governing the handling, treatment, storage, or disposal of hazardous substances. Client agrees to hold Consultant harmless, defend, and indemnify Consultant from any claims, damages, penalties or losses resulting from the storage, removal, hauling or disposal of such substances.

**9.5 Services in Connection with Legal Proceedings.** Client agrees to compensate Consultant in accordance with its then current fees, rates, or charges if Consultant is asked or required to respond to legal process arising out of a proceeding related to the Project and as to which Consultant is not a party.

**9.6 Assignment.** This Agreement may not be assigned by Consultant or Client without the prior written consent of the other Party, which consent shall not be unreasonably withheld.

**9.7 Third Party Beneficiaries.** Nothing in this Agreement, express or implied, is intended, or will be construed, to confer upon or give any person or entity other than Consultant and Client, and their respective permitted successors and assigns, any rights, remedies, or obligations under or by reason of this Agreement.

**9.8 Termination.** This Agreement may be terminated by either Party for cause upon seven (7) days written notice to the other Party. Should the other Party fail to cure and perform in accordance with the terms of this Agreement within such seven-day period, the Agreement may terminate at the sole discretion of the Party that provided the written notice. The Client may terminate this Agreement for its convenience. If Client terminates for its convenience, then Consultant shall be compensated in accordance with the terms hereof for Services performed, reimbursable costs and expenses incurred prior to the termination, and reasonable costs incurred as a result of the termination.

**9.9 Force Majeure.** Neither Party shall be liable for damages or deemed in default of this Agreement to the extent that any delay or failure in the performance of its obligations (other than the payment of money) results, without its fault or negligence, from any cause beyond its reasonable control, including but not limited to acts of God, acts of civil or military authority, embargoes, pandemics, epidemics, war, riots, insurrections, fires, explosions, earthquakes, floods, adverse weather conditions, strikes or lock-outs, declared states of emergency, and changes in laws, statutes, regulations, or ordinances.

**9.10 Disputes, Choice of Law, Venue.** In the event of a dispute and prior to exercising rights at law or under this Agreement, Consultant and Client agree to negotiate all disputes in good faith for a period of 30 days from the date of notice of such dispute. This Agreement will be governed by the laws and regulations of the state in which the Project is located and all disputes and claims shall be heard in the state or federal courts for that state. Client and Consultant each waive trial by jury.

**9.11 Individual Liability.** No officer or employee of Consultant, acting within the scope of employment, shall have individual liability for any acts or omissions, and Client agrees not to make a claim against any individual officers or employees of Consultant.

**9.12 Severability.** Should a court of law determine that any clause or section of this Agreement is invalid, all other clauses or sections shall remain in effect.

**9.13 Waiver.** The failure of either Party hereto to exercise or enforce any right under this Agreement shall not constitute a release or waiver of the subsequent exercise or enforcement of such right.

**9.14 Entire Agreement.** The terms and conditions set forth herein constitute the entire understanding of the Parties relating to the provision of Services by Consultant to Client. This Agreement may be amended only by a written instrument signed by both Parties. In the event Client issues a purchase order or other documentation to authorize Consultant's Services, any conflicting or additional terms of such documentation are expressly excluded from this Agreement.



# Request for City Council Action

## DEPARTMENT INFORMATION

ORIGINATING DEPARTMENT	REQUESTOR:	MEETING DATE:
Human Resources	Assistant City Administrator/Human Resources Hille	January 26, 2026
PRESENTER(s)	REVIEWED BY:	ITEM #:
Consent	City Administrator/Finance Director Flaherty	3.17 – Job Description

## STRATEGIC VISION

MEETS:	THE CITY OF OTSEGO:
	Is a strong organization that is committed to leading the community through innovative communication.
	Has proactively expanded infrastructure to responsibly provide core services.
	Is committed to delivery of quality emergency service responsive to community needs and expectations in a cost-effective manner.
<b>X</b>	Is a social community with diverse housing, service options, and employment opportunities.
	Is a distinctive, connected community known for its beauty and natural surroundings.

## AGENDA ITEM DETAILS

RECOMMENDATION:	
City staff recommend the City Council approve the job description for the Human Resources/Payroll Coordinator position and authorize recruitment.	
ARE YOU SEEKING APPROVAL OF A CONTRACT?	IS A PUBLIC HEARING REQUIRED?
No	No
BACKGROUND/JUSTIFICATION:	
<p>Staff are requesting the City Council approve the job description and authorize recruitment for the Human Resources/Payroll Coordinator position. This position is budgeted and has been presented to the Administrative Subcommittee as well as the Public Works Subcommittee. The role was originally discussed and presented during the June 2025 Staffing Plan, where staff were given direction to bring back further information.</p> <p>This role will be an addition to the Human Resources department which currently has one employee, Assistant City Administrator/Human Resources, which has a dual role. This addition will assist in tasks including policy review and development, drug and alcohol testing, records retention, annual employer reports, employee benefit programs, open enrollment, Minnesota Paid Leave, COBRA Administration, position recruitment, pre-employment screening, employee training, employee engagement, safety program management and safety program compliance.</p> <p>Since the Assistant City Administrator/Human Resources position was created in 2021, there has been growth in staff from 28 full time to 42 full time employees (2025). This increase creates a greater demand from employees in the Human Resources department for assistance, requests, training, communication and availability. The addition of a position will allow employees to have greater access to human resources and to allow for a more timely response to requests.</p> <p>In addition to assisting with human resources tasks, the position will also assist in the processing and review of payroll. This will allow cross training and back-ups available in this function. As staff has grown, payroll complexities have increased, with the addition or change of benefits, Minnesota Paid Leave, and reporting requirement changes.</p>	

Staff support this request as this position will improve service and work for all departments and employees within the City. In lieu of the addition of this position, staff would be requesting a contract to outsource payroll which is estimated at \$80,000, which does not include the added services of other human resources functions.

The draft recruitment schedule is:

- Recruitment Authorization: 1/26/2026
- Position Posted: 1/28/2026
- Position Closes: 2/19/26
- Tentative Interviews: 3/3/2026
- Council Review: 3/23/2026
- Tentative Start Date: 4/13/2026

The position was scored at 194, which is grade 6 and aligns with the budgeted wage.

The initial job description was reviewed at the Administrative Sub-committee on December 10, 2025, and staff were requested to make changes and return to Administrative sub-committee on January 14, 2026, with recommendation for consideration of approval by the City Council.

After staff reviewed and researched the market, they have recommended the change of the title to be Human Resources/Payroll Coordinator to better reflect tasks and responsibility in role.

SUPPORTING DOCUMENTS ATTACHED:

- **Job Description**

## POSSIBLE MOTION

PLEASE WORD MOTION AS YOU WOULD LIKE IT TO APPEAR IN THE MINUTES:

Motion to approve the Human Resources/Payroll Coordinator Job Description and to authorize recruitment.

## BUDGET INFORMATION

FUNDING:	BUDGETED:
General Fund – Human Resources (41800)	Yes



## Position Description

Position: Human Resources/Payroll Coordinator  
Department: Human Resources  
Position Status: Full-time  
FLSA Status: Non-exempt  
Pay Grade: 6  
Date Approved: DRAFT

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### **DESCRIPTION OF WORK**

General Statement of Duties: Perform skilled to highly skilled administrative support work including processing payroll, benefits administration, general human resources duties; and performs other administrative duties as required.

Immediate Supervisor: Assistant City Administrator

Supervises: None.

Provides Work Direction to: None.

### **MAJOR JOB FUNCTIONS**

1. Human Resources:
  - a. Research, recommend and implement policies related to Human Resources in the public sector
  - b. Administer and coordinate the City's drug and alcohol testing, and medical testing programs
  - c. Maintain employees files to ensure all legal requirements and separation of files are met and confidentiality of employee files is maintained while providing access to only those individuals who are legally allowed access
  - d. Coordinate performance evaluation system to ensure timely reviews are completed and placed in personnel files
  - e. Complete pay equity reporting per State law
  - f. Administer a standard employee orientation process
  - g. Submit workers compensation and disability claims with input and approval from employee, supervisor and Assistant City Administrator.

2. Employee Benefits:

- a. Recommend the development, implementation and administration of employee benefit programs and maintain insurance programs
- b. Inform employees of all benefits at time of hire; answer questions, and provide forms for application/enrollment
- c. Assist employees with insurance enrollment and open enrollment for City and voluntary insurance plans
- d. Assist with the administration and management of the Minnesota Paid Leave Program and other leaves of absences
- e. Ensure correct deductions are made and paid to appropriate vendor for all employee benefits
- f. Manage the COBRA Administration contract
- g. Notify employees per law of their COBRA and other legal rights when the circumstances require notification
- h. Serves as liaison with employee benefits insurance agent/providers in the renewal process, reviewing rates, and recommending contract approval
- i. Maintain Section 125 Plan Documents and distribute to employees as required by law

3. Employee Recruitment, Selection, and Orientation:

- a. Coordinate recruitment process with supervisor; ensure proper Council approval; prepare advertisement and post
- b. Accept and score applications as required under the Veterans Preference Act
- c. Ensure confidentiality of applicants is maintained as required by law
- d. Conduct criminal background check and assist with reference and other background checks as requested
- e. Coordinate background, drug, and medical testing
- f. Support the hiring manager in interviewing and recommending applicants for hire
- g. Conduct new employee orientation and assist with the HRIS onboarding
- h. Review all benefits, forms and deductions
- i. Review safety requirements and coordinate with supervisor
- j. Provide a copy of City Personnel Policy to new employee, review, and maintain record of distribution to employees

4. Payroll:

- a. Set up and maintain employee payroll records including pay rates, leave balances, compensatory balances, voluntary and mandatory deductions, and other employee data required for proper payroll processing
- b. Review and adjust timesheets for accuracy, confer with employees and supervisors as necessary; coordinate electronic transfer of employee timesheets to payroll service provider
- c. Submit relevant supplemental payroll reports and remit payments
- d. Serve as liaison with payroll service provider
- e. Resolve payroll issues and answer payroll questions
- f. Calculate final paychecks for terminating employees
- g. Assist the payroll service provider in submission of all State and Federal required monthly, quarterly, and annual reports such as Federal and State tax withholding, W2's, and FICA
- h. Submit all PERA required reports

- i. Provide payroll reports to the finance department as needed
  - j. Manage in partnership with the Assistant City Administrator the job evaluation system, maintenance of job descriptions, maintenance of the pay plan, and compliance with the Pay Equity requirements.
5. Safety Program:
- a. Serve on Safety Committee and make safety recommendations to enhance the safety of City employees
  - b. Maintain Safety Committee records including but not limited to Safety Committee meeting minutes and files
  - c. Complete, file, and post OSHA 300 log
  - d. Maintain employee safety records
  - e. Schedule employee safety training and notify employees
6. Other:
- a. Assist the Assistant City Administrator with projects as directed
  - b. Perform administrative duties to support city departments as directed
  - c. Assist with election duties as requested by the City Clerk
  - d. Assist with City Hall reception and administrative back-up
7. General:
- a. Treat fellow employees with respect and integrity
  - b. Promote a positive and motivating environment
  - c. Provide exceptional customer service
  - d. Confer with supervisor, peers, and employees to discuss and resolve issues
  - e. Make decisions that are always in the best interest of the City
  - f. Perform other duties and projects as assigned
  - g. Follow all safety policies and procedures
  - h. Follow all City policies and procedures

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Demonstrated knowledge of payroll processes
- Demonstrated knowledge of Federal and State laws, rules, and regulations relating to human resources, employment, and employees rights such as but not limited to COBRA, FMLA, Veteran's Preference, FLSA, HIPPA, ACA, EEOC
- Demonstrated knowledge of employee benefits including but not limited to FICA, PERA, HSA, FSA and other programs
- Demonstrated knowledge of employee recruiting, selection, and orientation processes
- Knowledge of public employment processes, laws, and practices
- Knowledge of Minnesota Paid Leave program
- Ability to read, interpret, explain, and follow City Personnel Policy
- Considerable ability to maintain confidentiality
- Working knowledge of relevant City operations, ordinances, policies, and procedures
- Demonstrated knowledge of standard office practices, equipment, software, and procedures

- Ability to communicate clearly, professionally, effectively, and precisely both verbally and in writing
- Ability to perform mathematical calculations, prepare spreadsheets, analyze data and identify and resolve discrepancies
- Ability to organize and prioritize the work and meet deadlines
- Ability to enter information with speed and accuracy and to maintain accurate and complete records and documentation
- Ability to work both independently and as part of a team
- Ability to handle detail and accurately process transactions and solve problems
- Strong sense of honesty, integrity and credibility

### **MINIMUM QUALIFICATIONS**

1. Associate's degree in human resources or related field
2. Two years of experience in a payroll or human resources related position

### **PREFERRED QUALIFICATIONS**

1. Bachelor's degree in human resources or equivalent combination of experience and training
2. Five years of experience in human resources related position
3. Certification in Human Resources from an accredited source
4. Experience working for a growing city or county

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

*The physical demands described are representative of those that must be met by an employee to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Most work is inside in a normal office setting. Work is done alone, with others and with the public. This includes medium physical strength work occasionally.

Activities that **occur constantly** (5–8 hours/shift): sitting, talking, hearing

Activities that **occur frequently** (2–5 hours/shift): repetitive motions, eye/hand/foot coordination

Activities that **occur occasionally** (up to 2 hours/shift): standing, walking, lifting, carrying, reaching

Activities that **occur rarely** (do not exist as regular part of job): pushing, pulling, climbing, balancing, stooping, kneeling, crouching, crawling, handling, grasping, feeling

City of Otsego is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, reasonable accommodations are offered to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with the employer.

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

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Employee Name

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Employee Signature

---

Date



# Request for City Council Action

## DEPARTMENT INFORMATION

ORIGINATING DEPARTMENT	REQUESTOR:	MEETING DATE:
Utilities	Utility Manager Neidermeier	January 26, 2026
PRESENTER(S)	REVIEWED BY:	ITEM #:
Consent	City Administrator/Finance Director Flaherty Assistant City Administrator/Human Resources Hille	3.18 – Job Description

## STRATEGIC VISION

MEETS:	THE CITY OF OTSEGO:
	Is a strong organization that is committed to leading the community through innovative communication.
	Has proactively expanded infrastructure to responsibly provide core services.
	Is committed to delivery of quality emergency service responsive to community needs and expectations in a cost-effective manner.
<b>X</b>	Is a social community with diverse housing, service options, and employment opportunities.
	Is a distinctive, connected community known for its beauty and natural surroundings.

## AGENDA ITEM DETAILS

RECOMMENDATION:	
City staff recommend the City Council approve a job description for the Utility Foreperson – Water Collection Distribution position and authorize recruitment.	
ARE YOU SEEKING APPROVAL OF A CONTRACT?	IS A PUBLIC HEARING REQUIRED?
No	No
BACKGROUND/JUSTIFICATION:	
<p>The 2026 Utility Staffing Plan and budget includes a leadership role of foreperson within the Water Collection Distribution (WCD) Division. A job description has been drafted and is attached. The job description was used from the template of Utilities Foreperson, which currently is a vacant role as it transitioned to Utility Facility Supervisors.</p> <p>As reviewed within Subcommittees in spring of 2025, and in November of 2025, a foreperson supports leadership within the WCD Division as water filtration treatment becomes operational early 2026 with concurrent design and builds of two other treatment sites. These expansions, additional infrastructure and seasonal dynamic system require focus, technical knowledge with skills and licensure to guide operational strategies this role can better support. The position fits the framework within the Otsego Water and Wastewater Utility Staffing Projection technical memorandum June 2, 2021, by AE2S.</p> <p>The draft recruitment schedule is:</p> <ul style="list-style-type: none"> <li>• Recruitment Authorization – January 26</li> <li>• Position Posted – January 28</li> <li>• Application Deadline – February 12</li> <li>• Interviews – February 25</li> <li>• Council Review – March 9</li> </ul> <p>This position has been presented and reviewed by the Public Works Sub Committee on November 18, 2025, and City staff has received scoring of the position, which has been scored within Grade 9.</p>	

SUPPORTING DOCUMENTS ATTACHED:

- **Job Description**

**POSSIBLE MOTION**

PLEASE WORD MOTION AS YOU WOULD LIKE IT TO APPEAR IN THE MINUTES:

Motion to approve the Utility Foreperson – Water, Collection, and Distribution Job Description and to authorize recruitment.

**BUDGET INFORMATION**

FUNDING:

Fund 601 – Water Utility

BUDGETED:

Yes



## Position Description

Position: Utility Foreperson – Water Collection Distribution  
Department: Utilities  
Position Status: Full-time  
FLSA Status: Non-Exempt  
Pay Grade: 9  
Date Approved: DRAFT

---

### DESCRIPTION OF WORK

General Statement of Duties: Performs all functions of a Utility Operator; assists Utility Manager in planning and directing the department's operations and staff; may coordinate with Engineers and Contractors on projects and operations. May perform all functions of a Utility Operator.

Immediate Supervisor: Utility Manager

Supervises: None

Provides Work Direction to: Utility Operators and Utility Seasonals

### MAJOR JOB FUNCTIONS

1. Water and Wastewater Systems:
  - a. Perform, monitor and oversee all aspects of the operations and maintenance of the Treatment Facilities.
  - b. Perform, monitor and oversee all aspects of operations and maintenance of the Collection and Distribution system. Review Collection and Distribution System projects for completion with accuracy in meeting engineering specifications for City acceptance.
  - c. Perform, monitor and oversee all aspects of the GIS system related to Utilities. Coordinate with Engineer and staff for accuracy and recommend changes needed. Maintain data and collection documentation for maintenance and record purposes.
  - d. Maintain regulatory requirements for water quality standards and wastewater permits requirements.
  - e. Report compliance and compliance monitoring to regulatory agencies including Minnesota Pollution Control Agency, Environmental Protection Agency, Department of Natural Resources, and Minnesota Department of Health.

- f. Communicate with officials, engineers and regulatory agents tactfully regarding facility planning, reviews and inspections. Provide input and influence to the design and operations of water and wastewater systems.
    - g. Provide input of department needs for capital and budgetary needs.
    - h. Maintains phone communication for emergency response
2. Project Management and work direction:
  - a. Coordinates and schedules all aspects of Utility projects and functions.
  - b. Serve as liaison with vendors, ensure inventory and supplies of equipment and parts are available for routine and emergency needs.
  - c. Assign work responsibility, monitor project progress and provide communication with Manager regarding status, productivity and quality of work.
3. Policies and Procedures:
  - a. Responsible for following all policies and procedures at the federal, state and local level through all applicable agencies
  - b. Recommend departmental operations improvements and changes to supervisor to improve efficiency and work flow.
  - c. Monitor operations to ensure compliance with applicable laws, regulations, rules and ordinances.
  - d. Ensure safety procedures are followed.
4. Supervision:
  - a. Perform check ins and provide recommendation for annual performance reviews
  - b. Ensure staff attends safety training and follows safety procedures
  - c. Assign work and ensure it is done accurately and timely
  - d. Recommend staffing additions and be involved with interviewing
  - e. Maintain security systems protocols and access ensuring public health and employee safety.
5. Other Duties and Responsibilities:
  - a. Keep Utility Manager informed of department activities and relevant matters.
  - b. Address resident questions and concerns.
  - c. Provide recommendations on the long- and short-term capital needs of the departments
  - d. Provide input and recommendation for annual budget with frequent reviews to ensure budgets are maintained. Review and recommend invoice approvals
  - e. Provides strong communication, teamwork and works closely with other divisions and departments for the betterment of the City.
6. General
  - a. Treat fellow employees with respect and integrity
  - b. Promote a positive and motivating environment
  - c. Provide exceptional customer service
  - d. Confer with manager, peers, and employees to discuss and resolve issues
  - e. Make decisions that are always in the best interest of the City
  - f. Perform other duties and projects as assigned
  - g. Follow all safety policies and procedures
  - h. Follow all City policies and procedures

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of and experience in all aspects of water and wastewater operations and maintenance.
- Knowledge of biosolids application requirements and methods
- Knowledge of and experience in scheduling, managing, and overseeing projects including safety practices, working with contractors and engineers, resolving work site and contract conflicts, and applicable State and Federal laws.
- Knowledge of SCADA, Microsoft Office (Excel, Word, and PowerPoint) and standard computer systems and programs used in operation of water and wastewater facilities Applied knowledge in laboratory tests, testing methods and techniques, testing requirements, and interpretation of test results.
- Applied knowledge in analyzing problems, identifying solutions, and implementing solution successfully.
- Working ability to occasionally perform heavy manual labor, sometimes under adverse weather conditions and during abnormal hours.
- Ability to communicate clearly, professionally, effectively, and precisely both verbally and in writing.
- Applied knowledge of standard office and department related computer applications.
- Ability to resolve and diffuse conflicts.
- Ability to understand, manage and communicate complex ideas, projects, and situations.
- Ability to work independently and as part of a team and to coordinate work with other departments and to lead multi-departmental or multi-jurisdictional projects.
- Ability to plan, prioritize and organize the department's work.
- Strong sense of honesty, integrity, and credibility

## **MINIMUM QUALIFICATIONS**

1. Class B Water License.
2. Class C Wastewater or SC Collection System License.
3. Five years Collection and Distribution Maintenance Experience.
4. A valid Class B commercial driver's license.
5. Associates Degree in Water Environment Technology or related field.

## **PREFERRED QUALIFICATIONS**

1. Class A Water License.
2. Class B or SB Collection System License
3. Two years lead or supervisory experience.
2. Three years of experience at a Class B Water Filtration Facility.
3. Two years direct experience with dynamic hydraulic pressure zones
4. Bachelor's degree in biology, chemistry or environmental services or related field.
5. Experience working for a growing city or county.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

*The physical demands described are representative of those that must be met by an employee to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Most work is done within the wastewater treatment facility or outside in varying conditions, including frequent exposure to humidity, noises, vibrations, hazards, and atmospheric conditions; occasional exposure to extreme cold, extreme heat and changes in wetness. This includes occasional light physical strength work to very heavy physical work. Travel within the City to treatment facilities, wellhouses and lift stations is everyday.

Activities that **occur constantly** (5–8 hours/shift): talking, hearing

Activities that **occur frequently** (2–5 hours/shift): standing, walking, sitting, handling, grasping

Activities that **occur occasionally** (up to 2 hours/shift): lifting, carrying, pushing, pulling, climbing, stooping, kneeling, crouching, reaching, feeling, repetitive motions, eye/hand/foot coordination

Activities that **occur rarely** (do not exist as regular part of job): balancing, crawling

City of Otsego is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, reasonable accommodations are offered to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with the employer.

Employee signature below constitutes employee’s understanding of the requirements, essential functions, and duties of the position.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date



# Request for City Council Action

## DEPARTMENT INFORMATION

ORIGINATING DEPARTMENT	REQUESTOR:	MEETING DATE:
Parks and Recreation	Parks and Recreation Director Jacobs	January 26, 2026
PRESENTER(s)	REVIEWED BY:	ITEM #:
Consent	City Administrator/Finance Director Flaherty	3.19 – Grant Writing Proposal

## STRATEGIC VISION

MEETS:	THE CITY OF OTSEGO:
	Is a strong organization that is committed to leading the community through innovative communication.
	Has proactively expanded infrastructure to responsibly provide core services.
	Is committed to delivery of quality emergency service responsive to community needs and expectations in a cost-effective manner.
	Is a social community with diverse housing, service options, and employment opportunities.
<b>X</b>	Is a distinctive, connected community known for its beauty and natural surroundings.

## AGENDA ITEM DETAILS

RECOMMENDATION:	
City staff is recommending City Council accept a proposal for Grant Writing services.	
ARE YOU SEEKING APPROVAL OF A CONTRACT?	IS A PUBLIC HEARING REQUIRED?
No	No
BACKGROUND/JUSTIFICATION:	
<p>Since the adoption of the Prairie Park Master Plan in August 2024, City staff have been actively strategizing ways to initiate construction of Prairie Park Phase 1. Securing outside funding has been a key focus in advancing the project, and the Minnesota Department of Natural Resources (DNR) Outdoor Recreation Grant presents a strong opportunity to help achieve this goal.</p> <p>Phase 1 of Prairie Park includes the following improvements, as discussed by the Parks and Recreation Commission in June 2025:</p> <ul style="list-style-type: none"> <li>• New open-air park shelter with concession and restroom facilities</li> <li>• Enhanced destination playground</li> <li>• Ballfield updates</li> <li>• Parking lot resurfacing and expansion</li> <li>• Common excavation and general grading</li> <li>• Concrete plazas</li> <li>• Relocated and upgraded Veterans Memorial</li> <li>• New landscaping</li> <li>• New irrigation systems</li> <li>• New tree plantings</li> <li>• Drinking fountain</li> <li>• Resurfacing of existing trails</li> <li>• Stormwater allowance</li> </ul>	

Staff are proposing to apply for the Minnesota DNR Outdoor Recreation Grant during the 2026 funding cycle. The grant application is due on March 31, 2026, with award notifications anticipated in summer 2026. This timeline aligns well with the City's anticipated construction start for Prairie Park Phase 1 in 2027, allowing adequate time for final design, bidding, and coordination should grant funding be awarded.

If successful, the potential grant award could be up to \$500,000, which would significantly offset local costs and help advance Prairie Park Phase 1 toward construction.

Staff also explored opportunities to offset the cost of grant writing services. An application was submitted to the League of Minnesota Cities (LMC) Grant Program to help fund professional grant assistance; however, the City was not eligible for an award as Otsego has previously received the \$5,000 LMC grant. The LMC grant is currently a one-time award per city and is therefore no longer available as a funding source.

To support a competitive application, park planning consultants HKGi have proposed a fee of \$13,500 to provide professional grant writing and application assistance. Additionally, HKGi's familiarity with the Prairie Park project and experience with similar grant programs reduces risk and increases the likelihood of submitting a strong, well-aligned application.

Staff believe pursuing this grant is a cost-effective and strategic approach to advancing a priority park project while leveraging external funding to reduce the City's reliance on local funds.

The Parks and Recreation Commission reviewed the grant writing proposal at its January 20, 2026, meeting and recommended that the City Council consider approval.

**SUPPORTING DOCUMENTS ATTACHED:**

- **Proposal - HKGi**

**POSSIBLE MOTION**

**PLEASE WORD MOTION AS YOU WOULD LIKE IT TO APPEAR IN THE MINUTES:**

Motion to accept the HKGi Proposal for Grant Writing services in the amount of \$13,500 and authorizing staff to apply for the Minnesota Department of Natural Resources Outdoor Recreation Grant.

**BUDGET INFORMATION**

<b>FUNDING:</b>	<b>BUDGETED:</b>
Fund 203 – Park Development	Yes

# Proposal



---

To: Nick Jacobs, Parks and Recreation Director, City of Otsego  
From: Gabrielle Grinde, HKGi  
Subject: Proposal to assist with writing DNR Outdoor Rec Grant for Prairie Park  
Date: January 9, 2026

---

Dear Nick,

HKGi is pleased to submit this proposal for grant writing services to assist the city in applying for a DNR Outdoor Recreation Grant for recreation components of the Prairie Park Master Plan Phase 1 Implementation. HKGi staff have worked with several cities and counties in Minnesota to collaborate and write DNR and other grant applications.

We understand that the city plans to submit an application for the 2026 MN DNR Outdoor Recreation Program. Eligible projects at Prairie Park include internal park trails, picnic shelter, playground, athletic facilities, and fixed-in-place skate park, while support facilities such as restrooms and parking lots can only be funded as part of a larger project that includes a primary recreation facility. The total project cost must be at least \$100,000. The maximum grant award is \$500,000, with a 50% match.

## Proposed Work Plan and Schedule

The following table describes our anticipated tasks and timeline.

Timeline	Task
January-February 2026	<ul style="list-style-type: none"><li>» Review 2026 Outdoor Rec Grant Program Manual.</li><li>» Work with city staff to determine grant projects.</li><li>» Develop base maps, graphics, and details required for the grant.</li><li>» Update cost estimates for proposed grant projects.</li><li>» Develop written narratives to fill in required sections of the grant application.</li><li>» Assemble all materials into one PDF for draft submittal.</li><li>» Coordinate review of grant with city staff before submitting to DNR.</li></ul>
Feb. 28, 2026	<ul style="list-style-type: none"><li>» Submit draft grant application to DNR staff for feedback.</li></ul>
March 2026	<ul style="list-style-type: none"><li>» Receive and review feedback from DNR.</li><li>» Adjust and edit the final grant application as noted.</li></ul>
March 31, 2026	<ul style="list-style-type: none"><li>» Submit final grant application to DNR.</li></ul>



**Proposed Fees**

HKGi proposes to accomplish the above-described scope of work for a not-to-exceed fee of \$13,500 including reimbursable expenses. We will bill time on an hourly basis and all expenses for travel or printing will be billed at cost.

We look forward to the opportunity to help the City of Otsego with this important community project.

**SINCERELY,**

A handwritten signature in black ink that reads "Gabrielle Grinde".

**GABRIELLE GRINDE | PLA (MN)**

Principal Project Manager  
Gabrielle@hkgi.com  
608.852.3370



# Request for City Council Action

## DEPARTMENT INFORMATION

ORIGINATING DEPARTMENT	REQUESTOR:	MEETING DATE:
Planning	City Planner Licht	26 January 2026
PRESENTER(S)	REVIEWED BY:	ITEM #:
Consent	City Administrator/Finance Director Flaherty City Engineer Wagner	3.20 – Tanglewood 2 <sup>nd</sup> Addition

## STRATEGIC VISION

MEETS:	THE CITY OF OTSEGO:
<b>X</b>	Is a strong organization that is committed to leading the community through innovative communication.
<b>X</b>	Has proactively expanded infrastructure to responsibly provide core services.
	Is committed to delivery of quality emergency service responsive to community needs and expectations in a cost-effective manner.
<b>X</b>	Is a social community with diverse housing, service options, and employment opportunities.
	Is a distinctive, connected community known for its beauty and natural surroundings.

## AGENDA ITEM DETAILS

RECOMMENDATION:	
City staff recommend the City Council approve an ordinance amending designated street names.	
ARE YOU SEEKING APPROVAL OF A CONTRACT?	IS A PUBLIC HEARING REQUIRED?
No	No
BACKGROUND/JUSTIFICATION:	
<p>The City Council approved the final plat of Tanglewood 2<sup>nd</sup> Addition at its meeting on May 12, 2025. The final plat included dedication of right-of-way and designation of names for streets within the plat. Street names are to be designated in accordance with the Wright County Grid system in accordance with Section 10-8-5.B.13 of the Subdivision Ordinance.</p> <p>The Tanglewood 2<sup>nd</sup> Addition final plat designated a segment of street north of 73<sup>rd</sup> Street as Large Avenue NE. South of 73<sup>rd</sup> Street, this street is designated as Landau Avenue NE. There is also an existing parallel segment of Large Avenue NE to the west of Tanglewood 2<sup>nd</sup> Addition within Sunray Farms 2<sup>nd</sup> Addition. These two issues necessitate that the City amend the street name designation for the street segment within Tanglewood 2<sup>nd</sup> Addition.</p> <p>Minnesota Statue 440.11 provides that the City may change the designate name of a street segment by ordinance. City staff has prepared the necessary ordinance for consideration by the City Council. The draft ordinance was published on the City website at least 10 days in advance of the City Council meeting on 26 January 2026 as required by Minnesota Statutes 415.19.</p>	
SUPPORTING DOCUMENTS ATTACHED:	
<ul style="list-style-type: none"> <li>• <b>Ordinance 2026-01</b></li> <li>• <b>Summary of Ordinance 2026-01</b></li> </ul>	

**POSSIBLE MOTION**

PLEASE WORD MOTION AS YOU WOULD LIKE IT TO APPEAR IN THE MINUTES:

Motion to adopt Ordinance 2026-01 amending street name designations within Tanglewood 2<sup>nd</sup> Addition and approving publication in summary form.

**BUDGET INFORMATION**

FUNDING:	BUDGETED:
N/A	N/A

**CITY OF OTSEGO  
COUNTY OF WRIGHT  
STATE OF MINNESOTA**

**ORDINANCE NO: 2026-01**

**ORDINANCE AMENDING STREET NAME DESIGNATIONS WITHIN TANGLEWOOD 2<sup>ND</sup> ADDITION.**

**WHEREAS**, the final plat of Tanglewood 2<sup>nd</sup> Addition was approved by the City Council on May 12, 2025; and

**WHEREAS**, the final plat of Tanglewood 2<sup>nd</sup> Addition includes designation of street names for rights-of-way and streets within the plat; and

**WHEREAS**, as segment of right-of-way and street within Tanglewood 2<sup>nd</sup> Addition was designated as Large Avenue NE; and

**WHEREAS**, this street name designation duplicates an existing parallel street name designation within the City; and

**WHEREAS**, it is necessary to amend this street name designation within Tanglewood 2<sup>nd</sup> Addition to avoid confusion, traffic congestion, and ensure public health safety and welfare; and

**WHEREAS**, Minnesota Statue 440.11 provides that the City may change the designated name of a street segment by ordinance.

**NOW THEREFORE, the City Council of the City of Otsego does hereby ordain that:**

**Section 1.** The segment of street designated as Large Avenue NE north of 73<sup>rd</sup> Street NE within the plat of Tanglewood 2<sup>nd</sup> Addition shall be designated as Landau Avenue NE.

**Section 2.** This Ordinance shall become effective immediately upon its passage and publication.

(Remainder of page intentionally blank signatures follow)

**ADOPTED** by the Otsego City Council this 26<sup>th</sup> day of January, 2026.

**MOTION BY:**  
**SECONDED BY:**  
**IN FAVOR:**  
**OPPOSED:**

**CITY OF OTSEGO**

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Jessica L. Stockamp, Mayor

ATTEST:

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Audra Etzel, City Clerk

**CITY OF OTSEGO  
COUNTY OF WRIGHT  
STATE OF MINNESOTA**

**SUMMARY OF ORDINANCE NO.: 2026-01**

**ORDINANCE AMENDING STREET NAME DESIGNATIONS WITHIN TANGLEWOOD 2<sup>ND</sup> ADDITION.**

**NOTICE IS HEREBY GIVEN** that on January 26, 2026, Ordinance 2026-01 was adopted by the City Council of the City of Otsego, Minnesota.

**NOTICE IS FURTHER GIVEN** that the ordinance adopted by the City Council amends the designation of Large Avenue NE to Landau Avenue NE within Tanglewood 2<sup>nd</sup> Addition.

**ADOPTED** by the Otsego City Council this 26<sup>th</sup> day of January, 2026.

**CITY OF OTSEGO**

Jessica L. Stockamp, Mayor

ATTEST:

Audra Etzel, City Clerk

Pursuant to Minnesota Statutes 412.191, Subd. 4 and 331A.01, Subd.10, this Ordinance is published in summary form. Complete copies of the ordinance are available for inspection by contacting the City Clerk, Otsego City Hall, 13400 90<sup>th</sup> Street NE, Otsego, Minnesota 55330 during regular office hours.



# Request for City Council Action

## DEPARTMENT INFORMATION

ORIGINATING DEPARTMENT	REQUESTOR:	MEETING DATE:
Public Works	City Engineer Wagner	January 26, 2026
PRESENTER(S)	REVIEWED BY:	ITEM #:
Consent	City Administrator/Finance Director Flaherty	3.21 – Mill & Overlay Project

## STRATEGIC VISION

MEETS:	THE CITY OF OTSEGO:
	Is a strong organization that is committed to leading the community through innovative communication.
<b>X</b>	Has proactively expanded infrastructure to responsibly provide core services.
	Is committed to delivery of quality emergency service responsive to community needs and expectations in a cost-effective manner.
	Is a social community with diverse housing, service options, and employment opportunities.
	Is a distinctive, connected community known for its beauty and natural surroundings.

## AGENDA ITEM DETAILS

RECOMMENDATION:	
City staff recommend the City Council approval plans and specifications and authorize the bid process.	
ARE YOU SEEKING APPROVAL OF A CONTRACT?	IS A PUBLIC HEARING REQUIRED?
No	No
BACKGROUND/JUSTIFICATION:	
<p>Plans and specifications have been completed for the 2026 Mill &amp; Overlay Project. The attached project maps indicate the streets included within this project, which have 2025 PCI Ratings between 54-60 indicating the need for the project.</p> <p>The Capital Improvement Plan (CIP) includes \$1,778,407 to fund this project, with the current engineer estimate of project costs to be \$1,619,077. Pending approval, City staff would anticipate bid results being presented to the City Council in late February or early March.</p> <p>The Public Works Subcommittee reviewed this item at their January 21, 2026, meeting and recommended consideration of approval by the City Council.</p>	
SUPPORTING DOCUMENTS ATTACHED:	
<ul style="list-style-type: none"> <li>• <b>Project Maps</b></li> <li>• <b>Engineer’s Estimate</b></li> </ul>	

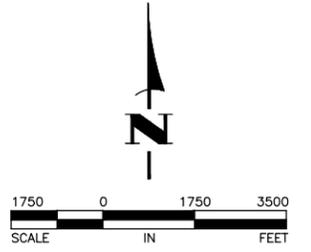
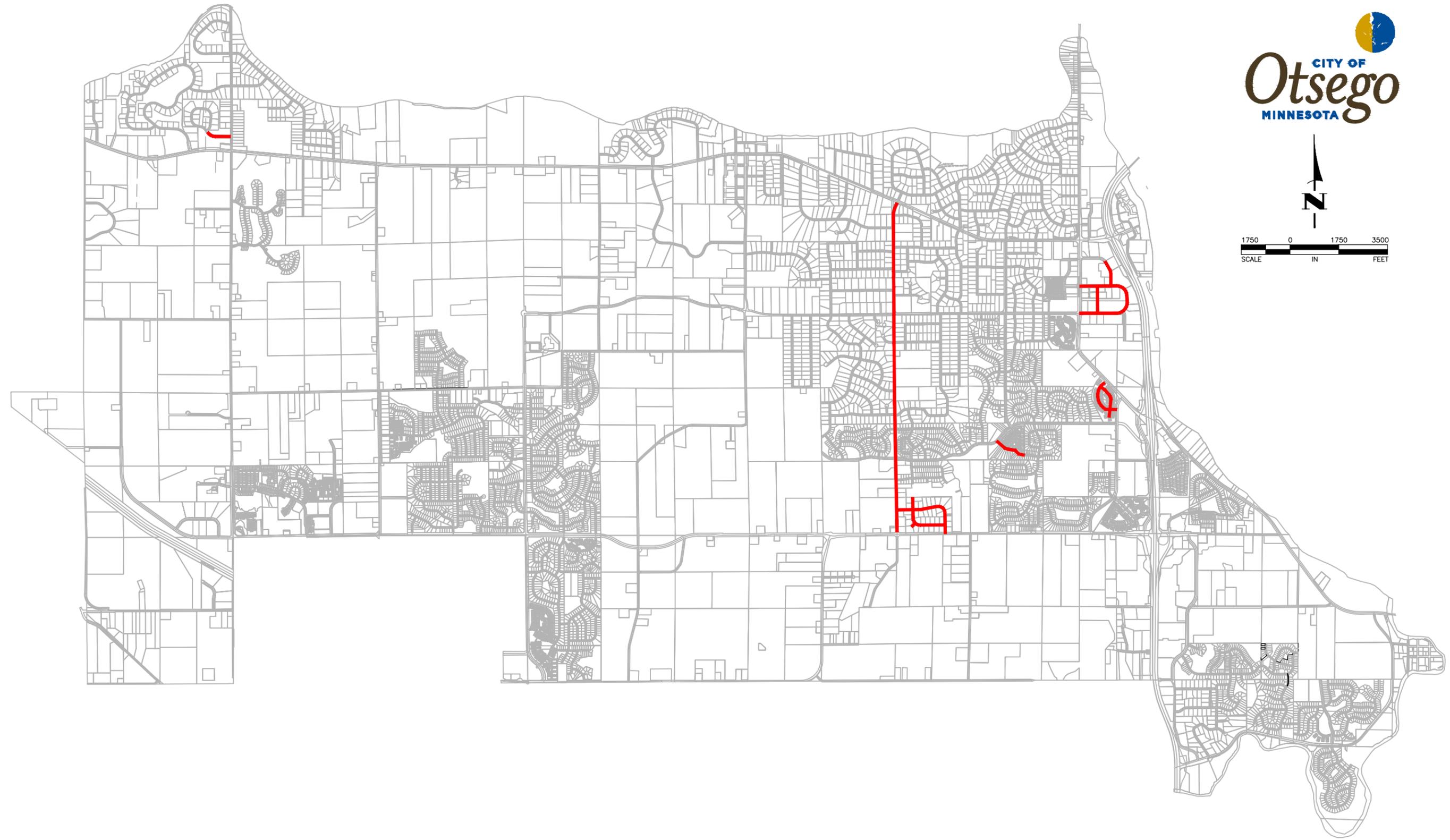
## POSSIBLE MOTION

PLEASE WORD MOTION AS YOU WOULD LIKE IT TO APPEAR IN THE MINUTES:
Motion to approve the Plans and Specifications and Order Advertisement for Bids for the 2026 Mill & Overlay Project.

## BUDGET INFORMATION

FUNDING:	BUDGETED:
Fund 201 - Pavement Management	Yes

Jan 05, 2026 - 10:27am  
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DATE	REVISION

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.

*Ronald J. Wagner*  
**RONALD J. WAGNER, P.E.**  
 Date 1/5/2026 Lic. No. 26052

DESIGNED BY:  
RJV

DRAWN BY:  
TAJ

CHECKED BY:  
RJV



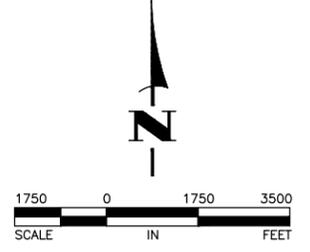
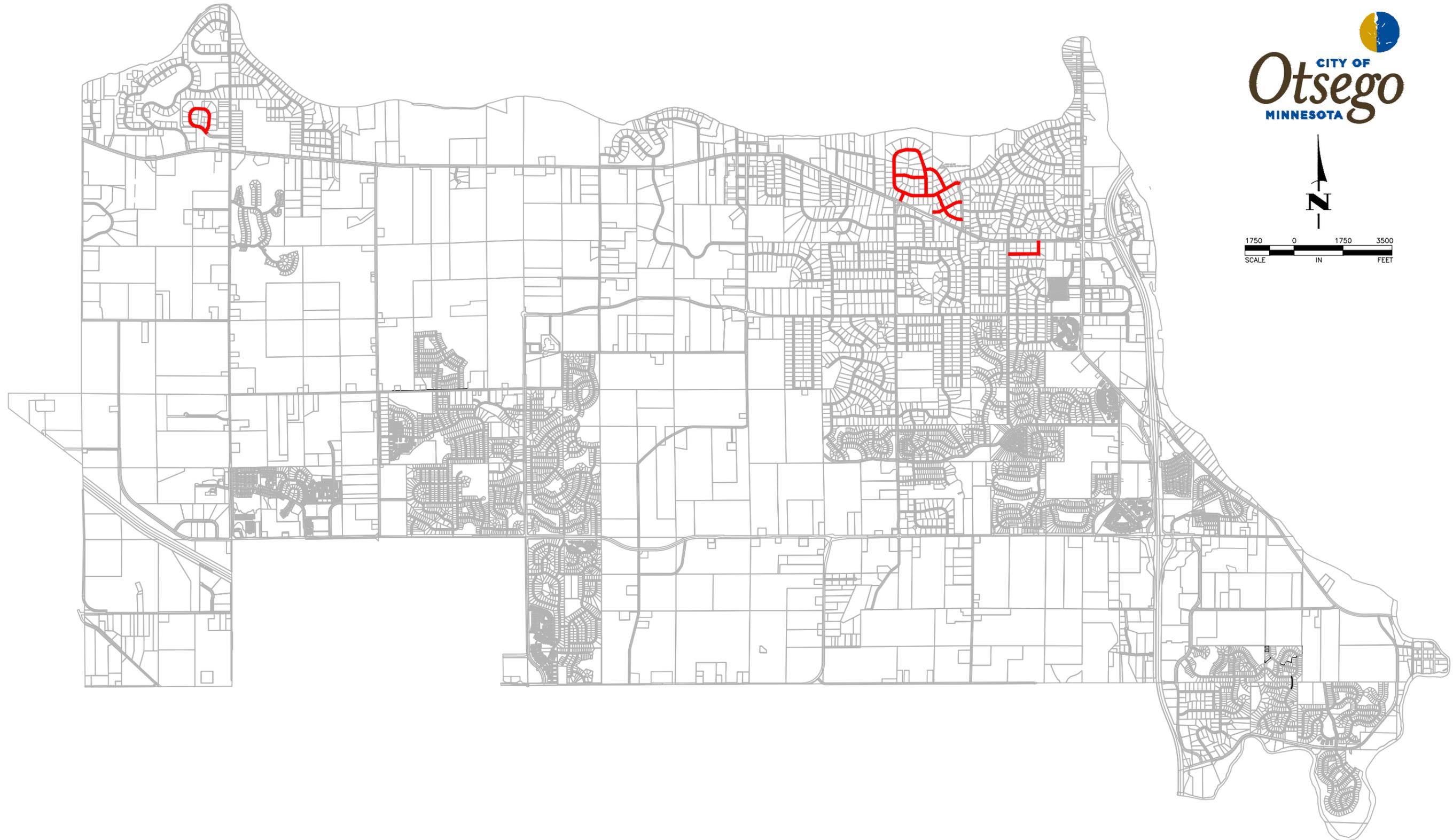
**Hakanson Anderson**  
 Civil Engineers and Land Surveyors  
 3601 Thurston Ave., Anoka, Minnesota 55303  
 763-427-5860 FAX 763-427-0520  
 www.hakanson-anderson.com



**MILL & OVERLAY OVERALL PLAN**  
**2026 OTSEGO MILL & OVERLAY**  
 OTSEGO, MN

SHEET  
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SHEETS

Jan 05, 2026 - 10:29am  
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DATE	REVISION

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.

*Ronald J. Wagner*  
**RONALD J. WAGNER, P.E.**  
 Date 1/5/2026 Lic. No. 26052

DESIGNED BY: RJW  
 DRAWN BY: TAJ  
 CHECKED BY: RJW



**Hakanson Anderson**  
 Civil Engineers and Land Surveyors  
 3601 Thurston Ave., Anoka, Minnesota 55303  
 763-427-5860 FAX 763-427-0520  
 www.hakanson-anderson.com



**OVERLAY & SHOULDERING OVERALL PLAN**  
**2026 OTSEGO OVERLAY**  
 OTSEGO, MN

SHEET 30 OF 999 SHEETS

**Engineer's Estimate**

**City of Otsego**

**SCHEDULE A - MILL & OVERLAY**

**2026 Mill and Overlay and Overlay Project**

Item No.	MnDOT Spec	Description	Estimated Quantity	Unit	Unit Price	Extension
1	2021.5	MOBILIZATION	1	LS	\$ 32,501	\$ 32,501
2	2357.51	BITUMINOUS MATERIAL FOR TACK COAT	6251	GAL	\$ 3.50	\$ 21,878
3	2232.5	MILL BITUMINOUS SURFACE	125016	SY	\$ 1.50	\$ 187,525
4	2360.51	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B) 1.5" LIFT	10799	TON	\$ 80.00	\$ 863,953
5	2563.6	TRAFFIC CONTROL	1	LS	\$ 10,000.00	\$ 10,000
Total Estimated Construction Cost						\$ 1,115,856
Engineering and Construction Contingency					5%	\$ 55,793
					5%	\$ 55,793
<b>TOTAL COST</b>						<b>\$ 1,227,441</b>

**SCHEDULE B - Overlay**

Item No.	MnDOT Spec	Description	Estimated Quantity	Unit	Unit Price	Extension
1	2021.5	MOBILIZATION	1	LS	\$ 10,370	\$ 10,370
2	2221.51	SHOULDER BASE SALVAGED MILLINGS	382	TON	\$ 35.00	\$ 13,360
3	2357.51	BITUMINOUS MATERIAL FOR TACK COAT	2288	GAL	\$ 3.50	\$ 8,009
4	2360.51	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B) 1.5" LIFT	3954	TON	\$ 80.00	\$ 316,293
5	2563.6	TRAFFIC CONTROL	1	LS	\$ 8,000.00	\$ 8,000
Total Estimated Construction Cost						\$ 356,032
Engineering and Construction Contingency					5%	\$ 8,901
					5%	\$ 8,901
<b>TOTAL COST</b>						<b>\$ 391,636</b>
<b>TOTAL COST BOTH SCHEDULES</b>						<b>\$ 1,619,077</b>



# Request for City Council Action

## DEPARTMENT INFORMATION

ORIGINATING DEPARTMENT	REQUESTOR:	MEETING DATE:
Administration	City Clerk Etzel	January 26, 2026
PRESENTER(S)	REVIEWED BY:	ITEM #:
Consent	City Administrator/Finance Director Flaherty	3.22 – Advisory Commissioner Resignation

## STRATEGIC VISION

MEETS:	THE CITY OF OTSEGO:
	Is a strong organization that is committed to leading the community through innovative communication.
	Has proactively expanded infrastructure to responsibly provide core services.
	Is committed to delivery of quality emergency service responsive to community needs and expectations in a cost-effective manner.
<b>X</b>	Is a social community with diverse housing, service options, and employment opportunities.
	Is a distinctive, connected community known for its beauty and natural surroundings.

## AGENDA ITEM DETAILS

RECOMMENDATION:	
City staff are recommending that the City Council accept the resignation of an Advisory Commissioner.	
ARE YOU SEEKING APPROVAL OF A CONTRACT?	IS A PUBLIC HEARING REQUIRED?
No	No
BACKGROUND/JUSTIFICATION:	
City Staff received notice of resignation of Heritage Preservation Commissioner Jim Penick on January 14, 2026. City staff is recommending the vacancy be appointed as part of the upcoming Advisory Commissioner Recruitment with the appointment starting March 1, 2026.	
SUPPORTING DOCUMENTS ATTACHED:	
<ul style="list-style-type: none"> <li><b>Advisory Commission Appointments</b></li> </ul>	

## POSSIBLE MOTION

PLEASE WORD MOTION AS YOU WOULD LIKE IT TO APPEAR IN THE MINUTES:
Motion to accept the resignation of Jim Penick from the Heritage Preservation Commission and thank him for his service to the City.

## BUDGET INFORMATION

FUNDING:	BUDGETED:
N/A	N/A



**City of Otsego  
Advisory Commission Appointments**

Expiring 28-Feb 2026	Expiring 28-Feb 2027	Expiring 29-Feb 2028	Expiring 28-Feb 2029
----------------------------	----------------------------	----------------------------	----------------------------

**Planning (7 members)**

Appointed	Jones	Stritesky Kincanon	Heidner Foster	Offerman Metzger
Alternates				

**Parks and Recreation (7 members)**

Appointed	Danzl Schaffer	Baltos Baldry	McCool	Dehn Tyberghein
Alternates				

**Public Safety (7 members)**

Appointed		Green Heltemes	Greeman Hubbard Sibert	Freiberg Becker
Alternates				

**Heritage Preservation (5 member)**

Appointed		Nault Stinski	Kiffmeyer <del>Penick</del>	Seroshek
Alternates	Waldron (Alt 1)	Wilson (Alt 2)		

**January 26, 2026** - City Council accept Resignation of Jim Penick OHPC (Term Expiring 2/29/2028)

**July 14, 2025** - City Council removal of John Braun PS (Term Expiring 2/28/2026). Becker will be moved from the alternate position (Term Expiring 2/28/2029).

**June 23, 2025** - City Council removal of Norm Witteborg P&R (Term Expiring 2/28/2027). Tyberghein will be moved from the alternate position (Term Expiring 2/28/2029).

**February 24, 2025** - City Council Approved



# Request for City Council Action

## DEPARTMENT INFORMATION

ORIGINATING DEPARTMENT	REQUESTOR:	MEETING DATE:
Planning	City Planner Licht	26 January 2026
PRESENTER(S)	REVIEWED BY:	ITEM #:
City Planner Licht	City Administrator/Finance Director Flaherty City Engineer Wagner	4.1 – Great River Centre of Otsego 8 <sup>th</sup> Addition

## STRATEGIC VISION

MEETS:	THE CITY OF OTSEGO:
	Is a strong organization that is committed to leading the community through innovative communication.
<b>X</b>	Has proactively expanded infrastructure to responsibly provide core services.
	Is committed to delivery of quality emergency service responsive to community needs and expectations in a cost-effective manner.
<b>X</b>	Is a social community with diverse housing, service options, and employment opportunities.
	Is a distinctive, connected community known for its beauty and natural surroundings.

## AGENDA ITEM DETAILS

RECOMMENDATION:	
City staff recommends the City Council approve a preliminary plat.	
ARE YOU SEEKING APPROVAL OF A CONTRACT?	IS A PUBLIC HEARING REQUIRED?
No	Yes, was held by Planning Commission on 20 January 2026
BACKGROUND/JUSTIFICATION:	
<p>Foss Swim School has submitted application to plat Outlot A, Great River Centre of Otsego Seventh Addition as one lot for commercial development. The proposed lot is subject to preliminary plat review as it was not previously identified as a buildable lot at the time the current outlot was established. Previously dedicated drainage and utility easements at the perimeter of the outlot will be vacated as part of the plat process.</p> <p>The proposed development of the subject property is illustrated on a sketch plan submitted as supporting information with the plat application. The sketch plan illustrates development of a 9,600 square foot building to be constructed as a commercial swim school. The site plan also illustrates a second 11,900 square foot building within the proposed lot as a future construction. The development of the proposed lot will require future application for site and building plan approval. This is expected to occur concurrent with application for final plat approval.</p> <p>A public hearing to consider the preliminary plat application and easement vacation was held by the Planning Commission at their meeting on 20 January 2026. Mr. Duane Boris of Foss Swim School was present and agreed with the recommendations of City staff. The Planning Commission had no comments regarding the plat. They did discuss traffic, site access, and off-street parking related to the sketch plan. The Planning Commission concluded that the multiple access points to the lot, as well as the supply of parking within the site is sufficient to avoid congestion on the public streets.</p> <p>The City Council will consider approval of the preliminary plat on 26 January 2026. Applications for final plat approval and Site and Building Plans will be submitted subsequently. The City Council will act on the vacation of existing drainage and utility easements concurrently with the final plat.</p>	

SUPPORTING DOCUMENTS ATTACHED:

- **Planning Report dated 14 January 2026**
- **Resolution 2026-08**

**POSSIBLE MOTION**

PLEASE WORD MOTION AS YOU WOULD LIKE IT TO APPEAR IN THE MINUTES:

Motion to adopt Resolution 2026-08 approving a preliminary plat for the Great River Centre of Otsego Eighth Addition.

**BUDGET INFORMATION**

FUNDING:	BUDGETED:
Fund 701 – Development Escrows	N/A



3601 Thurston Avenue  
Anoka, MN 55303  
763.231.5840  
TPC@PlanningCo.com

## **PLANNING REPORT**

TO: Otsego Planning Commission

FROM: D. Daniel Licht

REPORT DATE: 14 January 2026

120-DAY DATE: 11 April 2026

RE: Otsego – Foss Swim School; Preliminary Plat/Sketch Plan

TPC FILE: 101.02

## **BACKGROUND**

Foss Swim School has submitted application to plat Outlot A, Great River Centre Otsego Seventh Addition as one lot for commercial development. The proposed lot is subject to preliminary plat review as it was not previously identified as a buildable lot at the time the current outlot was established. Previously dedicated drainage and utility easements at the perimeter of the outlot will be vacated as part of the plat process. A public hearing to consider the preliminary plat application has been noticed for the Planning Commission meeting on 20 January 2026.

The proposed development of the subject property is illustrated on a sketch plan submitted as supporting information with the plat application. The sketch plan illustrates development of a 9,600 square foot building to be constructed as a commercial swim school. The site plan also illustrates a second 11,900 square foot building within the proposed lot as a future construction. The development of the proposed lot will require future application for site and building plan approval. This is expected to occur concurrent with application for final plat approval.

### Exhibits:

- Site Location Map
- Final Plat
- Civil plans dated 12 December, 2025

## ANALYSIS

**Comprehensive Plan.** The 2023 Comprehensive Plan guides the subject property within the Great River Centre of Otsego for commercial land use as part of the City’s primary retail, service, and office area within the community. The platting of the subject to allow for development of the proposed swim school allows for a commercial indoor recreation business that will serve Otsego and the surrounding region. The proposed use is consistent with the types of businesses planned for the area by the 2023 Comprehensive Plan.

**PUD District.** The City Council approved a PUD District for the Great River Centre of Otsego on 13 March 2006. The PUD District is based upon the uses and performance standards as allowed within the B-1, Retail Business District. The B-1 District allows for the proposed swim school as a permitted use defined as instructional classes and indoor commercial recreation. Development of permitted commercial uses is subject to site and building plan review by the Planning Commission and approval of the City Council in accordance with Section 11-9-3 of the Zoning Ordinance.

**Surrounding Area.** The table below summarizes the existing and planned land uses surrounding the subject property:

Direction	Land Use Plan	Zoning Map	Existing Use
North	Commercial	PUD District	Tires Plus Wings Financial Everbrook Academy
East	Commercial	PUD District	The Village apartments
South	Office	B-4 District	Twin City Bee Keeping EDCO/Undeveloped
West	Commercial	PUD District	Good Day Car Wash

The area within Great River Center bounded by 87<sup>th</sup> Street/Quaday Avenue/85<sup>th</sup> Street/Parrish Avenue (CSAH 42) is designated as a Village Center, where development is to utilize elements of traditional neighborhood design in both site planning and architecture. When Good Day Car Wash was constructed, the application review noted that development of Outlot A, Great River Centre of Otsego would be required to develop in accordance with the Village Center elements of the Great River Centre of Otsego PUD Design Guidelines. The indoor commercial recreation use and future retail building is more consistent with the community service type businesses anticipated for this area of the Great River Centre and will be compatible with the day care and apartment uses directly adjacent to the subject property.

**Preliminary Plat.** The developer has submitted a preliminary plat to plat the existing 2.97 acre outlot into one lot.

- **Lot Requirements.** There are no minimum lot area or width requirements for subdivision of lots within the GRC PUD District. Lot 1, Block 1 is proposed to be 2.97 acres in area and is 305 feet in width as measured at the front setback line abutting 85<sup>th</sup> Street. The necessary area and width of a specific lot is to be based on required setbacks and a functional site plan in terms of access and circulation. The sketch plan, reviewed in detail in subsequent paragraphs, illustrates a feasible development of the proposed lot.
- **Right-of-Way.** The subject property 85<sup>th</sup> Street and Parson Avenue. The City Engineer is not recommending additional right-of-way dedication be required for 85<sup>th</sup> Street or Parson Avenue.
- **Utilities.** The subject property is within the East Sewer District established by the 2023 Comprehensive Plan. Sewer and water utilities are available at the property to serve the proposed development as illustrated on the preliminary utility plan. The utility plan and any related issues will be subject to review and approval by the City Engineer as part of a future site and building plan review application.

The developer is required to pay Utility Availability Charges at the time of final plat approval. These fees are used by the City to fund the construction of the trunk sewer collection pipes and water distribution pipes. A preliminary calculation of the Sewer Availability Charges (SAC) and Water Availability Charges (WAC) based on the 2026 Fee Schedule for the proposed lot are provided below:

- WAC:  $3.5 \text{ RECS/ac.} \times 2.97\text{ac.} \times \$4,596.00/\text{REC} = \$47,775.42$
- SAC:  $3.5 \text{ RECS/ac.} \times 2.97\text{ac.} \times \$3,171.00/\text{REC} = \$32,962.55$

Additional utility related fees are collected at the time a building permit is issued. The Utility Connection Fees are used by the City for the construction of the operational elements of the sewer and water utilities such as wastewater treatment facilities, lift stations, wells, pump houses, water towers and water treatment plants. The calculation of the Utility Connection Fees for commercial uses is based on the schedule for Residential Equivalent Connections development by Metropolitan Council Environmental Services based on water use for specific activities. The 2026 schedule for connection fees is shown below.

- Water Connection Fee:  $\$4,596.00/\text{REC}$
- Sewer Connection Fee:  $\$9,513.00/\text{REC}$

- **Stormwater.** The developer has submitted a preliminary grading plan for the proposed development of the subject site. The grading plan and all stormwater management related issues will be subject to review and approval by the City Engineer as part of a subsequent site and building plan review application. The subject property is not included within a watershed district and no stormwater impact fee is required at the time of final plat approval.
- **Easements.** Section 10-8-12 of the Subdivision Ordinance requires dedication of 10 foot wide drainage and utility easements at the perimeter of proposed lots, over stormwater management facilities, and over water utility extensions. There are existing drainage and utility easements along the north, east, and south lines of the subject property that will be vacated and replaced by new easements dedicated with the proposed plat. The proposed plat illustrates the required perimeter easements. Additional easements to be recorded by document related to sewer, water or stormwater utilities may be required as part of the site and building plan review application. All drainage and utility easements are to be subject to review and approval by the City Engineer.
- **Park Dedication.** The initial final plat of the Great River Centre of Otsego was credited as having satisfied park dedication requirements through trail improvements within the subdivision. No additional park dedication is required for approval of a final plat for the proposed preliminary plat.

**Sketch Plan.** A sketch plan illustrating development of the proposed lot has been submitted with the application for preliminary plat approval. The proposed development of the subject property includes a 9,600 square foot building for a commercial swim school and future 11,900 square foot retail commercial building.

- **Setbacks.** The following setbacks are required of the subject site based on the requirements of the GRC PUD District Design Guidelines and the B-1 District. The sketch plan complies with these requirements. Importantly, the site plan locates the proposed swim school building at the southeast corner of the lot with the parking in-line or behind the building as viewed from Parson Avenue. This site layout is encouraged by the GRC PUD District design guidelines and is consistent with the location of other commercial buildings along Parson Avenue to the north.

85 <sup>th</sup> St.	Parson Ave.	North	Parking	
			ROW	Interior
30ft.	20ft.	10ft.	15ft.	5ft.

- **Access.** The subject site abuts 85<sup>th</sup> Street, and Parson Avenue. One access is proposed to 85<sup>th</sup> Street, which meets the intersection spacing requirements established by Section 11-21-6.B of the Zoning Ordinance. There is a second access to Parson Avenue at the northeast corner of the proposed lot. This access is shared by easement with the Good Day Car Wash and aligns with the access to The Village apartments to the east.

- **Off-Street Parking.** The sketch plan illustrates 125 off-street parking spaces, six of which are disability accessible.

Section 11-21-8 of the Zoning Ordinance requires instructional class and retail uses to provide one off-street parking space for each 200 square feet of net floor area. A preliminary calculation of required parking is provided below. The number of spaces shown on the sketch plan exceeds the requirements of the Zoning Ordinance.

Use	Gross Area	Net Area	Requirement	Required Spaces
Instructional Classes	9,600sf.	8,640sf.	1 space/200sf.	44
Retail	11,900sf.	10,710sf.		54
<b>Total</b>				<b>98</b>

The dimensions of the drive aisle and parking spaces comply with Section 11-21-7.B of the Zoning Ordinance. Asphalt pavement and perimeter concrete curb is required by Sections 11-21-7.C and D of the Zoning Ordinance and is subject to review and approval of the City Engineer with application for site and building plan review.

- **Sidewalks/Trails.** There is an existing sidewalk adjacent to the north side of 85<sup>th</sup> Street abutting the subject property. There is also a public trail along the north line of the subject property that connects between Parrish Avenue (CSAH 42) and Parson Avenue.

The sketch plan illustrates construction of a sidewalk along Parson Avenue from 85<sup>th</sup> Street north to the north line of the subject property. This segment connects to the sidewalk on the west side of Parson Avenue extending to 87<sup>th</sup> Street that was constructed with Everbrook Academy.

There are connections to the sidewalks on 85<sup>th</sup> Street and Parson Avenue from the front of the swim school and retail building shown on the site plan.

- **Buildings.** No details have been provided regarding the proposed swim school building. Architectural elevations and floorplans will be required to be submitted at the time of site and building plan review for each building.
  - **Exterior Materials.** The exterior design for the proposed buildings are subject to the guidelines included in the GRC PUD District Design Guidelines booklet. The GRC PUD District Design Guidelines would encourage large window areas on all sides of the building and emphasis on the architectural details facing 85<sup>th</sup> Street and Parson Avenue. Exterior materials for each building must also comply with the exterior finish requirements established by Section 11-17-4.D.1 of the Zoning Ordinance.

- **Height.** The GRC PUD District establishes height limitations intended to preserve viewsheds of the SuperTarget store as the anchor of the Great River Centre of Otsego development. The height of buildings within the proposed lot are limited to two stories or 28 feet. Building height is measured to the deck of a flat roof or the mean height of a pitched roof as defined by Section 11-2-2 of the Zoning Ordinance.
- **Landscaping.** The sketch plan does not include proposed landscaping. A landscape plan meeting the requirements of Section 11-19-2 of the Zoning Ordinance will be required to be submitted with application for site and building plan review. In addition to the general landscape guidance provided in Section 11-19-2.B.2 of the Zoning Ordinance, the landscape plan should include:
  - Natural grasses or shrubs planted to screen the view of off-street parking area from view of 85<sup>th</sup> Street and Parson Avenue.
  - An irrigation system required by Section 5-2-3.C.2 of the City Code
- **Exterior Lighting.** The design and location of exterior lighting within the subject site must comply with Section 11-16-6 of the Zoning Ordinance. An exterior lighting plan, including photometric measurements, is to be submitted application for site and building plan review. All exterior lighting is to be subject to review and approval of the Zoning Administrator.
- **Waste Storage.** The sketch plan does not indicate locations for waste containers. Any outdoor storage of waste containers requires an enclosure subject to the requirements of Section 11-18-4.C of the Zoning Ordinance. If outdoor storage of waste containers is intended, plans for the required enclosure are to be submitted with application for site and building plan review.
- **Signs.** The sketch plan does not include details regarding any proposed signs. Signs with GRC PUD District Design Guidelines allow wall signs to be installed on all four sides of principal buildings with the area of the signs limited to 15 percent of the wall area and no individual wall sign exceeding 100 square feet. One shared freestanding sign for the proposed lot may also be considered as part of the site and building plan review application. A sign permit application is required to be submitted prior to placement of any signs upon the property and is subject to review and approval of the Zoning Administrator.

**Final Plat.** The developer must submit application for final plat in accordance with Section 10-3-3.F of the Subdivision Ordinance within one year of preliminary plat approval.

**Development Contract.** Section 10-10-4.A of the Subdivision Ordinance requires the developer to enter into a development contract at the time of final plat approval. The development contract will be combined with a Site Improvement Performance Agreement as required by Section 11-9-7 of the Zoning Ordinance for development of the lot. The development contract will ensure construction of the project as approved by the City, completion of any public improvements, establishment of required securities, and payment of applicable fees. The development contract will be drafted by the City Attorney and is subject to approval of the City Council.

**RECOMMENDATION**

The proposed preliminary plat complies with the requirements of the Subdivision Ordinance. Platting of the proposed lot will provide for development of an indoor commercial recreation use providing instructional classes that will increase available services to Otsego, as well as the surrounding area. The proposed development of the site will also provide future opportunity for increased retail spaces to accommodate other retail, service, or office uses in the area. City staff recommends approval of the preliminary plat application as outlined below.

**POSSIBLE ACTIONS**

Motion to recommend City Council **approval** of a preliminary plat for Great River Centre of Otsego Eighth Addition, subject to the following conditions:

1. Approval of the preliminary plat shall not guarantee access to sanitary sewer service. The City shall only allocate sanitary sewer capacity to approved final plats with signed development contracts to assure the City of timely development.
2. Right-of-way dedication and access to 85<sup>th</sup> Street and Parson Avenue shall be subject to review and approval of the City Engineer.
4. Lot 1, Block 1 shall comply with the following setback requirements:

85 <sup>th</sup> St.	Parson Ave.	North	Parking	
			ROW	Interior
30ft.	20ft.	10ft.	15ft.	5ft.

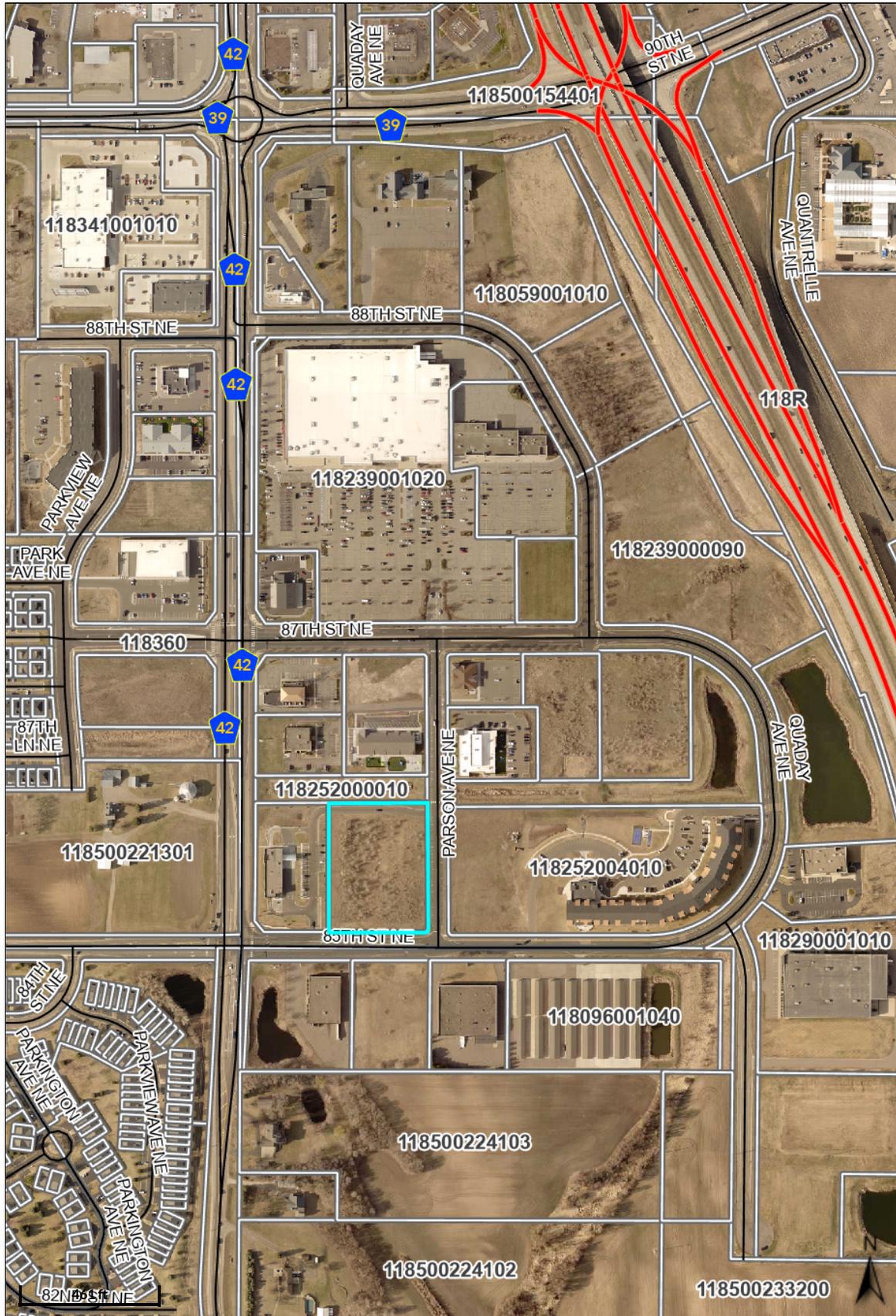
5. All utility issues shall be subject to review and approval of the City Engineer.
6. The developer shall pay Utility Availability Charges for the proposed lot at the time of final plat approval in accordance with Title 8, Chapter 1 of the City Code.
7. The developer shall pay Utility Connection Fees for construction of proposed principal uses at the time a building permit is issued, in accordance with Title 8, Chapter 1 of the City Code.

8. All grading, drainage, erosion control and stormwater management issues shall be subject to review and approval of the City Engineer.
9. All easements shall be subject to review and approval of the City Engineer.
10. Development of Lot 1, Block 1 shall require application for site and building plan review, or other zoning applications as may be required by Zoning Ordinance, as provided for by Section 11-9-3 of the Zoning Ordinance.
  - a. Access and Off-Street Parking:
    - (1) The design and construction of off-street parking areas shall comply with Section 11-21-7 of the Zoning Ordinance, subject to review and approval of the City Engineer.
    - (2) The off-street parking area shall provide for the number of spaces as required by Section 11-21-8 of the Zoning Ordinance.
  - b. The architectural design and exterior materials for any principal and accessory building(s) shall comply with the GRC PUD District Design Guidelines Booklet and Section 11-17-4.D.1 of the Zoning Ordinance.
  - c. The height of any principal and accessory building(s) shall not exceed 28 feet as defined by the Zoning Ordinance.
  - d. A landscape plan subject to review and approval of the Zoning Administrator shall be submitted outlining proposed location, type, size, and quantities of proposed plantings along with planting details meeting the requirements of Section 11-19-2 of the Zoning Ordinance, and:
    - (1) Natural grasses or shrubs planted to screen the view of off-street parking area from view of 85<sup>th</sup> Street and Parson Avenue.
    - (2) An irrigation system shall be installed as required by Section 5-2-3.C.2 of the City Code.
  - e. All exterior lighting shall comply with Section 11-16-6 of the Zoning Ordinance, subject to review and approval of the Zoning Administrator.
  - f. All signs shall comply with the GRC PUD District Design Guidelines booklet and Chapter 37 of the Zoning Ordinance, subject to review and approval of the Zoning Administrator.

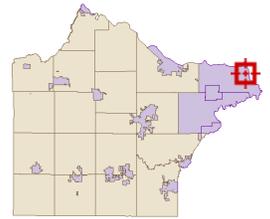
- g. Any outdoor storage of waste containers shall require an enclosure that complies with the provisions of Section 11-18-4.C of the Zoning Ordinance, subject to review and approval of the Zoning Administrator.
  
- 11. The developer shall enter into a development contract as required by Section 10-10-4.A of the Subdivision Ordinance at the time of final plat approval and Section 11-9-7 of the Zoning Ordinance related to site and building plan review approval, subject to review by the City Attorney and approval of the City Council.
  
- 12. A final plat shall be approved within one year of City Council approval or the preliminary plat shall be deemed void.
  
- c. Adam Flaherty, City Administrator/Finance Director  
Audra Etzel, City Clerk  
Ron Wagner, City Engineer  
David Kendall, City Attorney

# Foss Swim School

## Site Location



### Overview



### Legend

#### Highways

- Interstate (thick red line)
- State Highway (medium red line)
- US Highway (thin red line)
- Roads (black line)

#### City/Township Limits

- c (white square)
- t (light gray square)
- Parcels (thin white border)
- Torrens (cyan border)

# GREAT RIVER CENTRE OF OTSEGO EIGHTH ADDITION

KNOW ALL PERSONS BY THESE PRESENTS, That CN Otsego Properties, LLC, a Minnesota Limited Liability Company, fee owner of the following described property situated in the County of Wright, State of Minnesota to-wit:

Outlot A, Great River Centre of Otsego Seventh Addition, Wright County, Minnesota.

Has caused the same to be surveyed and platted as GREAT RIVER CENTRE OF OTSEGO EIGHTH ADDITION and does hereby dedicate to the public for public use the public ways and the drainage and utility easements as created by this plat.

In witness whereof CN Otsego Properties, LLC a Minnesota limited liability company, has caused these presents to be signed by its proper officer this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Cory Kampchoer, Chief Manager

STATE OF MINNESOTA

COUNTY OF \_\_\_\_\_

This instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by Cory Kampchoer, Chief Manager of CN Otsego Properties, LLC a Minnesota limited liability company, on behalf of the company.

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Notary Printed Name

Notary Public \_\_\_\_\_ County, Minnesota

My Commission Expires \_\_\_\_\_

I, Kalib J. Kaddeback do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on the plat have been, or will be correctly set within one year; that all water boundaries and wetlands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Kalib J. Kaddeback, Licensed Land Surveyor  
Minnesota License No. 57070

STATE OF MINNESOTA

COUNTY OF \_\_\_\_\_

The foregoing surveyor's certificate was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by Kalib J. Kaddeback, Land Surveyor, Minnesota License No. 57070.

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Notary Printed Name

Notary Public \_\_\_\_\_ County, Minnesota

My Commission Expires \_\_\_\_\_

CITY COUNCIL, CITY OF OTSEGO, MINNESOTA:

This plat of GREAT RIVER CENTRE OF OTSEGO EIGHTH ADDITION was approved and accepted by the City Council of the City of Otsego, Minnesota, at a regular meeting thereof held this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ and said plat is in compliance with the provisions of Minnesota Statutes, Section 505.01, Subd. 2.

CITY COUNCIL, CITY OF OTSEGO, MINNESOTA

\_\_\_\_\_  
Mayor City Clerk

WRIGHT COUNTY SURVEYOR

I hereby certify that in accordance with Minnesota Statutes, Section 505.021, Subd. 11, this plat has been reviewed and approved this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Wright County Surveyor

WRIGHT COUNTY HIGHWAY ENGINEER

This plat was reviewed and recommended for approval this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Wright County Engineer

WRIGHT COUNTY LAND RECORDS

Pursuant to Minnesota Statutes, Section 505.021, Subd. 9, taxes payable for the year 20\_\_\_\_ on the land hereinbefore described have been paid. Also, pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes and transfers entered this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Wright County Land Records Administrator

WRIGHT COUNTY RECORDER

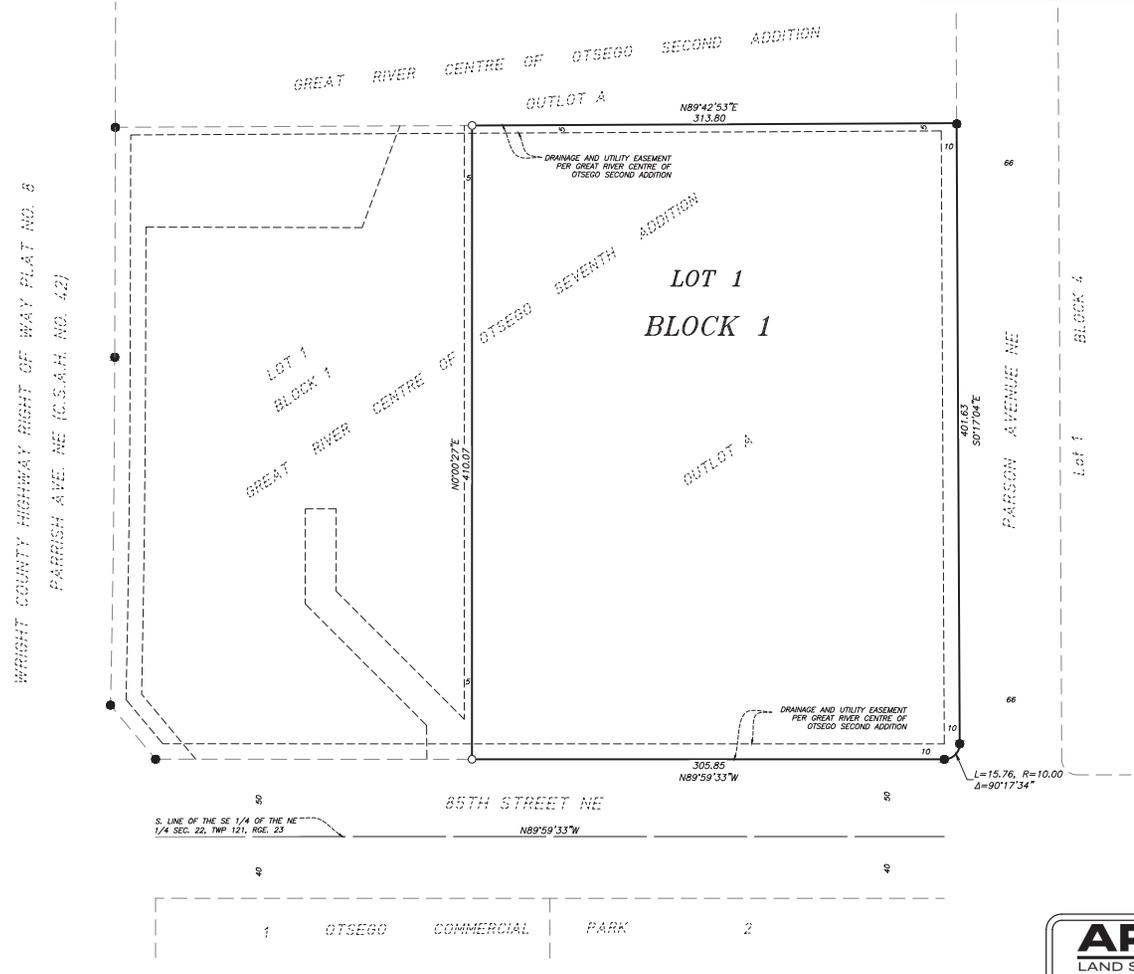
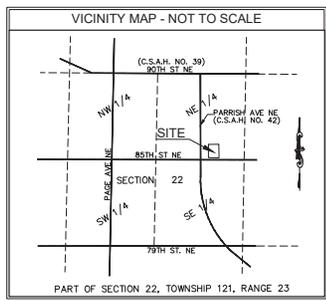
I hereby certify that this instrument was filed in the office of the County Recorder for record on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ o'clock \_\_\_\_ M. and was duly recorded in Cabinet No. \_\_\_\_\_, Sleeve \_\_\_\_\_, as Document No. \_\_\_\_\_.

\_\_\_\_\_  
Wright County Recorder



BEARING NOTE:  
The South line of the Southeast Quarter of the Northeast Quarter of Section 22, Township 121, Range 23, Wright County, Minnesota, is assumed to bear N89°59'33"W.

- INDICATES FOUND 1/2 INCH OPEN IRON PIPE (UNLESS OTHERWISE NOTED)
- INDICATES SET 1/2 INCH X 15 INCH REBAR WITH CAP (P.L.S. No. 57070)



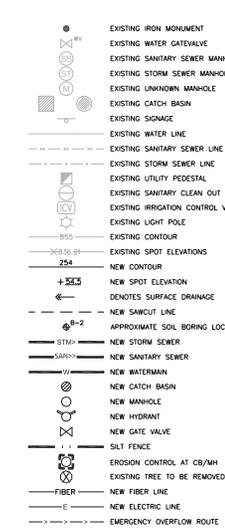
**NOTES**

1. ALL EXISTING INFORMATION TAKEN FROM SURVEY PROVIDED BY AREA LAND SURVEYING, CONDUCTED OCTOBER 20, 2025.
2. REPORT OF GEOLOGICAL EXPLORATION PREPARED BY AMERICAN ENGINEERING TESTING, INC., PROJECT NO. P-0014837 DATED SEPTEMBER 22, 2022.
3. CONTRACTOR TO FIELD VERIFY ALL EXISTING CONDITIONS INCLUDING LOCATIONS OF EXISTING UTILITIES, AND NOTIFY ENGINEER OF ANY DISCREPANCIES PRIOR TO STARTING CONSTRUCTION.
4. ALL AREAS DISTURBED BY CONSTRUCTION WHICH ARE OUTSIDE THE LIMITS OF PAVING TO BE RESTORED AND REVEGETATED.
5. ALL UTILITY DETAILMENTS AND/OR ABANDONMENT TO BE PERFORMED IN ACCORDANCE WITH THE CITY OF OTSEGO AND STATE OF MINNESOTA REGULATIONS AND STANDARDS.
6. EXISTING UTILITIES ARE SHOWN IN THEIR APPROXIMATE LOCATIONS. CONTRACTOR TO FIELD VERIFY THE LOCATION OF ALL EXISTING UTILITIES INCLUDING BUT NOT LIMITED TO: ELECTRIC, TELEPHONE, GAS, CABLE TV, COOPER CABLE, FIBER OPTIC CABLE, SANITARY SEWER, STORM SEWER, STEAM, CONDENSATE, ELECTRICAL, DRAINAGE AND WATERMAIN. CONTRACTOR TO CONTACT Gopher One-Call BEFORE EXCAVATING.
7. ALL EXISTING UTILITIES AND OTHER IMPROVEMENTS ARE TO REMAIN UNLESS NOTED OTHERWISE.
8. CONTRACTOR TO PROTECT FROM DAMAGE ALL EXISTING IMPROVEMENTS, LANDSCAPING, STRUCTURES AND UTILITIES THAT ARE TO REMAIN. CONTRACTOR TO REPAIR ANY DAMAGE AT OWN EXPENSE.
9. ALL EXCAVATIONS MUST COMPLY WITH THE REQUIREMENTS OF OSHA 29 CFR, PART 1926, SUBPART P "EXCAVATIONS AND TRENCHES." THIS DOCUMENT STATES THAT EXCAVATION SAFETY IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR.
10. PROVIDE BARRICADES AT STREETS AND SIDEWALKS PER CITY OF OTSEGO AND MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD) PRIOR TO STARTING CONSTRUCTION.
11. ALL MATERIALS FOR PROPOSED CONSTRUCTION OR REPAIR OF EXISTING FACILITIES SHALL BE NEW PRODUCTS SHIPPED FROM THE FACTORY AND FREE FROM DEFECTS.
12. WHEN WORKING AROUND EXISTING TELEPHONE OR ELECTRICAL POLES, THE CONTRACTOR SHALL BRACE THE POLE FOR SUPPORT.
13. WHEN WORKING AROUND EXISTING UTILITIES THAT BECOME EXPOSED, THE CONTRACTOR SHALL PROVIDE SUFFICIENT PROTECTION TO PREVENT DAMAGE TO EXISTING PIPING. THE CONTRACTOR IS FULLY RESPONSIBLE FOR ANY DAMAGES CAUSED BY FAILURE TO EXACTLY LOCATE AND PRESERVE THESE UNDERGROUND FACILITIES.
14. CONTRACTOR TO FIELD VERIFY THE EXACT LOCATION AND ELEVATION OF EXISTING UTILITIES. IF ELEVATIONS DIFFER FROM SURVEYED ELEVATIONS SHOWN ON PLAN, REPORT DISCREPANCIES TO ENGINEER PRIOR TO CONSTRUCTION.
15. SITE UTILITY CONTRACTOR TO FURNISH AND INSTALL ALL WATERMAIN, SANITARY SEWER AND STORM SEWER FACILITIES AND APPURTENANCES TO WITHIN THE FEET OUTSIDE THE BUILDING. COORDINATE WITH MECHANICAL CONTRACTOR FOR EXACT LOCATION AND DEPTH OF CONNECTION WITHIN BUILDING.
16. CATCH BASINS AND MANHOLES ARE SHOWN ON PLAN LARGER THAN ACTUAL SIZE. COORDINATE LOCATION OF MANHOLE, COVER AND CURB TO THAT OF OTHERS PREVIOUSLY LOCATED AT THE BACK OF CURBLINE FOR THE CURB ALLEYS OR CURBLES THE AREAS AS SHOWN ON THE PLAN FOR THE AREA DRAINS AND MANHOLE COVERS.
17. CONTRACTOR SHALL COORDINATE WITH ARCHITECTURAL DRAWINGS TO VERIFY LOCATION, SIZE AND QUANTITY OF ALL ROOF DRAINS AND UTILITY CONNECTIONS. LIMITS OF PROPOSED SITE PLUMBING FACILITIES SHALL BE FREE FROM EDGE OF BUILDING UNLESS OTHERWISE NOTED.
18. PROVIDE THE FOLLOWING MINIMUM COVER OVER THE TOP OF PIPE AS FOLLOWS:  
 a. 8" OVER WATERMAIN  
 b. 5" OVER SANITARY SEWER  
 c. OVER STORM SEWER
19. ALL PAVEMENT MARKINGS WITHIN EXISTING CITY PAVEMENT AREAS TO BE RESTORED TO MATCH EXISTING UNLESS NOTED OTHERWISE.
20. MAXIMUM CROSS-SLOPES FOR SIDEWALKS AND ADA ACCESS ROUTES SHALL NOT EXCEED 2.00%. MAXIMUM SLOPES FOR ADA PARKING STALLS AND ADA ACCESS ANGLES SHALL NOT EXCEED 2.00% IN ANY DIRECTION. MAXIMUM RUNNING SLOPE FOR ALL SIDEWALKS SHALL NOT EXCEED 5.00%.
21. THE CONTRACTOR SHALL PROVIDE A CONTINUOUS, ACCESSIBLE AND SAFE PEDESTRIAN WALKWAY THAT MEETS ADA AND MINNESOTA MUTCD STANDARDS IF WORKING IN A SIDEWALK AREA, AND TRAFFIC CONTROL PER MINNESOTA MUTCD REQUIREMENTS FOR WORK IN THE PUBLIC RIGHT-OF-WAY.
22. WASTE MATERIALS INCLUDING PAVEMENT REMOVED DURING CONSTRUCTION, WASTE PIPING AND SUPPLIES, CONSTRUCTION DEBRIS AND EXCESS EXCAVATED MATERIAL SHALL BE REMOVED FROM THE PROJECT SITE AND DISPOSAL OF PROPERLY BY THE CONTRACTOR.
23. CONTRACTOR SHALL NOT BLOCK DRAINAGE FROM OR DIRECT EXCESS DRAINAGE ONTO ADJACENT PROPERTY.
24. ADEQUATE DRAINAGE SHALL BE MAINTAINED AT ALL TIMES DURING CONSTRUCTION AND ANY EXISTING DRAINAGE, DITCH OR STRUCTURE DISTURBED DURING CONSTRUCTION SHALL BE RESTORED TO THE SATISFACTION OF THE DRAINING AUTHORITY. ALL CONSTRUCTION STORM RUNOFF SHALL COMPLY WITH THE NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) REQUIREMENTS.
25. CARE MUST BE TAKEN DURING CONSTRUCTION AND EXCAVATION TO PROTECT ANY SURVEY MONUMENTS AND/OR PROPERTY IRONS.
26. COORDINATE SCHEDULING OF CLOSURES AND RE-OPENINGS OF CROSSINGS, LOADING DOCKS, DAMPERS, DRIVEWAYS, SIDEWALKS AND ROADS WITH OWNER AND CITY OF OTSEGO. TRAFFIC CONTROL SCHEDULE, TEMPORARY WALKWAYS AND TEMPORARY DRIVEWAYS TO CONFORM WITH CITY OF OTSEGO AND STATE OF MINNESOTA REQUIREMENTS AND STANDARDS.
27. DRAWINGS DO NOT INDICATE AREAS OF TEMPORARY SUPPORT SYSTEMS. THE CONTRACTOR IS RESPONSIBLE FOR ALL MEANS AND METHODS OF THE TOTAL CONTROL OVER THE TYPES AND DESIGN OF ALL SHORING, SKEETING, BRACING, AND ANCHORING AND SUPPORT WALLS, DIRECTIONAL BORING, AUGER JACKING, SOIL STABILIZATION AND OTHER METHODS OF PROTECTING EXISTING IMPROVEMENTS. SEE SPECIFICATIONS FOR SUBMITTAL REQUIREMENTS.
28. STORAGE AND PROTECTION OF EXISTING SITE FEATURES WHICH NEED TO BE REMOVED AND REPLACED FOR CONSTRUCTION OF PROJECT ARE THE RESPONSIBILITY OF THE CONTRACTOR. STORAGE SHALL BE WITHIN THE LIMITS OF STAGING AREA. CONTRACTOR SHALL PREVENT DAMAGE OR THEFT OF THESE ITEMS AND TO REPLACE AT OWN EXPENSE.

**EROSION CONTROL NOTES**

53. MISCELLANEOUS ANY PUBLIC INFRASTRUCTURE RESULTING FROM THE CONTRACTOR'S ACTIVITIES, INCIDENTAL OR OTHERWISE, SHALL BE REPAIRED AND/OR REPLACED TO THE SATISFACTION OF THE CITY AT NO COST TO THE CITY.
54. EXISTING PUBLIC PROPERTY TREES ARE TO BE PROTECTED DURING CONSTRUCTION. PUBLIC TREES DAMAGED OR REMOVED DURING CONSTRUCTION SHALL BE REPLACED TO THE SATISFACTION OF, AND AT NO COST TO THE CITY, AS DETERMINED BY THE FORESTRY MANAGER. THE CONTRACTOR IS ADVISED TO DOCUMENT PRE-EXISTING CONDITION OF PUBLIC TREES AS WELL AS THE SURROUNDING BOULEVARD PRIOR TO CONSTRUCTION ACTIVITIES.
55. PUBLIC PROPERTY TREES SHALL BE PROTECTED BY ESTABLISHING A TREE PROTECTION ZONE USING 4" TALL FENCING INSTALLED BY THE TREE TRIMMER. TREE PROTECTION FENCING SHALL BE INSTALLED PRIOR TO THE START OF ANY WORK AND MAINTAINED FOR THE DURATION OF THE PROJECT. PROTECTED WORK WITHIN OR OUTSIDE THE TREE PROTECTION FENCING SHALL BE REVIEWED BY THE CITY FORESTER PRIOR TO ALTERATION.
56. BOULEVARD RESTORATION SHALL INCLUDE THE FOLLOWING: ALL CONCRETE, ASPHALT, AND BASE MATERIALS SHALL BE REMOVED. BOULEVARD SOLES ARE TO BE PROTECTED DURING CONSTRUCTION BY USING PLYWOOD, A 6" LAYER OF MULCH, AND/OR TRACK MATS. SOIL COMPACTION DUE TO CONSTRUCTION ACTIVITIES SHALL BE CORRECTED TO THE SATISFACTION OF, AND AT NO COST TO THE CITY, PRIOR TO FINAL GRADING. BOLLIVERS SHALL BE RESTORED WITH A MINIMUM OF 6" OF TOPSOIL.
57. CONSTRUCTION SUPPLIES, MATERIALS, SPILLS, EQUIPMENT, AND VEHICLES SHALL NOT BE STORED OR OPERATED WITHIN THE TREE LINE OF ANY PUBLIC TREE OR ON TURF BOULEVARDS WITHOUT PRIOR WRITTEN APPROVAL FROM THE CITY FORESTER. IF THE BOULEVARD MUST BE USED FOR CONSTRUCTION ACTIVITIES, SITE ACCESS ROUTES, MATERIAL STORAGE, OR OTHER RELATED ACTIVITIES, PROTECTIVE MEASURES APPROVED BY THE CITY FORESTER SHALL BE TAKEN TO REDUCE SOIL COMPACTION AND DAMAGE TO PUBLIC TREES.
58. ALL PIPE 2" AND SMALLER MUST BE TYPE K COPPER. PIPE MATERIAL FOR 8" DUCTILE IRON PIPE MUST BE CLASS 52. PIPE MATERIAL FOR 6" AND 4" DUCTILE IRON PIPE MUST BE CLASS 52. THE EXTERIOR OF DUCTILE IRON PIPE SHALL BE COATED WITH A LAYER OF ASPHALT SEAL COAT. THE INTERIOR OF DUCTILE IRON PIPE MUST BE COATED WITH A LAYER OF POLYBUTYLENE POLYMER (PB) OR POLYETHYLENE TEREPHTHALATE (PET) AND SHALL BE INSTALLED USING AN ADAPTED METHOD AS RECOMMENDED BY THE MANUFACTURER. JOINTS SHALL BE SEALED AT EACH JOINT AND AROUND THE MIDDLE OF THE PIPE.
59. ALL WATER SERVICE VALVE BOXES WITHIN CONSTRUCTION AREA MUST BE EXPOSED AND BROUGHT TO GRADE UPON COMPLETION OF CONSTRUCTION.
60. THE CONTRACTOR IS RESPONSIBLE FOR OBTAINING ALL EXCAVATION AND OBSTRUCTION PERMITS REQUIRED BY ANY GOVERNING AUTHORITY.
61. CHANGES TO APPROVED EROSION CONTROL PLAN MUST BE APPROVED BY THE EROSION CONTROL INSPECTOR PRIOR TO IMPLEMENTATION. CONTRACTOR TO PROVIDE INSTALLATION DETAILS FOR ALL PROPOSED ALTERNATE TYPE DEVICES.
62. ALL EROSION CONTROL ELEMENTS ARE TEMPORARY. CONTRACTOR TO INSTALL EROSION CONTROL ELEMENTS PRIOR TO START OF LAND DISTURBANCE ACTIVITIES. MAINTAIN IN GOOD CONDITION DURING CONSTRUCTION AND REMOVE FROM THE SITE UPON COMPLETION OF FINAL PAVING AND THE EROSION CONTROL PLAN.
63. EROSION CONTROL SHALL BE PLACED ALONG THE PERIMETER OF THE SITE EXCAVATION. EROSION CONTROL SHALL BE PLACED SO IT DOES NOT DISTURBE EXISTING PAVEMENT OR DRIVE LINES THAT ARE TO REMAIN. MANY METHODS OF EROSION CONTROL ARE AVAILABLE THAT WHICH MEETS THE APPROPRIATE INSTALLATION MEASURE MOST APPROPRIATE TO THE SITE CONDITIONS AND THAT WHICH MEETS THE APPROPRIATE MINNESOTA STANDARDS. GRAPHICALLY SHOWN ON THE PLANS FOR LOCATIONS IN THE FIELD AND BEHIND THE BACK OF CURB. EXISTING CURBS AND GUTTERS AND STRANDED ROAD IS TO REMAIN AND SHALL BE PROTECTED FROM DAMAGE. ANY DAMAGED CURBS AND GUTTERS OR ROADWAY WILL BE REPAIRED BY THE CONTRACTOR AND PAID FOR SOLELY BY THE CONTRACTOR. SEE DETAILS AND SPECIFICATIONS.
64. CONTRACTOR TO PREVENT DIRT AND/OR DEBRIS FROM ENTERING STORM SEWER OR BEING TRANSPORTED OFF-SITE IN AN UNCONTROLLED MANNER. CONTRACTOR TO VERIFY AT PROJECT CLOSEOUT THAT STORM SEWER SYSTEM IS CLEAR OF SEDIMENT AND/OR DEBRIS AND IS FULLY FUNCTIONAL.
65. CONTRACTOR TO PROVIDE TEMPORARY SEED AND MULCH ON ALL NON-PAVED AREAS WITHIN 7 DAYS AFTER SOIL GRADING IS COMPLETED. SEED WITH ANNUAL BIRD SEED AT 60 LBS PER ACRE AND WOOD MULCH FIBER AT 45 LBS PER 1,000 SF.
66. SEE C300 FOR ADDITIONAL PROJECT INFORMATION.

**LEGEND**



1. APPLY AND ACQUIRE MPCA STORMWATER CONSTRUCTION PERMIT PRIOR TO STARTING ANY WORK ON-SITE. SUBMIT ACCEPTANCE OF MPCA PERMIT TO CIVIL ENGINEER.
2. INSTALL PERMITS EROSION CONTROL AT THE LOCATIONS SHOWN ON THE PLANS PRIOR TO THE COMMENCEMENT OF ANY LAND DISTURBANCE OR CONSTRUCTION ACTIVITIES. (MAY BALES ARE NOT AN ACCEPTABLE PERMITER CONTROL.)
3. BEFORE BEGINNING CONSTRUCTION, INSTALL A TEMPORARY ROCK CONSTRUCTION ENTRANCE AT EACH POINT WHERE VEHICLES EXIT THE CONSTRUCTION SITE. USE 2 INCH OR GREATER DIAMETER ROCK IN A LAYER AT LEAST 12 INCHES THICK. BALES EXIT THE ENTIRE WIDTH OF THE ENTRANCE. EXTEND THE ROCK ENTRANCE AT LEAST 50 FEET INTO THE CONSTRUCTION ZONE USING GEOTEXTILE FABRIC BENEATH THE AGGREGATE TO PREVENT MIXING OF SOIL INTO THE ROADWAY.
4. REMOVE ALL SOILS AND SEDIMENTS TRACKED OR OTHERWISE REMOVED SHALL BE ON A DAILY BASIS WHEN TRACKING OCCURS WITHIN OR OUTSIDE THE TREE PROTECTION FENCING. CONDITIONS WARRANT SWEEPING SHALL BE MAINTAINED THROUGHOUT THE DURATION OF THE CONSTRUCTION AND DONE IN A MANNER TO PREVENT DUST BEING BLOWN TO ADJACENT PROPERTIES.
5. INSTALL INLET PROTECTION AT ALL PUBLIC AND PRIVATE CATCH BASINS WHICH RECEIVE RUNOFF FROM THE DISTURBED AREAS. CATCH BASIN INSERTS OR OTHER APPROVED PRODUCTS ARE REQUIRED IN UNDISTURBED AREAS THAT MAY RECEIVE RUNOFF FROM THE PROJECT AREA. MAY BALES OR FILTER FABRIC WRAPPED GRATES ARE NOT ALLOWED FOR INLET PROTECTION.
6. STOCKPILES SHALL BE PROTECTED AROUND THE ENTIRE PERIMETER WHEN NOT ACTIVELY BEING WORKED. STOCKPILES ACTIVELY BEING WORKED SHALL BE STABILIZED AT THE END OF EACH WORK DAY. PRESERVED TOPSOIL STOCKPILES SHALL ADDITIONALLY BE COVERED WITH A MINIMUM OF 6 FEET FROM THE TOP OF THE SLOPE WHERE FEASIBLE. IF REMAINING FOR MORE THAN SEVEN DAYS, STABILIZE THE STOCKPILES WITH MULCHING, VEGETATIVE COVER, TARP, OR OTHER MEANS. DO NOT PLACE CONSTRUCTION MATERIALS, BUFFER AREAS, OR STORAGE CONVEYANCES INCLUDING GUTTERS OR SWALES.
7. MAINTAIN ALL TEMPORARY EROSION AND SEDIMENT CONTROL DEVICES IN PLACE UNTIL THE CONTRIBUTING DRAINAGE AREA HAS BEEN STABILIZED. INSPECT TEMPORARY EROSION AND SEDIMENT CONTROL DEVICES ON A DAILY BASIS AND REPAIR AS DETERMINED, DAMAGED, OR ROTTED EROSION CONTROL DEVICES IMMEDIATELY.
8. TEMPORARILY OR PERMANENTLY STABILIZE ALL CONSTRUCTION AREAS THAT ARE NOT ACTIVELY BEING WORKED. STABILIZE ALL AREAS IN WHICH GRADING OR SITE BUILDING CONSTRUCTION OPERATIONS ARE NOT BEING CONDUCTED. STABILIZATION SHALL BE WIND AND RUNNING WATER WITHIN 7 DAYS. USE SEED AND MULCH TO STABILIZE AREAS. AN EARLY APPLICATION OF GRASS SEED ON AREAS TO BE PAVED IS RECOMMENDED TO MINIMIZE EROSION POTENTIAL.
9. REMOVE ALL TEMPORARY, SYNTHETIC, STRUCTURAL, NON-Biodegradable EROSION AND SEDIMENT CONTROL DEVICES AFTER THE SITE HAS UNDERGONE FINAL STABILIZATION WITH PERMANENT VEGETATION ESTABLISHMENT. FINAL STABILIZATION FOR PURPOSES OF THIS PERMIT IS 70% ESTABLISHED COVER OVER EXPOSED AREA.
10. READY MIXED CONCRETE AND CONCRETE BATCH PLANTS ARE PROHIBITED WITHIN THE PUBLIC RIGHT-OF-WAY. ALL CONCRETE RELATED PRODUCTION, CLEANING AND WASHING ACTIVITY SHALL BE DONE IN THE DESIGNATED CONCRETE WASH/WASHOUT LOCATIONS UNDER NO CIRCUMSTANCE MAY WASHOUT WATER DRAIN INTO THE PUBLIC RIGHT OF WAY OR INTO ANY PUBLIC OR PRIVATE STORM DRAIN CONVEYANCE. CONTRACTOR SHALL SET UP A CONCRETE WASHOUT AREA ON-SITE THAT COMPLIES WITH MPCA REQUIREMENTS.



CITY SUBMITTAL	
NO.	DESCRIPTION
DATE	

Project Number	2540
Date	10 December 2025
Drawn by	JBR
Checked by	BSR

**CIVIL NOTES AND LEGEND**

**C100**



**SWPPP NARRATIVE**

THIS STORMWATER POLLUTION PREVENTION PLAN (SWPPP) HAS BEEN COMPLETED TO FULFILL THE PERMIT REQUIREMENTS OF THE GENERAL CONSTRUCTION STORMWATER PERMIT (IMPDES/SDS PERMIT) FOR EROSION AND SEDIMENT CONTROL FROM SITES WITH MORE THAN 1 ACRE OF SOIL DISTURBANCE. A PERMIT FROM THE MINNESOTA POLLUTION CONTROL AGENCY (MPCA) IS REQUIRED FOR THIS PROJECT.

THE CITY OF OTSEGO HAS JURISDICTIONAL AUTHORITY FOR EROSION AND SOIL CONTROL AND STORMWATER MANAGEMENT AT THIS SITE. IN ADDITION TO THE PROVISIONS OF THE PERMIT, EROSION PREVENTION AND SEDIMENTATION CONTROL SPECIFICATIONS AND PLANS, MPCA PROCEDURES FOR PERMITS ARE DESCRIBED IN THE SPECIFICATIONS. ADDITIONAL INFORMATION AND GENERAL CONTRACTOR REQUIREMENTS ARE CONTAINED IN THE SPECIFICATIONS THAT IS NOT INCLUDED ON THIS SHEET. THE DESIGN PERMITS AND PERMIT DOCUMENTATION SHALL BE SUBMITTED TO THE CITY OF OTSEGO FOR REVIEW. THE SWPPP OR SPECIFICATIONS SUPERSEDES THE GENERAL CONTRACTOR RESPONSIBILITIES UNDER THE PERMIT.

THIS SWPPP MUST BE KEPT ON-SITE AND UPDATED AS NECESSARY TO REFLECT CHANGES TO SITE CONDITIONS, PLACEMENT OF GENERAL WEEDS AND ELEMENTS ETC. THIS DOCUMENT IS REQUIRED TO REFLECT CURRENT CONDITIONS BASED ON SITE INSPECTIONS AND ACTIONS.

**1. PROJECT DESCRIPTION/LOCATION**

SEE STORMWATER MANAGEMENT CALCULATIONS AND REPORT AND SPECIFICATIONS FOR THIS SITE AND INCORPORATE INFORMATION INTO CONSTRUCTION PROCEDURES.

PROJECT NAME:	FOSS SWIM SCHOOL, OTSEGO
PROJECT NUMBER:	19-0308
PROJECT LOCATION:	OTSEGO, MN
TOTAL DISTURBED AREA:	2.35 ACRES
PRE-CONSTRUCTION IMPERVIOUS SURFACE ACRES:	0.03 ACRES
POST-CONSTRUCTION IMPERVIOUS SURFACE ACRES:	1.78 ACRES
CUMULATIVE NEW IMPERVIOUS SURFACE ACRES:	1.75 ACRES
WDR: INVAZIVE WEEDS/CONTAMINANTS:	NO
ECOLOGICALLY SENSITIVE AREAS IN PROJECT SCOPE:	NO
TEMPORARY BASIN IN PROJECT SCOPE:	NO
PERMITS AND DESIGN CRITERIA OF PERMANENT BMPs IN PROJECT SCOPE:	INFILTRATION BASIN

\*LONG TERM MAINTENANCE OF PROJECT BMPs WILL BE CONDUCTED BY OWNER. DESIGN CALCULATIONS AND DETAILS ARE MAINTAINED WITH PROJECT DOCUMENTATION AND BY OWNER'S REPRESENTATIVE.

**2. SPECIAL AND IMPAIRED WATERS**

a. SPECIAL AND IMPAIRED WATERS: THESE WETLANDS, FENS, TROUT STREAMS, ORVIS AND IMPAIRED WATERS ARE LOCATED WITHIN ONE MILE (AERIAL RADII) OF THE PROJECT LIMITS. THE MISSISSIPPI RIVER IS IMPAIRED WATERS WITHIN ONE MILE BUT WILL NOT BE AFFECTED BY THIS PROJECT OR FACILITY.

WATER BODY NAME	REACH NUMBER	IMPAIRMENTS	APPLICABLE
MISSISSIPPI RIVER	07010203-729	FC, FCAL, COLIFORM, NUTRIENTS, PCB IN FISH TISSUE	N

**3. ECOLOGICAL AND OTHER SENSITIVE AREAS**

IN ADDITION TO ANY ADDITIONAL PROVISIONS DICTATED IN THE RESPECTIVE PART BELOW, THE GENERAL CONTRACTOR SHALL PROVIDE SPECIAL CARE AND ATTENTION TO ECOLOGICAL OR OTHER SENSITIVE AREAS (AS INDICATED IN THIS SECTION TO PREVENT TRAFFIC AND DISTURBANCE, AND TO PRESERVE VEGETATIVE AREAS, IDENTIFIED AREAS AND APPROXIMATE SETBACKS SHALL BE MARKED IN THE FIELD BY THE GENERAL CONTRACTOR, AS SPECIFIED IN SUBSEQUENT PAGE DETAILS, IF APPLICABLE:

- a. PLACEMENT OF FILL IN WATERS OF THE STATE: THERE IS NO WORK IN WATERS OF THE STATE ASSOCIATED WITH THIS PROJECT. NO ADDITIONAL PROVISIONS APPLY TO THIS PROJECT.
- b. DRINKING WATER SUPPLY MAINTENANCE: THIS PROJECT IS NOT WITHIN A WELLHEAD PROTECTION AREA, DRINKING WATER SUPPLY MANAGEMENT AREA (DWMA), OR WITHIN A KNOWN KARST AREA. NO ADDITIONAL PROVISIONS APPLY TO THIS PROJECT.
- c. ENVIRONMENTAL REVIEW: THIS PROJECT IS NOT SUBJECT TO FINDINGS OF AN ENVIRONMENTAL, OR ARCHEOLOGICAL, AND HISTORIC PLACES REVIEW. NO ADDITIONAL PROVISIONS APPLY TO THIS PROJECT.
- d. ENDANGERED OR THREATENED SPECIES: THERE ARE NO ENDANGERED OR THREATENED SPECIES AFFECTED BY THIS PROJECT.
- e. AQUATIC INVASIVE SPECIES: THERE ARE NO AQUATIC INVASIVE SPECIES AFFECTED BY THIS PROJECT.
- f. WORK IN OR NEAR PUBLIC WATERS, NO PUBLIC WATERS IN OR NEAR THE PROJECT SITE ARE USED OR CONTROLLED BY THE MINNESOTA DEPARTMENT OF NATURAL RESOURCES DEPARTMENT OF WATER (DNR).
- g. SOIL TYPES TYPICALLY FOUND ON THIS PROJECT SITE ARE: TYPICALLY FILL, CLAYED SAND, SILTY SAND AND POORLY GRADED SAND WITH VARYING AMOUNTS OF ORGANICS AND BENTHIC LIFE, BORNICS AND UNCONSOLIDATED POORLY GRADED SAND (SP) WITH VARYING AMOUNTS OF SAND AND GRAVELS TO TERMINATION DEPTH. SOILS WILL BE CORRECTED AND/OR AMENDED DURING THE PROJECT TO ACCOMMODATE PROPOSED STRUCTURES, STORMWATER MANAGEMENT SYSTEM UTILITIES AND PLANTINGS.

**4. PROJECT PERSONNEL AND SWPPP IMPLEMENTATION RESPONSIBILITIES**

ORGANIZATION	CONTACT NAME & CERTIFICATION NUMBER	PHONE
OWNER		
ENGINEER FIRM NAME	PIERCE PINI + ASSOCIATES, INC.	763-537-1311
SWPPP PREPARER, PIERCE PINI AND ASSOCIATES	JEFFREY ROUNDS	763-537-1311
GENERAL CONTRACTOR FIRM NAME		
SOL/EROSION CONSTRUCTION SITE MANAGER		
SOL/EROSION CONSTRUCTION SITE MANAGER		

MPCA DUTY OFFICER 24-HOUR EMERGENCY SPILL NOTIFICATION: 651-449-5451 OR 800-422-0798

a. THE OWNER AND THE NAMED GENERAL CONTRACTOR ARE CO-PERMITTEES FOR THE GENERAL CONSTRUCTION STORMWATER PERMIT IMPDES/SDS PERMIT. THE GENERAL CONTRACTOR IS RESPONSIBLE TO COMPLY WITH ALL ASPECTS OF THE PERMIT AND STORMWATER COMPLIANCE PLAN AT ALL TIMES UNTIL THE NOTICE OF TERMINATION (NOTI) HAS BEEN FILED WITH THE MPCA.

- b. THE GENERAL CONTRACTOR SHALL DEVELOP A CHAIN OF COMMAND WITH ALL OPERATORS ON THE SITE TO ENSURE THAT THE SWPPP IS IMPLEMENTED AND MAINTAINED UNTIL THE PROJECT IS COMPLETE. THE ENTIRE SITE HAS UNDERGONE FINAL STABILIZATION, AND OWNER HAS COMPLETED THE FINAL INSPECTION.
- c. THE PROJECT ENGINEER OF RECORD IS RESPONSIBLE FOR THE DESIGN OF THE SWPPP. THE GENERAL CONTRACTOR IS RESPONSIBLE FOR IMPLEMENTATION OF THE SWPPP AND THE INSTALLATION, INSPECTION AND MAINTENANCE OF THE EROSION PREVENTION AND SEDIMENT CONTROL BEST MANAGEMENT PRACTICES (BMPs) DESCRIBED BY THE SWPPP AT ALL STAGES OF CONSTRUCTION UNTIL THE OWNER HAS COMPLETED THE FINAL INSPECTION.
- d. THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR ALL ON-SITE IMPLEMENTATION OF THE SWPPP INCLUDING THE ACTIVITIES OF ALL SUBCONTRACTORS DURING CONSTRUCTION.
- e. GENERAL CONTRACTOR SHALL PROVIDE AT LEAST ONE CERTIFIED INSTALLER FOR EACH SUBCONTRACTOR TO OVERSEE ALL INSTALLATION AND MAINTENANCE OF BMPs AND IMPLEMENTATION OF THE SWPPP. CERTIFICATION IS THROUGH THE UNIVERSITY OF MINNESOTA EROSION AND STORMWATER MANAGEMENT CERTIFICATION PROGRAM (https://www.erosion.mn.gov/).  
GENERAL CONTRACTOR SHALL PROVIDE AT LEAST ONE CERTIFIED INDIVIDUAL TO CONDUCT INSPECTION AND MAINTENANCE OF ALL EROSION PREVENTION AND SEDIMENT CONTROL BMPs. CERTIFICATION IS THROUGH THE PERMITTING AGENCY. GENERAL CONTRACTOR SHALL PROVIDE EVIDENCE OF CERTIFICATION FOR EACH INDIVIDUAL AT THE PRE-CONSTRUCTION MEETING AND IS MAINTAINED WITH PROJECT DOCUMENTATION THROUGHOUT CONSTRUCTION.
- f. THIS SWPPP HAS BEEN PREPARED BY INDIVIDUALS TRAINED IN ACCORDANCE WITH THE PERMIT'S TRAINING REQUIREMENTS FOR PREPARATION OF SWPPPS.

**PREPARED BY:**

JEFFREY ROUNDS  
PIERCE PINI AND ASSOCIATES  
JEFF@PIERCEPINI.COM  
763-537-1311

**TRAINING/CERTIFICATION:**

DATE OF TRAINING/CERTIFICATION: 2024  
INSTRUCTORS: JOHN CHAPMAN  
CERTIFICATION EXPIRATION: 2027

**5. SEQUENCE OF CONSTRUCTION**

THE FOLLOWING DESCRIBES, IN GENERAL, THE SEQUENCE OF WORK PERFORMED ON THE SITE:

- 1. GENERAL CONTRACTOR SHALL VERIFY THAT ALL PERMITS HAVE BEEN OBTAINED AND/OR OBTAIN THE NECESSARY PERMITS IN ACCORDANCE WITH THE MPCA POLICY.
- 2. GENERAL CONTRACTOR TO OBTAIN A LAWN GRADING PERMIT. NO LAND DISTURBING ACTIVITIES SHALL OCCUR UNTIL THE PERMIT IS APPROVED, TEMPORARY EROSION AND SEDIMENT CONTROL BMPs HAVE BEEN INSTALLED, AND THE SITE HAS BEEN INSPECTED BY THE DESIGNATED LAWN BOB INSPECTOR.
- 3. GENERAL CONTRACTOR SHALL INSTALL ALL PERMETER AND DOWN-GRADIENT EROSION CONTROL AND SEDIMENT CONTROL BMPs, INCLUDING CONSTRUCTION ENTRANCE AND INLET PROTECTION DEVICES, PRIOR TO SITE GRADING, EXCAVATION, STOCKPILING OR DISTURBING EXISTING VEGETATIVE COVER. GENERAL CONTRACTOR SHALL INSTALL ALL DOWN-GRADIENT PERMETER CONTROL BMPs PRIOR TO ANY OTHER DISTURBANCE REPAIRS.
- 4. THE GENERAL CONTRACTOR SHALL ATTEMPT TO PHASE ALL WORK TO MINIMIZE EROSION AND MAINTAIN VEGETATIVE COVER TO THE EXTENT POSSIBLE. PRESERVE ALL NATURAL BUFFERS SHOWN ON PLAN.
- 5. GENERAL CONTRACTOR SHALL MARK OR OTHERWISE DELINEATE AREAS ON THE SITE NOT TO BE DISTURBED, INCLUDING ECOLOGICALLY SENSITIVE AREAS, BEFORE CONSTRUCTION.
- 6. GENERAL CONTRACTOR SHALL ESTABLISH SITE LOCATION AND COMPLETE INSTALLATION OF ANY PORTABLE TOILET, FUELING AREA, SPILL KIT, LITTER, CONCRETE WASHOUT AREA, HAZARDOUS MATERIAL HANDLING AND STORAGE AREA, LITTER CONTROL, DEVICE AREA, STAGING AREA, STOCK PILING AREA, AND OTHER SWPPP DESIGNATED AREAS. UPDATE AND OBTAIN COPY OF SWPPP TO REFLECT LOCATION OF THESE ITEMS.
- 7. GENERAL CONTRACTOR SHALL ESTABLISH EROSION CONTROL PROTOCOL REGARDING CLEANING OF ALL EQUIPMENT THAT HAS BEEN USED IN INFILTED WATERS OR WATERS WITH INVASIVE SPECIES TO PREVENT THE SPREAD OF BOTH AQUATIC AND

TERRESTRIAL INVASIVE. GENERAL CONTRACTOR SHALL OBTAIN VERIFICATIONS FROM ALL SUBCONTRACTORS THAT EQUIPMENT IS CLEAN, OF NEW, AND WILL NOT SPREAD WEEDS.

n. GENERAL CONTRACTOR IS RESPONSIBLE FOR MEANS AND METHODS OF SITE DRAINAGE, DRAINAGING SHALL FOLLOW CONSTRUCTION.

- 1. GENERAL CONTRACTOR SHALL ESTABLISH AND ENFORCE TRAFFIC FLOW AND PATTERNS, INCLUDING MAINTAIN ROAD, AT PROJECT SITE TO MINIMIZE SOIL DISTURBANCE, TRACKING AND COMPACTION, AND TO PRESERVE NATIVE AND EXISTING VEGETATION AND TO REFLECT THE LOCATION OF SWPPP TO REFLECT THE LOCATION OF SWPPP TO REFLECT THE LOCATION OF SWPPP.
- 2. GENERAL CONTRACTOR SHALL PERFORM SITE GRADING, EXCAVATION, STOCKPILING WORK IN ACCORDANCE WITH THE SWPPP.

a. STOCKPILES SHALL BE PROTECTED AROUND THE ENTIRE PERIMETER WHEN NOT ACTIVELY BEING WORKED; STOCKPILES ACTIVE DURING CONSTRUCTION SHALL BE PROTECTED WITH A MINIMUM OF 5 FEET FROM THE TOE OF THE SLOPE WHERE FEASIBLE. STABILIZE ALL EROSION STOCKPILES.

- B. DO NOT PLACE STOCKPILES IN NATURAL BUFFER AREAS, SURFACE WATERS OR STORMWATER CONVEYANCES INCLUDING OUTLETS OR SWALES.
- C. MINIMIZE SOIL COMPACTION AND PRESERVE TOPSOIL, UNLESS INEVITABLE. MINIMIZING SOIL COMPACTION IS NOT REQUIRED WHERE THE FUNCTION OF A SPECIFIC AREA OF THE SITE DICTATES THAT IT BE COMPACTED.

3. GENERAL CONTRACTOR SHALL MAINTAIN ALL EXPOSED SOILS TO THE SITE THROUGHOUT THE CONSTRUCTION ACTIVITY IN THAT PORTION OF THE SITE HAS TEMPORARILY OR PERMANENTLY EXPOSED.

- A. GENERAL CONTRACTOR SHALL MAINTAIN TIGHT VEGETATIVE COVER ON COMPLETED AREAS OF THE PROJECT SITE.
- B. STABILIZE ALL AREAS OF THE SITE PRIOR TO THE ONSET OF RAIN.
- C. STABILIZE WETTED PERIMETER OF DITCH (I.E. WHERE THE DITCH GETS WET).

4. WHEN PERMANENT BMPs OR PORTIONS THEREOF ARE INSTALLED, GENERAL CONTRACTOR SHALL STAKE OR MARK THESE AREAS AND INSTALL EROSION PROTECTION UPGRADINGS TO COMPLETED AREAS TO AVOID COMPACTION AND FILLING SYSTEM ELEMENTS. PERMANENT BMP SHALL BE CONSTRUCTED AND STABILIZED TO THE EXTENT PRACTICABLE PRIOR TO BEING PLACED INTO SERVICE. IN THE EVENT THAT PERMANENT STABILIZATION CANNOT BE ACHIEVED BEFORE BEING PLACED INTO SERVICE, TEMPORARY MEASURES TO PREVENT FILLING SHALL BE IN PLACE.

5. GENERAL CONTRACTOR SHALL PERFORM SITE RESTORATION ACTIVITIES FOR PERMANENT VEGETATIVE ESTABLISHMENT. TEMPORARY BMPs SUCH AS MULCH AND HYDRATED GEL DO NOT CONSTITUTE PERMANENT VEGETATIVE COVER; SOIL INSTALLATION MAY CONSTITUTE PERMANENT VEGETATIVE COVER.

a. THE GENERAL CONTRACTOR SHALL ENSURE LIFE COVER WITH A DENSITY OF 70% OVER THE ENTIRE PERSISTENT SURFACE HAS BEEN ACHIEVED, INCLUDING STABILIZATION OF ALL DITCHES AND SWALES.

b. GENERAL CONTRACTOR SHALL ENSURE THAT ALL PERMANENT STORMWATER TREATMENT SYSTEMS ARE CONSTRUCTED IN ACCORDANCE WITH THE PLANS AND SPECIFICATIONS IF INCLUDED WITHIN THE SCOPE OF THE PROJECT.

c. GENERAL CONTRACTOR SHALL REMOVE ALL TEMPORARY SYSTEMS AND STRUCTURAL BMPs, EXCEPT AS SPECIFICALLY AUTHORIZED/REQUIRED BY THE CITY OF MINNEAPOLIS.

d. GENERAL CONTRACTOR SHALL REMOVE ALL SEDIMENTS FROM STORMWATER CONVEYANCES AND PERMANENT WATER QUALITY BASINS.

e. GENERAL CONTRACTOR SHALL REQUEST A FINAL INSPECTION FROM THE CITY OF OTSEGO PRIOR TO INITIATING PERMIT TERMINATION.

6. PERMIT SHALL BE TERMINATED IN ACCORDANCE WITH MPCA POLICY.

**5. SITE INSPECTION AND MAINTENANCE**

a. INSPECT THE ENTIRE CONSTRUCTION SITE AND DOWNGRADIENT ADJACENT SITES/AREAS, INCLUDING THE FOLLOWING:

- B. INSPECT SURFACE DITCHES, AND OFF-SITE PROPERTIES FOR SIGNS OF EROSION AND SEDIMENT DEPOSITION.
- C. INSPECT CONSTRUCTION SITE VEHICLE EXIT LOCATIONS FOR EVIDENCE OF TRACKING ON PAVED SURFACES.
- D. INSPECT INFILTRATION AREAS FOR SIGNS OF SEDIMENT DEPOSITION AND COMPACTION, AND TO ENSURE EROSION IS NOT BEING DRIVEN INTO THE AREA.

b. INSPECT, MONITOR AND MAINTAIN ALL WATER QUALITY MANAGEMENT, EROSION PREVENTION AND SEDIMENT CONTROL BMPs.

c. INSPECT, MONITOR AND MAINTAIN POLLUTION PREVENTION BMPs.

d. GENERAL CONTRACTOR TO CONTACT ASSIGNED LAWN BOB INSPECTOR FOR THE FOLLOWING INSPECTIONS:

- A. PRE-LAND DISTURBING ACTIVITY INSPECTION, POST INSTALLATION OF TEMPORARY BMPs.
- B. PRE-PERMANENT BMP INSTALLATION INSPECTION.
- C. FINAL STABILIZATION INSPECTION, APPROVAL FOR TEMPORARY BMP REMOVAL AND NOT INITIATION.

7. INSPECTION PRESENTING: GENERAL CONTRACTOR SHALL CONDUCT A SITE STORMWATER INSPECTION A MINIMUM OF ONCE EVERY SEVEN DAYS DURING ACTIVE CONSTRUCTION AND WITHIN 24 HOURS AFTER A RAINFALL EVENT GREATER THAN 0.5 INCHES. AT 24 HOURS AFTER RAIN, THERE MAY BE SUSPENDED WORK TO PROTECT GROUND CONDITIONS UNTIL FIRST RAINFALL OCCURS OR CONSTRUCTION ACTIVITIES RESUME, WHICHEVER COMES FIRST. GENERAL CONTRACTOR SHALL NOTE EXACT DATE, TIME, LOCATION, AND EXTENT OF ANY SUSPENDED WORK OR CONSTRUCTION DELAYS. GENERAL CONTRACTOR IS RESPONSIBLE FOR INSPECTING, WHETHER THE SITE HAS UNDERGONE FINAL STABILIZATION AND THE SITE IS TO BE OPEN TO THE PUBLIC OR UNTIL FURTHER INTERFERE WITH FURTHER CONSTRUCTION.

8. RECORD ALL INSPECTIONS, MAINTENANCE AND CORRECTIVE ACTIONS CONDUCTED DURING CONSTRUCTION ON A PROVIDED INSPECTION FORM WITHIN 24 HOURS OF THE ACTION, DATE AND INITIAL, THE ON-SITE SWPPP WITH ANY CHANGES TO THE SWPPP. SITE CONDITIONS TO BE RECORDED OF ALL SOL, SAND AND CIVIL ENGINEER BMPs, EXCEPT AS RECOMMENDED.

9. ALL EROSION CONTROL MEASURES MUST BE INSTALLED AND MAINTAINED BY GENERAL CONTRACTOR ACCORDING TO THE DETAILS INCLUDED IN THE SWPPP. THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR THE DESIGN AND INSTALLATION OF ALL EROSION CONTROL MEASURES MUST BE OPERATIONALLY FUNCTIONAL AND ADEQUATE. ALL NONFUNCTIONAL BMPs MUST BE REPAIRED OR REPLACED AS SOON AS FIELD CONDITIONS ALLOW.

10. THE GENERAL CONTRACTOR SHALL RESPOND TO CHANGING SITE CONDITIONS AND IMPLEMENT/SUPPLEMENT EROSION PREVENTION AND SEDIMENT CONTROL MEASURES UTILIZED TO PREVENT EROSION AND TO PROMOTE BEST MANAGEMENT AND ADEQUATE PREVENTION OF SEDIMENT TRANSPORT OFF-SITE. UPDATE SWPPP DOCUMENTS WHEN CHANGES ARE MADE.

11. WHEN AN INSPECTION FINDS EROSION PREVENTION AND SEDIMENT CONTROL BMPs THAT ARE NONFUNCTIONAL OR INADEQUATE, ANY NONFUNCTIONAL BMPs MUST BE REPAIRED, REPLACED, OR SUPPLEMENTED WITH FUNCTIONAL BMPs WITHIN 24 HOURS AFTER DISCOVERY OR THEREAFTER AS SOON AS FIELD CONDITIONS ALLOW. THE GENERAL CONTRACTOR SHALL ALSO PLACE ANY EROSION CONTROL MEASURES DELAYED IN RESPONSE TO PUBLIC SAFETY CONCERNS BY THE CITY OF OTSEGO WITHIN 24 HOURS OF NOTICE.

12. A IF DOWN GRADIENT SITE CONTROLS ARE OVERLOADED, THE GENERAL CONTRACTOR MUST INSTALL ADDITIONAL UPGRADMENT SEDIMENT CONTROL PRACTICES OR REDUNDANT BMPs TO ELIMINATE OVERLOADING. THE SWPPP MUST BE AMENDED TO IDENTIFY THE PROBLEM AND THE RESPONSE TO THE PROBLEM.

13. REPAIR OR REPLACE INLET PROTECTION DEVICES WHEN THEY BECOME NONFUNCTIONAL OR SEDIMENT REACHES ONE-HALF THE DEPTH OF THE DEVICE OR IN A DESIGNATED AREA AND SHALL BE INDICATED BY THE GENERAL CONTRACTOR TO BE RETURNED TO SERVICE AS SOON AS THE THREAT (EG. FLOODING) HAS RECEDED.

14. REPAIR, REPLACE OR SUPPLEMENT PERMETER CONTROL DEVICES WHEN THEY BECOME NON-FUNCTIONAL OR THE SEDIMENT REACHES ONE-HALF THE HEIGHT OF THE DEVICE. GENERAL CONTRACTOR SHALL CLEAN OR REPLACE DEVICE THAT IS NONFUNCTIONAL BY THE END OF THE NEXT BUSINESS DAY AFTER DISCOVERY OR THEREAFTER AS SOON AS FIELD CONDITIONS ALLOW. PERMETER CONTROL DEVICES REMOVED IN RESPONSE TO PUBLIC SAFETY CONCERNS MUST BE RETURNED TO SERVICE AS SOON AS THE THREAT HAS RECEDED.

15. TEMPORARY AND PERMANENT SEDIMENTATION BASINS MUST BE DRAINAGE AND SEDIMENT REMOVED BY GENERAL CONTRACTOR ONCE THE SEDIMENT COLLECTION REACHES ONE-HALF THE STORAGE VOLUME WITHIN 72 HOURS OF DISCOVERY, OR AS SOON AS FIELD CONDITIONS ALLOW.

16. ALL SEDIMENT DEPOSITS WITHIN SURFACE WATERS OR STORMWATER CONVEYANCES MUST BE REMOVED AND RESTABILIZED BY GENERAL CONTRACTOR. INCLUDING THE EROSION PREVENTION AND SEDIMENT CONTROL MEASURES. THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL PERMITS REQUIRED, IF NECESSARY, FOR SUCH SEDIMENT REMOVAL.

17. MAINTAIN EXISTING PAVED SURFACES CLEAN OF SEDIMENT. CONSTRUCTION ENTRANCES AND PUBLIC AND PRIVATE ROADS LEADING TO AND FROM THE CONSTRUCTION ENTRANCE SHALL BE CHECKED DAILY BY GENERAL CONTRACTOR. THE ENTRANCE BECOMES INUNDATED WITH SEDIMENT. THE GENERAL CONTRACTOR SHALL CLEAN OR REPLACE AS APPROPRIATE. PUBLIC AND PRIVATE ROADS LEADING TO AND FROM THE CONSTRUCTION ENTRANCE SWEEP OR OTHERWISE CLEANED DAILY. GENERAL CONTRACTOR SHALL EXTEND SWEEPING TO THE EXTENT OF ANY EXISTING TRACKING THAT OCCURS OFF-SITE. USE MECHANICAL SWEEPING TO REMOVE SOLIDS FIRST FOLLOWED BY NET METHODS, ONLY IF NEEDED.

18. SWEEPING IS NOT A SUBSTITUTE FOR PROPER MAINTENANCE OF CONSTRUCTION ENTRANCES.

19. GENERAL CONTRACTOR SHALL REMOVE ANY OFF-SITE SEDIMENT ACCUMULATIONS IN A MANNER AND AT A FREQUENCY SUFFICIENT TO MINIMIZE OFF-SITE IMPACTS. STREET SWEEPING MAY HAVE TO OCCUR MORE FREQUENTLY THAN DESCRIBED ABOVE TO MAINTAIN OFF-SITE IMPACTS. STREET SWEEPING IS IMPERATIVE TO MAKE SURE THIS DOES NOT OCCUR.

20. ALL INFILTRATION/FILTRATION AREAS MUST BE INSPECTED BY GENERAL CONTRACTOR TO ENSURE THAT NO STODMENT FROM ONGOING CONSTRUCTION OF BMPs AND IMPLEMENTATION OF THE SWPPP. SEDIMENT ACCUMULATED UNDER INFILTRATION/FILTRATION MUST BE REMOVED BY GENERAL CONTRACTOR.

21. SEE CIVIL NOTES, DETAILS AND DRAWINGS ON CONSTRUCTION DOCUMENTS.

**7. EROSION PREVENTION AND SPILL RESPONSE**

GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR IMPLEMENTING POLLUTION PREVENTION MEASURES AT THE SITE, AS DESCRIBED IN DETAIL IN THE EROSION PREVENTION AND SEDIMENTATION CONTROL SPECIFICATIONS SECTION 312500. IN GENERAL, THE FOLLOWING MEASURES ARE REQUIRED AT PROJECT SITES:

- a. BUILDING MATERIALS AND WASTES WITH THE POTENTIAL TO CONTAMINATE STORMWATER SHALL BE STORED INSIDE OR COVERED IN A DESIGNATED AREA AND SHALL BE INDICATED BY THE GENERAL CONTRACTOR ON THE SWPPP SITE MAP.
- b. LITTER AND SOLID WASTE SHALL BE PLACED INTO COVERED CONTAINERS AT A DESIGNATED AREA AT THE SITE AND SHALL BE INDICATED BY THE GENERAL CONTRACTOR ON THE SWPPP SITE MAP.
- c. ON-SITE FUELING SHALL BE CONDUCTED IN DESIGNATED AREAS ONLY AND SHALL BE INDICATED BY THE GENERAL CONTRACTOR ON THE SWPPP SITE MAP.
- d. A SPILL RESPONSE KIT AT EACH LOCATION SPECIFIC TO THE MATERIALS USED AT THE PROJECT SITE AND SHALL BE PROVIDED BY THE GENERAL CONTRACTOR ON THE SWPPP SITE MAP.
- e. PORTABLE TOILETS SHALL BE SECURED IN PLACE TO PREVENT BEING TIPPED OR KNOCKED OVER AND SHALL BE INDICATED BY THE GENERAL CONTRACTOR ON THE SWPPP SITE MAP.
- f. VEHICLE AND EQUIPMENT WASHING IS PROHIBITED AT PROJECT SITES.
- g. CONCRETE WASH OUT CURED CONCRETE SHALL BE MANAGED OFF-SITE OR MANAGED ON-SITE IN A DESIGNATED CONCRETE WASHOUT AREA AND SHALL BE INDICATED BY THE GENERAL CONTRACTOR ON THE SWPPP SITE MAP. ON-SITE BATCH WASH AREAS AND WASHOUT AREAS SHALL BE INDICATED BY THE GENERAL CONTRACTOR. ALL STORMWATER MANAGEMENT CONTROLS AS NOTED HEREIN AND WITHIN NPDES PERMIT.
- h. THE GENERAL CONTRACTOR SHALL USE OR ENSURE USE OF METHODS AND OPERATIONS WHICH PREVENT DUST, PARTICLES, FIBERS AND OTHER AIRBORNE CONTAMINANTS FROM LEAVING THE PROJECT SITE AND ENTERING A STORMWATER CONVEYANCE SYSTEM, INCLUDING A DITCH OR CULVERT.
- i. IN THE EVENT OF A SPILL, RELEASE OR POTENTIAL RELEASE OF MATERIALS TO THE ENVIRONMENT, THE GENERAL CONTRACTOR SHALL CONTACT WITH THE STATE DUTY OFFICER.

**8. PERMANENT STORMWATER PRACTICES**

- a. CONSTRUCTION SPECIFIC OR INFILTRATION PRACTICES:
  - 1. A STORMWATER MANAGEMENT SYSTEMS ARE DESIGNED TO MEET THE CITY OF OTSEGO REQUIREMENTS FOR WATER QUALITY.
  - 2. ALL SITE WORK SHOULD BE COMPLETE PRIOR TO WORK ON THE FILTRATION SYSTEMS BEING STARTED TO THE EXTENT POSSIBLE. CONSTRUCTION OF THESE AREAS NEEDS TO OCCUR PRIOR TO FINAL SITE STABILIZATION. WHEN THE CONSTRUCTION IS COMPLETE, THE FILTRATION SYSTEMS SHOULD BE PROTECTED FROM FURTHER DISTURBANCE BEFORE A RAINFALL EVENT. PLACEMENT OF ENGINEERED SOLIDS SHALL BE ON DRY MATHEM AND COMPLETED CLOSING OF THE SYSTEM OR COMPACTION OF THE FILTRATION AREA.
  - 3. INSTALLATION OF FILTRATION SYSTEMS SHALL BE CONDUCTED IN SEVERAL STAGES OF DRY MATHEM AND COMPLETED BEFORE A RAINFALL EVENT. PLACEMENT OF ENGINEERED SOLIDS SHALL BE ON DRY MATHEM AND COMPLETED CLOSING OF THE SYSTEM OR COMPACTION OF THE FILTRATION AREA.
  - 4. EXCAVATION SHALL BE COMPLETED USING A BACKHOE WITH A TIGHTED BUCKET.
  - 5. THE BOTTOM SURFACE OF EXCAVATION SHALL BE LEVEL, WITHOUT BUMP OR SWALES.

f. ENGINEERED SOIL SHALL REMAIN UNCONTAMINATED (NOT MIXED WITH OTHER SOLIDS) WHEN INSTALLED.

g. DURING CONSTRUCTION, STORMWATER MUST BE ROUTED AROUND FILTRATION AREA UNITS. ALL CONSTRUCTION ACTIVITY IS CEASED AND TRIBUTARY SURFACES ARE CLEANED OF SEDIMENT.

h. SWPP PROVISIONS OF ALL SYSTEMS NEED TO BE APPROVED PRIOR TO CONSTRUCTION. ALL SOIL MATERIAL TESTING SHALL BE DONE PRIOR TO INSTALLATION TO ENSURE SOIL MIXTURE IS ADEQUATE FOR FILTRATION. TESTS SHALL BE SUBMITTED TO OWNER AND APPROVED PRIOR TO INSTALLATION. SPECIFICATIONS INDICATE MATERIALS REQUIRED FOR EACH SYSTEM.

i. NOTIFY CIVIL ENGINEER OF WORK BEING DONE ON STORMWATER SYSTEMS AND THE SCHEDULE OF CONSTRUCTION. ALLOW A MINIMUM OF FIVE WORKING DAYS FOR NOTIFICATION. SO ENGINEER CAN CONDUCT SITE MEETING TO REVIEW THE INTENT OF THE DESIGN AND THE CONSTRUCTION OF THE FILTRATION SYSTEM NEEDS TO OCCUR PRIOR TO STARTING CONSTRUCTION ON THE SYSTEM.

j. ALL SOIL MATERIAL TESTING SHALL BE DONE TO ENSURE ENGINEERED SOIL SECTION MEETS MINIMUM INFILTRATION RATE OF 1.60 INCHES PER HOUR. THE DESIGN OF THE STORMWATER SYSTEMS UTILIZED AN INFILTRATION RATE OF 0.80 INCHES PER HOUR. FIELD TESTING REQUIRES A FACTOR OF TWO PLACED ON THE TESTING AREA. TESTING SHALL BE DONE PRIOR TO COMPLETION OF THE CONSTRUCTION. ALL SOIL MATERIAL TESTING SHALL BE DONE PRIOR TO COMPLETION OF THE CONSTRUCTION. ALL SOIL MATERIAL TESTING SHALL BE DONE PRIOR TO COMPLETION OF THE CONSTRUCTION. ALL SOIL MATERIAL TESTING SHALL BE DONE PRIOR TO COMPLETION OF THE CONSTRUCTION.

k. CONTRACTOR TO COORDINATE GEOLOGICAL ENGINEER TO CONDUCT DOUBLE RING INFILTROMETER TESTS TO MEASURE SUBGRADE INFILTRATION RATE TO ENSURE SUBGRADE MEETS MINIMUM INFILTRATION RATE PER NOTE J. SEE SPECIFICATIONS FOR TESTING REQUIREMENTS.

l. REMOVE ANY CLAY MATERIAL FROM BOTTOM OF INFILTRATION AREA. CONTRACTOR SHALL HAVE GEOLOGICAL ENGINEER ON SITE TO VERIFY CLAY MATERIAL. WHEN INFILTRATION AREA HAS BEEN FULLY BACKFILL WITH CLEAN SELECT GRANULAR BACKFILL PER MOST SPECIFICATION SHALL BE MODIFIED SO LESS THAN 5% PASSES THE #200 SIEVE. CONTRACTOR TO SUBMIT MATERIAL TESTING REPORTS TO ENGINEER PRIOR INSTALLATION.

m. SCARY 18" OF THE EXISTING SUBGRADE WITH INFILTRATION AREAS TO PROMOTE INFILTRATION OF STORMWATER INTO UNDERLYING SYSTEMS PER DRAWINGS AND SPECIFICATIONS.

n. MAINTAIN EROSION AND SEDIMENT CONTROL ON CONTRIBUTING AREAS TO AVOID CLOGGING OF SYSTEM.

o. COMPLETE CONSTRUCTION OF CONCRETE PAVEMENT AFTER STORMWATER SYSTEM IS INSTALLED. AFTER PAVEMENT IS INSTALLED, VERIFY THAT SYSTEMS ARE CLEAR AND FULLY FUNCTIONAL. VACUUM AND CLEAN SYSTEMS AS NEEDED SO THEY ARE FULLY FUNCTIONAL AT PROJECT CLOSURE.

p. INSTALL LANDSCAPING AND PLANTING MATERIALS PER LANDSCAPE DRAWINGS AND SPECIFICATIONS.

q. GENERAL CONTRACTOR SHALL TEST INFILTRATION SYSTEM AFTER CONSTRUCTION EFFORTS ON THE SITE HAVE BEEN COMPLETED PRIOR TO FINAL CLOSURE. INFILTRATION MUST MEET RATES AS NOTED IN J, ABOVE, SEE SPECIFICATIONS FOR TESTING.

r. REMOVE ALL TEMPORARY EROSION CONTROL BMPs AFTER PAVING AND INFILTRATION AREAS ARE COMPLETE AND AFTER LURF HAS BEEN ESTABLISHED.

s. GENERAL CONTRACTOR SHALL TAKE PHOTOGRAPHS AND MEASUREMENTS OF ALL STORMWATER MANAGEMENT SYSTEMS. GENERAL CONTRACTOR DOCUMENTATION OF CONSTRUCTION SHALL BE SUBMITTED TO THE CIVIL ENGINEER AT THE CLOSURE OF THE PROJECT. CLOSURE DOCUMENTATION SHALL INCLUDE PHOTOGRAPHS AND MEASUREMENTS OF CONSTRUCTION, TESTING REPORTS AND OBSERVATIONS AND REDLINE DRAWINGS OF ANY FIELD MODIFICATIONS MADE DURING CONSTRUCTION.

t. A LETTER WRITTEN ON COMPANY LETTERHEAD THAT THE STORMWATER MANAGEMENT PRACTICES HAVE BEEN PUT INTO PLACE AND PER REVIEW FIELD DRAWINGS, SHALL BE SUBMITTED TO THE CIVIL ENGINEER AT THE CLOSURE OF THE PROJECT.

u. THE GENERAL CONTRACTOR SHALL SUBMIT AN AS-BUILT SURVEY OF THE COMPLETED SITE PREPARED AND SIGNED BY A LICENSED SURVEYOR TO THE CIVIL ENGINEER AT THE END OF THE PROJECT. AS-BUILT SURVEY SHALL INCLUDE ENOUGH INFORMATION TO VERIFY THE CONSTRUCTED TOPOGRAPHY, UTILITY AND SITE ELEMENTS AND COORDINATE WITH OWNER AND CIVIL ENGINEER FOR SCHEDULE FOR WHEN THIS SHALL BE COMPLETE. A COPY OF THE CAD FILE AND CERTIFIED PDF FILE SHALL BE PROVIDED TO CIVIL ENGINEER.

v. GENERAL CONTRACTOR TO COMPLETE NOTICE OF TERMINATION (NOTI) UPON COMPLETION OF THE PROJECT AND SUBMIT TO OWNER.

x. SEE NOTES ON SHEET C100 AND SPECIFICATION 312500 FOR FURTHER INFORMATION.

**ACREAGE SUMMARY**

TOTAL SITE AREA	2.97 ACRES
ON-SITE DISTURBED AREA	2.71 ACRES
OFF-SITE DISTURBED AREA (INCL. STAGING AREA)	0.19 ACRES
TOTAL DISTURBED AREA	2.90 ACRES
EXISTING IMPERVIOUS AREA	0.03 ACRES
PROPOSED IMPERVIOUS AREA	1.78 ACRES

**SOIL ASSOCIATION HYDROLOGIC SOIL GROUP**

POORLY GRADED SAND (SP)	A
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**ESTIMATED BMP QUANTITIES**

SOIL FENCE	2,000 LF
FILTER LOGS	1,000 LF
CATCH BASIN ASSETS	13 EA
ROCK CONSTRUCTION ENTRANCE	80 CY

**NOTES:**

1. QUANTITIES ARE FOR INFORMATIONAL PURPOSES ONLY. CONTRACTOR SHALL DETERMINE AND DELIVER THE EXACT QUANTITIES FOR BIDDING AND CONSTRUCTION. CONTRACTOR SHALL NOT RELY ON THESE QUANTITIES FOR BIDDING AND CONSTRUCTION. CONTRACTOR SHALL BE RESPONSIBLE FOR COST ESTIMATES OR ACTUAL CONSTRUCTION COSTS.

**CONTACT INFORMATION**

**OWNER**  
BUSINESS:  
CONTACT PERSON, TITLE:  
ADDRESS:  
PHONE:  
EMAIL:  
ALTERNATE CONTACT PERSON, TITLE:  
ADDRESS:  
PHONE:  
EMAIL:

**PARTY RESPONSIBLE FOR LONG TERM MAINTENANCE**

**OWNER**  
BUSINESS:  
CONTACT PERSON, TITLE:  
ADDRESS:  
PHONE:  
EMAIL:  
ALTERNATE CONTACT PERSON, TITLE:  
ADDRESS:  
PHONE:  
EMAIL:

**CONTRACTOR**

**CONTRACTOR**  
BUSINESS:  
CONTACT PERSON, TITLE:  
ADDRESS:  
PHONE:  
EMAIL:  
ALTERNATE CONTACT PERSON, TITLE:  
ADDRESS:  
PHONE:  
EMAIL:

**CONTRACTOR'S ONSITE REPRESENTATIVE**

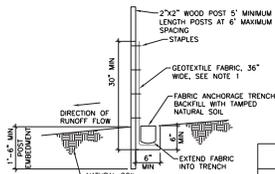
**CONTRACTOR'S ONSITE REPRESENTATIVE**  
BUSINESS:  
CONTACT PERSON, TITLE:  
ADDRESS:  
PHONE:  
EMAIL:  
ALTERNATE CONTACT:  
ADDRESS:  
PHONE:  
EMAIL:

**MN STATE DUTY OFFICER**

**MN STATE DUTY OFFICER**  
PHONE: 651-649-5457  
ALTERNATE:  
PHONE: 1-800-422-0798

NOTE: CONTRACTOR'S ONSITE REPRESENTATIVE SHALL BE COMPLETED ON THE PLAN SET KEPT IN THE CONSTRUCTION TRAILER. THIS INFORMATION SHALL ALSO BE PROVIDED TO THE OWNER AND CIVIL ENGINEER.



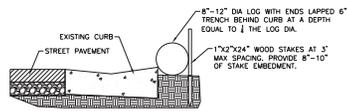


- NOTES:
1. GEOTEXTILE FABRIC SHALL BE PER MNDOT SPEC 3886.
  2. SILT FENCES SHOULD BE INSTALLED ON THE CONTOUR (AS OPPOSED TO UP AND DOWN A HILL) AND CONSTRUCTED SO THAT FLOW CANNOT BYPASS THE ENDS.
  3. ENSURE DRAINAGE AREA IS NO GREATER THAN 1/4 ACRE PER 100 FT. OF FENCE.
  4. FIELD VERIFY THE MAXIMUM SLOPE LENGTH IN THE TABLE. THIS LENGTH EQUATES TO A 2 FOOT STORAGE HEIGHT FOR THE 100-YEAR EVENT.
  5. SILT FENCE INSTALLATION TO CONFORM TO MNDOT SPEC 2573.3

SLOPE H:V	PERCENT	BY ACCEPTED DESIGN PRACTICES	
		MAXIMUM SLOPE LENGTH	MAXIMUM SLOPE LENGTH
100:1	1%	100 FT	
50:1	2%	75 FT	
25:1	4%	75 FT	
20:1	5%	75-50 FT	
17:1	6%	50 FT	
12.5:1	8%	50 FT	
10:1	10%	50-25 FT	
5:1	20%	25-15 FT	
4:1	25%	15 FT	
3:1	33%	15 FT	
2:1	50%	15 FT	

1 SILT FENCE - PREASSEMBLED

NO SCALE



8"-12" DIA LOG WITH ENDS LAPPED 6". TRENCH BEHIND CURB AT A DEPTH EQUAL TO 1/2 THE LOG DIA.

17"x24" WOOD STAKES AT 3' MAX SPACING. PROVIDE 8"-10" OF STAKE EMBLEMMENT.

FIELD INSTALLATION USING MULCH OR COMPOST

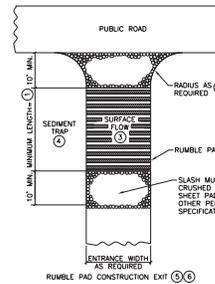
8"-12" DIA LOG WITH ENDS LAPPED 6". TOP INSTALLATION ON BARE SOIL PLACE LOG IN A SMOOTH, ROUNDED TRENCH WITH A DEPTH EQUAL TO 1/2 THE LOG DIA.

17"x24" WOOD STAKES AT 3' MAX SPACING. STAKES SHALL BE DRIVEN THROUGH BACK HALF OF LOG AT A 45° ANGLE WITH TOP OF STAKE POINTING UPSTREAM. PROVIDE 8"-10" OF STAKE EMBLEMMENT.

FIELD INSTALLATION USING STRAW OR WOOD FIBER

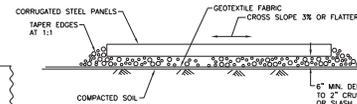
2 SEDIMENT CONTROL FILTER LOG

NO SCALE



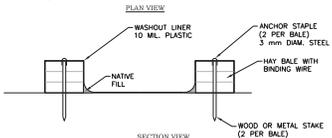
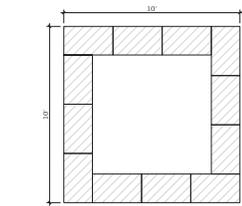
3 RUMBLE PAD CONSTRUCTION EXIT

NO SCALE



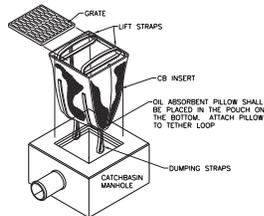
NOTES:

1. MINIMUM LENGTH OF RUMBLE PAD SHALL BE 20 FEET, OR AS REQUIRED TO REMOVE SEDIMENT FROM TIRES. IF SIGNIFICANT SEDIMENT IS TRACKED FROM THE SITE, THE RUMBLE PAD SHALL BE LENGTHENED OR THE DESIGN MODIFIED TO PROVIDE ADDITIONAL VIBRATION. WASH-OFF LENGTH SHALL BE AS REQUIRED TO EFFECTIVELY REMOVE CONSTRUCTION SEDIMENT FROM VEHICLE TIRES.
2. PROVIDE RADIUS OR WIDEN PAD SUFFICIENTLY TO PREVENT VEHICLE TIRES FROM TRACKING OFF OF PAD WHEN LEAVING SITE.
3. IF RUNOFF FROM DISTURBED AREAS FLOWS TOWARD CONSTRUCTION EXITS, PREVENT RUNOFF FROM DRIVING DIRECTLY TO PUBLIC ROAD OVER CONSTRUCTION EXIT BY CROWNING THE EXIT OR SLOPING TO ONE SIDE. IF SURFACE GRADING IS INSUFFICIENT, PROVIDE OTHER MEANS OF INTERCEPTING RUNOFF.
4. IF RUNOFF FROM CONSTRUCTION EXITS WILL DRAIN OFF OF PROJECT SITE, PROVIDE SEDIMENT TRAP WITH STABILIZED OVERTFLOW.
5. IF A TIRE WASH OFF IS REQUIRED, THE CONSTRUCTION EXITS SHALL BE GRADED TO DRAIN THE WASH WATER TO A SEDIMENT TRAP.
6. MAINTENANCE OF CONSTRUCTION EXITS SHALL OCCUR WHEN THE EFFECTIVENESS OF SEDIMENT REMOVAL HAS BEEN REDUCED. MAINTENANCE SHALL CONSIST OF REMOVING SEDIMENT AND CLEANING THE MATERIALS OR PLACING ADDITIONAL MATERIAL (SLASH MULCH OR CRUSHED ROCK) OVER SEDIMENT FILLED MATERIAL TO RESTORE EFFECTIVENESS.



4 CONCRETE WASHOUT AREA

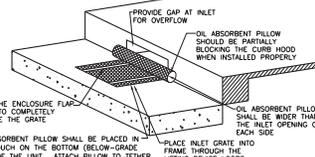
NO SCALE



1. OIL ABSORBENT PILLOW SHALL BE REMOVED AND REPLACED WHEN NEAR SATURATION.
2. USE SANDYDAM BAG #1 AS MANUFACTURED BY DANDY PRODUCTS, INC.
3. AN EQUIVALENT CATCH-BASIN EROSION CONTROL INSERT METHOD OR PRODUCT MAY BE USED WITH PRIOR APPROVAL FROM ENGINEER.
4. SILT FENCE OR FABRIC PLACED UNDER THE GRATE IS NOT AN APPROVED FORM OF INLET PROTECTION.

5 CB INSERT EROSION CONTROL

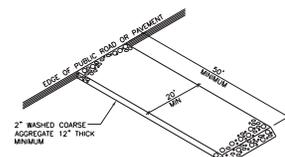
NO SCALE



1. OIL ABSORBENT PILLOW SHALL BE REMOVED AND REPLACED WHEN NEAR SATURATION.
2. PROVIDE BEAVER DAM AS MANUFACTURED BY DANDY PRODUCTS, INC.
3. AN EQUIVALENT CURB INLET EROSION CONTROL METHOD OR PRODUCT MAY BE USED WITH APPROVAL FROM ENGINEER.

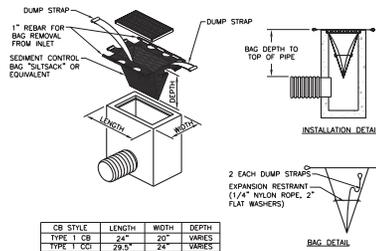
6 CATCHBASIN CURB BOX INLET EROSION CONTROL

NO SCALE



7 GRAVEL CONSTRUCTION ENTRANCE

NO SCALE



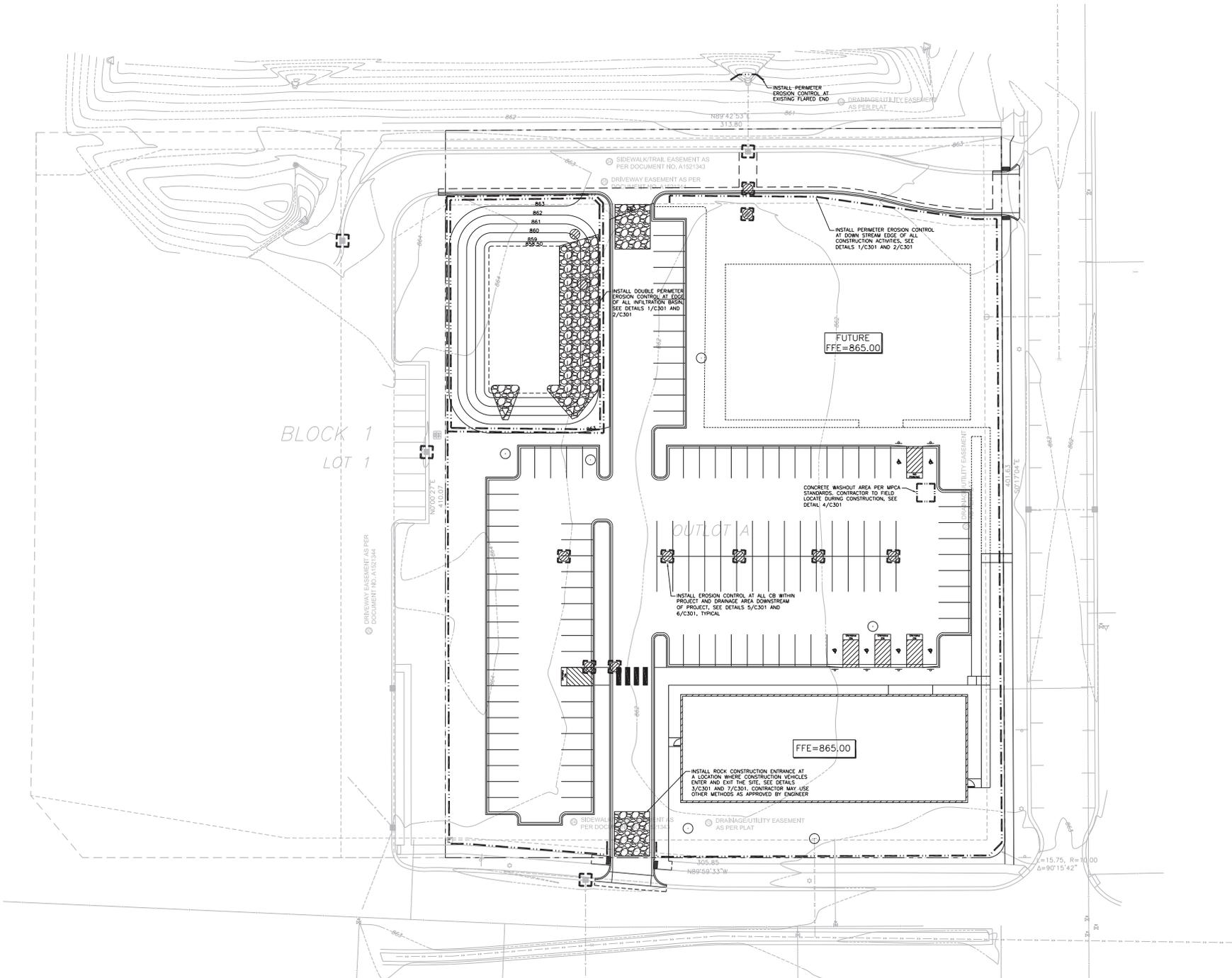
NOTES:

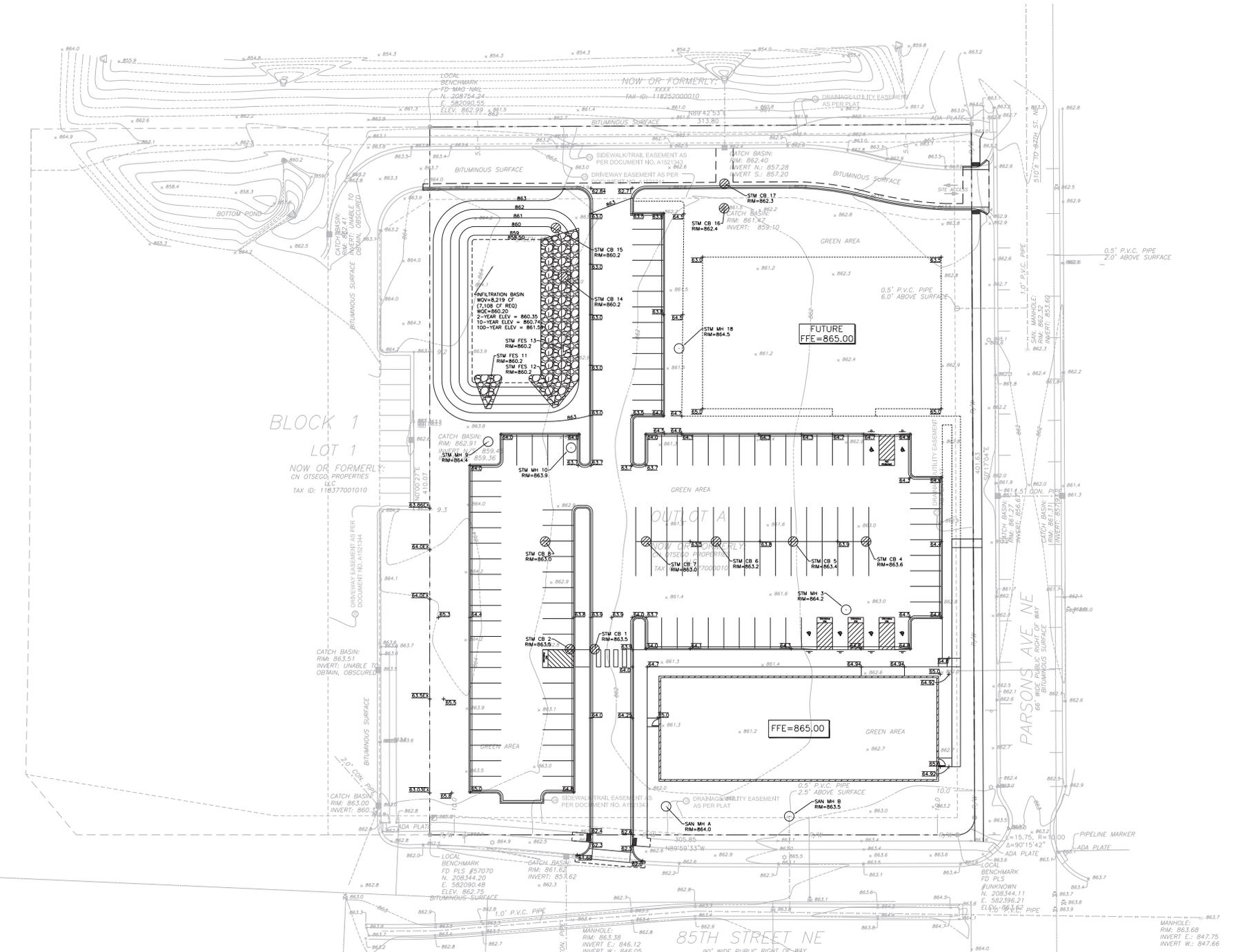
1. THE DIMENSION CHART ABOVE IS FOR STANDARD CATCH BASINS AND INLETS ONLY. THE CONTRACTOR IS RESPONSIBLE FOR PROVIDING THE CORRECT SIZE DEVICE FOR EACH INLET.
2. FOR NON-STANDARD CATCH BASINS AND INLETS, THE CONTRACTOR SHALL MEASURE DIMENSIONS IN THE FIELD AND ORDER THE APPROPRIATE SIZE(S).
3. THE INLET SEDIMENT CONTROL DEVICE SHALL BE OF HIGH FLOW DESIGN (100 GAL/MIN/FT), AS PER THE MANUFACTURER'S SPEC'S.
4. THE SEDIMENT CONTROL DEVICE SHALL BE INSPECTED DAILY BY THE CONTRACTOR AND MAINTAINED A MINIMUM ONCE PER MONTH OR WITHIN THE 48 HOURS FOLLOWING A STORM EVENT. FILTER SHALL BE CLEANED IN A MANNER WHICH ENSURES THAT ALL SEDIMENT REMAINS ON SITE.
5. SUBSTITUTION OF A SHEET OF FILTER FABRIC PLACED OVER THE OPENING OF THE INLET IS NOT APPROVED.
6. RECESSED CURB INLET CATCH BASINS MUST BE BLOCKED WHEN USING FILTER FABRIC INLET SACKS. SIZE OF FILTER INLET SACK TO BE DETERMINED BY MANUFACTURER.
7. THE FILTER SHALL BE REPLACED OR CLEANED WHEN THE BAG BECOMES HALF FULL.

8 SILT SACK

NO SCALE

CB STYLE	LENGTH	WIDTH	DEPTH
TYPE 1 CB	24"	20"	VARIABLES
TYPE 1 DCI	29.5"	24"	VARIABLES
LOG 12	32.5"	27.5"	VARIABLES





**1 GRADING AND DRAINAGE PLAN**



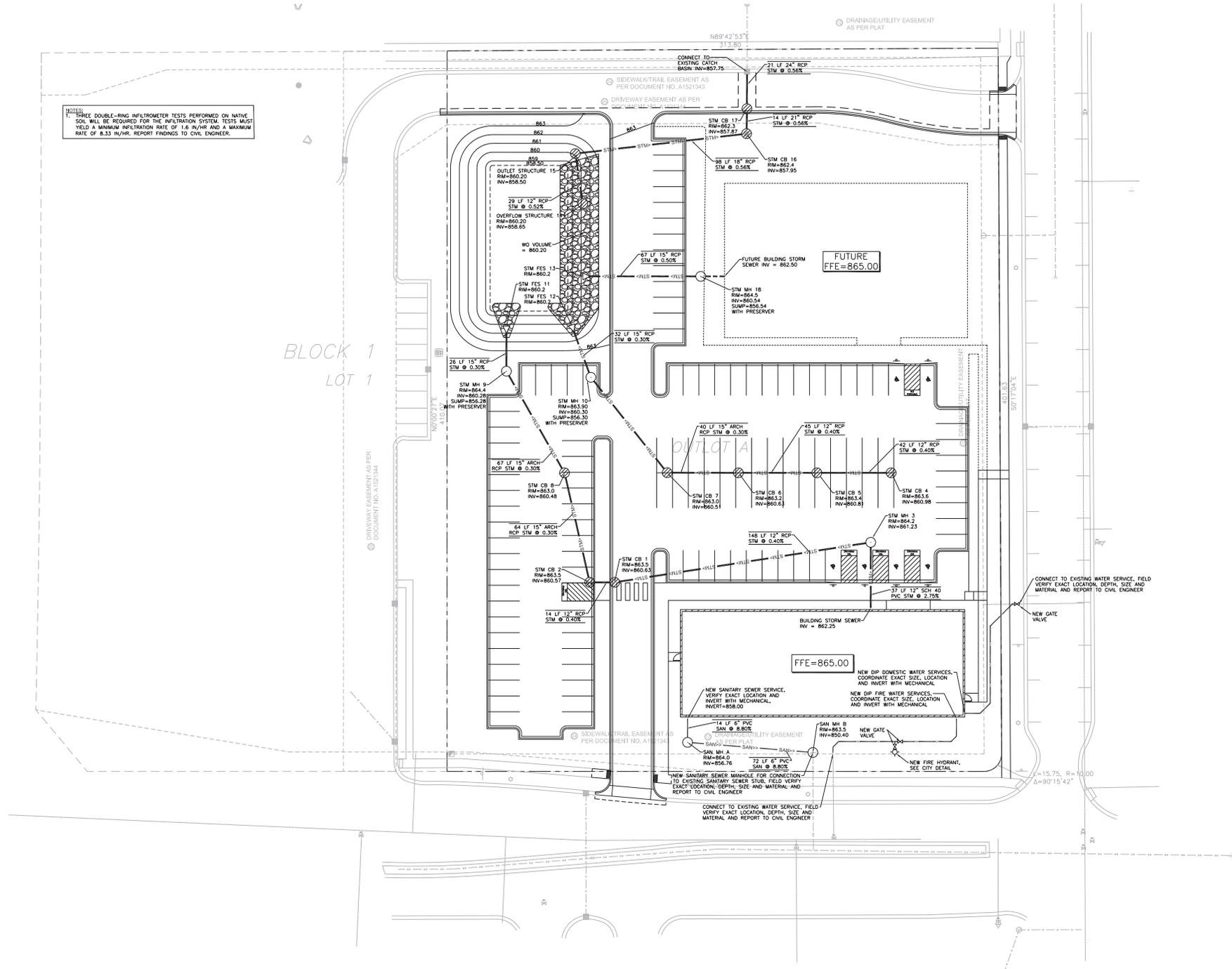
**NOTES:**  
1. THREE DOUBLE-RING INFILTRATOR TESTS PERFORMED ON NATIVE SOIL WILL BE REQUIRED FOR THE INFILTRATION SYSTEM. TESTS MUST YIELD A MINIMUM INFILTRATION RATE OF 1.6 IN/HR AND A MAXIMUM RATE OF 8.33 IN/HR. REPORT FINDINGS TO CIVIL ENGINEER.

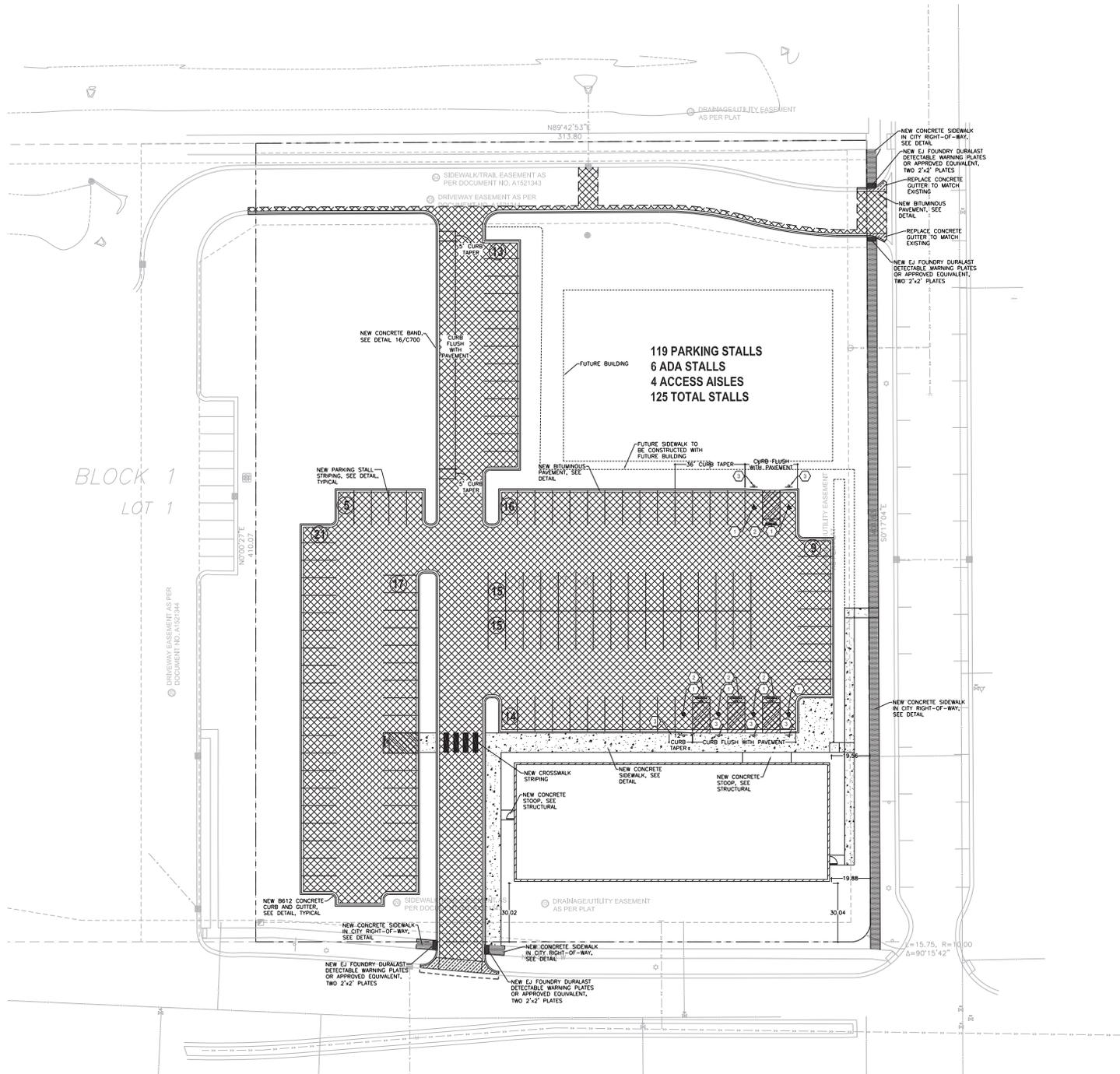
BLOCK 1  
LOT 1

OUTLOT A

FFE=865.00

FUTURE BUILDING STORM SEWER INV = 862.00  
FFE=865.00



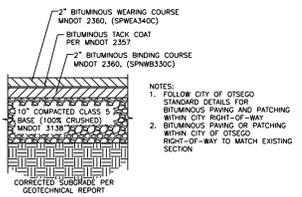


**KEYNOTES**

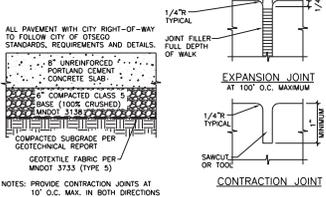
- 1 ADA PARKING SYMBOL, SEE DETAIL
- 2 ADA ACCESS AISLE, SEE DETAIL
- 3 ADA PARKING STALL SIGN, SEE DETAIL

**HATCH LEGEND**

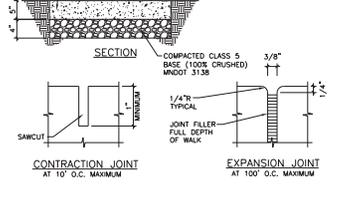
- NEW BITUMINOUS PAVEMENT, SEE DETAIL 1/C900
- NEW CONCRETE SIDEWALK, SEE DETAIL 3/C900
- NEW CITY CONCRETE SIDEWALK, SEE DETAIL 3/C900
- NEW 8" CROSS GUTTER, SEE CITY STANDARD PLATE NO. 702



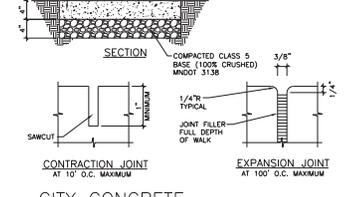
1 BITUMINOUS PAVEMENT DETAIL NO SCALE C700



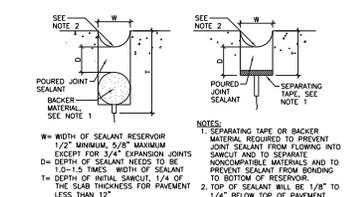
2 CONCRETE PAVEMENT DETAIL NO SCALE C700



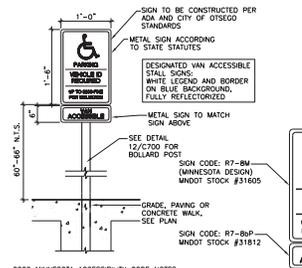
3 CONCRETE WALK & JOINT DETAILS NO SCALE C700



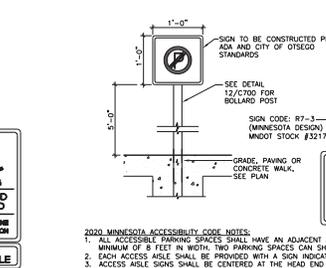
4 CITY CONCRETE WALK & JOINT DETAILS NO SCALE C700



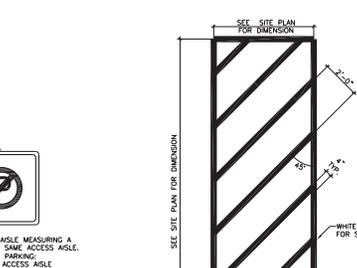
5 JOINT SEALANT DETAILS NO SCALE C700



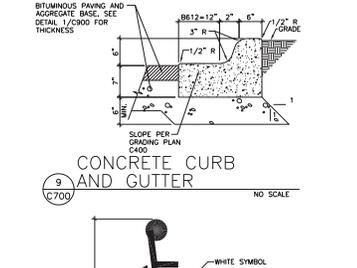
6 ACCESSIBLE PARKING STALL SIGN NO SCALE C700



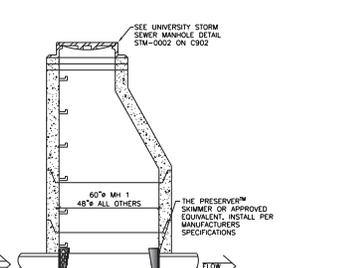
7 ADA ACCESSIBLE SIGN NO SCALE C700



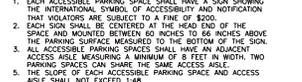
8 NO PARKING STRIPING NO SCALE C700



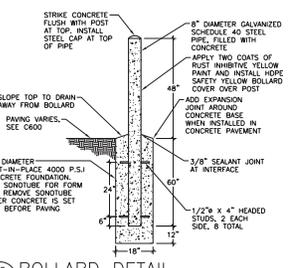
9 CONCRETE CURB AND GUTTER NO SCALE C700



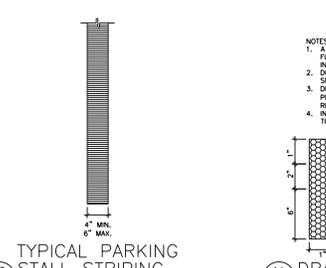
10 ADA PARKING SYMBOL NO SCALE C700



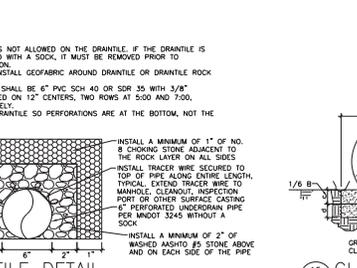
11 MANHOLE WITH PRESERVER NO SCALE C700



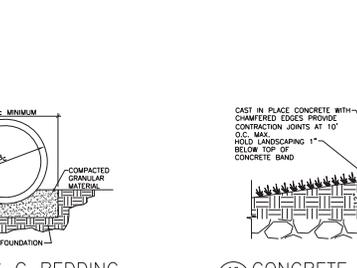
12 BOLLARD DETAIL NO SCALE C700



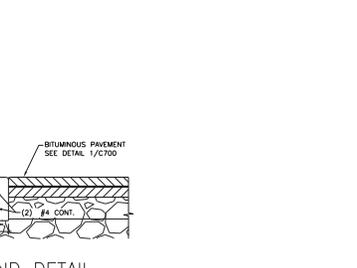
13 TYPICAL PARKING STALL STRIPING NO SCALE C700



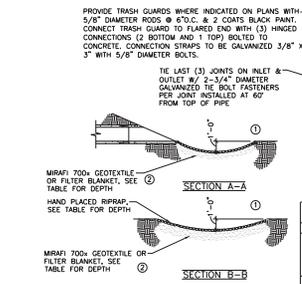
14 DRAIN TILE DETAIL NO SCALE C700



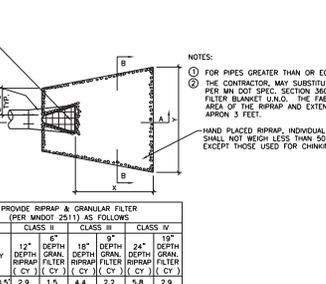
15 CLASS C BEDDING NO SCALE C700



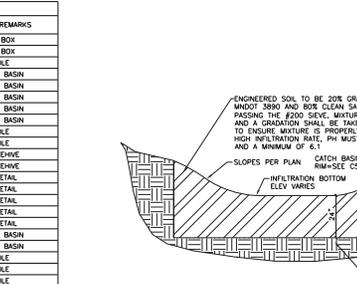
16 CONCRETE BAND DETAIL NO SCALE C700



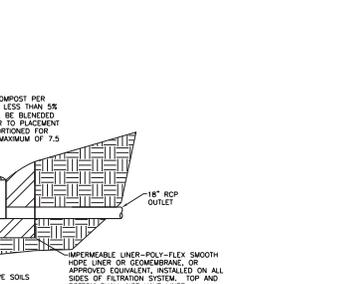
17 RIPRAP AT RCP OUTLET NO SCALE C700



18 STRUCTURE SCHEDULE NO SCALE C700



19 INFILTRATION BASIN DETAIL NO SCALE C700



20 CIVIL DETAILS NO SCALE C700

**FOSS SWIM SCHOOL**  
85th Street NE  
Osage, MN

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**ERA**  
STRUCTURAL ENGINEERING  
2590 University Ave. W., Suite 423-5  
St. Paul, MN 55114  
651.231.7570 | [www.eraeng.com](http://www.eraeng.com)

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**PIERCE PINI & ASSOCIATES**  
9298 CENTRAL AVENUE NE  
SUITE 312  
BLAINE, MN 55434  
TEL 763.537.1311

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**CITY SUBMITTAL**

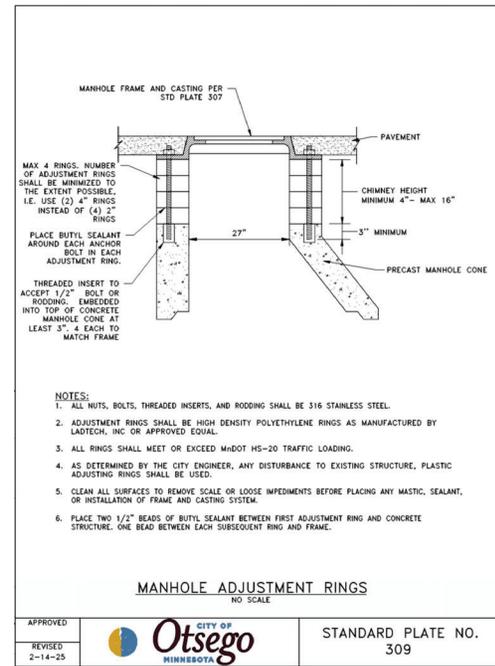
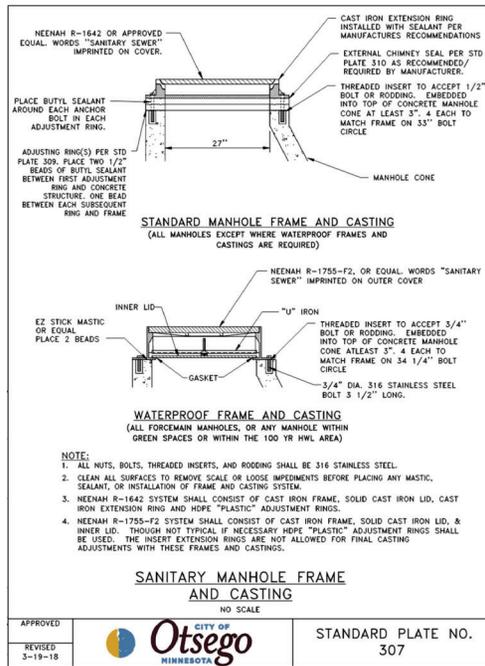
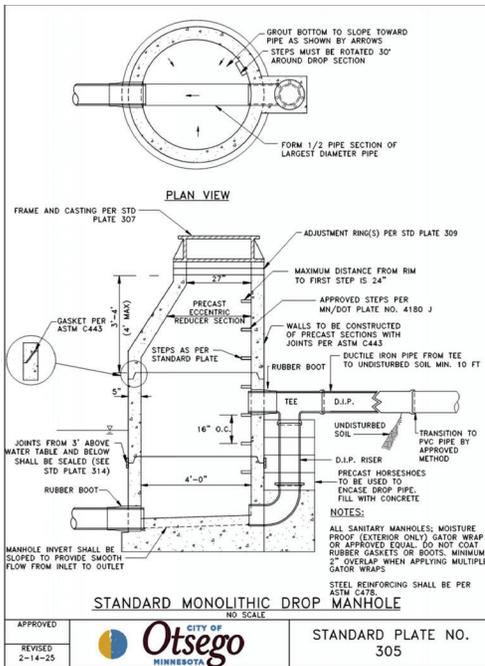
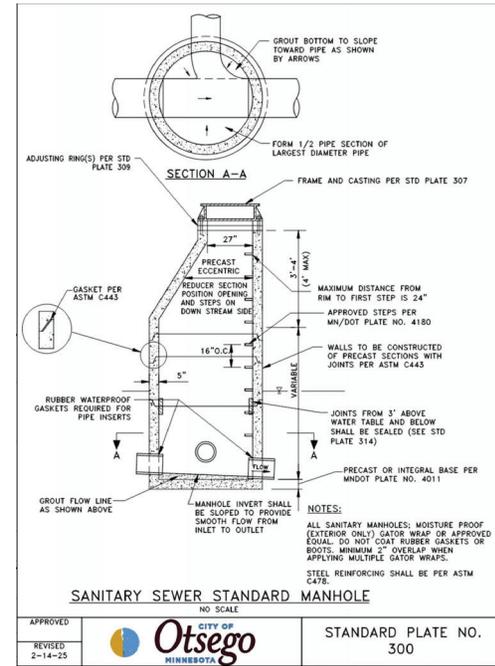
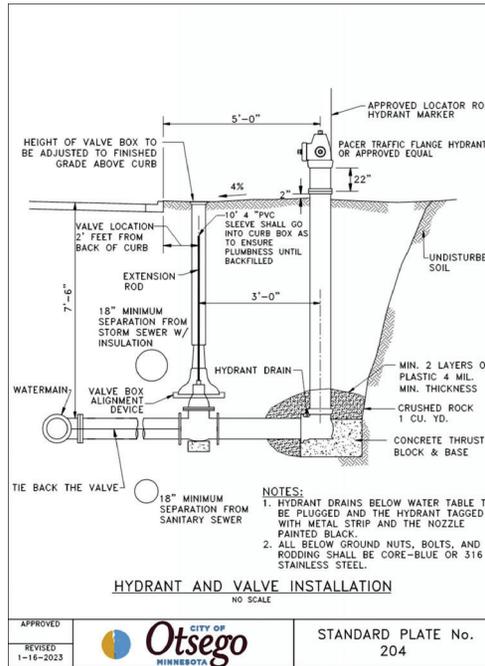
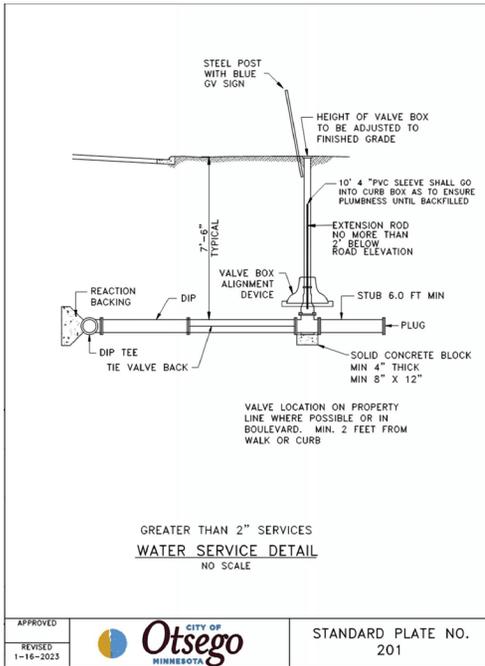
CITY SUBMITTAL	NO.	DESCRIPTION	DATE
Project Number			2549
Date			10 December, 2025
Drawn by			JOS
Checked by			BSB

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**CIVIL DETAILS**

**C700**

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FOSS SWIM SCHOOL  
85th Street NE  
Osageo, MN



ROOMSHEET AND STRUCTURE, LLC  
203 WASHINGTON AVE N, SUITE 300  
MINNEAPOLIS, MN 55454  
PH: 612.624.1810  
EMAIL: R@REDSHEET.COM



NELSON-ROBERTS & ASSOCIATES, INC.  
1000 6TH AVE SW, SUITE 200  
BLAINE, MN 55414  
TEL: 763.834.0000  
LH001-1310200000

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STRUCTURAL ENGINEERING  
2590 University Ave. W., Suite 423-5  
55106 MN 55114  
651.231.7570 | eraeng.com

PIERCE PINI & ASSOCIATES

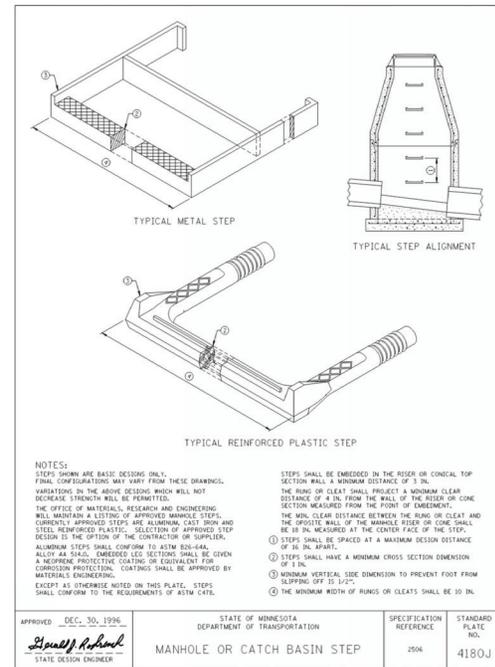
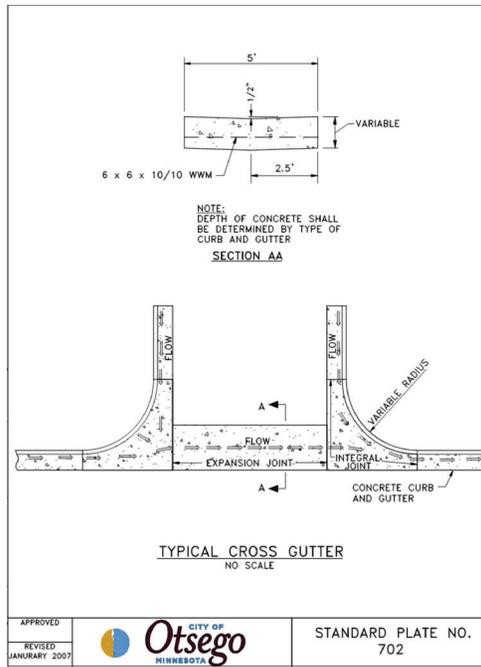
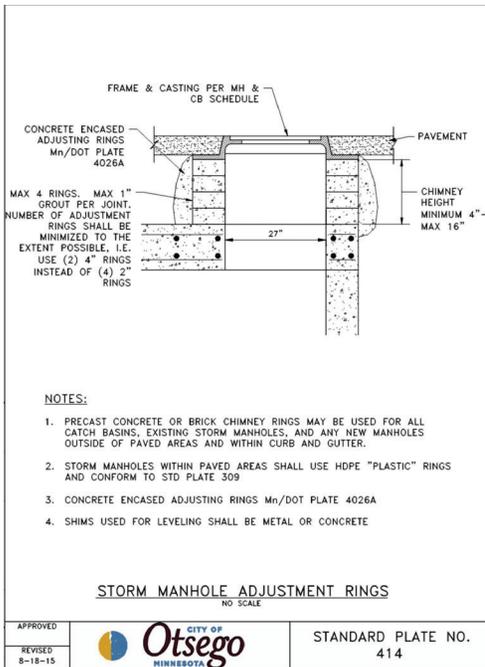
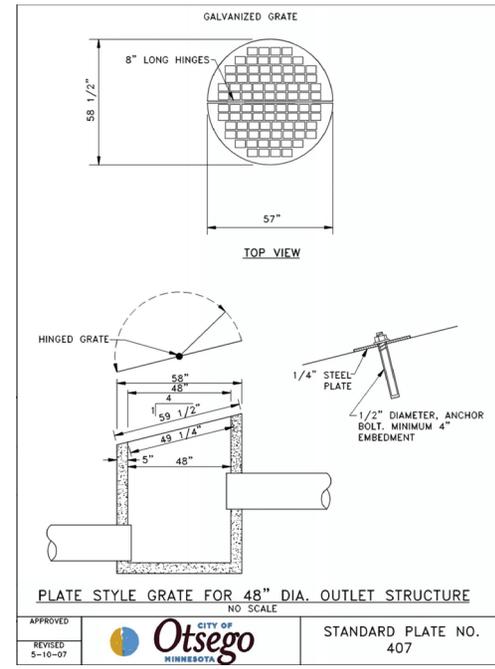
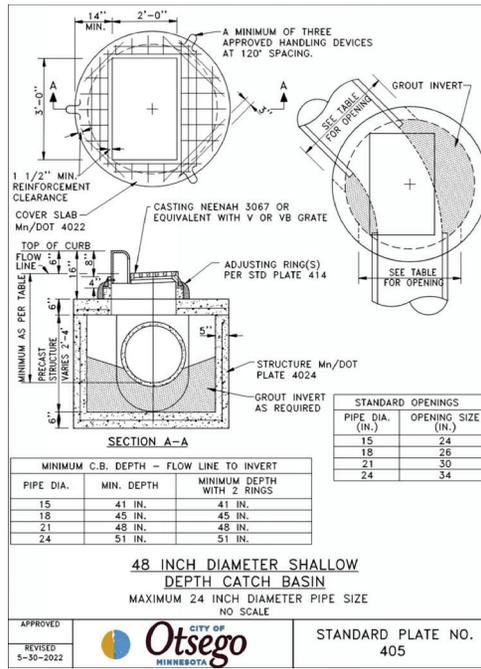
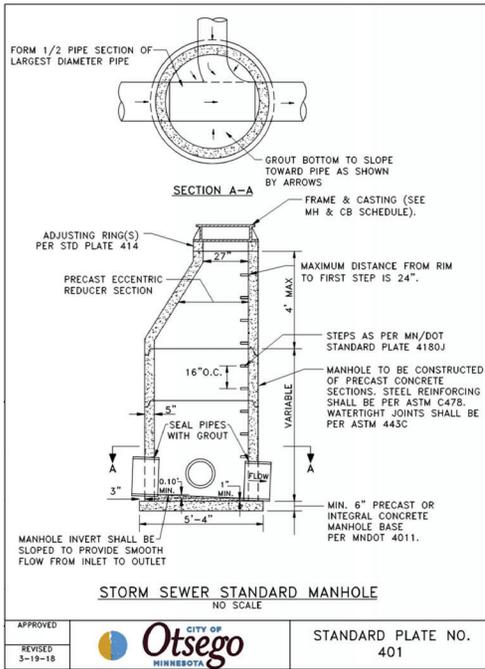
9298 CENTRAL AVENUE NE  
SUITE 312  
BLAINE, MN 55434  
TEL. 763.537.1311

CITY SUBMITTAL  
NO. DESCRIPTION DATE

Project Number: 2040  
Date: 10 December, 2023  
Drawn by: JBR  
Checked by: RSP

CIVIL DETAILS

C701



**FOSS SWIM SCHOOL**  
85th Street NE  
Osseo, MN



RODNEY-REIT AND STRUCTURE, LLC  
200 WABHINGTON AVE. N. SUITE 300  
MINNEAPOLIS, MN 55410



NELSON-REIT & ASSOCIATES, INC.  
1000 10TH AVENUE W. SUITE 400  
MINNEAPOLIS, MN 55415



ERA  
STRUCTURAL ENGINEERING

2590 University Ave. W., Suite 423-5  
55 Paul Ave. S1114  
651.231.7570 | eraeng.com

**PIERCE PINI & ASSOCIATES**

9298 CENTRAL AVENUE NE  
SUITE 312  
BLAINE, MN 55434  
TEL: 763.537.1311

**CITY SUBMITTAL**  
NO. DESCRIPTION DATE

Project Number: 2504  
Date: 10 December, 2025  
Drawn by: JBR  
Checked by: RSP

**CIVIL DETAILS**

**C702**

© Road & Structure Architects, LLC



**ENGINEERING REVIEW**  
**Commercial Subdivision**  
**Site Plan**  
**for the City of Otsego**  
**by**  
**Hakanson Anderson**

---

**Submitted to:** Honorable Mayor and City Council

**cc:** Adam Flaherty, City Administrator/Finance Director  
Audra Etzel, City Clerk  
Dan Licht, City Planner  
Dave Kendall, City Attorney

**Reviewed by:** Ronald J. Wagner, P.E.

**Date:** 12/22/2025

**Proposed Development:** FOSS Swim School

**Development Location:** PID # 118377000010. A portion of Section 22, T121, R23, Q1-4. The site is bounded by GoodDay Express Car Wash to the west, a city storm pond to the north, Parson Avenue NE to the east and 85th Street NE to the south.

**Applicant:** Duane Boris

**Developer:** FOSS Swim School  
10050 Crosstown Circle Suite 650  
Eden Prairie, MN 55344

**Owners of Record:** Nate Pierson  
CN Otsego Properties LLC  
682 55<sup>th</sup> ST NE  
Buffalo, MN 55313

**Purpose:** This is a proposed development including commercial space on approximately 2.97± acres in the City of Otsego, Wright County, Minnesota. The proposed development will be served with municipal water, sanitary sewer, storm sewer, and public streets typical of an urban setting.

**Jurisdictional Agencies:** City of Otsego, Minnesota Department of Natural Resources, Minnesota Pollution Control Agency, Wright Soil and Water Conservation District.  
**(but not limited to)**

**Permits Required:** NPDES, Minnesota Department of Health (water), and Minnesota Pollution Control Agency (sanitary sewer).  
**(but not limited to)**

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EXISTING CONDITIONS SURVEY

GENERAL NOTES

SITE DEMOLITION & EROSION CONTROL

EROSION AND SEDIMENT CONTROL DETAILS

SITE DIMENSION PLAN

SITE DETAILS

GRADING AND DRAINAGE PLAN

STORM SEWER PLAN

GRADING DETAILS

UTILITY PLAN

UTILITY DETAILS

OTHER CONSIDERATIONS

SUMMARY AND/OR RECOMMENDATIONS

**INFORMATION AVAILABLE**

Preliminary Site Development Plans for FOSS SWIM SCHOOL,  
FOSS Swim School Storm Water Plan

Additional Information

Minnesota Rules, Chapter 4410 – EAW Requirement

City of Otsego Engineering Manual

City of Otsego Zoning and Subdivision Ordinances

National Wetland Inventory Map

Great River Centre Storm Water Plan

## **SITE DEVELOPMENT PLANS**

### **COVER SHEET**

1. City of Otsego public utilities contact shall be Kurt Neidermeier.

### **EXISTING CONDITIONS SURVEY**

2. Show location, names, width of existing streets, building, etc. within 150' of the project boundary.
3. Show size and elevation for all existing utilities within 150' of the project boundary.
4. Adjoining unsubdivided or subdivided land shall be identified by name and ownership within 150' of the project boundary.
5. Locations and results of soil borings, percolation tests, etc.

### **GENERAL NOTES**

6. No comments.

### **SITE DEMOLITION & EROSION CONTROL**

7. No comments.

### **EROSION AND SEDIMENT CONTROL DETAILS**

8. No comments.

### **SITE DIMENSION PLAN**

9. No comments.

### **SITE DETAILS**

10. No comments.

### **GRADING AND DRAINAGE PLAN**

11. Concrete Band (Ribbon Curb) is not allowed. Replace with surmountable standard plate #704, #705 or B6 curb standard Plate #7100H.
12. A catch basin will need to be added and regrade curb for water to flow to the CB west of future building site.

## **STORM SEWER PLAN**

13. What is the reason for STM MH 3 not connecting to STM CB 4?
14. Can the overflow structure (STM CB 14) and Outlet Structure 15 (OCS) be combined?
15. The use of RIP RAP is not used around FES. See city detail Standard Plate #500 & 500a.

## **GRADING DETAILS**

16. No comments.

## **UTILITY PLAN**

17. Plans will be reviewed by city utility manager to ensure proper infrastructure and floatable, oil, and grease capture tank and standard operation procedure are in place.
18. Indicate 6" SDR 26 for sanitary connection.
19. Indicate removal of old 6" valve and addition of new 6" valve for domestic water service connection on Parson Ave.
20. Indicate 6" CL 52 DIP WM to be used for connection to existing water stub for fire service.
21. Connect to existing stub for fire service with new 6" valve for testing purposes.

## **UTILITY DETAILS**

22. Use City of Otsego Standard Plate Details as noted on detail sheet.

## **OTHER CONSIDERATIONS**

23. Provide a traffic control plan for shoulder closure as it relates to 85<sup>th</sup> Street ingress/egress and existing private street to the north.
24. Provide storm water profiles.
25. Provide Geotechnical Report.

## **SUMMARY AND/OR RECOMMENDATION**

Resubmit for review and approval.

**CITY OF OTSEGO  
COUNTY OF WRIGHT  
STATE OF MINNESOTA**

**RESOLUTION NO: 2026-08**

**APPROVING A PRELIMINARY PLAT FOR  
GREAT RIVER CENTRE OF OTSEGO EIGHTH ADDITION**

**WHEREAS**, Foss Swim School has submitted application for preliminary plat approval of one lot to be known as Great River Centre of Otsego Eighth Addition; and

**WHEREAS**, the legal description of the subject property is attached as Exhibit A; and

**WHEREAS**, the property is within the East Sewer District and guided for future commercial land uses by the 2023 Comprehensive Plan; and

**WHEREAS**, the subject property is zoned PUD, Planned Unit Development District in accordance with the ordinance adopted as Ordinance 2006-05 and amended by Ordinance 2023-04; and

**WHEREAS**, applications for preliminary plat approval are processed in accordance with the provisions of Section 10-3-2 of the Subdivision Ordinance; and

**WHEREAS**, the Planning Report dated 14 January 2026 prepared by the City Planner, The Planning Company LLC, is incorporated herein; and

**WHEREAS**, the Planning Commission conducted a public hearing at their regular meeting on 20 January 2026 to consider the application, preceded by published and mailed notice; based upon review of the application and evidence received, the public hearing was closed and the Planning Commission recommended by a 6-0 vote that the City Council approve the request based on the aforementioned findings.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF OTSEGO, MINNESOTA THAT:** the preliminary plat of Great River Centre of Otsego Eighth Addition is approved subject to the following conditions:

1. Approval of the preliminary plat shall not guarantee access to sanitary sewer service. The City shall only allocate sanitary sewer capacity to approved final plats with signed development contracts to assure the City of timely development.
2. Right-of-way dedication and access to 85<sup>th</sup> Street and Parson Avenue shall be subject to review and approval of the City Engineer.
3. Lot 1, Block 1 shall comply with the following setback requirements:

85 <sup>th</sup> St.	Parson Ave.	North	Parking	
			ROW	Interior
30ft.	20ft.	10ft.	15ft.	5ft.

4. All utility issues shall be subject to review and approval of the City Engineer.

5. The developer shall pay Utility Availability Charges for the proposed lot at the time of final plat approval in accordance with Title 8, Chapter 1 of the City Code.
6. The developer shall pay Utility Connection Fees for construction of proposed principal uses at the time a building permit is issued, in accordance with Title 8, Chapter 1 of the City Code.
7. All grading, drainage, erosion control and stormwater management issues shall be subject to review and approval of the City Engineer.
8. All easements shall be subject to review and approval of the City Engineer.
9. Development of Lot 1, Block 1 shall require application for site and building plan review, or other zoning applications as may be required by Zoning Ordinance, as provided for by Section 11-9-3 of the Zoning Ordinance.
  - a. Access and Off-Street Parking:
    - (1) The design and construction of off-street parking areas shall comply with Section 11-21-7 of the Zoning Ordinance, subject to review and approval of the City Engineer.
    - (2) The off-street parking area shall provide for the number of spaces as required by Section 11-21-8 of the Zoning Ordinance.
  - b. The architectural design and exterior materials for any principal and accessory building(s) shall comply with the GRC PUD District Design Guidelines Booklet and Section 11-17-4.D.1 of the Zoning Ordinance.
  - c. The height of any principal and accessory building(s) shall not exceed 28 feet as defined by the Zoning Ordinance.
  - d. A landscape plan subject to review and approval of the Zoning Administrator shall be submitted outlining proposed location, type, size, and quantities of proposed plantings along with planting details meeting the requirements of Section 11-19-2 of the Zoning Ordinance, and:
    - (1) Natural grasses or shrubs planted to screen the view of off-street parking area from view of 85<sup>th</sup> Street and Parson Avenue.
    - (2) An irrigation system shall be installed as required by Section 5-2-3.C.2 of the City Code.
  - e. All exterior lighting shall comply with Section 11-16-6 of the Zoning Ordinance, subject to review and approval of the Zoning Administrator.
  - f. All signs shall comply with the GRC PUD District Design Guidelines booklet and Chapter 37 of the Zoning Ordinance, subject to review and approval of the Zoning Administrator.
  - g. Any outdoor storage of waste containers shall require an enclosure that complies with the provisions of Section 11-18-4.C of the Zoning Ordinance, subject to review and approval of the Zoning Administrator.
10. The developer shall enter into a development contract as required by Section 10-10-4.A of the Subdivision Ordinance at the time of final plat approval and Section 11-9-7 of the Zoning Ordinance related to site and building plan review approval, subject to review by the City Attorney and approval of the City Council.

11. A final plat shall be approved within one year of City Council approval or the preliminary plat shall be deemed void.

**ADOPTED** by the Otsego City Council this 26<sup>th</sup> day of January, 2026.

**MOTION BY:**  
**SECONDED BY:**  
**IN FAVOR:**  
**OPPOSED:**

**CITY OF OTSEGO**

---

Jessica L. Stockamp, Mayor

ATTEST:

---

Audra Etzel, City Clerk

**EXHIBIT A**  
**LEGAL DESCRIPTION**

Outlot A, Great River Centre of Otsego Seventh Addition, Wright County, Minnesota.



# Request for City Council Action

## DEPARTMENT INFORMATION

ORIGINATING DEPARTMENT	REQUESTOR:	MEETING DATE:
Fire	Interim Fire Chief Scott	January 26, 2026
PRESENTER(S)	REVIEWED BY:	ITEM #:
Fire	City Administrator/Finance Director Flaherty Assistant City Administrator/Human Resources Hille	5.1 – Fire Department Staffing

## STRATEGIC VISION

MEETS:	THE CITY OF OTSEGO:
	Is a strong organization that is committed to leading the community through innovative communication.
	Has proactively expanded infrastructure to responsibly provide core services.
<b>X</b>	Is committed to delivery of quality emergency service responsive to community needs and expectations in a cost-effective manner.
	Is a social community with diverse housing, service options, and employment opportunities.
	Is a distinctive, connected community known for its beauty and natural surroundings.

## AGENDA ITEM DETAILS

RECOMMENDATION:	
City staff recommend the City Council approve of a job description and authorize recruitment.	
ARE YOU SEEKING APPROVAL OF A CONTRACT?	IS A PUBLIC HEARING REQUIRED?
No	No
BACKGROUND/JUSTIFICATION:	
<p>City staff are requesting the City Council approve a job description for the Fire Chief position and authorize recruitment to fill this position. This position, previously approved by the City Council as the Emergency Services Director, has been vacant since August 2025. With this vacancy, the City Council authorized Interim Fire Chief Scott in September 2025 to continue to support the planning and development of the Otsego Fire Department.</p> <p>City staff have revised the job description with assistance and guidance from Chief Scott to reflect the duties, responsibilities, job functions, knowledge, skills, abilities, and qualifications of this position to best serve the Otsego Department in providing services to the community. The title of the position is also recommended to change to Fire Chief, which is believed to better reflect the role and resonate with potential applicants in the marketplace.</p> <p>The draft job description has undergone a position scoring through the City’s third-party evaluator. The position was scored at Grade 16, which was consistent with the previous job description, and aligned with the 2026 budget.</p> <p>The proposed recruitment schedule posts the position upon City Council approval with application deadlines, application reviews, candidate interviews throughout February and March, City Council interviews and pre-employment screening throughout March and anticipated start date as early as April.</p>	
SUPPORTING DOCUMENTS ATTACHED:	
<ul style="list-style-type: none"> <li>• <b>Job Description</b></li> <li>• <b>Presentation Slides</b></li> <li>• <b>Letter from Citygate Associates</b></li> </ul>	

**POSSIBLE MOTION**

PLEASE WORD MOTION AS YOU WOULD LIKE IT TO APPEAR IN THE MINUTES:

Motion to approve the Fire Chief Job Description and to authorize recruitment.

**BUDGET INFORMATION**

FUNDING:	BUDGETED:
General Fund – Fire Department (42200)	Yes



## Position Description

Position:	Fire Chief
Department:	Fire
Position Status:	Full-time
FLSA Status:	Exempt
Pay Grade:	16
Approved:	DRAFT

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### **DESCRIPTION OF WORK**

General Statement of Duties: This Fire Chief position will be responsible for coordinating the official start of the Otsego Fire Department. This position provides strategic leadership and direction for all fire service functions and ensures efforts are responsive to citizen and community needs while maintaining strong employee culture and city-wide relationships. Responsible for long-term planning and policy development, and working collaboratively with other city departments, regional agencies, and community stakeholders. Lead by example, demonstrating integrity, transparency, and accountability in all actions and decisions.

Immediate Supervisor: City Administrator

Supervision Exercised: Provides supervision to the Fire Department staff.

### **MAJOR JOB FUNCTIONS**

1. Implementation of new Fire Department
  - a. Final oversight of new fire station construction and coordinating the start up operations of the facility.
  - b. Coordinate delivery of (2) new fire apparatus in spring of 2026
  - c. Research and purchase remaining equipment for apparatus, new firefighters and fire station.
  - d. Review and approve staffing plan for the new fire department.
  - e. Implement a training plan for new firefighters.
  - f. Continue fostering a professional working relationship with all first responder organizations including contract fire departments, mutual aid fire departments, EMS/Ambulance providers, and the Wright County Sheriff's Office.

## 2. Fire and EMS Operations

- a. Respond to emergency and non-emergency calls
- b. Direct all fire department operations, ensuring comprehensive public safety management.
- c. Delegate tasks effectively and foster clear communication for optimal efficiency.
- d. Oversee employee performance, including evaluations, hiring, and disciplinary actions, while managing performance complaints and internal investigations.
- e. Enforce personnel policies, manage union contracts, and handle labor issues and grievances to ensure fair and effective labor relations.
- f. Implement succession planning to ensure smooth leadership transitions and role continuity.
- g. Facilitate regular leadership and staff meetings to maintain alignment and address concerns.
- h. Maintain a visible presence and remain approachable to staff, encouraging open communication and providing informal support to strengthen relationships and team cohesion.
- i. Collaborate with Human Resources to enhance employee engagement, satisfaction, and advance diversity, equity, and inclusion.

## 3. Administration

- a. Serve as a member of the city's leadership team, contributing to city-wide collaborative decision-making, policy development, and culture development.
- b. Provide information to the city administrator on operations, and collaborate on projects, goals, and strategic plans.
- c. Lead departmental strategic planning with a visionary approach, aligning with city core values and community needs.
- d. Promote customer service excellence and ensure effective information dissemination.
- e.
- f. Foster cooperative working relationships with other city departments, contract fire departments, EMS providers and county, state and federal agencies. Maintain strong community visibility and build partnerships with businesses and organizations.
- g. Perform other duties as assigned.

## 4. Supervision

- a. Complete performance evaluations and recommend wage adjustments according to the City's Personnel Policy.
- b. Administer employee discipline according to the City's Personnel Policy.
- c. Ensure staff is adequately trained and department is cross-trained. Assign work and ensure that it is done professionally, efficiently, accurately and timely.
- d. Provide oversight of the Data Practices Act.

## 5. Fire Prevention, Suppression, Medical Emergencies and Emergency Preparedness Activities

- a. Plan, organize, and allocate resources for emergency response, prevention, and risk reduction. Oversee fire department daily operations.
- b. Lead city preparedness efforts under city administrators' direction.
- c. Ensure all fire service and medical emergency matters are handled in a manner consistent with city ordinances and state, federal and county laws.

- d. Design and implement fire and medical emergency procedures, ensuring compliance with legislation and evaluating activities.
  - e. Direct community relations, safety awareness programs, and fire prevention initiatives.
  - f. Represent the city and department in safety matters, attending relevant meetings, events, and emergencies.
  - g. Keep the council, city administrator, public safety committee, and residents updated on fire services and safety issues. Represent the department in legal proceedings when necessary.
  - h. Maintain the established staffing plan
6. Budget/Finance
- a. Coordinate the planning and drafting of department's budget.
  - b. Works with the city administrator on budget process.
  - c. Maintain control of expenditures within budget limitations.
  - d. Recommend and implement changes based on service delivery outcomes.
  - e. Review and approve service contracts with vendors and consultants to ensure compliance with budget and policy.
  - f. Analyze staffing and equipment levels to determine budget and community program needs.
  - g. Manage and administer grants or other sources of funding in compliance with approved guidelines.
7. General
- a. Participate actively in the City's management team
  - b. Presents in front of various groups for reports, updates, and community engagement
  - c. Attends staff, community, committee, and councils meeting as necessary
  - d. Treat fellow employees with respect and integrity
  - e. Promote a positive and motivating environment
  - f. Provide exceptional customer service
  - g. Confer with supervisor, peers, and employees to discuss and resolve issues
  - h. Make decisions that are always in the best interest of the City
  - i. Perform other duties and projects as assigned
  - j. Follow all safety policies and procedures
  - k. Follow all City policies and procedures

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- Demonstrable knowledge of and experience in emergency operations
- Ability to make rapid decisions under high stress circumstances
- Extensive knowledge of and experience in City operations, ordinances, and practices related to
- Experience making presentations to government bodies, professional associations, and community organizations
- Ability to communicate clearly, professionally, effectively, and precisely both verbally and in writing
- Ability to resolve and diffuse conflicts
- Ability to understand, manage, and communicate complex ideas, projects, and situations

- Applied experience and knowledge ability to work independently and as part of a team and to coordinate work with other Departments and to lead multi-departmental or multi-jurisdictional projects.
- Considerable skills in Microsoft Word, Excel, Outlook, and Powerpoint.
- Ability to plan, prioritize, and organize the department's work.
- Strong sense of honesty, integrity, and credibility
- Ability to maintain a high level of integrity and ethical performance at all times
- Ability to work successfully under stress, pressure, and changing conditions

#### **MINIMUM QUALIFICATIONS**

1. Valid Minnesota firefighter license or be able to obtain with 30 days.
2. Ten (10) years as a firefighter with a minimum of five (5) years progressive experience within a fire department of equal or greater size.
3. Associates degree in a related field
4. Valid Minnesota drivers license.

#### **PREFERRED QUALIFICATIONS**

1. Bachelor's degree in a related field.
2. State Certified EMT
3. Experience with a fire inspection program
4. Experience:
  - a. With union grievances, arbitration, mediation and contract negotiations.
  - b. Working with boards, councils and commissions.
  - c. In a leadership role that includes management and administrative functions, including developing and managing a budget
  - d. Collaborating with city leadership and regional agencies.
  - e. Managing a fire department with similar organizational structure.
  - f. As an Emergency Manager or state/national certification as an emergency manager.

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

*The physical demands described are representative of those that must be met by an employee to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Most work is done within the fire station office facility, but the work environment varies considerably depending on the circumstances. Noise level in the work environment is variable. . This includes occasional light physical strength work to medium physical work. Travel within the City to incidents, inspections and meetings is everyday. This position requires attending City Council meetings in the evening as requested, and on-call requirements in emergency situations.

Activities that **occur constantly** (5–8 hours/shift): talking, hearing, reading

Activities that **occur frequently** (2–5 hours/shift): standing, walking, sitting, repetitive motions, eye/hand/foot coordination, feeling, climbing

Activities that **occur occasionally** (up to 2 hours/shift): stooping, kneeling, crouching, crawling, reaching, handling, grasping

Activities that **occur rarely** (do not exist as regular part of job): lifting, carrying, pushing, pulling, balancing

City of Otsego is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, reasonable accommodations are offered to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with the employer.

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

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Employee Name

---

Employee Signature

---

Date



CITY OF  
**Otsego**  
MINNESOTA

# Fire Department Staffing

**CITY COUNCIL MEETING**  
**JANUARY 26, 2026**

1

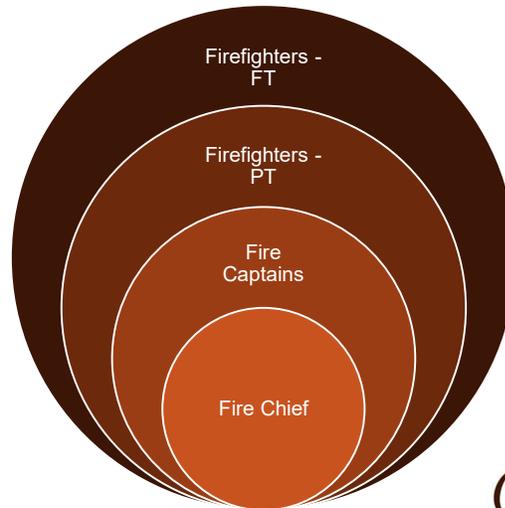


**Recruitments**

2

## Why Start Hiring

- **INTERIM CHIEF**
  - Hired in September 2025 for Short-Term
- **RECRUITMENT PROCESS**
  - Domino Effect
  - Multiple Positions & Long Process
- **POSITIONS TO FILL & START DATE**
  - Fire Chief – April
  - Captains – May
  - PT Firefighters – June
  - FT Firefighters – October/November



3

## Fire Chief Responsibilities

- **DEPARTMENT LEADERSHIP**
  - Build Community, City Council, and City Staff Relationships
  - Operational Decisions & Policy Development
- **DEPARTMENT RECRUITMENTS**
  - Selection of Full-Time Captains
  - Engaging & Attracting PT Firefighters
  - Training & Team Building
- **RECRUITMENT SCHEDULE**
  - Posted – January 28
  - Application Deadline & Review - February
  - Interviews & Pre-Employment – February to March
  - Start - April



4

## Fire Captains - Responsibilities

- **DEPARTMENT LEADERSHIP**
  - Build Community, City Council, and City Staff Relationships
  - Delegation of Assignments from Fire Chief
    - *Equipment Procurement*
    - *Station Readiness*
    - *Apparatus Delivery, Training, and Readiness*
    - *Standard Operating Procedures & Guidelines*
- **DEPARTMENT RECRUITMENTS**
  - Engaging & Attracting PT Firefighters
  - Assist with Fire & EMS Training Programs for PT Firefighters
  - Team Building
  - Assist with Attracting & Selection of FT Firefighters
- **HIRING GOAL**
  - Start in May



5

## PT Firefighters

- **RECRUITMENT**
  - Length of Process and Number of Positions
- **TRAINING REQUIREMENTS**
  - Anticipate a mix of Experienced and Non
  - State Fire Certification
    - *Start in June*
    - *Testing in October*
  - EMS / First Responder
    - *Start in November*
  - Department & Community Specific Training
  - Team Building
- **HIRING GOAL**
  - Start Training in June



6



PHASE	DETAILS	Q1												Q2													
		JAN				FEB				MAR				APR				MAY				JUN					
POSITION:	Sunday date ---->	4	11	18	25	1	8	15	22	1	8	15	22	29	5	12	19	26	3	10	17	24	31	7	14	21	28
1	<b>Fire Chief (1)</b>	- Recruitment																									
		- Pre-employment Screens																									
		- Onboard																									
2	<b>Fire Captains (3)</b>	- Recruitment																									
		- Pre-employment Screens																									
		- Onboard																									
		- Operational Documents																									
		- Lead Training																									
3	<b>Part-time Firefighters (20)</b>	- Recruitment																									
		- Pre-employment Screens																									
		- Training																									
		- EMS/First Responder Training																									
		- Testing/Gear																									
4	<b>Full-time Firefighters (6)</b>	- Recruitment																									
		- Pre-employment Screens																									
		- Onboard																									
5	<b>Operating Department</b>	- SOP/SOG Training																									
		- Team Training																									
9		- Responding																									

9

PHASE	DETAILS	Q3												Q4													
		JUL				AUG				SEP				OCT				NOV				DEC					
POSITION:	Sunday date ---->	5	12	19	26	2	9	16	23	30	6	13	20	27	4	11	18	25	1	8	15	22	29	6	13	20	27
1	<b>Fire Chief (1)</b>	- Recruitment																									
		- Pre-employment Screens																									
		- Onboard																									
2	<b>Fire Captains (3)</b>	- Recruitment																									
		- Pre-employment Screens																									
		- Onboard																									
		- Operational Documents																									
		- Lead Training																									
3	<b>Part-time Firefighters (20)</b>	- Recruitment																									
		- Pre-employment Screens																									
		- Training																									
		- EMS/First Responder Training																									
		- Testing/Gear																									
4	<b>Full-time Firefighters (6)</b>	- Recruitment																									
		- Pre-employment Screens																									
		- Onboard																									
		- Training																									
5	<b>Operating Department</b>	- SOP/SOG Training																									
		- Team Training																									
		- Responding																									

Transitional Operational

10



## Key Considerations

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## Time Sensitive Factors

- **INTERIM FIRE CHIEF**
  - Intended to be short-term. Permanent Chief should play a role in many final decisions.
- **TRAINING**
  - PT Firefighters and Fire/EMS Certification Timelines
- **LOOSE EQUIPMENT**
  - Example – Turnout Gear Leadtime of up to 90 days
- **DEPARTMENT ORIENTATION**
  - Team Building
  - Training Together
    - *With City Equipment, At the City Fire Station, With the Fire Leadership Team*
  - Learning the Community



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## Ongoing Items

- **MINIMUM STAFFING**
- **CONTRACTS FOR 2027**
- **SHARED SERVICE CONVERSATIONS**
- **DEPARTMENT ROADMAP**
  - Fire Marshal
    - *Relationship with Building Official and Building Inspectors*
  - Administrative Support
  - Grant Applications



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## Utilize Staff

- **FIRE CHIEF GUIDE ALL FIRE RECRUITMENTS – CAPTAINS, PART-TIME AND FULL-TIME FIREFIGHTERS**
- **FIRE CAPTAINS AID IN TRAINING FOR FIREFIGHTERS**
- **FIRE TRUCK TRAINING UPON DELIVERY**
- **FIRE CAPTAINS**
  - Procure equipment
    - *Hoses, SCBA,*
  - Ready Station and Apparatus
  - Establish SOPs/SOGs
- **3 FULL-TIME FIREFIGHTERS ON TRUCK – 4<sup>TH</sup> FIREFIGHTER AS PART-TIME DUTY CREW**



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14



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## Next Steps

- **TONIGHT:**
  - Approve Job Description & Authorize Recruitment
- **UPCOMING:**
  - February
    - *Fire Captains Job Description & Authorize Recruitment*
      - **Goal to Start in May**
    - *PT Firefighters Job Description & Authorize Recruitment*
      - **Goal to Start Training in June**
  - Summer
    - *FT Firefighters Job Description & Authorize Recruitment*
      - **Goal to Start in October/November**

16

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**CITY OF OTSEGO, MN  
FIRE SERVICES IMPLEMENTATION ASSISTANCE**

**MEMO TO COUNCIL**

January 23, 2026

Citygate Associates, LLC (Citygate) was retained to assist the City Administrator and Interim Fire Chief for the City of Otsego, MN (City) to peer review staffing City fire services within national best practices and State of Minnesota regulations for the City's new fire station. Some of this work was to:

- ◆ Provide expert advice
- ◆ Review costs and budgeting
- ◆ Review personnel additions
- ◆ Plan implementation as directed
- ◆ Review City staff work regarding best practices and regulatory requirements

Citygate worked alongside Interim Fire Chief Scott as he reassessed the City's Fire Department staffing plan and all possible options. Both Citygate and Chief Scott are aware of the current volunteer and paid-on-call firefighter staffing challenges in Minnesota and the administrative costs of operating a small, independent fire department. There is no question that paid-on-call or part-time firefighters are cost effective. There is also no question that regulatory requirements mandate that even a one-station fire department needs headquarters staff to ensure proper training, equipment oversight, and round-the-clock incident command leadership.

Citygate assessed all staffing and shared service options with Chief Scott. We understand he worked on solutions with all possible fire agencies, including the City's current contract fire departments, the multi-county 9-1-1 dispatch centers, and the ambulance providers. He then studied how the City could directly staff the fire station and perhaps only share command. For every research path, Citygate peer reviewed the thinking and results. We met with the Chief and the City Administrator about the policy and regional partnership near-term constraints.

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Citygate was not hired to complete a fire department assessment. However, it is apparent that to deliver improved fire services from a station inside the City, Otsego needs to invest a guaranteed level of fire crew staffing to provide services within a contemporary and regulatory-compliant department as the City grows.

While the type and level of fire service response is a local policy choice based on funding, fire service operations must follow safety standards. One such federal and state safety law is for safe staffing during interior operations at a building fire. This law, known as the “2-in/2-out” rule, means that when interior fire operations require breathing apparatus, the firefighters must operate in teams of 2—1 pair inside, and 1 pair outside equipped to immediately rescue the 2 inside.

Fire departments strive to get 4 personnel delivered to a building fire as fast as possible. Some agencies can only afford to quickly deliver 2 or 3. This is typically enough for most EMS events. If fire departments responding to building fires staff at 3, they must send a second unit *quickly*. For departments using volunteers or paid-on-call from locations other than a fire station, this is a time challenge. Some smaller departments use both types of staffing: an on-duty crew of 3 or 4, 24/7/365, with multiple-unit staffing coming from the on-call firefighters.

This could be done in Otsego by adding a limited number of career firefighters to each shift to total 4 or filling the 4<sup>th</sup> seat with a part-time duty crew firefighter when available. However, having 3 firefighters scheduled 24/7 still provides a more predictable, reliable, and sustainable model than relying 100% on a volunteer/paid-on-call staffing model. Otsego’s new Fire Department needs a timely, reliable, and prompt minimum force upon which it can build for future needs.

Once a fire department is established, the City will be eligible to apply for State and Federal grants, including firefighter staffing grants. In the meantime, a 3-person crew can handle much of the EMS and lower-risk incident types in Otsego. In the event of a structure fire, the 3-person crew provides a transitional fire attack until more staffing arrives. The 3-person staffing model is very common in smaller combination and career fire departments in Minnesota.

Shared services, either by contract or fire districts, takes time and should be well planned before implementation. While shared services are a growing trend in Minnesota, failure to have a comprehensive plan in place before implementing can lead to costly failures.

At present, the research discussions in Otsego have not yet yielded a defined partnership to staff both fire crew personnel and headquarters functions this year. Citygate concurs with the finding that immediate sharing is impractical because the nearby agencies have operational, fiscal, geographic distance, and other constraints. The City’s previous Director’s plan to wait until late 2026 to hire firefighters and fire Captains would not allow significant time to properly train newly hired staff to respond as a team from the Otsego fire station.

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## RECOMMENDATION

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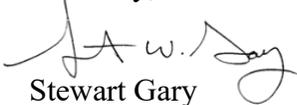
Citygate recommends the City move now to hire a small leadership team (Fire Chief and Captains) as soon as possible so that the team can continue to develop and implement the remainder of hiring to provide the needed blend of full-time and part-time firefighters. Given the lead times to acquire fire equipment and hire personnel, the City must now work efficiently if it wants to have an operational fire department by January 2027. Additionally, we recommend the City consider establishing a roadmap (Master Plan) for likely future steps in their fire department, including the hiring of a Fire Marshal for fire code and plan checking duties, which is critical for a fast-growing community like Otsego.

The need to have contractual fire service with cities outside Otsego will wane as Otsego establishes a fire department to respond to fire/EMS calls. This also establishes a reciprocal exchange expected in mutual aid. At that point, the City provides and receives normal, no-cost mutual aid.

Citygate also agrees that the new Otsego Fire Chief needs to continue to discuss future shared services opportunities with neighboring fire departments within Wright County. Recent incidents in Otsego have confirmed the need to invest in minimum, guaranteed fire department services within Otsego. The research conducted to date indicates the most efficient method of shared services is to remain within Wright County's 9-1-1 dispatch center.

Overall, it is critical for the new Fire Chief to have the collaborative skills and experience to foster positive relationships with all neighboring fire departments to share programs as is feasible, and to set the tone for and select your new Fire Department's leadership team and line personnel.

Sincerely,



Stewart Gary

Public Safety Principal

Citygate Associates.