

1. 7:00 P.M. Agenda And Items

Documents:

CC AGENDA 03-09-26.PDF  
ITEM 3.1 CLAIMS LIST 2026.03.09.PDF  
ITEM 3.2.A. 2026.02.23 CITY COUNCIL MINUTES.PDF  
ITEM 3.2.B. 2026.02.23 SPECIAL CITY COUNCIL MINUTES.PDF  
ITEM 3.2.C. 2026.02.26 SPECIAL CITY COUNCIL MINUTES.PDF  
ITEM 3.3 CITY COUNCIL SPECIAL PAY FEBRUARY 2026.PDF  
ITEM 3.4 WELLHOUSE 4 TREATMENT IMPROVEMENTS PROJECT PAY APPLICATION 17.PDF  
ITEM 3.5 80TH STREET TRAIL IMPROVEMENT PROJECT PAY APPLICATION 3.PDF  
ITEM 3.6 AUTHORIZING RELEASE OF AN AGREEMENT OUTLOT A GREAT RIVER CENTRE OF OTSEGO 7TH ADDN.PDF  
ITEM 3.7 APPROVING AN AGREEMENT OF SERVICES WITH ATLAS STAFFING.PDF  
ITEM 3.8 CONSTRUCTION MAINTENANCE.PDF  
ITEM 3.9 ACCEPT A QUOTE AND AUTHORIZE THE CITY HALL WORKSPACE IMPROVEMENTS PROJECT.PDF  
ITEM 3.10 MUNICIPAL STATE AID ROUTE REVISIONS.PDF  
ITEM 3.11 2026 MILL AND OVERLAY PROJECT ACCEPTING BIDS AND AWARDDING CONTRACT.PDF  
ITEM 3.12 LEFEBVRE CREEK GREENWAY TRAIL PROJECT ORDERING OF PREPARATION OF PLANS AND SPECIFICATIONS.PDF  
ITEM 3.13 PRAIRIE POINTE WETLAND BRIDGE PREPARATION OF PLANS AND SPECIFICATIONS.PDF  
ITEM 3.14 2026 MICROSURFACE PROJECT ACCEPTING BIDS AND AWARDDING CONTRACT.PDF  
ITEM 4.1 MEADOW HAVEN.PDF  
ITEM 5.1 PRAIRIE PARK PHASE 1 PROJECT GRANT APPLICATION.PDF  
ITEM 5.2 PRAIRIE PARK PHASE 1 PROJECT PLANNING DESIGN.PDF



## CITY COUNCIL AGENDA

Monday, March 9, 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: 867 8064 4746

Passcode: 519368

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. February 23, 2026, Meeting.
    - B. February 23, 2026, Special Meeting.
    - C. February 26, 2026, Special Meeting.
  - 3.3 Approve City Council Special Compensation for February 2026.
  - 3.4 Approve Pay Application #17 for the Wellhouse 4 Treatment Improvements Project.
  - 3.5 Approve Pay Application #3 for the 80<sup>th</sup> Street Trail Improvement Project.
  - 3.6 Adopt Resolution 2026-16 Authorizing Release of an Agreement – Outlot A, GRC of Otsego 7<sup>th</sup> Addition.
  - 3.7 Approve an Agreement of Service – Atlas Staffing.
  - 3.8 Construction Maintenance:
    - A. Adopt Ordinance 2026-02 Amending the City Code.
    - B. Adopt Resolution 2026-17 Amending the Engineering Manual.
  - 3.9 Accept a Quote and Authorize the City Hall Workspace Improvements Project.
  - 3.10 Municipal State Aid Route Revisions:
    - A. Adopt Resolution 2026-18 Revoking Municipal State Aid Streets.
    - B. Adopt Resolution 2026-19 Establishing Municipal State Aid Streets.
  - 3.11 Adopt Resolution 2026-20 Accepting Bids and Awarding Contract – 2026 Mill & Overlay Project:
  - 3.12 Approve Ordering of Preparation of Plans and Specifications – Lefebvre Creek Greenway Trail Project.
  - 3.13 Approve Ordering of Preparation of Plans and Specifications – Prairie Pointe Wetland Bridge.
  - 3.14 Adopt Resolution 2026-21 Accepting Bids and Awarding Contract – 2026 Microsurface Project:

Continued on Back of Page

4. Planning:
  - 4.1 Meadow Haven (Summergate Development).
    - A. Presentation by City Planner.
    - B. Consider Ordinance 2026-03 Amending the Zoning Map.
    - C. Consider Resolution 2026-22 Adopting Findings of Fact and Approving – PUD-CUP & Preliminary Plat.
5. Parks and Recreation:
  - 5.1 Prairie Park Phase 1 Project – Grant Application.
    - A. Presentation by Parks and Recreation Director.
    - B. Consider Resolution 2026-23 Authorizing Application for an Outdoor Recreation Grant.
  - 5.2 Prairie Park Phase 1 Project – Planning and Design.
    - A. Presentation by Parks and Recreation Director.
    - B. Consider Acceptance of Professional Planning and Design Services with HKGi and Hakanson Anderson.
6. City Council Reports and Updates.
7. Staff Reports and Updates.
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, March 23, 2026, 7:00 PM at Otsego Prairie Center.**

**ITEM 3.1**

**COUNCIL ITEM  
CITY COUNCIL MEETING  
March 9, 2026**

TO: City Council

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

CHECK REGISTERS:	\$ 678,216.34	78445 - 78458
	\$ 933,196.43	78459 - 78532
Total	\$ 1,611,412.77	

VOIDED CHECKS:	\$ (70.04)	77839
	\$ (296.89)	77846
	\$ (72.85)	77937
Total	\$ (439.78)	

PAYROLL:		
February 2026 Payroll Transactions	\$ 358,347.01	
Total	\$ 358,347.01	

ELECTRONIC PYMTS:		
Bldg Permit Surcharge	\$ 1,041.27	
Dept of Revenue-Fuel Permit	\$ -	
Dept. of Revenue-Fuel Tax	\$ 388.92	
Dept. of Revenue-Sales Tax	\$ 1,301.00	
Elk River Utilities	\$ 5,336.60	
Wright-Hennepin	\$ 37,847.77	
Pitney Bowes	\$ -	
PSN	\$ 6,108.96	
Transfirst	\$ 299.96	
Merchant Services	\$ 10.00	
Wage Works	\$ 704.00	
BambooHR	\$ 868.50	
Alerus Cobra	\$ 40.00	
Bank of Elk River	\$ 54.30	
Total	\$ 54,001.28	

GRAND TOTAL:	<u>\$ 2,023,321.28</u>	
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Please let me know if you have any questions or would like additional information. Thank you.

Mary Olson  
Finance

Report Criteria:  
 Report type: GL detail  
 Check.Type = "Void"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Description	Invoice Amount	Check Amount
<b>77839</b>										
02/26	02/24/2026	77839	1926	INTERNATIONAL SECURITY PR	420242	1	101-43100-293	SIGN POSTS	70.04-	70.04-
Total 77839:										70.04-
Grand Totals:										70.04-

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
101-20200	70.04	.00	70.04
101-43100-293	.00	70.04-	70.04-
Grand Totals:	70.04	70.04-	.00

Report Criteria:  
 Report type: GL detail  
 Check.Type = "Void"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Description	Invoice Amount	Check Amount
<b>77846</b>										
03/26	03/04/2026	77846	1237	LEGACY TITLE	58020-01	1	001-11111	UTIL REFUND - 12238 62ND ST NE	296.89-	296.89-
Total 77846:										296.89-
<b>77937</b>										
03/26	03/04/2026	77937	395	METRO APPLIANCE RECYCLIN	583072D	1	602-49450-325	BULB RECYCLING	72.85-	72.85-
Total 77937:										72.85-
Grand Totals:										369.74-

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
001-11111	.00	296.89-	296.89-
001-20200	296.89	.00	296.89
602-20200	72.85	.00	72.85
602-49450-325	.00	72.85-	72.85-
Grand Totals:	369.74	369.74-	.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Inv Seq	Invoice GL Account	Description	Invoice Amount	Check Amount
<b>78445</b>										
02/26	02/24/2026	78445	2006	BCI CONSTRUCTION INC	PAY #9 01.31	1	446-42200-525	PAY #14 - ESD FACILITY	82,943.24	82,943.24
Total 78445:										82,943.24
<b>78446</b>										
02/26	02/24/2026	78446	2042	BELAIR SITEWORK SERVICES	WS 31-A PAY	1	446-42200-525	PAY #14 - ESD FACILITY	4,580.56	4,580.56
Total 78446:										4,580.56
<b>78447</b>										
02/26	02/24/2026	78447	2036	BROTHERS FIRE & SECURITY	J002392	1	446-42200-525	PAY #14 - ESD FACILITY	3,648.00	3,648.00
Total 78447:										3,648.00
<b>78448</b>										
02/26	02/24/2026	78448	2080	HENKEMEYER COATINGS INC	WS 09-K PA	1	446-42200-525	PAY #14 - ESD FACILITY	6,650.00	6,650.00
Total 78448:										6,650.00
<b>78449</b>										
02/26	02/24/2026	78449	1926	INTERNATIONAL SECURITY PRODUCTS	420242	1	101-43100-293	SIGN POSTS	70.04	70.04
Total 78449:										70.04
<b>78450</b>										
02/26	02/24/2026	78450	2005	KLEIN ELECTRIC INC	WS 26-A PAY	1	446-42200-525	PAY #14 - ESD FACILITY	95,303.33	95,303.33
Total 78450:										95,303.33
<b>78451</b>										
02/26	02/24/2026	78451	2018	MASTERS PLUMBING HEATING & COOLIN	WS 23-B PA	1	446-42200-525	PAY #14 - ESD FACILITY	265,004.70	265,004.70
Total 78451:										265,004.70
<b>78452</b>										
02/26	02/24/2026	78452	2066	NORTHERN GLASS & GLAZING INC	WS 08-F PAY	1	446-42200-525	PAY #14 - ESD FACILITY	19,000.00	19,000.00
Total 78452:										19,000.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Inv Seq	Invoice GL Account	Description	Invoice Amount	Check Amount
<b>78453</b>										
02/26	02/24/2026	78453	2097	QUALITY CLEANING INC	WS 03-D PA	1	446-42200-525	PAY #14 - ESD FACILITY	5,011.25	5,011.25
Total 78453:										5,011.25
<b>78454</b>										
02/26	02/24/2026	78454	2017	ROOF TECH INC	WS 07-H PA	1	446-42200-525	PAY #14 - ESD FACILITY	55,921.75	55,921.75
Total 78454:										55,921.75
<b>78455</b>										
02/26	02/24/2026	78455	2019	SONUS INTERIORS INC	WS 09-C PA	1	446-42200-525	PAY #14 - ESD FACILITY	23,750.00	23,750.00
Total 78455:										23,750.00
<b>78456</b>										
02/26	02/24/2026	78456	2007	SPARTAN STEEL ERECTORS INC	PAY #7 01.19	1	446-42200-525	PAY #14 - ESD FACILITY	7,600.00	7,600.00
Total 78456:										7,600.00
<b>78457</b>										
02/26	02/24/2026	78457	2057	VOSS PLMG & HEATING OF PAYNESVILLE I	WS 03-A PAY	1	446-42200-525	PAY #14 - ESD FACILITY	41,161.12	41,161.12
Total 78457:										41,161.12
<b>78458</b>										
02/26	02/24/2026	78458	2035	WOODSIDE INDUSTRIES INC	WS 12-C PA	1	446-42200-525	PAY #14 - ESD FACILITY	67,572.35	67,572.35
Total 78458:										67,572.35
Grand Totals:										678,216.34

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
101-20200	.00	70.04-	70.04-
101-43100-293	70.04	.00	70.04

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GL Account	Debit	Credit	Proof
446-20200	.00	678,146.30-	678,146.30-
446-42200-525	678,146.30	.00	678,146.30
Grand Totals:	<u>678,216.34</u>	<u>678,216.34-</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>78459</b>										
03/26	03/09/2026	78459	1991	ACE HARDWARE	409	1	101-45200-210	PARK MAINTENANCE SUPPLIES	6.76	6.76
03/26	03/09/2026	78459	1991	ACE HARDWARE	412 7	1	101-43100-210	EXTENSION CORD	25.99	25.99
Total 78459:										32.75
<b>78460</b>										
03/26	03/09/2026	78460	1735	ADVANCED ENGINEERING & ENVIRONMEN	108822	1	602-49450-530	LIFT STATION 4 IMPROVEMENT	5,388.40	5,388.40
03/26	03/09/2026	78460	1735	ADVANCED ENGINEERING & ENVIRONMEN	108826	1	602-49450-530	INSTRUMENTATION UPDATES	6,207.22	6,207.22
03/26	03/09/2026	78460	1735	ADVANCED ENGINEERING & ENVIRONMEN	108826	2	601-49400-530	INSTRUMENTATION UPDATES	15,772.00	15,772.00
03/26	03/09/2026	78460	1735	ADVANCED ENGINEERING & ENVIRONMEN	108863	1	601-49400-302	ENGINEERING - INSTRUMENTATION SERVICES	2,519.41	2,519.41
03/26	03/09/2026	78460	1735	ADVANCED ENGINEERING & ENVIRONMEN	108901	1	602-49450-530	WEST WWTF EXPANSION	6,166.00	6,166.00
03/26	03/09/2026	78460	1735	ADVANCED ENGINEERING & ENVIRONMEN	108917	1	601-49400-530	WELL HOUSE 3 WATER TREATMENT	73,553.15	73,553.15
03/26	03/09/2026	78460	1735	ADVANCED ENGINEERING & ENVIRONMEN	108930	1	601-49400-530	WELL HOUSE 4 WATER TREATMENT	20,325.97	20,325.97
03/26	03/09/2026	78460	1735	ADVANCED ENGINEERING & ENVIRONMEN	108954	1	601-49400-530	SOUTH CENTRAL WATER TREATMENT	177,422.00	177,422.00
Total 78460:										307,354.15
<b>78461</b>										
03/26	03/09/2026	78461	2098	ADVANCED GRAPHIX INC	218769	1	216-42200-550	CHIEF SUV - GRAPHICS & INSTALL	1,100.00	1,100.00
03/26	03/09/2026	78461	2098	ADVANCED GRAPHIX INC	218770	1	214-42200-550	BRUSH TRUCK - GRAPHICS & INSTALL	1,850.00	1,850.00
03/26	03/09/2026	78461	2098	ADVANCED GRAPHIX INC	218862	1	214-42200-550	ENGINE 2 - GRAPHICS & INSTALL	429.00	429.00
03/26	03/09/2026	78461	2098	ADVANCED GRAPHIX INC	218862	2	214-42200-550	TENDER - GRAPHICS & INSTALL	429.00	429.00
Total 78461:										3,808.00
<b>78462</b>										
03/26	03/09/2026	78462	2101	AERCOR INC	19487	1	446-42200-525	FIRE STATION NETWORKING EQUIPMENT AND BA	51,886.06	51,886.06
Total 78462:										51,886.06
<b>78463</b>										
03/26	03/09/2026	78463	2100	ASPEN MILLS INC	371183	1	101-42200-210	LOGO PATCHES FOR UNIFORMS	726.00	726.00
Total 78463:										726.00
<b>78464</b>										
03/26	03/09/2026	78464	2077	ATLAS COPCO COMPRESSORS LLC	1126020592	1	602-49450-210	WEST COMPRESSOR OIL & FILTERS	1,513.59	1,513.59
03/26	03/09/2026	78464	2077	ATLAS COPCO COMPRESSORS LLC	1126021763	1	602-49450-210	WEST COMPRESSOR OIL	302.21	302.21

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Inv Seq	Invoice GL Account	Description	Invoice Amount	Check Amount
Total 78464:										1,815.80
<b>78465</b>										
03/26	03/09/2026	78465	53	BATTERIES PLUS	P90063377	1	101-43240-220	BATTERY	21.95	21.95
Total 78465:										21.95
<b>78466</b>										
03/26	03/09/2026	78466	60	BERRY COFFEE COMPANY	1103261	1	101-41940-210	COFFEE FOR MEETINGS-MAR-2026	285.83	285.83
Total 78466:										285.83
<b>78467</b>										
03/26	03/09/2026	78467	74	BRAUN INTERTEC CORPORATION	IN1006501	1	446-42200-525	INSPECTIONS & TESTING - ESD FACILITY	7,966.50	7,966.50
03/26	03/09/2026	78467	74	BRAUN INTERTEC CORPORATION	IN1006954	1	601-49400-530	GEOTECHNICAL - SC WTP	16,367.70	16,367.70
Total 78467:										24,334.20
<b>78468</b>										
03/26	03/09/2026	78468	97	CENTRAL HYDRAULICS INC.	00667114	1	101-43240-220	HYDRAULIC HOSE AND FITTINGS	28.27	28.27
Total 78468:										28.27
<b>78469</b>										
03/26	03/09/2026	78469	749	CENTURYLINK	432961938	1	601-49400-320	MAR 2026 - UTILITY ALARM LINE	83.15	83.15
03/26	03/09/2026	78469	749	CENTURYLINK	432961938	2	602-49450-320	MAR 2026 - UTILITY ALARM LINE	83.16	83.16
Total 78469:										166.31
<b>78470</b>										
03/26	03/09/2026	78470	749	CENTURYLINK	333870972	1	101-41945-320	MAR 2026 - CH ALARMS/ELEVATOR	230.54	230.54
Total 78470:										230.54
<b>78471</b>										
03/26	03/09/2026	78471	1572	CHARTER COMMUNICATIONS	1753455010	1	101-41945-322	MAR 2026 - CITY HALL INTERNET	129.99	129.99
Total 78471:										129.99

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Inv Seq	Invoice GL Account	Description	Invoice Amount	Check Amount
<b>78472</b>										
03/26	03/09/2026	78472	1457	CINTAS	5319954008	1	101-41945-390	FEB 2026 - FIRST AID SUPPLIES - CH	240.23	240.23
03/26	03/09/2026	78472	1457	CINTAS	5319954008	2	101-41940-390	FEB 2026 - FIRST AID SUPPLIES - PC	62.63	62.63
03/26	03/09/2026	78472	1457	CINTAS	9361657606	1	101-41945-390	MAR 2026 - AED CONTRACT - CH	115.88	115.88
03/26	03/09/2026	78472	1457	CINTAS	9361657606	2	101-41945-390	MAR 2026 - AED CONTRACT - PC	134.42	134.42
Total 78472:										553.16
<b>78473</b>										
03/26	03/09/2026	78473	1457	CINTAS CORP	4260984707	1	101-43240-225	SHOP TOWELS AND UNIFORM SERVICE	42.61	42.61
Total 78473:										42.61
<b>78474</b>										
03/26	03/09/2026	78474	1457	CINTAS CORPORATION	4260229560	1	101-43240-225	SHOP TOWELS AND UNIFORM SERVICE	42.61	42.61
Total 78474:										42.61
<b>78475</b>										
03/26	03/09/2026	78475	114	CITY OF OTSEGO	27860-00 FE	1	602-49450-322	5850 RANDOLPH AVE - E WWTF - FEB 2026	902.97	902.97
03/26	03/09/2026	78475	114	CITY OF OTSEGO	28030-00 FE	1	602-49450-322	7551 LANCASTER - WEST WWTF STB- FEB 2026	66.16	66.16
03/26	03/09/2026	78475	114	CITY OF OTSEGO	28040-00 FE	1	602-49450-322	7551 LANCASTER-WEST WWTF - FEB 2026	5.14	5.14
03/26	03/09/2026	78475	114	CITY OF OTSEGO	28050-00 FE	1	602-49450-322	7551 LANCASTER - WEST WWTF STB- FEB 2026	46.87	46.87
03/26	03/09/2026	78475	114	CITY OF OTSEGO	68750-00 FE	1	602-49450-322	7551 LANCASTER - WEST WWTF MTB-FEB 2026	41.74	41.74
03/26	03/09/2026	78475	114	CITY OF OTSEGO	68760-00 FE	1	602-49450-322	7551 LANCASTER - WEST WWTF STB- FEB 2026	5.14	5.14
Total 78475:										1,068.02
<b>78476</b>										
03/26	03/09/2026	78476	116	CITY OF ROGERS	2026 FIRE	1	101-42200-390	ROGERS FIRE CONTRACT - 2026	262,963.93	262,963.93
Total 78476:										262,963.93
<b>78477</b>										
03/26	03/09/2026	78477	2039	DELL MARKETING LP	1086431735	1	446-42200-525	ADDITIONAL FIRE STATION COMPUTERS - 2 LAPT	10,382.47	10,382.47
03/26	03/09/2026	78477	2039	DELL MARKETING LP	1086431736	1	601-49400-500	2026 UTILITY LAPTOP PURCHASE - 1 ADDITION, 3	1,601.00	1,601.00
03/26	03/09/2026	78477	2039	DELL MARKETING LP	1086431736	2	602-49450-500	2026 UTILITY LAPTOP PURCHASE - 1 ADDITION, 3	4,804.48	4,804.48
Total 78477:										16,787.95

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Inv Seq	Invoice GL Account	Description	Invoice Amount	Check Amount
<b>78478</b>										
03/26	03/09/2026	78478	184	ECM PUBLISHERS INC	1087070	1	101-41400-350	PUBLIC HEARING NOTICE PLANNING COMMISSIO	129.00	129.00
03/26	03/09/2026	78478	184	ECM PUBLISHERS INC	1088437	1	101-41400-350	PUBLISH ORDINANCE 2026-01 AMENDING STREET	103.20	103.20
Total 78478:										232.20
<b>78479</b>										
03/26	03/09/2026	78479	187	EHLERS & ASSOCIATES INC.	105341	1	601-49400-390	2025 UB RATE STUDY - FINAL	1,852.50	1,852.50
Total 78479:										1,852.50
<b>78480</b>										
03/26	03/09/2026	78480	1237	ELAINE HOLMES	23570-04	1	001-11111	UTIL REFUND - 12142 74TH ST NE	448.95	448.95
Total 78480:										448.95
<b>78481</b>										
03/26	03/09/2026	78481	1500	FERGUSON ENTERPRISES INC #2518	0561135	1	601-49400-240	HYDRANT WRENCH	250.32	250.32
Total 78481:										250.32
<b>78482</b>										
03/26	03/09/2026	78482	219	FINKEN WATER SOLUTIONS	15295TP	1	101-41940-210	BOTTLED WATER - PC	64.95	64.95
03/26	03/09/2026	78482	219	FINKEN WATER SOLUTIONS	15296TP	1	101-41945-210	BOTTLED WATER - CH	88.20	88.20
03/26	03/09/2026	78482	219	FINKEN WATER SOLUTIONS	1535498	1	101-41940-210	MAR 2026 - COOLER RENTAL - PC	10.00	10.00
03/26	03/09/2026	78482	219	FINKEN WATER SOLUTIONS	1535499	1	101-41945-210	MAR 2026 - COOLER RENTAL - CH	10.00	10.00
03/26	03/09/2026	78482	219	FINKEN WATER SOLUTIONS	1535500	1	101-41945-210	MAR 2026 - COOLER RENTAL - CH	10.00	10.00
Total 78482:										183.15
<b>78483</b>										
03/26	03/09/2026	78483	1611	GO PERMITS	2025-01639	1	101-32260	REFUND DUPLICATE PYMT - 2025-01639	75.00	75.00
03/26	03/09/2026	78483	1611	GO PERMITS	2025-01639	2	101-21801	REFUND DUPLICATE PYMT - 2025-01639	1.00	1.00
Total 78483:										76.00
<b>78484</b>										
03/26	03/09/2026	78484	1747	GRAYMONT LLC	14-211525RI	1	602-49450-216	QUICKLIME	7,261.74	7,261.74

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Inv Seq	Invoice GL Account	Description	Invoice Amount	Check Amount
Total 78484:										7,261.74
<b>78485</b>										
03/26	03/09/2026	78485	263	H & L MESABI	16232	1	101-43240-210	V-LOW CUTTING EDGES	1,640.00	1,640.00
Total 78485:										1,640.00
<b>78486</b>										
03/26	03/09/2026	78486	265	HAKANSON ANDERSON ASSOC INC	HA Jan 2026	1	602-49450-530	WEST WWTF EXPANSION PROJECT	880.00	880.00
03/26	03/09/2026	78486	265	HAKANSON ANDERSON ASSOC INC	HA Jan 2026	2	101-43150-302	MSA ADMINISTRATION	1,016.50	1,016.50
03/26	03/09/2026	78486	265	HAKANSON ANDERSON ASSOC INC	HA Jan 2026	3	201-43100-302	2026 STREET MAINTENANCE PROJECT	11,325.75	11,325.75
03/26	03/09/2026	78486	265	HAKANSON ANDERSON ASSOC INC	HA Jan 2026	4	201-43100-302	2026 STREET RENEWAL PROJECT	11,876.10	11,876.10
03/26	03/09/2026	78486	265	HAKANSON ANDERSON ASSOC INC	HA Jan 2026	5	101-43150-302	WETLAND ADMINISTRATION	442.00	442.00
03/26	03/09/2026	78486	265	HAKANSON ANDERSON ASSOC INC	HA Jan 2026	6	701-22663	JAN2026 DEVELOPMENT CHARGES	234.00	234.00
03/26	03/09/2026	78486	265	HAKANSON ANDERSON ASSOC INC	HA Jan 2026	7	603-49490-302	STORMWATER MANAGEMENT	1,324.00	1,324.00
03/26	03/09/2026	78486	265	HAKANSON ANDERSON ASSOC INC	HA Jan 2026	8	601-49400-530	WELL #11	804.00	804.00
03/26	03/09/2026	78486	265	HAKANSON ANDERSON ASSOC INC	HA Jan 2026	9	601-49400-530	ODEAN AVENUE WATERMAIN	1,584.00	1,584.00
03/26	03/09/2026	78486	265	HAKANSON ANDERSON ASSOC INC	HA Jan 2026	10	601-49400-530	SOUTH CENTRAL WTP	5,760.50	5,760.50
03/26	03/09/2026	78486	265	HAKANSON ANDERSON ASSOC INC	HA Jan 2026	11	601-49400-530	WH3 WATERMANS	6,392.25	6,392.25
03/26	03/09/2026	78486	265	HAKANSON ANDERSON ASSOC INC	HA Jan 2026	12	601-49400-530	EAST / WEST WATER CONNECTION - PHASE 2	815.50	815.50
03/26	03/09/2026	78486	265	HAKANSON ANDERSON ASSOC INC	HA Jan 2026	13	203-45210-302	80TH STREET TRAIL - HUNTER HILLS TO MACIVER	71.50	71.50
03/26	03/09/2026	78486	265	HAKANSON ANDERSON ASSOC INC	HA Jan 2026	14	203-45210-302	CSAH 42 TRAIL - 96TH STREET TO CSAH 39	71.50	71.50
03/26	03/09/2026	78486	265	HAKANSON ANDERSON ASSOC INC	HA Jan 2026	15	205-45210-302	LILY POND PARK IMPROVEMENTS	5,674.25	5,674.25
03/26	03/09/2026	78486	265	HAKANSON ANDERSON ASSOC INC	HA Jan 2026	16	101-43150-302	GENERAL ENGINEERING ITEMS	3,043.00	3,043.00
03/26	03/09/2026	78486	265	HAKANSON ANDERSON ASSOC INC	HA Jan 2026	17	101-42410-302	BUILDING PERMIT REVIEW	1,287.00	1,287.00
03/26	03/09/2026	78486	265	HAKANSON ANDERSON ASSOC INC	HA Jan 2026	18	601-49400-302	WATER GENERAL ITEMS	286.00	286.00
03/26	03/09/2026	78486	265	HAKANSON ANDERSON ASSOC INC	HA Jan 2026	19	101-43150-302	CITY MAP UPDATES	720.50	720.50
03/26	03/09/2026	78486	265	HAKANSON ANDERSON ASSOC INC	HA Jan 2026	20	101-43150-302	PUBLIC WORKS SUBCOMMITTEE	572.00	572.00
03/26	03/09/2026	78486	265	HAKANSON ANDERSON ASSOC INC	HA Jan 2026	21	101-43150-302	STAFF & DEVELOPMENT MEETINGS	572.00	572.00
03/26	03/09/2026	78486	265	HAKANSON ANDERSON ASSOC INC	HA Jan 2026	22	101-43150-302	ENGINEERING MANUAL UPDATES	55.00	55.00
03/26	03/09/2026	78486	265	HAKANSON ANDERSON ASSOC INC	HA Jan 2026	23	601-49400-390	GOPHER ONE LOCATES	1,924.75	1,924.75
03/26	03/09/2026	78486	265	HAKANSON ANDERSON ASSOC INC	HA Jan 2026	24	602-49450-390	GOPHER ONE LOCATES	1,924.75	1,924.75
03/26	03/09/2026	78486	265	HAKANSON ANDERSON ASSOC INC	HA Jan 2026	25	101-43150-315	GIS SERVICES - BASE MONTHLY COST	1,305.00	1,305.00
03/26	03/09/2026	78486	265	HAKANSON ANDERSON ASSOC INC	HA Jan 2026	26	101-43150-315	GIS SERVICES - GENERAL	409.00	409.00
03/26	03/09/2026	78486	265	HAKANSON ANDERSON ASSOC INC	HA Jan 2026	27	601-49400-315	GIS SERVICES - WATER	1,265.00	1,265.00
03/26	03/09/2026	78486	265	HAKANSON ANDERSON ASSOC INC	HA Jan 2026	28	602-49450-315	GIS SERVICES - SEWER	1,265.00	1,265.00
03/26	03/09/2026	78486	265	HAKANSON ANDERSON ASSOC INC	HA Jan 2026	29	701-22701	JAN2026 DEVELOPMENT CHARGES	553.00	553.00
03/26	03/09/2026	78486	265	HAKANSON ANDERSON ASSOC INC	HA Jan 2026	30	701-22707	JAN2026 DEVELOPMENT CHARGES	437.50	437.50
03/26	03/09/2026	78486	265	HAKANSON ANDERSON ASSOC INC	HA Jan 2026	31	701-22634	JAN2026 DEVELOPMENT CHARGES	125.00	125.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Inv Seq	Invoice GL Account	Description	Invoice Amount	Check Amount
03/26	03/09/2026	78486	265	HAKANSON ANDERSON ASSOC INC	HA Jan 2026	32	701-22667	JAN2026 DEVELOPMENT CHARGES	375.00	375.00
03/26	03/09/2026	78486	265	HAKANSON ANDERSON ASSOC INC	HA Jan 2026	33	701-22476	JAN2026 DEVELOPMENT CHARGES	178.00	178.00
03/26	03/09/2026	78486	265	HAKANSON ANDERSON ASSOC INC	HA Jan 2026	34	701-22551	JAN2026 DEVELOPMENT CHARGES	178.00	178.00
03/26	03/09/2026	78486	265	HAKANSON ANDERSON ASSOC INC	HA Jan 2026	35	701-22597	JAN2026 DEVELOPMENT CHARGES	62.50	62.50
03/26	03/09/2026	78486	265	HAKANSON ANDERSON ASSOC INC	HA Jan 2026	36	701-22627	JAN2026 DEVELOPMENT CHARGES	62.50	62.50
03/26	03/09/2026	78486	265	HAKANSON ANDERSON ASSOC INC	HA Jan 2026	37	701-22639	JAN2026 DEVELOPMENT CHARGES	375.00	375.00
03/26	03/09/2026	78486	265	HAKANSON ANDERSON ASSOC INC	HA Jan 2026	38	701-22645	JAN2026 DEVELOPMENT CHARGES	178.00	178.00
03/26	03/09/2026	78486	265	HAKANSON ANDERSON ASSOC INC	HA Jan 2026	39	701-22533	JAN2026 DEVELOPMENT CHARGES	62.50	62.50
03/26	03/09/2026	78486	265	HAKANSON ANDERSON ASSOC INC	HA Jan 2026	40	701-22775	JAN2026 DEVELOPMENT CHARGES	62.50	62.50
03/26	03/09/2026	78486	265	HAKANSON ANDERSON ASSOC INC	HA Jan 2026	41	701-22724	JAN2026 DEVELOPMENT CHARGES	62.50	62.50
03/26	03/09/2026	78486	265	HAKANSON ANDERSON ASSOC INC	HA Jan 2026	42	701-22622	JAN2026 DEVELOPMENT CHARGES	62.50	62.50
03/26	03/09/2026	78486	265	HAKANSON ANDERSON ASSOC INC	HA Jan 2026	43	701-22628	JAN2026 DEVELOPMENT CHARGES	62.50	62.50
03/26	03/09/2026	78486	265	HAKANSON ANDERSON ASSOC INC	HA Jan 2026	44	701-22672	JAN2026 DEVELOPMENT CHARGES	62.50	62.50
03/26	03/09/2026	78486	265	HAKANSON ANDERSON ASSOC INC	HA Jan 2026	45	701-22727	JAN2026 DEVELOPMENT CHARGES	1,539.00	1,539.00
03/26	03/09/2026	78486	265	HAKANSON ANDERSON ASSOC INC	HA Jan 2026	46	701-22753	JAN2026 DEVELOPMENT CHARGES	3,673.00	3,673.00
03/26	03/09/2026	78486	265	HAKANSON ANDERSON ASSOC INC	HA Jan 2026	47	701-22679	JAN2026 DEVELOPMENT CHARGES	62.50	62.50
03/26	03/09/2026	78486	265	HAKANSON ANDERSON ASSOC INC	HA Jan 2026	48	701-22749	JAN2026 DEVELOPMENT CHARGES	2,643.25	2,643.25
03/26	03/09/2026	78486	265	HAKANSON ANDERSON ASSOC INC	HA Jan 2026	49	701-22722	JAN2026 DEVELOPMENT CHARGES	259.75	259.75
03/26	03/09/2026	78486	265	HAKANSON ANDERSON ASSOC INC	HA Jan 2026	50	701-22757	JAN2026 DEVELOPMENT CHARGES	1,572.25	1,572.25
03/26	03/09/2026	78486	265	HAKANSON ANDERSON ASSOC INC	HA Jan 2026	51	701-22784	JAN2026 DEVELOPMENT CHARGES	89.00	89.00
03/26	03/09/2026	78486	265	HAKANSON ANDERSON ASSOC INC	HA Jan 2026	52	701-22730	JAN2026 DEVELOPMENT CHARGES	125.00	125.00
03/26	03/09/2026	78486	265	HAKANSON ANDERSON ASSOC INC	HA Jan 2026	53	701-22781	JAN2026 DEVELOPMENT CHARGES	1,229.00	1,229.00
03/26	03/09/2026	78486	265	HAKANSON ANDERSON ASSOC INC	HA Jan 2026	54	701-22746	JAN2026 DEVELOPMENT CHARGES	62.50	62.50
03/26	03/09/2026	78486	265	HAKANSON ANDERSON ASSOC INC	HA Jan 2026	55	701-22666	JAN2026 DEVELOPMENT CHARGES	490.50	490.50
03/26	03/09/2026	78486	265	HAKANSON ANDERSON ASSOC INC	HA Jan 2026	56	701-22657	JAN2026 DEVELOPMENT CHARGES	125.00	125.00
03/26	03/09/2026	78486	265	HAKANSON ANDERSON ASSOC INC	HA Jan 2026	57	701-22723	JAN2026 DEVELOPMENT CHARGES	62.50	62.50
03/26	03/09/2026	78486	265	HAKANSON ANDERSON ASSOC INC	HA Jan 2026	58	701-22726	JAN2026 DEVELOPMENT CHARGES	62.50	62.50
03/26	03/09/2026	78486	265	HAKANSON ANDERSON ASSOC INC	HA Jan 2026	59	701-22761	JAN2026 DEVELOPMENT CHARGES	312.50	312.50
03/26	03/09/2026	78486	265	HAKANSON ANDERSON ASSOC INC	HA Jan 2026	60	701-22768	JAN2026 DEVELOPMENT CHARGES	437.50	437.50
Total 78486:										78,546.10
<b>78487</b>										
03/26	03/09/2026	78487	736	HAWKINS INC	7341200	1	602-49450-216	AQUA HAWK	1,329.45	1,329.45
Total 78487:										1,329.45
<b>78488</b>										
03/26	03/09/2026	78488	305	INK WIZARDS	12976	1	601-49400-225	UNIFORM EMBROIDERY	28.00	28.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Inv Seq	Invoice GL Account	Description	Invoice Amount	Check Amount
Total 78488:										28.00
<b>78489</b>										
03/26	03/09/2026	78489	1979	INNOVATIVE OFFICE SOLUTIONS LLS	IN5060327	1	602-49450-201	BALLPOINT PENS	7.46	7.46
03/26	03/09/2026	78489	1979	INNOVATIVE OFFICE SOLUTIONS LLS	IN5061387	1	602-49450-201	LAUNDRY DETERGENT	20.25	20.25
03/26	03/09/2026	78489	1979	INNOVATIVE OFFICE SOLUTIONS LLS	IN5066619	1	602-49450-201	WEST OFFICE SUPPLIES	1.88	1.88
Total 78489:										29.59
<b>78490</b>										
03/26	03/09/2026	78490	2099	IN-SITU INC	HV37506	1	601-49400-320	OBSERVATION WELL MONTHLY CELL	11.00	11.00
03/26	03/09/2026	78490	2099	IN-SITU INC	HV38419	1	601-49400-320	OBSERVATION WELL MONTHLY CELL	11.00	11.00
Total 78490:										22.00
<b>78491</b>										
03/26	03/09/2026	78491	1237	JASON OR LINDSEY DIMON	34150-02	1	001-11111	UTIL REFUND - 12424 73RD ST NE	66.90	66.90
Total 78491:										66.90
<b>78492</b>										
03/26	03/09/2026	78492	1237	JOSEPH WILLIAMS	14720-01	1	001-11111	UTIL REFUND - 15341 76TH ST NE	29.75	29.75
Total 78492:										29.75
<b>78493</b>										
03/26	03/09/2026	78493	2102	KFI ENGINEERS	75823	1	446-42200-525	FIRE STATION - COMMISSIONING - JAN 2026	12,540.00	12,540.00
Total 78493:										12,540.00
<b>78494</b>										
03/26	03/09/2026	78494	1237	LEGACY TITLE	58020-01	1	001-11111	UTIL REFUND - 12238 62ND ST NE	296.89	296.89
Total 78494:										296.89
<b>78495</b>										
03/26	03/09/2026	78495	1397	LEGALSHIELD	LS FEB 2026	1	101-21712	FEB 2026 - LEGAL SHEILD	76.80	76.80

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Inv Seq	Invoice GL Account	Description	Invoice Amount	Check Amount
Total 78495:										76.80
<b>78496</b>										
03/26	03/09/2026	78496	1673	LIVEVOICE	000039-628-	1	602-49450-320	MAR 2026 - ANSWERING SERVICE	45.80	45.80
03/26	03/09/2026	78496	1673	LIVEVOICE	000039-628-	2	601-49400-320	MAR 2026 - ANSWERING SERVICE	45.80	45.80
Total 78496:										91.60
<b>78497</b>										
03/26	03/09/2026	78497	1237	MASON & SHANNON WALTERS	51040-01	1	001-11111	UTIL REFUND - 17696 59TH ST NE	131.47	131.47
Total 78497:										131.47
<b>78498</b>										
03/26	03/09/2026	78498	392	MENARDS	32338	1	101-41945-220	WATER SOFTENER SALT	565.11	565.11
03/26	03/09/2026	78498	392	MENARDS	32407	1	101-45200-210	PARK MAINTENANCE SUPPLIES-FEB-2026	49.99	49.99
03/26	03/09/2026	78498	392	MENARDS	32429	1	101-45200-210	PARK MAINTENANCE SUPPLIES-MAR-2026	17.87	17.87
Total 78498:										632.97
<b>78499</b>										
03/26	03/09/2026	78499	395	METRO APPLIANCE RECYCLING	583072D	1	602-49450-325	BULB RECYCLING	72.85	72.85
Total 78499:										72.85
<b>78500</b>										
03/26	03/09/2026	78500	396	METRO WEST INSPECTION SVC INC.	4919	1	101-42410-390	JAN 2026 - BUILDING SAFETY (285 HRS)	21,485.93	21,485.93
Total 78500:										21,485.93
<b>78501</b>										
03/26	03/09/2026	78501	1737	MIDWAY IRON & METAL INC	626444	1	101-43240-220	FENDERS AND SUPPORTS	92.86	92.86
Total 78501:										92.86
<b>78502</b>										
03/26	03/09/2026	78502	414	MN DEPARTMENT OF HEALTH	1ST QTR 20	1	601-49400-306	COMMUNITY WATER SUPPLY CONNECTION FEE	21,444.00	21,444.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Inv Seq	Invoice GL Account	Description	Invoice Amount	Check Amount
Total 78502:										21,444.00
<b>78503</b>										
03/26	03/09/2026	78503	1851	MUTUAL OF OMAHA	0020485537	1	101-41400-130	MOO MARCH 2026	198.15	198.15
03/26	03/09/2026	78503	1851	MUTUAL OF OMAHA	0020485537	2	101-41600-130	MOO MARCH 2026	176.74	176.74
03/26	03/09/2026	78503	1851	MUTUAL OF OMAHA	0020485537	3	101-43100-130	MOO MARCH 2026	285.68	285.68
03/26	03/09/2026	78503	1851	MUTUAL OF OMAHA	0020485537	4	101-43240-130	MOO MARCH 2026	36.89	36.89
03/26	03/09/2026	78503	1851	MUTUAL OF OMAHA	0020485537	5	101-45200-130	MOO MARCH 2026	175.42	175.42
03/26	03/09/2026	78503	1851	MUTUAL OF OMAHA	0020485537	6	101-45250-130	MOO MARCH 2026	281.61	281.61
03/26	03/09/2026	78503	1851	MUTUAL OF OMAHA	0020485537	7	601-49400-130	MOO MARCH 2026	115.58	115.58
03/26	03/09/2026	78503	1851	MUTUAL OF OMAHA	0020485537	8	602-49450-130	MOO MARCH 2026	346.75	346.75
03/26	03/09/2026	78503	1851	MUTUAL OF OMAHA	0020485537	9	101-42410-130	MOO MARCH 2026	68.78	68.78
03/26	03/09/2026	78503	1851	MUTUAL OF OMAHA	0020485537	10	101-41320-130	MOO MARCH 2026	50.50	50.50
03/26	03/09/2026	78503	1851	MUTUAL OF OMAHA	0020485537	11	101-21707	MOO MARCH 2026 - VOL LIFE	961.68	961.68
03/26	03/09/2026	78503	1851	MUTUAL OF OMAHA	0020485537	12	101-41800-130	MOO MARCH 2026	50.50	50.50
03/26	03/09/2026	78503	1851	MUTUAL OF OMAHA	0020485537	13	101-41650-130	MOO MARCH 2026	50.76	50.76
03/26	03/09/2026	78503	1851	MUTUAL OF OMAHA	0020485537	14	101-41850-130	MOO MARCH 2026	32.99	32.99
Total 78503:										2,832.03
<b>78504</b>										
03/26	03/09/2026	78504	435	NAPA OF ELK RIVER INC	329297	1	101-43240-220	TIRE VALVE EXTENSIONS	21.92	21.92
03/26	03/09/2026	78504	435	NAPA OF ELK RIVER INC	329553	1	101-43240-220	TIRE PATCH KIT	18.75	18.75
03/26	03/09/2026	78504	435	NAPA OF ELK RIVER INC	329843	1	101-43240-220	TRANSMISSION MOUNT	43.94	43.94
03/26	03/09/2026	78504	435	NAPA OF ELK RIVER INC	330274	1	101-43240-220	SEALS	17.84	17.84
03/26	03/09/2026	78504	435	NAPA OF ELK RIVER INC	330775	1	101-43240-220	AXLE SEALS	71.36	71.36
03/26	03/09/2026	78504	435	NAPA OF ELK RIVER INC	330827	1	101-43240-220	PARTS WASHER SOLUTION	90.99	90.99
03/26	03/09/2026	78504	435	NAPA OF ELK RIVER INC	331015	1	101-43240-220	LED LIGHT KIT	56.00	56.00
03/26	03/09/2026	78504	435	NAPA OF ELK RIVER INC	331085	1	101-43240-210	SMALL ENGINE OIL	52.80	52.80
03/26	03/09/2026	78504	435	NAPA OF ELK RIVER INC	331094	1	101-43240-220	AXLE SEALS	34.08	34.08
03/26	03/09/2026	78504	435	NAPA OF ELK RIVER INC	331112	1	101-43240-220	OIL/GREASE SEAL	75.90	75.90
03/26	03/09/2026	78504	435	NAPA OF ELK RIVER INC	331185	1	101-43240-220	LED LIGHT KIT CREDIT	56.00-	56.00-
03/26	03/09/2026	78504	435	NAPA OF ELK RIVER INC	331193	1	101-43240-220	BEARING CONE, BATTERY, CORE DEPOSIT	248.28	248.28
Total 78504:										675.86
<b>78505</b>										
03/26	03/09/2026	78505	1590	NELSON SANITATION & RENTAL INC	INV/2026/16	1	101-45200-390	ICE RINK-BIFFY-FEB-2026	110.00	110.00
03/26	03/09/2026	78505	1590	NELSON SANITATION & RENTAL INC	INV/2026/16	1	101-45200-390	PRAIRIE PARK-BIFFY-FEB-2026	110.00	110.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Inv Seq	Invoice GL Account	Description	Invoice Amount	Check Amount
03/26	03/09/2026	78505	1590	NELSON SANITATION & RENTAL INC	INV/2026/19	1	101-45200-390	DOG PARK BIFFY-MAR-2026	110.00	110.00
Total 78505:										330.00
<b>78506</b>										
03/26	03/09/2026	78506	454	NOVA COMMUNICATIONS TECH	IN-80009186	1	101-41945-320	MAR 2026 - PHONE SYSTEM	491.96	491.96
03/26	03/09/2026	78506	454	NOVA COMMUNICATIONS TECH	IN-80009186	2	601-49400-320	MAR 2026 - PHONE SYSTEM	45.49	45.49
03/26	03/09/2026	78506	454	NOVA COMMUNICATIONS TECH	IN-80009186	3	602-49450-320	MAR 2026 - PHONE SYSTEM	136.47	136.47
Total 78506:										673.92
<b>78507</b>										
03/26	03/09/2026	78507	1962	NYSTROM PUBLISHING CO INC	49791	1	101-41850-390	THE VIEW NEWSLETTER PRINTING - SPRING 2026	8,123.68	8,123.68
Total 78507:										8,123.68
<b>78508</b>										
03/26	03/09/2026	78508	139	OPG-3 INC	9561	1	101-41400-309	LASERFICHE SOFTWARE PLAN - 2026	11,186.41	11,186.41
Total 78508:										11,186.41
<b>78509</b>										
03/26	03/09/2026	78509	1203	OPTUM HSA ADMINISTRATOR FOR ADAM F	FEB 2026 AF	1	101-21703	FEB 2026 - HSA - ADAM - EE	296.00	296.00
03/26	03/09/2026	78509	1203	OPTUM HSA ADMINISTRATOR FOR ADAM F	FEB 2026 AF	2	101-41320-130	FEB 2026 - HSA - ADAM - ER	160.00	160.00
Total 78509:										456.00
<b>78510</b>										
03/26	03/09/2026	78510	706	PACE ANALYTICAL SERVICES INC.	26100511544	1	602-49450-390	PFAS SAMPLING	2,891.00	2,891.00
Total 78510:										2,891.00
<b>78511</b>										
03/26	03/09/2026	78511	512	RICOH USA INC	41381720	1	101-41945-410	CH MAIN FLOOR - LEASE - MAR 2026	147.77	147.77
Total 78511:										147.77
<b>78512</b>										
03/26	03/09/2026	78512	800	SCHAEFFER'S MFG CO	ABH2675-IN	1	101-43240-210	75W-90 GEAR OIL	2,606.16	2,606.16
03/26	03/09/2026	78512	800	SCHAEFFER'S MFG CO	ABH2676-IN	1	101-43240-210	10W MOTOR OIL	1,570.30	1,570.30

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Inv Seq	Invoice GL Account	Description	Invoice Amount	Check Amount
Total 78512:										4,176.46
<b>78513</b>										
03/26	03/09/2026	78513	2064	SCOTT, MICHAEL	2602	1	214-42200-390	FEB 2026 - INTERIM FIRE STAFFING	22,038.25	22,038.25
Total 78513:										22,038.25
<b>78514</b>										
03/26	03/09/2026	78514	1868	SIGN SOLUTIONS	421691	1	101-43100-293	SIGN MOUNTING KIT	66.87	66.87
Total 78514:										66.87
<b>78515</b>										
03/26	03/09/2026	78515	1372	SIMPLIFILE	3657890105	1	101-41400-340	RECORDING RELEASES WITHIN GREAT RIVER CE	147.75	147.75
03/26	03/09/2026	78515	1372	SIMPLIFILE	3657890105	2	101-41400-340	RECORDING 5861 QUEENS AVE VACATION AND E	147.75	147.75
03/26	03/09/2026	78515	1372	SIMPLIFILE	3657890105	3	101-41400-340	RECORDING ORDINANCE 2026-01 STREET NAME	49.25	49.25
Total 78515:										344.75
<b>78516</b>										
03/26	03/09/2026	78516	2049	SNAP-ON INDUSTRIAL	ARV/672441	1	101-43240-240	HARDWARE ORGANIZATION	710.48	710.48
Total 78516:										710.48
<b>78517</b>										
03/26	03/09/2026	78517	87	TEGRETE	120723	1	101-41945-389	PAPER TOWELS / CAN LINERS / SOAP	289.08	289.08
Total 78517:										289.08
<b>78518</b>										
03/26	03/09/2026	78518	607	TPC	TPC Feb 202	1	101-46570-303	FEB2026 - GENERAL PLANNING SERVICES	7,600.00	7,600.00
03/26	03/09/2026	78518	607	TPC	TPC Feb 202	2	101-46570-303	FEB2026 - COUNCIL/COMMISSION MEETINGS	750.00	750.00
03/26	03/09/2026	78518	607	TPC	TPC Feb 202	3	101-42410-303	FEB2026 - ZONING ADMINISTRATION/PERMITS	227.50	227.50
03/26	03/09/2026	78518	607	TPC	TPC Feb 202	4	101-46570-303	CONSTRUCTION SITE REVISIONS	300.00	300.00
03/26	03/09/2026	78518	607	TPC	TPC Feb 202	5	601-49400-303	FEB2026 - WATER PLANNING	50.00	50.00
03/26	03/09/2026	78518	607	TPC	TPC Feb 202	6	601-49400-530	SOUTH CENTRAL WATER TREATMENT PROJECT	250.00	250.00
03/26	03/09/2026	78518	607	TPC	TPC Feb 202	7	101-46570-303	SIGN ORDINANCE REVISIONS	250.00	250.00
03/26	03/09/2026	78518	607	TPC	TPC Feb 202	8	101-46570-303	SIGN PERMIT FOR FIRE STATION	50.00	50.00
03/26	03/09/2026	78518	607	TPC	TPC Feb 202	9	101-46570-303	WH - MACIVER ROAD ALIGNMENT	72.50	72.50

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Inv Seq	Invoice GL Account	Description	Invoice Amount	Check Amount
03/26	03/09/2026	78518	607	TPC	TPC Feb 202	10	101-46570-303	COBORNS - SCREENING REQUIREMENTS	72.50	72.50
03/26	03/09/2026	78518	607	TPC	TPC Feb 202	11	101-46570-303	AMBER MEADOWS - OWNER COMMUNICATION	217.50	217.50
03/26	03/09/2026	78518	607	TPC	TPC Feb 202	12	701-22723	FEB2026 DEVELOPMENT CHARGES	72.50	72.50
03/26	03/09/2026	78518	607	TPC	TPC Feb 202	13	701-22730	FEB2026 DEVELOPMENT CHARGES	847.50	847.50
03/26	03/09/2026	78518	607	TPC	TPC Feb 202	14	701-22753	FEB2026 DEVELOPMENT CHARGES	217.50	217.50
03/26	03/09/2026	78518	607	TPC	TPC Feb 202	15	701-22757	FEB2026 DEVELOPMENT CHARGES	72.50	72.50
03/26	03/09/2026	78518	607	TPC	TPC Feb 202	16	701-22761	FEB2026 DEVELOPMENT CHARGES	362.50	362.50
03/26	03/09/2026	78518	607	TPC	TPC Feb 202	17	701-22774	FEB2026 DEVELOPMENT CHARGES	145.00	145.00
03/26	03/09/2026	78518	607	TPC	TPC Feb 202	18	701-22773	FEB2026 DEVELOPMENT CHARGES	72.50	72.50
03/26	03/09/2026	78518	607	TPC	TPC Feb 202	19	701-22780	FEB2026 DEVELOPMENT CHARGES	942.79	942.79
03/26	03/09/2026	78518	607	TPC	TPC Feb 202	20	701-22781	FEB2026 DEVELOPMENT CHARGES	1,957.50	1,957.50
03/26	03/09/2026	78518	607	TPC	TPC Feb 202	21	701-22784	FEB2026 DEVELOPMENT CHARGES	435.00	435.00
Total 78518:										14,965.29
<b>78519</b>										
03/26	03/09/2026	78519	608	TR COMPUTER SALES LLC	37414-MS	1	101-41650-309	FEB - MONTHLY OFFICE 365 LICENSES	1,282.25	1,282.25
03/26	03/09/2026	78519	608	TR COMPUTER SALES LLC	TRCS37701	1	101-41650-390	ASSISTANCE REVIEWING ACCOUNT ACCESS FOR	39.00	39.00
Total 78519:										1,321.25
<b>78520</b>										
03/26	03/09/2026	78520	620	ULINE INC.	204030697	1	101-45200-227	GLOVES FOR TRASH-FEB-2026	49.48	49.48
03/26	03/09/2026	78520	620	ULINE INC.	204334439	1	101-41940-210	PRAIRIE CENTER CLEANING SUPPLIES-FEB-2026	249.34	249.34
03/26	03/09/2026	78520	620	ULINE INC.	204644704	1	101-45200-210	TRASH CANS AND RECYLCE CANS FOR PARKS A	1,058.44	1,058.44
Total 78520:										1,357.26
<b>78521</b>										
03/26	03/09/2026	78521	759	UTILITY CONSULTANTS INC	127062	1	602-49450-390	EAST WWTF LABS 01/21/2026 - 02/18/2026	2,721.49	2,721.49
03/26	03/09/2026	78521	759	UTILITY CONSULTANTS INC	127063	1	602-49450-390	WEST WWTF LABS 01/19/2026 - 02/18/2026	773.60	773.60
Total 78521:										3,495.09
<b>78522</b>										
03/26	03/09/2026	78522	1900	VERIZON	3640000749	1	101-43240-309	GPS MONITORING	916.60	916.60
Total 78522:										916.60

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Inv Seq	Invoice GL Account	Description	Invoice Amount	Check Amount
<b>78523</b>										
03/26	03/09/2026	78523	1798	VONCO II LLC	V2 00000913	1	602-49450-419	VONCO LANDFILL - BIOSOLIDS	822.54	822.54
Total 78523:										822.54
<b>78524</b>										
03/26	03/09/2026	78524	646	WAGeworks INC	INV8768205	1	101-41800-390	MARCH 2026 - FLEX BENEFIT ADMIN	78.00	78.00
Total 78524:										78.00
<b>78525</b>										
03/26	03/09/2026	78525	651	WASTE MANAGEMENT	0050359-170	1	602-49450-325	REFUSE 02/01/2026 - 02/15/2026	928.67	928.67
Total 78525:										928.67
<b>78526</b>										
03/26	03/09/2026	78526	1974	WATERLY LLC	1799	1	601-49400-390	WATERLY OPWORKS ANNUAL	750.00	750.00
03/26	03/09/2026	78526	1974	WATERLY LLC	1799	2	602-49450-390	WATERLY OPWORKS ANNUAL	750.00	750.00
Total 78526:										1,500.00
<b>78527</b>										
03/26	03/09/2026	78527	1237	WESTERFIELD ESTATES LLC	24000-07	1	001-11111	UTIL REFUND - 12407 65TH ST NE	157.30	157.30
Total 78527:										157.30
<b>78528</b>										
03/26	03/09/2026	78528	1741	WOLD ARCHITECTS & ENGINEERS	10684	1	446-42200-525	ESD FACILITY - ARCHITECTURAL	12,134.41	12,134.41
Total 78528:										12,134.41
<b>78529</b>										
03/26	03/09/2026	78529	671	WRIGHT-HENNEPIN	3503278890	1	602-49450-322	JOINT POLE ATTACHEMENT/USE	30.00	30.00
Total 78529:										30.00
<b>78530</b>										
03/26	03/09/2026	78530	672	XCEL ENERGY	966083582	1	602-49450-322	16935 56TH CT NE UNIT SEWER - FEB 2026	333.54	333.54
03/26	03/09/2026	78530	672	XCEL ENERGY	966083582	2	601-49400-322	5750 RANDOLPH AVE NE UNIT WELL 3 - FEB 2026	271.43	271.43
03/26	03/09/2026	78530	672	XCEL ENERGY	966083582	3	602-49450-322	5850 RANDOLPH AVE NE - FEB 2026	10,318.44	10,318.44

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Inv Seq	Invoice GL Account	Description	Invoice Amount	Check Amount
03/26	03/09/2026	78530	672	XCEL ENERGY	966083582	4	602-49450-322	17388 52ND ST NE - FEB 2026	374.97	374.97
03/26	03/09/2026	78530	672	XCEL ENERGY	967466639	1	101-45200-322	STREET LIGHTS - FEB 2026	638.91	638.91
Total 78530:										11,937.29
<b>78531</b>										
03/26	03/09/2026	78531	673	YALE MECHANICAL	281630	1	602-49450-402	EAST GBT ROLL UP DOOR	5,235.00	5,235.00
Total 78531:										5,235.00
<b>78532</b>										
03/26	03/09/2026	78532	676	ZIEGLER INC	IN002314632	1	101-43240-210	DEF FILTER	63.22	63.22
03/26	03/09/2026	78532	676	ZIEGLER INC	IN002318882	1	101-43240-220	PINS, BEARINGS, ASSEMBLY, HARDWARE	2,134.07	2,134.07
03/26	03/09/2026	78532	676	ZIEGLER INC	IN002320662	1	101-43240-220	GASKETS, SEALS, O-RINGS	37.73	37.73
Total 78532:										2,235.02
Grand Totals:										933,196.43

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
001-11111	1,131.26	.00	1,131.26
001-20200	.00	1,131.26-	1,131.26-
101-20200	56.00	344,411.61-	344,355.61-
101-21703	296.00	.00	296.00
101-21707	961.68	.00	961.68
101-21712	76.80	.00	76.80
101-21801	1.00	.00	1.00
101-32260	75.00	.00	75.00
101-41320-130	210.50	.00	210.50
101-41400-130	198.15	.00	198.15
101-41400-309	11,186.41	.00	11,186.41
101-41400-340	344.75	.00	344.75
101-41400-350	232.20	.00	232.20
101-41600-130	176.74	.00	176.74
101-41650-130	50.76	.00	50.76

GL Account	Debit	Credit	Proof
101-41650-309	1,282.25	.00	1,282.25
101-41650-390	39.00	.00	39.00
101-41800-130	50.50	.00	50.50
101-41800-390	78.00	.00	78.00
101-41850-130	32.99	.00	32.99
101-41850-390	8,123.68	.00	8,123.68
101-41940-210	610.12	.00	610.12
101-41940-390	62.63	.00	62.63
101-41945-210	108.20	.00	108.20
101-41945-220	565.11	.00	565.11
101-41945-320	722.50	.00	722.50
101-41945-322	129.99	.00	129.99
101-41945-389	289.08	.00	289.08
101-41945-390	490.53	.00	490.53
101-41945-410	147.77	.00	147.77
101-42200-210	726.00	.00	726.00
101-42200-390	262,963.93	.00	262,963.93
101-42410-130	68.78	.00	68.78
101-42410-302	1,287.00	.00	1,287.00
101-42410-303	227.50	.00	227.50
101-42410-390	21,485.93	.00	21,485.93
101-43100-130	285.68	.00	285.68
101-43100-210	25.99	.00	25.99
101-43100-293	66.87	.00	66.87
101-43150-302	6,421.00	.00	6,421.00
101-43150-315	1,714.00	.00	1,714.00
101-43240-130	36.89	.00	36.89
101-43240-210	5,932.48	.00	5,932.48
101-43240-220	2,993.94	56.00-	2,937.94
101-43240-225	85.22	.00	85.22
101-43240-240	710.48	.00	710.48
101-43240-309	916.60	.00	916.60
101-45200-130	175.42	.00	175.42
101-45200-210	1,133.06	.00	1,133.06
101-45200-227	49.48	.00	49.48
101-45200-322	638.91	.00	638.91
101-45200-390	330.00	.00	330.00
101-45250-130	281.61	.00	281.61
101-46570-303	9,312.50	.00	9,312.50
201-20200	.00	23,201.85-	23,201.85-
201-43100-302	23,201.85	.00	23,201.85

GL Account	Debit	Credit	Proof
203-20200	.00	143.00-	143.00-
203-45210-302	143.00	.00	143.00
205-20200	.00	5,674.25-	5,674.25-
205-45210-302	5,674.25	.00	5,674.25
214-20200	.00	24,746.25-	24,746.25-
214-42200-390	22,038.25	.00	22,038.25
214-42200-550	2,708.00	.00	2,708.00
216-20200	.00	1,100.00-	1,100.00-
216-42200-550	1,100.00	.00	1,100.00
446-20200	.00	94,909.44-	94,909.44-
446-42200-525	94,909.44	.00	94,909.44
601-20200	.00	351,601.50-	351,601.50-
601-49400-130	115.58	.00	115.58
601-49400-225	28.00	.00	28.00
601-49400-240	250.32	.00	250.32
601-49400-302	2,805.41	.00	2,805.41
601-49400-303	50.00	.00	50.00
601-49400-306	21,444.00	.00	21,444.00
601-49400-315	1,265.00	.00	1,265.00
601-49400-320	196.44	.00	196.44
601-49400-322	271.43	.00	271.43
601-49400-390	4,527.25	.00	4,527.25
601-49400-500	1,601.00	.00	1,601.00
601-49400-530	319,047.07	.00	319,047.07
602-20200	.00	64,004.73-	64,004.73-
602-49450-130	346.75	.00	346.75
602-49450-201	29.59	.00	29.59
602-49450-210	1,815.80	.00	1,815.80
602-49450-216	8,591.19	.00	8,591.19
602-49450-315	1,265.00	.00	1,265.00
602-49450-320	265.43	.00	265.43
602-49450-322	12,124.97	.00	12,124.97
602-49450-325	1,001.52	.00	1,001.52
602-49450-390	9,060.84	.00	9,060.84
602-49450-402	5,235.00	.00	5,235.00
602-49450-419	822.54	.00	822.54
602-49450-500	4,804.48	.00	4,804.48
602-49450-530	18,641.62	.00	18,641.62
603-20200	.00	1,324.00-	1,324.00-
603-49490-302	1,324.00	.00	1,324.00
701-20200	.00	21,004.54-	21,004.54-

GL Account	Debit	Credit	Proof
701-22476	178.00	.00	178.00
701-22533	62.50	.00	62.50
701-22551	178.00	.00	178.00
701-22597	62.50	.00	62.50
701-22622	62.50	.00	62.50
701-22627	62.50	.00	62.50
701-22628	62.50	.00	62.50
701-22634	125.00	.00	125.00
701-22639	375.00	.00	375.00
701-22645	178.00	.00	178.00
701-22657	125.00	.00	125.00
701-22663	234.00	.00	234.00
701-22666	490.50	.00	490.50
701-22667	375.00	.00	375.00
701-22672	62.50	.00	62.50
701-22679	62.50	.00	62.50
701-22701	553.00	.00	553.00
701-22707	437.50	.00	437.50
701-22722	259.75	.00	259.75
701-22723	135.00	.00	135.00
701-22724	62.50	.00	62.50
701-22726	62.50	.00	62.50
701-22727	1,539.00	.00	1,539.00
701-22730	972.50	.00	972.50
701-22746	62.50	.00	62.50
701-22749	2,643.25	.00	2,643.25
701-22753	3,890.50	.00	3,890.50
701-22757	1,644.75	.00	1,644.75
701-22761	675.00	.00	675.00
701-22768	437.50	.00	437.50
701-22773	72.50	.00	72.50
701-22774	145.00	.00	145.00
701-22775	62.50	.00	62.50
701-22780	942.79	.00	942.79
701-22781	3,186.50	.00	3,186.50
701-22784	524.00	.00	524.00
Grand Totals:	<u>933,308.43</u>	<u>933,308.43-</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, FEBRUARY 23, 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: Ryan Dunlap, Tina Goede, Michelle Lund, and Corey Tanner. City Staff: City Administrator/Finance Director Adam Flaherty, Assistant City Administrator/Human Resources Sabrina Hille, Parks and Recreation Director Nick Jacobs, City Planner Dan Licht, City Engineer Ron Wagner, City Attorney Dave Kendall, 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.

Kathy Coles, 15613 90<sup>th</sup> Street NE provided an updated photo of Coborn's showing they have not completed the screening.

Mayor Stockamp closed the Open Forum at 7:02 PM.

2. Consider Agenda Approval:

CM Dunlap asked to have item 3.3 removed from the consent agenda for discussion, adding item 6.1 to the agenda, and based on the special meeting discussion to remove item 5.1.

**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. February 9, 2026, Meeting.

B. February 12, 2026, Special Meeting.

~~3.3 Approve Pay Application #14 for the Fire and Emergency Services Facility Project.~~ Moved to item 6.1.

3.4 Adopt Resolution 2026-11 Modifying Water & Sanitary Sewer Utility Rates.

3.5 Approve a Memorandum of Understanding – Metropolitan Transportation Planning Activities.

- 3.6 Adopt Resolution 2026-12 Authorizing Release of Agreements – Outlot A, GRC of Otsego 7<sup>th</sup> Addition.
- 3.7 Adopt Resolution 2026-13 Approving Certificate of Plat Corrections – Zachman Meadows.
- 3.8 Adopt Resolution 2026-14 Approving Commissioners to Advisory Commissions.

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

4. Parks and Recreation:

4.1 Lily Pond Park Renovation Project.

- A. Presentation by Parks and Recreation Director.
- B. Consider Approval of Plans and Specifications and Authorize the Bid Process.
- C. Consider Accepting a Quote and Authorize Procurement of Playground Equipment.

Parks and Recreation Director Jacobs and HKGi Representative Hannah Schmitz reviewed the staff report and presentation.

Mayor Stockamp asked about the irrigation needs. Jacobs said the majority of the park is irrigated, adding the park soil is very sandy. Jacobs addressed the age of the park, safety concerns, accessibility, conditions of the trails, pavement, and equipment; staff have gained experience on renovations from the most recent park project.

CM Tanner asked about the lighting. Jacobs said the lights are LED and still in good working order.

**CM Goede motioned to approve the Lily Pond Park Renovation project plans and specifications and to authorize the bid process, seconded by Dunlap. All in favor. Motion carried 5-0.**

**CM Goede motioned to accept the quote and authorize staff to procure the playground equipment from Midwest Playscapes in the amount of \$174,944.83, seconded by Lund. All in favor. Motion carried 5-0.**

5. Engineering: Item removed from the agenda.

5.1 2026 Street Renewal Project.

- A. Presentation by City Engineer.
- B. Consider Resolution 2026-15 Receiving a Feasibility Report and Calling Hearing on Improvement.

Mayor Stockamp said City Council will review the special assessment policy.

6. City Council Reports and Updates:

- A. Heritage Preservation Commission CM Tanner had no updates.
- B. Parks and Recreation Commission Liaison CM Lund said the Commission reviewed the budget and planning proposals for the Prairie Park Phase 1 Project.
- C. Planning Commission Liaison CM Dunlap said the Commission met and reviewed ordinance amendments and the next meeting is scheduled for March 2<sup>nd</sup>.
- D. Public Safety Commission Liaison CM Goede said the Maple Grove Radio Club gave a presentation and Chief Scott provided a Fire Chief Candidate update.

Mayor Stockamp thanked those that stepped up and applied for Advisory Commission openings and congratulated those selected as members.

6.1 Approve Pay Application #14 for the Fire & Emergency Services Facility Project.

CM Dunlap opposes this action because the City receives services from the existing contract providers at a price point that is cost-effective for the taxpayers, noting the cost to date.

**CM Tanner motioned to approve Pay Application #14 in the amount of \$678,146.30 for work completed on the Fire Station project, seconded by CM Goede. Voting in favor: Stockamp, Goede, Lund, and Tanner. Voting against: Dunlap. Motion carried 4-1.**

7. Staff Reports and Updates:

7.1 Consider Scheduling a Special City Council Meeting to Discuss the Prairie Park Phase 1 Project.

City Administrator/Finance Director Flaherty recommended a special meeting on March 9, at 5:30PM to discuss the Prairie Park Phase 1 Project.

**Mayor Stockamp motioned to schedule a Special City Council meeting for March 9, 2026, at 5:30 PM to discuss the Prairie Park Phase 1 Project, seconded by CM Tanner. All in favor. Motion carried 5-0.**

7.2 Consider Scheduling a Special City Council Meeting to Conduct Fire Chief Interviews.

Assistant City Administrator/Human Resources Hille recommended a special meeting to conduct Fire Chief Interviews. The proposed dates were not available, and staff will follow up with additional date options via email survey.

Hille provided updates on current recruitments.

Sergeant Jason Oltmanns, Wright County Sheriff's Office provided updates on the Alexandria Technical College mock job interviews, roundabouts, crash statistics, and a donation from Guardian Fleet.

8. Adjourn.

**CM Goede motioned to adjourn at 7:38 PM, seconded by CM Lund. All in favor. Motion carried 5-0.**

*Minutes prepared by Audra Etzel, City Clerk.*

City of Otsego:

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

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

**SPECIAL OTSEGO CITY COUNCIL MEETING  
MONDAY, FEBRUARY 23, 2026  
5:30 PM  
OTSEGO PRAIRIE CENTER**

Call to Order:

Mayor Stockamp called the meeting to order at 5:31 PM.

Roll Call:

Mayor Jessica Stockamp and Councilmembers: Ryan Dunlap, Tina Goede, Michelle Lund, and Corey Tanner. City Staff: City Administrator/Finance Director Adam Flaherty, Street Operations Manager Kevin Lamson, City Planner Dan Licht, City Engineer Ron Wagner, Assistant City Engineer Matt Kind, and City Clerk Audra Etzel.

1. 2026 Street Renewal Project:

City Engineer Wagner reviewed the staff report and presentation regarding 70<sup>th</sup> Street NE (west end to Kadler Ave NE) and Otsego I-94 West Industrial Park – 71<sup>st</sup> Street NE.

Stockamp spoke with Flaherty regarding the project and said the conversation of assessments needs to be addressed for future projects. CM Dunlap said the Public Works Subcommittee would like the full City Council to review the funding approach to these types of projects.

City Engineer Wagner reviewed the two different types of projects proposed in the feasibility report. The City Council discussed the benefits of each and after lengthy discussion concurred that Project A1 was the preferred approach noting the cost differences and that this is an isolated industrial area and having curb and gutter streets seemed unnecessary in this case.

City Engineer Wagner reviewed the different methods of assessment calculations proposed in the feasibility report. The City Council discussed each of the methods but ultimately felt uncomfortable with the amounts of the assessments. The City Council discussed the need to revisit the special assessment policy as it relates to commercial and industrial street reconstruction projects. City staff noted the statutory process that needs to be followed for an assessment project and that many of those steps cannot resume until the assessment policy is reviewed. City staff also noted the engineer estimated cost of the project is in excess of the budget within the Capital Improvement Plan. The City Council discussed several alternative approaches to moving forward with the project, but ultimately the majority of the City Council determined it was best to not move forward with the project in 2026 and rather to focus on review of the funding approach including the special assessment policy.

The City Council agreed to remove item 5.1 from the scheduled City Council meeting tonight.

2. Future Transportation Projects Discussion (Verbal).

Flaherty reviewed a number of potential future street projects as outlined in the City's Transportation Plan and the Wright County Plan. The City Council had questions that were answered by City staff. Flaherty noted this was more of an update so that the City Council is aware of the City staff ongoing efforts on these potential projects.

3. Adjourn.

**CM Dunlap motioned to adjourn at 6:50 PM, seconded by CM Tanner. All in favor. Motion carried 5-0.**

*Minutes prepared by Audra Etzel, City Clerk.*

**City of Otsego**

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Jessica Stockamp, Mayor

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

**SPECIAL OTSEGO CITY COUNCIL MEETING  
THURSDAY, FEBRUARY 26, 2026  
5:00 PM  
OTSEGO PRAIRIE CENTER**

Call to Order:

Mayor Stockamp called the meeting to order at 5:01 PM.

Roll Call:

Mayor Jessica Stockamp and Councilmembers: Ryan Dunlap, Tina Goede, Michelle Lund, and Corey Tanner. City Staff: City Administrator/Finance Director Adam Flaherty, and Assistant City Administrator/Human Resources Sabrina Hille.

1. 2026 City Council Goal Setting:

City Administrator/Finance Director Flaherty and Assistant City Administrator/Human Resources Hille outlined the process so far and distributed a Strategic Plan Review & Goal Setting Session PowerPoint presentation to the City Council.

Flaherty and Hille reviewed the City Council survey responses and provided a status overview of the 2022 Strategic Plan. The City Council discussed the results and provided thoughts and direction to staff on continued focus on some of the goals in the plan.

CM Lund had to leave the meeting at 6:02 PM.

Flaherty and Hille reviewed the City Council survey responses for Citywide goals, City strengths, City challenges and goal setting to specific City departments. The City Council had extensive discussion on these categories.

Flaherty and Hille outlined the next steps of the process which will include prioritization of goals, discussion of any missing items, obtaining staff feedback, and discussion of measurement metrics. Staff will begin working on the next steps and will ask the City Council to schedule an additional special meeting at a later date.

2. Adjourn.

**CM Goede motioned to adjourn at 8:57 PM, seconded by CM Tanner. All in favor. Motion carried 4-0.**

*Minutes prepared by Adam Flaherty, City Administrator.*

**City of Otsego**

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

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



# Request for City Council Action

## DEPARTMENT INFORMATION

ORIGINATING DEPARTMENT	REQUESTOR:	MEETING DATE:
Administration	City Clerk Etzel	March 9, 2026
PRESENTER(s)	REVIEWED BY:	ITEM #:
Consent	City Administrator/Finance Director Flaherty	3.3 - City Council Special Pay

## 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 is recommending that the City Council approve the Special Compensation for February 2026.	
ARE YOU SEEKING APPROVAL OF A CONTRACT?	IS A PUBLIC HEARING REQUIRED?
No	No
BACKGROUND/JUSTIFICATION:	
<p>Title 1, Chapter 7, Section 1 outlines compensation for the Mayor and City Council for each special City Council meeting attended, each meeting of any established committee or commission which the Mayor or any City Council member is the appointed liaison or alternate, any meeting with the City Administrator and City Attorney to discuss or receive information related to City legal issues, any City sponsored event or any private event, tour or function where the Mayor or Council member is attending as representative of the City, any public hearing of a City board or commission, any meeting of another political subdivision, State agency or committee or the State Legislature where the Mayor or City Council member is appearing or functioning as a representative of the City and any other meeting, event or function which the City Council has directed or authorized the Mayor or any City Council member to attend either prior to or after the meeting, event or function has occurred.</p>	
SUPPORTING DOCUMENTS ATTACHED:	
<ul style="list-style-type: none"> <li><b>February 2026 – City Council Special Timesheets</b></li> </ul>	

## POSSIBLE MOTION

PLEASE WORD MOTION AS YOU WOULD LIKE IT TO APPEAR IN THE MINUTES:
Motion to approve City Council Special Compensation for February 2026.

## BUDGET INFORMATION

FUNDING:	BUDGETED:
General Fund – City Council Department	Yes







City Council Time Sheet

February 2026

Date	Meeting Description	Location	Comments	Charge
2/6/26	LMC Training	Plymouth	Full Day	150
2/7/26	LMC Training	Plymouth	Half Day	75
2/12/26	Advisory Commission Interviews	PC		45
2/16/26	Parks & Rec Commission	PC		45
2/17/26	Public Works Subcommittee	City Hall		45
2/23/26	Special Meeting	PC		45
2/26/26	Goal Setting Meeting 1	PC		45
			<b>Total</b>	<b>\$ 450</b>

Type Name: Michelle Lund

This is a fillable PDF in order to keep documents electronic in nature. By typing your name above, you are signing this document.

Date: 2/28/26

<b>Abbreviations:</b>
N/A= Not Applicable
NC= No Charge





City Council Time Sheet

February, 2026

Date	Meeting Description	Location	Comments	Charge
02-06-26	League of MN Elected Official Training	Plymouth, MN	Day 1 (Full-day)	150.00
02-07-26	League of MN Elected Official Training	Plymouth, MN	Day 2 (Half-day)	75.00
02-10-26	Otsego Historic Preservation Commission	City Hall	(Liaison) Canceled-Lack of Quorum	0.00
02-11-26	Administrative Sub-Committee	City Hall	(Liaison)	45.00
02-11-26	Special City Council Meeting	Prairie Center	Advisory Commission Interviews	45.00
02-17-26	Park and Recreation Commission Meeting	Prairie Center	(Alt. Liaison)	45.00
02-23-26	Special City Council Meeting	Prairie Center	2026 Street Renewal Proj. Discussion	45.00
02-26-26	Special City Council Meeting	Prairie Center	Council Goal Setting Discussion (4 hrs)	75.00
			<b>Total</b>	<b>\$ 480.00</b>

Corey Tanner

Type Name: \_\_\_\_\_

This is a fillable PDF in order to keep documents electronic in nature. By typing Your name above, you are signing this document.

Date: 03-01-2026

<b>Abbreviations:</b>
N/A= Not Applicable
NC= No Charge



# Request for City Council Action

## DEPARTMENT INFORMATION

ORIGINATING DEPARTMENT	REQUESTOR:	MEETING DATE:
Utilities	Utility Manager Neidermeier	March 9, 2026
PRESENTER(s)	REVIEWED BY:	ITEM #:
Consent	AE2S Engineer Hanson City Administrator/Finance Director Flaherty	3.4 – Pay Application for Wellhouse 4 Treatment

## 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 City Council approval of Pay Application #17 to Market & Johnson.	
ARE YOU SEEKING APPROVAL OF A CONTRACT?	IS A PUBLIC HEARING REQUIRED?
No	No
BACKGROUND/JUSTIFICATION:	
<p>The amounts requested in Pay Application No. 17 are consistent with the progress of work completed to date. The current request totals \$583,963.91, reflecting 92.0% of the contract value completed or stored to date. The remaining balance to finish, including retainage, is \$1,002,099.09.</p> <p>In accordance with Minnesota Statute, the City is withholding 5% retainage on completed work, which totals \$314,597.94 for this pay application.</p> <p>During this period, five (5) change orders were processed in the amount of \$12,378.37, including a 1-day contract extension approved at the January 26 Council meeting. These changes represent a 0.18% increase over the original contract amount and bring the cumulative net change to a 2.04% increase in overall project bid cost. A 5.0% contingency is included in the approved project budget and financing package.</p>	
SUPPORTING DOCUMENTS ATTACHED:	
<ul style="list-style-type: none"> <li><b>Pay Application #17</b></li> </ul>	

## POSSIBLE MOTION

PLEASE WORD MOTION AS YOU WOULD LIKE IT TO APPEAR IN THE MINUTES:
Motion to approve Pay Application #17 in the amount of \$583,963.91 to Market & Johnson for work completed on the Wellhouse 4 Treatment Improvements project.

## BUDGET INFORMATION

FUNDING:	BUDGETED:
Fund 601 – Drinking Water Utility	Yes

**Contractor's Application for Payment**

<b>Owner:</b> <u>City of Otsego</u>	<b>Owner's Project No.:</b> _____
<b>Engineer:</b> <u>AE2S</u>	<b>Engineer's Project No.:</b> <u>P05409-2020-010</u>
<b>Contractor:</b> <u>Market &amp; Johnson</u>	<b>Contractor's Project No.:</b> <u>3416</u>
<b>Project:</b> <u>Otsego Wellhouse No. 4 Treatment Improvements</u>	
<b>Contract:</b> <u>All labor &amp; materials to complete construction of expansion &amp; treatment system improvements</u>	
<b>Application No.:</b> <u>17</u>	<b>Application Date:</b> <u>2/26/2026</u>
<b>Application Period:</b> <b>From</b> <u>2/1/2026</u>	<b>to</b> <u>2/28/2026</u>

1. Original Contract Price	\$ 6,840,000.00
2. Net change by Change Orders	\$ 139,459.86
3. Current Contract Price (Line 1 + Line 2)	\$ 6,979,459.86
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$ 6,291,958.71
5. Retainage	
a. <u>5%</u> X <u>\$ 6,291,958.71</u> Work Completed	\$ 314,597.94
b. <u>5%</u> X _____ Stored Materials	\$ -
c. Total Retainage (Line 5.a + Line 5.b)	\$ 314,597.94
6. Amount eligible to date (Line 4 - Line 5.c)	\$ 5,977,360.77
7. Less previous payments (Line 6 from prior application)	\$ 5,393,396.86
8. Amount due this application	\$ 583,963.91
9. Balance to finish, including retainage (Line 3 - Line 4, plus 5c)	\$ 1,002,099.09

**Contractor's Certification**

The undersigned Contractor certifies, to the best of its knowledge, the following:

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

**Contractor:** Market & Johnson, Inc.

**Signature:**  **Date:** 2/26/2026

<b>Recommended by Engineer</b>	<b>Approved by Owner</b>
<b>By:</b> <u>RYAN HANSON, PE</u>	<b>By:</b> _____
<b>Title:</b> <u>PROJECT MANAGER</u>	<b>Title:</b> _____
<b>Date:</b> <u>3/4/2026</u>	<b>Date:</b> _____
<b>Approved by Funding Agency</b>	
<b>By:</b> _____	<b>By:</b> _____
<b>Title:</b> _____	<b>Title:</b> _____
<b>Date:</b> _____	<b>Date:</b> _____

**Progress Estimate - Lump Sum Work**

**Contractor's Application**

Project: Otsego Wellhouse No. 4 Water Treatment Improvements					Application Number: 17			
Application Period: 2/1/2026 - 2/28/2026					Application Date: 2/25/2026			
A		B	Work Completed		E	F		G
Specification Section No.	Description	Scheduled Value (\$)	From Previous Application (C+D)	This Period	Materials Presently	Total Completed and Stored to Date (C + D + E)	% (F / B)	Balance to Finish (B - F)
					Stored (not in C or D)			
02 41 19	Selective Demolition	30,853.00	30,853.00			30,853.00	100%	-
03 20 01	Concrete Reinforcing Labor	67,068.00	67,068.00			67,068.00	100%	-
03 20 02	Concrete Reinforcing Material	93,399.00	93,399.00			93,399.00	100%	-
03 30 00	Cast In Place Concrete	1,092,954.00	1,090,726.84	2,227.16		1,092,954.00	100%	-
04 20 00	Unit Masonry	144,000.00	144,000.00			144,000.00	100%	-
05 10 01	Structural Steel Install	17,075.00	17,075.00			17,075.00	100%	-
05 10 02	Structural Steel Supply	7,400.00	7,400.00			7,400.00	100%	-
06 10 00	Building Works	63,733.00	63,733.00			63,733.00	100%	-
07 10 00	Dampproofing and Waterproofing	7,000.00	7,000.00			7,000.00	100%	-
07 21 00	Insulation	13,999.00	13,999.00			13,999.00	100%	-
07 27 00	Air Barriers	6,200.00	6,200.00			6,200.00	100%	-
07 30 00	Singles and Roofing Tiles	132,100.00	132,100.00			132,100.00	100%	-
07 46 00	Siding	9,056.00	-			-		9,056.00
07 50 00	Membrane Roofing	53,200.00	53,200.00			53,200.00	100%	-
07 90 00	Joint Sealants	8,808.00	-			-		8,808.00
08 10 00	Doors Frames & Hardware	105,354.00	102,298.44			102,298.44	97%	3,055.56
09 21 16	Gypsum Board Assemblies	37,802.00	37,802.00			37,802.00	100%	-
09 67 00	Fluid Applied Flooring	24,780.00	-	9,792.00		9,792.00	40%	14,988.00
09 90 00	Painting & Coating	108,300.00	34,873.00	24,571.00		59,444.00	55%	48,856.00
10 14 00	Signage	3,172.00	-			-		3,172.00
10 40 00	Safety Specialties	1,327.00	-			-		1,327.00
21 00 00	Fire Protection	5,000.00	-			-		5,000.00
22 00 00	Plumbing							
22 00 00	Plumbing Below Grade Material	18,250.00	18,250.00			18,250.00	100%	-
22 00 00	Plumbing Below Grade Labor	5,850.00	5,850.00			5,850.00	100%	-
22 00 00	Plumbing Above Grade Material	27,350.00	2,870.00	4,230.00		7,100.00	26%	20,250.00
22 00 00	Plumbing Above Grade Labor	22,815.00	4,830.00	1,185.00		6,015.00	26%	16,800.00
22 00 00	Plumbing & Hydronic Pipe Insulation Material and Labor	22,485.00	7,950.00	895.00		8,845.00	39%	13,640.00
23 00 00	HVAC							
23 00 00	HVAC Material	187,650.00	103,385.00	76,325.00		179,710.00	96%	7,940.00
23 00 00	HVAC Labor	25,255.00	2,340.00	4,280.00		6,620.00	26%	18,635.00
26 00 00	Electrical							
26 00 00	General Electrical Conditions	82,000.00	50,500.00	15,000.00		65,500.00	80%	16,500.00
26 00 00	Power Distribution Gear	120,750.00	53,300.00	67,450.00		120,750.00	100%	-
26 00 00	Lighting Fixtures	11,040.00		11,040.00		11,040.00	100%	-
26 00 00	Generator Equipment	126,000.00	118,000.00			118,000.00	94%	8,000.00
26 00 00	Control Station and Instrumentation	89,700.00	89,700.00			89,700.00	100%	-
26 00 00	Branch Power and lighting Wiring	18,500.00	2,500.00	6,000.00		8,500.00	46%	10,000.00
26 00 00	Power Distribution Wiring Labor	36,000.00	7,000.00	16,000.00		23,000.00	64%	13,000.00
26 00 00	Power Distribution Wiring Material	55,400.00	2,600.00	29,000.00		31,600.00	57%	23,800.00
26 00 00	Controls and Motor Controls Wiring Labor	165,000.00	31,300.00	60,000.00		91,300.00	55%	73,700.00
26 00 00	Controls and Motor Controls Wiring Material	57,510.00	8,000.00	28,000.00		36,000.00	63%	21,510.00
26 00 00	Gear and Controls Submittals	40,000.00	40,000.00			40,000.00	100%	-
26 00 00	Spare Parts	15,000.00		11,500.00		11,500.00	77%	3,500.00
26 00 00	Start-up	3,000.00	-			-		3,000.00
26 00 00	O&Ms	1,100.00	-			-		1,100.00
28 00 00	Electronic Safety and Security Allowance	70,000.00	-			-		70,000.00





# Request for City Council Action

## DEPARTMENT INFORMATION

ORIGINATING DEPARTMENT	REQUESTOR:	MEETING DATE:
Public Works	City Engineer Wagner	March 9, 2026
PRESENTER(S)	REVIEWED BY:	ITEM #:
Consent	City Administrator/Finance Director Flaherty	3.5 – Pay Application for 80 <sup>th</sup> Street Trail 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 City Council approval of Pay Application #3 for the 80 <sup>th</sup> Street Trail Improvement Project.	
ARE YOU SEEKING APPROVAL OF A CONTRACT?	IS A PUBLIC HEARING REQUIRED?
No	No
BACKGROUND/JUSTIFICATION:	
<p>Pay Application #3 includes payment for remaining curb and gutter removal, aggregate base Class 5, traffic control, fertilizer, and seeding.</p> <p>In accordance with Minnesota Statute, the City is withholding the maximum of 5% retainage of work completed, which amounts to \$15,274.89 at this time.</p>	
SUPPORTING DOCUMENTS ATTACHED:	
<ul style="list-style-type: none"> <li><b>Pay Application #3</b></li> </ul>	

## POSSIBLE MOTION

PLEASE WORD MOTION AS YOU WOULD LIKE IT TO APPEAR IN THE MINUTES:
Motion to approve Pay Application #3 to New Look Contracting, Inc. in the amount of \$11,907.78 for the 2025 80 <sup>th</sup> Street Trail Improvement Project.

## BUDGET INFORMATION

FUNDING:	BUDGETED:
Fund 203 – Park Development	Yes



**PAY ESTIMATE #3**  
**City of Otsego - 2025 80th Street Trail Improvement Project**

Base Bid

Through March 2, 2026

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
1	MOBILIZATION	1	LS	\$ 21,000.00	\$ 21,000.00	1	\$ 21,000.00
2	CLEARING AND GRUBBING	1	LS	\$ 1,250.00	\$ 1,250.00	1	\$ 1,250.00
3	SALVAGE SIGN	1	EA	\$ 115.00	\$ 115.00	1	\$ 115.00
4	REMOVE PIPE CULVERTS	12	LF	\$ 50.00	\$ 600.00	52	\$ 2,600.00
5	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	241	LF	\$ 5.00	\$ 1,205.00	241	\$ 1,205.00
6	REMOVE CURB AND GUTTER	4	SY	\$ 225.00	\$ 900.00	5	\$ 1,125.00
7	REMOVE BITUMINOUS PAVEMENT	204	SY	\$ 10.00	\$ 2,040.00	204	\$ 2,040.00
8	EXCAVATION - COMMON (CV)	3908	CY	\$ 8.50	\$ 33,218.00	3908	\$ 33,218.00
9	COMMON EMBANKMENT (CV)	5881	CY	\$ 16.00	\$ 94,096.00	5881	\$ 94,096.00
10	SUBGRADE PREPARATION	19	RDST	\$ 225.00	\$ 4,275.00	19	\$ 4,275.00
11	AGGREGATE BASE CLASS 5	814	TON	\$ 30.00	\$ 24,420.00	901.35	\$ 27,040.50
12	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	387	TON	\$ 110.00	\$ 42,570.00	439.09	\$ 48,299.90
13	12" RC PIPE APRON	1	EA	\$ 2,550.00	\$ 2,550.00	1	\$ 2,550.00
14	12" RC PIPE CULVERT CLASS V	44	LF	\$ 108.00	\$ 4,752.00	44	\$ 4,752.00
15	12" RC PIPE SEWER CLASS V	23	LF	\$ 104.00	\$ 2,392.00	23	\$ 2,392.00
16	CONNECT TO EXISTING STORM SEWER	2	EA	\$ 1,550.00	\$ 3,100.00	2	\$ 3,100.00
17	CASTING ASSEMBLY	2	EA	\$ 825.00	\$ 1,650.00	2	\$ 1,650.00
18	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	2	EA	\$ 4,675.00	\$ 9,350.00	2	\$ 9,350.00
19	6" CONCRETE WALK	252	SF	\$ 10.00	\$ 2,520.00	275	\$ 2,750.00
20	6" CONCRETE DRIVEWAY PAVEMENT	9	SY	\$ 170.00	\$ 1,530.00	37	\$ 6,290.00
21	B612 CONCRETE CURB AND GUTTER	44	LF	\$ 30.00	\$ 1,320.00	45	\$ 1,350.00
22	TRUNCATED DOMES	67	SF	\$ 60.00	\$ 4,020.00	46	\$ 2,760.00
23	TRAFFIC CONTROL	1	LS	\$ 1,350.00	\$ 1,350.00	1	\$ 1,350.00
24	STORM DRAIN INLET PROTECTION	3	EA	\$ 235.00	\$ 705.00	3	\$ 705.00
25	CULVERT END CONTROLS	1	EA	\$ 235.00	\$ 235.00	1	\$ 235.00
26	SILT FENCE TYPE MS	1208	LF	\$ 4.00	\$ 4,832.00	1103	\$ 4,412.00
27	SEDIMENT CONTROL LOG TYPE STRAW	739	LF	\$ 4.00	\$ 2,956.00	841	\$ 3,364.00
28	FERTILIZER TYPE 1	240	LBS	\$ 2.00	\$ 480.00	240	\$ 480.00
29	SEEDING	1	ACRE	\$ 2,000.00	\$ 1,600.00	1	\$ 2,000.00
30	HYDRAULIC BONDED FIBER MATRIX	2800	LBS	\$ 2.00	\$ 5,600.00	2800	\$ 5,600.00
31	SOUTHERN BOULEVARD SEED MIXTURE	128	LBS	\$ 8.00	\$ 1,024.00	128	\$ 1,024.00
<b>Total Base Bid</b>					<b>\$ 277,655.00</b>		<b>\$ 292,378.40</b>

**PAY ESTIMATE #3**  
**City of Otsego - 2025 80th Street Trail Improvement Project**

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
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**Change Order 1**

1	CO 1 REMOVE CONCRETE DRIVEWAY	156	SF	\$ 3.50	\$ 546.00	156	\$ 546.00
2	CO 1 DRAINTILE (PER REVISED PLAN)	196	LS	\$ 39.25	\$ 7,693.00	196	\$ 7,693.00
3	CO 1 36" MAPLE TREE CLEAR & GRUB	1	EA	\$ 3,000.00	\$ 3,000.00	1	\$ 3,000.00

**Change Order 2**

1	CO 2 TIME & MATERIAL - FIND DRAINTILE	1	LS	\$ 1,880.40	\$ 1,880.40	1	\$ 1,880.40
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	<b>Total Change Orders</b>	<b>\$ 13,119.40</b>	<b>\$ 13,119.40</b>
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	<b>Total Base Bid + Change Orders</b>	<b>\$ 290,774.40</b>	<b>\$ 305,497.80</b>
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# Request for City Council Action

## DEPARTMENT INFORMATION

ORIGINATING DEPARTMENT	REQUESTOR:	MEETING DATE:
Planning	City Planner Licht	9 March 2026
PRESENTER(S)	REVIEWED BY:	ITEM #:
Consent	City Administrator/Finance Director Flaherty City Attorney Kendall	3.6 – GRC of Otsego 7 <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 partial release of an agreement.	
ARE YOU SEEKING APPROVAL OF A CONTRACT?	IS A PUBLIC HEARING REQUIRED?
No	No
BACKGROUND/JUSTIFICATION:	
<p>Foss Swim School has acquired Outlot A, Great River Centre of Otsego Seventh Addition. A preliminary plat for platting one lot and a sketch plan for development of a private swim school and second principal building on the property was approved by the City Council at their meeting on 26 January 2026. The developer is preparing plans for submission of an application for final plat approval and site and building plan review for the proposed development.</p> <p>A title commitment prepared for the developers closing on the property identified two prior development contracts and an assessment agreement in effect over the property. The developer requested that these documents be released only as they apply to Outlot A, Great River Centre of Otsego Seventh Addition. The City Council approved the release of these documents at their meeting on 23 February 2026.</p> <p>The developer identified an additional document pertaining to assessment of unpaid property taxes for properties in Great River Centre of Otsego, including Outlot A, Great River Centre of Otsego 7<sup>th</sup> Addition. The developer is also requesting release of this agreement. City staff has reviewed the agreement and determined that it is no longer applicable to Outlot A, Great River Centre of Otsego. The City Attorney has drafted a release of the agreement.</p>	
SUPPORTING DOCUMENTS ATTACHED:	
<ul style="list-style-type: none"> <li><b>Resolution 2026-16</b></li> </ul>	

**POSSIBLE MOTION**

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

Motion to adopt Resolution 2026-16 authorizing release of an agreement for Outlot A, Great River Centre of Otsego Seventh Addition.

**BUDGET INFORMATION**

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

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

**RESOLUTION NO: 2026-16**

**AUTHORIZING RELEASE AND DISCHARGE OF  
AN AGREEMENT FOR  
OUTLOT A, GREAT RIVER CENTRE OF OTSEGO SEVENTH ADDITION**

**WHEREAS**, the City has been asked to release and discharge real property in Wright County, Minnesota, legally described as set forth on attached Exhibit A; and

**WHEREAS**, the property is subject to an agreement between the City, Appello Group, LLC, and 21<sup>st</sup> Century Bank dated March 29, 2013, and recorded April 19, 2013 as Wright County Recorder Document No. A1234757; and

**WHEREAS**, all requirements of the aforementioned Agreement have been met as to the Property and there is no longer a need to have the recorded against the Property; and

**WHEREAS**, the City Attorney has drafted Release of an Agreement for the Property from Document No. A1234757 attached as Exhibit B.

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

1. The Property described in Exhibit A is released and discharged from the Agreement recorded as Wright County Recorder Document No. A1234757.
2. The Mayor and City Clerk are hereby authorized to execute release of the Agreement recorded as Wright County Recorder Document Number A1234757 on behalf of the City of Otsego.

*(remainder of page blank signatures follow)*

**ADOPTED** by the Otsego City Council this 9<sup>th</sup> day of March, 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, according to the recorded plat thereof.

**EXHIBIT B**

*(reserved for recording information)*

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**RELEASE OF  
AGREEMENT**

**RELEASE OF AGREEMENT** granted this \_\_\_\_\_ day of \_\_\_\_\_, 2026, by the **CITY OF OTSEGO**, a Minnesota municipal corporation (“City”).

**WHEREAS**, the City, Appello Group, LLC, a Minnesota limited liability company, and 21<sup>st</sup> Century Bank, a Minnesota corporation, entered into an Agreement dated March 29, 2013 and recorded April 19, 2013 in the Office of the County Recorder, Wright County, Minnesota as Document No. **A1234757**; and

**WHEREAS**, the City has been requested to release and discharge the property legally described on Exhibit A (“Property”) from the Agreement;

**WHEREAS**, all requirements of the Agreement have been met as to the Property and there is no longer a need to have the Agreement recorded against the Property.

**NOW THEREFORE**, be it resolved by the City of Otsego, Minnesota:

The Property is released and discharged from the Agreement.

**ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

*[Remainder of the page is intentionally left blank.  
Signature page is to follow.]*

**CITY OF OTSEGO**

(Seal)

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

By \_\_\_\_\_  
Audra Etzel, City Clerk

STATE OF MINNESOTA    )  
  ) ss.  
COUNTY OF WRIGHT    )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2026, by Jessica Stockamp and Audra Etzel, respectively the Mayor and the City Clerk of the **City of Otsego**, a Minnesota municipal corporation, on behalf of the corporation and pursuant to the authority granted by its City Council.

\_\_\_\_\_  
Notary Public

DRAFTED BY:  
CAMPBELL KNUTSON,  
*Professional Association*  
Grand Oak Office Center I  
860 Blue Gentian Road, Suite 290  
Eagan, Minnesota 55121  
Telephone: (651) 452-5000  
AMP/smt

**EXHIBIT A**

Outlot A, Great River Centre of Otsego Seventh Addition, Wright County,  
Minnesota according to the recorded plat thereof.



# Request for City Council Action

## DEPARTMENT INFORMATION

ORIGINATING DEPARTMENT	REQUESTOR:	MEETING DATE:
Parks & Recreation	Parks & Recreation Director Jacobs	March 9, 2026
PRESENTER(s)	REVIEWED BY:	ITEM #:
Consent	City Administrator/Finance Director Flaherty Assistant City Administrator/Human Resources Hille	3.7 – Temporary Staffing

## 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.
<b>X</b>	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 recommend the City Council approve an agreement for temporary staffing.	
ARE YOU SEEKING APPROVAL OF A CONTRACT?	IS A PUBLIC HEARING REQUIRED?
Yes	No
BACKGROUND/JUSTIFICATION:	
<p>Due to an upcoming temporary vacancy for personal leave in the Recreation Department, City staff explored options for temporary help in the department. Staff have identified Atlas Staffing, a company with a location in Elk River to assist in the filling of a position in a temporary status. All temporary individuals will undergo a background check and will be recruited through the agency. The position is aimed at having some cross-over with the individual for training purposes and will assist until the return of the employee.</p> <p>Responsibilities of the role will include building supervision, administrative support functions, recreation program supervision, and reception duties. The individual will be scheduled to be at Prairie Center 8:00 am – 4:00 pm Monday to Thursday, at roughly 32 hours per week.</p> <p>This position is not eligible for benefits, and the role will be held under a contracted capacity. City Staff is recommending the position be paid at \$28.00 an hour, which would be an hourly contract rate of \$37.80. This wage aligns with Grade 3 of City’s Pay Plan and is within the budgeted amount for the position. This agreement is under review by the City Attorney. Pending approval and execution of the agreement, an individual will be placed in the role by the end of the week.</p>	
SUPPORTING DOCUMENTS ATTACHED:	
<ul style="list-style-type: none"> <li><b>Agreement of Service</b></li> </ul>	

**POSSIBLE MOTION**

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

Motion to approve an Agreement of Service between the City of Otsego and Atlas Staffing to provide temporary staffing in the Recreation Department for up to two months, and pending review of the City Attorney, authorize City staff to execute the agreement.

**BUDGET INFORMATION**

FUNDING:	BUDGETED:
Fund 101 – General – Recreation (45250)	No, however, the cost will be offset by the vacancy of the employee.



## **Agreement of Service**

Atlas Staffing is committed to providing you with the best service at market-competitive pricing. Our commitment to “City of Otsego” is at a 35% mark-up as the staffing provider.

This agreement of service (this “Agreement”) is entered into and effective as of March 2, 2026 (the Effective Date”), between Atlas Staffing Inc. (“Service Provider”) and City of Otsego (“Client”).

Our rates include all recruiting costs, advertising, screening, workers' compensation costs, unemployment insurance, Sick/safe PTO, taxes, payroll, and health benefits.

- Atlas will conduct a criminal background review on the Assigned Workers through Minnesota’s public criminal record system. All background checks shall be in compliance with the Fair Credit Reporting Act and all applicable state statutes. Client acknowledges and agrees that Atlas shall apply its own adjudication criteria to the results of such background screening when placing Assigned Workers on assignment at Client.
- The Client agrees that it may hire Atlas employees at no additional cost once they have completed 480 working hours for the client. If the Client wishes to hire the employee before the employee reaches 480 working hours, the Client agrees to pay Atlas a buyout fee. This buyout fee shall be calculated based on 480 hours less the number of hours the employee has worked, multiplied by the hourly mark-up amount for that employee.
- Hourly wage is \$28.00 an hour. Markup is 35%. Example:  $\$20.00 \times 1.35 = \$27.00$  an hour.
- 4 hours minimum per day
- Atlas is not responsible for damage to property or theft.
- Employees are not allowed to use saws, work above 3 feet, or drive company vehicles without written approval from Atlas Staffing.

- Client agrees that to the extent one of Atlas Staffing's employees assigned to Client becomes injured at Client site, Client will offer light duty work to that employee to the extent it is reasonably available.
- Client agrees that it shall not request the removal of an Assigned Worker for any discriminatory or retaliatory reasons. Client agrees to make good faith efforts to provide reasonable accommodations to Temporary Workers as may be required by the Americans with Disabilities Act, Title VII, the Minnesota Human Rights Act, the Women's Economic Security Act, and any other applicable federal, state, or local laws. This shall include, but is not limited to, disability accommodations, pregnancy accommodations, nursing and lactation accommodations, and religious accommodations. Client shall advise and consult with Atlas prior to requesting any removal of a Temporary Worker.
- Invoicing is done on a weekly basis. Payment terms are net/30. If invoices are not timely paid, Client agrees to pay all of Atlas' cost of collection including, but not limited to, legal expenses and reasonable attorneys' fees.
- This agreement constitutes the entire understanding between the parties and supersedes and replaces any prior agreements, understanding, representations, and negotiations. This agreement may be amended only if signed in writing by both parties."

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Request for City Council Action

## DEPARTMENT INFORMATION

ORIGINATING DEPARTMENT	REQUESTOR:	MEETING DATE:
Planning	City Planner Licht	9 March 2026
PRESENTER(s)	REVIEWED BY:	ITEM #:
Consent	City Administrator/Finance Director Flaherty	3.8 – Construction Maintenance

## 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.
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	Is a distinctive, connected community known for its beauty and natural surroundings.

## AGENDA ITEM DETAILS

RECOMMENDATION:	
City staff recommends the City Council adopt an ordinance and a resolution addressing construction maintenance.	
ARE YOU SEEKING APPROVAL OF A CONTRACT?	IS A PUBLIC HEARING REQUIRED?
No	No
BACKGROUND/JUSTIFICATION:	
<p>City staff have been prompted to review regulations for construction sites, including residential plats and single family lots. Existing regulations adopted as part of the City Code and Engineering Manual address a range of property maintenance and public nuisance issues.</p> <p>Allowed construction can be understood to be in violation of these regulations or the regulations are written too constrictively to allow common activities. Application and interpretation of the City Code is at the discretion of the City and the City Council appoints City staff to administer its provisions. For development and construction, responsibility for administration of the City Code is assigned to the Zoning Administrator, City Engineer, and Building Official and it is within their roles to interpret these provisions accordingly.</p> <p>City staff has drafted of proposed amendment language to various sections of the City Code. The proposed amendments primarily provide clarification as to the existing of the City Code as has been interpreted by City staff. The review of these sections and proposed amendments, therefore, provides the Planning Commission and City Council the opportunity to consider if the existing practices reflect desired City standards. A draft version of the proposed amendments is attached with text to be deleted <del>stricken</del> and added text <u>double underlined</u>. A resolution modifying the Engineering Manual regarding holidays and allowance for portable toilets has also been prepared.</p> <ul style="list-style-type: none"> <li>▪ <b>Construction Sites.</b> The primary impetus for review of these regulations is application to construction sites. City staff considers a construction site to be the area within a plat where grading or street and utility construction is occurring and construction of buildings upon individual lots or a group of lots within a plat. Language is proposed to be added to several sections of the City Code to clarify and define a construction site for the purpose of applying the regulations or exceptions thereof.</li> </ul>	

- **Public Nuisances.** Section 5-1-5.G of the City Code outlines situations of outdoor storage constituting a hazard to public health and safety. Included in this list includes various construction materials. The intent of the provision is to address long-term problems. Active construction sites for which these materials are being utilized towards completion of site work ultimately resolving any issue are address by the clause in the existing text of "...awaiting use and stored for a reasonable time...". City staff proposes to add an additional clause stating that the reasonable time is determined at the discretion of the Zoning Administrator.
- **Property Maintenance.** Provisions regarding maintenance of developed and undeveloped properties was expanded upon during the Great Recession to address widespread vacant lots and outlots within residential subdivisions. The provisions provided that vacant lots or outlots less than one acre were allowed to keep vegetation maintained to a height not to exceed 12 inches. Lots or an outlot(s) with a combined area of one acre or more have no limit as to the maximum height of vegetation. All undeveloped properties are required to be maintained to prevent growth of noxious weeds, which are those plants specifically defined by the State as public nuisances. The proposed changes to this section include specifying that an undeveloped lot or outlot does not have a principal use constructed on it and elimination of a maintenance requirement for the area abutting developed lots. The latter change is based on the regular occurrence of developed lots abutting outlots typically owned by the City that encompass wetlands, wetland buffers, or storm basins that are not maintenance except for noxious weeds.
- **Construction Maintenance.** Section 5-1-5.M of the City Code establishes provisions for construction site maintenance. These provisions are proposed to be relocated to Title 9, Chapter 1 of the City Code to be included with other building related provisions.

The construction maintenance provisions are also to be revised to specify that outdoor storage of construction materials being used may be stored outside. Materials would include lumber, siding, roofing, dirt, rocks, sand, gravel etc. The principal requirement for having these materials stored outside is that erosion control as required by Title 6, Chapter 9 of the City Code is provided, which is subject to approval by the City Engineer.

- **Construction Days/Hours.** The City, through the City Code and Engineering Manual, establishes limits on the days and hours for construction activity. The regulations are organized around land development activities, new building construction, and modification or repair of existing buildings. The intent of the regulations is to ensure that construction activity, whether new development or within established neighborhoods, occurs in a manner compatible with surrounding properties. City staff surveyed surrounding cities regarding regulation of construction hours and found Otsego’s to be generally more restrictive and no change is recommended to the allowed construction hours.

	City Code Building Permit		Engineering Manual Land Development
	New Home	Existing Home	
Monday-Friday	7:00AM – 7:00PM	7:00AM – 10:00PM	7:00AM – 7:00PM
Saturday	8:00AM – 5:00PM	7:00AM – 10:00PM	8:00AM – 5:00PM
Sunday	Not Allowed	8:00AM – 10:00PM	Not Allowed
Holidays	No Work Any Federal Holiday	--	--

The City Code currently states that new construction is not allowed on Federal Holidays, which would include any such designated holiday. While City government generally does not have operations on these dates, the private sector may typically work on certain of these dates. The surrounding cities of Albertville, Dayton, Elk River, Monticello, Rogers, and St. Michael were contacted and found that none prohibit work on federal holidays. In order to provide greater clarity regarding construction on holidays, and to resolve to some extent the issue with enforcement, City staff recommending amendments to the City Code and Engineering Manual to prohibit work on fewer specific Federal holidays as follows:

Current Holidays	Proposed Holidays
New Year's Day	New Year's Day
Martin Luther King, Jr. Day	Memorial Day
Presidents Day	Independence Day
Memorial Day	Labor Day
Independence Day	Thanksgiving Day
Labor Day	Christmas Day
Indigenous Peoples Day	
Thanksgiving Day	
Christmas Day	

When the City is not open for operations, Building Department staff are not available for inspections. City staff is also not available to respond to complaints. Wright County Sheriff's Office has been contacted with complaints in the past regarding construction activity, which to respond would require diverting resources away from their typical duties. The proposed changes to allowed holiday work minimizes dependance on the Wright County Sheriff's Office for this purpose.

- **Sidewalks.** Section 10-8-5.D of the Subdivision Ordinance outlines design standards for installation of sidewalks and trails within new plats. Section 10-5-8.D.2.a of the Subdivision Ordinance states that a sidewalk is required along one side of all local residential streets. Section 10-5-8.D.2.c of the Subdivision Ordinance modifies this provision exempting cul-de-sac streets from providing a sidewalk on one side unless necessary to provide a connection to a destination or other sidewalk and trail.

Since this provision was adopted on 14 October 2002, the City has only required a sidewalk to be constructed along a cul-de-sac street when connecting directly to a designation such as a public park or school or a connection to a trail along a major collector or arterial street. The City has not required a sidewalk along a cul-de-sac street to provide a through connection between blocks to another local residential street. City staff is proposing to add a clause that sidewalks are only to be required on cul-de-sac streets when determined necessary "by the City Council" as part of the subdivision review process for clarity.

A public hearing is not required to be held by the Planning Commission to consider amendments to Title 1 through Title 10 of the City Code (or Engineering Manual) and no public hearing has been noticed or held. The proposed ordinance amendments were posted to the Public Notice page of the City website on 18 February 2026 more than 10 days prior to the City Council meeting at which the proposed ordinance is scheduled for a vote in accordance with Minnesota Statutes 415.19 for the purposes of maintaining transparency with the public. No public comments have been received as of the preparation of the City Council agenda.

The Planning Commission, Administrative Subcommittee, and Public Works Subcommittee all have recommended consideration of approval of the proposed amendments of the City Code and Engineering Manual as presented.

**SUPPORTING DOCUMENTS ATTACHED:**

- **Ordinance 2026-02 (DRAFT)**
- **Ordinance 2026-02 (CLEAN)**
- **Summary of Ordinance 2026-02**
- **Resolution 2026-17**

**POSSIBLE MOTION**

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

Motion to adopt and approve publication in summary form Ordinance 2026-02 amending the City Code regarding construction maintenance and sidewalks and adopt Resolution 2026-17 amending the Engineering Manual regarding construction holidays and construction sites.

**BUDGET INFORMATION**

FUNDING:	BUDGETED:
N/A	N/A

CITY OF OTSEGO  
COUNTY OF WRIGHT  
STATE OF MINNESOTA

ORDINANCE NO.: 2026-02

ORDINANCE AMENDING THE CITY CODE REGARDING CONSTRUCTION SITES AND SIDEWALKS.

THE CITY COUNCIL OF THE CITY OF OTSEGO DOES HEREBY ORDAIN:

**Section 1.** Section 5-1-5.G of the City Code (Health, Sanitation and Environment – Public Nuisances) is hereby amended to read as follows:

- G. Accumulations Attracting Vermin And Pests: Accumulations in the open of broken or unused metal, wood, lumber, cement, electrical fixtures, plumbing fixtures, building materials (but excluding building materials awaiting use and stored for a reasonable period of time as determined by the Zoning Administrator for allowable or necessary for construction of an allowed use or an improvement presently in progress on the same premises or a construction site regulated by Section 9-1-4 of this code, discarded or unused machinery, household appliances, automobile bodies, trash, debris, rubbish, or other material, in a manner conducive to the harboring of rats, mice, snakes, or other vermin, or the rank growth of vegetation in violation of this code among the items so accumulated, or items accumulated in a manner creating fire, health, or safety hazards.

**Section 2.** Section 5-1-5.M of the City Code (Health, Sanitation and Environment – Public Nuisances) is hereby repealed in its entirety with subsequent sections renumbered accordingly.

**Section 3.** Section 5-2-3.H.3 of the City Code (Health, Sanitation and Environment – Property Maintenance) is hereby amended to read as follows.

3. Outlots and undeveloped parcels or lots shall comply with the following:
- a. ~~The An~~ outlot or parcel or lot not undeveloped parcel(s) with a principal use shall be planted with a seed mixture approved by the Zoning Administrator and maintained to prevent growth of noxious weeds prohibited by subsection D1 of this section.
- b. For an outlot, parcel, or lot ~~or undeveloped parcel(s)~~ not developed with a principal use consisting of:
- (1) A contiguous tract of less than one (1) acre shall be exempt from ~~subsection B3~~ section 5-2-3.B.3 of this section and shall be maintained to a height not to exceed twelve inches (12"); ~~provided, that a physical barrier exists to separate the parcel from adjacent properties.~~

(2) A contiguous tract of one (1) acre or more shall be exempt from ~~subsection B3~~section 5-2-3.B.3 of this section ~~if a physical barrier exists to separate the parcel from adjacent properties.~~

~~(3) A transition strip of land measuring ten feet (10') on that property that is maintained in compliance with subsection B3 of this section is required next to the abutting properties if a physical barrier separating the properties does not exist.~~

~~c. For the purposes of this chapter, a physical barrier shall meet one of the following criteria:~~

~~(1) The properties are separated by a public right of way, wetland, water body, floodplain, public open space, park, or other such similar publicly reserved and development restricted area with a minimum width of thirty feet (30') across its entire length.~~

~~(2) The abutting land use is a nonresidential use allowed in the district in which it is located.~~

~~d.~~ The Zoning Administrator may, at ~~his~~their discretion, provide additional exceptions from the requirements of ~~subsection B3~~section 5-2-3.B.3 of this section where the physical characteristics and conditions of the outlot, ~~or undeveloped parcel or lots(s) not developed with a principal use~~ make property maintenance prohibitive or where such actions may result in erosion.

**Section 4.** Title 9, Chapter 1 of the City Code (Building and Development) is hereby amended to add the following provisions with subsequent sections renumbered accordingly:

**9-1-4: CONSTRUCTION SITE MAINTENANCE.** Property owners and builders shall be responsible at all times for maintenance of construction sites for which a building permit has been issued in accordance with the following provisions:

1. For the purposes of this section, a construction site shall include the lot or parcel for which the building permit has been issued and any other lot(s) or parcel(s) either under common ownership and/or within the same preliminary plat.

2. All debris, paper, construction material waste, scrap construction material, and other trash on the construction site shall be stored in a building or in a container so as to prohibit the waste from being scattered by wind or rain or accessed by rodents and other vermin.

3. Outdoor Storage:

a. All materials associated with the construction site, including equipment, shall be stored within the construction site.

b. Outdoor storage of materials associated with the construction site shall not obstruct access to the structure under construction or create a public safety hazard.

- c. Materials associated with the construction site shall not be stored within the public right-of-way.
- 4. Stockpiles of dirt, rock, gravel and a concrete wash out may be located within the construction site, subject to approval of the City Engineer.
- 5. Erosion control shall be installed and maintained in accordance with section title 6, chapter 9 of this code, subject to approval of the City Engineer.
- 6. All loading and unloading of materials and/or equipment is limited to the construction site and adjacent public right-of-way.
- 7. Use of portable toilets shall be allowed within the construction site, subject to approval of the City Engineer.
- 8. Damage to landscaping or other property on an abutting or adjacent property as a result of construction activities shall be replaced and restored to its original condition at the builder's or property owner's expense.
- 9. The construction site must be cleared of all debris in accordance with this section at the conclusion of each workday.

**Section 5.** Section 9-1-3.A.3 of the City Code (Building and Development) is hereby amended to read as follows:

- 3. No work shall be allowed on Sundays or the following official Federal holidays:
  - a. New Year's Day.
  - b. Memorial Day.
  - c. Independence Day.
  - d. Labor Day.
  - e. Thanksgiving Day.
  - f. Christmas Day.

**Section 6.** Section 9-1-3.C of the City Code (Building and Development) is hereby amended to read as follows:

- C. The building official may, in cases of emergency, grant permission to repair at any time when ~~he~~ finds they find that such repair work will not affect the health and safety of the persons in the vicinity.

**Section 7.** Section 10-8-3.D of the City Code (Subdivision Ordinance – Design Standards) is hereby amended to read as follows:

D. Sidewalks And Trails:

1. Pedestrian Movement: The subdivider shall provide for adequate pedestrian movement within the subdivision, along the subdivision, and to adjoining property which shall be provided in compliance with the Comprehensive Plan, policies established by the City Council, and this section.
2. Sidewalks:
  - a. Concrete sidewalks shall be constructed along one side of all local residential streets.
  - b. Concrete sidewalks shall be constructed along both sides of residential minor collector streets and commercial/industrial/institutional streets, except where a trail is determined to be required by the City.
  - c. ~~A sidewalk shall not be required along cul-de-sac streets unless necessary to provide access to a public park, open space, or other sidewalk or trail.~~
3. Trails: Trails shall be constructed along collector streets, arterial streets, and other roadways as designated by the Comprehensive Plan.
4. Cul-De-Sac Streets: A sidewalk or trail shall not be required to be constructed along cul-de-sac streets unless determined to be necessary by the City Council to provide access to a public park, open space, public school, other destination, or as part of the overall trail system.
45. Compliance: Construction of sidewalks or trails shall be in compliance with the specifications established by the Engineering Manual, subject to approval of the City Engineer.

**Section 8.** 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 9<sup>th</sup> day of March, 2026.

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

**CITY OF OTSEGO**

---

Jessica L. Stockamp, Mayor

ATTEST:

---

Audra Etzel, City Clerk

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

**ORDINANCE NO.: 2026-02**

**ORDINANCE AMENDING THE CITY CODE REGARDING CONSTRUCTION SITES AND SIDEWALKS.**

THE CITY COUNCIL OF THE CITY OF OTSEGO DOES HEREBY ORDAIN:

**Section 1.** Section 5-1-5.G of the City Code (Health, Sanitation and Environment – Public Nuisances) is hereby amended to read as follows:

- G. Accumulations Attracting Vermin And Pests: Accumulations in the open of broken or unused metal, wood, lumber, cement, electrical fixtures, plumbing fixtures, building materials (but excluding building materials awaiting use and stored for a reasonable period of time as determined by the Zoning Administrator for or necessary for construction of an allowed use or an improvement presently in progress on the same premises or a construction site regulated by Section 9-1-4 of this code, discarded or unused machinery, household appliances, automobile bodies, trash, debris, rubbish, or other material; in a manner conducive to the harboring of rats, mice, snakes, or other vermin, or the rank growth of vegetation in violation of this code among the items so accumulated, or items accumulated in a manner creating fire, health, or safety hazards.

**Section 2.** Section 5-1-5.M of the City Code (Health, Sanitation and Environment – Public Nuisances) is hereby repealed in its entirety with subsequent sections renumbered accordingly.

**Section 3.** Section 5-2-3.H.3 of the City Code (Health, Sanitation and Environment – Property Maintenance) is hereby amended to read as follows.

3. Outlots and undeveloped parcels or lots shall comply with the following:
- a. An outlot or parcel or lot not developed with a principal use shall be planted with a seed mixture approved by the Zoning Administrator and maintained to prevent growth of noxious weeds prohibited by subsection D1 of this section.
  - b. For an outlot, parcel, or lot not developed with a principal use consisting of:
    - (1) A contiguous tract of less than one (1) acre shall be exempt from section 5-2-3.B.3 of this section and shall be maintained to a height not to exceed twelve inches (12").
    - (2) A contiguous tract of one (1) acre or more shall be exempt from section 5-2-3.B.3 of this section.
  - c. The Zoning Administrator may, at their discretion, provide additional exceptions from the requirements of section 5-2-3.B.3 of this section where the physical characteristics and conditions of the outlot, parcel or lots(s) not developed with

a principal use make property maintenance prohibitive or where such actions may result in erosion.

**Section 4.** Title 9, Chapter 1 of the City Code (Building and Development) is hereby amended to add the following provisions with subsequent sections renumbered accordingly:

**9-1-4: CONSTRUCTION SITE MAINTENANCE.** Property owners and builders shall be responsible at all times for maintenance of construction sites for which a building permit has been issued in accordance with the following provisions:

1. For the purposes of this section, a construction site shall include the lot or parcel for which the building permit has been issued and any other lot(s) or parcel(s) either under common ownership and/or within the same preliminary plat.
2. All debris, paper, construction material waste, scrap construction material, and other trash on the construction site shall be stored in a building or in a container so as to prohibit the waste from being scattered by wind or rain or accessed by rodents and other vermin.
3. Outdoor Storage:
  - a. All materials associated with the construction site, including equipment, shall be stored within the construction site.
  - b. Outdoor storage of materials associated with the construction site shall not obstruct access to the structure under construction or create a public safety hazard.
  - c. Materials associated with the construction site shall not be stored within the public right-of-way.
4. Stockpiles of dirt, rock, gravel and a concrete wash out may be located within the construction site, subject to approval of the City Engineer.
5. Erosion control shall be installed and maintained in accordance with section title 6, chapter 9 of this code, subject to approval of the City Engineer.
6. All loading and unloading of materials and/or equipment is limited to the construction site and adjacent public right-of-way.
7. Use of portable toilets shall be allowed within the construction site, subject to approval of the City Engineer.
8. Damage to landscaping or other property on an abutting or adjacent property as a result of construction activities shall be replaced and restored to its original condition at the builder's or property owner's expense.
9. The construction site must be cleared of all debris in accordance with this section at the conclusion of each workday.

**Section 5.** Section 9-1-3.A.3 of the City Code (Building and Development) is hereby amended to read as follows:

3. No work shall be allowed on Sundays or the following official Federal holidays-:
  - a. New Year's Day.
  - b. Memorial Day.
  - c. Independence Day.
  - d. Labor Day.
  - e. Thanksgiving Day.
  - f. Christmas Day.

**Section 6.** Section 9-1-3.C of the City Code (Building and Development) is hereby amended to read as follows:

- C. The building official may, in cases of emergency, grant permission to repair at any time when they find that such repair work will not affect the health and safety of the persons in the vicinity.

**Section 7.** Section 10-8-3.D of the City Code (Subdivision Ordinance – Design Standards) is hereby amended to read as follows:

- D. Sidewalks And Trails:
  1. Pedestrian Movement: The subdivider shall provide for adequate pedestrian movement within the subdivision, along the subdivision, and to adjoining property which shall be provided in compliance with the Comprehensive Plan, policies established by the City Council, and this section.
  2. Sidewalks:
    - a. Concrete sidewalks shall be constructed along one side of all local residential streets.
    - b. Concrete sidewalks shall be constructed along both sides of residential minor collector streets and commercial/industrial/institutional streets, except where a trail is determined to be required by the City.
  3. Trails: Trails shall be constructed along collector streets, arterial streets, and other roadways as designated by the Comprehensive Plan.
  4. Cul-De-Sac Streets: A sidewalk or trail shall not be required to be constructed along cul-de-sac streets unless determined to be necessary by the City Council to provide access to

a public park, open space, public school, other destination, or as part of the overall trail system.

5. Compliance: Construction of sidewalks or trails shall be in compliance with the specifications established by the Engineering Manual, subject to approval of the City Engineer.

**Section 8.** 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 9<sup>th</sup> day of March, 2026.

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

**CITY OF OTSEGO**

---

Jessica L. Stockamp, Mayor

ATTEST:

---

Audra Etzel, City Clerk

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

**SUMMARY OF ORDINANCE NO.: 2026-02**

**AN ORDINANCE AMENDING THE CITY CODE REGARDING CONSTRUCTION SITES AND SIDEWALKS.**

**NOTICE IS HEREBY GIVEN** that on March 9, 2026, Ordinance 2026-02 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 following sections of the City Code:

- Section 5-1-5: Public Nuisances
- Section 5-2-3: Property Maintenance
- Section 9-1-4: Construction Site Maintenance
- Section 10-8-3: Design Standards

**ADOPTED** by the Otsego City Council this 9<sup>th</sup> day of March, 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.

CITY OF OTSEGO  
COUNTY OF WRIGHT  
STATE OF MINNESOTA

RESOLUTION NO: 2026-17

AMENDING THE ENGINEERING MANUAL  
REGULATING CONSTRUCTION HOLIDAYS AND CONSTRUCTION SITES

WHEREAS, Section X.10 of the Engineering Manual establishes limits on construction hours; and

WHEREAS, the City has identified a need to revise the construction hours for consistency with the City Code and to better balance the need to complete work with the potential for negative impacts to adjacent land uses; and

WHEREAS, the proposed amendment includes a provision of facilities commonly in place within construction sites.

WHEREAS, said the City Council considered proposed amendments at its meeting on 9 March 2026.

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

1. Section X.10 of the Engineering Manual is hereby repealed in its entirety and revised to read as follows:

10. ~~Work shall not commence before 7:00 a.m. nor extend beyond 7:00 p.m. Monday through Friday. On Saturdays, the hours will be from 8:00 a.m. to 5:00 p.m. No work is to be done on Sundays without prior written authorization. Hours and days of work may be modified based on need. Use of portable toilets shall be allowed within the construction site, subject to approval of the City Engineer.~~

2. The Engineering Manual is hereby amended to add the following provisions:

**XI. Construction Hours.**

1. Grading, excavation, paving, other street and utility construction, or other activities related to private land development regulated by this engineering manual shall occur only between the following hours:

a. Monday through Friday: Seven o'clock (7:00) A.M. to seven o'clock (7:00) P.M.

b. Saturday: Eight o'clock (8:00) A.M. to five o'clock (5:00) P.M.

2. No work regulated by this engineering Manual shall be allowed on Sundays or the following official Federal holidays-:

a. New Year's Day.

b. Memorial Day.

c. Independence Day.

d. Labor Day.

e. Thanksgiving Day.

f. Christmas Day.

4. *The City Engineer may, in cases of emergency, grant permission to repair at any time when they find that such repair work will not affect the health and safety of the persons in the vicinity.*

*(remainder of page blank signatures follow)*

**ADOPTED** by the Otsego City Council this 9th day of March, 2026.

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

**CITY OF OTSEGO**

---

Jessica L. Stockamp, Mayor

ATTEST:

---

Audra Etzel, City Clerk



# Request for City Council Action

## DEPARTMENT INFORMATION

ORIGINATING DEPARTMENT	REQUESTOR:	MEETING DATE:
Administration	Assistant City Administrator/Human Resources Hille Information Technology Manager Boyd	March 9, 2026
PRESENTER(s)	REVIEWED BY:	ITEM #:
Consent	City Administrator/Finance Director Flaherty	3.9 – City Hall Workspace Improvements

## 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 accept a quote and authorize the City Hall Workspace Improvements.	
ARE YOU SEEKING APPROVAL OF A CONTRACT?	IS A PUBLIC HEARING REQUIRED?
No	No
BACKGROUND/JUSTIFICATION:	
<p>The City’s 2020 Strategic Plan (the Plan) included a strategic direction of Positioning for Growth. Within the Plan, a specific action item to budget for a facilities planning study was included. Following this strategic planning effort, the City Council requested proposals in the fall of 2020 for these services, and initiated a study in January 2021, completed by Wold Architects and Engineers.</p> <p>Upon completion of the study, and in alignment with the City’s 2022 Strategic Plan, the City Council moved forward in 2022 and 2023 with site evaluations and architectural design of City facilities to accommodate the recommendations included within the study. Upon completion of facility design, in December 2023, the City Council determined to not move forward with the construction phase of these facilities.</p> <p>Continuing with the strategic direction of Positioning for Growth, staff growth in the coming years necessitates the creation of additional workspaces within City Hall. Without construction of additional space, the best way to accommodate these additional workspaces is to re-evaluate current use of space and consideration of updating workspace furniture.</p> <p>The workspace furniture currently in City Hall is outdated and primarily retrofitted into the current spaces from when City Hall relocated to this building from the Prairie Center in 2012.</p> <p>City Staff had requested a 2026 budget amount of \$100,000 to update the workspaces in City Hall to add workspaces, which was approved and included within the Capital Improvement Plan. City staff have been reviewing and evaluating furniture providers to complete this project.</p>	

Attached is the proposal from Henricksen, who also worked on the Fire Station project, to provide and install new workstations. The proposed plans will include an additional six workstations and maintain a dedicated wellness room. The quote is under budget, at \$90,492.23.

The Capital Improvement Plan also includes an additional budgeted amount of \$36,692 to replace the carpet on the upper level of City Hall, which is original to the building construction. Staff obtained a quote from Lefebvre's Carpet that supported the budgeted amount and is currently being updated for 2026 pricing.

City staff is requesting approval to accept the quote for workstations, to replace the carpet, and for low-voltage wiring, electrical work, and any other miscellaneous costs to accommodate the addition of the workstations in an amount not to exceed the budgeted amount of \$136,692.

City staff will be coordinating these projects simultaneously for completion in the summer so that the improvements do not interfere with the upcoming primary and general elections later in 2026.

**SUPPORTING DOCUMENTS ATTACHED:**

- **Quote: Henricksen**

**POSSIBLE MOTION**

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

Motion to accept the quote from Henricksen in the amount of \$90,492.23 for procurement and installation of City Hall workstations and authorize City staff to coordinate the carpet replacement, low-voltage wiring, electrical work, and other miscellaneous costs associated with accommodating the improvements in an amount not to exceed \$136,692.

**BUDGET INFORMATION**

FUNDING:	BUDGETED:
Fund 439 – Building & Property Maintenance	Yes

Quote No.: **25101487**

Prepared For:

Deliver To:

**CITY OF OTSEGO**

**CITY HALL  
13400 90TH ST NE  
OTSEGO, MN 55330**

Updated: 3/4/2026  
Prepared By: L VOELKERS/ANDREWS (F  
Direct: 715.299.7141

A.ANDREWS@HENRICKSEN.COM

Line	Qty	Part Number	Description	Tag	Unit Price	Extended Price
1	1	A871136	Pass-Thru Harness w/Power Block 36W		\$65.95	\$65.95
		.P	Black			
2	1	A871248	Power Harness 48W		\$114.54	\$114.54
		.P	Black			
3	1	A873501	Ter/2.6/Align Duplex Receptacle Circuit 1		\$20.03	\$20.03
		.E9	Flint			
4	1	A873502	Ter/2.6/Align Duplex Receptacle Circuit 2		\$20.03	\$20.03
		.E9	Flint			
5	1	A876072	Base Infeed 6'Sealtight Cable		\$120.95	\$120.95
		.P	Black			
6	2	AJTRGH24	24" Cable Management Tray		\$32.84	\$65.68
		\$(P1)	P1 Paint Opts			
		.P02	Flint			
7	1	AP22PBKLH	22H (1.5H) Panel Bracket Kit LH		\$47.97	\$47.97
		\$(P1)	P1 Paint Opts			
		.P02	Flint			
8	1	TK05736WR	Structural Raceway Pnl Fr-No Top Trim 57.5Hx36W		\$134.03	\$134.03
		\$(P1)	P1 Paint Opts			
		.P02	Flint			
9	1	TK05748WR	Structural Raceway Pnl Fr-No Top Trim 57.5Hx48W		\$146.05	\$146.05
		\$(P1)	P1 Paint Opts			
		.P02	Flint			
10	1	TK357EF	E End Trim Flat ConnKit - 57.5"H base panel		\$41.92	\$41.92
		\$(P1)	P1 Paint Opts			

Line	Qty	Part Number	Description	Tag	Unit Price	Extended Price
		.P02	Flint			
11	1	TK357WF	W Flat Wall Mount Kit - 57.5" Length		\$68.89	\$68.89
		\$(P1) .P02	P1 Paint Opts Flint			
12	2	T52042SN	Primary 20Dx42W Flat Eg Lam w/o Grom		\$140.98	\$281.96
		\$(L1STD) .PINC .PI	Grd L1 Standard Laminates Pinnacle Pinnacle Walnut			
13	1	TK40784TGSF	7-1/2H x 84 W Flat Glass Panel Mntd Screen		\$467.25	\$467.25
		.GSM1 \$(P1) .P02	Smoked Glass P1 Paint Opts Flint			
14	2	TKG45736T	Ter Tackable Acoustic Tile 57.5H x 36W		\$98.26	\$196.52
		\$(A) .NBLE 43	Grd A Fab Noble Windy Day			
15	2	TKG45748T	Ter Tackable Acoustic Tile 57.5H x 48W		\$122.55	\$245.10
		\$(A) .NBLE 43	Grd A Fab Noble Windy Day			
16	2	A6REC2S2LCF	A6 2 Stage 2 Leg Rectangle C Foot		\$591.67	\$1,183.34
		\$(P1) .P02 .X .MEM	P1 Paint Opts Flint Standard Glide Memory Preset			
17	1	LKFE2MTS	Lock Core Kit Matte Silver -- 2 cores 2 keys		\$29.64	\$29.64
		\$(KEYNUM) .SEQ/ 113 .2	Key Number Key Number Sequence Start Key Number 113 2			
18	2	YPCP282418O	Align 28x24x18 Open Bookshelf Plinth		\$390.21	\$780.42
		.BX \$(P1) .P02 \$(P1) .NA	Recessed Plinth P1 Paint Opts Flint P1 Paint Opts Match Case			
19	2	AF5RS7230UD	72Wx30D (70Wx28D) Altitude Rect Worksurface		\$301.18	\$602.36
		.X \$(L1STD) .PINC .PI .GC P	Standard Wood Grd L1 Standard Laminates Pinnacle Pinnacle Walnut Grommet Center Oval Plastic			
20	2	YPPSP281518BBFM	Align Ped 28x15x18 BBF MetFront Plinth		\$314.26	\$628.52
		.BX	Recessed Plinth			

Line	Qty	Part Number	Description	Tag	Unit Price	Extended Price
		.S	Square			
		EL	Matte Silver			
		\$(P1)	P1 Paint Opts			
		.P02	Flint			
		\$(MATCH)	Match Case			
		.NA	Match Case			
		.X	Omit Lock			
21	2	WKPT501230LH	Approach Pull Out Tower 50H 30D Left Handed		\$1,225.80	\$2,451.60
		.X	Standard Wood			
		\$(L1STD)	Grd L1 Standard Laminates			
		.PINC	Pinnacle			
		PI	Pinnacle			
		\$(L1STD)	Grd L1 Standard Laminates			
		.PINC	Pinnacle			
		PI	Pinnacle			
		.SP	Square			
		EL	Matte Silver			
		.OMT	OMT Core to Ord key Alike			
		.LM16	Flint			
		E9	Flint			
22	2	HSLVTMM	Solve Task Mid Back Mesh Back		\$352.54	\$705.08
		.Y1	SynchroTilt w/ SeatSlide			
		.A	Height/Width Adjustable			
		.H	Hard Caster			
		.IM	4-Way Black			
		\$(1)	Grade 1 Uph			
		.EMP	Emphasis			
		01	Obsidian			
		.BL	Black Adjustable Lumbar			
		.SB	Standard Base			
		.T	Black			
23	3	AJTRGH24	24" Cable Management Tray		\$32.84	\$98.52
		\$(P1)	P1 Paint Opts			
		.P02	Flint			
24	1	AP22PBKLH	22H (1.5H) Panel Bracket Kit LH		\$47.97	\$47.97
		\$(P1)	P1 Paint Opts			
		.P02	Flint			
25	2	AP22PBKRH	22H(1.5H) Panel Bracket Kit RH		\$47.97	\$95.94
		\$(P1)	P1 Paint Opts			
		.P02	Flint			
26	2	T6BK	Worksurface Bracket Kit		\$20.29	\$40.58
		\$(P1)	P1 Paint Opts			
		.P02	Flint			
27	1	TK04230WR	Structural Raceway Pnl Fr-No Top Trim 42 1/2Hx30W		\$117.21	\$117.21
		\$(P1)	P1 Paint Opts			
		.P02	Flint			
28	1	TK04248WR	Structural Raceway Pnl Fr-No Top Trim 42 1/2Hx48W		\$131.90	\$131.90
		\$(P1)	P1 Paint Opts			
		.P02	Flint			

Line	Qty	Part Number	Description	Tag	Unit Price	Extended Price
29	2	TK05730WR	Structural Raceway Pnl Fr-No Top Trim 57.5Hx30W		\$129.76	\$259.52
		\$(P1) .P02	P1 Paint Opts Flint			
30	2	TK05748WR	Structural Raceway Pnl Fr-No Top Trim 57.5Hx48W		\$146.05	\$292.10
		\$(P1) .P02	P1 Paint Opts Flint			
31	1	TK330PTFK	Flat Top Trim 30W w/clips		\$20.56	\$20.56
		\$(P1) .P02	P1 Paint Opts Flint			
32	1	TK342EF	E End Trim Flat ConnKit - 42"H base panel		\$35.24	\$35.24
		\$(P1) .P02	P1 Paint Opts Flint			
33	1	TK342WF	W Flat Wall Mount Kit - 42.5" Length		\$55.54	\$55.54
		\$(P1) .P02	P1 Paint Opts Flint			
34	1	TK348PTFK	Flat Top Trim 48W w/clips		\$29.10	\$29.10
		\$(P1) .P02	P1 Paint Opts Flint			
35	2	TK357EF	E End Trim Flat ConnKit - 57.5"H base panel		\$41.92	\$83.84
		\$(P1) .P02	P1 Paint Opts Flint			
36	2	TK357WF	W Flat Wall Mount Kit - 57.5" Length		\$68.89	\$137.78
		\$(P1) .P02	P1 Paint Opts Flint			
37	1	SPLA-ACC-SUPPORT	Custom Worksurface Support Panels		\$186.63	\$186.63
		.M375836 \$(P1) .P02	SPL Z350PE P1 Paint Opts Flint			
38	3	T52436SN	Primary 24Dx36W Flat Eg Lam w/o Grom		\$133.23	\$399.69
		\$(L1STD) .PINC .PI	Grd L1 Standard Laminates Pinnacle Pinnacle Walnut			
39	2	TK40778TGSF	7-1/2H x 78 W Flat Glass Panel Mntd Screen		\$437.88	\$875.76
		.GSM1 \$(P1) .P02	Smoked Glass P1 Paint Opts Flint			
40	2	TKG44230T	Ter Tackable Acoustic Tile 42H x 30W		\$64.88	\$129.76
		\$(A) .NBLE 43	Grd A FAB Noble Windy Day			

Line	Qty	Part Number	Description	Tag	Unit Price	Extended Price
41	2	TKG44248T	Ter Tackable Acoustic Tile 42H x 48W		\$87.84	\$175.68
		\$(A) .NBLE 43	Grd A FAB Noble Windy Day			
42	4	TKG45730T	Ter Tackable Acoustic Tile 57.5H x 30W		\$87.31	\$349.24
		\$(A) .NBLE 43	Grd A FAB Noble Windy Day			
43	4	TKG45748T	Ter Tackable Acoustic Tile 57.5H x 48W		\$122.55	\$490.20
		\$(A) .NBLE 43	Grd A Fab Noble Windy Day			
44	3	A6REC2S2LCF	A6 2 Stage 2 Leg Rectangle C Foot		\$591.67	\$1,775.01
		\$(P1) .P02 .X .MEM	P1 Paint Opts Flint Standard Glide Memory Preset			
45	1	LKFE2MSTS	Lock Core Kit Matte Silver -- 2 cores 2 keys		\$41.92	\$41.92
		\$(KEYNUM) .SEQ/ 104 .3	Key Number Key Number Sequence Start Key Number 104 3			
46	3	YPCP2824180	Align 28x24x18 Open Bookshelf Plinth		\$390.21	\$1,170.63
		.BX \$(P1) .P02 \$(P1) .NA	Recessed Plinth P1 Paint Opts Flint P1 Paint Opts Match Case			
47	3	AF5RS7230UD	72Wx30D (70Wx28D) Altitude Rect Worksurface		\$301.18	\$903.54
		.X \$(L1STD) .PINC .PI .GC P	Standard Wood Grd L1 Standard Laminates Pinnacle Pinnacle Walnut Grommet Center Oval Plastic			
48	3	YPPM271524BBFM	Align Ped 27x15x24 BBF MetFront Mobile		\$331.61	\$994.83
		.S EL \$(P1) .P02 \$(MATCH) .NA .X	Square Matte Silver P1 Paint Opts Flint Match Case Match Case Omit Lock			
49	1	WKPT501224LH	Approach Pull Out Tower 50H 24D Left Handed		\$1,094.17	\$1,094.17
		.X \$(L1STD) .PINC PI	Standard Wood Grd L1 Standard Laminates Pinnacle Pinnacle			

Line	Qty	Part Number	Description	Tag	Unit Price	Extended Price
		\$(L1STD) .PINC PI .SP EL .OMT .LM16 E9	Grd L1 Standard Laminates Pinnacle Pinnacle Square Matte Silver OMT Core to Ord key Alike Flint Flint			
50	2	WKPT501224RH	Approach Pull Out Tower 50H 24D Right Handed		\$1,094.17	\$2,188.34
		.X \$(L1STD) .PINC PI \$(L1STD) .PINC PI .SP EL .OMT .LM16 E9	Standard Wood Grd L1 Standard Laminates Pinnacle Pinnacle Grd L1 Standard Laminates Pinnacle Pinnacle Square Matte Silver OMT Core to Ord key Alike Flint Flint			
51	3	HSLVTMM	Solve Task Mid Back Mesh Back		\$352.54	\$1,057.62
		.Y1 .A .H .IM \$(1) .EMP 01 .BL .SB .T	SynchroTilt w/ SeatSlide Height/Width Adjustable Hard Caster 4-Way Black Grade 1 Uph Emphasis Obsidian Black Adjustable Lumbar Standard Base Black			
52	1	8989EB	Terr Ter Elec Mtg Brkt for Ports (12 pk)-Beltline		\$30.71	\$30.71
53	1	T612FB	Flat Bkt for 12D W/S		\$19.49	\$19.49
54	7	TKSK30	Ter 30W Segment Kit		\$8.81	\$61.67
55	6	TKSK42	Ter 42W Segment Kit		\$10.15	\$60.90
56	1	870565	Integrated Power Pole for Terr Ter 65-95"H		\$131.63	\$131.63
		.P02	Flint			
57	1	A871030	Pass-Thru Cable w/o Power Block 30W		\$60.34	\$60.34
		.P	Black			
58	1	A871230	Power Harness 30W		\$107.60	\$107.60
		.P	Black			
59	1	A871236	Power Harness 36W		\$107.60	\$107.60
		.P	Black			

Line	Qty	Part Number	Description	Tag	Unit Price	Extended Price
60	4	A871236	Power Harness 36W		\$107.60	\$430.40
		.P	Black			
61	1	A871242	Power Harness 42W		\$114.54	\$114.54
		.P	Black			
62	1	A871248	Power Harness 48W		\$114.54	\$114.54
		.P	Black			
63	4	A871248	Power Harness 48W		\$114.54	\$458.16
		.P	Black			
64	1	A871272	Optimize 72W 4 Circuit		\$114.81	\$114.81
		.P	Black			
65	1	A8713108	Jumper Cable 108W		\$139.11	\$139.11
		.P	Black			
66	1	A871912	Ceiling Electrical In-Feed Cable 12' Flex Cable		\$123.62	\$123.62
		.P	Black			
67	6	A873501	Ter/2.6/Align Duplex Receptacle Circuit 1		\$20.03	\$120.18
		.E9	Flint			
68	1	A873501	Ter/2.6/Align Duplex Receptacle Circuit 1		\$20.03	\$20.03
		.E9	Flint			
69	6	A873502	Ter/2.6/Align Duplex Receptacle Circuit 2		\$20.03	\$120.18
		.E9	Flint			
70	1	A873502	Ter/2.6/Align Duplex Receptacle Circuit 2		\$20.03	\$20.03
		.E9	Flint			
71	1	870230NF	IntegratdPwrPole FlatTrim/ConnKit Terrace30W Pnl		\$77.70	\$77.70
		\$(P1) .P02	P1 Paint Opts Flint			
72	6	AJTRGH24	24" Cable Management Tray		\$32.84	\$197.04
		\$(P1) .P02	P1 Paint Opts Flint			
73	3	AP22PBKLH	22H (1.5H) Panel Bracket Kit LH		\$47.97	\$143.91
		\$(P1) .P02	P1 Paint Opts Flint			

Line	Qty	Part Number	Description	Tag	Unit Price	Extended Price
74	3	AP22PBKRH	22H(1.5H) Panel Bracket Kit RH		\$47.97	\$143.91
		\$(P1) .P02	P1 Paint Opts Flint			
75	3	T6CB18L	Cantilever Bracket 18D LH Terrace		\$21.36	\$64.08
		\$(P1) .P02	P1 Paint Opts Flint			
76	3	T6CB18R	Cantilever Bracket 18D RH Terrace		\$21.36	\$64.08
		\$(P1) .P02	P1 Paint Opts Flint			
77	1	T6CB24L	Cantilever Bracket 24D LH Terrace		\$23.23	\$23.23
		\$(P1) .P02	P1 Paint Opts Flint			
78	2	T6CB24R	Cantilever Bracket 24D RH Terrace		\$23.23	\$46.46
		\$(P1) .P02	P1 Paint Opts Flint			
79	8	TK05736WR	Structural Raceway Pnl Fr-No Top Trim 57.5Hx36W		\$134.03	\$1,072.24
		\$(P1) .P02	P1 Paint Opts Flint			
80	8	TK05748WR	Structural Raceway Pnl Fr-No Top Trim 57.5Hx48W		\$146.05	\$1,168.40
		\$(P1) .P02	P1 Paint Opts Flint			
81	4	TK06530WR	Structural Raceway Pnl Fr-No Top Trim 65Hx30W		\$132.97	\$531.88
		\$(P1) .P02	P1 Paint Opts Flint			
82	3	TK06542WR	Structural Raceway Pnl Fr-No Top Trim 65Hx42W		\$142.31	\$426.93
		\$(P1) .P02	P1 Paint Opts Flint			
83	2	TK307HF	High/Low Flat Connector Kit - 7"H		\$26.70	\$53.40
		\$(P1) .P02	P1 Paint Opts Flint			
84	3	TK307SF	S ExtendStraightFlat ConnKit 7H stack/segment		\$51.80	\$155.40
		\$(P1) .P02	P1 Paint Opts Flint			
85	3	TK330PTFK	Flat Top Trim 30W w/clips		\$20.56	\$61.68
		\$(P1) .P02	P1 Paint Opts Flint			
86	3	TK342PTFK	Flat Top Trim 42W w/clips		\$26.97	\$80.91

Line	Qty	Part Number	Description	Tag	Unit Price	Extended Price
		\$(P1) .P02	P1 Paint Opts Flint			
87	8	TK357EF	E End Trim Flat ConnKit - 57.5"H base panel		\$41.92	\$335.36
		\$(P1) .P02	P1 Paint Opts Flint			
88	1	TK357LF	L 90-degree Flat ConnKit - 57.5"H base panel		\$69.95	\$69.95
		\$(P1) .P02	P1 Paint Opts Flint			
89	2	TK357TF	T 3-way Flat Connector Kit - 57.5"H base panel		\$69.95	\$139.90
		\$(P1) .P02	P1 Paint Opts Flint			
90	2	TK357XF	X4-way Flat Connector Kit - 57.5"H base panel		\$67.02	\$134.04
		\$(P1) .P02	P1 Paint Opts Flint			
91	5	T52042SN	Primary 20Dx42W Flat Eg Lam w/o Grom		\$140.98	\$704.90
		\$(L1STD) .PINC .PI	Grd L1 Standard Laminates Pinnacle Pinnacle Walnut			
92	8	TK40784TGSF	7-1/2H x 84 W Flat Glass Panel Mntd Screen		\$467.25	\$3,738.00
		.GSM1 \$(P1) .P02	Smoked Glass P1 Paint Opts Flint			
93	7	TKG41530T	Ter Tackable Acoustic Tile 15H x 30W		\$34.44	\$241.08
		\$(A) .NBLE 29	Grd A FAB Noble Dusted Sage			
94	6	TKG41542T	Ter Tackable Acoustic Tile 15H x 42W		\$40.05	\$240.30
		\$(A) .NBLE 29	Grd A FAB Noble Dusted Sage			
95	7	TKG45030T	Ter Tackable Acoustic Tile 50H x 30W		\$74.23	\$519.61
		\$(A) .NBLE 43	Grd A FAB Noble Windy Day			
96	6	TKG45042T	Ter Tackable Acoustic Tile 50H x 42W		\$97.46	\$584.76
		\$(A) .NBLE 43	Grd A FAB Noble Windy Day			
97	15	TKG45736T	Ter Tackable Acoustic Tile 57.5H x 36W		\$98.26	\$1,473.90
		\$(A) .NBLE 43	Grd A Fab Noble Windy Day			

Line	Qty	Part Number	Description	Tag	Unit Price	Extended Price
98	15	TKG45748T	Ter Tackable Acoustic Tile 57.5H x 48W		\$122.55	\$1,838.25
		\$(A) .NBLE 43	Grd A Fab Noble Windy Day			
99	1	TKG46530T	Ter Tackable Acoustic Tile 65H x 30W		\$94.25	\$94.25
		\$(A) .NBLE 43	Grd A FAB Noble Windy Day			
100	6	A6REC2S2LCF	A6 2 Stage 2 Leg Rectangle C Foot		\$591.67	\$3,550.02
		\$(P1) .P02 .X .MEM	P1 Paint Opts Flint Standard Glide Memory Preset			
101	1	LKFE2MTS	Lock Core Kit Matte Silver -- 2 cores 2 keys		\$78.77	\$78.77
		\$(KEYNUM) .X107 .6	Key Number Key Number 107 6			
102	1	T52484S	Primary 24Dx84W Flat Eg Lam w/Grommets		\$305.18	\$305.18
		\$(L1STD) .PINC .PI .P	Grd L1 Standard Laminates Pinnacle Pinnacle Walnut Plastic Grommet			
103	1	TKG45736E	TerTer TackableAcoustic PortedTile 57.5Hx36W		\$116.15	\$116.15
		\$(A) .NBLE 43 .E9	Grd A Fab Noble Windy Day Flint			
104	1	TKG45748E	TerTer TackableAcoustic PortedTile 57.5Hx48W		\$140.18	\$140.18
		\$(A) .NBLE 43 .E9	Grd A Fab Noble Windy Day Flint			
105	6	YPCP282418O	Align 28x24x18 Open Bookshelf Plinth		\$390.21	\$2,341.26
		.BX \$(P1) .P02 \$(P1) .NA	Recessed Plinth P1 Paint Opts Flint P1 Paint Opts Match Case			
106	1	9120R6024	Spcl Size 48-1/8-60Wx18-1/8-24D Flat Eg		\$267.27	\$267.27
		.GO \$(L1STD) .PINC .PI .500W X200D	No grom Grd L1 Standard Laminates Pinnacle Pinnacle Walnut 50" W 20" Depth			
107	6	AF5RS7230UD	72Wx30D (70Wx28D) Altitude Rect Worksurface		\$301.18	\$1,807.08

Line	Qty	Part Number	Description	Tag	Unit Price	Extended Price
		.X \$(L1STD) .PINC .PI .GC P	Standard Wood Grd L1 Standard Laminates Pinnacle Pinnacle Walnut Grommet Center Oval Plastic			
108	6	YPPSP281518BBFM	Align Ped 28x15x18 BBF MetFront Plinth		\$314.26	\$1,885.56
		.BX .S EL \$(P1) .P02 \$(MATCH) .NA .X	Recessed Plinth Square Matte Silver P1 Paint Opts Flint Match Case Match Case Omit Lock			
109	3	WKPT501230LH	Approach Pull Out Tower 50H 30D Left Handed		\$1,225.80	\$3,677.40
		.X \$(L1STD) .PINC PI \$(L1STD) .PINC PI .SP EL .OMT .LM16 E9	Standard Wood Grd L1 Standard Laminates Pinnacle Pinnacle Grd L1 Standard Laminates Pinnacle Pinnacle Square Matte Silver OMT Core to Ord key Alike Flint Flint			
110	3	WKPT501230RH	Approach Pull Out Tower 50H 30D Right Handed		\$1,225.80	\$3,677.40
		.X \$(L1STD) .PINC PI \$(L1STD) .PINC PI .SP EL .OMT .LM16 E9	Standard Wood Grd L1 Standard Laminates Pinnacle Pinnacle Grd L1 Standard Laminates Pinnacle Pinnacle Square Matte Silver OMT Core to Ord key Alike Flint Flint			
111	1	HCT42ST	Arrange Cafe Hght T-legs for 24D Srfc - 2 bases		\$478.19	\$478.19
		\$(P1) .P7A	P1 Paint Opts Textured Charcoal			
112	1	HCTRECT2472	Arrange Table 24" x 72" Rectangle Top		\$265.07	\$265.07
		.N \$(L1STD) .PINC .PINC	No Grommet Grd L1 Standard Laminates Pinnacle Pinnacle			
113	6	HSLVTMM	Solve Task Mid Back Mesh Back		\$352.54	\$2,115.24
		.Y1 .A .H .IM \$(1) .EMP 01	SynchroTilt w/ SeatSlide Height/Width Adjustable Hard Caster 4-Way Black Grade 1 Uph Emphasis Obsidian			

Line	Qty	Part Number	Description	Tag	Unit Price	Extended Price
		.BL .SB .T	Black Adjustable Lumbar Standard Base Black			
114	1	ALED31U	31" Undercabinet LED Light w/ Power Supply		\$431.47	\$431.47
115	1	AJTRGH24	24" Cable Management Tray		\$32.84	\$32.84
		\$(P1) .P02	P1 Paint Opts Flint			
116	1	CEP1129F	Freestanding 11DX29-1/2H End Pnl Sup		\$76.36	\$76.36
		\$(P1) .P02	P1 Paint Opts Flint			
117	1	T52042SN	Primary 20Dx42W Flat Eg Lam w/o Grom		\$140.98	\$140.98
		\$(L1STD) .PINC .PI	Grd L1 Standard Laminates Pinnacle Pinnacle Walnut			
118	1	WKTKFT4H42-FA	Appr Tackzn 30H 42W Fab Tkbrd Fil Hgt		\$173.28	\$173.28
		\$(A) .NBLE 43	Grade A Fab Noble Windy Day			
119	1	A6REC2S2LTF	A6 2 Stage 2 Leg Rectangle T Foot		\$591.67	\$591.67
		\$(P1) .P02 .X .MEM	P1 Paint Opts Flint Standard Glide Memory Preset			
120	1	ELF830NS	Ess Lat 30W 28H 2-12" Drws Sq Pull		\$466.32	\$466.32
		\$(P1) .P02 .EL .OMT	P1 Paint Opts Flint Matte Silver OMT Core to Ord key Alike			
121	1	LKFE3MTS	Lock Core Kit Matte Silver -- 3 cores 2 keys		\$25.10	\$25.10
		\$(KEYNUM) .X103 .1	Key Number Key Number 103 1			
122	1	WKFS42	Approach Floating Shelf 42W		\$387.15	\$387.15
		.X \$(L1STD) .PINC PI	Standard Wood Grd L1 Standard Laminates Pinnacle Pinnacle			
123	1	AF5RS6030D	60Wx30D Rect Lam FlatEdge WorkSurface w Stiffener		\$260.06	\$260.06
		\$(L1STD) .PINC .PI .GC P	Grd L1 Standard Laminates Pinnacle Pinnacle Walnut Center Grommet Plastic Grommet			

Line	Qty	Part Number	Description	Tag	Unit Price	Extended Price
124	1	ALS1342MPD	13" H x 42" W Modesty Lam		\$134.84	\$134.84
		.X	Non-FSC Wood			
		\$(L1STD)	Grd L1 Standard Laminates			
		.PINC	Pinnacle			
		.PI	Pinnacle			
		.VLG	HorizntlGrain and SolidLamOnly			
		.P	Black			
125	1	YPCFP283018BBFM	Align 28x30x18 B/B/F Pers File Plinth MetFront		\$608.09	\$608.09
		.BX	Recessed Plinth			
		.S	Square			
		EL	Matte Silver			
		\$(P1)	P1 Paint Opts			
		.P02	Flint			
		\$(MATCH)	Match Case			
		.NA	Match Case			
		.X	Omit Lock			
126	1	YPWP651224LM	Align 65x12x24 LH Wardrobe MetFront Plinth		\$750.40	\$750.40
		.BX	Recessed Plinth			
		.S	Square			
		EL	Matte Silver			
		\$(P1)	P1 Paint Opts			
		.P02	Flint			
		\$(MATCH)	Match Case			
		.NA	Match Case			
		.X	Omit Lock			
127	1	HMN2	Motivate Nest/Stack Chair-Flex Bck-Uph Seat		\$353.42	\$353.42
		.N	No Arm			
		.H	Hard			
		.IM	4-Way Black			
		.ON	Onyx			
		\$(1)	Grade 1 Uph			
		.SNBLE	Noble Seating			
		29	Dusted Sage			
		.P095	Sage			
128	1	HSLVTMM	Solve Task Mid Back Mesh Back		\$352.54	\$352.54
		.Y1	SynchroTilt w/ SeatSlide			
		.A	Height/Width Adjustable			
		.H	Hard Caster			
		.IM	4-Way Black			
		\$(1)	Grade 1 Uph			
		.EMP	Emphasis			
		01	Obsidian			
		.BL	Black Adjustable Lumbar			
		.SB	Standard Base			
		.T	Black			
129	1	ALED31U	31" Undercabinet LED Light w/ Power Supply		\$431.47	\$431.47
130	1	AJTRGH24	24" Cable Management Tray		\$32.84	\$32.84
		\$(P1)	P1 Paint Opts			
		.P02	Flint			
131	1	CDG	Gussets (1 Pr)		\$53.13	\$53.13
		\$(P1)	P1 Paint Opts			
		.P02	Flint			

Line	Qty	Part Number	Description	Tag	Unit Price	Extended Price
132	1	CEP1129F	Freestanding 11DX29-1/2H End Pnl Sup		\$76.36	\$76.36
		\$(P1) .P02	P1 Paint Opts Flint			
133	1	T52442SN	Primary 24Dx42W Flat Eg Lam w/o Grom		\$148.72	\$148.72
		\$(L1STD) .PINC .PI	Grd L1 Standard Laminates Pinnacle Pinnacle Walnut			
134	1	WKTKFT4H42-FA	Appr Tackzn 30H 42W Fab Tkbrd Fil Hgt		\$173.28	\$173.28
		\$(A) .NBLE 43	Grade A Fab Noble Windy Day			
135	1	A6REC2S2LTF	A6 2 Stage 2 Leg Rectangle T Foot		\$591.67	\$591.67
		\$(P1) .P02 .X .MEM	P1 Paint Opts Flint Standard Glide Memory Preset			
136	1	ECF530NS	Ess Combination 64-1/4Hx30W File No Drs Sq		\$919.76	\$919.76
		\$(P1) .P02 .EL .OMT	P1 Paint Opts Flint Matte Silver OMT Core to Ord key Alike			
137	1	LKFE3MTS	Lock Core Kit Matte Silver -- 3 cores 2 keys		\$25.10	\$25.10
		\$(KEYNUM) .X101 .1	Key Number Key Number 101 1			
138	1	WKFS42	Approach Floating Shelf 42W		\$387.15	\$387.15
		.X \$(L1STD) .PINC PI	Standard Wood Grd L1 Standard Laminates Pinnacle Pinnacle			
139	1	AF5RS7230D	72Wx30D Rect Lam Flat Edge Single Surface		\$282.75	\$282.75
		\$(L1STD) .PINC .PI .GC P	Grd L1 Standard Laminates Pinnacle Pinnacle Walnut Center Grommet Plastic Grommet			
140	1	ALS1354MPD	13" H x 54" W Modesty Lam		\$158.33	\$158.33
		.X \$(L1STD) .PINC .PI .VLG .P	Non-FSC Wood Grd L1 Standard Laminates Pinnacle Pinnacle HorizntlGrain and SolidLamOnly Black			
141	1	WKEPFNJ2830-HS	Apr 30D Ht Adj Shroud Non-handed		\$294.77	\$294.77
		.X	Standard Wood			

Line	Qty	Part Number	Description	Tag	Unit Price	Extended Price
		\$(L1STD) .PINC PI \$(P1) .P02	Grd L1 Standard Laminates Pinnacle Pinnacle P1 Paint Opts Flint			
142	1	YPFPCP283018BBFM	Align 28x30x18 B/B/F Pers File Plinth MetFront		\$608.09	\$608.09
		.BX .S EL \$(P1) .P02 \$(MATCH) .NA .X	Recessed Plinth Square Matte Silver P1 Paint Opts Flint Match Case Match Case Omit Lock			
143	1	YPWP651224RM	Align 65x12x24 RH Wardrobe MetFront Plinth		\$750.40	\$750.40
		.BX .S EL \$(P1) .P02 \$(MATCH) .NA .X	Recessed Plinth Square Matte Silver P1 Paint Opts Flint Match Case Match Case Omit Lock			
144	1	HSLVTMM	Solve Task Mid Back Mesh Back		\$352.54	\$352.54
		.Y1 .A .H .IM \$(1) .EMP 01 .BL .SB .T	SynchroTilt w/ SeatSlide Height/Width Adjustable Hard Caster 4-Way Black Grade 1 Uph Emphasis Obsidian Black Adjustable Lumbar Standard Base Black			
145	1	ALED31U	31" Undercabinet LED Light w/ Power Supply		\$431.47	\$431.47
146	1	AJTRGH24	24" Cable Management Tray		\$32.84	\$32.84
		\$(P1) .P02	P1 Paint Opts Flint			
147	1	CDG	Gussets (1 Pr)		\$53.13	\$53.13
		\$(P1) .P02	P1 Paint Opts Flint			
148	1	CEP1129F	Freestanding 11DX29-1/2H End Pnl Sup		\$76.36	\$76.36
		\$(P1) .P02	P1 Paint Opts Flint			
149	1	T52442SN	Primary 24Dx42W Flat Eg Lam w/o Grom		\$148.72	\$148.72
		\$(L1STD) .PINC .PI	Grd L1 Standard Laminates Pinnacle Pinnacle Walnut			

Line	Qty	Part Number	Description	Tag	Unit Price	Extended Price
150	1	WKTKFT4H42-FA	Appr Tackzn 30H 42W Fab Tkbrd Fil Hgt		\$173.28	\$173.28
		\$(A) .NBLE 43	Grade A Fab Noble Windy Day			
151	1	A6REC2S2LTF	A6 2 Stage 2 Leg Rectangle T Foot		\$591.67	\$591.67
		\$(P1) .P02 .X .MEM	P1 Paint Opts Flint Standard Glide Memory Preset			
152	1	LKFE2MSTS	Lock Core Kit Matte Silver -- 2 cores 2 keys		\$16.82	\$16.82
		\$(KEYNUM) .X102 .1	Key Number Key Number 102 1			
153	1	WKFS42	Approach Floating Shelf 42W		\$387.15	\$387.15
		.X \$(L1STD) .PINC PI	Standard Wood Grd L1 Standard Laminates Pinnacle Pinnacle			
154	1	AF5RS7230D	72Wx30D Rect Lam Flat Edge Single Surface		\$282.75	\$282.75
		\$(L1STD) .PINC .PI .GC P	Grd L1 Standard Laminates Pinnacle Pinnacle Walnut Center Grommet Plastic Grommet			
155	1	ALS1354MPD	13" H x 54" W Modesty Lam		\$158.33	\$158.33
		.X \$(L1STD) .PINC .PI .VLG .P	Non-FSC Wood Grd L1 Standard Laminates Pinnacle Pinnacle HorizntlGrain and SolidLamOnly Black			
156	1	WKEPFNJ2830-HS	Apr 30D Ht Adj Shroud Non-handed		\$294.77	\$294.77
		.X \$(L1STD) .PINC PI \$(P1) .P02	Standard Wood Grd L1 Standard Laminates Pinnacle Pinnacle P1 Paint Opts Flint			
157	1	YPFCP283018BBFM	Align 28x30x18 B/B/F Pers File Plinth MetFront		\$608.09	\$608.09
		.BX .S EL \$(P1) .P02 \$(MATCH) .NA .X	Recessed Plinth Square Matte Silver P1 Paint Opts Flint Match Case Match Case Omit Lock			
158	1	YPWP651224LM	Align 65x12x24 LH Wardrobe MetFront Plinth		\$750.40	\$750.40
		.BX	Recessed Plinth			

Line	Qty	Part Number	Description	Tag	Unit Price	Extended Price
		.S EL \$(P1) .P02 \$(MATCH) .NA .X	Square Matte Silver P1 Paint Opts Flint Match Case Match Case Omit Lock			
159	2	HMN2	Motivate Nest/Stack Chair-Flex Bck-Uph Seat		\$353.42	\$706.84
		.N .H .IM .ON \$(1) .SNBLE 29 .P095	No Arm Hard 4-Way Black Onyx Grade 1 Uph Noble Seating Dusted Sage Sage			
160	1	HSLVTMM	Solve Task Mid Back Mesh Back		\$352.54	\$352.54
		.Y1 .A .H .IM \$(1) .EMP 01 .BL .SB .T	SynchroTilt w/ SeatSlide Height/Width Adjustable Hard Caster 4-Way Black Grade 1 Uph Emphasis Obsidian Black Adjustable Lumbar Standard Base Black			
161	1	AMKF22	Master Key		\$8.54	\$8.54
		.X	No Color Choice			
162	1	AJTRGH24	24" Cable Management Tray		\$32.84	\$32.84
		\$(P1) .P02	P1 Paint Opts Flint			
163	2	AMPTPR29M	Structure Round Pedestal Base Med. Seated Height		\$352.54	\$705.08
		\$(P1) .P7A	P1 Paint Grade Textured Flint			
164	1	AMPTLF3672CH	Structure 36x72 Chevron Top Lam - Sqr Edge		\$425.78	\$425.78
		.X \$(L1STD) .PINC .PI .CO	Standard Wood Grd L1 Standard Laminates Pinnacle Pinnacle Walnut No Cutout			
165	1	HMAVMAMF	MAV Single Lounge Mid Back Arms Multi-Fab		\$1,220.11	\$1,220.11
		\$(8) .SMOMCRV 72 \$(1) .SNBLE 29 .4S P7A	Grade 8 Uph Caravan Shore Grade 1 Uph Noble Seating Dusted Sage Four Star Textured Charcoal			
166	2	HSLVTMM	Solve Task Mid Back Mesh Back		\$352.54	\$705.08

Line	Qty	Part Number	Description	Tag	Unit Price	Extended Price
		.Y1	SynchroTilt w/ SeatSlide			
		.A	Height/Width Adjustable			
		.H	Hard Caster			
		.IM	4-Way Black			
		\$(1)	Grade 1 Uph			
		.EMP	Emphasis			
		01	Obsidian			
		.BL	Black Adjustable Lumbar			
		.SB	Standard Base			
		.T	Black			
167	1	44N1822PURALLP	MARIBEN,18DX22W,PULL UP TABLE,RECTANGLE,ADJUSTABLE HGT,TFL		\$731.25	\$731.25
		STD	STANDARD LAMINATE			
		792	SABLE			
		501	PLATINUM METALLIC			
		461	GRAPHITE			
168	1				\$0.00	\$0.00
169	1		PM/Design		\$2,610.00	\$2,610.00
170	1	INSTALL	Installation		\$9,735.00	\$9,735.00
			Estimated Sales Tax		\$0.00	\$0.00
			<b>GRAND TOTAL</b>			<b>\$90,492.23</b>

Approved By: \_\_\_\_\_

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

**PLEASE REMIT WITH COPY OF YOUR PURCHASE ORDER**

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

All items are special order and cannot be changed, cancelled or returned once factory production runs have closed. Installation to occur during regular business hours unless otherwise specified. Site to be accessible by commercial vehicles, free of obstacles & debris and subject to inspection and approval by Henricksen PSG. Construction punchlist to be completed before furniture is delivered and installed. Installation of modular electrical components to be performed by licensed electrician and not included in this proposal unless otherwise specified. Any existing furniture to be removed from areas designated to receive new furniture prior to delivery/installation of new furniture. Handling of existing furniture not included in this proposal unless otherwise specified.



# Request for City Council Action

## DEPARTMENT INFORMATION

ORIGINATING DEPARTMENT	REQUESTOR:	MEETING DATE:
Public Works	City Engineer Wagner	March 9, 2026
PRESENTER(s)	REVIEWED BY:	ITEM #:
Consent	City Administrator/Finance Director Flaherty	3.10 – MSA Streets

## 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 resolutions for revisions to the Municipal State Aid Routes.	
ARE YOU SEEKING APPROVAL OF A CONTRACT?	IS A PUBLIC HEARING REQUIRED?
No	No
BACKGROUND/JUSTIFICATION:	
<p>Over the last couple years, the City has added new streets to the system via new private developments and municipal improvement projects. The City is allowed to establish up to 20% of their total street mileage as Municipal State Aid (MSA) routes. Once a route is established as an MSA route it generates Construction Needs money for the City. State Aid money is distributed among all MSA cities based on 50% of the prorated share of each City’s population and 50% of each City’s prorated Construction Needs.</p> <p>An Annual Certificate of Mileage is submitted in January, for the previous year. This certification requires the City Engineer to certify the total mileage of streets within the City. This certification designates the next year’s MSA Needs mileage. For 2026, Otsego is allowed to designate 29.15 miles of street as MSA. Currently only 28.77 miles are being used resulting in 0.38 miles waiting for designation. Typically, the goal of designating a route as MSA is to generate the maximum amount of Needs for the City. Streets with higher traffic volumes will generate more Needs but a non-existing future street route will also generate Needs, just to a lesser extent. Both ends of an MSA route must connect to another MSA route, or County State Aid Highway (CSAH) to be a valid route.</p> <p>The following are the proposed revisions the current MSA system to designate the unused portion of 0.38 miles of Needs:</p>	

Route #	Resolution #	Street	Segment	Length (Miles)
<b>Roads Revoked from MSAS</b>				
125	2026-18	Parkview Avenue	87 <sup>th</sup> Street NE to 85 <sup>th</sup> Street NE	0.19
102	2026-18	Nashua Avenue	85 <sup>th</sup> Street to CSAH 38	1.47
				1.66 miles
<b>Roads Added to MSAS</b>				
102	2026-19	Nashua Avenue	CSAH 38 to County Road 137	1.07
110	2026-19	Randolph Avenue	65 <sup>th</sup> Street NE to CSAH 36	0.94
				2.01 miles
				<b>(+) 2026 Certified Available Mileage</b>
				<b>0.38</b>
				<b>(+) Totals Miles Revoked/Shortened</b>
				<b>+ 1.66</b>
				<b>(-) Total Miles Added</b>
				<b>- 2.01</b>
				<b>(-) Remaining Available Mileage</b>
				<b>0.03</b>

A portion of Nashua Avenue and a portion of Parkview Avenue are being removed from the MSAS system to provide sufficient mileage for the additions to the MSAS system.

The cities of Otsego and St. Michael have planned to connect Nashua and Naber Avenues in advance of the Naber Avenue interchange at I-94. Both Cities will have to coordinate the addition of this section to their system's needs. The City Engineer Ronald Wagner (Otsego) and Steve Bot (St. Michael) have been in communication and are in agreement regarding this change.

Attached are resolutions and a Municipal State Aid Map showing the proposed locations of the new Municipal State Aid street.

**SUPPORTING DOCUMENTS ATTACHED:**

- **Proposed 2026 MSA Street Plan**
- **Resolution 2026-18**
- **Resolution 2026-19**

**POSSIBLE MOTION**

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

Motion to adopt Resolution 2026-18 Revoking Municipal State Aid Streets; and to adopt Resolution 2026-19 Establishing Municipal State Aid Streets.

**BUDGET INFORMATION**

FUNDING:	BUDGETED:
N/A	N/A



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

**RESOLUTION NO: 2026-18**

**REVOKING MUNICIPAL STATE AID STREETS**

**WHEREAS**, it appears to the City Council of the City of Otsego that the streets hereinafter described should be revoked as Municipal State Aid Streets under the provisions of Minnesota Law.

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

That the roads described as follows, to-wit:

Parkview Avenue (from 87th Street NE to 85th Street NE)  
Nashua Avenue (from 85th Street to CSAH 38)

be, and hereby revoked as Municipal State Aid Streets of said City subject to the approval of the Commissioner of Transportation of the State of Minnesota.

**BE IT FURTHER RESOLVED**, that the City Clerk is hereby authorized and directed to forward two certified copies of this resolution to the Commissioner of Transportation for consideration.

**ADOPTED** by the Otsego City Council this 9<sup>th</sup> day of March, 2026.

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

**CITY OF OTSEGO**

\_\_\_\_\_  
Jessica L. Stockamp, Mayor

ATTEST:

\_\_\_\_\_  
Audra Etzel, City Clerk

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

**RESOLUTION NO: 2026-19**

**ESTABLISHING MUNICIPAL STATE AID STREETS**

**WHEREAS**, it appears to the City Council of the City of Otsego that the streets hereinafter described should be established as Municipal State Aid Streets under the provisions of Minnesota Law.

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

That the roads described as follows, to-wit:

Nashua Avenue (from CSAH 38 to County Road 137)  
Randolph Avenue NE (from 65th Street NE to CSAH 36)

be, and hereby established as Municipal State Aid Streets of said City subject to the approval of the Commissioner of Transportation of the State of Minnesota.

**BE IT FURTHER RESOLVED**, that the City Clerk is hereby authorized and directed to forward two certified copies of this resolution to the Commissioner of Transportation for consideration.

**ADOPTED** by the Otsego City Council this 9<sup>th</sup> day of March, 2026.

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

**CITY OF OTSEGO**

\_\_\_\_\_  
Jessica L. Stockamp, Mayor

ATTEST:

\_\_\_\_\_  
Audra Etzel, City Clerk



# Request for City Council Action

## DEPARTMENT INFORMATION

ORIGINATING DEPARTMENT	REQUESTOR:	MEETING DATE:
Public Works	City Engineer Wagner	March 9, 2026
PRESENTER(s)	REVIEWED BY:	ITEM #:
Consent	City Administrator/Finance Director Flaherty	3.11 – 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 accept bids and adopt a resolution awarding a contract.	
ARE YOU SEEKING APPROVAL OF A CONTRACT?	IS A PUBLIC HEARING REQUIRED?
Yes	No
BACKGROUND/JUSTIFICATION:	
<p>Bids were opened for the 2026 Mill &amp; Overlay and Striping project, City Project No. 26-01 on March 4, 2026. A total of 12 bids were received as shown on the attached Bid Tabulation.</p> <p>Knife River Corporation - North Central of Sauk Rapids, Minnesota is the apparent responsible low bidder at \$1,089,085.29. The Capital Improvement Plan (CIP) includes \$1,778,407 to fund this project, with the engineer estimate of project costs to be \$1,625,548. As bid, the total estimate of construction, engineering, and construction contingency totals \$1,224,694.</p> <p>City staff recommend awarding the contract to the low bidder, Knife River Corporation - North Central. They have completed projects within the City of Otsego in the past; the work was completed to specifications and in a timely manner.</p>	
SUPPORTING DOCUMENTS ATTACHED:	
<ul style="list-style-type: none"> <li>• <b>Project Map</b></li> <li>• <b>Engineer's Estimate</b></li> <li>• <b>Bid Tabulation</b></li> <li>• <b>Resolution 2026-20</b></li> </ul>	

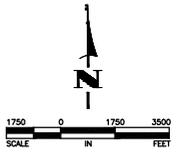
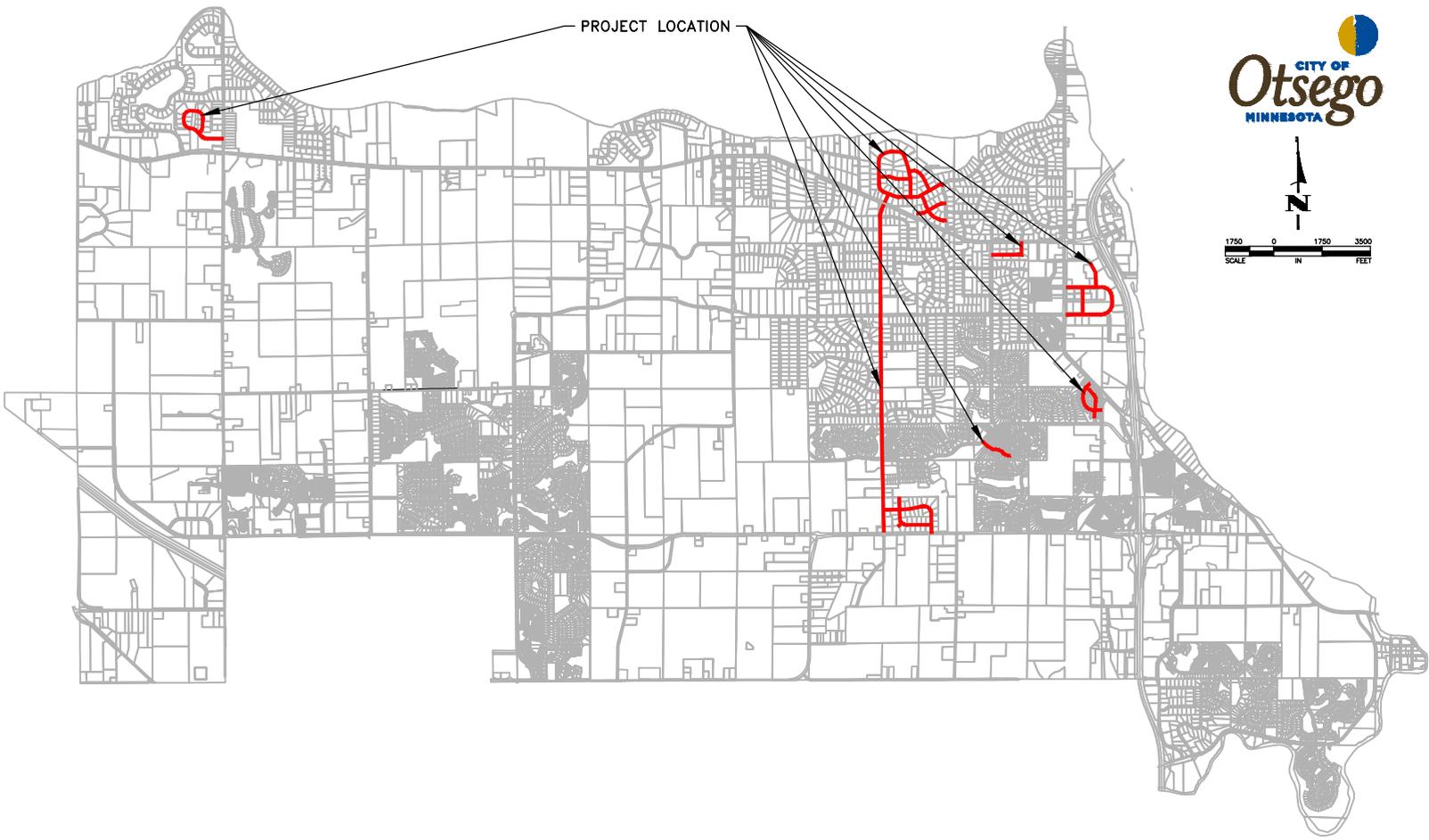
**POSSIBLE MOTION**

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

Motion to adopt Resolution 2026-20 Accepting Bids and Awarding Contract for the 2026 Mill & Overlay and Striping project, City Project No. 26-01 to Knife River Corporation - North Central of Sauk Rapids, MN in the amount of \$1,089,085.29.

**BUDGET INFORMATION**

FUNDING:	BUDGETED:
Fund 201 – Pavement Management	Yes



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	2021.501	MOBILIZATION	1	LS	\$ 32,501	\$ 32,501	
2	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	6251	GAL	\$ 3.50	\$ 21,878	
3	2232.501	MILL BITUMINOUS SURFACE	125016	SY	\$ 1.50	\$ 187,525	
4	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B) 1.5" LIFT	10799	TON	\$ 80.00	\$ 863,953	
5	2563.601	TRAFFIC CONTROL	1	LS	\$ 10,000.00	\$ 10,000	
						Total Estimated Construction Cost	\$ 1,115,856
					Engineering and Construction Contingency	5%	\$ 55,793
					Engineering and Construction Contingency	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	2021.501	MOBILIZATION	1	LS	\$ 10,370	\$ 10,370	
2	2221.509	SHOULDER BASE SALVAGED MILLINGS	382	TON	\$ 35.00	\$ 13,360	
3	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	2288	GAL	\$ 3.50	\$ 8,009	
4	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B) 1.5" LIFT	3954	TON	\$ 80.00	\$ 316,293	
5	2563.601	TRAFFIC CONTROL	1	LS	\$ 8,000.00	\$ 8,000	
						Total Estimated Construction Cost	\$ 356,032
					Engineering and Construction Contingency	5%	\$ 8,901
					Engineering and Construction Contingency	5%	\$ 8,901
						<b>TOTAL COST</b>	<b>\$ 373,834</b>

**Schedule "C" - STRIPING**

Item No.	MnDot Spec	Description	Estimated Quantity	Unit	Unit Price	Extension
1	2582.503	4" DOUBLE SOLID LINE YELLOW - PAINT	14,237	LF	\$0.30	\$4,271
2	2582.503	4" BROKEN YELLOW - PAINT	0	LF	\$0.15	\$0
3	2582.503	4" SOLID LINE YELLOW - PAINT	3,625	LF	\$0.15	\$544

**Engineer's Estimate  
City of Otsego  
2026 Mill and Overlay and Overlay Project**

4	2582.503	4" SOLID LINE WHITE - PAINT	31,349	LF	\$0.15	\$4,702
5	2582.503	4" BROKEN LINE WHITE - PAINT	1,619	LF	\$0.15	\$243
6	2582.503	12" SOLID LINE WHITE - PAINT	791	LF	\$3.30	\$2,610
7	2582.503	24" SOLID LINE WHITE - PAINT	185	LF	\$3.60	\$666
8	2582.503	24" SOLID LINE YELLOW - PAINT	213	LF	\$3.60	\$767
9	2582.518	PAVEMENT MESSAGE (ARROW) - PAINT	51	EACH	\$60.00	\$3,060
10	2583.518	PAVEMENT MESSAGE - PAINT	0	EACH	\$75.00	\$0
11	2582.518	CROSSWALK MARKING (3'X6' BLOCKS) - PAINT	2,262	SF	\$2.30	\$5,203
Total Estimated Construction Cost						<b>\$22,066</b>
Engineering and Construction Contingency					5%	\$1,103
					5%	\$1,103
<b>TOTAL COST</b>						<b>\$24,272</b>
<b>TOTAL COST OF ALL SCHEDULES</b>						<b>\$1,625,548</b>

**BID TABULATION  
CITY OF OTSEGO  
2026 MILL AND OVERLAY  
AND STRIPING PROJECT**

Bids were opened at 2:00 p.m., March 4, 2026.  
There were 12 bids received, as shown herein.

SCHEDULE "A" - MILL & OVERLAY					Knife River Corporation - North Central		Valley Paving, Inc.		Wm. Mueller & Sons	
ITEM NO.	Mn/DOT SPEC. NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION
1	2021.501	MOBILIZATION	LS	1	\$ 6,000.00	\$ 6,000.00	\$ 12,500.00	\$ 12,500.00	\$ 18,000.00	\$ 18,000.00
2	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	6251	\$ 0.01	\$ 62.51	\$ 1.72	\$ 10,751.72	\$ 4.50	\$ 28,129.50
3	2232.501	MILL BITUMINOUS SURFACE	SY	125016	\$ 1.25	\$ 156,270.00	\$ 1.47	\$ 183,773.52	\$ 0.78	\$ 97,512.48
4	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B) 1.5" LIFT	TON	10799	\$ 59.50	\$ 642,540.50	\$ 62.30	\$ 672,777.70	\$ 68.15	\$ 735,951.85
5	2563.601	TRAFFIC CONTROL	LS	1	\$ 5,500.00	\$ 5,500.00	\$ 5,100.00	\$ 5,100.00	\$ 5,000.00	\$ 5,000.00
<b>Schedule A Total</b>					<b><u>\$810,373.01</u></b>		<b><u>\$884,902.94</u></b>		<b><u>\$884,593.83</u></b>	

SCHEDULE "B" - OVERLAY										
ITEM NO.	Mn/DOT SPEC. NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION
6	2021.501	MOBILIZATION	LS	1	\$ 6,000.00	\$ 6,000.00	\$ 4,200.00	\$ 4,200.00	\$ 4,500.00	\$ 4,500.00
7	2221.509	SHOULDER BASE SALVAGED MILLINGS	TON	382	\$ 26.00	\$ 9,932.00	\$ 40.50	\$ 15,471.00	\$ 45.82	\$ 17,503.24
8	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	2288	\$ 0.01	\$ 22.88	\$ 1.72	\$ 3,935.36	\$ 4.50	\$ 10,296.00
9	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B) 1.5" LIFT	TON	3954	\$ 59.50	\$ 235,263.00	\$ 64.45	\$ 254,835.30	\$ 64.70	\$ 255,823.80
10	2563.601	TRAFFIC CONTROL	LS	1	\$ 2,000.00	\$ 2,000.00	\$ 1,300.00	\$ 1,300.00	\$ 1,250.00	\$ 1,250.00
<b>Schedule B Total</b>					<b><u>\$253,217.88</u></b>		<b><u>\$279,741.66</u></b>		<b><u>\$289,373.04</u></b>	

SCHEDULE "C" - STRIPING										
ITEM NO.	Mn/DOT SPEC. NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION
11	2582.503	4" DOUBLE SOLID LINE YELLOW - PAINT	LF	14237	\$ 0.40	\$ 5,694.80	\$ 0.45	\$ 6,406.65	\$ 0.40	\$ 5,694.80
12	2582.503	4" SOLID LINE YELLOW - PAINT	LF	3625	\$ 0.20	\$ 725.00	\$ 0.25	\$ 906.25	\$ 0.20	\$ 725.00
13	2582.503	4" SOLID LINE WHITE - PAINT	LF	31349	\$ 0.20	\$ 6,269.80	\$ 0.25	\$ 7,837.25	\$ 0.20	\$ 6,269.80
14	2582.503	4" BROKEN LINE WHITE - PAINT	LF	1619	\$ 0.20	\$ 323.80	\$ 0.25	\$ 404.75	\$ 0.20	\$ 323.80
15	2582.503	12" SOLID LINE WHITE - PAINT	LF	791	\$ 3.00	\$ 2,373.00	\$ 3.10	\$ 2,452.10	\$ 3.00	\$ 2,373.00
16	2582.503	24" SOLID LINE WHITE - PAINT	LF	185	\$ 3.50	\$ 647.50	\$ 3.65	\$ 675.25	\$ 3.50	\$ 647.50
17	2582.503	24" SOLID LINE YELLOW - PAINT	LF	213	\$ 3.50	\$ 745.50	\$ 3.65	\$ 777.45	\$ 3.50	\$ 745.50
18	2582.518	PAVEMENT MESSAGE (ARROW) - PAINT	EACH	51	\$ 60.00	\$ 3,060.00	\$ 62.00	\$ 3,162.00	\$ 60.00	\$ 3,060.00
19	2582.518	CROSSWALK MARKING (3'X6' BLOCKS) - PAINT	SF	2262	\$ 2.50	\$ 5,655.00	\$ 2.60	\$ 5,881.20	\$ 2.50	\$ 5,655.00
<b>Schedule C Total</b>					<b><u>\$25,494.40</u></b>		<b><u>\$28,502.90</u></b>		<b><u>\$25,494.40</u></b>	

<b>Schedule A + B + C Total</b>	<b><u>\$1,089,085.29</u></b>	<b><u>\$1,193,147.50</u></b>	<b><u>\$1,199,461.27</u></b>
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**BID TABULATION  
CITY OF OTSEGO  
2026 MILL AND OVERLAY  
AND STRIPING PROJECT**

Bids were opened at 2:00 p.m., March 4, 2026.  
There were 12 bids received, as shown herein.

SCHEDULE "A" - MILL & OVERLAY					Park Construction Company		Northwest		Capital Paving	
ITEM NO.	Mn/DOT SPEC. NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION
1	2021.501	MOBILIZATION	LS	1	\$ 34,800.00	\$ 34,800.00	\$ 9,800.00	\$ 9,800.00	\$ 9,400.00	\$ 9,400.00
2	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	6251	\$ 2.10	\$ 13,127.10	\$ 3.00	\$ 18,753.00	\$ 2.00	\$ 12,502.00
3	2232.501	MILL BITUMINOUS SURFACE	SY	125016	\$ 0.78	\$ 97,512.48	\$ 0.50	\$ 62,508.00	\$ 1.45	\$ 181,273.20
4	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B) 1.5" LIFT	TON	10799	\$ 69.40	\$ 749,450.60	\$ 72.75	\$ 785,627.25	\$ 67.00	\$ 723,533.00
5	2563.601	TRAFFIC CONTROL	LS	1	\$ 5,940.00	\$ 5,940.00	\$ 16,268.00	\$ 16,268.00	\$ 5,800.00	\$ 5,800.00
<b>Schedule A Total</b>					<b><u>\$900,830.18</u></b>		<b><u>\$892,956.25</u></b>		<b><u>\$932,508.20</u></b>	

SCHEDULE "B" - OVERLAY										
ITEM NO.	Mn/DOT SPEC. NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION
6	2021.501	MOBILIZATION	LS	1	\$ 10,400.00	\$ 10,400.00	\$ 5,800.00	\$ 5,800.00	\$ 4,250.00	\$ 4,250.00
7	2221.509	SHOULDER BASE SALVAGED MILLINGS	TON	382	\$ 62.60	\$ 23,913.20	\$ 26.25	\$ 10,027.50	\$ 36.90	\$ 14,095.80
8	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	2288	\$ 2.10	\$ 4,804.80	\$ 3.75	\$ 8,580.00	\$ 2.00	\$ 4,576.00
9	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B) 1.5" LIFT	TON	3954	\$ 68.30	\$ 270,058.20	\$ 74.90	\$ 296,154.60	\$ 67.50	\$ 266,895.00
10	2563.601	TRAFFIC CONTROL	LS	1	\$ 2,320.00	\$ 2,320.00	\$ 6,895.00	\$ 6,895.00	\$ 1,100.00	\$ 1,100.00
<b>Schedule B Total</b>					<b><u>\$311,496.20</u></b>		<b><u>\$327,457.10</u></b>		<b><u>\$290,916.80</u></b>	

SCHEDULE "C" - STRIPING										
ITEM NO.	Mn/DOT SPEC. NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION
11	2582.503	4" DOUBLE SOLID LINE YELLOW - PAINT	LF	14237	\$ 0.40	\$ 5,694.80	\$ 0.45	\$ 6,406.65	\$ 0.45	\$ 6,406.65
12	2582.503	4" SOLID LINE YELLOW - PAINT	LF	3625	\$ 0.20	\$ 725.00	\$ 0.22	\$ 797.50	\$ 0.22	\$ 797.50
13	2582.503	4" SOLID LINE WHITE - PAINT	LF	31349	\$ 0.20	\$ 6,269.80	\$ 0.28	\$ 8,777.72	\$ 0.22	\$ 6,896.78
14	2582.503	4" BROKEN LINE WHITE - PAINT	LF	1619	\$ 0.20	\$ 323.80	\$ 0.22	\$ 356.18	\$ 0.22	\$ 356.18
15	2582.503	12" SOLID LINE WHITE - PAINT	LF	791	\$ 3.00	\$ 2,373.00	\$ 3.15	\$ 2,491.65	\$ 3.35	\$ 2,649.85
16	2582.503	24" SOLID LINE WHITE - PAINT	LF	185	\$ 3.55	\$ 656.75	\$ 3.68	\$ 680.80	\$ 3.91	\$ 723.35
17	2582.503	24" SOLID LINE YELLOW - PAINT	LF	213	\$ 3.55	\$ 756.15	\$ 3.68	\$ 783.84	\$ 3.91	\$ 832.83
18	2582.518	PAVEMENT MESSAGE (ARROW) - PAINT	EACH	51	\$ 60.50	\$ 3,085.50	\$ 63.00	\$ 3,213.00	\$ 67.00	\$ 3,417.00
19	2582.518	CROSSWALK MARKING (3'X6' BLOCKS) - PAINT	SF	2262	\$ 2.50	\$ 5,655.00	\$ 2.62	\$ 5,926.44	\$ 2.79	\$ 6,310.98
<b>Schedule C Total</b>					<b><u>\$25,539.80</u></b>		<b><u>\$29,433.78</u></b>		<b><u>\$28,391.12</u></b>	

<b>Schedule A + B + C Total</b>	<b><u>\$1,237,866.18</u></b>	<b><u>\$1,249,847.13</u></b>	<b><u>\$1,251,816.12</u></b>
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**BID TABULATION  
CITY OF OTSEGO  
2026 MILL AND OVERLAY  
AND STRIPING PROJECT**

Bids were opened at 2:00 p.m., March 4, 2026.  
There were 12 bids received, as shown herein.

SCHEDULE "A" - MILL & OVERLAY					Omamn Brothers Paving Inc.		North Valley, Inc.		Asphalt Surface Technologies Corp.	
ITEM NO.	Mn/DOT SPEC. NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION
1	2021.501	MOBILIZATION	LS	1	\$ 4,000.00	\$ 4,000.00	\$ 19,293.02	\$ 19,293.02	\$ 35,000.00	\$ 35,000.00
2	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	6251	\$ 3.25	\$ 20,315.75	\$ 4.17	\$ 26,066.67	\$ 3.00	\$ 18,753.00
3	2232.501	MILL BITUMINOUS SURFACE	SY	125016	\$ 1.09	\$ 136,267.44	\$ 1.05	\$ 131,266.80	\$ 1.10	\$ 137,517.60
4	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B) 1.5" LIFT	TON	10799	\$ 73.44	\$ 793,078.56	\$ 73.77	\$ 796,642.23	\$ 72.53	\$ 783,251.47
5	2563.601	TRAFFIC CONTROL	LS	1	\$ 7,500.00	\$ 7,500.00	\$ 5,414.83	\$ 5,414.83	\$ 6,600.00	\$ 6,600.00
<b>Schedule A Total</b>					<b><u>\$961,161.75</u></b>		<b><u>\$978,683.55</u></b>		<b><u>\$981,122.07</u></b>	

SCHEDULE "B" - OVERLAY										
ITEM NO.	Mn/DOT SPEC. NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION
6	2021.501	MOBILIZATION	LS	1	\$ 3,200.00	\$ 3,200.00	\$ 6,064.61	\$ 6,064.61	\$ 20,000.00	\$ 20,000.00
7	2221.509	SHOULDER BASE SALVAGED MILLINGS	TON	382	\$ 34.50	\$ 13,179.00	\$ 22.80	\$ 8,709.60	\$ 38.94	\$ 14,875.08
8	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	2288	\$ 3.25	\$ 7,436.00	\$ 4.17	\$ 9,540.96	\$ 3.00	\$ 6,864.00
9	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B) 1.5" LIFT	TON	3954	\$ 75.20	\$ 297,340.80	\$ 73.90	\$ 292,200.60	\$ 72.53	\$ 286,783.62
10	2563.601	TRAFFIC CONTROL	LS	1	\$ 1,750.00	\$ 1,750.00	\$ 1,353.70	\$ 1,353.70	\$ 2,420.00	\$ 2,420.00
<b>Schedule B Total</b>					<b><u>\$322,905.80</u></b>		<b><u>\$317,869.47</u></b>		<b><u>\$330,942.70</u></b>	

SCHEDULE "C" - STRIPING										
ITEM NO.	Mn/DOT SPEC. NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION
11	2582.503	4" DOUBLE SOLID LINE YELLOW - PAINT	LF	14237	\$ 0.41	\$ 5,837.17	\$ 0.46	\$ 6,549.02	\$ 0.44	\$ 6,264.28
12	2582.503	4" SOLID LINE YELLOW - PAINT	LF	3625	\$ 0.21	\$ 761.25	\$ 0.23	\$ 833.75	\$ 0.22	\$ 797.50
13	2582.503	4" SOLID LINE WHITE - PAINT	LF	31349	\$ 0.21	\$ 6,583.29	\$ 0.23	\$ 7,210.27	\$ 0.22	\$ 6,896.78
14	2582.503	4" BROKEN LINE WHITE - PAINT	LF	1619	\$ 0.21	\$ 339.99	\$ 0.23	\$ 372.37	\$ 0.22	\$ 356.18
15	2582.503	12" SOLID LINE WHITE - PAINT	LF	791	\$ 3.10	\$ 2,452.10	\$ 3.44	\$ 2,721.04	\$ 3.30	\$ 2,610.30
16	2582.503	24" SOLID LINE WHITE - PAINT	LF	185	\$ 3.61	\$ 667.85	\$ 4.01	\$ 741.85	\$ 3.85	\$ 712.25
17	2582.503	24" SOLID LINE YELLOW - PAINT	LF	213	\$ 3.61	\$ 768.93	\$ 4.01	\$ 854.13	\$ 3.85	\$ 820.05
18	2582.518	PAVEMENT MESSAGE (ARROW) - PAINT	EACH	51	\$ 61.92	\$ 3,157.92	\$ 68.80	\$ 3,508.80	\$ 66.00	\$ 3,366.00
19	2582.518	CROSSWALK MARKING (3'X6' BLOCKS) - PAINT	SF	2262	\$ 2.58	\$ 5,835.96	\$ 2.87	\$ 6,491.94	\$ 2.75	\$ 6,220.50
<b>Schedule C Total</b>					<b><u>\$26,404.46</u></b>		<b><u>\$29,283.17</u></b>		<b><u>\$28,043.84</u></b>	

<b>Schedule A + B + C Total</b>	<b><u>\$1,310,472.01</u></b>	<b><u>\$1,325,836.19</u></b>	<b><u>\$1,340,108.61</u></b>
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**BID TABULATION  
CITY OF OTSEGO  
2026 MILL AND OVERLAY  
AND STRIPING PROJECT**

Bids were opened at 2:00 p.m., March 4, 2026.  
There were 12 bids received, as shown herein.

SCHEDULE "A" - MILL & OVERLAY					C. S. McCrossan Construction, Inc.		Bituminous Roadways Inc.		GMH Asphalt Corporation	
ITEM NO.	Mn/DOT SPEC. NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION
1	2021.501	MOBILIZATION	LS	1	\$ 10,000.00	\$ 10,000.00	\$ 45,000.00	\$ 45,000.00	\$ 34,000.00	\$ 34,000.00
2	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	6251	\$ 3.85	\$ 24,066.35	\$ 0.01	\$ 62.51	\$ 4.50	\$ 28,129.50
3	2232.501	MILL BITUMINOUS SURFACE	SY	125016	\$ 1.25	\$ 156,270.00	\$ 1.50	\$ 187,524.00	\$ 1.20	\$ 150,019.20
4	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B) 1.5" LIFT	TON	10799	\$ 74.00	\$ 799,126.00	\$ 71.00	\$ 766,729.00	\$ 74.45	\$ 803,985.55
5	2563.601	TRAFFIC CONTROL	LS	1	\$ 11,000.00	\$ 11,000.00	\$ 10,000.00	\$ 10,000.00	\$ 5,290.00	\$ 5,290.00
<b>Schedule A Total</b>					<b><u>\$1,000,462.35</u></b>		<b><u>\$1,009,315.51</u></b>		<b><u>\$ 1,021,424.25</u></b>	

SCHEDULE "B" - OVERLAY										
ITEM NO.	Mn/DOT SPEC. NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION
6	2021.501	MOBILIZATION	LS	1	\$ 6,000.00	\$ 6,000.00	\$ 15,000.00	\$ 15,000.00	\$ 14,950.00	\$ 14,950.00
7	2221.509	SHOULDER BASE SALVAGED MILLINGS	TON	382	\$ 21.70	\$ 8,289.40	\$ 28.00	\$ 10,696.00	\$ 45.10	\$ 17,228.20
8	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	2288	\$ 3.85	\$ 8,808.80	\$ 0.01	\$ 22.88	\$ 4.50	\$ 10,296.00
9	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B) 1.5" LIFT	TON	3954	\$ 74.00	\$ 292,596.00	\$ 75.00	\$ 296,550.00	\$ 74.80	\$ 295,759.20
10	2563.601	TRAFFIC CONTROL	LS	1	\$ 6,330.00	\$ 6,330.00	\$ 10,000.00	\$ 10,000.00	\$ 1,325.00	\$ 1,325.00
<b>Schedule B Total</b>					<b><u>\$322,024.20</u></b>		<b><u>\$332,268.88</u></b>		<b><u>\$339,558.40</u></b>	

SCHEDULE "C" - STRIPING										
ITEM NO.	Mn/DOT SPEC. NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION
11	2582.503	4" DOUBLE SOLID LINE YELLOW - PAINT	LF	14237	\$ 0.47	\$ 6,691.39	\$ 0.40	\$ 5,694.80	\$ 0.45	\$ 6,406.65
12	2582.503	4" SOLID LINE YELLOW - PAINT	LF	3625	\$ 0.23	\$ 833.75	\$ 0.20	\$ 725.00	\$ 0.22	\$ 797.50
13	2582.503	4" SOLID LINE WHITE - PAINT	LF	31349	\$ 0.23	\$ 7,210.27	\$ 0.20	\$ 6,269.80	\$ 0.22	\$ 6,896.78
14	2582.503	4" BROKEN LINE WHITE - PAINT	LF	1619	\$ 0.23	\$ 372.37	\$ 0.20	\$ 323.80	\$ 0.22	\$ 356.18
15	2582.503	12" SOLID LINE WHITE - PAINT	LF	791	\$ 3.50	\$ 2,768.50	\$ 3.05	\$ 2,412.55	\$ 3.35	\$ 2,649.85
16	2582.503	24" SOLID LINE WHITE - PAINT	LF	185	\$ 4.10	\$ 758.50	\$ 3.55	\$ 656.75	\$ 3.90	\$ 721.50
17	2582.503	24" SOLID LINE YELLOW - PAINT	LF	213	\$ 4.10	\$ 873.30	\$ 3.55	\$ 756.15	\$ 3.90	\$ 830.70
18	2582.518	PAVEMENT MESSAGE (ARROW) - PAINT	EACH	51	\$ 70.40	\$ 3,590.40	\$ 61.00	\$ 3,111.00	\$ 67.20	\$ 3,427.20
19	2582.518	CROSSWALK MARKING (3'X6' BLOCKS) - PAINT	SF	2262	\$ 2.95	\$ 6,672.90	\$ 2.50	\$ 5,655.00	\$ 2.80	\$ 6,333.60
<b>Schedule C Total</b>					<b><u>\$29,771.38</u></b>		<b><u>\$25,604.85</u></b>		<b><u>\$28,419.96</u></b>	

<b>Schedule A + B + C Total</b>					<b><u>\$1,352,257.93</u></b>		<b><u>\$1,367,189.24</u></b>		<b><u>\$ 1,389,402.61</u></b>	
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**CITY OF OTSEGO  
COUNTY OF WRIGHT  
STATE OF MINNESOTA**

**RESOLUTION NO: 2026-20**

**ACCEPTING BIDS AND AWARDING CONTRACT**

**WHEREAS**, pursuant to an advertisement for bids for the construction of the 2026 Mill & Overlay and Striping project, City Project No. 26-01, bids were received, opened and tabulated according to law, and the following bids were received complying with the advertisement; and

<b>Contractor</b>	<b>Total Base Bid</b>
1. Knife River Corporation - North Central	\$1,089,085.29
2. Valley Paving, Inc.	\$1,193,147.50
3. Wm. Mueller & Sons	\$1,199,461.27
4. Park Construction Company	\$1,237,866.18
5. Northwest	\$1,249,847.13
6. Capital Paving	\$1,251,816.12
7. Omann Brothers Paving Inc.	\$1,310,472.01
8. North Valley, Inc.	\$1,325,836.19
9. Asphalt Surface Technologies Corp.	\$1,340,108.61
10. C.S. McCrossan Construction, Inc.	\$1,352,257.93
11. Bituminous Roadways Inc.	\$1,367,189.24
12. GMH Asphalt Corporation	\$1,389,402.61

**WHEREAS**, it appears that Knife River Corporation - North Central of Sauk Rapids, Minnesota is the lowest responsible bidder.

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

1. The Mayor and City Clerk are hereby authorized and directed to enter into a contract with Knife River Corporation - North Central of Sauk Rapids, Minnesota in the name of the City of Otsego for the 2026 Mill & Overlay and Striping Project, City Project No. 26-01, according to the plans and specifications therefore approved by the City Council and on file in the office of the City Clerk.
2. The City Clerk is hereby authorized and directed to return forthwith to all bidders the bid bond made with their bids, except that the bid bond of the successful bidder and the next lowest bidder shall be retained until a contract has been signed.

**ADOPTED** by the Otsego City Council this 9<sup>th</sup> day of March, 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	City Engineer Wagner	March 9, 2026
PRESENTER(S)	REVIEWED BY:	ITEM #:
Consent	City Administrator/Finance Director Flaherty	3.12 – Greenway Trail

## 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 recommends the City Council order preparation of plans and specifications for a greenway trail project.	
ARE YOU SEEKING APPROVAL OF A CONTRACT?	IS A PUBLIC HEARING REQUIRED?
No	No
BACKGROUND/JUSTIFICATION:	
<p>The City of Otsego has a comprehensive Trail Plan to allow residents to safely walk, run, or bike around the City. This section of trail will connect sidewalks within Meadows of Otsego to existing trails of the Lefebvre Creek Greenway, and the neighborhood park located in Boulder Creek. The project consists of approximately 1,639 feet of 10' wide bituminous trail along with a wetland bridge.</p> <p>Preliminary design construction estimates are \$507,400 and were included in the Capital Improvement Plan.</p>	
SUPPORTING DOCUMENTS ATTACHED:	
<ul style="list-style-type: none"> <li><b>Project Map</b></li> </ul>	

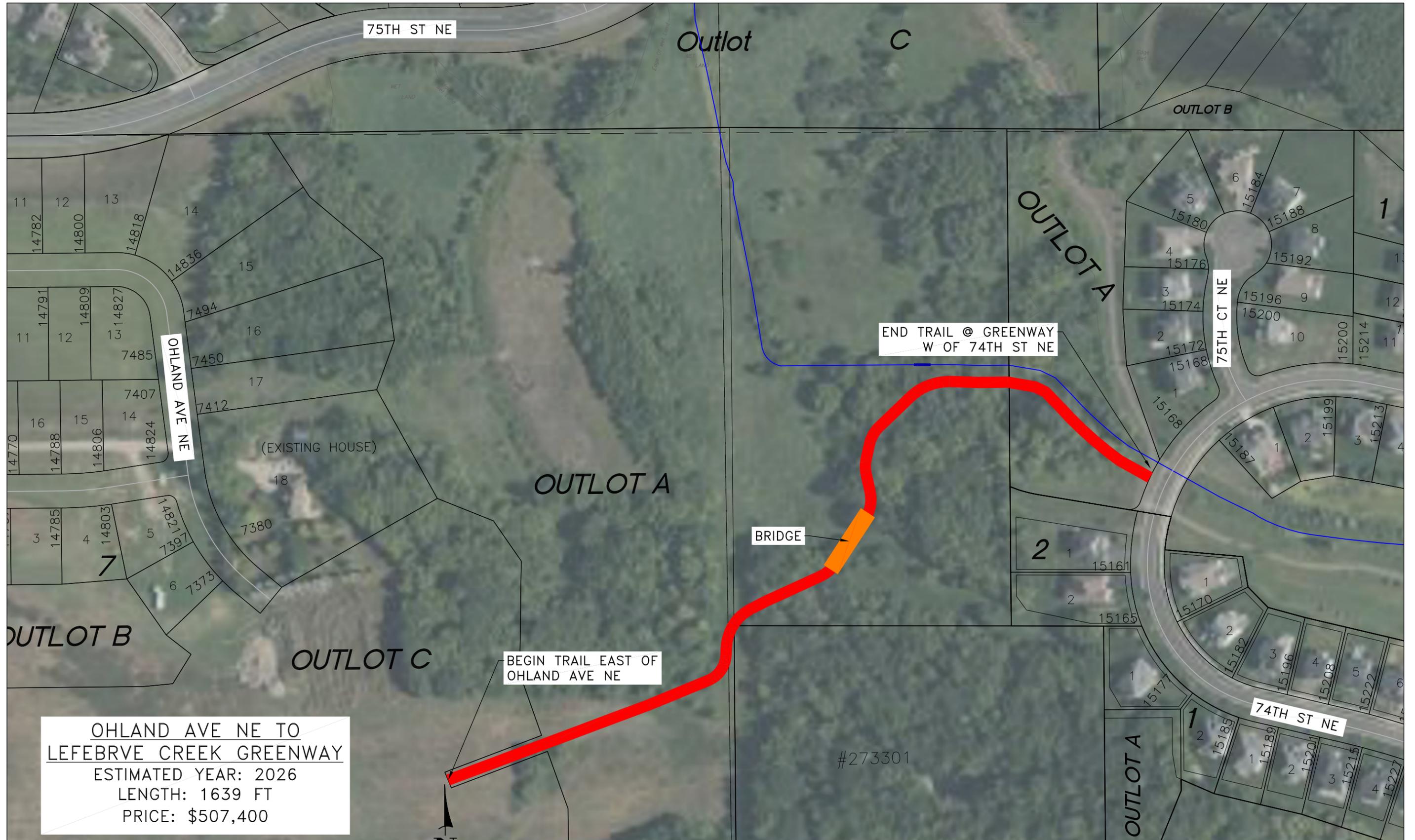
## POSSIBLE MOTION

PLEASE WORD MOTION AS YOU WOULD LIKE IT TO APPEAR IN THE MINUTES:
Motion to approve ordering preparation of plans and specifications for the Ohland Ave NE to Lefebvre Creek Greenway.

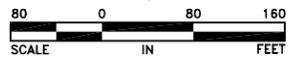
## BUDGET INFORMATION

FUNDING:	BUDGETED:
Fund 203 – Park Development	Yes

Mar. 04, 2026 -- 11:20am  
K:\MUNICIPAL\OT901\OT901-2025\Trail\OHLAND TO GREENWAY EXHIBIT.dwg



**OHLAND AVE NE TO  
LEFEBVRE CREEK GREENWAY**  
 ESTIMATED YEAR: 2026  
 LENGTH: 1639 FT  
 PRICE: \$507,400



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

**OHLAND AVE NE TO  
LEFEBVRE CREEK GREENWAY**

**EXHIBIT**  
**OTSEGO, MINNESOTA**



# Request for City Council Action

## DEPARTMENT INFORMATION

ORIGINATING DEPARTMENT	REQUESTOR:	MEETING DATE:
Public Works	City Engineer Wagner	March 9, 2026
PRESENTER(S)	REVIEWED BY:	ITEM #:
Consent	City Administrator/Finance Director Flaherty	3.13 – Wetland Bridge

## 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 recommends the City Council order preparation of plans and specifications for a wetland bridge project.	
ARE YOU SEEKING APPROVAL OF A CONTRACT?	IS A PUBLIC HEARING REQUIRED?
No	No
BACKGROUND/JUSTIFICATION:	
<p>The City of Otsego has a comprehensive Trail Plan to allow residents to safely walk, run, or bike around the City. This section of trail is part of the Otsego Creek Greenway portion of the overall City Trail Plan. In order to complete this portion, a wetland bridge and short connection sections are required.</p> <p>Preliminary design construction estimates are \$168,050 and were included in the Capital Improvement Plan.</p>	
SUPPORTING DOCUMENTS ATTACHED:	
<ul style="list-style-type: none"> <li><b>Project Map</b></li> </ul>	

## POSSIBLE MOTION

PLEASE WORD MOTION AS YOU WOULD LIKE IT TO APPEAR IN THE MINUTES:
Motion to approve ordering preparation of plans and specifications for the Prairie Pointe Wetland Bridge.

## BUDGET INFORMATION

FUNDING:	BUDGETED:
Fund 203 – Park Development	Yes

Jul 29, 2025 - 11:52am  
K:\MUNICIPAL\1901\1901-2025\Trail CIP\RAIRIE POINTE WETLAND BRIDGE.dwg



**PRAIRIE POINTE WETLAND  
BRIDGE**  
ESTIMATED YEAR: 2026  
LENGTH: 130 FT  
PRICE: \$168,050



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

**PRAIRIE POINTE WETLAND BRIDGE**

**EXHIBIT**

**OTSEGO, MINNESOTA**



# Request for City Council Action

## DEPARTMENT INFORMATION

ORIGINATING DEPARTMENT	REQUESTOR:	MEETING DATE:
Public Works	City Engineer Wagner	March 9, 2026
PRESENTER(s)	REVIEWED BY:	ITEM #:
Consent	City Administrator/Finance Director Flaherty	3.14 – 2026 Microsurface & Striping 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 accept bids and adopt a resolution awarding a contract.	
ARE YOU SEEKING APPROVAL OF A CONTRACT?	IS A PUBLIC HEARING REQUIRED?
Yes	No
BACKGROUND/JUSTIFICATION:	
<p>Bids were opened for the 2026 Microsurfacing &amp; Striping project, City Project No. 26-02 on March 5, 2026. A total of 2 bids were received as shown on the attached Bid Tabulation.</p> <p>Asphalt Surface Technologies Corp. of St. Cloud, Minnesota is the apparent responsible low bidder at \$164,858.99. The Capital Improvement Plan (CIP) includes \$210,356 to fund this project, with the current engineer estimate of project costs to be \$211,972. As bid, the total estimate of construction, engineering, and construction contingency totals \$181,345.</p> <p>City staff recommend awarding the contract to the low bidder, Asphalt Surface Technologies Corp. They have completed projects within the City of Otsego in the past; the work was completed to specifications and in a timely manner.</p>	
SUPPORTING DOCUMENTS ATTACHED:	
<ul style="list-style-type: none"> <li>• <b>Engineer's Estimate</b></li> <li>• <b>Bid Tabulation</b></li> <li>• <b>Resolution 2026-21</b></li> </ul>	

**POSSIBLE MOTION**

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

Motion to adopt Resolution 2026-21 Accepting Bids and Awarding Contract for the 2026 Microsurfacing & Striping project, City Project No. 26-02 to Asphalt Surface Technologies Corp. of St. Cloud, MN in the amount of \$164,858.99.

**BUDGET INFORMATION**

FUNDING:	BUDGETED:
Fund 201 – Pavement Management	Yes

Engineer's Estimate  
City of Otsego  
2026 Microsurfacing & Striping Project



**SCHEDULE A - Microsurfacing**

Item No.	MnDOT Spec	Description	Estimated Quantity	Unit	Unit Price	Extension
1	2021.5	MOBILIZATION	1	LS	\$ 15,000	\$ 15,000
2	2564.6	TRAFFIC CONTROL	1	LS	\$ 10,000	\$ 10,000
3	2354.51	BITUMINOUS MATERIAL FOR MICRO-SURFACING	15373	GAL	\$ 4	\$ 61,490
4	2354.51	MICRO-SURFACING SCRATCH COURSE	248	TON	\$ 150	\$ 37,192
5	2354.51	MICRO-SURFACING SURFACE COURSE	248	TON	\$ 150	\$ 37,192
Total Estimated Construction Cost						\$ 160,874
Engineering and Construction Contingency					5%	\$ 8,044
					5%	\$ 8,044
<b>TOTAL COST</b>						<b>\$ 176,961</b>

**SCHEDULE B - Striping**

Item No.	MnDOT Spec	Description	Estimated Quantity	Unit	Unit Price	Extension
1	2582.5	4" DOUBLE SOLID LINE YELLOW - PAINT	47501	LF	\$ 0.30	\$ 14,250
2	2582.5	4" SOLID LINE YELLOW - PAINT	921	LF	\$ 0.15	\$ 138
3	2582.5	4" SOLID LINE WHITE - PAINT	45923	LF	\$ 0.15	\$ 6,888
4	2582.5	4" BROKEN LINE WHITE - PAINT	818	LF	\$ 0.15	\$ 123
5	2582.5	12" SOLID LINE WHITE - PAINT	356	LF	\$ 3.30	\$ 1,175
6	2582.5	24" SOLID LINE WHITE - PAINT	801	LF	\$ 3.60	\$ 2,884
7	2582.5	24" SOLID LINE YELLOW - PAINT	0	LF	\$ 3.60	\$ -
8	2582.52	PAVEMENT MESSAGE (ARROW) - PAINT	37	EACH	\$ 60.00	\$ 2,220
9	2583.52	PAVEMENT MESSAGE - PAINT	4	EACH	\$ 75.00	\$ 300
10	2582.52	CROSSWALK MARKING (3'X6' BLOCKS) - PAINT	1674	SF	\$ 2.30	\$ 3,850
Total Estimated Construction Cost						\$ 31,828
Engineering and Construction Contingency					5%	\$ 1,591
					5%	\$ 1,591
<b>TOTAL COST</b>						<b>\$ 35,011</b>
<b>TOTAL COST BOTH SCHEDULES</b>						<b>\$ 211,972</b>

**BID TABULATION  
CITY OF OTSEGO  
2026 MICROSURFACING AND STRIPING PROJECT**

Bids were opened at 2:00 p.m., March 5, 2026.  
There were 2 bids received, as shown herein.

SCHEDULE "A" - MICROSURFACING					Asphalt Surface Technologies Corp.		Fahrner Asphalt Sealers, LLC	
ITEM NO.	Mn/DOT SPEC. NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION
1	2021.501	MOBILIZATION	LS	1	\$ 11,000.00	\$ 11,000.00	\$ 12,135.15	\$ 12,135.15
2	2564.601	TRAFFIC CONTROL	LS	1	\$ 3,500.00	\$ 3,500.00	\$ 6,975.00	\$ 6,975.00
3	2354.506	BITUMINOUS MATERIAL FOR MICRO-SURFACING	GAL	15373	\$ 3.20	\$ 49,193.60	\$ 3.26	\$ 50,115.98
4	2354.509	MICRO-SURFACING SCRATCH COURSE	TON	248	\$ 134.00	\$ 33,232.00	\$ 177.38	\$ 43,990.24
5	2354.509	MICRO-SURFACING SURFACE COURSE	TON	248	\$ 134.00	\$ 33,232.00	\$ 183.50	\$ 45,508.00
<b>Schedule A Total</b>					<b><u>\$130,157.60</u></b>		<b><u>\$158,724.37</u></b>	

SCHEDULE "B" - STRIPING								
ITEM NO.	Mn/DOT SPEC. NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION
6	2582.503	4" DOUBLE SOLID LINE YELLOW - PAINT	LF	47501	\$ 0.32	\$ 15,200.32	\$ 0.28	\$ 13,300.28
7	2582.503	4" SOLID LINE YELLOW - PAINT	LF	921	\$ 0.16	\$ 147.36	\$ 0.14	\$ 128.94
8	2582.503	4" SOLID LINE WHITE - PAINT	LF	45923	\$ 0.16	\$ 7,347.68	\$ 0.14	\$ 6,429.22
9	2582.503	4" BROKEN LINE WHITE - PAINT	LF	818	\$ 0.16	\$ 130.88	\$ 0.14	\$ 114.52
10	2582.503	12" SOLID LINE WHITE - PAINT	LF	356	\$ 3.68	\$ 1,310.08	\$ 3.50	\$ 1,246.00
11	2582.503	24" SOLID LINE WHITE - PAINT	LF	801	\$ 4.20	\$ 3,364.20	\$ 7.00	\$ 5,607.00
12	2582.503	24" SOLID LINE YELLOW - PAINT	LF	0	\$ 4.20	\$ -	\$ 7.00	\$ -
13	2582.518	PAVEMENT MESSAGE (ARROW) - PAINT	EACH	37	\$ 68.25	\$ 2,525.25	\$ 90.00	\$ 3,330.00
14	2583.518	PAVEMENT MESSAGE - PAINT	EACH	4	\$ 68.25	\$ 273.00	\$ 130.00	\$ 520.00
15	2582.518	CROSSWALK MARKING (3'X6' BLOCKS) - PAINT	SF	1674	\$ 2.63	\$ 4,402.62	\$ 3.50	\$ 5,859.00
<b>Schedule B Total</b>					<b><u>\$ 34,701.39</u></b>		<b><u>\$ 36,534.96</u></b>	

**Schedule A + B Total** **\$164,858.99** **\$195,259.33**

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

**RESOLUTION NO: 2026-21**

**ACCEPTING BIDS AND AWARDING CONTRACT**

**WHEREAS**, pursuant to an advertisement for bids for the construction of the 2026 Otsego Microsurfacing & Striping project, City Project No. 26-02, bids were received, opened and tabulated according to law, and the following bids were received complying with the advertisement; and

<b>Contractor</b>	<b>Total Base Bid</b>
1. Asphalt Surface Technologies Corp.	\$164,858.99
2. Fahrner Asphalt Sealers, LLC	\$195,259.33

**WHEREAS**, it appears that Asphalt Surface Technologies Corp. of St. Cloud, Minnesota is the lowest responsible bidder.

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

1. The Mayor and City Clerk are hereby authorized and directed to enter into a contract with Asphalt Surface Technologies Corp. of St. Cloud, Minnesota in the name of the City of Otsego for the 2026 Microsurfacing & Striping project, City Project No. 26-02, according to the plans and specifications therefore approved by the City Council and on file in the office of the City Clerk.
2. The City Clerk is hereby authorized and directed to return forthwith to all bidders the bid bond made with their bids, except that the bid bond of the successful bidder and the next lowest bidder shall be retained until a contract has been signed.

**ADOPTED** by the Otsego City Council this 9<sup>th</sup> day of March, 2026.

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

**CITY OF OTSEGO**

---

Jessica L. Stockamp, Mayor

ATTEST:

---

Audra Etzel, City Clerk



# Request for City Council Action

## DEPARTMENT INFORMATION

ORIGINATING DEPARTMENT	REQUESTOR:	MEETING DATE:
Planning	City Planner Licht	9 March 2026
PRESENTER(S)	REVIEWED BY:	ITEM #:
City Planner Licht	City Administrator/Finance Director Flaherty City Engineer Wagner	4.1 – Meadow Haven

## 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 a Zoning Map Amendment, Planned Unit Development - Conditional Use Permit, and preliminary plat.	
ARE YOU SEEKING APPROVAL OF A CONTRACT?	IS A PUBLIC HEARING REQUIRED?
No	Yes, was held by the Planning Commission 2 March 2026.
BACKGROUND/JUSTIFICATION:	
<p>Summergeate Development has submitted application for subdivision of 80 single family lots within 36.88 acres located west of McAllister Avenue south of 70<sup>th</sup> Street (CSAH 38). The proposed development requires applications for a Zoning Map amendment, Planned Unit Development-Conditional Use Permit, and preliminary plat. There is also the need to consider vacation of existing public right-of-way for an abandoned section 67<sup>th</sup> Street.</p> <p>A public hearing to consider the zoning and subdivision applications and right-of-way vacation was held at the Planning Commission meeting on 2 March 2026. Mr. Bryan Tucker of Summergeate Development was present and agreed with the recommendations of City staff. Three members of the public spoke during the public hearing regarding McAllister Avenue, stormwater management, grading, and trees. These questions were addressed by City staff. The public hearing was closed.</p> <p>The Planning Commission questioned construction of the trail along McAllister Avenue. City staff explained the rationale behind requiring the trail construction now versus escrowing funds for a future improvement. There were no other comments. The Planning Commission voted 7-0 to recommend approval of the applications.</p>	
SUPPORTING DOCUMENTS ATTACHED:	
<ul style="list-style-type: none"> <li>• <b>Planning Report dated 23 February 2026</b></li> <li>• <b>Draft Planning Commission minutes of March 2, 2026</b></li> <li>• <b>Ordinance 2026-03 amending the Zoning Map</b></li> <li>• <b>Resolution 2026-22 adopting findings of fact and approving a Planned Unit Development - Conditional Use Permit and preliminary plat</b></li> </ul>	

**POSSIBLE MOTION**

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

Motion to adopt Ordinance 2026-03 amending the Zoning Map; and adopt Resolution 2026-22 adopting findings of fact and approving a Planned Unit Development - Conditional Use Permit and preliminary plat of Meadow Haven, as presented.

**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: 23 February 2026

ACTION DATE: 16 March 2026

RE: Otsego – Meadow Haven; Preliminary Plat

TPC FILE: 101.02

## **BACKGROUND**

Summergate Development has submitted application for subdivision of 80 single family lots within 36.88 acres located west of McAllister Avenue south of 70<sup>th</sup> Street (CSAH 38). The proposed development requires applications for a Zoning Map amendment, Planned Unit Development-Conditional Use Permit, and preliminary plat. There is also the need to consider vacation of existing public right-of-way for an abandoned section 67<sup>th</sup> Street. A public hearing to consider the zoning and subdivision applications and right-of-way vacation has been noticed for the Planning Commission meeting on 2 March 2026.

### Exhibits:

- Site location map
- Urban Service Area Staging Plan map
- Future Land Use Plan map
- Transportation Plan map
- Future Parks and Trails Plan map
- Preliminary Plans dated 02/02/26 (24 sheets)

## ANALYSIS

**Zoning.** The subject property is currently zoned A-1, Agriculture Rural Service District. The developer requesting a Zoning Map amendment to rezone the preliminary plat to R-5, Single and Two Family Residential District. The application also includes a request for a Planned Unit Development-Conditional Use Permit related to lot standards as outlined by the 2023 Comprehensive Plan. Consideration of the Zoning Map amendment and Planned Unit Development-Conditional Use Permit is to be based upon, but not limited to, the criteria established by Section 11-3-2.F and Section 11-4-2.F of the Zoning Ordinance, respectively:

1. The proposed action's consistency with the specific policies and provisions of the Otsego Comprehensive Plan.

*Comment: The Future Land Use Plan of the 2023 Comprehensive Plan guides the subject property for low density residential uses, which is a single family neighborhood with a net density of 3.0 dwelling units per acre or less. The subject property is 36.88 acres in area with a net area less wetlands and wetland buffers of 30.88 acres. The net density of the proposed preliminary plat is 2.32 dwelling units per acre. The proposed preliminary plat provides for a range of single family lot widths to encourage diversity in single family housing within the subdivision and overall housing supply within the City. The proposed development is consistent with the policies of the 2023 Comprehensive Plan.*

2. The proposed use's compatibility with present and future land uses of the area.

*Comment: The subject property is a single parcel that was subdivided at one time from the exception parcel abutting McAllister Avenue, which is not included as part of the proposed plat. The subject property is surrounded by the existing and planned uses shown in the table below. The proposed preliminary plat will be consistent with the character of the area and compatible with existing and planned surrounding land uses.*

<b>Direction</b>	<b>Land Use Plan</b>	<b>Zoning Map</b>	<b>Existing Use</b>
<i>North</i>	<i>LD Residential</i>	<i>A-1 District</i>	<i>Cultivated field</i>
<i>East</i>	<i>Industrial</i>	<i>A-1 District</i>	<i>Cultivated field</i>
<i>South</i>	<i>LD Residential</i>	<i>A-1 District</i>	<i>Rural single family</i>
<i>West</i>	<i>LD Residential</i>	<i>R-4 District</i>	<i>Otsego Preserve</i>

3. The proposed use's conformity with all performance standards contained within the Zoning Ordinance and other provisions of the City Code.

*Comment: The proposed preliminary plat will comply with the provisions of the Zoning Ordinance, Subdivision Ordinance, and Engineering Manual.*

4. Traffic generation of the proposed use in relation to capabilities of streets serving the property.

*Comment: The subject property is to be accessed from 70<sup>th</sup> Street (CSAH 38) via McAllister Avenue, which is to be improved to an interim collector street standard as part of the development. Secondary access will occur at 66<sup>th</sup> Street to be extended from Otsego Preserve and future street connections to the abutting properties to the north and south. The streets accessing the proposed preliminary plat have adequate capacity to accommodate traffic generated by the development.*

5. The proposed use can be accommodated by existing public services and facilities and will not overburden the City's service capacity.

*Comment: The proposed preliminary plat is within the West Sewer District and the City has in-place utilities and services planned for as part of the 2023 Comprehensive Plan. The proposed development will not overburden the City's service capacity.*

**McAllister Avenue.** The primary access to the proposed preliminary plat is to be from 70<sup>th</sup> Street (CSAH 38) via McAllister Avenue. McAllister Avenue is an existing gravel roadway with ditches on either side within a prescriptive 66 foot wide easement. The Transportation Plan designates McAllister Avenue as a Commercial-Industrial Major Collector street. Major Collector streets serve to gather traffic from adjacent neighborhoods and carry it to other Major Collector or Arterial streets such as 70<sup>th</sup> Street (CSAH 38).

The developer will be required to improve McAllister Avenue including pavement from the south line of the preliminary plat to 70<sup>th</sup> Street (CSAH 38). This will include dedication of 40 feet of right-of-way for the west half of McAllister Avenue abutting the subject property. The developer will pave the travel lanes for the street as well as curb, boulevard west side of the improved street.

City owned property for Watertower #4 and the planned Southcentral Water Treatment Plant abut the north one-quarter mile of the east side of McAllister Avenue. The City will provide the developer credits for utility fees for proportional improvement of the east side of McAllister Avenue to include the paved shoulder, curb and gutter, and a right turn lane at 70<sup>th</sup> Street (CSAH 38).

The section of the east side of McAllister Avenue south of 67<sup>th</sup> Street will remain with a gravel shoulder and ditch until the abutting property to the east is subdivided. Some traffic from the development may elect to use the gravel roadway, which the City will need to monitor for maintenance purposes.

**67<sup>th</sup> Street.** Before development of the Zimmer Farms and Remington Coves plats, 67<sup>th</sup> Street extended between MacIver Avenue and McAllister Avenue along a quarter section line that forms the north line of the subject property. The roadway across the north line of the subject property and abutting property to the north was removed with the platting of Remington Coves but the right-of-way was not vacated. It is expected that 67<sup>th</sup> Street will be continued from its current terminus at the east line of Remington Coves through the abutting property to the north with development of that parcel. The existing right-of-way within the subject site for 67<sup>th</sup> Street no longer serves a public purpose based on the Remington Cove plat and proposed preliminary plat. Vacation of the right-of-way within the subject site is appropriate.

East of McAllister Avenue, 67<sup>th</sup> Street continues along the quarter section line before turning north to intersect 70<sup>th</sup> Street (CSAH 38) as Nadala Avenue. This segment of street abuts City owned property and provides access to one single family dwelling. City staff expects that when the properties to the south of 67<sup>th</sup> Street and east of Nadala Avenue, 67<sup>th</sup> Street and Nadala Avenue may be vacated in whole or in part in favor of a more efficient street layout that provides internal access to more properties to be developed with industrial uses.

The likely future vacation of 67<sup>th</sup> Street east of McAllister Avenue is noted with regards to the spacing of intersections onto McAllister Avenue. The preliminary plat proposes extension of 66<sup>th</sup> Street from Otsego Preserve to intersect McAllister Avenue 247 feet south of the quarter section line (or centerline of 67<sup>th</sup> Street). This is approximately one-half of the intersection spacing required by Section 10-8-5.B.4.c of the Subdivision Ordinance. With the low volume of traffic using 67<sup>th</sup> Street east of McAllister Avenue and likelihood for the street to be vacated and relocated in the future, the present off-set of the 66<sup>th</sup> Street and 67<sup>th</sup> Street intersections to McAllister Avenue will not cause issue.

**Local Streets.** The layout for local streets internal to the proposed preliminary plat are logically related to the topography and surrounding physical barriers so as to result in usable lots, reasonable grades, and to discourage through traffic. There are no cul-de-sac streets within the proposed preliminary plat. All of the local streets will be public and designed with 60 foot rights-of-way as required by Section 10-8-5.B.1 of the Subdivision Ordinance

A connection is to be made to the existing temporary cul-de-sac at 66<sup>th</sup> Street within Otsego Preserve abutting the subject property. The developer is required to remove the temporary cul-de-sac and restore the yards and driveways within the right-of-way and temporary cul-de-sac easement.

Section 8-8-4 of the City Code specifies installation of street lighting for new subdivisions at the corners of intersecting streets, midblock locations for blocks longer than 900 feet, and the terminus ends of cul-de-sac streets. The number and location of proposed street lights and street signs is to be subject to review and approval of the City Engineer.

All street design and construction plans, lighting, and signs are subject to review and approval of the City Engineer.

Street names are to be assigned in accordance with the Wright County grid system and Section 10-8-5.B.13 of the Subdivision Ordinance, subject to review and approval of City staff.

**Pedestrians.** Section 10-8-5.D of the Subdivision Ordinance establishes requirements for sidewalks and trails within proposed subdivisions.

A five foot wide sidewalk is to be provided on one side of all local streets (not including cul-de-sacs). The submitted plans illustrate extension of the existing sidewalk on the north side of 66<sup>th</sup> Street within Otsego Preserve being extended along the north side of Street 1 within the preliminary plat. A five foot concrete sidewalk is also included on one side of all other streets.

The planned section for McAllister Avenue above is to include a trail on the west side of the roadway that will eventually extend between 60<sup>th</sup> Street (CR 137) and 70<sup>th</sup> Street (CSAH 38) creating a connection as part of the overall trail system. The prescriptive easement north and south of the subject property and in front of the exception parcel is not sufficient to locate the permanent trail.

City staff, including the Parks and Recreation Department, are recommending that the trail be constructed adjacent to the subject property and the exception parcel with the final plat. The boulevard at the exception parcel may need to be temporarily reduced in width until that property is also subdivided an additional right-of-way acquired. The trail segments to the north and south of the subject property would be constructed with those properties develop or the City obtains necessary right-of-way through other means.

All plans for sidewalks and trails are subject to review and approval of the City Engineer.

**Blocks.** Section 10-8-3.A of the Subdivision Ordinance establishes that blocks within a subdivision are to be a minimum of 300 feet and not more than 1,200 feet in length. Block 1 is the only block within the proposed preliminary plat that does not comply with this requirement. The preliminary plat must be revised to extend either or both of Streets 2 and 3 through Block 1 to provide for future connection to the abutting property to the north to comply with maximum block length standard. Street connection(s) to the abutting property to the north will also allow for distribution of traffic and circulation between neighborhoods for residents, service vehicles, and emergency access as required by Section 10-8-5.A.7 of the Subdivision Ordinance.

**Lot Requirements.** Section 11-66-6.A of the Zoning Ordinance requires single family lots within the R-5 District to be a minimum of 9,000 square feet in area and 60 feet (90 feet for corner lots) in width.

The 2023 Comprehensive Plan encourages development of a range of lot area and widths within a single subdivision to provide for diversity in single family housing options. The preliminary plat includes 74 lots that are a minimum of 65 feet in width and six lots that area minimum of 75 feet in width. The smallest lot is 8,810 square feet in area.

Consistent with the recommendations of the 2023 Comprehensive Plan, the 9,625 square foot mean lot area and 10,302 square foot median lot area for the single family lots within the preliminary plat exceed the minimum area requirement of the R-5 District. Corner lots are also increased in width to allow for the same building envelope in consideration of the increased setback requirement for the side yard abutting the public right-of-way.

**Setbacks.** The table below specifies the principal building setback requirements of the R-5 District as provided for in Section 11-66-6.C of the Zoning Ordinance and the wetland setback established by Section 11-16-5.F.4.b of the Zoning Ordinance. The setbacks shown on the preliminary plat comply with the minimum requirements of the Zoning Ordinance.

<b>Local ROW</b>	<b>Interior Side</b>	<b>Interior Rear</b>	<b>McAllister Avenue</b>	<b>Wetland Buffer</b>
25ft. house 30ft. garage	7ft.	20ft.	65ft.	20ft.

**Landscaping.** Section 11-19-2.B.2 of the Zoning Ordinance requires that two shade trees be provided for each lot, one of which must be in the front yard, at the time of house construction. The trees required in the front yard required to be planted be outside of the public right-of-way.

Section 11-19-3.B requires that lots abutting collector and arterial streets provide a landscape buffer yard. The side yards of Lot 18, Block 1 and Lot 1, Block 4 abut McAllister Avenue and are subject to the buffer yard requirements. The submitted landscape plan includes the buffer yard plantings with the required size and number of plants and appropriate plant types.

**Grading.** The developer has submitted plans for grading, drainage, and erosion control plans for development of the preliminary plat. The developer has also submitted a wetland delineation and wetland impact plan for the proposed preliminary plat. Wetlands to be preserved are required by Section 11-16-5.F of the Zoning Ordinance to be protected by a 20 foot buffer with the wetland and wetland buffer platted within an outlot deeded to the City.

All grading, drainage, wetland impacts, and erosion control issues are subject to review and approval of the City Engineer.

The developer will be required to pay a Stormwater Impact Fee for Otsego Creek at the time of final plat approval.

**Utilities.** The subject property is within the West Sewer District with sewer and water utilities available at the west plat line. The developer has submitted plans for extension of sewer and water utilities for the preliminary plat to serve the proposed lots within the preliminary plat.

The City is in the process of expanding the water utility system to include drinking water treatment. This improvement involves future construction of a Water Treatment Plant to be located at the southeast corner of 70<sup>th</sup> Street (CSAH 38) and McAllister Avenue, adjacent to Watertower #4. The Water System Master Plan requires acquisition of land for a future well at the southwest corner of the subject property. A raw water pipe will be extended from this well to the Water Treatment Plant to the northeast. The needs of the City's water system will require the preliminary plat to be revised to provide a lot to be deeded to the City for the future well and incorporation of the raw water line within the utility plan. The developer will be compensated for the land acquisition and trunk raw water main through utility fee credits.

All utility plans are subject to review and approval of the City Engineer. The parcel to be acquired by the City for the future drinking water well will also be subject to review and approval of the City Engineer.

Payment of utility availability charges are due at the time of final plat approval and payment of utility connection charges are due at the time a building permit is issued for each lot in accordance with Title 6, Section 1 of the City Code.

**Easements.** Section 10-18-12.A of the Subdivision Ordinance requires 10 foot drainage and utility easements at the perimeter of all lots (overlying side lot lines), as well as over any stormwater management facilities, wetlands, and wetland buffers not platted within outlots deeded to the City. The preliminary plat provides for dedication of required easements, which are to be subject to review and approval of the City Engineer.

**Outlots.** The preliminary plat includes five outlots as shown below. Outlots A, B, C, and D are to be deeded to the City for stormwater management purposes in accordance with Section 10-8-12.D of the Subdivision Ordinance.

Outlot	Purpose	Ownership
A, B, C, D	Wetlands, wetland buffer storm basin	Deed to City
E	Future development	Developer

The preliminary plat includes a sketch plan for future development of Outlot E. It is recommended that the outlot be platted as two separate outlots for the potential future lots with dedication of right-of-way for the street illustrated on the sketch plan. Because of the access limitations and spacing requirements onto McAllister Avenue as collector street, having the right-of-way dedicated for this potential future street will allow greater flexibility for development of parcels to the south of the subject property.

**Park Dedication.** Section 10-8-15.A of the Subdivision Ordinance requires subdividers to dedicate a reasonable portion of the buildable land within a proposed preliminary plat for public use as parks or open space. The City may also choose to accept an equivalent amount in cash for part or all of the land required to be dedicated.

The subject property is within the service area for Zimmer Farm Park and Billette Field to the west on the boundary of the Otsego Preserve and Zimmer Farm neighborhoods. The Future Parks and Trails Map does not identify acquisition of land from the subject property for park facilities

Park dedication requirements for the proposed subdivision are to be satisfied as a cash fee in lieu of land at the time of final plat approval.

**Exception Parcel.** The exception parcel abutting McAllister Avenue (PID 118-500-311301) is not included in the preliminary plat as noted above. The submitted plans do provide for a street stub east of Street 3 to the west line of the exception parcel to allow for future subdivision with extension of streets and utilities.

The sketch plan illustrates that the street would be extended through the exception parcel to intersect McAllister Avenue. With the area to the east of McAllister Avenue planned for future industrial land uses, there is an interest in limiting access points to the collector street and also providing area for landscape buffering.

As such, City staff recommend that the sketch plan for the exception parcel be revised to terminate as a cul-de-sac and not intersect McAllister Avenue.

## **RECOMMENDATION**

The proposed Meadow Haven preliminary plat is consistent with the goals and policies of the 2023 Comprehensive Plan and complies with the requirements of the Zoning Ordinance and Subdivision Ordinance. City staff recommends approval of applications as outlined below.

## **POSSIBLE ACTIONS**

Motion to recommend **approval** of a Zoning Map amendment rezoning the subject property to R-5 District; a Planned Unit Development-Conditional Use Permit; and preliminary plat of Meadow Haven, 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. All right-of-way dedication, street design and construction plans, street lighting, sidewalks, trails, and street names shall be subject to review and approval of the City Engineer.
3. McAllister Avenue:
  - a. The developer shall dedicate 40 feet of right-of-way for the west half of McAllister Avenue abutting the preliminary plat.
  - b. The developer shall at their cost improve McAllister Avenue from the south line of the preliminary plat to 70<sup>th</sup> Street (CSAH 38) to a minor collector section as determined by the City Engineer.
  - c. The developer shall receive utility fee credits as determined by the City for the portion of the east half of McAllister Avenue abutting the City owned Watertower #4 and South Central Water Treatment Plant property.
  - d. The improvement of McAllister Avenue abutting the subject property and PID 118-500-311301 shall include a 10-foot bituminous trail.
4. The City Council shall consider a resolution approving vacation of 67<sup>th</sup> Street along the north line of the preliminary plat at the time of final plat application.
5. All lots within the preliminary plat shall comply with the following setbacks:

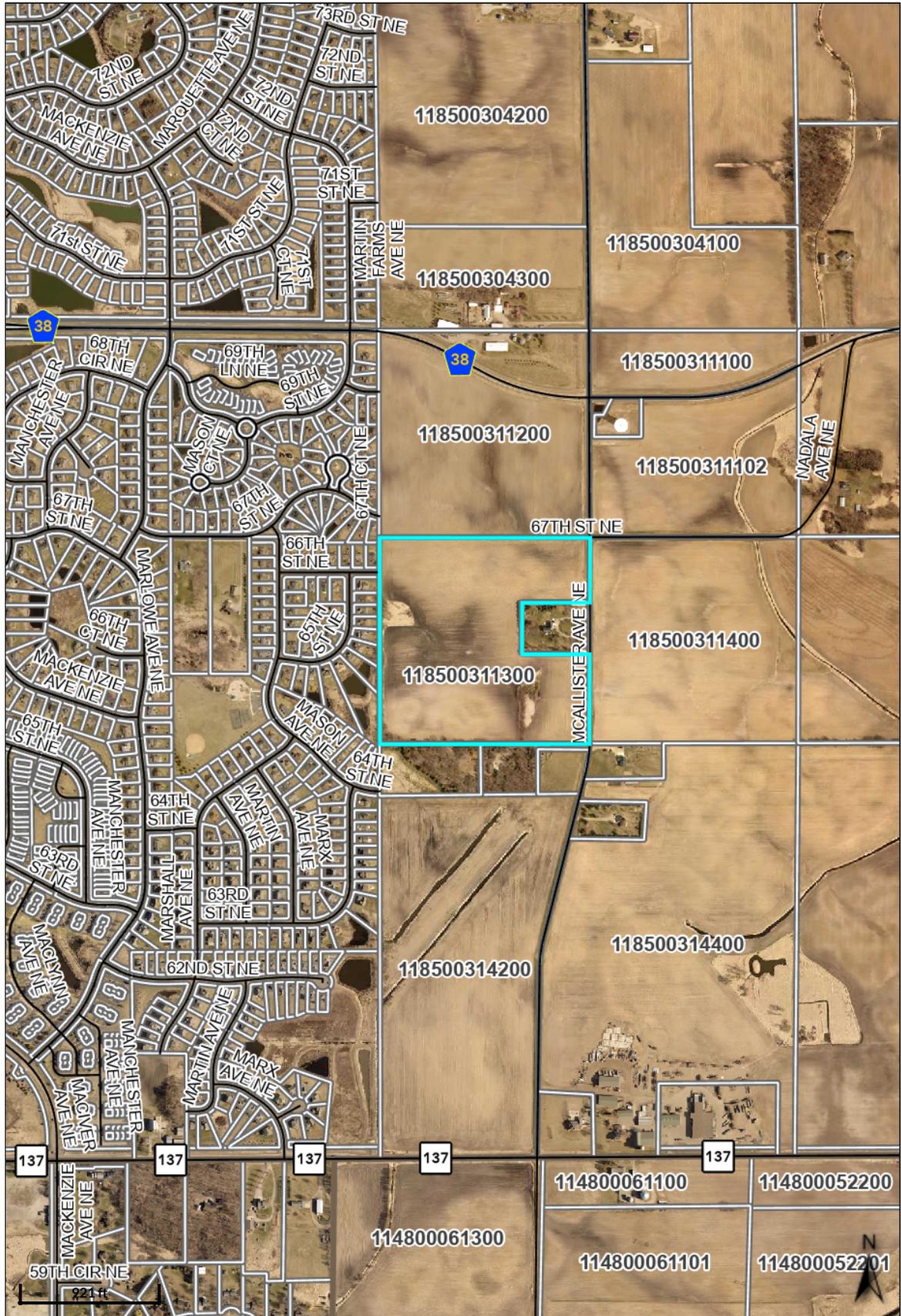
<b>Local ROW</b>	<b>Interior Side</b>	<b>Interior Rear</b>	<b>McAllister Avenue</b>	<b>Wetland Buffer</b>
25ft. house 30ft. garage	7ft.	20ft.	65ft.	20ft.

6. The preliminary plat shall be revised to extend either or both of Street 2 and Street 3 through Block 1 to provide for future street connection(s) to the abutting property to the north.
7. All grading, drainage, wetland impacts, and erosion control issues shall be subject to review and approval of the City Engineer.
8. The developer shall pay a Stormwater Impact Fee for Otsego Creek at the time of final plat approval.

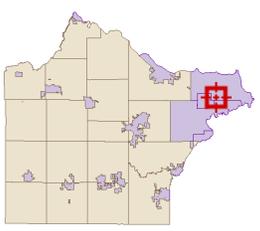
9. Trunk Water System:
    - a. The preliminary plat shall be revised to provide for acquisition of land by the City for a future water utility well.
    - b. The utility plan for the preliminary plat shall incorporate a raw water main extension to between the future water utility well and McAllister Avenue.
    - c. The developer will receive financial credit for the value of the property acquired and cost of construction related to the well and raw water main.
  10. All utility plans shall be subject to review and approval of the City Engineer.
  11. All drainage and utility easements shall be subject to review and approval of the City Engineer.
  12. Outlot A, B, C, and D shall be deeded to the City for stormwater management purposes.
  13. Outlot E shall be revised as two outlots encompassing potential future lots with dedication of right-of-way as illustrated on the sketch plan with the current plat.
  14. Park dedication requirements shall be satisfied as payment of a cash fee in lieu of land dedication at the time of final plat approval.
  15. The sketch plan for PID 118-500-311301 shall be revised to terminate as a cul-de-sac and not intersect McAllister Avenue.
- c. Adam Flaherty, City Administrator/Finance Director  
Audra Etzel, City Clerk  
Ron Wagner, City Engineer  
David Kendall, City Attorney

# Site Location

## Meadow Haven Preliminary Plat

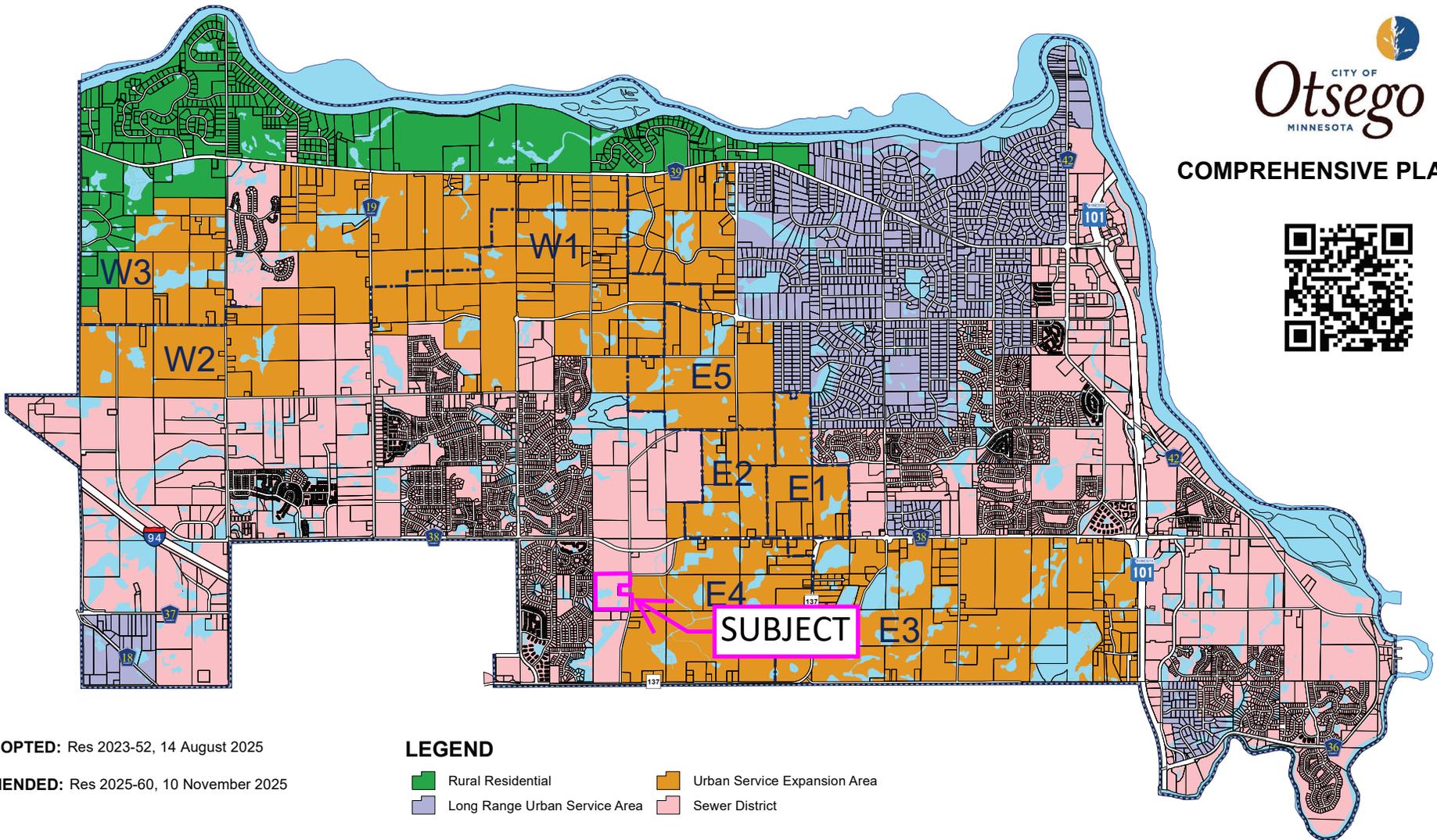


### Overview



### Legend

- Highways**
  - Interstate
  - State Highway
  - US Highway
  - Roads
- City/Township Limits**
  - c
  - t
- Parcels**
  - Parcels
  - Torrens

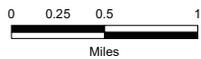


**ADOPTED:** Res 2023-52, 14 August 2025

**AMENDED:** Res 2025-60, 10 November 2025

**LEGEND**

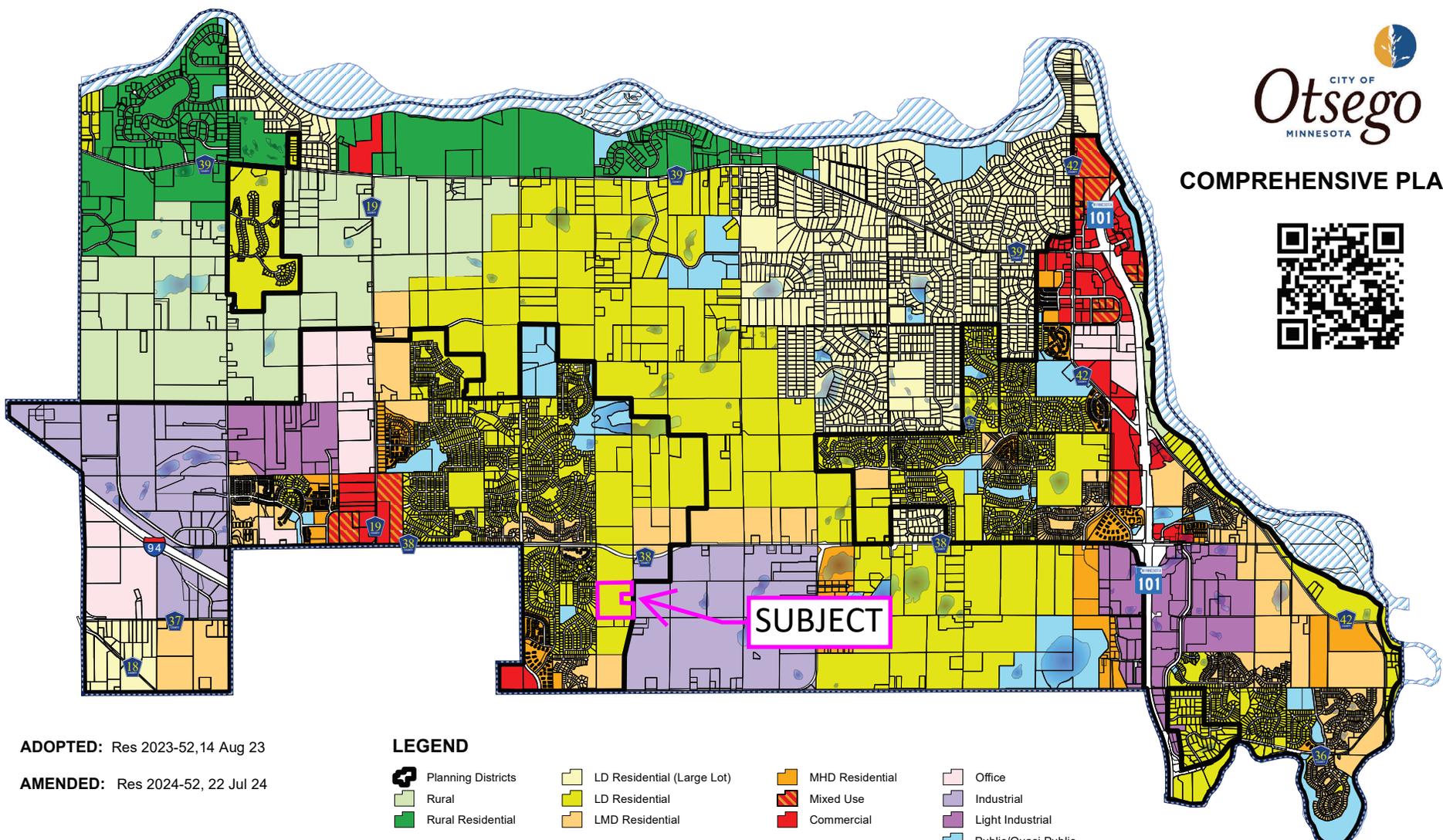
- Rural Residential
- Urban Service Expansion Area
- Long Range Urban Service Area
- Sewer District



**URBAN SERVICE  
STAGING PLAN**

**DISCLAIMER:**

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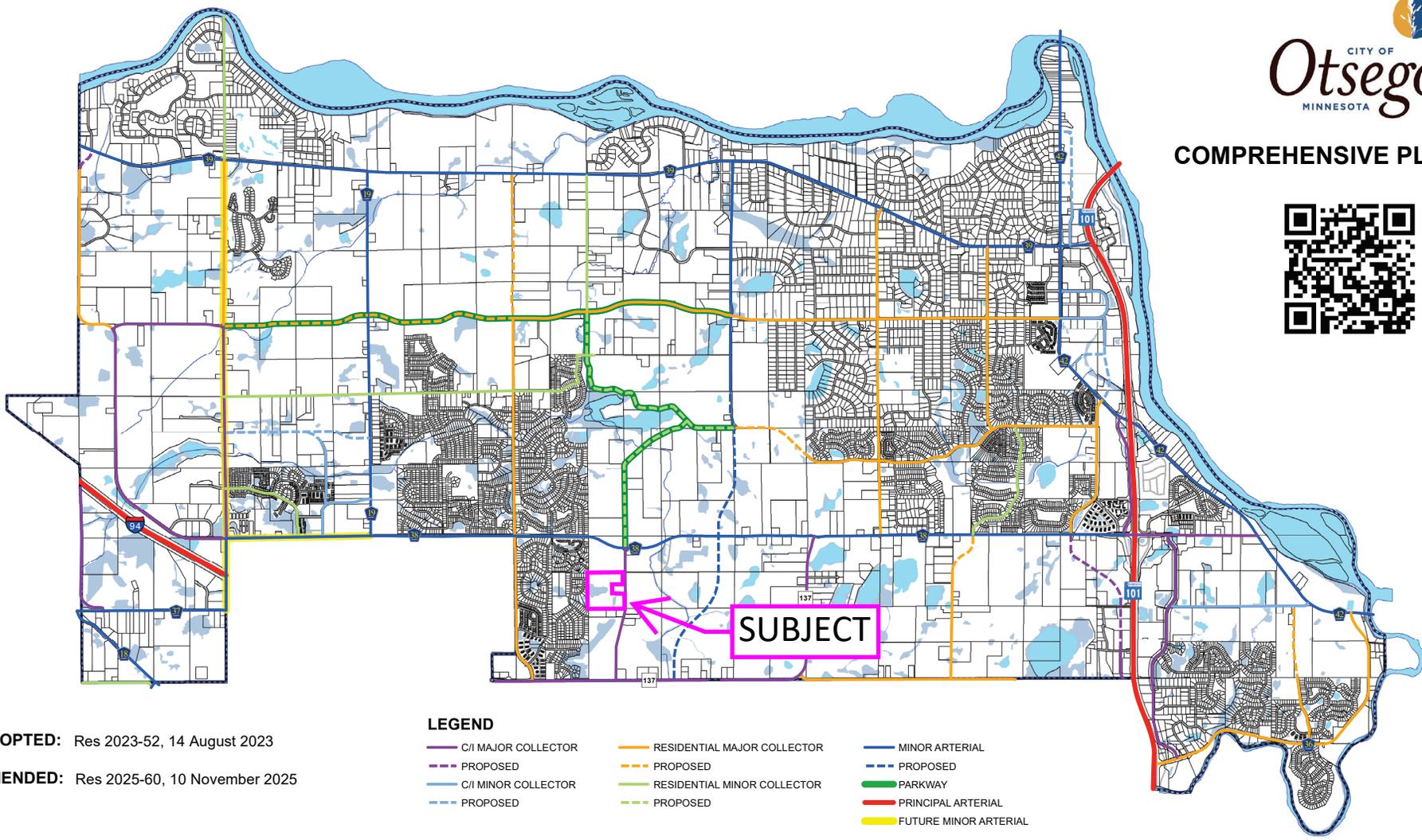
ADOPTED: Res 2023-52, 14 Aug 23

AMENDED: Res 2024-52, 22 Jul 24

**LEGEND**

- |                    |                            |                 |                     |
|--------------------|----------------------------|-----------------|---------------------|
| Planning Districts | LD Residential (Large Lot) | MHD Residential | Office              |
| Rural              | LD Residential             | Mixed Use       | Industrial          |
| Rural Residential  | LMD Residential            | Commercial      | Light Industrial    |
|                    |                            |                 | Public/Quasi Public |



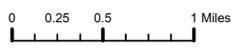


**ADOPTED:** Res 2023-52, 14 August 2023

**AMENDED:** Res 2025-60, 10 November 2025

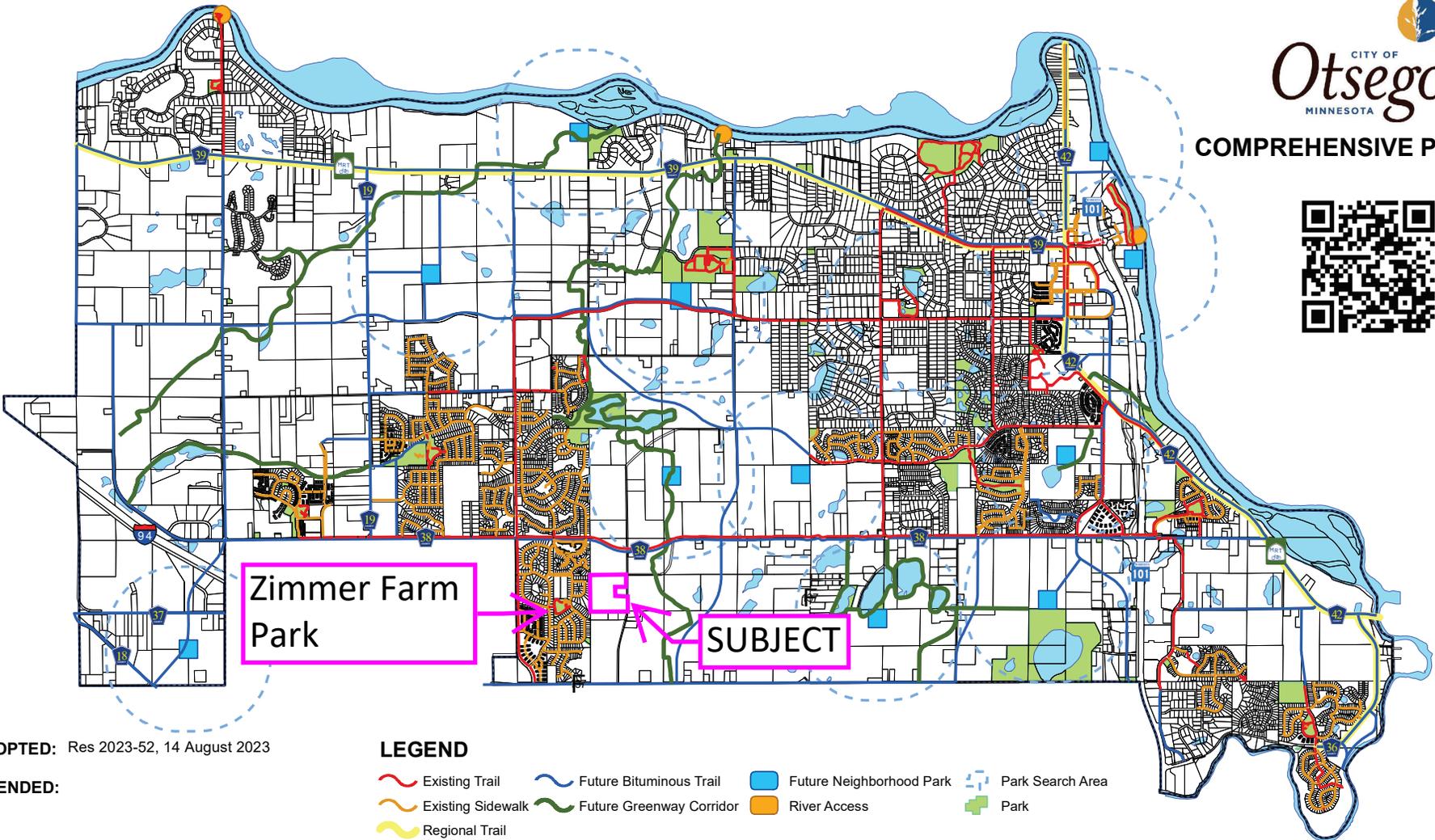
**LEGEND**

- |                       |                               |                         |
|-----------------------|-------------------------------|-------------------------|
| — C/I MAJOR COLLECTOR | — RESIDENTIAL MAJOR COLLECTOR | — MINOR ARTERIAL        |
| - - - PROPOSED        | - - - PROPOSED                | - - - PROPOSED          |
| — C/I MINOR COLLECTOR | — RESIDENTIAL MINOR COLLECTOR | — PARKWAY               |
| - - - PROPOSED        | - - - PROPOSED                | — PRINCIPAL ARTERIAL    |
|                       |                               | — FUTURE MINOR ARTERIAL |



# TRANSPORTATION PLAN

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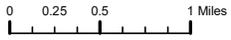


**ADOPTED:** Res 2023-52, 14 August 2023

**AMENDED:**

**LEGEND**

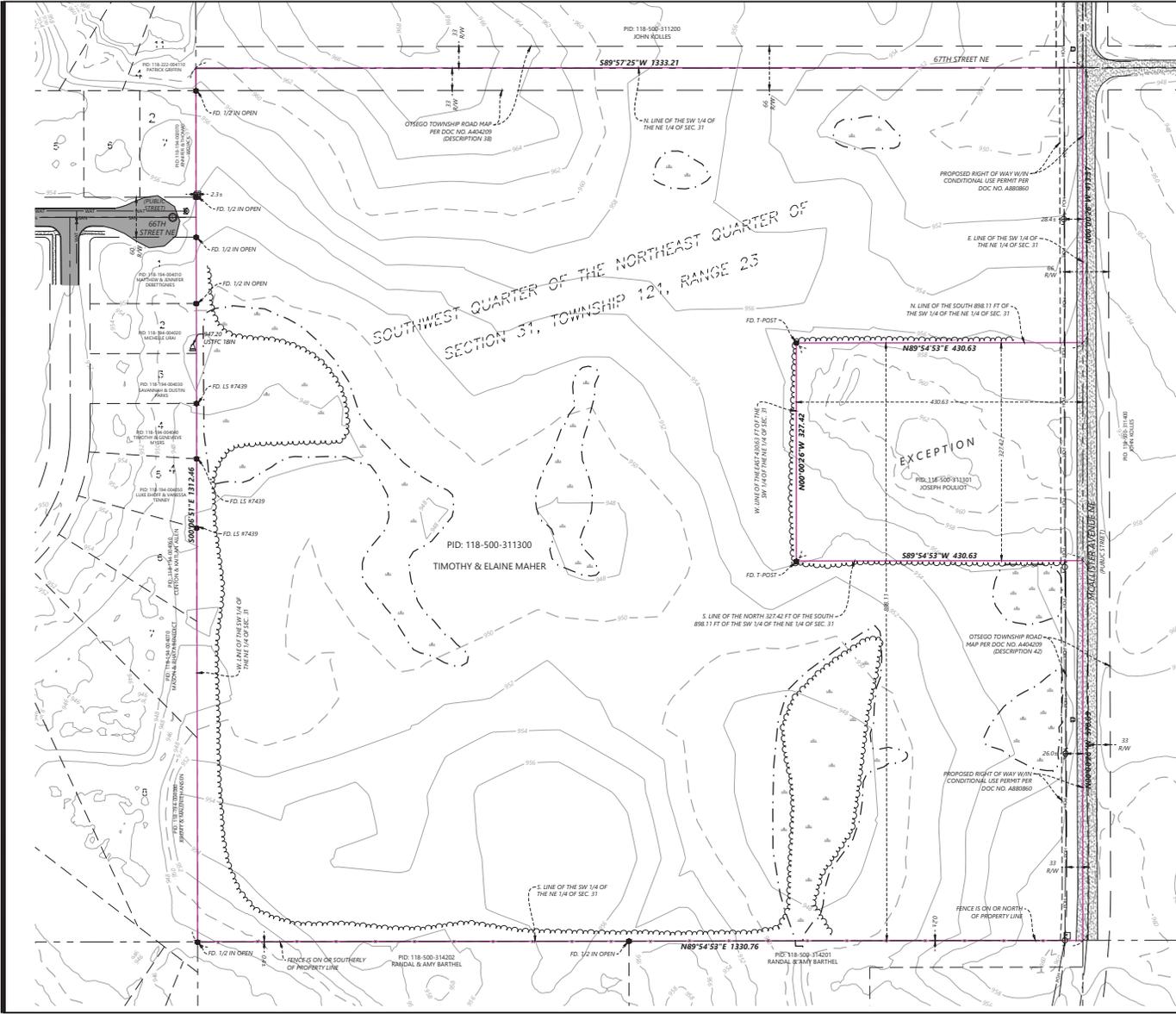
- Existing Trail
- Future Bituminous Trail
- Future Neighborhood Park
- Park Search Area
- Existing Sidewalk
- Future Greenway Corridor
- River Access
- Park
- Regional Trail



**FUTURE PARK  
AND TRAIL SYSTEM**

**DISCLAIMER:**  
This product is for informational purposes and may not have been prepared for, or be suitable for legal, engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain the usability of the information.





**LEGEND**

- SANITARY MANHOLE
- CATCH BASIN
- FLARED END SECTION
- FLARED END SECTION
- HYDRANT
- GATE VALVE
- GUY WIRE
- POWER POLE
- TELEPHONE BOX
- STEEL/WOOD POST
- SIGN
- BOUNDARY LINE
- RIGHT-OF-WAY LINE
- LOT LINE
- EASEMENT LINE
- SECTION LINE
- TREE LINE
- POWER OVERHEAD
- SANITARY SEWER
- STORM SEWER
- WATERMAIN
- FENCE LINE
- BITUMINOUS SURFACE
- GRAVEL SURFACE
- WETLAND
- FOUND MONUMENT

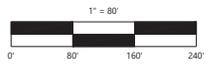
**PROPERTY DESCRIPTION**

The following information was provided in Land Title, Inc., Issuing Agent for Old Republic National Title Insurance Company, File Number 695336, which has an effective date of April 26, 2024 at 7:00 AM.

The Southwest Quarter of the Northeast Quarter of Section 31, Township 121, Range 23, EXCEPT the North 327.42 feet of the South 898.11 feet of the East 430.63 feet of the Southwest Quarter of the Northeast Quarter of Section 31, Township 121, Range 23, Wright County, Minnesota.  
Abstract Property.

**GENERAL NOTES**

- Bearings of property lines shown hereon are based on the Wright County coordinate system, (NAD 83 - 2011 Control Adjustment).
- Lengths of lines and distances between features are measured in US-Survey Feet.
- Elevations and ground contours shown hereon are relative to the NAD83 vertical datum and are relative to Benchmark MNDT 868/B which has an elevation of 945.22'.



DESIGNED:	TDD
CHECKED:	CHF
DRAWN:	DHW
HORIZONTAL SCALE:	80.00000:1
VERTICAL SCALE:	16.000:1

INITIAL ISSUE:	02/02/26
REVISIONS:	

PREPARED FOR:  
**SUMMERGATE COMPANIES LLC**  
17305 CEDAR AVENUE, SUITE 200  
LAKEVILLE, MN 55044

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A FULLY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.  
**ERNEST M. WIRTZ JR.**  
DATE: 02/02/26, LICENSE NO.: 63119

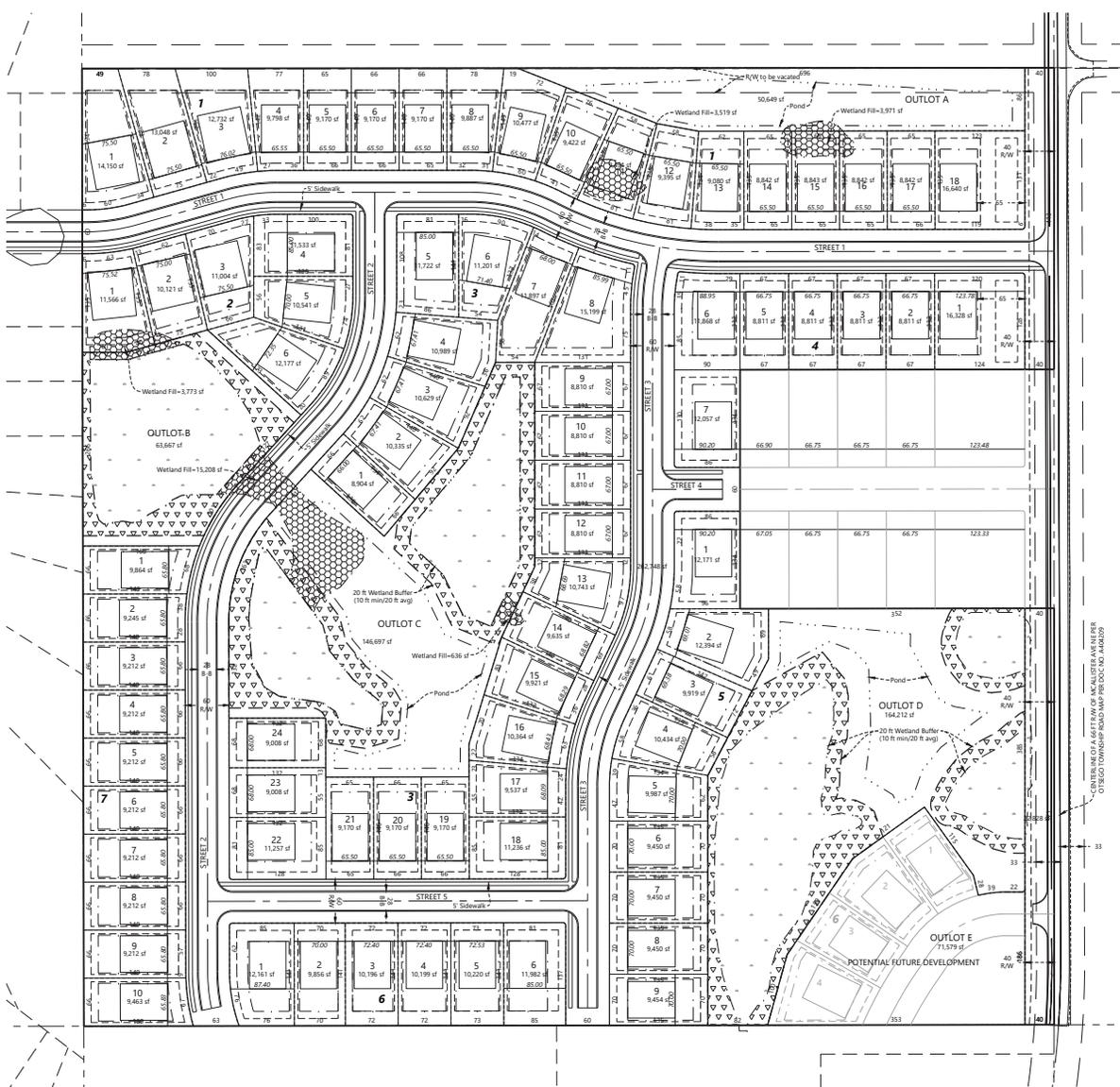
**MEADOW HAVEN**  
OTSEGO, MN

**Westwood**  
Phone (952) 937-5150 12705 Whitewater Drive, Suite F300  
Fax Free (888) 937-5150 Minneapolis, MN 55433  
westwood@ps.com

Westwood Professional Services, Inc.

SHEET NUMBER: **02** OF **24**  
**EXISTING CONDITIONS**  
PROJECT NUMBER: 00525400.04 DATE: 02/02/26

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### SITE DEVELOPMENT DATA

EXISTING ZONING:	A-2; AGRICULTURAL-LONG RANGE URBAN SERVICE AREA
PROPOSED ZONING:	R-5; CUP
GROSS SITE AREA:	36.88 AC
EXISTING WETLANDS TO REMAIN:	3.68 AC
WETLAND BUFFERS:	2.33 AC
NET SITE AREA:	30.88 AC
<b>DEVELOPMENT SUMMARY</b>	
65' SF HOMES	74 LOTS
75' SF HOMES (BTL1-3; B2L1-3)	6 LOTS
TOTAL SINGLE FAMILY HOMES	80 LOTS
<b>PROJECT DENSITY:</b>	
GROSS:	±2.17 UN/AC
NET:	±2.59 UN/AC

### LOT STANDARDS: SINGLE FAMILY

STANDARD	SINGLE FAMILY (65' & 75' LOTS)
MINIMUM LOT AREA	8,810 SF
MEAN LOT AREA (all lots)	9,835 SF
MEDIAN LOT AREA (all lots)	10,302 SF
MINIMUM LOT WIDTH	65' @ FRT SBK 25' @ RET SBK
CORNER LOT WIDTH	83'
MINIMUM LOT DEPTH	130'
<b>SETBACKS</b>	
FRONT (GARAGE HOME)	30', 25'
SIDE (INTERIOR LOT)	7' / 7', 14' TOTAL
SIDE (CORNER LOT)	25'
REAR	20'
SKW TO MCALLISTER AVE NE	60'
WETLAND BUFFER	10' MIN / 20' AVG
BUFFER STRUCTURE SETBACK	20'

### SITE LEGEND

EXISTING	PROPOSED	
---	---	PROPERTY LINE
---	---	LOT LINE
---	---	SETBACK LINE
---	---	EASEMENT LINE
---	---	CURB AND GUTTER
---	---	TIP-OUT CURB AND GUTTER
---	---	POND NORMAL WATER LEVEL
---	---	RETAINING WALL

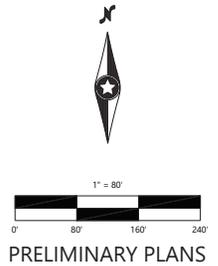
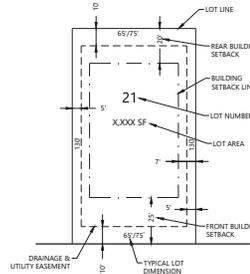
### OUTLOT TABLE

OUTLOT	USE	OWNERSHIP	GROSS AREA
A	WETLAND / PONDING	CITY	1.16 AC
B	WETLAND	CITY	1.46 AC
C	WETLAND / PONDING	CITY	3.37 AC
D	WETLAND / PONDING	CITY	3.77 AC
E	FUTURE DEVELOPMENT	DEVELOPER	1.64 AC

### DEVELOPMENT NOTES

- ALL LOT DIMENSIONS ARE ROUNDED TO THE NEAREST FOOT.
- ALL AREAS ARE ROUNDED TO THE NEAREST SQUARE FOOT.
- STREET NAMES ARE SUBJECT TO APPROVAL BY THE CITY.
- DRAINAGE AND UTILITY EASEMENTS SHALL BE PROVIDED AS REQUIRED. DRAINAGE AND UTILITY EASEMENTS WILL BE PROVIDED OVER ALL PUBLIC UTILITIES AND UP TO 1 FOOT ABOVE THE HIGH WATER LEVEL OF ALL PONDS.
- STREET WIDTHS ARE SHOWN FROM BACK OF CURB TO BACK OF CURB.

### TYPICAL SINGLE FAMILY (SF) LOT DETAIL



DESIGNED:	TDD	INITIAL ISSUE:	02/02/26
CHECKED:	CHF	REVISIONS:	
DRAWN:	DHW		
HORIZONTAL SCALE:	80'		
VERTICAL SCALE:	16' OR 8'		

PREPARED FOR:  
**SUMMERGATE COMPANIES LLC**  
17305 CEDAR AVENUE, SUITE 200  
LAKEVILLE, MN 55044

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.  
**CORY L MEYER**  
DATE: 02/02/26, LICENSE NO.: 26971

**MEADOW HAVEN**  
OTSEGO, MN

**Westwood**

Phone (952) 937-5150 12702 Whitehaven Drive, Suite #300  
14 Free (888) 937-5150 Minneapolis, MN 55434  
westwood@ps.com

SHEET NUMBER:  
**03** OF **24**  
**PRELIMINARY PLAT**  
PROJECT NUMBER: 0052504.00 DATE: 02/02/26

MEADOW HAVEN

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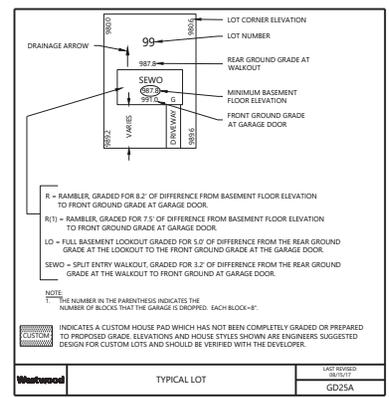
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811 or call811.com  
Common Ground Alliance

### GRADING & DRAINAGE NOTES

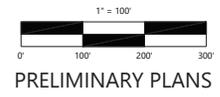
- ALL CONTOURS AND SPOT ELEVATIONS ARE SHOWN TO FINISHED SURFACE/GUTTER GRADES UNLESS OTHERWISE NOTED.
- REFER TO THE SITE PLAN/RECORD PLAT FOR MOST CURRENT HORIZONTAL SITE DIMENSIONS AND LAYOUT.
- THE CONTRACTOR SHALL VERIFY THE LOCATION AND ELEVATION OF EXISTING UTILITIES AND TOPOGRAPHICAL FEATURES WITH THE OWNERS AND FIELD-VERIFY PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE ENGINEER OF ANY DISCREPANCIES OR VARIATIONS FROM PLAN.
- ALL CONSTRUCTION SHALL CONFORM TO LOCAL RULES.
- POSITIVE DRAINAGE FROM THE SITE MUST BE PROVIDED AT ALL TIMES.

### EROSION CONTROL NOTES

- ALL SILT FENCE AND OTHER EROSION CONTROL FEATURES SHALL BE IN-PLACE PRIOR TO ANY EXCAVATION/CONSTRUCTION AND SHALL BE MAINTAINED UNTIL VIABLE TURF OR GROUND COVER HAS BEEN ESTABLISHED. EXISTING SILT FENCE ON-SITE SHALL BE MAINTAINED AND OR REMOVED AND SHALL BE CONSIDERED INCIDENTAL TO THE GRADING CONTRACT. IT IS OF EXTREME IMPORTANCE TO BE AWARE OF CURRENT FIELD CONDITIONS WITH RESPECT TO EROSION CONTROL. TEMPORARY PONDING, DYES, HAY BALES, ETC., REQUIRED BY THE CITY SHALL BE INCIDENTAL TO THE GRADING CONTRACT.
- ALL STREETS DISTURBED DURING WORKING HOURS MUST BE CLEANED AT THE END OF EACH WORKING DAY. A ROCK ENTRANCE TO THE SITE MUST BE PROVIDED ACCORDING TO DETAILS TO REDUCE TRACKING OF DIRT ONTO PUBLIC STREETS.
- REDUNDANT PERIMETER SEDIMENT CONTROLS ARE NECESSARY WHEN SOIL DISTURBANCE IS WITHIN 50 FEET OF SURFACE WATERS. REDUNDANT SEDIMENT CONTROLS COULD INCLUDE:
  - TWO ROWS OF SILT FENCE (SEPARATED BY 5 FEET); OR
  - SILT FENCE AND A TOPSOIL BERM (STABILIZE BERM WITH MULCH); OR
  - SILT FENCE AND FIBER LOGS; OR
  - TOPSOIL BERM AND FIBER LOGS (STABILIZE BERM WITH MULCH).
- REDUNDANT SEDIMENT CONTROLS MUST BE INSTALLED PRIOR TO DISTURBING WITHIN 50 FEET OF THE SURFACE WATER.



Westwood	TYPICAL LOT	LAST REVISION
		GD25A



# SEE SHEET 05

# SEE SHEET 06

DESIGNED:	TDD	INITIAL ISSUE:	02/02/26
CHECKED:	CHF	REVISIONS:	
DRAWN:	DHW		
HORIZONTAL SCALE:	100'		
VERTICAL SCALE:	20' OR 30'		

PREPARED FOR:  
**SUMMERGATE COMPANIES LLC**  
17305 CEDAR AVENUE, SUITE 200  
LAKEVILLE, MN 55044

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.  
**THOMAS D. DESUTTER**  
DATE: 02/02/26, LICENSE NO.: 59640

**MEADOW HAVEN**  
OTSEGO, MN

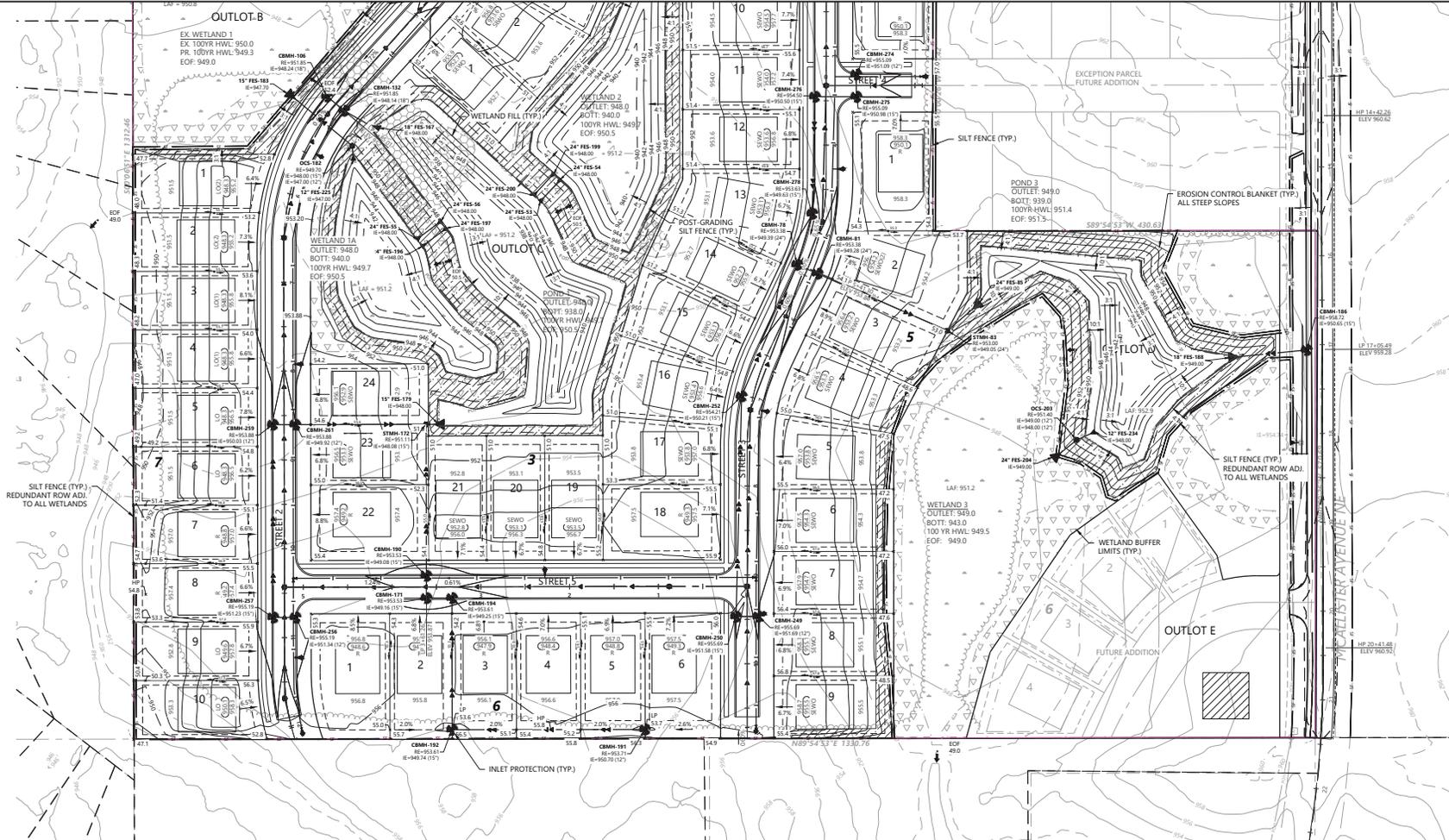
**Westwood**  
Phone: (952) 937-5150 | 12705 Whitewater Drive, Suite #300  
Minnetonka, MN 55343  
Free: (888) 937-5150 | westwoodgs.com  
Westwood Professional Services, Inc.

OVERALL PRELIMINARY  
GRADING, DRAINAGE  
AND EROSION CONTROL  
PROJECT NUMBER: 0052504.00

SHEET NUMBER:  
**04** OF **24**  
DATE: 02/02/26

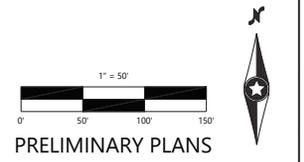
MEADOW HAVEN





**GRADING LEGEND**

EXISTING	PROPOSED	EXISTING	PROPOSED	PROPOSED	PROPOSED
SP-10	SP-10	PROPERTY LINE	STORM SEWER	CL-CL 900.00	CL-CL ELEVATION
SOIL BORING LOCATION	SOIL BORING LOCATION	INDEX CONTOUR	INLET PROTECTION	0.00%	FLOW DIRECTION
INTERVAL CONTOUR	INTERVAL CONTOUR	SPOT ELEVATION	TREE LINE	TW-XXXXXX	TOP AND BOTTOM OF RETAINING WALL
SPOT ELEVATION	SPOT ELEVATION	HP/LP	RETAINING WALL (MODULAR BLOCK)	BW-XXXXXX	EMERGENCY OVERFLOW
HP/LP	HP/LP	HIGH/LOW POINT	POND NORMAL WATER LEVEL	XXXXXX	PROPOSED STREET PROFILE GRADE
HIGH/LOW POINT	HIGH/LOW POINT		SILT FENCE-POST GRADING		
					ROCK CONSTRUCTION ENTRANCE
					EROSION CONTROL BLANKET
					TURF REINFORCEMENT MAT
					SILT FENCE



DESIGNED:	TDD	INITIAL ISSUE:	02/02/26
CHECKED:	TDD	REVISIONS:	
DRAWN:	DW		
HORIZONTAL SCALE:	50'		
VERTICAL SCALE:	10' OR 8"		

PREPARED FOR:  
**SUMMERGATE COMPANIES LLC**  
17305 CEDAR AVENUE, SUITE 200  
LAKEVILLE, MN 55044

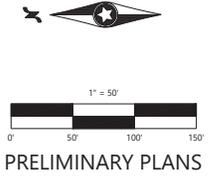
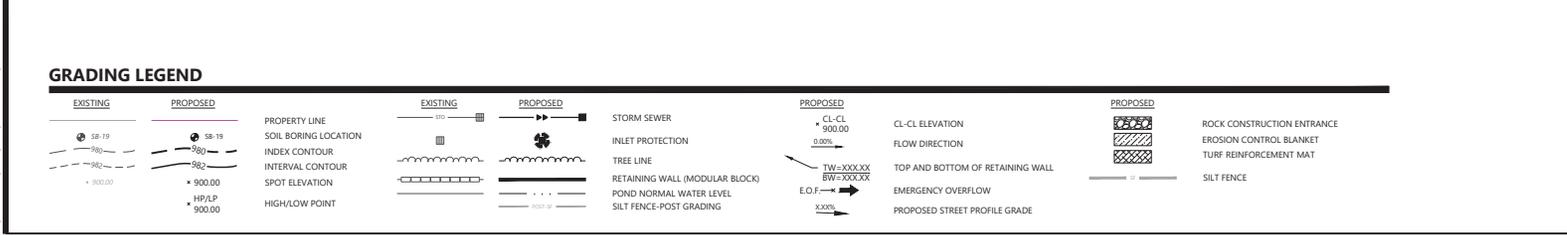
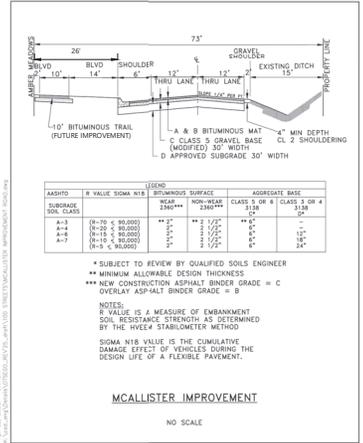
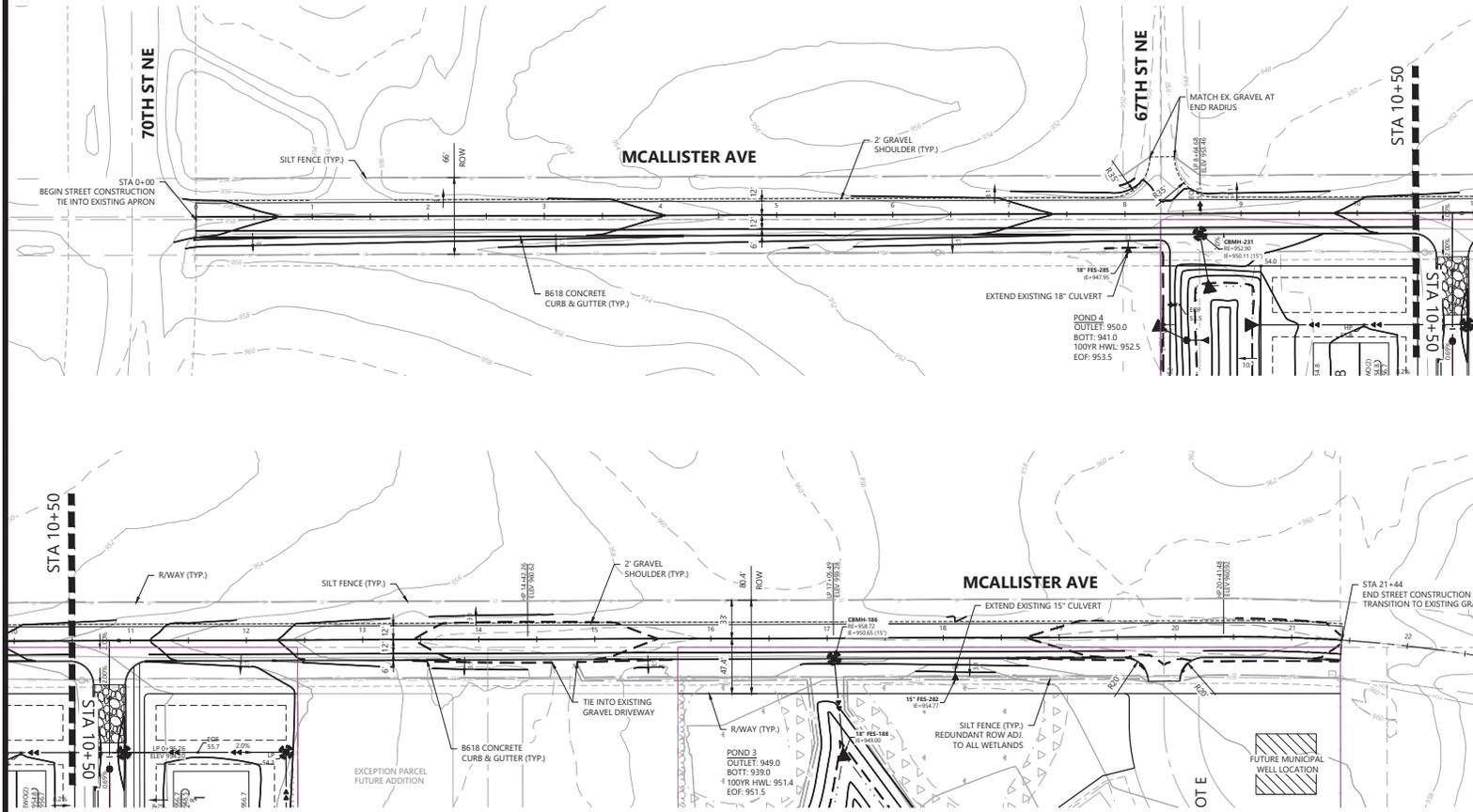
I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.  
THOMAS D. DESUTTER  
DATE: 02/02/26, LICENSE NO: 59640

**MEADOW HAVEN**  
OTSEGO, MN

**Westwood**  
Phone (952) 937-5150 12702 Whitewater Drive, Suite F300  
Fax (888) 937-5150 Minneapolis, MN 55433  
westwoodps.com  
Westwood Professional Services, Inc.

PRELIMINARY GRADING  
DRAINAGE AND EROSION  
CONTROL  
PROJECT NUMBER: 0052540.00

SHEET NUMBER:  
**06** OF **24**  
DATE: 02/02/26



DESIGNED: TDD	INITIAL ISSUE: 02/02/26
CHECKED: TDD	REVISIONS:
DRAWN: DW	
HORIZONTAL SCALE: 50'	
VERTICAL SCALE: 10' OR 8'	

PREPARED FOR:  
**SUMMERGATE COMPANIES LLC**  
17305 CEDAR AVENUE, SUITE 200  
LAKEVILLE, MN 55044

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DAILY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.  
**THOMAS D. DESUTTER**  
DATE: 02/02/26, LICENSE NO.: 59640

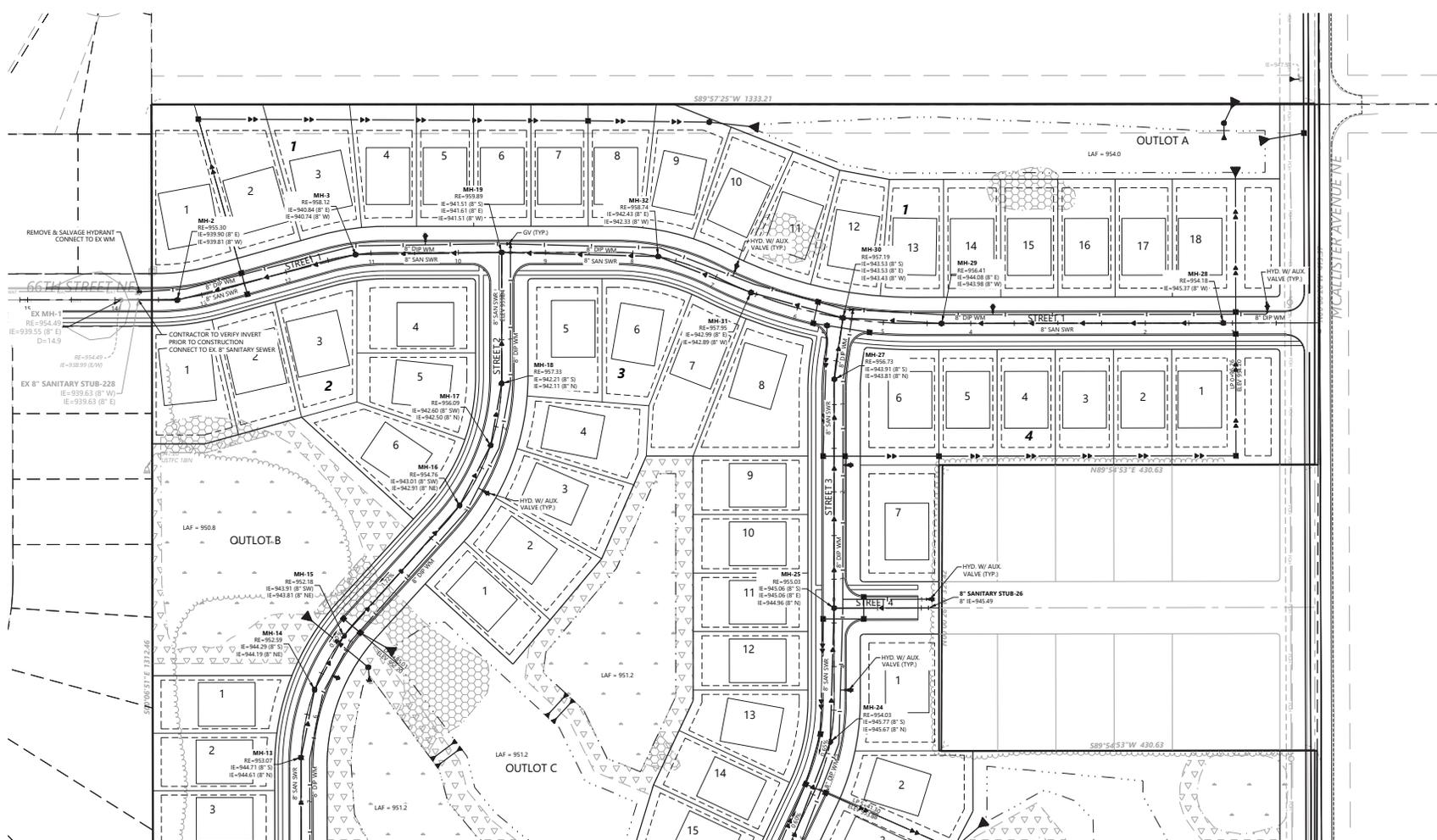
**MEADOW HAVEN**  
OTSEGO, MN

**Westwood**  
Professional Services, Inc.  
Phone: (952) 937-5150, (888) 937-5150  
12702 Whitewater Drive, Suite F300  
Minnetonka, MN 55343  
westwoodps.com

SHEET NUMBER: **07** OF **24**  
**MCALLISTER IMPROVEMENT PLAN**  
PROJECT NUMBER: 0052504.00 DATE: 02/02/26

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811 or call811.com  
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**UTILITY LEGEND**

EXISTING	PROPOSED	
		SANITARY SEWER
		STORM SEWER
		DRAIN TILE
		WATER MAIN
		HYDRANT

**GENERAL UTILITY NOTES**

1. THE CONTRACTOR SHALL VERIFY ALL EXISTING CONDITIONS PRIOR TO CONSTRUCTION AND NOTIFY THE OWNER OF ANY DIFFERENCES.
2. UNLESS OTHERWISE NOTED, ALL MATERIALS, CONST. TECHNIQUES AND TESTING SHALL CONFORM TO THE 2023 ED. OF THE "STANDARD UTILITIES SPECIFICATIONS FOR WATER MAIN AND SERVICE LINE INSTALLATION AND SANITARY SEWER AND STORM SEWER INSTALLATION BY THE CITY ENGINEERING ASSOCIATION OF MINN." AND TO THE "STANDARD SPECIFICATION FOR HIGHWAY CONSTRUCTION" MINN. DEPT. OF TRANS., 2020 EDITION AND SUPPLEMENTAL SPECIFICATIONS SEPTEMBER 2022. THE CONTRACTOR SHALL BE REQUIRED TO FOLLOW ALL PROCEDURES AS OUTLINED BY THE LOCAL AGENCY.
3. THE CONTRACTOR SHALL RECEIVE THE NECESSARY PERMITS FOR ALL WORK OUTSIDE OF THE PROPERTY LIMITS.
4. VERIFY EXISTING INVERT LOCATION & ELEVATION PRIOR TO BEGINNING CONSTRUCTION.
5. THE CONTRACTOR SHALL CONTACT "GOPHER STATE ONE CALL" FOR UTILITY LOCATIONS PRIOR TO UTILITY INSTALLATION.



1" = 60'  
**PRELIMINARY PLANS**

N:\00255400\DWG\CAL\PRELIMINARY\00255400C-UTR01.DWG

DESIGNED:	TDD
CHECKED:	CHF
DRAWN:	DHW
HORIZONTAL SCALE:	60'
VERTICAL SCALE:	12' OR 6'

INITIAL ISSUE:	02/02/26
REVISIONS:	
▲	
▲	
▲	
▲	

PREPARED FOR:  
**SUMMERGATE COMPANIES LLC**  
17305 CEDAR AVENUE, SUITE 200  
LAKEVILLE, MN 55044

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.  
**THOMAS D. DESUTTER**  
DATE: 02/02/26, LICENSE NO.: 59640

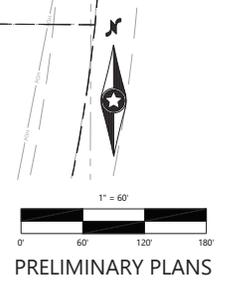
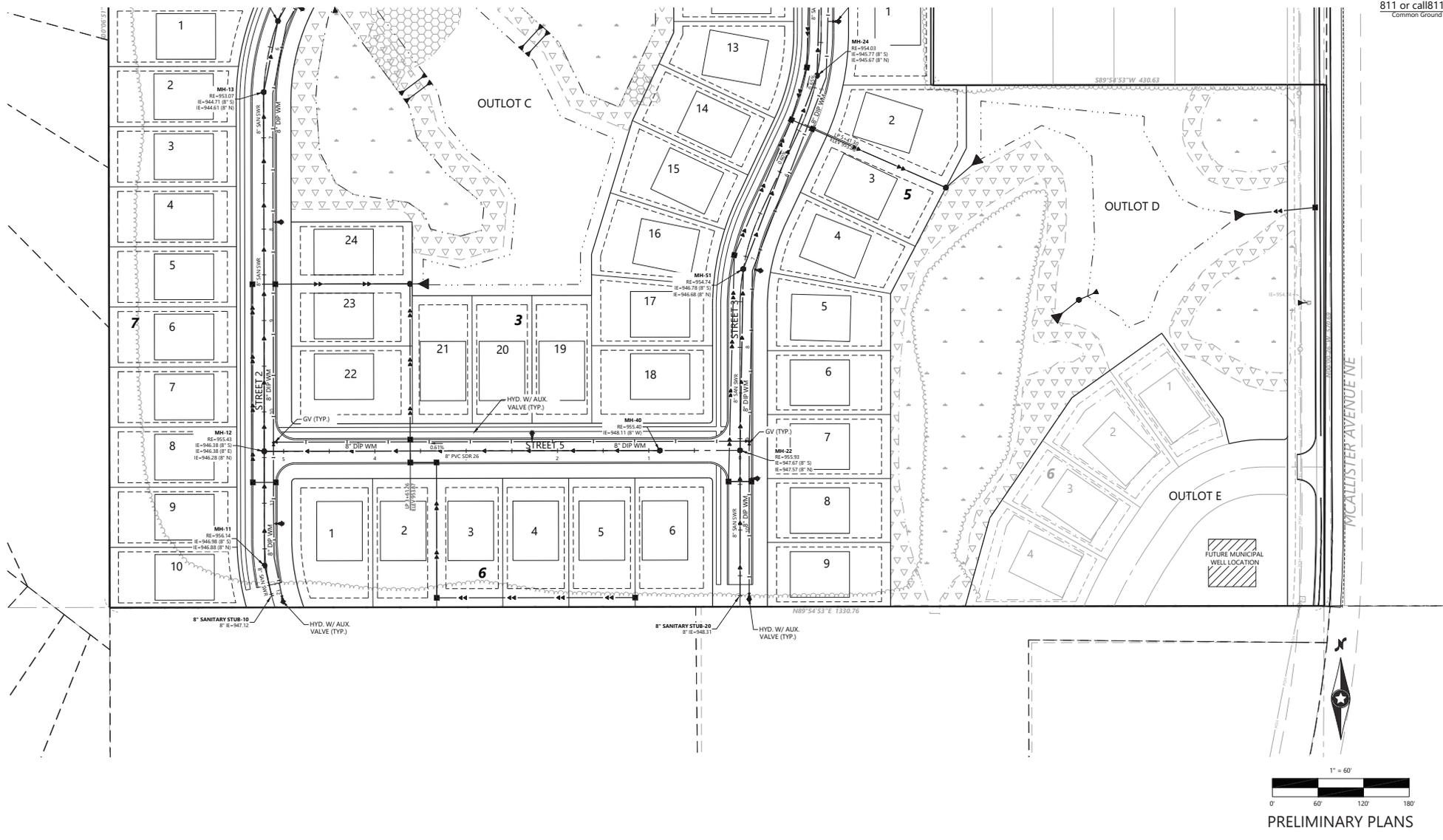
**MEADOW HAVEN**  
OTSEGO, MN

**Westwood**  
Phone (952) 937-5150 12702 Whitewater Drive, Suite F300  
Fax (952) 937-5150 Minneapolis, MN 55434  
westwood@ps.com  
Westwood Professional Services, Inc.

**PRELIMINARY UTILITY PLAN**  
PROJECT NUMBER: 0052540.00

SHEET NUMBER:  
**08** OF **24**  
DATE: 02/02/26

MEADOW HAVEN



DESIGNED:	TDD
CHECKED:	CHF
DRAWN:	DW
HORIZONTAL SCALE:	60'
VERTICAL SCALE:	12' OR 6'

INITIAL ISSUE:	02/02/26
REVISIONS:	
▲	
▲	
▲	

PREPARED FOR:  
**SUMMERGATE COMPANIES LLC**  
17305 CEDAR AVENUE, SUITE 200  
LAKEVILLE, MN 55044

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

THOMAS D. DESUTTER  
DATE: 02/02/26, LICENSE NO.: 59640

**MEADOW HAVEN**  
OTSEGO, MN

**Westwood**

Phone (952) 937-5150 12705 Whitewater Drive, Suite F300  
Toll Free (888) 937-5150 Minneapolis, MN 55343  
westwood@ps.com westwoodps.com

Westwood Professional Services, Inc.

PRELIMINARY UTILITY PLAN

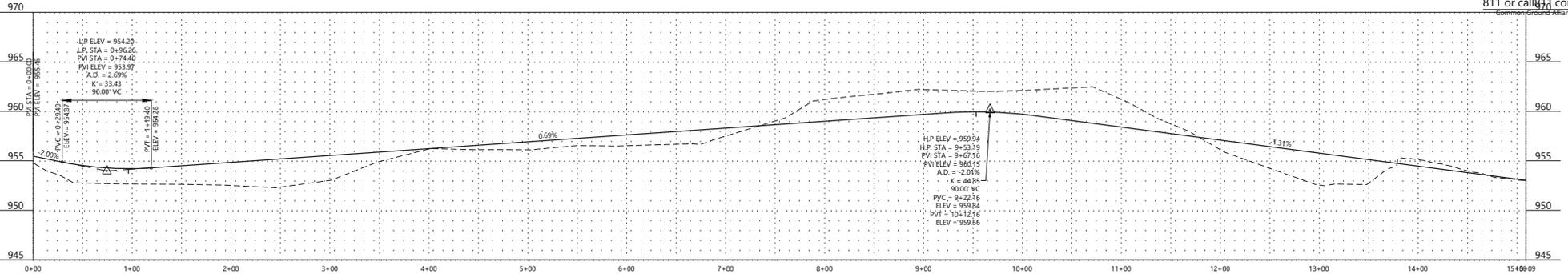
SHEET NUMBER: 09 OF 24

PROJECT NUMBER: 0052504.00 DATE: 02/02/26

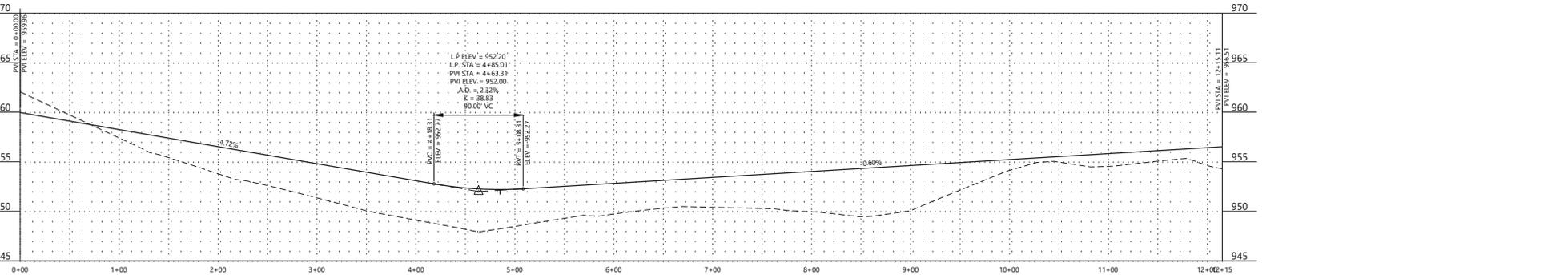
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# STREET 01

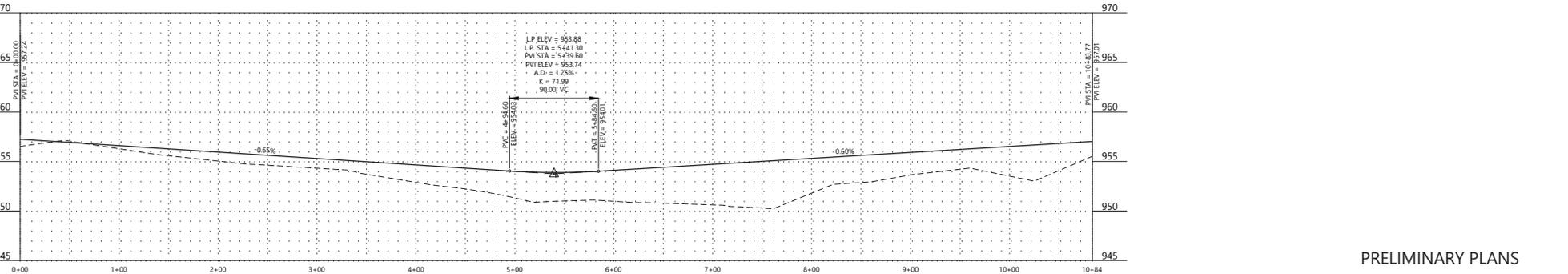
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Common Ground Alliance



# STREET 02



# STREET 03



PRELIMINARY PLANS

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DESIGNED:	TDD
CHECKED:	CHF
DRAWN:	DW
HORIZONTAL SCALE:	
VERTICAL SCALE:	

INITIAL ISSUE:	02/02/26
REVISIONS:	

PREPARED FOR:  
**SUMMERGATE COMPANIES LLC**  
17305 CEDAR AVENUE, SUITE 200  
LAKEVILLE, MN 55044

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.  
THOMAS D. DESUTTER  
DATE: 02/02/26, LICENSE NO.: 59640

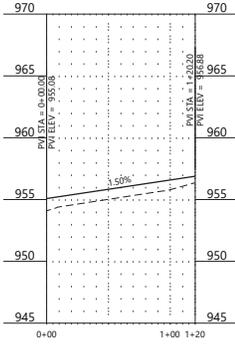
**MEADOW HAVEN**  
OTSEGO, MN

**Westwood**  
Phone (952) 937-5150 12702 Whitewater Drive, Suite F300  
Fax Free (888) 937-5150 Minneapolis, MN 55443  
westwood@ps.com  
Westwood Professional Services, Inc.

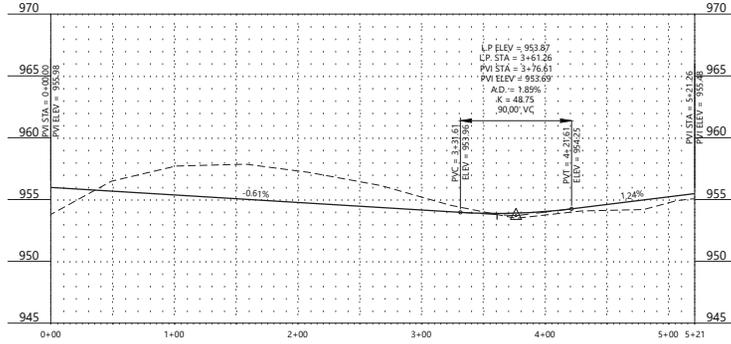
SHEET NUMBER:  
**10** OF **24**  
STREET PROFILES  
PROJECT NUMBER: 0052504.00 DATE: 02/02/26

MEADOW HAVEN

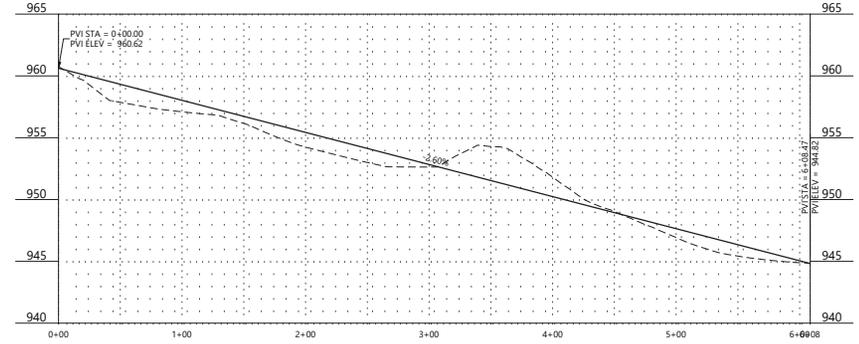
**STREET 04**



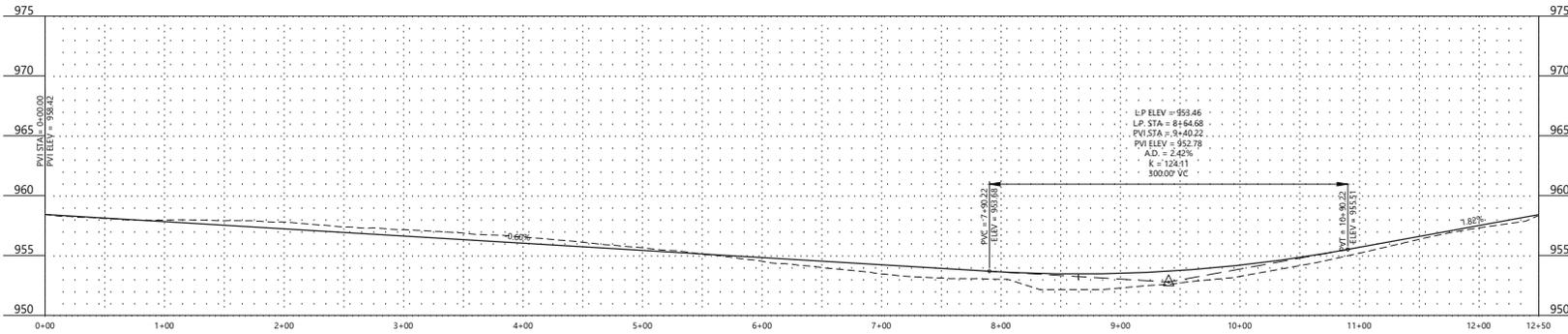
**STREET 05**



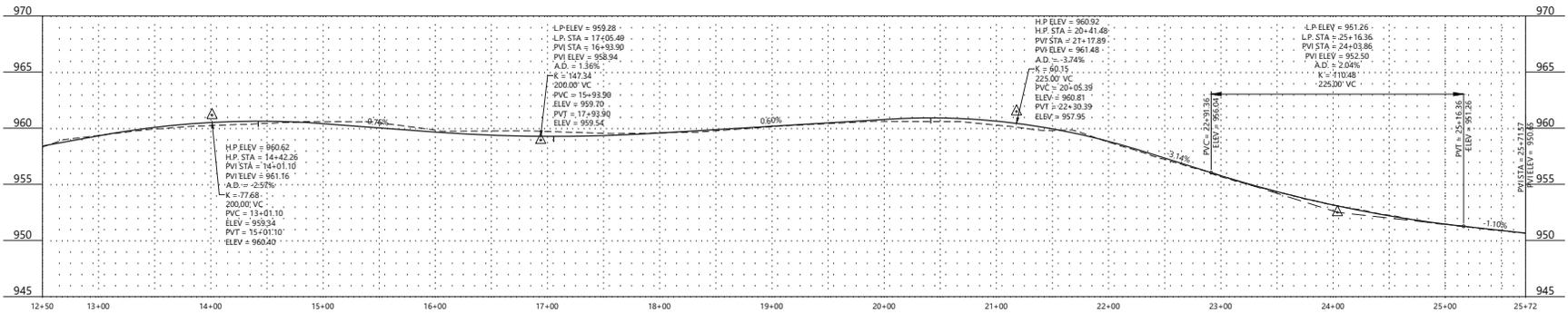
**STREET 06**



**McAllister Ave**



**McAllister Ave**



PRELIMINARY PLANS

DESIGNED:	TDD	INITIAL ISSUE:	02/02/26
CHECKED:	TDD	REVISIONS:	
DRAWN:	DW		
HORIZONTAL SCALE:			
VERTICAL SCALE:			

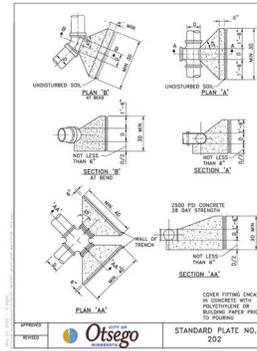
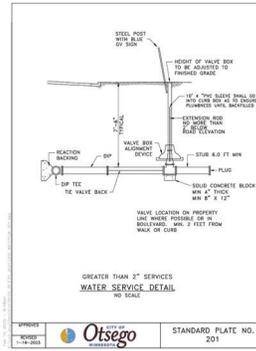
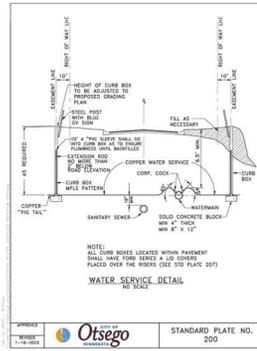
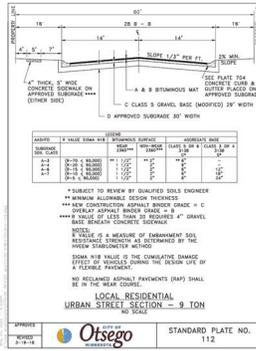
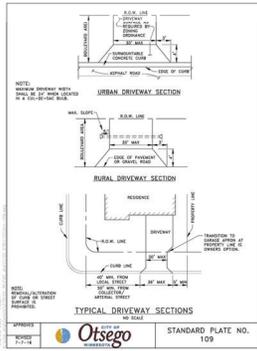
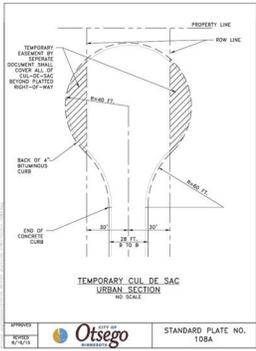
PREPARED FOR:  
**SUMMERGATE COMPANIES LLC**  
 17305 CEDAR AVENUE, SUITE 200  
 LAKEVILLE, MN 55044

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.  
**THOMAS D. DESUTTER**  
 DATE: 02/02/26, LICENSE NO.: 59640

**MEADOW HAVEN**  
 OTSEGO, MN



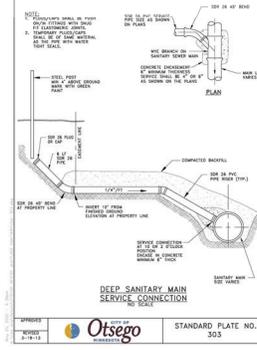
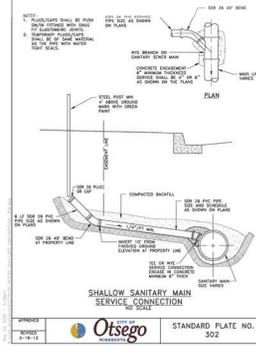
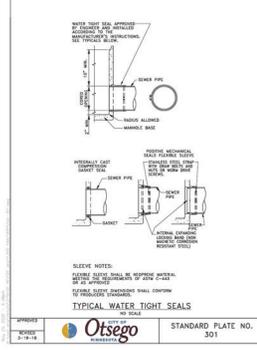
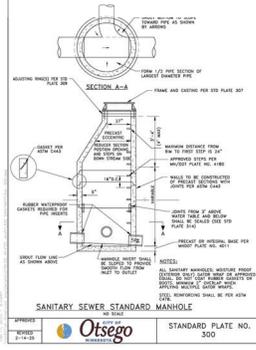
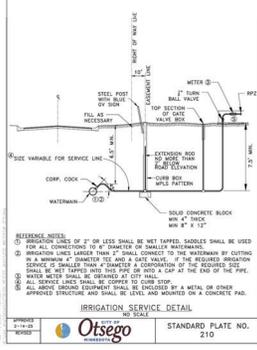
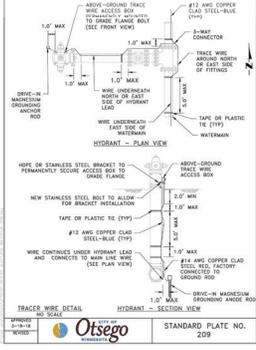
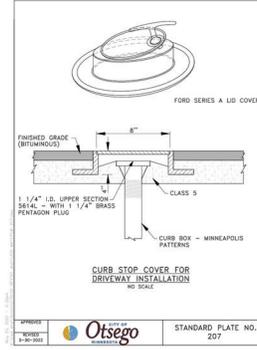
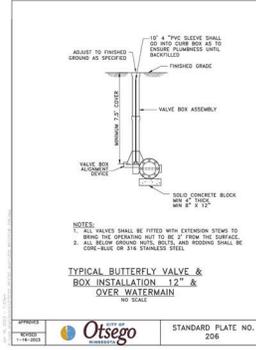
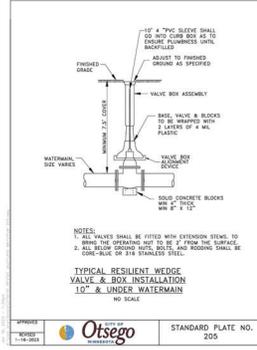
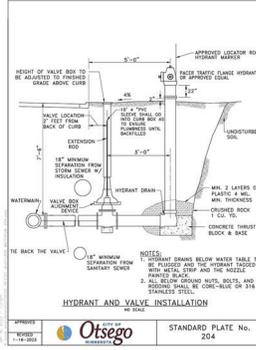
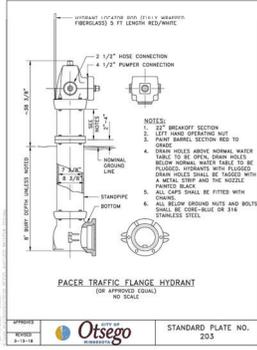
SHEET NUMBER: **11** OF **24**  
**STREET PROFILES**  
 PROJECT NUMBER: 0052504.00 DATE: 02/02/26



WATERMAIN CONCRETE BLOCKING QUANTITIES

PIPE SIZE	TERRACE PLATE	CROWN IN 2' SPACES (6" MIN BENDS)	18" BENDS (45° BENDS AND 135° BENDS) (2.5' PL)
4"	0.22 Curbs	0.13 Curbs	0.09 Curbs
6"	0.37 Curbs	0.28 Curbs	0.18 Curbs
8"	0.52 Curbs	0.48 Curbs	0.31 Curbs
10"	0.67 Curbs	0.73 Curbs	0.47 Curbs
12"	0.82 Curbs	1.03 Curbs	0.64 Curbs
14"	0.97 Curbs	1.33 Curbs	0.81 Curbs
16"	1.12 Curbs	1.63 Curbs	1.07 Curbs
18"	1.27 Curbs	1.93 Curbs	1.33 Curbs
20"	1.42 Curbs	2.23 Curbs	1.59 Curbs
24"	1.72 Curbs	2.83 Curbs	2.03 Curbs

STANDARD PLATE NO. 202a



PRELIMINARY PLANS

DESIGNED: TDD	INITIAL ISSUE: 02/02/26
CHECKED: CHF	REVISIONS:
DRAWN: DW	▲
HORIZONTAL SCALE: #	▲
VERTICAL SCALE: #	▲

PREPARED FOR:  
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17305 CEDAR AVENUE, SUITE 200  
LAKEVILLE, MN 55044

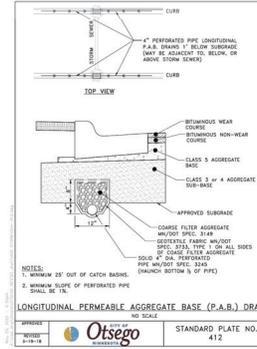
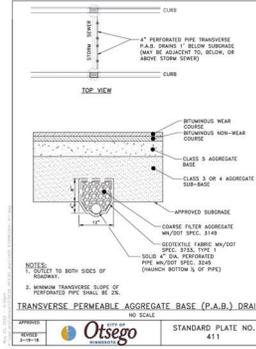
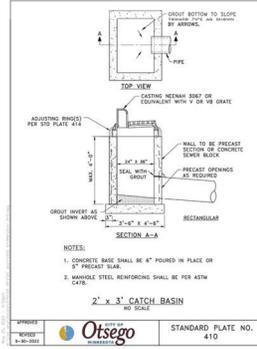
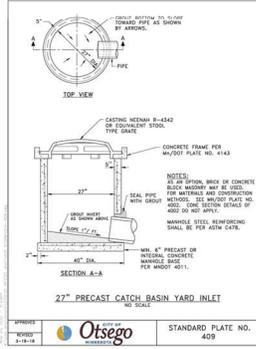
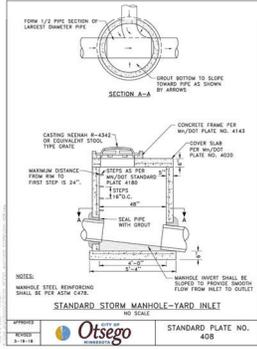
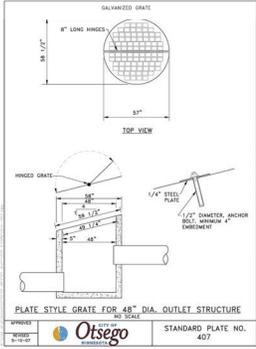
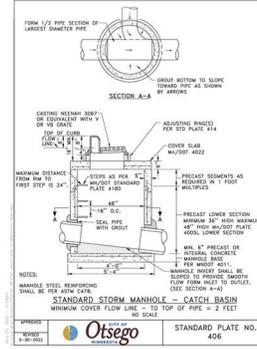
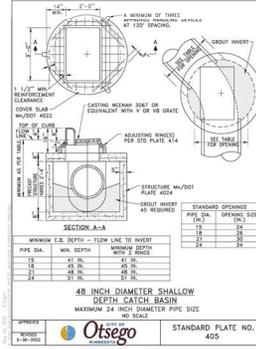
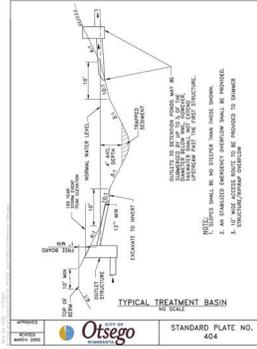
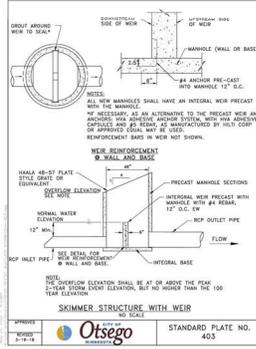
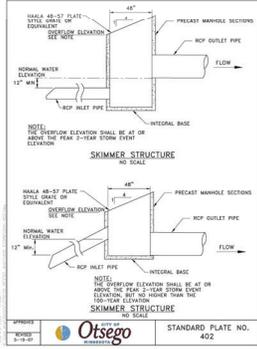
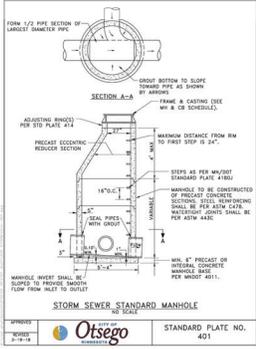
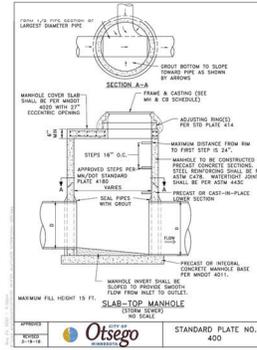
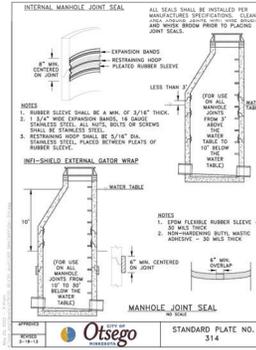
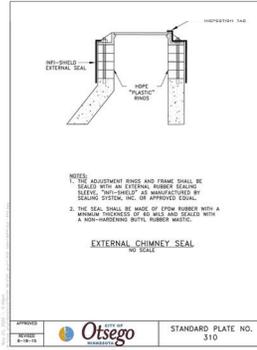
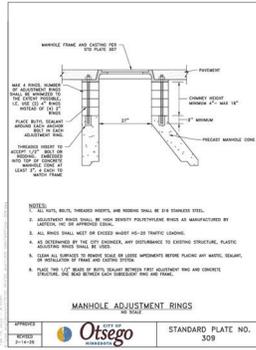
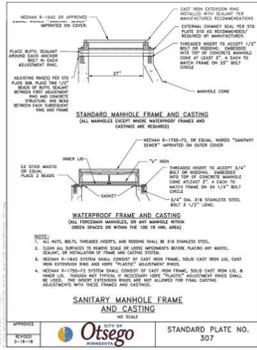
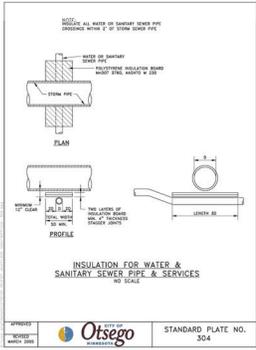
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THOMAS D. DESUTTER  
DATE: 02/02/26, LICENSE NO.: 59640

**MEADOW HAVEN**  
OTSEGO, MN

**Westwood**  
Professional Services, Inc.  
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Fax: (852) 837-8822 Minneapolis, MN 55434  
Toll-Free: (888) 837-4190 westwood.com

SHEET NUMBER:  
**12** OF **24**

PROJECT NUMBER: 00525400 DATE: 02/02/26



PRELIMINARY PLANS

DESIGNED: TDD  
CHECKED: CHF  
DRAWN: DWW  
HORIZONTAL SCALE: 1\"/>

VERTICAL SCALE: 1\"/>

INITIAL ISSUE: 02/02/26  
REVISIONS:


PREPARED FOR:  
**SUMMERGATE COMPANIES LLC**  
17305 CEDAR AVENUE, SUITE 200  
LAKEVILLE, MN 55044

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THOMAS D. DESUTTER  
DATE: 02/02/26 LICENSE NO.: 59640

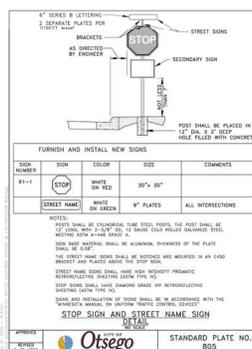
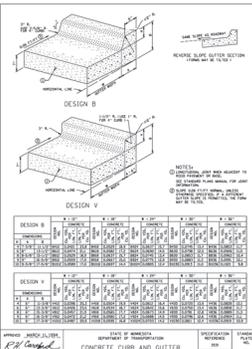
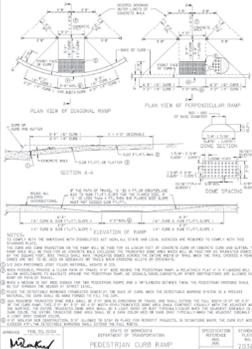
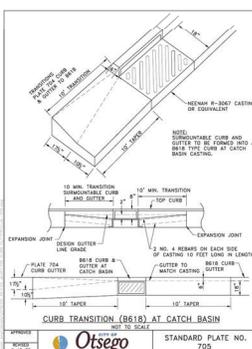
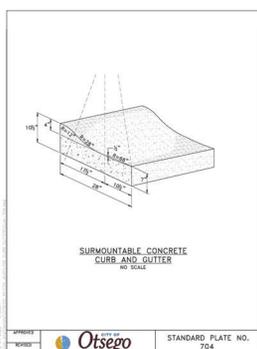
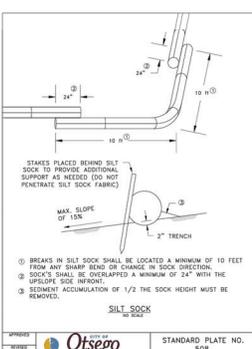
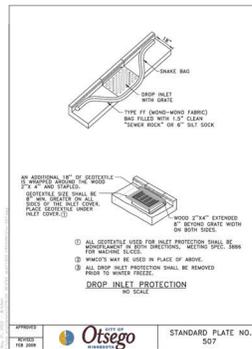
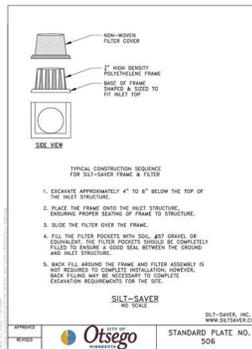
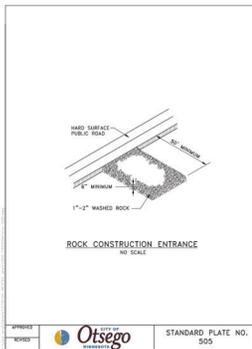
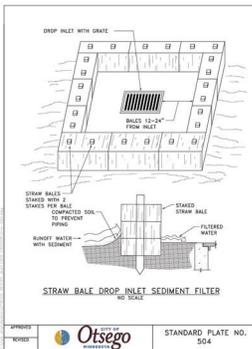
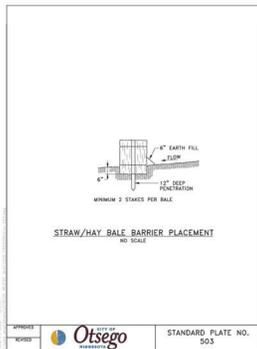
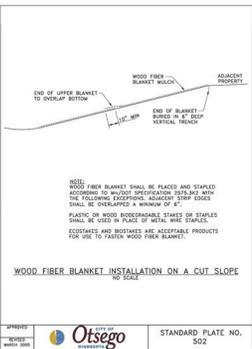
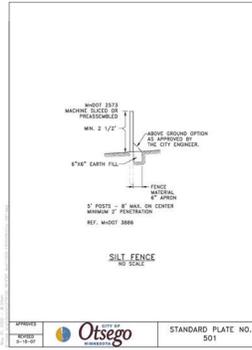
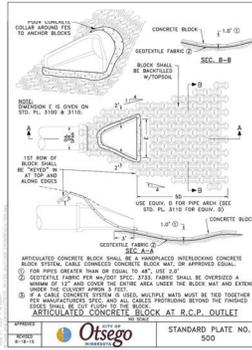
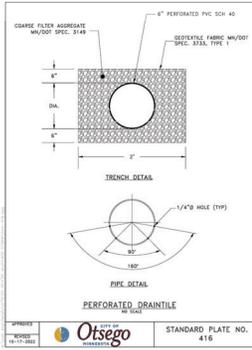
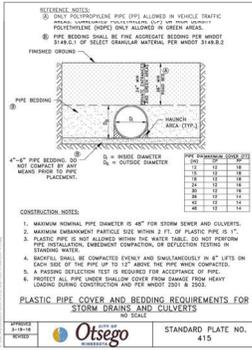
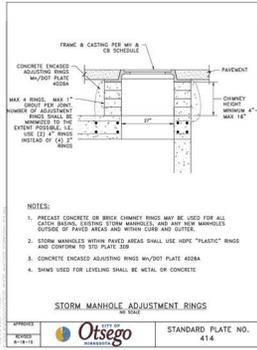
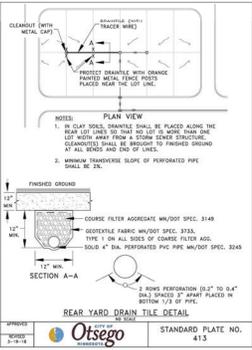
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SHEET NUMBER:  
**13** OF **24**

DETAILS

PROJECT NUMBER: 00525400 DATE: 02/02/26



DESIGNED:	TDO
CHECKED:	CHF
DRAWN:	DFW
HORIZONTAL SCALE:	1"=20'
VERTICAL SCALE:	1"=2'

PREPARED FOR:  
**SUMMERGATE COMPANIES LLC**  
17305 CEDAR AVENUE, SUITE 200  
LAKEVILLE, MN 55044

DESIGNED BY:  
**THOMAS D. DESUTTER**  
DATE: 02/02/26 LICENSE NO: 59640

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**MEADOW HAVEN**  
OTSEGO, MN

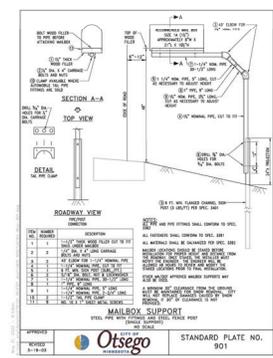
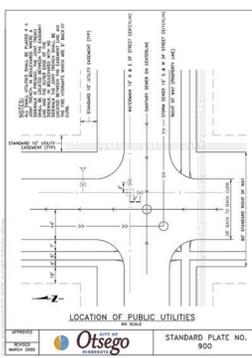
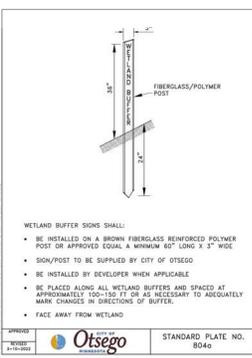
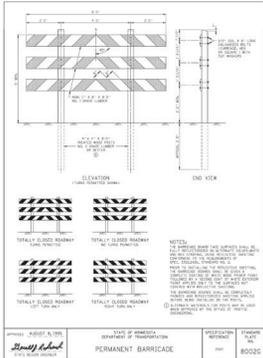
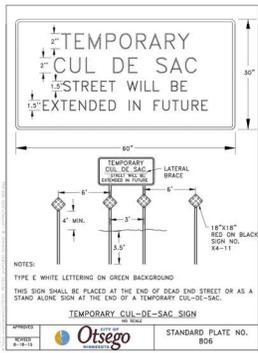
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Minnetonka, MN 55343  
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SHEET NUMBER:  
**14** OF **24**

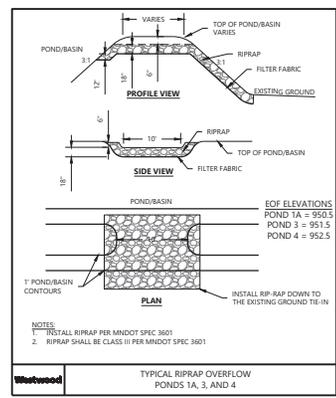
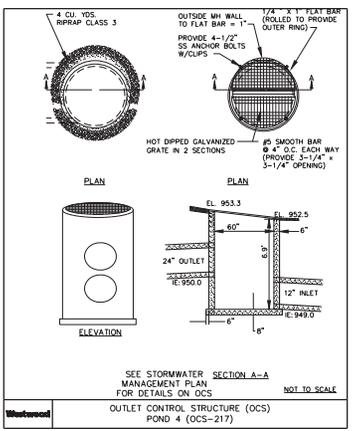
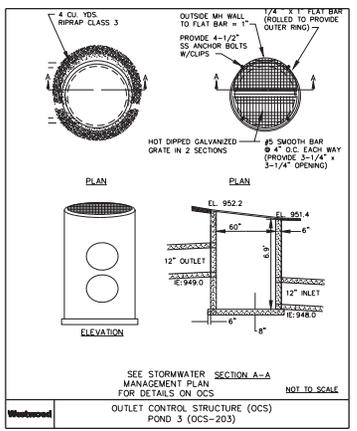
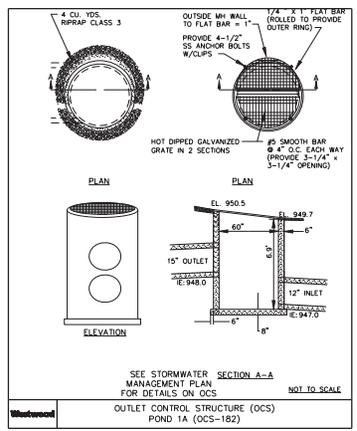
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DRAWN:	DW		
HORIZONTAL SCALE:	###		
VERTICAL SCALE:	### OR ##		

PREPARED FOR:

**SUMMERGATE COMPANIES LLC**  
17305 CEDAR AVENUE, SUITE 200  
LAKEVILLE, MN 55044

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THOMAS D. DESUTTER  
DATE: 02/02/26, LICENSE NO.: 59640

**MEADOW HAVEN**  
OTSEGO, MN

**Westwood**  
Professional Services, Inc.

Phone: (852) 937-5190 12701 Whitewater Drive, Suite #300  
Fax: (852) 937-5822 Minneapolis, MN 55443  
Toll-Free: (888) 937-5190 westwoodps.com

PROJECT NUMBER: 0052504.00

DATE: 02/02/26

SHEET NUMBER: 15 OF 24

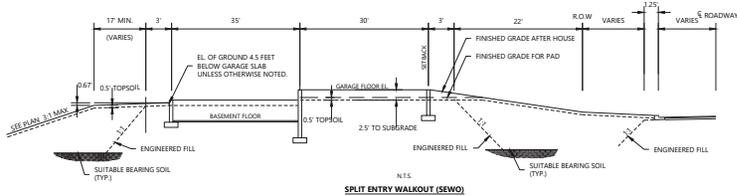
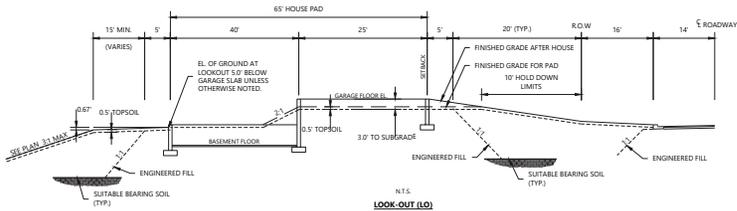
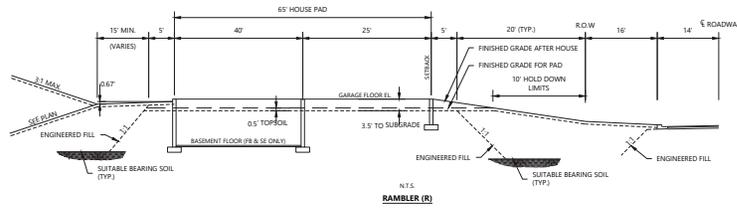
DETAILS

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## HOLD DOWN DETAILS



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PRELIMINARY PLANS

DESIGNED:	TDO	INITIAL ISSUE:	02/02/26
CHECKED:	TDO	REVISIONS:	
DRAWN:	DW	▲	
HORIZONTAL SCALE:	###	▲	
VERTICAL SCALE:	### OR ##	▲	

PREPARED FOR:  
**SUMMERGATE COMPANIES LLC**  
 17305 CEDAR AVENUE, SUITE 200  
 LAKEVILLE, MN 55044

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**THOMAS D. DESUTTER**  
 DATE: 02/02/26 LICENSE NO.: 59640

**MEADOW HAVEN**  
 OTSEGO, MN

**Westwood**  
 Professional Services, Inc.

Phone: (852) 937-5190 12701 Whitewater Drive, Suite #300  
 Fax: (852) 937-5922 Minneapolis, MN 55443  
 Toll Free: (888) 937-5190 [www.westwoodps.com](http://www.westwoodps.com)  
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HOLD DOWN DETAILS

PROJECT NUMBER: 0052504.00

SHEET NUMBER:  
**16** OF **24**  
 DATE: 02/02/26

MEADOW HAVEN

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### TREE PRESERVATION CALCULATIONS

SIGNIFICANT TREE DEFINITION: A HEALTHY TREE MEASURING SIX INCHES (6") IN DIAMETER OR GREATER.

- D. TREE REPLACEMENT POLICY:
- SUBDIVIDERS AND BUILDERS SHALL BE REQUIRED TO REPLACE THE SIGNIFICANT TREES WHICH WERE INDICATED ON THE TREE PRESERVATION PLAN TO BE SAVED BUT ULTIMATELY WERE DESTROYED OR DAMAGED. THE SUBDIVIDER AND BUILDER SHALL BE REQUIRED TO REPLACE EACH OF THE SIGNIFICANT TREES DESTROYED OR DAMAGED WITH TWO (2) REPLACEMENT TREES. REPLACEMENT TREES MUST CONSIST OF NURSERY STOCK AND BE NO LESS THAN THE FOLLOWING SIZES:
    - DECIDUOUS TREES: NO LESS THAN TWO INCHES (2") IN DIAMETER.
    - CONIFEROUS TREES: NO LESS THAN SIX FEET (6') HIGH.
  - REPLACEMENT TREES SHALL BE SPECIES SIMILAR TO THE TREES WHICH WERE DESTROYED OR DAMAGED AND CAN INCLUDE: BIRCH, GINKGO (MADE ONLY), HACKBERRY, HONEY LOCUST, KENTUCKY COFFEE TREE, LINDEN, MAPLE, OAK, AUSTRIAN PINE, BLACK HILLS SPRUCE, COLORADO BLUE OR GREEN SPRUCE, FIR, WHITE PINE.

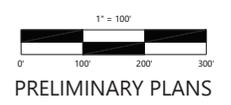
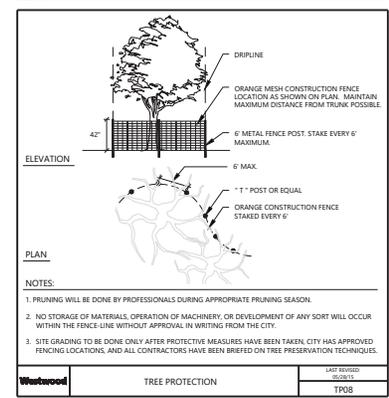
### TREE PRESERVATION CALCULATIONS

TREE INVENTORY CALCULATIONS	
<b>TOTAL TREES ON-SITE</b>	<b>240 TREES</b>
	2,384 CAL. IN.
<b>TOTAL TREES REMOVED</b>	<b>88 TREES</b>
	930 CAL. IN.
<b>TOTAL TREES SAVED</b>	<b>152 TREES</b>
	1,452 CAL. IN.

### LEGEND

- EXISTING DECIDUOUS TREE TO REMAIN
- EXISTING DECIDUOUS TREE TO BE REMOVED
- EXISTING CONIFEROUS TREE TO REMAIN
- EXISTING CONIFEROUS TREE TO BE REMOVED
- SILT FENCE / REMOVAL AND DISTURBANCE LIMITS

### TREE PROTECTION DETAIL



DESIGNED: TDD	INITIAL ISSUE: 02/02/26
CHECKED: TDD	REVISIONS:
DRAWN: DJW	▲
HORIZONTAL SCALE: 1/8" = 1'-0"	▲
VERTICAL SCALE: 20' OR 30'	▲

PREPARED FOR:  
**SUMMERGATE COMPANIES LLC**  
 17305 CEDAR AVENUE, SUITE 200  
 LAKEVILLE, MN 55044

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.  
**CORY L. MEYER**  
 DATE: 02/02/26, LICENSE NO.: 26971

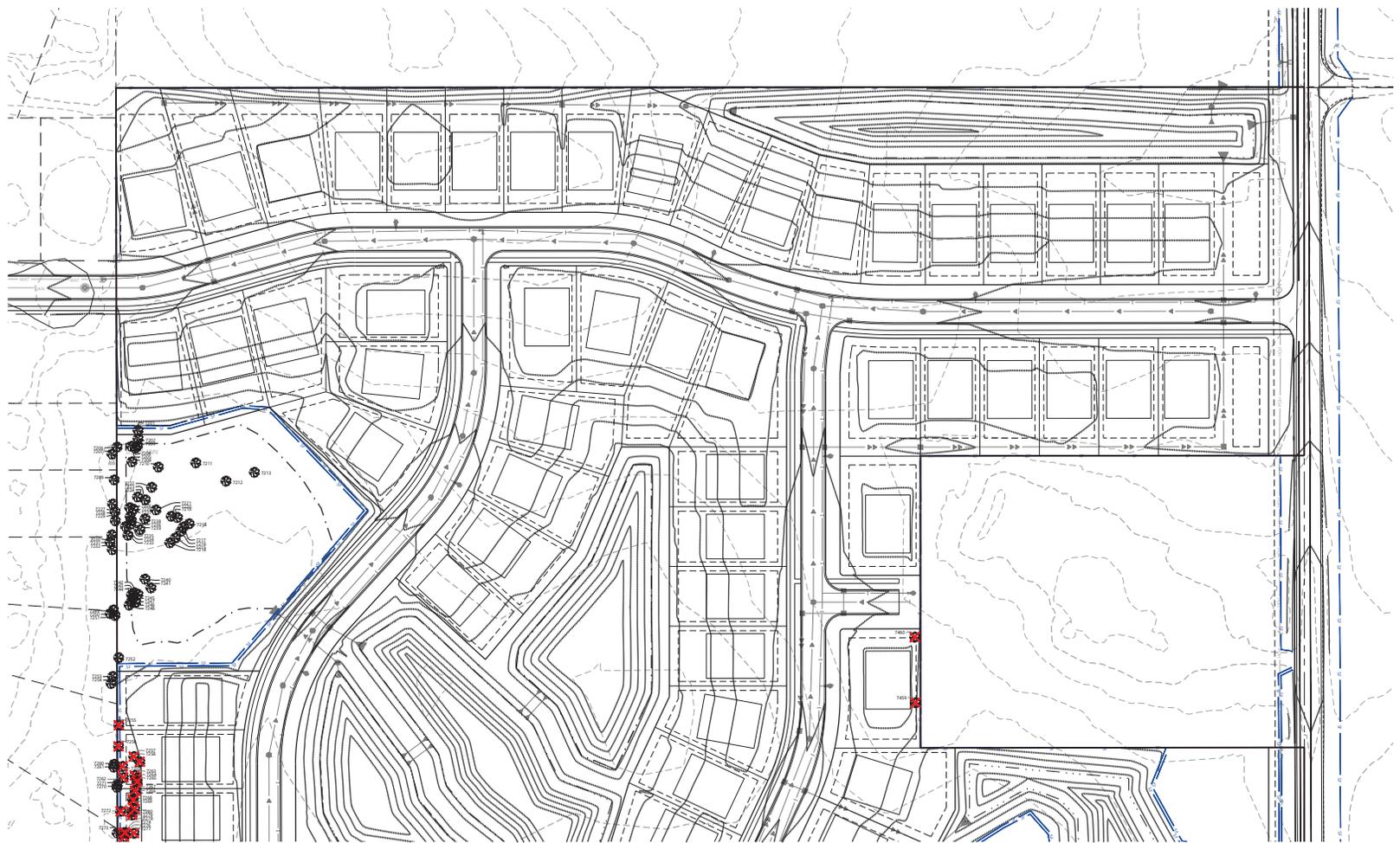
**MEADOW HAVEN**  
 OTSEGO, MN



OVERALL PRELIMINARY  
**TREE PRESERVATION  
 PLAN**  
 PROJECT NUMBER: 0052504.00

SHEET NUMBER:  
**17** OF **24**  
 DATE: 02/02/26

MEADOW HAVEN



**LEGEND**

-  EXISTING DECIDUOUS TREE TO REMAIN
-  EXISTING DECIDUOUS TREE TO BE REMOVED
-  EXISTING CONIFEROUS TREE TO REMAIN
-  EXISTING CONIFEROUS TREE TO BE REMOVED
-  SILT FENCE / REMOVAL AND DISTURBANCE LIMITS



MEADOW HAVEN

DESIGNED:	TDD
CHECKED:	TDD
DRAWN:	DWW
HORIZONTAL SCALE:	###
VERTICAL SCALE:	### OR ##

INITIAL ISSUE:	02/02/26
REVISIONS:	
▲	
▲	
▲	
▲	
▲	

PREPARED FOR:  
**SUMMERGATE COMPANIES LLC**  
17305 CEDAR AVENUE, SUITE 200  
LAKEVILLE, MN 55044

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**CORY L. MEYER**  
DATE: 02/02/26 LICENSE NO.: 26971

**MEADOW HAVEN**  
OTSEGO, MN

**Westwood**  
Phone (952) 937-5150 12705 Whitewater Drive, Suite F300  
Free (888) 937-5150 Minneapolis, MN, 55443  
westwood@ps.com  
Westwood Professional Services, Inc.

**PRELIMINARY TREE PRESERVATION PLAN**

SHEET NUMBER:  
**18** OF **24**  
PROJECT NUMBER: 0052504.00 DATE: 02/02/26

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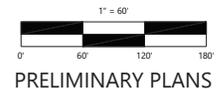
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Call 48 Hours before digging:  
811 or call811.com  
Common Ground Alliance

**LEGEND**

- EXISTING DECIDUOUS TREE TO REMAIN
- EXISTING DECIDUOUS TREE TO BE REMOVED
- EXISTING CONIFEROUS TREE TO REMAIN
- EXISTING CONIFEROUS TREE TO BE REMOVED
- SILT FENCE / REMOVAL AND DISTURBANCE LIMITS



MEADOW HAVEN

DESIGNED:	TDD	INITIAL ISSUE:	02/02/26
CHECKED:	TDD	REVISIONS:	
DRAWN:	DW		
HORIZONTAL SCALE:	60'		
VERTICAL SCALE:	12' OR 6"		

PREPARED FOR:  
**SUMMERGATE COMPANIES LLC**  
17305 CEDAR AVENUE, SUITE 200  
LAKEVILLE, MN 55044

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**CORY L. MEYER**  
DATE: 02/02/26 LICENSE NO.: 26971

**MEADOW HAVEN**  
OTSEGO, MN

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**PRELIMINARY TREE PRESERVATION PLAN**

SHEET NUMBER:  
**19** OF **24**  
PROJECT NUMBER: 0052504.00 DATE: 02/02/26

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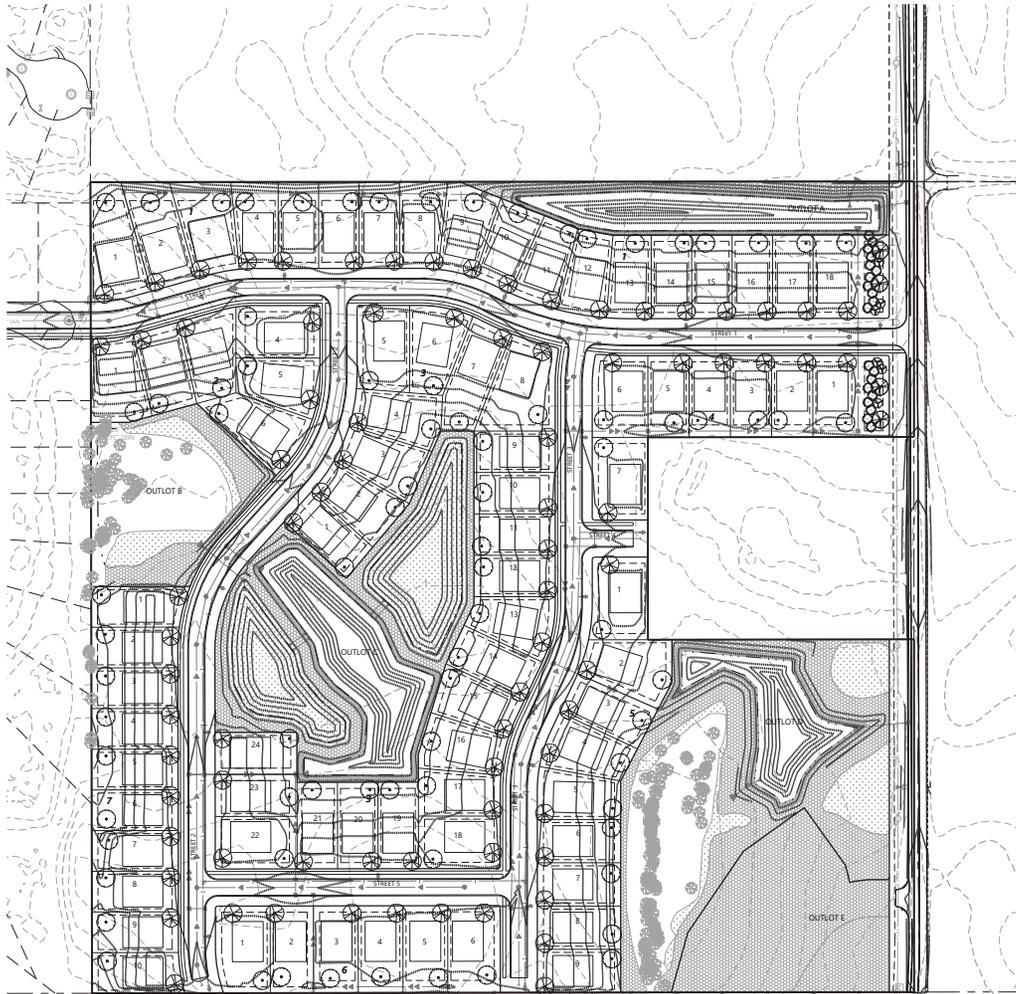
TREE TAG	SPECIES	DBH IN	MULTI	NOTES	TREE TYPE	OUTCOME
7201	Bowelder	6			Deciduous	Sawed
7202	Bowelder	10	x		Deciduous	Sawed
7203	American Elm	20			Deciduous	Sawed
7204	American Elm	13			Deciduous	Sawed
7205	American Elm	12			Deciduous	Sawed
7206	American Elm	16	x		Deciduous	Sawed
7207	Bowelder	6			Deciduous	Offsite
7208	Bowelder	6			Deciduous	Sawed
7209	Bowelder	18	x		Deciduous	Offsite
7210	Bowelder	12			Deciduous	Sawed
7211	Bowelder	11			Deciduous	Sawed
7212	Bowelder	12			Deciduous	Sawed
7213	Bowelder	8			Deciduous	Sawed
7214	Bowelder	13			Deciduous	Sawed
7215	Bowelder	10			Deciduous	Sawed
7216	Bowelder	8			Deciduous	Sawed
7217	Bowelder	6			Deciduous	Sawed
7218	Bowelder	10			Deciduous	Sawed
7219	Bowelder	10			Deciduous	Sawed
7220	Bowelder	10			Deciduous	Sawed
7221	Bowelder	10			Deciduous	Sawed
7222	Bowelder	12			Deciduous	Sawed
7223	Bowelder	6			Deciduous	Sawed
7224	Cottonwood	30			Deciduous	Sawed
7225	Bowelder	8			Deciduous	Sawed
7226	Bowelder	6			Deciduous	Sawed
7227	Green & White Ash	9			Deciduous	Offsite
7228	Bowelder	14	x		Deciduous	Offsite
7229	Bowelder	10			Deciduous	Offsite
7230	Bowelder	11	x		Deciduous	Offsite
7231	Bowelder	15		bd 40% crown death	Deciduous	Offsite
7232	Bowelder	14			Deciduous	Offsite
7233	Bowelder	6			Deciduous	Sawed
7234	Bowelder	6			Deciduous	Sawed
7235	Bowelder	8			Deciduous	Sawed
7236	Bowelder	6			Deciduous	Sawed
7237	Bowelder	6			Deciduous	Sawed
7238	Bowelder	13			Deciduous	Sawed
7239	Bowelder	9			Deciduous	Sawed
7240	Bowelder	8	x		Deciduous	Sawed
7241	Bowelder	7			Deciduous	Sawed
7242	Bowelder	7			Deciduous	Sawed
7243	Bowelder	7			Deciduous	Sawed
7244	Bowelder	9			Deciduous	Sawed
7245	Bowelder	10			Deciduous	Sawed
7246	Bowelder	7	x		Deciduous	Sawed
7247	Bowelder	8			Deciduous	Sawed
7248	Bowelder	12			Deciduous	Sawed
7249	Bowelder	10			Deciduous	Offsite
7250	Bowelder	10			Deciduous	Offsite
7251	Bowelder	10			Deciduous	Offsite
7252	Bowelder	24		pd 20% crown loss - storm damage	Deciduous	Sawed
7253	American Elm	8	x		Deciduous	Offsite
7254	Black Willow	8	x		Deciduous	Offsite
7255	Bowelder	24	x		Deciduous	Removed
7256	Bowelder	15			Deciduous	Removed
7257	Bowelder	10	x		Deciduous	Removed
7258	American Elm	8	x		Deciduous	Removed
7259	Bowelder	12	x		Deciduous	Removed
7260	American Elm	6			Deciduous	Offsite
7261	American Elm	6			Deciduous	Offsite
7262	Aspen	9			Deciduous	Removed
7263	Bowelder	10			Deciduous	Removed
7264	Bowelder	7			Deciduous	Removed
7265	Bowelder	9			Deciduous	Removed
7266	Bowelder	9			Deciduous	Removed
7267	Bowelder	6			Deciduous	Removed
7268	American Elm	7			Deciduous	Removed
7269	Bowelder	6			Deciduous	Removed
7270	Aspen	7			Deciduous	Offsite
7271	Black Cherry	8			Deciduous	Offsite
7272	Black Cherry	8			Deciduous	Removed
7273	Bowelder	16	x		Deciduous	Offsite
7274	Aspen	8			Deciduous	Removed
7275	Aspen	8			Deciduous	Removed
7276	Black Cherry	7			Deciduous	Removed
7277	American Elm	6			Deciduous	Removed
7278	Bowelder	8			Deciduous	Removed
7279	Bowelder	8			Deciduous	Removed
7280	Bowelder	6			Deciduous	Removed
7281	American Elm	7			Deciduous	Removed
7282	Bowelder	7			Deciduous	Removed
7283	Bowelder	13			Deciduous	Removed
7284	Bowelder	14			Deciduous	Offsite
7285	Bowelder	15			Deciduous	Offsite
7286	American Elm	10			Deciduous	Removed
7287	Bowelder	9			Deciduous	Removed
7288	Bowelder	13			Deciduous	Removed
7289	Bowelder	8			Deciduous	Removed
7290	Bowelder	8			Deciduous	Removed
7291	Bowelder	22		bd 50% crown death	Deciduous	Removed
7292	Black Cherry	13			Deciduous	Removed
7293	Green & White Ash	13			Deciduous	Removed
7294	Bowelder	8			Deciduous	Removed
7295	Bowelder	9			Deciduous	Removed
7296	Bowelder	10			Deciduous	Removed
7297	Bowelder	8	x		Deciduous	Removed
7298	Bowelder	8			Deciduous	Removed
7299	Bowelder	13			Deciduous	Removed
7300	Bowelder	6			Deciduous	Removed

TREE TAG	SPECIES	DBH IN	MULTI	NOTES	TREE TYPE	OUTCOME
7301	Bowelder	9			Deciduous	Removed
7302	Bowelder	8			Deciduous	Removed
7303	Bowelder	6			Deciduous	Removed
7304	Bowelder	8		bd 70% crown death, large sore with rot on trunk	Deciduous	Removed
7305	Bowelder	9			Deciduous	Removed
7306	Bowelder	7			Deciduous	Removed
7307	American Elm	7			Deciduous	Removed
7308	American Elm	8			Deciduous	Removed
7309	Bowelder	12			Deciduous	Removed
7310	Bowelder	14	x		Deciduous	Removed
7311	Bowelder	15			Deciduous	Removed
7312	Bowelder	9			Deciduous	Removed
7313	American Elm	11			Deciduous	Removed
7314	Green & White Ash	6			Deciduous	Removed
7315	Bowelder	9			Deciduous	Removed
7316	Bowelder	8			Deciduous	Removed
7317	Bowelder	8			Deciduous	Removed
7318	Green & White Ash	10	x		Deciduous	Removed
7319	Bowelder	8			Deciduous	Removed
7320	Bowelder	8			Deciduous	Removed
7321	Bowelder	10			Deciduous	Removed
7322	Green & White Ash	9			Deciduous	Removed
7323	Bowelder	16			Deciduous	Removed
7324	Bowelder	17			Deciduous	Removed
7325	Bowelder	6			Deciduous	Removed
7326	Bowelder	24		pd 1 large limb lost, storm damage	Deciduous	Removed
7327	Green & White Ash	14			Deciduous	Removed
7328	Bowelder	12			Deciduous	Removed
7329	Bowelder	14			Deciduous	Removed
7330	Bowelder	24			Deciduous	Removed
7331	Green & White Ash	8			Deciduous	Removed
7332	Bowelder	6			Deciduous	Removed
7333	Bowelder	6			Deciduous	Removed
7334	Bowelder	20	x		Deciduous	Removed
7335	Green & White Ash	6			Deciduous	Removed
7336	Green & White Ash	10			Deciduous	Removed
7337	Green & White Ash	14			Deciduous	Removed
7338	Bowelder	13			Deciduous	Removed
7339	Bowelder	6	x		Deciduous	Removed
7340	Bowelder	10	x		Deciduous	Removed
7341	Bowelder	8	x		Deciduous	Removed
7342	Bowelder	7			Deciduous	Removed
7343	Bowelder	6			Deciduous	Removed
7344	Basewood	18	x		Deciduous	Removed
7345	Red Oak	24			Deciduous	Removed
7346	Basewood	22	x		Deciduous	Removed
7347	Green & White Ash	10			Deciduous	Removed
7348	Bur Oak	8	x		Deciduous	Sawed
7349	Bur Oak	17			Deciduous	Sawed
7350	Green & White Ash	12			Deciduous	Sawed
7351	Green & White Ash	6			Deciduous	Sawed
7352	Green & White Ash	8			Deciduous	Sawed
7353	Green & White Ash	6			Deciduous	Sawed
7354	Green & White Ash	6			Deciduous	Sawed
7355	Green & White Ash	9	x		Deciduous	Sawed
7356	Green & White Ash	13	x		Deciduous	Sawed
7357	Green & White Ash	13	x		Deciduous	Sawed
7358	Green & White Ash	8			Deciduous	Sawed
7359	Green & White Ash	7			Deciduous	Sawed
7360	Green & White Ash	14			Deciduous	Sawed
7361	Green & White Ash	7			Deciduous	Sawed
7362	Green & White Ash	8			Deciduous	Sawed
7363	Green & White Ash	13	x		Deciduous	Sawed
7364	Green & White Ash	8	x		Deciduous	Sawed
7365	Green & White Ash	12			Deciduous	Sawed
7366	Green & White Ash	9	x		Deciduous	Sawed
7367	Green & White Ash	12	x		Deciduous	Sawed
7368	Green & White Ash	16			Deciduous	Sawed
7369	Green & White Ash	8			Deciduous	Sawed
7370	Green & White Ash	6	x		Deciduous	Sawed
7371	Green & White Ash	7			Deciduous	Sawed
7372	Green & White Ash	6			Deciduous	Sawed
7373	Green & White Ash	12	x		Deciduous	Sawed
7374	Green & White Ash	7			Deciduous	Sawed
7375	Green & White Ash	8	x		Deciduous	Sawed
7376	Green & White Ash	8			Deciduous	Sawed
7377	Green & White Ash	8			Deciduous	Sawed
7378	Green & White Ash	6	x		Deciduous	Sawed
7379	Green & White Ash	12			Deciduous	Sawed
7380	Green & White Ash	10			Deciduous	Sawed
7381	Green & White Ash	9	x		Deciduous	Sawed
7382	Green & White Ash	6			Deciduous	Sawed
7383	Green & White Ash	11			Deciduous	Sawed
7384	Green & White Ash	8			Deciduous	Sawed
7385	Green & White Ash	12	x		Deciduous	Sawed
7386	Green & White Ash	10			Deciduous	Sawed
7387	Green & White Ash	16			Deciduous	Sawed
7388	Green & White Ash	15			Deciduous	Sawed
7389	Green & White Ash	6	x		Deciduous	Sawed
7390	Green & White Ash	9			Deciduous	Sawed
7391	Green & White Ash	8			Deciduous	Sawed
7392	Green & White Ash	6	x		Deciduous	Sawed
7393	Green & White Ash	10			Deciduous	Sawed
7394	Green & White Ash	7			Deciduous	Sawed
7395	Green & White Ash	11	x		Deciduous	Sawed
7396	Green & White Ash	10			Deciduous	Sawed
7397	Green & White Ash	10	x		Deciduous	Sawed
7398	Green & White Ash	6			Deciduous	Sawed
7399	Silver Maple	14	x		Deciduous	Sawed
7400	American Elm	12			Deciduous	Sawed

TREE TAG	SPECIES	DBH IN	MULTI	NOTES	TREE TYPE	OUTCOME
7401	Green & White Ash	6			Deciduous	Sawed
7402	Green & White Ash	6			Deciduous	Sawed
7403	American Elm	6			Deciduous	Sawed
7404	American Elm	11			Deciduous	Sawed
7405	Green & White Ash	6			Deciduous	Sawed
7406	Green & White Ash	6			Deciduous	Sawed
7407	American Elm	7			Deciduous	Sawed
7408	American Elm	8			Deciduous	Sawed
7409	American Elm	9			Deciduous	Sawed
7410	Black Willow	20	x		Deciduous	Sawed
7411	American Elm	12			Deciduous	Sawed
7412	Green & White Ash	20			Deciduous	Sawed
7413	American Elm	14	x		Deciduous	Sawed
7414	Green & White Ash	6			Deciduous	Sawed
7415	Silver Maple	19	x		Deciduous	Sawed
7416	Green & White Ash	9	x		Deciduous	Sawed
7417	Green & White Ash	6			Deciduous	Sawed
7418	Black Willow	14	x		Deciduous	Sawed
7419	Green & White Ash	14			Deciduous	Sawed
7420	Green & White Ash	6			Deciduous	Sawed
7421	Green & White Ash	6			Deciduous	Sawed
7422	Green & White Ash	14			Deciduous	Sawed
7423	Green & White Ash	8	x		Deciduous	Sawed
7424	Green & White Ash	12			Deciduous	Sawed
7425	Green & White Ash	6			Deciduous	Sawed
7426	Green & White Ash	9			Deciduous	Sawed
7427	Green & White Ash	11	x		Deciduous	Sawed
7428	Green & White Ash	7			Deciduous	Sawed
7429	Green & White Ash	10			Deciduous	Sawed
7430	Green & White Ash	12			Deciduous	Sawed
7431	Green & White Ash	6			Deciduous	Sawed

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**PRELIMINARY PLANT SCHEDULE (BY DEVELOPER)**

COMMON / BOTANICAL NAME	SIZE	ROOT	SPACING O.C.	MATURE SIZE
<b>DECIDUOUS TREES - 84</b>				
ACCOLADE ELM / ULMUS X 'MORTON'	2' 0" CAL	B&B	AS SHOWN	H 70' W 40' -50'
BOULEVARD AMERICAN LINDEN / TILIA AMERICANA 'BOULEVARD'	2' 0" CAL	B&B	AS SHOWN	H 50'-60' W 20'-25'
ESPRESSO KENTUCKY COFFEE TREE / GYMNOCLADUS DIOCIS 'ESPRESSO-JFS'	2' 0" CAL	B&B	AS SHOWN	H 40'-50' W 35'-40'
PRINCETON AMERICAN ELM / ULMUS AMERICANA 'PRINCETON'	2' 0" CAL	B&B	AS SHOWN	H 50'-70' W 40'-50'
RED MAPLE / ACER RUBRUM	2' 0" CAL	B&B	AS SHOWN	H 40'-70' W 20'-50'
RED OAK / QUERCUS RUBRA	2' 0" CAL	B&B	AS SHOWN	H 50'-70' W 40'-50'
REDMOND LINDEN / TILIA AMERICANA 'REDMOND'	2' 0" CAL	B&B	AS SHOWN	H 40'-60' W 30'-40'
SIENNA GLEN MAPLE / ACER X FREEMANI 'SIENNA'	2' 0" CAL	B&B	AS SHOWN	H 40'-50' W 35'-40'
SKYLINE 'HONEY LOCUST' / GLEDITSIA TRUCANTHOS 'INERMIS' 'SKYLINE'	2' 0" CAL	B&B	AS SHOWN	H 40'-50' W 30'-35'
WHITE OAK / QUERCUS ALBA	2' 0" CAL	B&B	AS SHOWN	H 80'-100' W 50'-90'
<b>EVERGREEN TREES - 20</b>				
CONCOLOR FIR / ABIES CONCOLOR	8' HT.	B&B	AS SHOWN	H 30'-50' W 25'-30'
NORWAY SPRUCE / PICEA ABIES	8' HT.	B&B	AS SHOWN	H 60'-80' W 25'-30'
WHITE PINE / PINUS STROBUS	8' HT.	B&B	AS SHOWN	H 50'-80' W 30'-40'
<b>ORNAMENTAL TREES - 6</b>				
RAINFIRE CRANAPPEL / MALLUS X 'RAINFIRE'	1.5" CAL	B&B	AS SHOWN	H 15'-20' W 20'
QUAKING ASPEN / POPULUS TREMULOIDES	1.5" CAL	B&B	AS SHOWN	H 40'-60' W 20'-30'
THORNLESS COCKSPUR HAWTHORN / CRATAEGUS CRUS-GALLI INERMIS	8' HT.-CLUMP	B&B	AS SHOWN	H 15'-20' W 15'-20'

**PRELIMINARY PLANT SCHEDULE (BY HOME BUILDER)**

COMMON / BOTANICAL NAME	SIZE	ROOT	SPACING O.C.	MATURE SIZE
<b>DECIDUOUS YARD TREES - 80</b>				
ACCOLADE ELM / ULMUS X 'MORTON'	2' 0" CAL	B&B	AS SHOWN	H 70' W 40' -50'
BOULEVARD AMERICAN LINDEN / TILIA AMERICANA 'BOULEVARD'	2' 0" CAL	B&B	AS SHOWN	H 50'-60' W 20'-25'
ESPRESSO KENTUCKY COFFEE TREE / GYMNOCLADUS DIOCIS 'ESPRESSO-JFS'	2' 0" CAL	B&B	AS SHOWN	H 40'-50' W 35'-40'
PRINCETON AMERICAN ELM / ULMUS AMERICANA 'PRINCETON'	2' 0" CAL	B&B	AS SHOWN	H 50'-70' W 40'-50'
RED MAPLE / ACER RUBRUM	2' 0" CAL	B&B	AS SHOWN	H 40'-70' W 20'-50'
RED OAK / QUERCUS RUBRA	2' 0" CAL	B&B	AS SHOWN	H 50'-70' W 40'-50'
REDMOND LINDEN / TILIA AMERICANA 'REDMOND'	2' 0" CAL	B&B	AS SHOWN	H 40'-60' W 30'-40'
SIENNA GLEN MAPLE / ACER X FREEMANI 'SIENNA'	2' 0" CAL	B&B	AS SHOWN	H 40'-50' W 35'-40'
SKYLINE 'HONEY LOCUST' / GLEDITSIA TRUCANTHOS 'INERMIS' 'SKYLINE'	2' 0" CAL	B&B	AS SHOWN	H 40'-50' W 30'-35'
WHITE OAK / QUERCUS ALBA	2' 0" CAL	B&B	AS SHOWN	H 80'-100' W 50'-90'

ABBREVIATIONS: B&B = BALLED AND BURLAPPED CAL = CALIPER HT. = HEIGHT MIN = MINIMUM  
 O.C. = ON CENTER SP. = SPREAD QTY. = QUANTITY CONT. = CONTAINER  
 NOTE: QUANTITIES ON PLAN SUPERSEDE LIST QUANTITIES IN THE EVENT OF A DISCREPANCY.

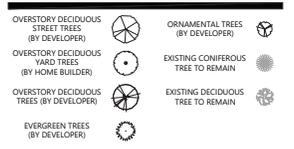
**LANDSCAPE REQUIREMENTS & PROVISIONS**

LANDSCAPING DESIGN REQUIREMENTS - OSTEGO, MINNESOTA				
SITE DESCRIPTION				
ZONING DISTRICT: R-5 CLP				
TOTAL GROSS ACRES: 38.88 AC				
SINGLE FAMILY REQUIREMENTS		REQUIRED	PROVIDED	NOTES
EACH LOT SHALL HAVE A MINIMUM OF 2 NOV- ORNAMENTAL TREES PER LOT.	80 LOTS x 2 TREES = 160 TREES	160 OVERSTORY TREES	160 OVERSTORY TREES 80 OVERSTORY YARD TREES (BY HOME BUILDER) 80 OVERSTORY STREET TREES (BY DEVELOPER)	ONE OVERSTORY TREE TO BE PLANTED IN THE REAR YARD BY HOME BUILDER. THE SECOND OVERSTORY TREE TO BE PLANTED IN THE BOULEVARD IN FRONT OF EACH LOT BY DEVELOPER.
	SINGLE FAMILY BUFFER SCREENING (DOUBLE FRONTAGE)		30 TREES	TREES TO BE WITHIN LOT 18, BLOCK 1 & LOT 1, BLOCK 4 MONROE MALLISTER AVE.
DOUBLE FRONTAGE LOTS OR CORNER LOTS ABUTTING A COLLECTOR OR ARTISANAL STREET (MALLISTER AVE.), SHALL HAVE AN ADDITIONAL TEN FEET LANE DEPTH OR WIDTH TO BE OVERLAP WITH CURBSTOPS OR AND UTILITY EASEMENT IN ORDER TO ALLOW SPACE FOR SCREENING ALONG THE LOT LINE ABUTTING SUCH STREET RIGHT-OF-WAY.		No Quantity Given	4 OVERSTORY DECIDUOUS TREES (BY DEVELOPER) 20 EVERGREEN TREES (BY DEVELOPER) 6 ORNAMENTAL TREES (BY DEVELOPER)	

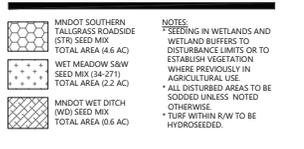
**LANDSCAPE NOTES**

- STREET TREE LOCATIONS AND SPACING ARE SUBJECT TO CHANGE BASED ON CONSTRUCTED DRIVEWAY AND UTILITY LOCATIONS.
- TREES SHALL BE PLANTED IN FRONT OF SINGLE FAMILY LOTS 28' FROM BACK OF CURB IN A LOCATION THAT DOES NOT INTERFERE WITH CURBSTOPS OR INDIVIDUAL SEWER & WATER CONNECTIONS.
- NO PLANTING WILL BE INSTALLED UNTIL ALL GRADING AND CONSTRUCTION HAS BEEN COMPLETED IN THE IMMEDIATE AREA.
- DECIDUOUS TREES SHOULD BE LOCATED A MINIMUM OF 5' OFF ANY UTILITY PIPE AND CONIFEROUS TREES SHOULD BE LOCATED A MINIMUM OF 15' OFF ANY UTILITY PIPE.
- NO TREE SHOULD BE LOCATED WITHIN 10' OF A HYDRANT OR 15' FROM A STREETLIGHT.
- NO TREES SHOULD BE LOCATED WITHIN A STORM POND HWL.
- NO TREES SHOULD BE LOCATED WITHIN STORM POND ACCESS ROUTE.
- NO DECIDUOUS TREE WITH 5' OF A SIDEWALK OR TRAIL AND NO CONIFEROUS TREES WITHIN 20' OF A PROPOSED SIDEWALK OR TRAIL.

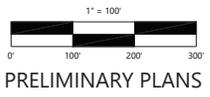
**PLANT LEGEND**



**SEED LEGEND**



NOTES:  
 \*SEEKING IN WETLANDS AND WETLAND BUFFERS TO DISTURBANCE LIMITS OR TO ESTABLISH VEGETATION WHERE PRODUCE IN AGRICULTURAL USE.  
 \*ALL DISTURBED AREAS TO BE SOODED UNLESS NOTED OTHERWISE.  
 \*TURF WITHIN R/W TO BE HYDROSEDED.



DESIGNED: TDD	INITIAL ISSUE: 02/02/26
CHECKED: CHF	REVISIONS:
DRAWN: CHW	▲
HORIZONTAL SCALE: 100.000073	▲
VERTICAL SCALE: 20' OR 10'	▲

PREPARED FOR:  
**SUMMERGATE COMPANIES LLC**  
 17305 CEDAR AVENUE, SUITE 200  
 LAKEVILLE, MN 55044

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A FULLY LICENSED LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

CORY L MEYER  
 DATE: 02/02/26 LICENSE NO.: 26971

**MEADOW HAVEN**  
 OSTEGO, MN

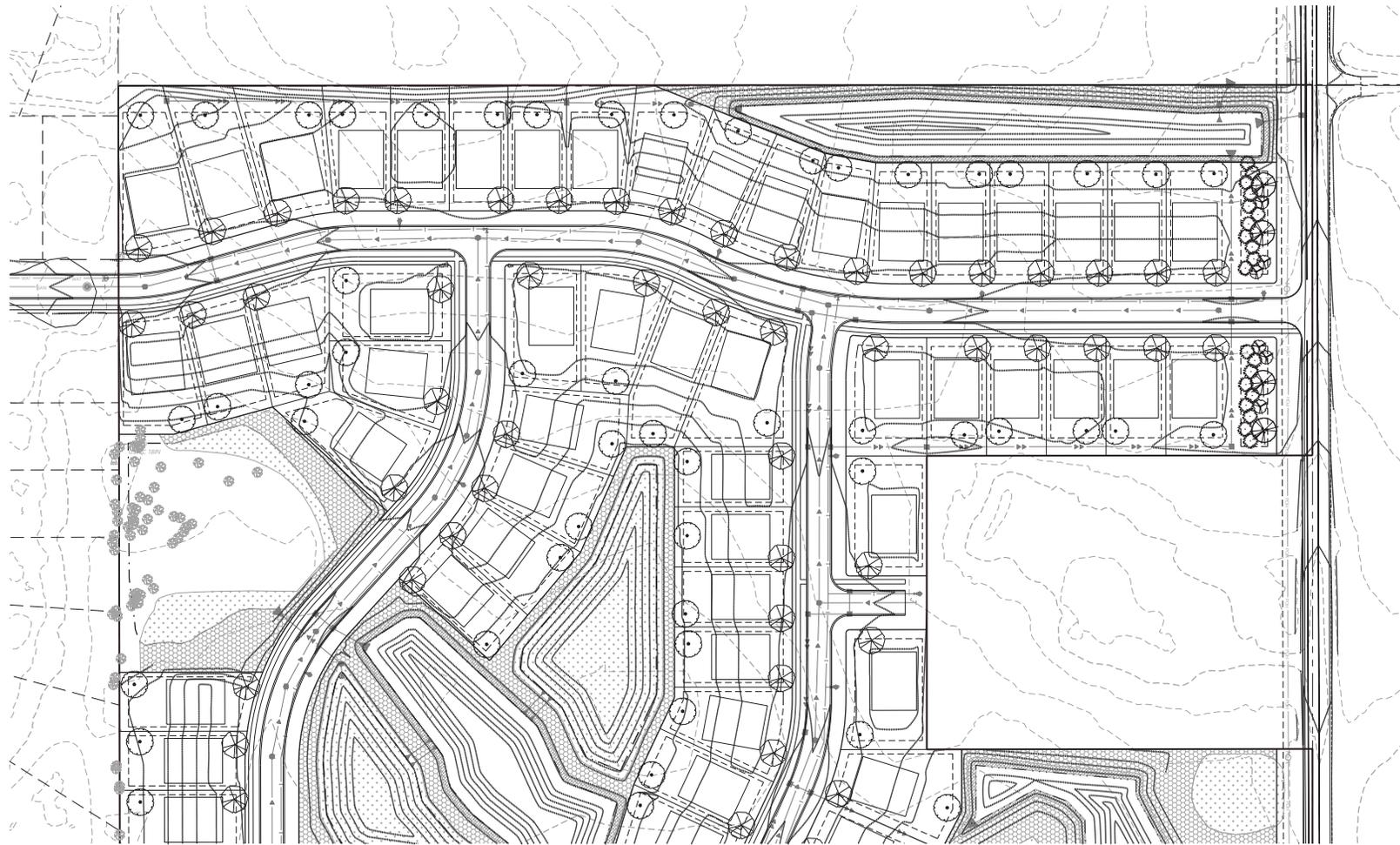
**Westwood**  
 Professional Services, Inc.  
 Phone: (952) 937-5150  
 Fax: (952) 937-5150  
 12702 Whitewater Drive, Suite F300  
 Minneapolis, MN 55438  
 westwoodps.com

SHEET NUMBER:  
**21** OF **24**

**OVERALL PRELIMINARY LANDSCAPE PLAN**

PROJECT NUMBER: 00525400 DATE: 02/02/26

MEADOW HAVEN



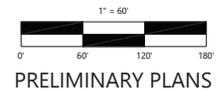
**PLANT LEGEND**

- OVERSTORY DECIDUOUS STREET TREES (BY DEVELOPER)
- OVERSTORY DECIDUOUS YARD TREES (BY HOME BUILDER)
- OVERSTORY DECIDUOUS TREES (BY DEVELOPER)
- EVERGREEN TREES (BY DEVELOPER)
- ORNAMENTAL TREES (BY DEVELOPER)
- EXISTING CONIFEROUS TREE TO REMAIN
- EXISTING DECIDUOUS TREE TO REMAIN

- MINIDOT SOUTHERN TALLGRASS ROADSIDE (STR) SEED MIX TOTAL AREA (4.6 AC)
- WET MEADOW S&W SEED MIX (34-27) TOTAL AREA (2.2 AC)
- MINIDOT WET DITCH (WD) SEED MIX TOTAL AREA (0.6 AC)

**SEED LEGEND**

**NOTES:**  
\*SEEDING IN WETLANDS AND WETLAND BUFFERS TO DISTURBANCE LIMITS OR TO ESTABLISH VEGETATION WHERE PREVIOUSLY IN AGRICULTURAL USE.  
\*ALL DISTURBED AREAS TO BE SOODED UNLESS NOTED OTHERWISE.  
\*TURF WITHIN R/W TO BE HYDROSEDED.



PRELIMINARY PLANS

DESIGNED:	TDD
CHECKED:	CHF
DRAWN:	DHW
HORIZONTAL SCALE:	60'
VERTICAL SCALE:	12' OR 6'

INITIAL ISSUE:	02/02/26
REVISIONS:	

PREPARED FOR:  
**SUMMERGATE COMPANIES LLC**  
17305 CEDAR AVENUE, SUITE 200  
LAKEVILLE, MN 55044

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.  
**CORY L. MEYER**  
DATE: 02/02/26 LICENSE NO.: 26971

**MEADOW HAVEN**  
OTSEGO, MN

**Westwood**  
Phone (952) 937-5150 12705 Whitewater Drive, Suite #300  
Free (888) 937-5150 Minneapolis, MN, 55443  
westwood@ps.com  
Westwood Professional Services, Inc.

PRELIMINARY  
LANDSCAPE PLAN

SHEET NUMBER:  
**22** OF **24**  
PROJECT NUMBER: 0052504.00 DATE: 02/02/26



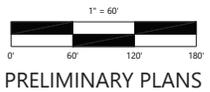
**PLANT LEGEND**

- OVERSTORY DECIDUOUS STREET TREES (BY DEVELOPER)
- OVERSTORY DECIDUOUS YARD TREES (BY HOME BUILDER)
- OVERSTORY DECIDUOUS TREES (BY DEVELOPER)
- EVERGREEN TREES (BY DEVELOPER)
- ORNAMENTAL TREES (BY DEVELOPER)
- EXISTING CONIFEROUS TREE TO REMAIN
- EXISTING DECIDUOUS TREE TO REMAIN

**SEED LEGEND**

- MINDOT SOUTHERN TALLGRASS ROADSIDE (STR) SEED MIX TOTAL AREA (4.6 AC)
- WET MEADOW S&W SEED MIX (34-27) TOTAL AREA (2.2 AC)
- MINDOT WET DITCH (WD) SEED MIX TOTAL AREA (0.6 AC)

**NOTES:**  
\*SEEDING IN WETLANDS AND WETLAND BUFFERS TO DISTURBANCE LIMITS OR TO ESTABLISH VEGETATION WHERE PREVIOUSLY IN AGRICULTURAL USE.  
\*ALL DISTURBED AREAS TO BE SOODED UNLESS NOTED OTHERWISE.  
\*TURF WITHIN R/W TO BE HYDROSEEDED.



DESIGNED:	TDD	INITIAL ISSUE:	02/02/26
CHECKED:	CHF	REVISIONS:	
DRAWN:	DW		
HORIZONTAL SCALE:	60'		
VERTICAL SCALE:	1" = 60'		

PREPARED FOR:  
**SUMMERGATE COMPANIES LLC**  
17305 CEDAR AVENUE, SUITE 200  
LAKEVILLE, MN 55044

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.  
**CORY L. MEYER**  
DATE: 02/02/26 LICENSE NO.: 26971

**MEADOW HAVEN**  
OTSEGO, MN

**Westwood**  
Phone (952) 937-5150 12705 Whitewater Drive, Suite #300  
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westwoodps.com  
Westwood Professional Services, Inc.

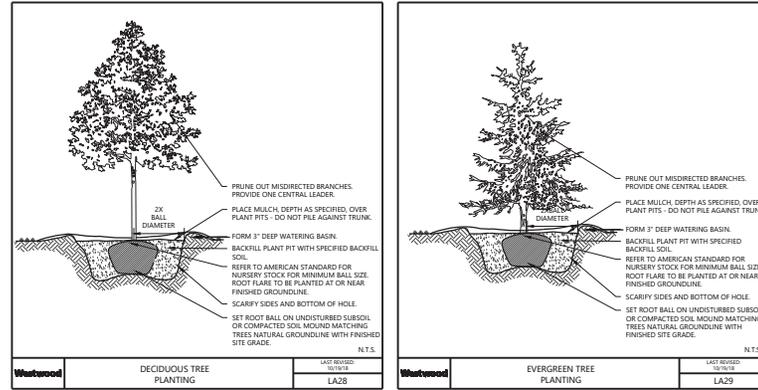
**PRELIMINARY LANDSCAPE PLAN**

SHEET NUMBER: **23** OF **24**  
PROJECT NUMBER: 0052504.00 DATE: 02/02/26

### PLANTING NOTES

- CONTRACTOR SHALL CONTACT COMMON GROUND ALLIANCE AT 811 OR CALL811.COM TO VERIFY LOCATIONS OF ALL UNDERGROUND UTILITIES PRIOR TO INSTALLATION OF ANY PLANTS OR LANDSCAPE MATERIAL.
- ACTUAL LOCATION OF PLANT MATERIAL IS SUBJECT TO FIELD AND SITE CONDITIONS.
- NO PLANTING WILL BE INSTALLED UNTIL ALL GRADING AND CONSTRUCTION HAS BEEN COMPLETED IN THE IMMEDIATE AREA.
- ALL SUBSTITUTIONS MUST BE APPROVED BY THE LANDSCAPE ARCHITECT PRIOR TO SUBMISSION OF ANY BID AND/OR QUOTE BY THE LANDSCAPE CONTRACTOR.
- CONTRACTOR SHALL PROVIDE ONE YEAR GUARANTEE OF ALL PLANT MATERIALS. THE GUARANTEE BEGINS ON THE DATE OF THE LANDSCAPE ARCHITECT'S OR OWNER'S WRITTEN ACCEPTANCE OF THE INITIAL PLANTING. REPLACEMENT PLANT MATERIAL SHALL HAVE A ONE YEAR GUARANTEE COMMENCING UPON PLANTING.
- ALL PLANTS TO BE SPECIMEN GRADE, MINNESOTA-GROWN AND/OR HARDY. SPECIMEN GRADE SHALL ADHERE TO, BUT IS NOT LIMITED BY, THE FOLLOWING STANDARDS:  
ALL PLANTS SHALL BE FREE FROM DISEASE, PESTS, WOUNDS, SCARS, ETC.  
ALL PLANTS SHALL BE FREE FROM NOTICEABLE GAPS, HOLES, OR DEFORMITIES.  
ALL PLANTS SHALL BE FREE FROM BROKEN OR DEAD BRANCHES.  
ALL PLANTS SHALL HAVE HEAVY, HEALTHY BRANCHING AND LEAVING.  
CONIFEROUS TREES SHALL HAVE AN ESTABLISHED MAIN LEADER AND A HEIGHT TO WIDTH RATIO OF NO LESS THAN 5:3.
- PLANTS TO MEET AMERICAN STANDARD FOR NURSERY STOCK (ANSI Z601-2014 OR MOST CURRENT VERSION) REQUIREMENTS FOR SIZE AND TYPE SPECIFIED.
- PLANTS TO BE INSTALLED AS PER MNL4 & ANSI STANDARD PLANTING PRACTICES.
- PLANTS SHALL BE IMMEDIATELY PLANTED UPON ARRIVAL AT SITE. PROPERLY HEEL-IN MATERIALS IF NECESSARY, TEMPORARY ONLY.
- PRIOR TO PLANTING, FIELD VERIFY THAT THE ROOT COLLAR/ROOT FLAIR IS LOCATED AT THE TOP OF THE BALLED & BURLAP TREE. IF THIS IS NOT THE CASE, SOIL SHALL BE REMOVED DOWN TO THE ROOT COLLAR/ROOT FLAIR. WHEN THE BALLED & BURLAP TREE IS PLANTED, THE ROOT COLLAR/ROOT FLAIR SHALL BE EVEN OR SLIGHTLY ABOVE FINISHED GRADE.
- OPEN TOP OF BURLAP ON BB MATERIALS; REMOVE POT ON POTTED PLANTS; SPLIT AND BREAK APART PEAT POTS.
- PRUNE PLANTS AS NECESSARY - PER STANDARD NURSERY PRACTICE AND TO CORRECT POOR BRANCHING OF EXISTING AND PROPOSED TREES.
- THE NEED FOR SOIL AMENDMENTS SHALL BE DETERMINED UPON SITE SOIL CONDITIONS PRIOR TO PLANTING. LANDSCAPE CONTRACTOR SHALL NOTIFY LANDSCAPE ARCHITECT FOR THE NEED OF ANY SOIL AMENDMENTS.
- BACKFILL SOIL AND TOPSOIL TO ADHERE TO MIN/DOT STANDARD SPECIFICATION 3877 (SELECT TOPSOIL BORROW) AND TO BE EXISTING TOP SOIL FROM SITE FREE OF ROOTS, ROCKS LARGER THAN ONE INCH, SLURRY DEBRIS, AND LARGE WEEDS UNLESS SPECIFIED OTHERWISE. MINIMUM 4" DEPTH TOPSOIL FOR ALL LAWN GRASS AREAS AND 12" DEPTH TOPSOIL FOR TREE, SHRUBS, AND PERENNIALS.
- MULCH TO BE AT ALL TREE, SHRUB, PERENNIAL, AND MAINTENANCE AREAS. TREE AND SHRUB PLANTING BEDS SHALL HAVE 4" DEPTH OF SHREDDED HARDWOOD MULCH. SHREDDED HARDWOOD MULCH TO BE USED AROUND ALL PLANTS WITHIN TURF AREAS. PERENNIAL AND ORNAMENTAL GRASS BEDS SHALL HAVE 2" DEPTH SHREDDED HARDWOOD MULCH. MULCH TO BE FREE OF DILLETICIOUS MATERIAL AND COLORED FIBR. OR APPROVED EQUAL. ROCK MULCH TO BE BUFF LIMESTONE, 1 1/2" TO 3" DIAMETER, AT MINIMUM 3" DEPTH, OR APPROVED EQUAL. ROCK MULCH TO BE ON COMMERCIAL GRADE FILTER FABRIC, BY TYRAX, OR APPROVED EQUAL WITH NO EXPOSURE. MULCH AND FABRIC TO BE APPROVED BY OWNER PRIOR TO INSTALLATION. MULCH TO MATCH EXISTING CONDITIONS (WHERE APPLICABLE).
- EDGING TO BE COMMERCIAL GRADE VALLEY-VIEW BLACK DIAMOND (OR EQUAL) POLY EDGING OR SPADED EDGE, AS INDICATED. POLY EDGING SHALL BE PLACED WITH SMOOTH CURVES AND STAKED WITH METAL SPIKES NO GREATER THAN 4 FOOT ON CENTER WITH BASE OF TOP BEAD AT GRADE, FOR MOWERS TO CUT ABOVE WITHOUT DAMAGE. UTILIZE CURBS AND SIDEWALKS FOR EDGING WHERE POSSIBLE. SPADED EDGES TO PROVIDE V-SHAPED DEPTH AND WIDTH TO CREATE SEPARATION BETWEEN MULCH AND GRASS. INDIVIDUAL TREE, SHRUB, OR RAIN-GARDEN BEDS TO BE SPADED EDGE, UNLESS NOTED OTHERWISE. EDGING TO MATCH EXISTING CONDITIONS (WHERE APPLICABLE).
- ALL DISTURBED AREAS TO BE SOODED OR SEEDED, UNLESS OTHERWISE NOTED. PARKING LOT ISLANDS TO BE SOODED WITH SHREDDED HARDWOOD MULCH AROUND ALL TREES AND SHRUBS. SOO TO BE STANDARD MINNESOTA GROWN AND HARDY BLUEGRASS MIX, FREE OF LAWN WEEDS. ALL TOPSOIL AREAS TO BE RAKED TO REMOVE DEBRIS AND ENSURE DRAINAGE. SLOPES 3:1 OR GREATER SHALL BE STAKED. SEED AS SPECIFIED AND PER MIN/DOT SPECIFICATIONS. IF NOT INDICATED ON LANDSCAPE PLAN, SEE EROSION CONTROL PLAN.
- CONTRACTOR SHALL PROVIDE NECESSARY WATERING OF PLANT MATERIALS UNTIL THE PLANT IS FULLY ESTABLISHED OR IRRIGATION SYSTEM IS OPERATIONAL. OWNER WILL NOT PROVIDE WATER FOR CONTRACTOR.
- REPAIR, REPLACE, OR PROVIDE SOO/SEED AS REQUIRED FOR ANY ROADWAY BOULEVARD AREAS ADJACENT TO THE SITE DISTURBED DURING CONSTRUCTION.
- REPAIR ALL DAMAGE TO PROPERTY FROM PLANTING OPERATIONS AT NO COST TO OWNER.
- RAIN GARDEN NOTE: PROVIDE AND INSTALL EROSION CONTROL BLANKET AT RAIN GARDEN AREA SIDE SLOPES AFTER ALL PLANTING HAVE BEEN INSTALLED. BLANKET TO BE ONE SEASON GEOTEXE MIN/DOT CATEGORY 2 (STRAW 15, WOOD FIBER 10, OR APPROVED EQUAL). BLANKET TO BE OVERLAPPED BY 4" AND ANCHORED BY SOO STAPLES. PLACE BLANKET PERPENDICULAR TO THE SLOPE. TRENCH IN EDGES OF BLANKET AREA TO PREVENT UNDER MINING. PROVIDE SILT FENCE AT TOP OF SLOPE AS NEEDED. SHREDDED HARDWOOD MULCH TO MATCH OTHER PROJECT PLANTING MULCH. PLACE 4" DEPTH OF MULCH AT ALL PLANTING AND EROSION CONTROL BLANKET AREA (NO FILTER FABRIC). SEE RAIN GARDEN DETAIL FOR FURTHER INFORMATION. RAIN GARDEN TO PROVIDE PROPER INFILTRATION AND DRAINAGE REQUIREMENTS PER ENGINEERS APPROVAL.

### PLANTING DETAILS



PRELIMINARY PLANS

DESIGNED:	TDO
CHECKED:	CHF
DRAWN:	DW
HORIZONTAL SCALE:	60'
VERTICAL SCALE:	12' OR 6'

INITIAL ISSUE:	02/02/26
REVISIONS:	
▲	
▲	
▲	

PREPARED FOR:  
**SUMMERGATE COMPANIES LLC**  
17305 CEDAR AVENUE, SUITE 200  
LAKEVILLE, MN 55044

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.  
**CORY L MEYER**  
DATE: 02/02/26, LICENSE NO. 26971

**MEADOW HAVEN**  
OTSEGO, MN

**Westwood**  
Phone (952) 937-5150 12705 Whitewater Drive, Suite #300  
Fax Free (888) 937-5150 Minneapolis, MN 55434  
westwoodsg.com

PRELIMINARY  
**LANDSCAPE NOTES & DETAILS**  
PROJECT NUMBER: 0052504.00

SHEET NUMBER:  
**24** OF **24**  
DATE: 02/02/26

## **MEMORANDUM**

**TO: Honorable Mayor and City Council**

**CC: Adam Flaherty, City Administrator**  
**Audra Etzel, City Clerk**  
**Daniel Licht, City Planner**  
**Dave Kendall, City Attorney**  
**Bryan Tucker, Summergate Companies LLC**  
**Thomas Desutter, Westwood Professional Services**

**FROM: Ronald J Wagner, P.E., City Engineer**

**DATE: February 16, 2026**

**RE: Meadow Haven**

---

We have reviewed the following information provided by Westwood on behalf of Thomas Desutter regarding Meadow Haven.

Preliminary Plat for Meadow Haven dated February 2, 2026 by Westwood  
Storm Report for Meadow Haven , dated February 2, 2026 by Westwood

The submittal is to be considered for preliminary acceptance. We would offer the following comments:

### **General Requirements**

1. Provide Approval Signature Line for Ronald J Wagner, P.E. , City Engineer.

### **Preliminary Plat**

2. Locations and results of soil boring, percolation test, etc.
3. Provide Geotechnical report for the area to be plated
4. Statement certifying the environmental conditions of the site including the presence of any hazardous substances as defined in Minnesota Statutes 115B.02 and subd 8.

### **Proposed Design Features**

5. Provide curve data for streets.
6. Provide gradients and profile of proposed sewer lines and watermain.
7. Rework grading for side yard drainage multiple areas look to be areas that will hold water from proposed contours.
8. Provide drain tile for rear yards per standard plate no. 413
9. Provide drain tile for all catch basins at road low points.
10. Show and provide new Gate Valve at connection point at 66<sup>th</sup> street.

11. Remove Salvage hydrant from connection point at 66<sup>th</sup> St. Give back to city no new hydrant is needed.
12. Add two Gate Valves to the intersection of STREET 3 and STREET4.
13. Add CLEAN OUTS at the south end of STREET 2, STREET 3 and STREET 4.
14. Extend watermain to west side of McAllister Ave on STREET 1. Make connection within McAllister Ave. north to Water Tower #4. (WAC Credits)
15. Provide cross sections for McAllister Ave. improvements.
16. Rework ditch bottom for drainage for existing culvert at west side of 70<sup>th</sup> St and Macallister Ave.
17. Provide Curb and Gutter to east side of McAllister Ave. from 70<sup>th</sup> St to 67<sup>th</sup> St (WAC Credit)
18. Eliminate 15” metal culvert at 67<sup>th</sup> St and McAllister Ave. and replace with 30” RCP and extend to fit new ditch bottom as per the Otsego Creek Watershed Study. (Stormwater Credit)
19. Remove 15” metal culvert at STA-18+10 McAllister Ave. replace with 15” RCP and extend to fit ditch bottom.
20. Provide bike trail on west side of McAllister Ave. from North property line of the development to the south property line along with cross sections.
21. Provide ADA ramps at intersections of bike trail.
22. Add FORCEMAIN (size to be determined from furthest NE MH to NE Quadrant of intersection of 67<sup>th</sup> ST and McAllister Ave. (SAC Credit)
23. The Otsego Creek Watershed Study was sent to you for review. Included in the report was a need for a 42” storm pipe on the west side of the property connecting the wetlands within the development to the SW corner of the property. (Stormwater Credit)

### **Details**

24. Include Standard Plate No. 500a

### **Other Items**

25. Provide Outlot deed to City for future Well Lot 9 & 10 Block 7, with 20’ D&U easement for RAW Watermain along south plat line. (WAC Credit)

### **Summary and / or recommendations**

We recommend approval with requirements to address the items above.

**OTSEGO PLANNING COMMISSION MEETING**  
**OTSEGO PRAIRIE CENTER**  
**March 2, 2026**  
**7:00 PM**

Call to Order:

Chair Alan Offerman called the meeting to order at 7:00 p.m.

Roll Call: Chair Alan Offerman, Vice Chair Aaron Stritesky, Commissioners, Charles Foster, Tracy Kincanon, Jill Metzger, Laurie Jones, and Vern Heidner.

Also Present: Councilmember Dunlap, Councilmember Lund (\*) and Mayor Stockamp (\*)

Staff: City Planner Daniel Licht and Deputy Clerk Katie Kalland

(\*) attending via zoom

1. Announcements

No announcements.

2. Consider the Following Minutes

2.1 February 17, 2026, Planning Commission Meeting

**Commissioner Metzger motioned to approve February 17, 2026, minutes as written. Commissioner seconded Kincanon. All in favor. Motion carried 7-0.**

3. Annual Business: Election of the 2026 Planning Commission Chair and Vice Chair

**Commissioner Heidner nominated Commissioner Offerman as Chair and Commissioner Stritesky as Vice Chair. Seconded by Commissioner Kincanon. All in favor. Motion carried 7-0.**

4. Public Hearing Items

4.1 Meadow Haven Preliminary Plat

City Planner Licht gave the planning report.

Bryan Tucker, Summergate Development, 17305 Cedar Avenue #200, Lakeville, was present and agreed with the planning report. Mr. Tucker is hopeful of starting this spring.

Chair Offerman opened the public hearing at 7:13 p.m.

Randy Barthel, 6597 Macallister Avenue, voiced concern with pollution run-off, drainage issues, and loss of trees.

Joe Barthel, 6596 Macallister Avenue, asked when the trail will be completed. Mr. Barthel asked about the upcoming water treatment project, and screening of the development from view of surrounding rural homes.

Scott Evans, 12432 65<sup>th</sup> Street NE, asked about the trees on the west side of development and voiced concern for drainage issues.

Chair Offerman closed the public hearing at 7:19 p.m.

City Planner Licht stated the City Engineer will review the drainage concerns to comply with City standards.

Mr. Licht stated the developer is interested in keeping the trees in the area and a trail is intended to be adjacent to the project.

Mr. Licht explained the planned improvement of McAllister Avenue and stated that the City would monitor the need for increased maintenance of the remaining gravel portion and timing for future improvements.

**Vice Chair Stritesky motioned to recommend approval of a Zoning Map amendment rezoning the subject property to R-5 District; a Planned Unit Development-Conditional Use Permit; and preliminary plat of Meadow Haven, subject to the 15 conditions listed on the planning report dated February 23, 2026. Seconded by Commissioner Jones. All in favor. Motion carried 7-0.**

5. Updates

5.1 Updates on City Council actions

Councilmember Dunlap updated the Planning Commission on recent City Council actions.

5.2 Updates on future Planning Commission Items

City Planner Licht updated the Planning Commission on upcoming planning items.

6. Adjourn

**Vice Chair Stritesky motioned to adjourn. Seconded by Commissioner Foster. All in favor. Motion carried 7-0.**

**Adjourned at 7:32 p.m.**

*Respectfully submitted by Katie Kalland, Deputy Clerk*

CITY OF OTSEGO  
COUNTY OF WRIGHT  
STATE OF MINNESOTA

ORDINANCE NO: 2026-03

ORDINANCE AMENDING THE ZONING ORDINANCE OF THE CITY OF OTSEGO TO PROVIDE FOR A  
CHANGE IN ZONING CLASSIFICATION FOR LAND INCLUDED WITHIN THE PRELIMINARY PLAT OF  
MEADOW HAVEN.

THE OTSEGO CITY COUNCIL ORDAINS:

**Section 1.** The official Zoning Map of the Otsego Zoning Ordinance is hereby amended to change the zoning classification of the property legally as described as:

*The Southwest Quarter of the Northeast Quarter of Section 31, Township 121, Range 23, EXCEPT the North 327.42 feet of the South 898.11 feet of the East 430.63 feet of the Southwest Quarter of the Northeast Quarter of Section 31, Township 121, Range 23, Wright County, Minnesota.*

*Abstract Property.*

**Section 2.** The property is hereby rezoned from an A-1, Agricultural Rural Service District designation to R-5, Residential Single and Two Family District.

**Section 3.** The Zoning Map of the City of Otsego shall not be republished to show the aforesaid rezoning, but the Zoning Administrator shall appropriately mark the Zoning Map on file at City Hall for the purpose of indicating the rezoning hereinabove provided for in this Ordinance, and all of the notations, references and other information shown thereon are hereby incorporated by reference and made part of this Ordinance.

**Section 4.** This Ordinance shall become effective immediately upon its passage and publication according to Law.

*[The remainder page is intentionally blank signatures follow]*

**ADOPTED** by the Otsego City Council this 9<sup>th</sup> day of March, 2026.

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

**CITY OF OTSEGO**

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Jessica L. Stockamp, Mayor

ATTEST:

---

Audra Etzel, City Clerk

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

**RESOLUTION NO: 2026-22**

**ADOPTING FINDINGS OF FACT AND APPROVING A CONDITIONAL USE PERMIT AND PRELIMINARY PLAT FOR  
MEADOW HAVEN.**

**WHEREAS**, Summergate Development (“Developer”) has submitted application for a Zoning Map amendment, Planned Unit Development -Conditional Use Permit, and Preliminary Plat for a subdivision to be known as Meadow Haven; and

**WHEREAS**, the legal description of the subject property (“Property”) is attached as Exhibit A; and

**WHEREAS**, the Property is within the West Sewer District and guided for future Low Density Residential land uses by the 2023 Comprehensive Plan; and

**WHEREAS**, the subject property is zoned A-1, Agriculture Rural Service District; and

**WHEREAS**, the Developer is requesting amendment of the Zoning Map to designate the property as R-5, Residential, Single and Two Family District; and

**WHEREAS**, an application for Zoning Map amendments is processed in accordance with the provisions of Section 11-3-2 of the Zoning Ordinance; and

**WHEREAS**, the Developer is requesting a Planned Unit Development – Conditional Use Permit related to lot requirements; and

**WHEREAS**, an application for Planned Unit Development-Conditional Use Permit is processed in accordance with the provisions of Section 11-3-2 of the Zoning Ordinance; and

**WHEREAS**, the City Council must take into consideration the possible effects of the Zoning Ordinance amendment and Planned Unit Development – Conditional Use Permit with their judgment based upon (but not limited to) the criteria outlined in Section 11-3-2.F and 11-4-2.F of the Zoning Ordinance, respectively:

1. The proposed action's consistency with the specific policies and provisions of the Otsego Comprehensive Plan.

*Finding: The Future Land Use Plan of the 2023 Comprehensive Plan guides the subject property for low density residential uses, which is a single family neighborhood with a net density of 3.0 dwelling units per acre or less. The subject property is 36.88 acres in area with a net area less wetlands and wetland buffers of 30.88 acres. The net density of the proposed preliminary plat is 2.32 dwelling units per acre. The proposed preliminary plat provides for a range of single family lot widths to encourage diversity in single family housing within the subdivision and overall housing supply within the City. The proposed development is consistent with the policies of the 2023 Comprehensive Plan.*

2. The proposed use's compatibility with present and future land uses of the area.

*Finding: The subject property is a single parcel that was subdivided at one time from the exception parcel abutting McAllister Avenue, which is not included as part of the proposed plat. The subject property is surrounded by the existing and planned uses shown in the table below. The proposed preliminary plat will be consistent with the character of the area and compatible with existing and planned surrounding land uses.*

<b>Direction</b>	<b>Land Use Plan</b>	<b>Zoning Map</b>	<b>Existing Use</b>
North	LD Residential	A-1 District	Cultivated field
East	Industrial	A-1 District	Cultivated field
South	LD Residential	A-1 District	Rural single family
West	LD Residential	R-4 District	Otsego Preserve

3. The proposed use's conformity with all performance standards contained within the Zoning Ordinance and other provisions of the City Code.

*Finding: The proposed preliminary plat will comply with the provisions of the Zoning Ordinance, Subdivision Ordinance, and Engineering Manual.*

4. Traffic generation of the proposed use in relation to capabilities of streets serving the property.

*Finding: The subject property is to accessed from 70<sup>th</sup> Street (CSAH 38) via McAllister Avenue, which is to be improved to an interim collector street standard as part of the development. Secondary access will occur at 66<sup>th</sup> Street to be extended from Otsego Preserve and future street connections to the abutting properties to the north and south. The streets accessing the proposed preliminary plat have adequate capacity to accommodate traffic generated by the development.*

5. The proposed use can be accommodated by existing public services and facilities and will not overburden the City's service capacity.

*Finding: The proposed preliminary plat is within the West Sewer District and the City has in-place utilities and services planned for as part of the 2023 Comprehensive Plan. The proposed development will not overburden the City's service capacity.*

**WHEREAS**, the Developer is requesting approval of a preliminary plat for subdivision of 80 single family lots, five outlots, and public right-of-way; and

**WHEREAS**, an application for preliminary plat is processed in accordance with the provisions of Section 10-5-2 of the Subdivision Ordinance; and

**WHEREAS**, the Planning Report dated 23 February 2026 prepared by the City Planner, The Planning Company LLC, is incorporated herein.

**WHEREAS**, the Planning Commission conducted a public hearing at their regular meeting on 2 March 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 7-0 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 findings of fact outlined herein are adopted and the applications for Planned Unit Development – Conditional Use Permit and preliminary plat are approved based upon the foregoing information and applicable ordinances, 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. All right-of-way dedication, street design and construction plans, street lighting, sidewalks, trails, and street names shall be subject to review and approval of the City Engineer.
3. McAllister Avenue:
  - a. The developer shall dedicate 40 feet of right-of-way for the west half of McAllister Avenue abutting the preliminary plat.
  - b. The developer shall at their cost improve McAllister Avenue from the south line of the preliminary plat to 70<sup>th</sup> Street (CSAH 38) to a minor collector section as determined by the City Engineer.
  - c. The developer shall receive utility fee credits as determined by the City for the portion of the east half of McAllister Avenue abutting the City owned Watertower #4 and South Central Water Treatment Plant property.
  - d. The improvement of McAllister Avenue abutting the subject property and PID 118-500-311301 shall include a 10-foot bituminous trail.
4. The City Council shall consider a resolution approving vacation of 67<sup>th</sup> Street along the north line of the preliminary plat at the time of final plat application.
5. All lots within the preliminary plat shall comply with the following setbacks:

<b>Local ROW</b>	<b>Interior Side</b>	<b>Interior Rear</b>	<b>McAllister Avenue</b>	<b>Wetland Buffer</b>
25ft. house 30ft. garage	7ft.	20ft.	65ft.	20ft.

6. The preliminary plat shall be revised to extend either or both of Street 2 and Street 3 through Block 1 to provide for future street connection(s) to the abutting property to the north.
7. All grading, drainage, wetland impacts, and erosion control issues shall be subject to review and approval of the City Engineer.
8. The developer shall pay a Stormwater Impact Fee for Otsego Creek at the time of final plat approval.
9. Trunk Water System:
  - a. The preliminary plat shall be revised to provide for acquisition of land by the City for a future water utility well.
  - b. The utility plan for the preliminary plat shall incorporate a raw water main extension to between the future water utility well and McAllister Avenue.

- c. The developer will receive financial credit for the value of the property acquired and cost of construction related to the well and raw water main.
- 10. All utility plans shall be subject to review and approval of the City Engineer.
- 11. All drainage and utility easements shall be subject to review and approval of the City Engineer.
- 12. Outlot A, B, C, and D shall be deeded to the City for stormwater management purposes.
- 13. Outlot E shall be revised as two outlots encompassing potential future lots with dedication of right-of-way as illustrated on the sketch plan with the current plat.
- 14. Park dedication requirements shall be satisfied as payment of a cash fee in lieu of land dedication at the time of final plat approval.
- 15. The sketch plan for PID 118-500-311301 shall be revised to terminate as a cul-de-sac and not intersect McAllister Avenue.

*(Remainder of page blank signatures follow)*

**ADOPTED** by the Otsego City Council this 9<sup>th</sup> day of March, 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

**EXHIBIT A**  
**LEGAL DESCRIPTION**

*The Southwest Quarter of the Northeast Quarter of Section 31, Township 121, Range 23, EXCEPT the North 327.42 feet of the South 898.11 feet of the East 430.63 feet of the Southwest Quarter of the Northeast Quarter of Section 31, Township 121, Range 23, Wright County, Minnesota.*

*Abstract Property.*



# Request for City Council Action

## DEPARTMENT INFORMATION

ORIGINATING DEPARTMENT	REQUESTOR:	MEETING DATE:
Parks and Recreation	Parks and Recreation Director Jacobs	March 9, 2026
PRESENTER(S)	REVIEWED BY:	ITEM #:
Parks and Recreation	City Administrator/Finance Director Flaherty	5.1 – Grant Application

## 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 are recommending City Council adopt a resolution authorizing a grant application.	
ARE YOU SEEKING APPROVAL OF A CONTRACT?	IS A PUBLIC HEARING REQUIRED?
No	No
BACKGROUND/JUSTIFICATION:	
<p>To help advance the Prairie Park Phase 1 project, the Parks and Recreation Commission and City Council previously directed staff to pursue the Minnesota Department of Natural Resources Outdoor Recreation Grant. This is a matching grant program with potential awards of up to \$500,000. With the Phase 1 project estimated to cost \$7.78 million, this funding would significantly help offset overall project expenses.</p> <p>City staff and HKGi have been actively working to prepare a competitive grant application. HKGi has indicated that Phase 1 improvements at Prairie Park are well aligned with the goals of the Outdoor Recreation Grant program. To submit the application, City Council approval of a resolution of support for the Prairie Park Phase 1 project is required.</p>	
SUPPORTING DOCUMENTS ATTACHED:	
<ul style="list-style-type: none"> <li><b>Resolution 2026-23</b></li> </ul>	

## POSSIBLE MOTION

PLEASE WORD MOTION AS YOU WOULD LIKE IT TO APPEAR IN THE MINUTES:
Motion to adopt Resolution 2026-23 Authorizing Application for an Outdoor Recreation Grant for Prairie Park Phase 1.

## BUDGET INFORMATION

FUNDING:	BUDGETED:
Fund 203 – Park Development	Yes

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

**RESOLUTION NO: 2026-23**

**AUTHORIZING APPLICATION FOR AN OUTDOOR RECREATION GRANT  
FOR PRAIRIE PARK PHASE 1**

**BE IT RESOLVED** that the City of Otsego act as legal sponsor for the project contained in the Outdoor Recreation Grant application to be submitted on March 31, 2026, and that Nick Jacobs is hereby authorized to apply to the Department of Natural Resources for funding of this project on behalf of City of Otsego.

**BE IT FURTHER RESOLVED** that the applicant maintains an adequate Conflict of Interest Policy and, throughout the term of the contract, will monitor and report any actual or potential conflicts of interest to the State, upon discovery.

**BE IT FURTHER RESOLVED** that the City of Otsego has the legal authority to apply for financial assistance, and it has the financial capability to meet the match requirement (if any) and ensure adequate construction, operation, maintenance and replacement of the proposed project for its design life.

**BE IT FURTHER RESOLVED** that the City of Otsego has not incurred any development costs and has not entered into a written purchase agreement to acquire the property described in the Cost Breakdown section on this application.

**BE IT FURTHER RESOLVED** that the City of Otsego has or will acquire fee title or permanent easement over all the land described in the boundary map or recreational site plan included in the application.

**BE IT FURTHER RESOLVED** that, upon approval of its application by the State, the City of Otsego may enter into an agreement with the State for the above-referenced project, and that the City of Otsego certifies that it will comply with all applicable laws and regulations as stated in the grant agreement including dedicating the park property for uses consistent with the funding grant program into perpetuity.

**NOW, THEREFORE BE IT RESOLVED** that Nick Jacobs is hereby authorized to execute such agreements as necessary to implement the project on behalf of the applicant.

**I CERTIFY THAT** the above resolution was adopted by the City Council of the City of Otsego on 9 March 2026.

SIGNED:

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Jessica L. Stockamp, Mayor

WITNESSED:

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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	March 9, 2026
PRESENTER(S)	REVIEWED BY:	ITEM #:
Parks and Recreation	City Administrator/Finance Director Flaherty	5.2 – Prairie Park Phase 1

## 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 are recommending City Council accept proposals for planning and design services for Prairie Park Phase 1.	
ARE YOU SEEKING APPROVAL OF A CONTRACT?	IS A PUBLIC HEARING REQUIRED?
Yes	No
BACKGROUND/JUSTIFICATION:	
<p>The Prairie Park Master Plan was adopted by the Otsego City Council in August 2024. Since adoption, City staff and the Parks and Recreation Commission have been actively working to advance Phase 1 of the project, which focuses on improvements to the central portion of Prairie Park. Construction is anticipated in 2027, pending final design, funding, and bidding.</p> <p>Phase 1 improvements include a destination accessible playground, open-air pavilion with indoor restrooms and a concession window, parking lot improvements and expansion, an updated Veterans Memorial, ADA upgrades to ballfields and trails, stormwater and utility improvements, landscaping, and other site enhancements.</p> <p>To move the project from the master plan stage toward construction, the City has received two coordinated planning and design proposals.</p> <p>HKGi will serve as the lead park planner and landscape architect with a proposal for design and bidding services in the amount of \$237,500. Planning and design scope includes:</p> <ul style="list-style-type: none"> <li>• refining Phase 1 concepts,</li> <li>• confirming scope, budget, and schedule,</li> <li>• preparing schematic design, design development, and construction documents</li> <li>• coordinating with City staff and engineering consultants</li> <li>• managing public engagement and City Council presentations</li> <li>• coordinating vendor-direct purchases</li> <li>• assisting with bidding and supporting construction administration</li> </ul>	

Hakanson Anderson (HAA) will provide civil engineering and surveying services in coordination with HKGi. The proposal for design and bidding services is in the amount of \$120,000. Planning and design scope includes:

- boundary and topographic surveying
- grading, drainage, utility and stormwater design
- civil construction plans
- permit preparation,
- cost estimate assistance
- coordination throughout the design process.

Advancing planning and design services is critical to maintain momentum following adoption of the Prairie Park Master Plan and to keep Prairie Park Phase 1 on schedule. Completing design work in 2026 positions the City to pursue outside grant funding, refine accurate cost estimates, and prepare construction documents for bidding in early 2027. Delaying this work would push the project timeline back and increase the risk of higher future construction and deferred maintenance costs.

The Administrative Subcommittee and Parks and Recreation Commission reviewed the Prairie Park Phase 1 planning proposals at their respective February meetings and recommended that the City Council consider approval.

**SUPPORTING DOCUMENTS ATTACHED:**

- **Proposal - HKGi**
- **Proposal – Hakanson Anderson**

**POSSIBLE MOTION**

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

Motion to accept the professional planning and design service proposals from HKGi and Hakanson Anderson for Prairie Park Phase 1 in the combined amount of \$357,500.00 and authorize staff to proceed with design services.

**BUDGET INFORMATION**

FUNDING:	BUDGETED:
Fund 203 – Park Development	Yes

# Proposal



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To: Nick Jacobs, Parks and Recreation Director, City of Otsego  
From: Gabrielle Grinde, HKGi  
Subject: Proposed Work Plan & Schedule to Implement Prairie Park Improvements  
Date: January 20, 2026

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Dear Nick,

This proposal outlines a work plan and timeline to implement Phase 1 of the proposed Prairie Park Master Plan, with bidding to occur in early 2027 and construction during the summer and fall of 2027.

The *Otsego Prairie Park Master Plan* was adopted by the Otsego City Council in August of 2024. The Implementation section of the master plan identified a planning-level cost estimate for two design phases to complete the improvements in the plan. Phase 1 generally includes improvements to the central area of the park—a new destination playground, new open-air pavilion with indoor restrooms and concessions, parking lot improvements and expansion, an updated Veterans Memorial, and general ADA updates to the ballfields, trails, and sidewalks. The proposed 2027 construction budget is \$6-7million. Task 1 of this process will be to confirm the budget and conceptual design elements for Phase 1.

## **PROJECT ASSUMPTIONS:**

- » Proposed Fees do not include Civil, Survey, Geotechnical/Soil Borings, or Electrical Engineering, which are to be billed separately from HKGi's primary scope of work.
  - It is assumed that civil engineering services will be provided by HAA.
- » Fees are estimated based on a percentage of the overall project budget and broken up by design phase.
- » Cultural resource related investigations and mitigation are not included in this scope of work and if deemed necessary.
- » Additional meetings or engagement if required, will be billed hourly in addition to the proposed base fee.

## IMPLEMENTATION TASKS / WORK PLAN

### Phase 1: Schematic Design (Mar 2026-Jun 2026)

- » Coordinate Existing Conditions Data: Work with city engineer to determine existing survey needs, soils information, and utilities.
  - Specific tasks include:
    - Identify and coordinate site survey and soil boring needs.
- » Schematic Design Layout: Advance the concept master plan to a surveyed base map to align existing conditions with planned facilities and site work. Specific tasks include:
  - Identify building footprint, grading, access points, exterior gathering spaces, and utilities.
  - Determine the overall direction for site grading and stormwater management.
- » Confirm budget and schedule: Work with city staff and civil engineers to confirm cost estimates for project elements. Confirm city-staff related projects in the park. Review the proposed schedule for Phase 1 implementation. Discuss community event needs, including Prairie Festival in September. Discuss milestone dates and ongoing/related civic campus work.
  - Discuss funding and grant options, if feasible
- » Confirm concept design: Revisit the concept plan to identify new information, new ideas, construction impacts, and confirm the concept design. Confirm the direction for the park pavilion as vendor-purchased.
- » Park Commission Meeting: Present the implementation plan to the Parks and Recreation Commission to kick off the design and implementation process. Receive questions and feedback.
- » Public Open House #1: Present an update to the community regarding the project schedule, design, and opportunities for feedback. HKGi will prepare boards and work with city staff to facilitate an open house at a public location in the city.
- » Online Survey: We will prepare and facilitate an online survey that has similar information and content as presented at the Open House. This will provide an opportunity for residents who are not able to attend the open house to provide feedback at their convenience. We would leave the survey open for approximately one month.
- » City Council Meeting: Present the feedback from community engagement, the implementation plan, project schedule, and budget to the City Council for approval to move forward with design.

### Phase 2: Design Development (Jul-Nov 2026)

- » Design Development: HKGi will lead the design team, including landscape architecture and civil engineering. During this phase, we will advance the Schematic design to resolve the physical details, materials, and confirm relationships and connections between facilities within the park. Specific tasks include:
  - Confirm completion of site survey and soil borings.
  - Review and confirm building footprint, grading, access points, exterior gathering spaces, and utilities.
  - Review site grading and stormwater management goals.
  - Discuss permits and approvals needed prior to construction.

- Develop and size the specific utilities connections and extensions to support the proposed building and other site features.
- Coordinate site electrical needs and electrical service for the pavilion, pedestrian-scale lights, parking lot lights, and athletic field lights.
- » Vendor coordination: Communicate and coordinate the appropriate direct-purchase items from vendors, such as the playground equipment, playground surface and container, park pavilion, site furnishings, etc. as needed. Identify product availability, timing, costs, and installation needs.
- » Civil coordination: Continue to work with civil engineers to update materials, layout, grading, stormwater, and costs during Design Development.
- » DD Review: Present 60% Drawings, details, and specifications to staff for review. Exhibits will include illustrative plan drawings, detail drawings, or cross sections:
  - Park layout, including sidewalks, trails, and plaza areas
  - Surface materials, including bituminous, concrete, pavers, and/or aggregate
  - Playground container and surface
  - Vendor-provided playground design and quote
  - Vendor-provided pavilion design and quote
  - Fencing layout, as needed
  - Site furnishings
  - Landscape plan, including ground cover vegetation, prairie restoration areas, trees, and planting beds
  - Lighting layout and site electrical plan
  - Stormwater management plan
  - Utilities plan
  - Review of operations and maintenance requirements for proposed park improvements
  - Updated estimate of probable costs, noting opportunities for alternate items, direct-purchase items, and city staff work
- » Park Commission Meeting: Present the 60% Design package to the Parks and Recreation Commission. Receive questions and feedback. Update the design and costs as needed.
- » Public Open House #2: Present an update to the community regarding the project schedule and evolved design. This meeting will be more informative with fewer opportunities to adjust the design than at the first open house. HKGi will prepare boards and work with city staff to facilitate an open house at a public location in the city. This meeting could be held during Phase 3 if timing works better for scheduling and having a better idea of bidding and construction timeline.
- » City Council Meeting: Present the 60% Design package to the City Council along with feedback from community engagement. Receive questions and feedback. Seek approval to move forward with design. Update the design and costs as needed.

### **Phase 3: Construction Documentation and Bidding (Oct 2026 – May 2027)**

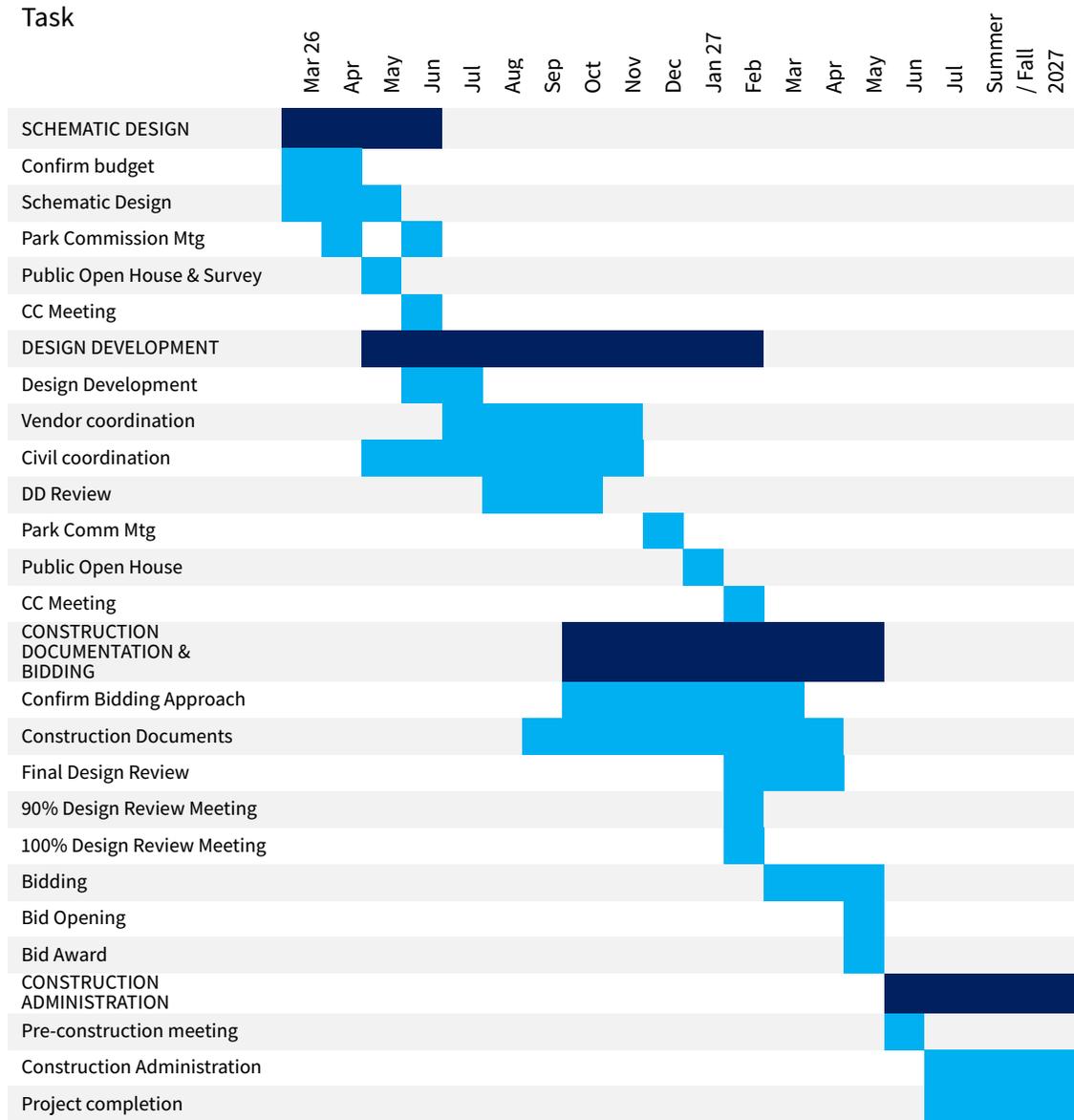
- » Confirm Bidding Approach: We will work with staff to confirm the appropriate bidding approach, to include one or more bid packages, direct-purchase items from vendors, and city work.

- » Construction Documents: Prepare drawings and project specifications to convey the final design intent to potential bidders. We will confirm the design details and assemble the general and technical project specifications. Prepare 90% and 100% Construction Documents to include:
  - Update all drawings and exhibits prepared during the Design Development phase
  - Updated illustrative plans to communicate the final design intent to the Parks and Recreation Commission and City Council
  - Identification of work limits and separation of areas between general contractor work, city work, and direct-purchase installation items
  - Identify irrigation areas and list as a design-build approach for bidding
  - Prepare 100% estimate of probable costs
  - Continued coordination with civil, electrical, and structural engineering, as needed
  - Final selection of lighting fixtures throughout the Phase 1 project area
  - Final selection and continued coordination with vendors to facilitate direct purchase of playground, pavilion, and furnishings, through Sourcewell, Mn state contract, or other methods
  - Coordinate permitting needs with civil engineer
  - Discuss project construction schedule and potential phasing to ensure that the park is open during community events, such as Prairie Festival.
- » Final Design Review: Facilitate staff page-turn review of the 90% and 100% design sets.
- » 90% Design Review Meeting: Present the 90% design package to the Parks and Trails Commission and/or City Council as required.
- » 100% Design Review Meeting: Present the final/100% design package to the City Council for approval to solicit bids.
- » Bidding: Facilitate posting on QuestCDN and ads for bid with city staff and civil engineer as needed. Respond to RFIs and issue addenda during the bidding window.
- » Bid Opening: Schedule the bid opening at least three weeks after ad for bid has posted. Facilitate virtual bid opening in coordination with city staff and civil engineer.
- » Bid Award: Award the bid at City Council meeting.

#### **Phase 4: Construction Administration (Summer/Fall 2027)**

- » Pre-construction meeting: Work with city staff and civil engineer to facilitate a pre-con meeting on site with selected contractor. Review project schedule, submittals, and coordinate work by others.
- » Construction Administration: Coordinate project staking, shop drawing and submittal review, change orders, review pay applications. Conduct periodic field observation and provide notes to city staff. Facilitate testing and reporting, punchlist, and warranty inspections. Coordinate with city staff and civil construction administrator.
  - We will work through the project schedule to ensure that the park is open and usable for Prairie Fest in September 2027.
- » Project completion: Final construction and ribbon cutting.

## PROPOSED SCHEDULE





## PROPOSED FEES

Fees are estimated based on a percentage of total project cost estimate of \$6,500,000.

Phase		HRs		Design Fee by Phase
SD	Schematic Design	315	0.75%	\$ 55,250.00
DD	Design Development	415	1.0%	\$ 69,000.00
CD	Construction Documents	590	1.5%	\$ 97,500.00
Bidding	Project Bidding and Award	90	0.2%	\$ 13,950.00
CA	Construction Administration			<i>TBD based on final project design estimate</i>
<b>Landscape Architecture Design Subtotal</b>				<b>\$ 235,700.00</b>
	Expenses (printing, mileage, and travel-related)			\$ 1,800.00
<b>Total Fees for Landscape Architecture SD, DD, CD, Bidding Support</b>				<b>\$ 237,500.00</b>
<i>Construction Administration TBD (based on bid award amount)</i>				

SINCERELY,

**GABRIELLE GRINDE | PLA (MN)**

Principal Project Manager  
Gabrielle@hkgi.com  
608.852.3370

~~October 31, 2025~~

**REVISED February 2, 2026**

Nick Jacobs, Parks and Recreation Director  
City of Otsego  
13400 90th Street NE  
Otsego, MN 55330

RE: Prairie Park Improvements – Phase 1

Dear Nick,

Thank you for the opportunity to submit a proposal for our services for the Prairie Park Master Plan, Phase 1 project. We understand that the project will include a new pavilion building, playground upgrades, baseball field improvements, relocating the sledding hill, an updated Veterans Memorial, and parking lot expansions.

### **SCOPE OF SERVICES**

This scope of services is for schematic design coordination, land surveying services, design development, construction documents, permitting, bidding services and construction administration. All services include coordination with City staff and services provided by HKGI.

### **SCHEDULE**

We will coordinate with and follow the schedule as provided by HKGI.

### **SCHEMATIC DESIGN**

- Coordinate with HKGI to determine land survey limits and soil boring requirements for the proposed Phase 1 improvements.
- Review the existing sanitary sewer and water resources available within the park to determine their capacities for the proposed park improvements.
- Review the current storm water facilities for capacity and estimate future needs to assist HKGI with the schematic site layout.
- Assist with cost estimates to confirm the phase 1 project is within the anticipated budget.

### **LAND SURVEYING SERVICES**

- Hakanson Anderson will provide a boundary and topographic survey of the area required for the Phase 1 Park improvements.
- The survey will include one-foot contours and spot grades sufficient to provide for civil design. It will include above and below ground utilities, per Gopher State One Call and available records.

## **DESIGN DEVELOPMENT SERVICES**

HAI has assumed the site plan showing the new pavilion, playground improvements, parking lot expansions, and other site improvements will be prepared by HKGI. We will need an AutoCAD file of the site plan prior to preparing the site development plans.

- HAI will prepare site development plans for the project. These plans may include an existing topography and removals plan, a grading, drainage and sediment control plan, a utility plan and a restoration and paving plan.
- HAI will develop a draft stormwater management plan that includes the proposed improvements needed to accommodate the site runoff. Soil borings will have to be completed to determine the groundwater elevation and infiltration rates for the soil on site.
- Develop water and sanitary sewer extensions, or new wells and septic drain fields to support the building and site features.
- Prepare 60% Plan Set and list of specifications (in coordination with project team).
- Develop a 60% quantity and Opinion of Probable Construction Cost (OPC) (in coordination with project team).
- Begin permit application preparation to ensure necessary permits are ready for construction.
- Participate in bi-weekly meetings with City Staff and HKGi to review project progress and design decisions.
- Participate in one Parks and Trails Commission Meeting.
- Participate in one City Council Meeting.

## **CONSTRUCTION DOCUMENT SERVICES**

In construction documents phase, final construction details will be added to the plan set.

- Prepare front end documents and associated discipline specific technical specifications.
- Develop a 100% quantity and Opinion of Probable Construction Cost (OPC) (in coordination with project team).
- Finalize alternates and items for potential value engineering to align with the project budget.
- Finalize the stormwater management plan to meet Watershed Management Commission requirements.
- The final site development plans will be coordinated with the landscape architect, structural and mechanical efforts.
- HAI will prepare the Stormwater Pollution Prevention Plan for the project. Submitting the permit application.
- Participate in bi-weekly meetings with City Staff and HKGi to review project progress and design decisions.

HAI will develop the following plan sheets for Construction Documents:

- Site Layout Plan (in coordination with HKGi)
- Paving Plan (in coordination with HKGi)
- Erosion Control Plan and SWPPP
- Grading Plan (in coordination with HKGi)
- Utility Plan
- Storm Sewer Plan
- Associated Detail Sheets

### **BIDDING SERVICES**

This task involves the coordination of soliciting contractor bids for the construction of the improvement project. The task includes:

- Preparation of Advertisement for Bids and coordination of publication.
- Respond to potential bidder questions and issue addenda as needed.
- Attendance of virtual bid opening and completion of the bid opening process.
- Preparation of bid tabulation and bid results letter/award recommendation.
- Prepare contract documents and coordinate execution of contracts with City staff, attorney, and contractor.

### **CONSTRUCTION STAKING SERVICES**

- Mark the construction limits and silt fence as needed
- Provide GPS control for the excavation contractor
- Stake the buildings with offsets and benchmarks
- Stake the sanitary sewer, water main, building service and hydrant locations
- Stake the storm sewer, the retaining walls and monument signs
- Stake the light poles and transformers
- Stake the curb and gutter, the concrete walks and trails

### **CONSTRUCTION OBSERVATION**

- Construction observation to verify compliance with city standards and technical specifications
- Documentation of material testing, plan deviations, and events within the project area
- Observation budget is based on half time inspection for a 4-month construction period

**CONSTRUCTION ADMINISTRATION**

HAI will be available by phone for consultation and interpretation of the drawings during construction of the facility. This task includes:

- Coordinating and leading a preconstruction meeting and routine construction progress meetings
- Shop drawing review
- Quantity tracking and preparation of contractor pay requests
- Contractor inquiries and Request for Information (RFI) reviews and responses
- Evaluation of contractor change order requests, and processing these requests as appropriate
- Communications with project stakeholders, and City staff as needed
- Project closeout and preparation of record plan drawings

**COMPENSATION**

We propose an hourly, not-to-exceed cost, for all services described above, of **\$230,000.00**. The costs are summarized as follows:

**DESIGN SERVICES**

SCHEMATIC DESIGN SERVICES.....	\$ 10,000.00
LAND SURVEY SERVICES.....	\$ 25,000.00
DESIGN DEVELOPMENT SERVICES .....	\$ 45,000.00
CONSTRUCTION DOCUMENT SERVICES.....	\$ 35,000.00
BIDDING SERVICES.....	\$ 5,000.00
<b>TOTAL .....</b>	<b>\$ 120,000.00</b>

**CONSTRUCTION SERVICES**

CONSTRUCTION ADMINISTRATION.....	\$ 30,000.00
CONSTRUCTION STAKING.....	\$ 40,000.00
CONSTRUCTION OBSERVATION.....	\$ 40,000.00
<b>TOTAL .....</b>	<b>\$ 110,000.00</b>

This proposal is based on the following considerations and assumptions:

1. Fees payable to the City, County, State, etc. are not included in the proposal.
2. Additional services, when approved, will be invoiced at our standard hourly rates.
3. Geotechnical services needed for this project are not included in our cost. Soil borings will be required for the septic area, building footing and stormwater improvement designs.



4. We have assumed that a Lighting Plan, if required, will be completed by others and is not included in this proposal.
5. The proposal does not include the preparation of any plat or easement documents.
6. All hourly fees will be in accordance with the City's service agreement with HAI.

Thank you for the opportunity to provide this proposal.

If you have any questions, please call me at 763-852-0478.

Sincerely,  
Hakanson Anderson



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Ron Wagner, P.E.  
Otsego City Engineer