CITY OF ALEXANDRIA, MINNESOTA
CITY COUNCIL MEETING
AGENDA • NOVEMBER 25, 2019

Council Chambers  Regular Meeting  7:00 PM

704 BROADWAY
ALEXANDRIA, MN  56308

Mayor
Sara Carlson

Council Member - Ward I  Council Member - Ward II  Council Member - Ward III
Bill Franzen  Roger Thalman  Bobbie Osterberg

Council Member - Ward IV  Council Member - Ward V
David Benson  Todd Jensen
1. 7:00 PM - CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. INVOCATION

4. PUBLIC COMMENT

5. 7:05 PM - CONSENT AGENDA

   A. Minutes

      1. City Council - Special Meeting - Jul 8, 2019 5:00 PM
      2. City Council - Special Meeting - Jul 22, 2019 5:30 PM
      3. City Council - Special Meeting - Aug 12, 2019 5:00 PM
      4. City Council - Regular Meeting - Nov 12, 2019 7:00 PM

   B. Authorized Bills

   C. Licenses

      1. Approve Licenses and Authorize Issuance
         (Requested by Marty Schultz, Administration)
      2. Gambling Resolutions
         (Requested by Marty Schultz, Administration)

   D. Unanimous Consent to Dispense with the Reading of Resolutions

   E. Eagle Scout Kevin Fleming - Presentation

6. 7:10 PM - DOWNTOWN MERCHANTS ASSOCIATION: SIDEWALK PERMIT CORRESPONDENCE

      1. Downtown Merchants Association: Sidewalk Permit Correspondence
         (Requested by Marty Schultz, Administration)

7. 7:15 PM - PUBLIC HEARING: 2020 ON-SALE AND SUNDAY LIQUOR LICENSE RENEWALS

      1. 2020 On-Sale and Sunday Liquor License Renewals
         (Requested by Marty Schultz, Administration)

8. 7:25 PM - EXPLORE ALEXANDRIA EXECUTIVE DIRECTOR JAMES FEIST - EXPLORE ALEXANDRIA TOURISM ANNUAL REPORT

      1. Explore Alexandria Tourism Annual Report
9. 7:40 PM - FINANCE DIRECTOR JANE BLADE - RESOLUTION TRANSFERRING FUNDS FROM GENERAL FUND TO THE REVOLVING IMPROVEMENT FUND

1. Resolution Transferring Funds from the General Fund to the Revolving Improvement Fund
   (Requested by Jane Blade, Finance Department)

10. 7:45 PM - ACTION ITEMS

1. Resolution Requesting Sale of Tax-Forfeit Parcels to the Alexandria Housing and Redevelopment Authority
   (Requested by Marty Schultz, Administration)

2. Feasibility Study for the Runestone Community Center Expansion Project
   (Requested by Marty Schultz, Administration)

3. Request to Extend DATA Snowmobile Trail in City
   (Requested by Marty Schultz, Administration)

11. 7:55 PM - COMMUNITY DEVELOPMENT DIRECTOR

1. Planning Commission - Regular Meeting - Nov 18, 2019 7:00 PM

2. I-19-002 - Interim Use Permit - Chris Carlson Dba Hud-Hens, LLC
   (Requested by Mike Weber, Planning Department)

3. C-19-016 - Conditional Use Permit - Nicholas Klimek
   (Requested by Mike Weber, Planning Department)

4. C-19-017 - Conditional Use Permit - Brian De Wenter Dba West Central Auto Glass
   (Requested by Mike Weber, Planning Department)

5. Street Vacation Ordinance (Ostendorf) First Reading
   (Requested by Mike Weber, Planning Department)

6. Alley Vacation Ordinance (First Reading)
   (Requested by Mike Weber, Planning Department)

7. Alley Vacation Ordinance (The Rune) First Reading
   (Requested by Mike Weber, Planning Department)

12. 8:10 PM - CITY ENGINEER

1. Resolution Ordering Preparation of Report on Improvements to Deerwood Drive
   (Requested by Marty Schultz, Administration)

2. 18Th Avenue West Right of Way Acquisition
   (Requested by Tim Schoonhoven, City Engineer)
3. Stormwater System Database Update  
   (Requested by Tim Schoonhoven, City Engineer)

4. Stormwater Management Committee Recognition  
   (Requested by Tim Schoonhoven, City Engineer)

13. 8:20 PM - CITY ADMINISTRATOR

   1. City Administrator's Report  
      (Requested by Marty Schultz, Administration)

14. 8:25 PM - BOARDS, COMMITTEES & COMMISSIONS - REPORTS

   1. Minutes  
      (Requested by Marty Schultz, Administration)

15. 8:30 PM - OLD AND OTHER BUSINESS

16. 8:35 PM - CITY ATTORNEY

17. ADJOURNMENT
I. 5:00 PM - CALL TO ORDER - ALEXANDRIA CITY COUNCIL SPECIAL MEETING

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II. 5:05 PM - TIF DISTRICT #58

1. Overview of Central Lakes Apartment - TIF #58
   Nicole Fernholz and Skip Duchesnau provided an overview of the proposed Central Lakes Housing project. The partnership and financing arrangements were discussed with the City Council. In addition, the Council reviewed the project in relation to the 2018 Housing Update.

III. 5:20 PM - BELLANCA BUILDING UPDATE

1. Bellanca Building Status Update
   Airport Manager Kreg Anderson discussed conversations with a potential buyer for the Bellanca building. Anderson and Schultz have met with the proposed buyer and the Airport Commission has also reviewed proposed terms for a ground lease. An action item will be before the City Council on July 22.

IV. 5:30 PM - RCC UPDATE

1. RCC Update
   The City Council discussed possible financing options for the RCC expansion.

V. 5:45 PM - 2020-2024 DRAFT CAPITAL IMPROVEMENT PLAN

1. 2020-2024 Draft Capital Improvement Plan
   There was a brief discussion on the 2020 priority projects identified in the Capital Improvement Plan.
Sara Carlson, Mayor

Attest:

Martin D. Schultz, City Administrator
I. 5:30 PM - CALL TO ORDER ALEXANDRIA CITY COUNCIL SPECIAL MEETING

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II. 5:30 PM - 2020-2024 DRAFT CAPITAL IMPROVEMENT PLAN/LEASE PURCHASE

1. 2020-2024 Draft Capital Improvement Plan

   The City Council reviewed a portion of the draft 2020-2024 Capital Improvement Plan.

III. 6:00 PM - UPDATE ON REA BUILDING

1. REA Building Update

   Community Development Director Mike Weber and City Administrator Marty Schultz updated the City Council on discussions with the owner of the REA building.

IV. 6:10 - 44TH AVENUE/SANIBEL DRIVE UPDATE

1. 44Th Avenue/Sanibel Drive Road Construction Project

   City Engineer Tim Schoonhoven provided the City Council with an update on the 44th Avenue/Sanibel Drive project. The timing and costs of the project were discussed. An agreement has been reached with the property owner of the proposed Sanibel Drive, which will allow the construction of that leg of the project to proceed in 2020.

V. 6:15 PM - 18TH AVE WEST DISCUSSION

1. 18Th Avenue West Discussion

   City Engineer Tim Schoonhoven reviewed the status of the 18th Avenue West Extension, which is a component of the 18th Avenue project now contemplated for 2021. He reviewed the funding proposal made by MNDOT that would allow for a portion of the westerly extension to be paid with state funds. The extension will mean the elimination of the offset intersection at 18th and Broadway. If the offset intersection remained, MNDOT would have required turning movement restrictions at both 17th and 18th Avenues following the construction of the new 18th Avenue East.

VI. 6:20 - BELLANCA BUILDING UPDATE
1. Bellanca Building Status Update
   The City Council discussed the proposed purchase agreement for the Bellanca building.

VII. 6:25 PM - LAR UPDATE

1. LAR Update
   Council Members Thalman and Jensen provided an update on the discussions held by the LAR Board regarding the potential dissolving of the joint powers board.
Sara Carlson, Mayor

Attest:

Martin D. Schultz, City Administrator
I. 5:00 PM - CALL TO ORDER ALEXANDRIA CITY COUNCIL SPECIAL MEETING

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II. 5:05 PM - TIF DISTRICT #59 - KINKEAD APARTMENTS

1. Tax Increment Financing District #59-Kinkead Apartments

   AAEDC Executive Director Nicole Fernholz provided background information on the TIF #59 project, which will be considered at a public hearing on August 26, 2019.

III. 5:15 PM - CITY HALL NEEDS ASSESSMENT

1. City Hall Needs Assessment Update

   Community Development Director Mike Weber discussed the ongoing discussions with the property owner of the REA building.

IV. 5:25 PM - 18TH AVENUE EXTENSION PROJECT

1. 18Th Avenue Extension Project

   Staff presented the City Council with an update on conversations with landowners north of the proposed 18th Avenue West realignment.

V. 5:30 PM - ADMINISTRATIVE ASSISTANT/COUNCIL & GENERAL GOVERNANCE

1. Administrative Assistant/Council and General Governance Position

   With Lori West retiring at the end of 2019, the City Council discussed the process by which to fill this position.

VI. 5:35 PM - BELLANCA BUILDING UPDATE

1. Bellanca Building

   City Administrator Marty Schultz reported the buyer for the building is still working on the financing for the purchase.

VII. 5:45 PM - DOUGLAS COUNTY HRA PROJECT

1. Douglas County HRA Project
Staff provided a brief update on the status of the proposed Douglas County HRA project.

VIII. 5:55 PM - 2020 - 2024 DRAFT CAPITAL IMPROVEMENT PLAN

1. 2020-2024 Draft Capital Improvement Plan
   The City Council did not have time to discuss this item.
Attest:

Martin D. Schultz, City Administrator

Sara Carlson, Mayor
1. 7:00 PM - CALL TO ORDER

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2. PLEDGE OF ALLEGIANCE
The Pledge of Allegiance was led by Scouts from Troop 416.

3. INVOCATION

4. PUBLIC COMMENT
No comments.

5. 7:05 PM - CONSENT AGENDA

RESULT: ADOPTED [UNANIMOUS]
MOVER: Todd Jensen, Council Member - Ward V
SECONDER: Bill Franzen, Council Member - Ward I
AYES: Franzen, Thalman, Jensen
ABSENT: Osterberg, Benson

A. Minutes

1. City Council - Regular Meeting - Oct 28, 2019 7:00 PM

B. Authorized Bills

1. October 2019 Open Payables & Check Registers

C. Licenses

1. Approve License and Authorize Issuance

Gambling Permits

- St. Mary’s School - sell raffles for event on 2/28/20 at St. Mary’s School.
- Minnesota Darkhouse and Angling Association - sell raffles for event on 3/21/20
at Runestone Community Center

**Recommendation**

Recommend approval of the licenses as outlined above and authorize issuance.

**D. Unanimous Consent to Dispense with the Reading of Resolutions**

6. 7:10 PM - FINANCE DIRECTOR JANE BLADE

1. A Resolution to Close the Energy Project Capital Project Fund and Authorize Interfund Transfer

**Background**

Finance Director Jane Blade noted the Energy Project Capital Project fund has completed the purpose for which it was established. The expenditures for the project have been paid and the remaining assets and fund balance will be transferred to the 2016A debt service fund to use for future debt obligations and to possibly lower future debt service levies.

**Recommendation**

Recommend adoption of Resolution No. 2019-63, A RESOLUTION TO CLOSE THE ENERGY PROJECT CAPITAL PROJECT FUND AND AUTHORIZE INTERFUND TRANSFER.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Roger Thalman, Council Member - Ward II
SECONDER: Bill Franzen, Council Member - Ward I
AYES: Franzen, Thalman, Jensen
ABSENT: Osterberg, Benson

2. A Resolution to Close the 2016 Street Reconstruction Capital Project Fund and Authorize Interfund Transfer

**Background**

Blade explained the 2016 Street Reconstruction Capital Project fund has completed the purpose for which it was established. The expenditures for the project have been paid and the remaining assets and fund balance will be transferred to the 2016A debt service fund to use for future debt obligations and to possibly lower future debt service levies.

**Recommendation**

Recommend adoption of Resolution No. 2019-64, A RESOLUTION TO CLOSE THE 2016 STREET RECONSTRUCTION CAPITAL PROJECT FUND AND AUTHORIZE INTERFUND TRANSFER.
3. A Resolution to Close the 2009A Debt Service Fund and Authorize Interfund Transfer

Background

Blade explained the 2009A debt service fund has completed the purpose for which it was established. The debt has been paid and the remaining assets and fund balance will be transferred to the 2016B Refunding debt service fund to use for future debt obligations and to possibly lower future debt service levies.

Recommendation

Recommend adoption of Resolution No. 2019-65, A RESOLUTION TO CLOSE THE 2009A DEBT SERVICE FUND AND AUTHORIZE INTERFUND TRANSFER.

7. 7:20 PM - POLICE CHIEF RICK WYFFELS

1. Police Department Staffing Update

Background

Police Chief Rick Wyffels noted Officer Matt Carlson gave his resignation notice effective 11/12/2019. He has decided to take a job with the Lino Lakes Police Department to be closer to his family. In order to fill the vacancy, Wyffels noted that the police department has an active list from the last hiring process that they will continue to work from. He indicated that it may take sometime to replace Officer Carlson for normal procedural reasons, but the Department will bring his replacement to the City Council meeting when they reach that point.

Financial Impact

There is no financial impact to the city other then perhaps a few weeks with one less position for the police department. This will result in a net savings to the City but they are only able to determine the cost savings once the new officer has a starting date.

Recommendation

There is no action for this item.

Other Discussion
Wyffels indicated that Officer Carlson will be missed by the department and the community! He also said that he was positive he will be an asset to the Lino Lakes Police Department beyond their expectations. We wish him well and congratulate him on being closer to his family.

Wyffels personally thanked Officer Carlson and wished him well and noted he would be missed.

Officer Carlson thanked the Mayor and City Council and said that it was an honor to serve the community and that he will cherish the memory of his service for the rest of his life.

Mayor Carlson thanked Officer Carlson and noted the City will greatly miss him.

2. Approving an Amended Joint Powers Agreement with the West Central Drug and Violent Crimes Task Force

**Background**

Wyffels indicated that he has received an amended joint powers agreement for the West Central MN Drug and Violent Crime Task Force. The amended joint powers agreement is identical to the original with the exception that the City of Pelican Rapids is no longer a member of the Task Force. The required signatures would be on page 16 of the agreement for the City of Alexandria.

**Financial Impact**

None

**Recommendation**

Recommend authorizing the Mayor and City Administrator to Execute the Joint Powers Agreement.

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8. 7:25 PM - FIRE CHIEF JEFF KARROW

1. Authorization to Purchase E-Draulics Rescue Equipment Package

**Background**

Fire Chief Jeff Karrow indicated that on May 5, 2019, the City Council authorized the Alexandria Fire Department to obtain quotes for E-Draulic packages. During the following months, the department compared four (4) manufacturers (Genesis, TnT, Amkus and Hurst) on multiple different occasions and applications. The City Council was invited to and members attended one of sessions. The final comparison test was with Hurst and Amkus on 10/21/19 at Budget Auto. Overwhelmingly, the department chose Hurst as the best fit for the department’s and the community’s needs.

Karrow said he would like to recommend that the City Council approves the request to purchase the Hurst E-Draulic package from Alex Air Apparatus. The purchase
includes a cutter, spreader, batteries, 110v Power adapter and a combination tool.

Karrow said that this request has been on the CIP for approximately 5 years (slated as $32,000) and they have submitted multiple grant applications for this equipment. The time has come to purchase this package provides greater access to victims that are off-road. The equipment is lighter weight and more maneuverable and offers safer operations for the firefighters and faster extrication from a vehicle or residence. The fire department will also will be able to carry this type of extrication equipment on multiple fire vehicles. They will also be utilized for vehicle fires in opening hoods for safer operations. The department expects to perform approximately 30 vehicle extrications each year.

**Financial Impact**

The E-Draulic package based on prior and current research would cost approximately $34,715. The funds would come out of the CIP fund which has a current balance of $486,085 as of 10/31/2019. The department applied for and was awarded a grant of $2,500 toward this equipment from the 3M CyberGrants program. Finance Director Jane Blade has been working on securing those funds and directing them through the proper channels. The City Council will consider a Resolution Accepting Donation for these funds.

**Recommendation**

Recommend authorizing the Alexandria Fire Department to purchase the Hurst E-Draulics Rescue equipment package as quoted from Alex Air Apparatus.

**RESULT:** ADOPTED [UNANIMOUS]

**MOVER:** Roger Thalman, Council Member - Ward II

**SECONDER:** Todd Jensen, Council Member - Ward V

**AYES:** Franzen, Thalman, Jensen

**ABSENT:** Osterberg, Benson

2. Resolution Accepting Donation from 3M for E-Draulics Rescue Equipment for the Alexandria Fire Department

**Background**

City Administrator Marty Schultz noted the City has been awarded a grant from 3M of $2,500 to put toward the cost of new E-Draulics rescue equipment. He indicated that he would like to extend the City's appreciation to 3M for their support of public safety in our community.

**Financial Impact**

The amount of the grant award is $2,500.00. It is appropriate for the City Council to adopt a resolution accepting the donation from 3M in the amount of $2,500 to assist in the purchase of e-draulics rescue equipment.

**Recommendation**

Recommend adoption of Resolution No. 2019-66, RESOLUTION ACCEPTING DONATION.
3. Out-Of-State Travel Request: Alexandria Fire Department

**Background**

Karrow would like to recommend that the City Council approve an out of state travel request for the Alexandria Fire Department. Through this opportunity, the department is able to research training opportunities that would benefit the Alexandria Fire Department, the City of Alexandria and have a residual benefit to mutual aid partners.

The department would request that up to four (4) Alexandria Fire Department officers/members attend the Fire Department Instructor Conference (FDIC) in Indianapolis IN, April 19-25, 2020. The cost for each Firefighter is approximately $695. It may be reimbursable through the Minnesota Board of Firefighter Training and Education (MBFTE), plus hotel and expenses. Attendance at this conference has been identified as a goal of the fire department and part of the strategic planning. This FDIC conference brings 35,000 firefighters and over 1,000 vendors together, which would allow the following for AFD attendees: hands on courses, high caliber of classroom lectures and a look at new vendors/equipment. The end goal is to help AFD mitigate risks with the latest tools, information, data and research and networking to support our efforts in better protecting and educating the residents of the City of Alexandria. FDIC does give out 20 full ride scholarships (which the department will apply for) and they will utilize “early bird” entry when it opens. Karrow indicated that they are making this request well in advance of the conference in order to secure the desired classes and book travel and accommodations.

**Financial Impact**

The 2020 Fire Department budget has funds available for this training opportunity.

**Recommendation**

Recommend authorizing up to four members of the Alexandria Fire Department to attend the 2020 FDIC Conference in Indianapolis, IN, from April 19-25, 2020.

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RESULT: ADOPTED [UNANIMOUS]
MOVER: Roger Thalman, Council Member - Ward II
SECONDER: Todd Jensen, Council Member - Ward V
AYES: Franzen, Thalman, Jensen
ABSENT: Osterberg, Benson
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Public Works Director, Streets and Stormwater, Dane Bosl noted on October 28, 2019, the City Council authorized staff to prepare a request for proposals for the lease-purchase of public works vehicles. Total cost of the loader and grader from the state bid contract is estimated to be $400,213.

The invitation to submit proposals has been prepared. A draft government lease-purchase agreement will also be available for the bidders to review.

City Administrator Marty Schultz noted the State bid contract has been updated and changed. It is possible the loader may go up by $15,000. Schultz indicated that they would like to have the recommendation back to City Council by December. They are going to research the lease purchase agreement more and would like to include in the package the language "up to $420,000".

**Financial Impact**

None

**Recommendation**

Recommend authorizing staff to prepare and submit Request for Proposals for the Lease-Purchase of Public Works Vehicles.

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**10. 7:40 PM - SPECIAL EVENT PERMITS**

1. Special Event Permit: Turkey Day 5K

**Background**

Jackie Peters, 110 Karl Drive, Alexandria is requesting a special event permit for the YMCA annual "Turkey Day 5K" to be held on November 28, 2019, from 6:30 am - 10:00 am. The event promote health and wellness and will start and end at the YMCA. They will be providing volunteers to assist the participants with the routes. This is meant to raise money and to support scholarships.

The YMCA has also provided a Certificate of Liability Insurance with the City and Douglas County is included as an additional insured party.

**Financial Impact**

None

**Recommendation**

Recommend approval of the special event permit for the annual "Turkey Day 5K" on November 28, 2019.
2. Special Event Permit: Santa's Shop Hop/Small Business Saturday

**Background**

Mandy Brower, The Dashery, representing the Downtown Merchants Association is requesting a special event permit for Santa’s Shop Hop/Small Business Saturday on Saturday, November 30, 2019 from 9:00 am - 6:00 pm. The event includes sleigh rides taking place in the public parking lot between 5th Avenue and 6th Avenue behind the Cowing Robards store from noon to 4 pm. The event is trying to draw attention to Small Businesses and support the community. The event coordinators have been specifically asked to use the City parking lot for carriage rides. These plans have been discussed with Police Captain Scott Kent and he will provide help if needed.

The Certificate of Insurance with the City added as an additional insured was provided with the application.

**Financial Impact**

None

**Recommendation**

Recommend approval of the special event permit for Santa's Shop Hop/Small Business Saturday.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Roger Thalman, Council Member - Ward II
SECONDER: Bill Franzen, Council Member - Ward I
AYES: Franzen, Thalman, Jensen
ABSENT: Osterberg, Benson

11. 7:45 PM - ACTION ITEMS

1. **Motion:** Remove From Table - Termination of Exercise of Joint Powers Agreement and Dissolution of Lakes Area Recreation

RESULT: ADOPTED [UNANIMOUS]
MOVER: Todd Jensen, Council Member - Ward V
SECONDER: Roger Thalman, Council Member - Ward II
AYES: Franzen, Thalman, Jensen
ABSENT: Osterberg, Benson

2. Unanimous Consent to Terminate the Exercise of Joint Powers for the Operation of a Jointly Sponsored Recreation Program and Agreement to Dissolve Lakes Area Recreation.
Background

Schultz explained that the resolution before the City Council would terminate the Joint Powers Agreement that created Lakes Area Recreation (LAR). The parties to the Joint Powers Agreement are the City of Alexandria, Alexandria Township, LaGrand Township, and School District 206.

As noted in the resolution, much has changed since the agreement first went into effect in 1989. The LAR board has spent considerable time over the past year discussing the future of the agreement and has determined that a dissolution of LAR is the best course of action. School District 206 intends to assume responsibility for the majority of LAR’s recreation and leisure programming.

As part of the dissolution agreement (which would be effective on December 31, 2019), the assets of LAR will be transferred to District 206 and any debts and liabilities of LAR will be assumed by District 206. The assets are attached as Schedule A to the agreement and the debts and liabilities are attached as Schedule B.

The intent of School District 206 as stated in the agreement is to continue LAR’s current programming after the dissolution date, however, they do have the discretion to determine which local recreation and leisure time activities to provide. The agreement also specifically excludes District 206 from any responsibility to provide equipment, lifeguards or other personnel to staff Latoka and LeHomme Dieu beach. The city intends to work with LaGrand Township and Douglas County on beach management options for 2020.

Both LaGrand Township and Alexandria Township adopted this same resolution and agreement at their meetings on October 7. Schultz indicated that it is the city’s understanding that School District 206 will consider this agreement at their meeting on November 18.

Because this resolution was tabled at the last board meeting, there was a vote to remove the resolution from the table. Jensen made motion to un-table the resolution and Roger Thalman seconded the motion. The motion carried unanimously.

Financial Impact

Since the beginning of LAR, there has been a per capita formula for contribution by the City toward LAR operations. For about a decade, the City contribution has been $5.50 per capita. In addition to that funding, the City has been sharing the costs of managing LeHomme Dieu Beach with Alexandria Township since a portion of the beach area was annexed into the City in 2012. For the last several years, that amount has been $7,500 annually.

The 2020 recreation budget line item as adopted in the preliminary budget on September 23 was $84,000. If LAR had continued in its present form, $7,500 would have been for LeHomme Dieu beach and the remaining $76,500 was the estimated per capita contribution to LAR operations.

The status of the budgeted funds will be reviewed in the next City Council agenda item, which outlines a proposed agreement between the City and School District 206 regarding recreation.

Other Discussion

Thalman noted the School is taking over everything except the beaches. His
question is whether the School District will also take over the employees. City Attorney Tom Jacobson stated in the agreement they (District 206) are not obligated to do that. His recommendation is to amend the motion on the floor and make the recommendation to dissolve the agreement provided the second agreement is approved. He recommended the need to approve this first agreement and endorse the second agreement.

**Jensen moved, Thalman seconded, to amend his motion to include approving both agreements with the amendments as made by the City Attorney.**

Mayor Carlson then explained for public record what exactly what was being voted on and called upon Schultz to further explain the second agreement that was being included in the motion. Schultz then explained the second agreement. The City is the largest financial contributor to LAR. In discussion with the School District, going forward as part of the agreement the City would contribute $50,000 toward recreation. School District 206 will report annually to the City Council and request funding annually.

Jensen noted the biggest change is item #1, and #2. He wants to make clear the City is not giving to LAR and the School District a blank check for $50,000. The $50,000 have to be formally requested and will go through the budgeting process. Jacobson indicated that the process is simply stepping out of the joint powers agreement with LAR and going into an agreement with the School District. Thalman pointed out this was not something taken lightly by LAR.

**Recommendation**

Recommend approval of the termination of the agreement and authorizing the Mayor to sign the Unanimous Consent to Terminate Agreement for the Exercise of Joint Powers Between the City of Alexandria, Alexandria Township, LaGrand Township and Independent School District 206 for the Operation of a Jointly Sponsored Recreation Program and to Dissolve Lakes Area Recreation, and to approve the agreement between School District 206 and the City of Alexandria and authorizing the City Administrator to sign the agreement.

| RESULT: | ADOPTED AS AMENDED [UNANIMOUS] |
| MOVER:  | Todd Jensen, Council Member - Ward V |
| SECONDER: | Roger Thalman, Council Member - Ward II |
| AYES: | Franzen, Thalman, Jensen |
| ABSENT: | Osterberg, Benson |

3. Agreement Between District 206 and the City of Alexandria Related to the Provision of Recreation and Leisure Activities in Alexandria, Minnesota

**Schultz pointed out action on this item was approved in a single motion with the previous item.**

**Background**

Should the City Council authorize the LAR dissolution agreement, the next agreement to consider is the agreement between School District 206 and the City of Alexandria.

There has been discussion with District 206 over the past several months regarding the City’s interest in ensuring quality recreation programming following the
dissolution of LAR. Also discussed was the possibility of the City contributing to the cost of recreation services being assumed by the District.

The agreement is the result of those discussions and a recommendation by the Budget Committee. Key provisions in the agreement are as follows:

1) The City will contribute $50,000 per year toward recreation activities. This amount can be modified through mutual written agreement of both parties.
2) The City Administrator or another representative designated by the City Council will be appointed to the Community Education Advisory Council.
3) District 206 will report annually to the City Council on the recreation activities and programming.
4) Either party may terminate the agreement through notification by June 30 for termination on January 1 of the following year.

Financial Impact

The preliminary 2020 budget for recreation is $84,000. The proposed agreement with District 206 does require this amount to be changed.

4. Resolution Designating Polling Places for Precincts Within the City of Alexandria

Background

Schultz noted by December 31 of each year, the governing body of each municipality and of each county with precincts in unorganized territory must designate by ordinance or resolution a polling place for each election precinct.

a. Municipalities (and counties with unorganized territories) designate their polling places for each precinct each year regardless if there is an election scheduled for the next year or not (in the event of a special election that is called).

b. Municipalities (and counties with unorganized territories) designate their polling places for each precinct each year even if no change is noted for the next calendar year.

c. Municipalities (and counties with unorganized territories) must designate their polling places each year by ordinance or resolution.

Financial Impact

N/A

Recommendation

Recommend adoption of Resolution No. 2019-67, RESOLUTION DESIGNATING POLLING PLACES FOR PRECINCTS WITHIN THE CITY OF ALEXANDRIA.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Bill Franzen, Council Member - Ward I
SECONDER: Todd Jensen, Council Member - Ward V
AYES: Franzen, Thalman, Jensen
ABSENT: Osterberg, Benson

5. Resolution Amending On-Call Pay Policy

Background
Schultz explained when the Public Works department was reorganized in 2015, the Maintenance Operator position was changed to include all duties within both Divisions of Public Works Department with assignments in either. The objective was to clarify that all Public Works employees could perform duties that in the past would have been considered “Street” or “Park” duties. Historically, the "Street" department employees have been the only employees eligible for on-call pay, however, Public Works Maintenance Operators assigned within the Parks and Facilities Division have been utilized on a similar on-call basis during times of emergency call-in duty (primarily snow removal). The current policy as written restricts on-call pay to Street Department employees and refers to a Public Works Coordinator position. This terminology and structure no longer exists. This policy update will replace existing outdated language and provide equity, clarity and consistency amongst Public Works staff within both Divisions of Streets/Stormwater & Parks/Facilities.

The Personnel Committee met on November 6th to review an updated an amended on-call pay policy. The policy language includes the existing policy with revisions shown in underline and replaced as strike through.

**On-Call Pay**

Public Works employees may be required to carry, on a schedule determined by the Public Works Directors, a cell phone provided by the City and be available for emergency call-in duty. Employees who are scheduled to be on-call will be compensated with one hour of pay at the overtime rate for each day they are on-call. In the event on-call employees are actually called to work, they will receive overtime pay for any hours worked, with a minimum of two hours pay, in addition to the on-call pay.

In addition to the primary on-call employee, a second employee may be required to carry a city-provided cell phone and act as a back up to the primary employee. This back-up employee also receives on-call pay, and, if the back up employee is called out, that employee will receive a minimum of two hours at time and one half.

**Recommendation**

Recommend adoption of Resolution No. 2019-68 RESOLUTION AMENDING ON-CALL PAY POLICY.

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<thead>
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</tr>
<tr>
<td>AYES:</td>
<td>Franzen, Thalman, Jensen</td>
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<tr>
<td>ABSENT:</td>
<td>Osterberg, Benson</td>
</tr>
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6. Request for Financing Assistance - Viking Lakes Cooperative - Update

**Background**

Community Development Director Mike Weber noted that at the October 14, 2019 City Council meeting the Council directed City staff to research the use of Revenue Bonds (conduit financing) for the repair/replacement of the private infrastructure or other improvements that might be necessary at Viking Lakes Village Mobile Home Park. City staff, Alexandria Area Economic Development Commission Executive Director Nicole Fernholz, and Alexandria Housing and Redevelopment Authority Director Jeff Hess have conducted that research and concluded that the City's HRA is the appropriate agency to be the conduit bond issuer and have recommended that
course to the Commission.

The HRA Board is meeting at 12:00 noon on Tuesday, November 12th, to discuss this recommendation. City staff will seek to have the results of that Board meeting prior to the Council's 7:00 p.m. meeting on that date, and will report them during the meeting.

**Financial Impact**

None.

**Recommendation**

No action necessary if City HRA is willing to move forward.

Weber noted that the HRA Board has voted to take on the role of issuing agency for the conduit financing. Viking Lakes Cooperative and Northcounty Cooperative Foundation will work directly with HRA Director Jeff Hess and with their own bond counsel to advance that project.

12. **8:00 PM - CITY ENGINEER**

City Engineer Tim Schoonhoven mentioned the speed study on South LeHomme Dieu Drive. There is not a study available with current data so they will be doing a new study there.

13. **8:05 PM - CITY ADMINISTRATOR**

Schultz mentioned that the Coalition of Greater Minnesota Cities (CGMC) Fall Conference is scheduled this week in Alexandria on Thursday November 14th and Friday November 15th.

Schultz noted he spoke with the Explore Alexandria Board and had a great discussion.

14. **8:10 PM - OLD AND OTHER BUSINESS**

Mayor Carlson noted she participated in the Veteran's Day program at the High School and felt it was awesome.

15. **8:15 PM - BOARDS, COMMITTEES, COMMISSIONS - REPORTS**

Mayor Carlson noted the Joint Meeting with Alexandria Light & Power meeting went very well.

Thalman mentioned the ongoing process of Alexandria Lakes Area Sanitary District and Lake Winona.

16. **8:20 PM - CITY ATTORNEY: PURCHASE OF REAL PROPERTY - PURSUANT TO MINNESOTA STATUTE 13D.04, SUBDIVISION 3(C)(3), THE ALEXANDRIA CITY COUNCIL MAY CLOSE THIS PORTION OF THE MEETING TO DEVELOP OR CONSIDER OFFERS OR COUNTEROFFERS FOR THE PURCHASE OR SALE OF PERSONAL PROPERTY**

Mayor Carlson stated for public record that Pursuant to Minnesota Statute 13D.04, Subdivision 3(c)(3), the Alexandria City Council may close this portion of the meeting to develop or consider offers or counteroffers for the purchase or sale of real property.

1. **Motion:** Close the Alexandria City Council Meeting

Mayor Carlson declared the public portion of the Alexandria City Council meeting closed at 8:02 pm.
RESULT: ADOPTED [UNANIMOUS]
MOVER: Todd Jensen, Council Member - Ward V
SECONDER: Bill Franzen, Council Member - Ward I
AYES: Franzen, Thalman, Jensen
ABSENT: Osterberg, Benson

2. Mayor Carlson re-opened the Alexandria City Council meeting at 8:22 pm.

17. ADJOURNMENT

Thalman moved, Jensen seconded, to adjourn the Alexandria City Council meeting at 8:23 pm. The motion carried unanimously by those present.
Attest:

Martin D. Schultz, City Administrator

Sara Carlson, Mayor
Approve Licenses and Authorize Issuance

**Gambling Permits**
- Alexandria Area Arts Association - Selling raffles for event on April 27, 2020
- A.B.A.T.E. of MN - Selling raffles for event on April 18, 2020
- A.B.A.T.E. of MN - Selling raffles for event on December 21, 2019

**Recommendation**
Recommend approval of the licenses and authorize issuance as outlined above

**ATTACHMENTS:**
- Gambling Permit - AAAAA (PDF)
- Gambling Permit - ABATE - 4.18.20 (PDF)
- Gambling Permit - ABATE - 12.21.19 (PDF)
MINNESOTA LAWFUL GAMBLING
LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:
- conducts lawful gambling on five or fewer days, and
- awards less than $50,000 in prizes during a calendar year.
If total raffle prize value for the calendar year will be $1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)
Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is $100; otherwise the fee is $150.
Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: ALEXANDRIA AREA ARTS ASSOCIATION
Minnesota Tax ID Number, if any: 3295321
Federal Employer ID Number (FEIN), if any: 51-0171992
Mailing Address: 618 BROADWAY STREET
City: ALEXANDRIA State: MN Zip: 56308 County: DOUGLAS
Name of Chief Executive Officer (CEO): ANN HERMES
CEO Daytime Phone: 320-762-8300 CEO Email: (permit will be emailed to this email address unless otherwise indicated below)
Email permit to (if other than the CEO): office@andriatrehe.org

NONPROFIT STATUS

Type of Nonprofit Organization (check one):
☐ Fraternal ☐ Religious ☐ Veterans ☑ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(Do NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☐ A current calendar year Certificate of Good Standing
  Don’t have a copy? Obtain this certificate from:
  MN Secretary of State, Business Services Division
  60 Empire Drive, Suite 100
  St. Paul, MN 55103
  Secretary of State website, phone numbers:
  www.sos.state.mn.us
  651-296-2803, or toll free 1-877-551-6767

☐ IRS income tax exemption (501(c)) letter in your organization’s name
  Don’t have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☐ IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)
  If your organization falls under a parent organization, attach copies of both of the following:
  1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
  2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted
(for raffles, list the site where the drawing will take place): ANDRIA THEATRE AKA ALEXANDRIA ARTS ASSN.
Physical Address (do not use P.O. box): 618 BROADWAY ST

Check one:
☐ City: ALEXANDRIA Zip: 56308 County: DOUGLAS
☐ Township:
☐ Zip: County:

Date(s) of activity (for raffles, indicate the date of the drawing): 4/27/20

Check each type of gambling activity that your organization will conduct:
☐ Bingo ☐ Paddelwheels ☐ Pull-Tabs ☐ Tipboards ☑ Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddelwheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on Distributors under the List of Licensees tab, or call 651-539-1900.
### LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

<table>
<thead>
<tr>
<th>CITY APPROVAL for a gambling premises located within city limits</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ The application is acknowledged with no waiting period.</td>
</tr>
<tr>
<td>The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).</td>
</tr>
<tr>
<td>The application is denied.</td>
</tr>
</tbody>
</table>

Print City Name: ALEXANDRIA

Signature of City Personnel:

Title: CITY ADMINISTRATOR   Date: ______________________

<table>
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<tr>
<th>COUNTY APPROVAL for a gambling premises located in a township</th>
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</tr>
<tr>
<td>□ The application is denied.</td>
</tr>
</tbody>
</table>

Print County Name: 

Signature of County Personnel:

Title: ___________ Date: ______________________

TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: 

Signature of Township Officer:

Title: ___________ Date: ______________________

### CHIEF EXECUTIVE OFFICER’S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer’s Signature: ______________________ Date: 11/11/19

(Signature must be CEO’s signature; designee may not sign)

Print Name: ANN HERMES

### REQUIREMENTS

Complete a separate application for:
- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

### MAIL APPLICATION AND ATTACHMENTS

Mail application with:
- a copy of your proof of nonprofit status; and
- application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is $100; otherwise the fee is $150. Make check payable to State of Minnesota.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?
Call the Licensing Section of the Gambling Control Board at 651-539-1900.

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Data privacy notice: The information requested by this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization’s qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization’s qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization’s name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization’s name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota’s Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.

An equal opportunity employer
MINNESOTA LAWFUL GAMBLING

LG230 Application to Conduct Off-Site Gambling

ORGANIZATION INFORMATION

Organization Name: A.B.A.T.E. of MN
License Number: 03470

Address: P.O. Box 6
City: Marshall, MN Zip: 56258

Chief Executive Officer (CEO) Name: Jane Doyle
Daytime Phone: 612-910-1572

Gambling Manager Name: Dan Matzdorff
Daytime Phone: 952-250-5113

GAMBLING ACTIVITY

Twelve off-site events are allowed each calendar year not to exceed a total of 36 days.

From 4/18/20 to 4/18/20

Check the type of games that will be conducted:

- [ ] Raffle
- [ ] Pull-Tabs
- [ ] Bingo
- [ ] Tipboards
- [ ] Paddlewheel

GAMBLING PREMISES

Name of location where gambling activity will be conducted: Holiday Inn

Street address and City (or township): 5637 State HWY 29 S Alexandria Zip: 52308 County: Douglas
- Do not use a post office box.
- If no street address, write in road designations (example: 3 miles east of Hwy. 63 on County Road 42).

Does your organization own the gambling premises?
- [ ] Yes If yes, a lease is not required.
- [x] No If no, the lease agreement below must be completed, and signed by the lessor.

LEASE AGREEMENT FOR OFF-SITE ACTIVITY (a lease agreement is not required for raffles)

Rent to be paid for the leased area: $0 (if none, write "0")

All obligations and agreements between the organization and the lessor are listed below or attached.
- Any attachments must be dated and signed by both the lessor and lessee.
- This lease and any attachments is the total and only agreement between the lessee and the organization conducting lawful gambling activities.
- Other terms, if any:

__________________________

Lessor's Signature:

__________________________

Print Lessor's Name:

__________________________

Date:

CONTINUE TO PAGE 2
# LG230 Application to Conduct Off-Site Gambling

## Acknowledgment by Local Unit of Government: Approval by Resolution

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**Local unit of government must sign.**

### CHIEF EXECUTIVE OFFICER (CEO) ACKNOWLEDGMENT

The person signing this application must be your organization's CEO and have their name on file with the Gambling Control Board. If the CEO has changed and the current CEO has not filed a LG200B Organization Officers Affidavit with the Gambling Control Board, he or she must do so at this time.

I have read this application, and all information is true, accurate, and complete and, if applicable, agree to the lease terms as stated in this application.

**Signature of CEO (must be CEO’s signature; designee may not sign)**  
**Date**

**Mail or fax to:**  
Minnesota Gambling Control Board  
Suite 300 South  
1711 West County Road B  
Roseville, MN 55113  
Fax: 651-639-4032

**No attachments required.**

Questions? Contact a Licensing Specialist at 651-539-1900.

This publication will be made available in alternative format (i.e. large print, braille) upon request.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization’s qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization’s qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process your organization’s application.

Your organization’s name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public.

If the Board does not issue a permit, all information provided remains private, with the exception of your organization’s name and address which will remain public.

Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota’s Department of Public Safety; Attorney General; commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor; national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.
ORGANIZATION INFORMATION

Organization Name: A.B.A.T.E. of MN  
License Number: 03470

Address: P.O. Box 6  
City: Marshall, MN  
Zip: 56258

Chief Executive Officer (CEO) Name: Jane Doyle  
Daytime Phone: 612-910-1572

Gambling Manager Name: Dan Matzdorff  
Daytime Phone: 952-250-5113

GAMBLING ACTIVITY

Twelve off-site events are allowed each calendar year not to exceed a total of 36 days.

From 12/21/19 to 12/21/19

Check the type of games that will be conducted:

☑ Raffle  ☐ Pull-Tabs  ☐ Bingo  ☐ Tipboards  ☐ Paddlewheel

GAMBLING PREMISES

Name of location where gambling activity will be conducted: Eagles 3063

Street address and City (or township): 526 N. Nokomis St., Alexandria  
Zip: 52308  
County: Douglas

- Do not use a post office box.
- If no street address, write in road designations (example: 3 miles east of Hwy. 63 on County Road 42).

Does your organization own the gambling premises?

☐ Yes  If yes, a lease is not required.

☑ No  If no, the lease agreement below must be completed, and signed by the lessor.

LEASE AGREEMENT FOR OFF-SITE ACTIVITY (a lease agreement is not required for raffles)

Rent to be paid for the leased area: $0 (if none, write "0")

All obligations and agreements between the organization and the lessor are listed below or attached.

- Any attachments must be dated and signed by both the lessor and lessee.
- This lease and any attachments is the total and only agreement between the lessor and the organization conducting lawful gambling activities.
- Other terms, if any:

________________________________________________________________________

________________________________________________________________________

Lessor's Signature:  
Date:  

Print Lessor's Name:  

CONTINUE TO PAGE 2
LG230 Application to Conduct Off-Site Gambling

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Local unit of government must sign.

### CHIEF EXECUTIVE OFFICER (CEO) ACKNOWLEDGMENT

The person signing this application must be your organization's CEO and have their name on file with the Gambling Control Board. If the CEO has changed and the current CEO has not filed a LG200B Organization Officers Affidavit with the Gambling Control Board, he or she must do so at this time.

I have read this application, and all information is true, accurate, and complete and, if applicable, agree to the lease terms as stated in this application.

Signature of CEO (must be CEO's signature; designee may not sign) Date

Mail or fax to:
Minnesota Gambling Control Board
Suite 300 South
1711 West County Road B
Roseville, MN 55113
Fax: 651-639-4032

No attachments required.
Questions? Contact a Licensing Specialist at 651-539-1900.

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Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public.

If the Board does not issue a permit, all information provided remains private, with the exception of your organization’s name and address which will remain public.

Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor; national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

An equal opportunity employer
Gambling Resolutions

Resolution approving one day off-site Minnesota Lawful Gambling Premise Permit (April 18, 2020)
Resolution approving one day off-sale Minnesota Lawful Gambling Premise Permit (December 21, 2019)

Recommendation
Approve the resolutions as outlined above

ATTACHMENTS:
- Resolution - Gambling Permit 4.18 (PDF)
- Resolution - Gambling Permit 12.21 (PDF)
RESOLUTION NO. 2019-

RESOLUTION APPROVING ONE DAY OFF-SITE MINNESOTA LAWFUL GAMBLING PREMISE PERMIT

BE IT RESOLVED by the City Council of the City of Alexandria, Minnesota, that the premise permit application for a One Day Off-Site Gambling Premise Permit for the American Bikers for Awareness, Training and Education (A.B.A.T.E.), to sell raffle tickets for an event to be held on April 18, 2020, at the Holiday Inn located at 5637 State Highway 29 South, Alexandria, Minnesota, is hereby approved.

ADOPTED by the City Council of the City of Alexandria, Minnesota this 25th day of November, 2019, by the following vote:

YES:

NO:

ABSENT:

Sara Carlson, Mayor

ATTEST:

Martin D. Schultz, City Administrator
RESOLUTION NO. 2019-

RESOLUTION APPROVING ONE DAY OFF-SITE MINNESOTA LAWFUL GAMBLING PREMISE PERMIT

BE IT RESOLVED by the City Council of the City of Alexandria, Minnesota, that the premises permit application for a One Day Off-Site Gambling Premise Permit for the Freedom First Riders Chapter of American Bikers for Awareness, Training and Education (A.B.A.T.E.) to sell cash raffle tickets for their December 21, 2019 event at the Eagles Club 3063, 526 North Nokomis, Alexandria, Minnesota, is hereby approved.

ADOPTED by the City Council of the City of Alexandria, Minnesota this 25th day of November, 2019, by the following vote:

YES:

NO:

ABSENT:

________________________________________
Sara Carlson, Mayor

ATTEST:

________________________________________
Martin D. Schultz, City Administrator
Downtown Merchants Association: Sidewalk Permit Correspondence

**Background**
Representatives from the DMA will be giving a presentation on the attached letter.

**ATTACHMENTS:**
- Sidewalk Permits (DOCX)
November 6, 2019

To: The Alexandria City Council

Re: ADMA Sidewalk Permits

On behalf of the ADMA we are asking for a review of our sidewalk permits. In 2004, when the ordinance was passed, we were allowed 4 sidewalk permits per year.

With the changing times we are asking for a review of this ordinance to which we can add one permit, making a total of 5 per year.

In 2020, we will be having the Artists Guild involved with our Wine, Ale, and Art Crawls, which we have 2. The Artists Guild has posed the question as to whether they have to be in the stores, or if they can set up on the sidewalk.

We still utilize 3 of the sidewalk permits with fairly big sidewalk sales. If we could be granted 1 more permit, we would use the remaining two for The Wine, Ale, and Art Crawls.

With that being said, we would use 1 in May (Memorial Day Sidewalk Sale), 1 in June (Wine, Ale, and Art Crawl), 2 in July (1 for July Sidewalk Sale and 1 for Wine, Ale, and Art Crawl), and 1 in August (Crazy Days Sale).

Consideration would be greatly appreciated as when we are allowed the use of the sidewalk it brings people to downtown.

Thank You
Alexandria Downtown Merchants Association.
2020 On-Sale and Sunday Liquor License Renewals

Background

Pursuant to State of Minnesota liquor licensing requirements, a public hearing is required by the City Council to consider approval of On-Sale and Sunday liquor licenses.

Attached are the public hearing notice and the licenses holders. The licenses have been reviewed by the Police Department for violations, and none were reported.

Financial Impact

N/A

Recommendation

Recommend approval of the 2019 On-Sale and Sunday Liquor Licenses as presented.

ATTACHMENTS:
- Public Hearing Notice - On-Sale and Sunday Liquor Licenses (DOCX)
- Public Hearing - On-Sale and Sunday Liquor Licenses (PDF)
- Additional On-Sale and Sunday Liquor License (PDF)
Pursuant to licensing requirements, a public hearing will be held by the City Council of the City of Alexandria on November 25, 2019 at 7:15 p.m. in the Council Chambers at City Hall. Information concerning the applications as follows:

<table>
<thead>
<tr>
<th>Licensee Name</th>
<th>Trade Name</th>
<th>Location</th>
<th>Nature of Business</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adobe Restaurants Inc.</td>
<td>Boulder Tap House</td>
<td>4961 Sanibel Drive</td>
<td>Restaurant &amp; Bar</td>
</tr>
<tr>
<td>Angelina’s Restaurant &amp; Bar LLC</td>
<td>Angelina’s</td>
<td>1215 Hwy 29 N</td>
<td>Restaurant &amp; Bar</td>
</tr>
<tr>
<td>BPOE Lodge 1685</td>
<td>Alexandria Elks Club</td>
<td>115 15th Avenue West</td>
<td>Restaurant, Bar &amp; Club</td>
</tr>
<tr>
<td>C &amp; A Taps LLC</td>
<td>DJ’s Tap House &amp; Grill</td>
<td>3007 Hwy 29 S., Ste 103</td>
<td>Restaurant &amp; Bar</td>
</tr>
<tr>
<td>Cliff Corporation</td>
<td>Doolittles</td>
<td>4409 Hwy 29 S.</td>
<td>Restaurant &amp; Bar</td>
</tr>
<tr>
<td>D. Michael B’s Inc.</td>
<td>D. Michael B’s</td>
<td>3015 Hwy 29 S., #4065</td>
<td>Restaurant &amp; Bar</td>
</tr>
<tr>
<td>Fajitas Place LLC</td>
<td>Fajitas Place Family Mexican Restaurant</td>
<td>523 Broadway Street</td>
<td>Restaurant, Bar</td>
</tr>
<tr>
<td>FOE Aerie 3063</td>
<td>Runestone Eagles</td>
<td>526 N Nokomis Street</td>
<td>Restaurant, Bar &amp; Club</td>
</tr>
<tr>
<td>Garden Center Inc.</td>
<td>Garden Center Lanes/Fat Daddy’s/Broadway Ballroom</td>
<td>115 30th Ave W</td>
<td>Restaurant, Bar &amp; Bowling Center</td>
</tr>
<tr>
<td>Licensee Name</td>
<td>Trade Name</td>
<td>Location</td>
<td>Nature of Business</td>
</tr>
<tr>
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</tr>
<tr>
<td>Gomez Inc.</td>
<td>Mi Mexico II</td>
<td>401 N. Nokomis</td>
<td>Restaurant &amp; Bar</td>
</tr>
<tr>
<td>Parientes LLC</td>
<td>Rancho Viejo</td>
<td>607 Twin Boulevard</td>
<td>Restaurant &amp; Bar</td>
</tr>
<tr>
<td>JJ’s Alexandria LLC</td>
<td>Redbird’s Sports Grill</td>
<td>530 Co Rd 22</td>
<td>Restaurant &amp; Bar</td>
</tr>
<tr>
<td>Lure of Alexandria, Inc.</td>
<td>Lure Lake Bar</td>
<td>2800 N Nokomis St. NE</td>
<td>Restaurant &amp; Bar</td>
</tr>
<tr>
<td>Pike &amp; Pint Grill Inc.</td>
<td>Pike &amp; Pint Grill</td>
<td>110 30th Ave W</td>
<td>Restaurant &amp; Bar</td>
</tr>
<tr>
<td>Raapers of Alexandria Inc.</td>
<td>Raapers Eatery &amp; Ale</td>
<td>506 Broadway</td>
<td>Restaurant &amp; Bar</td>
</tr>
<tr>
<td>S &amp; N Depot Inc.</td>
<td>Depot Express</td>
<td>104 Broadway</td>
<td>Restaurant &amp; Bar</td>
</tr>
<tr>
<td>Schultz Properties Investments LLC</td>
<td>Holiday Inn Alexandria</td>
<td>5637 Hwy 29 S.</td>
<td>Restaurant, Bar &amp; Hotel</td>
</tr>
<tr>
<td>The Garden Bar on 6th, Inc.</td>
<td>Garden Bar on 6th</td>
<td>319 Broadway</td>
<td>Restaurant &amp; Bar</td>
</tr>
<tr>
<td>VFW 936</td>
<td>Fort Chippewa Post</td>
<td>1102 Third Ave E</td>
<td>Restaurant, Bar &amp; Club</td>
</tr>
<tr>
<td>Zorbaz of Alexandria Inc.</td>
<td>Zorbaz</td>
<td>2710 N. Nokomis St. NE</td>
<td>Restaurant &amp; Bar</td>
</tr>
<tr>
<td>Seasonal:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------</td>
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<td></td>
</tr>
<tr>
<td>Licensee Name: Alexandria Golf Club, Inc.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trade Name:    Alexandria Golf Club</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Location:      2300 N Nokomis</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nature of Business: Restaurant, Bar &amp; Golf Course</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
CITY OF ALEXANDRIA
Application for License
(PLEASE PRINT LEGIBLY)

Licensing Year (1/1 to 12/31): 2020

Type of License: ON-SALE AND SUNDAY LIQUOR

New: _____ Renewal: X License Fee: $3,600

The undersigned hereby makes application for a license and agrees to operate in the City of Alexandria in accordance with the regulations governing this enterprise as set forth in the Alexandria City Code. It is understood that failure to conform renders this license null and void.

Licensee Name: ADOBE RESTAURANTS INC

If the applicant is not an individual, indicate whether the applicant is a: ( ) Corporation; ( ) Limited Liability Company; ( ) Partnership; ( ) Other (please specify ______________________)

Assumed or Other Name by which you are doing business: BOULDER TAP HOUSE

Contact Person: STEVE LETNES

Mailing Address: 137 S 2ND AVE, WAITE PARK MN 56387

Business Location (if different than mailing address): 4961 SANIBEL DRIVE

Phone: 320-259-0589 Cell: 320-267-2968 Email: steve@grizzliesgrill.com

Owner’s Name and Phone Number (if different than Applicant):

Owner’s Mailing Address (if different than Applicant):

If applicable, indicate the type of facility located at the above address:

( ) Grocery Store ( ) Gas/Convenience Store

( ) Liquor Store ( ) Tobacco Shop

( ) Bar/Restaurant ( ) Other (describe)

Applicant (Print Name Legibly and Sign):

[Signature]

Title (if signing on behalf of an organization): CEO

Date: 11/7/19

(FOR OFFICE USE ONLY)

Date Received: 11/14/19

Date of City Council Approval:

License #: __________________________

Date Submitted to State: __________________________

(Liquor License only)

*If you have any questions, please contact Kevin Boyle at 320-759-3622 or email at kboyle@alexandriamn.city. On behalf of the City of Alexandria, thank you for your prompt attention in returning your application. *Please make sure all the necessary documents accompany your license application and the forms are filled out completely and signed. Incomplete applications will not be approved.
CITY OF ALEXANDRIA
APPLICATION FOR SUNDAY ON-SALE LIQUOR

The undersigned hereby makes application for Sunday On-Sale Liquor License:

LICENSEE NAME: ADOBE RESTAURANTS INC

TRADE NAME: BOULDER TAP HOUSE

BUSINESS LOCATION: 4961 SANIBEL DRIVE

MAILING ADDRESS: STEVE LETNES, 137 S 2ND AVE, WAITE PARK MN 56387

THE FEE FOR SUNDAY ON-SALE LIQUOR IS INCLUDED WITH THE LICENSE APPLICATION FEE OF $3,600___X____ $2,400________ $1800_______

This license expires December 31, 2020.

The undersigned hereby agrees to operate in the City of Alexandria in accordance with the regulations governing this enterprise as set forth in the Alexandria City Code. It is understood that failure to conform renders this license null and void.

Signature: ___________________________ Title:__________

Date: __________

New Application: _______ Renewal Application: ___X____


CITY OF ALEXANDRIA
Application for License
(PLEASE PRINT LEGIBLY)

Licensing Year (1/1 to 12/31): 2020 Type of License: ON-SALE AND SUNDAY LIQUOR

New: ______ Renewal: X License Fee: $3,600

The undersigned hereby makes application for a license and agrees to operate in the City of Alexandria in accordance with the regulations governing this enterprise as set forth in the Alexandria City Code. It is understood that failure to conform renders this license null and void.

Licensee Name: ANGELINA’S RESTAURANT & BAR LLC

If the applicant is not an individual, indicate whether the applicant is a: ☐ Corporation; ☐ Limited Liability Company; ☐ Partnership; ☐ Other (please specify ________________)

Assumed or Other Name by which you are doing business: ANGELINA’S

Contact Person: ROBERT CARLSEN

Mailing Address: 1215 HWY 29 N ALEXANDRIA MN, 56308

Business Location (if different than mailing address):

Phone: 320-762-1324 Cell: 320-766-1637 Email: angelinasmn@gmail.com

Owner’s Name and Phone Number (if different than Applicant): __________________________________________

Owner’s Mailing Address (if different than Applicant): _____________________________________________

If applicable, indicate the type of facility located at the above address:

☐ Grocery Store ☐ Gas/Convenience Store

☐ Liquor Store ☐ Tobacco Shop

☐ Bar/Restaurant ☐ Other (describe) __________________________________________________________

Applicant (Print Name Legibly and Sign): ______________________________________________________

Robert Carlson

Title (if signing on behalf of an organization): OWNER Date: 11-12-19

(FOR OFFICE USE ONLY)

Date Received: 11/12/19 Date of City Council Approval: __________________________

License #: __________________________ Date Submitted to State: __________________________
(Liquor License only)

*If you have any questions, please contact Kevin Boyle at 320-759-3622 or email at kboyle@alexandriamn.city. On behalf of the City of Alexandria, thank you for your prompt attention in returning your application. *Please make sure all the necessary documents accompany your license application and the forms are filled out completely and signed. Incomplete applications will not be approved.
CITY OF ALEXANDRIA
APPLICATION FOR SUNDAY ON-SALE LIQUOR

The undersigned hereby makes application for Sunday On-Sale Liquor License:

LICENSEE NAME: ANGELINA’S RESTAURANT & BAR LLC

TRADE NAME: ANGELINA’S

BUSINESS LOCATION: 1215 HWY 29 N

MAILING ADDRESS: ROBERT CARLSEN, 1215 HWY 29 N ALEXANDRIA MN 56308

THE FEE FOR SUNDAY ON-SALE LIQUOR IS INCLUDED WITH THE LICENSE APPLICATION FEE OF $3,600____ X _______ $2,400 _________ $1800 ________

This license expires December 31, 2020.

The undersigned hereby agrees to operate in the City of Alexandria in accordance with the regulations governing this enterprise as set forth in the Alexandria City Code. It is understood that failure to conform renders this license null and void.

Signature: [Signature] Title: OWNER

Date: 11-13-19

New Application: _____ Renewal Application: ___ X ___
CITY OF ALEXANDRIA
Application for License
(PLEASE PRINT LEGIBLY)

Licensing Year (1/1 to 12/31): 2020 Type of License: ON-SALE AND SUNDAY LIQUOR

New: _____ Renewal: X License Fee: $ 3,600

The undersigned hereby makes application for a license and agrees to operate in the City of Alexandria in accordance with the regulations governing this enterprise as set forth in the Alexandria City Code. It is understood that failure to conform renders this license null and void.

Licensee Name: BPOE LODGE 1685

If the applicant is not an individual, indicate whether the applicant is a: ○ Corporation; ○ Limited Liability Company; ○ Partnership; ○ Other (please specify: Non-profit Organization)

Assumed or Other Name by which you are doing business: ALEXANDRIA ELKS CLUB

Contact Person: LIQUOR LICENSING MANAGER (Nancy Nelson)

Mailing Address: 115 15th AVE W ALEXANDRIA MN, 56308

Business Location (if different than mailing address):

Phone: 320-763-5670 Cell: Email: stephgothum@hotmail.com

Owner's Name and Phone Number (if different than Applicant):

Owner's Mailing Address (if different than Applicant):

If applicable, indicate the type of facility located at the above address:

_____ Grocery Store _____ Gas/Convenience Store

_____ Liquor Store _____ Tobacco Shop

X Bar/Restaurant X Other (describe) Club

Applicant (Print Name Legibly and Sign):

NANCY A. NELSON

Title (if signing on behalf of an organization): BAR MANAGER Date: 11/12/19

(FOR OFFICE USE ONLY)

Date Received: Date of City Council Approval:

License #: Date Submitted to State:

(Liquor License only)

*If you have any questions, please contact Kevin Boyle at 320-759-3622 or email at kboyle@alexandriamn.city. On behalf of the City of Alexandria, thank you for your prompt attention in returning your application. *Please make sure all the necessary documents accompany your license application and the forms are filled out completely and signed. Incomplete applications will not be approved.
CITY OF ALEXANDRIA
APPLICATION FOR SUNDAY ON-SALE LIQUOR

The undersigned hereby makes application for Sunday On-Sale Liquor License:

LICENSEE NAME: BPOE LODGE 1685

TRADE NAME: ALEXANDRIA ELKS CLUB

BUSINESS LOCATION: 115 15TH AVE W

MAILING ADDRESS: LIQUOR LICENSING MANAGER, 115 15TH AVE W, ALEXANDRIA MN 56308

THE FEE FOR SUNDAY ON-SALE LIQUOR IS INCLUDED WITH THE LICENSE APPLICATION FEE OF $3,600 ___X___ $2,400 _______ $1800 _______

This license expires December 31, 2020.

The undersigned hereby agrees to operate in the City of Alexandria in accordance with the regulations governing this enterprise as set forth in the Alexandria City Code. It is understood that failure to conform renders this license null and void.

Signature: ____________________ Title: ____________________

Date: 11/14/19

New Application: _______ Renewal Application: ___X____
CITY OF ALEXANDRIA
Application for License
(PLEASE PRINT LEGIBLY)

Licensing Year (1/1 to 12/31): 2020
Type of License: ON-SALE AND SUNDAY LIQUOR

New: _______ Renewal: X License Fee: $3,600

The undersigned hereby makes application for a license and agrees to operate in the City of Alexandria in accordance with the regulations governing this enterprise as set forth in the Alexandria City Code. It is understood that failure to conform renders this license null and void.

Licensee Name: ____C & A TAPS LLC

If the applicant is not an individual, indicate whether the applicant is a: ☐ Corporation; ☐ Limited Liability Company; ☐ Partnership; ☐ Other (please specify ______________________)

Assumed or Other Name by which you are doing business: _______ DJ’S TAP HOUSE & GRILL_______

Contact Person: DOUG JASKEN

Mailing Address: 429 BIRCHWOOD RD NW, ALEXANDRIA MN 56308

Business Location (if different than mailing address): 3007 HWY 29 SOUTH, STE 103

Phone: _______ Cell: 320-766-2869 _______ Email: djasken@gmail.com

Owner’s Name and Phone Number (if different than Applicant): ________________________________

Owner’s Mailing Address (if different than Applicant): 4024 Rosewood LN SE, Alexandria MN 56308

If applicable, indicate the type of facility located at the above address:

☐ Grocery Store ☐ Gas/Convenience Store
☐ Liquor Store ☐ Tobacco Shop
☐ Bar/Restaurant ☐ Other (describe) ________________________________

Applicant (Print Name Legibly and Sign): ___________________________ Signature: ___________________________ Date: 11-8-19

Title (if signing on behalf of an organization): _______ Owner _______ Date: 11-8-19

(FOR OFFICE USE ONLY)

Date Received: 11/14/19 Date of City Council Approval: ___________________________

License #: ___________________________ Date Submitted to State: ___________________________

(Liquor License only)

*If you have any questions, please contact Kevin Boyle at 320-759-3622 or email at kboyle@alexandriamn.city. On behalf of the City of Alexandria, thank you for your prompt attention in returning your application.

*Please make sure all the necessary documents accompany your license application and the forms are filled out completely and signed. Incomplete applications will not be approved.
CITY OF ALEXANDRIA
APPLICATION FOR SUNDAY ON-SALE LIQUOR

The undersigned hereby makes application for Sunday On-Sale Liquor License:

LICENSEE NAME: C & A TAPS LLC

TRADE NAME: DJ’S TAP HOUSE & GRILL

BUSINESS LOCATION: 3007 HWY 29 S, STE 103

MAILING ADDRESS: 429 BIRCHWOOD RD NW, ALEXANDRIA MN 56308

THE FEE FOR SUNDAY ON-SALE LIQUOR IS INCLUDED WITH THE LICENSE APPLICATION FEE OF $3,600___X___ $2,400_______ $1800_______

This license expires December 31, 2020.

The undersigned hereby agrees to operate in the City of Alexandria in accordance with the regulations governing this enterprise as set forth in the Alexandria City Code. It is understood that failure to conform renders this license null and void.

Signature: ______________________ Title: Owner

Date: 1/8/19

New Application: _______ Renewal Application: ___X___
CITY OF ALEXANDRIA
Application for License
(PLEASE PRINT LEGIBLY)

Licensing Year (1/1 to 12/31): 2020
New:_____ Renewal: X License Fee: $3,600

Type of License: ON-SALE AND SUNDAY LIQUOR

The undersigned hereby makes application for a license and agrees to operate in the City of Alexandria in accordance with the regulations governing this enterprise as set forth in the Alexandria City Code. It is understood that failure to conform renders this license null and void.

Licensee Name: CLIFF CORPORATION

If the applicant is not an individual, indicate whether the applicant is a: ☐ Corporation; ☐ Limited Liability Company; ☐ Partnership; ☐ Other (please specify ______________________)

Assumed or Other Name by which you are doing business: DOOLITLLES

Contact Person: BILLY PRENDERGAST

Mailing Address: 4409 HWY 29 S ALEXANDRIA MN, 56308

Business Location (if different than mailing address):

Phone: 320-759-0885 Cell: Email: alexandria@doolittles.com

Owner’s Name and Phone Number (if different than Applicant): CLIFF CORPORATION

Owner’s Mailing Address (if different than Applicant): 9201 S BLOOMINGTON FWY #GG BLOOMINGTON MN 55420

If applicable, indicate the type of facility located at the above address:

____ Grocery Store  ____ Gas/Convenience Store
____ Liquor Store  ____ Tobacco Shop
____ Bar/Restaurant  ____ Other (describe) ________________________________

Applicant (Print Name Legibly and Sign):

John Patrick Sheehan

Title (if signing on behalf of an organization): Owner/CEO Date: 11/18/19

(FOR OFFICE USE ONLY)

Date Received: 11/20/19 Date of City Council Approval:

License #: ____________________ Date Submitted to State: ____________________
(Liquor License only)

*If you have any questions, please contact Kevin Boyle at 320-759-3622 or email at kboyle@alexandriamn.city. On behalf of the City of Alexandria, thank you for your prompt attention in returning your application. *Please make sure all the necessary documents accompany your license application and the forms are filled out completely and signed. Incomplete applications will not be approved.
CITY OF ALEXANDRIA
APPLICATION FOR SUNDAY ON-SALE LIQUOR

The undersigned hereby makes application for Sunday On-Sale Liquor License:

LICENSEE NAME: CLIFF CORPORATION

TRADE NAME: DOOLITTLES

BUSINESS LOCATION: 4409 HWY 29 S

MAILING ADDRESS: BILLY PRENDERGAST, 4409 HWY 29 S, ALEXANDRIA MN 56308

THE FEE FOR SUNDAY ON-SALE LIQUOR IS INCLUDED WITH THE LICENSE APPLICATION FEE OF $3,600 _______ X _______ $2,400 _______ $1800 _______

This license expires December 31, 2020.

The undersigned hereby agrees to operate in the City of Alexandria in accordance with the regulations governing this enterprise as set forth in the Alexandria City Code. It is understood that failure to conform renders this license null and void.

Signature: [Signature]

Date: [Nov 18, 2019]

Title: Owner/COO

New Application: _______ Renewal Application: _______ X _______
City of Alexandria
Application for License
(Please Print Legibly)

Licensing Year (1/1 to 12/31): 2020
Type of License: On-Sale and Sunday Liquor

New: ______ Renewal: X License Fee: $3,600

The undersigned hereby makes application for a license and agrees to operate in the City of Alexandria in accordance with the regulations governing this enterprise as set forth in the Alexandria City Code. It is understood that failure to conform renders this license null and void.

Licensee Name: D. Michael B's INC
If the applicant is not an individual, indicate whether the applicant is a: ☐ Corporation; ☐ Limited Liability Company; ☐ Partnership; ☐ Other (please specify ________________________)

Assumed or Other Name by which you are doing business: D. Michael B's

Contact Person: Debbie Bistodeau
Mailing Address: 3015 HWY 29 S #4065 ALEXANDRIA MN, 56308
Business Location (If different than mailing address):
Phone: 320-762-2697 Cell: Email: debdmb@gmail.com

Owner's Name and Phone Number (If different than Applicant): David Bistodeau
Owner's Mailing Address (If different than Applicant): 802 BAY LANE NE, ALEXANDRIA MN 56308
If applicable, indicate the type of facility located at the above address:

☐ Grocery Store ☐ Gas/Convenience Store
☐ Liquor Store ☐ Tobacco Shop
☐ Bar/Restaurant ☐ Other (describe) ________________________________

Applicant (Print Name Legibly and Sign): [Signature] Debbi Bistodeau - D Michael B's

Title (If signing on behalf of an organization): [Signature] Sec/Trs Date: 11/1/19

(FOR OFFICE USE ONLY)
Date Received: 11/12/19 Date of City Council Approval:
License #: __________________________ Date Submitted to State: __________________________
(Liquor License only)

*If you have any questions, please contact Kevin Boyle at 320-759-3622 or email at kboyle@alexandriamn.city. On behalf of the City of Alexandria, thank you for your prompt attention in returning your application. Please make sure all the necessary documents accompany your license application and the forms are filled out completely and signed. Incomplete applications will not be approved.
CITY OF ALEXANDRIA
APPLICATION FOR SUNDAY ON-SALE LIQUOR

The undersigned hereby makes application for Sunday On-Sale Liquor License:

LICENSEE NAME: D. MICHAEL B’S INC

TRADE NAME: D. MICHAEL B’S

BUSINESS LOCATION: 3015 HWY 29 S, #4065

MAILING ADDRESS: 3015 HWY 29 S, #4065, ALEXANDRIA MN 56308

THE FEE FOR SUNDAY ON-SALE LIQUOR IS INCLUDED WITH THE LICENSE APPLICATION FEE OF $3,600__X____ $2,400________ $1800_______

This license expires December 31, 2020.

The undersigned hereby agrees to operate in the City of Alexandria in accordance with the regulations governing this enterprise as set forth in the Alexandria City Code. It is understood that failure to conform renders this license null and void.

Signature: [Signature] Title: [Title]

Date: [Date]

New Application: ______ Renewal Application: __X____
CITY OF ALEXANDRIA
Application for License
(PLEASE PRINT LEGIBLY)

Licensing Year (1/1 to 12/31): 2020 Type of License: ON-SALE AND SUNDAY LIQUOR

New: ______ Renewal: X License Fee: $ 3,600

The undersigned hereby makes application for a license and agrees to operate in the City of Alexandria in accordance with the regulations governing this enterprise as set forth in the Alexandria City Code. It is understood that failure to conform renders this license null and void.

Licensee Name: FOE AERIE 3063

If the applicant is not an individual, indicate whether the applicant is a: ☑ Corporation; ☐ Limited Liability Company; ☐ Partnership; ☐ Other (please specify ____________________________)

Assumed or Other Name by which you are doing business: RUNESTONE EAGLES

Contact Person: LIQUOR LICENSING MANAGER (Nicole Caye)

Mailing Address: 526 N NOKOMIS ALEXANDRIA MN, 56308

Business Location (if different than mailing address):

Phone: 320-763-3063 Cell: 320- 815- 4816 Email: aerie3063@outlook.com

Owner’s Name and Phone Number (if different than Applicant): ____________________________________________

Owner’s Mailing Address (if different than Applicant): ________________________________________________

If applicable, indicate the type of facility located at the above address:

____ Grocery Store ______ Gas/Convenience Store

____ Liquor Store ______ Tobacco Shop

____ Bar/Restaurant ______ Other (describe) ______ Club

Applicant (Print Name Legibly and Sign):
Robert Bauerman

Title (if signing on behalf of an organization): CHARMAN of The Board Date: 11/19/19

(FOR OFFICE USE ONLY)

Date Received: 11/20/19 Date of City Council Approval: ____________________________

License #: ____________________________ Date Submitted to State: ____________________________

(Liquor License only)

*If you have any questions, please contact Kevin Boyle at 320-759-3622 or email at kboyle@alexandriamn.city. On behalf of the City of Alexandria, thank you for your prompt attention in returning your application.

*Please make sure all the necessary documents accompany your license application and the forms are filled out completely and signed. Incomplete applications will not be approved.
CITY OF ALEXANDRIA
APPLICATION FOR SUNDAY ON-SALE LIQUOR

The undersigned hereby makes application for Sunday On-Sale Liquor License:

LICENSEE NAME: FOE AERIE 3063

TRADE NAME: RUNESTONE EAGLES

BUSINESS LOCATION: 526 N NOKOMIS

MAILING ADDRESS: LIQUOR LICENSING MANAGER, 526 N NOKOMIS, ALEXANDRIA MN 56308

THE FEE FOR SUNDAY ON-SALE LIQUOR IS INCLUDED WITH THE LICENSE APPLICATION FEE OF $3,600____X____ $2,400_______ $1800_____

This license expires December 31, 2020.

The undersigned hereby agrees to operate in the City of Alexandria in accordance with the regulations governing this enterprise as set forth in the Alexandria City Code. It is understood that failure to conform renders this license null and void.

Signature: ___________________________ Title: ___________________________

Date: _________________

New Application: ______ Renewal Application: __X____
CITY OF ALEXANDRIA
Application for License
(PLEASE PRINT LEGIBLY)

Licensing Year (1/1 to 12/31): 2020 Type of License: ON-SALE AND SUNDAY LIQUOR

New: _______ Renewal: X License Fee: $ 3,600

The undersigned hereby makes application for a license and agrees to operate in the City of Alexandria in accordance with the regulations governing this enterprise as set forth in the Alexandria City Code. It is understood that failure to conform renders this license null and void.

Licensee Name: GARDEN CENTER INC

If the applicant is not an individual, indicate whether the applicant is a: ○ Corporation; ○ Limited Liability Company; ○ Partnership; ○ Other (please specify _______________________

Assumed or Other Name by which you are doing business: GARDEN CENTER LANES/FAT DADDY’S/BROADWAY BALLROOM

Contact Person: CHAD MEYER

Mailing Address: PO BOX 1117 ALEXANDRIA MN, 56308

Business Location (if different than mailing address): 115 30TH AVE E

Phone: 320-763-6565 Cell: Email: ________________________________

Owner’s Name and Phone Number (if different than Applicant): ________________________________

Owner’s Mailing Address (if different than Applicant): ________________________________

If applicable, indicate the type of facility located at the above address:

_____ Grocery Store _____ Gas/Convenience Store

_____ Liquor Store _____ Tobacco Shop

_____ Bar/Restaurant _____ Other (describe) BOWLING ALLEY

Applicant (Print Name Legibly and Sign):

Chad meyer ____________________________ Date: 11/13/19

Title (if signing on behalf of an organization): ______________________________

(FOR OFFICE USE ONLY)

Date Received: 11/13/19 Date of City Council Approval: ______________________________

License #: __________________________ Date Submitted to State: ______________________________

(Liquor License only)

*If you have any questions, please contact Kevin Boyle at 320-759-3622 or email at kboyle@alexandriamn.city. On behalf of the City of Alexandria, thank you for your prompt attention in returning your application. *Please make sure all the necessary documents accompany your license application and the forms are filled out completely and signed. Incomplete applications will not be approved.
CITY OF ALEXANDRIA
APPLICATION FOR SUNDAY ON-SALE LIQUOR

The undersigned hereby makes application for Sunday On-Sale Liquor License:

LICENSEE NAME: GARDEN CENTER INC

TRADE NAME: GARDEN CENTER LANES/FAT DADDY’S/BROADWAY BALLROOM

BUSINESS LOCATION: 115 30TH AVE E

MAILING ADDRESS: CHARLIE MEYER, P O BOX 1117, ALEXANDRIA MN 56308

THE FEE FOR SUNDAY ON-SALE LIQUOR IS INCLUDED WITH THE LICENSE APPLICATION FEE OF $3,600 __X____ $2,400 __X_____ $1800 _______ 

This license expires December 31, 2020.

The undersigned hereby agrees to operate in the City of Alexandria in accordance with the regulations governing this enterprise as set forth in the Alexandria City Code. It is understood that failure to conform renders this license null and void.

Signature: 

Title: 

Date: 11/3/19

New Application: _______ Renewal Application: __X____
CITY OF ALEXANDRIA
Application for License
(PLEASE PRINT LEGIBLY)

Licensing Year (1/1 to 12/31): 2020 Type of License: ON-SALE AND SUNDAY LIQUOR

New: _____ Renewal: X License Fee: $ 3,600

The undersigned hereby makes application for a license and agrees to operate in the City of Alexandria in accordance with the regulations governing this enterprise as set forth in the Alexandria City Code. It is understood that failure to conform renders this license null and void.

Licensee Name: GOMEZ INC.

If the applicant is not an individual, indicate whether the applicant is a: ☑ Corporation; ○ Limited Liability Company; ○ Partnership; ○ Other (please specify ____________________________)

Assumed or Other Name by which you are doing business: MI MEXICO II

Contact Person: JIMMY

Mailing Address: 401 N NOKOMIS ALEXANDRIA MN, 56308

Business Location (if different than mailing address):

Phone: 320-759-5686 Cell: Email: mimexicorestaurant@hotmail.com

Owner’s Name and Phone Number (if different than Applicant): MARIA LOPEZ

Owner’s Mailing Address (if different than Applicant): 1909 Parkview RD NE ALEXANDRIA MN 56308

If applicable, indicate the type of facility located at the above address:

_____ Grocery Store ______ Gas/Convenience Store

_____ Liquor Store ______ Tobacco Shop

__X__ Bar/Restaurant ______ Other (describe) ________________________________

Applicant (Print Name Legibly and Sign):

Maria Lopez

Title (if signing on behalf of an organization): __________________________ Date: __________

________________________________________

(FOR OFFICE USE ONLY)

Date Received: 11/14/19 Date of City Council Approval: __________________________

License #: __________________________ Date Submitted to State: __________________________

(Liquor License only)

*If you have any questions, please contact Kevin Boyle at 320-759-3622 or email at kboyle@alexandriamn.city. On behalf of the City of Alexandria, thank you for your prompt attention in returning your application.

*Please make sure all the necessary documents accompany your license application and the forms are filled out completely and signed. Incomplete applications will not be approved.
CITY OF ALEXANDRIA
APPLICATION FOR SUNDAY ON-SALE LIQUOR

The undersigned hereby makes application for Sunday On-Sale Liquor License:

LICENSEE NAME: GOMEZ INC.

TRADE NAME: MI MEXICO II

BUSINESS LOCATION: 401 N NOKOMIS

MAILING ADDRESS: JIMMY, 401 N NOKOMIS, ALEXANDRIA MN 56308

THE FEE FOR SUNDAY ON-SALE LIQUOR IS INCLUDED WITH THE LICENSE APPLICATION FEE OF $3,600____X____ $2,400______ $1800_______

This license expires December 31, 2020.

The undersigned hereby agrees to operate in the City of Alexandria in accordance with the regulations governing this enterprise as set forth in the Alexandria City Code. It is understood that failure to conform renders this license null and void.

Signature: [Signature] Title: [Owner]

Date: 11-14-19

New Application: _______ Renewal Application: __X__
CITY OF ALEXANDRIA
Application for License
(PLEASE PRINT LEGIBLY)

Licensing Year (1/1 to 12/31): 2020  Type of License: ON SALE AND SUNDAY LIQUOR

New: _____  Renewal: X  License Fee: $ 3,600

The undersigned hereby makes application for a license and agrees to operate in the City of Alexandria in accordance with the regulations governing this enterprise as set forth in the Alexandria City Code. It is understood that failure to conform renders this license null and void.

Full legal name of applicant: PARIENTES, LLC

If the applicant is not an individual, indicate whether the applicant is a:  ○ Corporation;  ○ Limited Liability Company;  ○ Partnership;  ○ Other (please specify ____________________________)

Assumed or Other Name by which you are doing business: RANCHO VIEJO

Contact Person: JAIMEA LOPEZ

Mailing Address: 607 TWIN BOULEVARD, ALEXANDRIA MN 56308

Business Location (if different than mailing address):

Phone:  Cell: 703-926-0700  Email: califas1976@charter.net

Owner’s Name and Phone Number (if different than Applicant): Jaime Lopez

Owner’s Mailing Address (if different than Applicant): 1909 Parkview Road NE

If applicable, indicate the type of facility located at the above address:

_____ Grocery Store  _____ Gas/Convenience Store

_____ Liquor Store  _____ Tobacco Shop

X _____ Bar/Restaurant  _____ Other (describe) ____________________________

Applicant (Print Name Legibly and Sign):

Jaime Lopez

Title (if signing on behalf of an organization): Owner  Date: 11-14-19

(FOR OFFICE USE ONLY)

Date Received/Paid: 1/15/19  Date of City Council Approval: ____________________________

License #: ____________________________  Date Submitted to State: ____________________________

(Liquor License only)

*If you have any questions, please contact Kevin Boyle at 320-759-3622 or email at kboyle@alexandriamn.city. On behalf of the City of Alexandria, thank you for your prompt attention in returning your application. Please make sure all the necessary documents accompany your license application and the forms are filled out completely and signed. Incomplete applications will not be approved.
CITY OF ALEXANDRIA
APPLICATION FOR SUNDAY ON-SALE LIQUOR

The undersigned hereby makes application for Sunday On-Sale Liquor License:

LICENSEE NAME: PARIENTES, LLC

TRADE NAME: RANCHO VIEJO

BUSINESS LOCATION: 607 TWIN BOULEVARD

MAILING ADDRESS: JAIME A LOPEZ, 1909 PARKVIEW ROAD NE, ALEXANDRIA MN 56308

THE FEE FOR SUNDAY ON-SALE LIQUOR IS INCLUDED WITH THE LICENSE APPLICATION FEE OF $3,600 X  $2,400  $1800

This license expires December 31, 2020.

The undersigned hereby agrees to operate in the City of Alexandria in accordance with the regulations governing this enterprise as set forth in the Alexandria City Code. It is understood that failure to conform renders this license null and void.

Signature: __________________________ Title: __________

Date: 11-14-19

New Application: ________ Renewal Application: ___X___
CITY OF ALEXANDRIA
APPLICATION FOR SUNDAY ON-SALE LIQUOR

The undersigned hereby makes application for Sunday On-Sale Liquor License:

LICENSEE NAME: LURE OF ALEXANDRIA INC.

TRADE NAME: LURE LAKEBAR

BUSINESS LOCATION: 2800 N NOKOMIS ST NE

MAILING ADDRESS: ANDREW MACDONALD, 2800 N NOKOMIS ST NE, ALEXANDRIA MN 56308

THE FEE FOR SUNDAY ON-SALE LIQUOR IS INCLUDED WITH THE LICENSE APPLICATION FEE OF
$3,600___X____  $2,400_______  $1800______

This license expires December 31, 2020.

The undersigned hereby agrees to operate in the City of Alexandria in accordance with the regulations governing this enterprise as set forth in the Alexandria City Code. It is understood that failure to conform renders this license null and void.

Signature: ___________________________ Title: President & CEO

Date: __11/12/19__

New Application: ________  Renewal Application: ___X____
CITY OF ALEXANDRIA
Application for License
(PLEASE PRINT LEGIBLY)

Licensing Year (1/1 to 12/31): 2020  Type of License: ON SALE AND SUNDAY LIQUOR

New: _____  Renewal: X  License Fee: $3,600

The undersigned hereby makes application for a license and agrees to operate in the City of Alexandria in accordance with the regulations governing this enterprise as set forth in the Alexandria City Code. It is understood that failure to conform renders this license null and void.

Full legal name of applicant: LURE OF ALEXANDRIA INC.

If the applicant is not an individual, indicate whether the applicant is a: ☑ Corporation; ☐ Limited Liability Company; ☐ Partnership; ☐ Other (please specify ________________ )

Assumed or Other Name by which you are doing business: LURE LAKEBAR

Contact Person: ANDREW MACDONALD

Mailing Address: 2800 N NOKOMIS ST NE, ALEXANDRIA MN, 56308

Business Location (if different than mailing address):

Phone: 320-846-1122  Cell: 218-330-8229  Email: andy@luremn.com

Owner’s Name and Phone Number (if different than Applicant): Cole Hanson 218-847-8932

Owner’s Mailing Address (if different than Applicant): 1462 East Shore Dr, Detroit Lakes MN 56501

If applicable, indicate the type of facility located at the above address:

_____ Grocery Store  _____ Gas/Convenience Store

_____ Liquor Store  _____ Tobacco Shop

_____ Bar/Restaurant  _____ Other (describe) ________________

Applicant (Print Name Legibly and Sign):

Cole Hanson

Title (if signing on behalf of an organization): President & CEO  Date: 11/12/19

(FOR OFFICE USE ONLY)

Date Received/Paid: 11/15/19  Date of City Council Approval: ____________________________

License #: ____________________________  Date Submitted to State: ____________________________

(Liquor License only)

*If you have any questions, please contact Kevin Boyle at 320-759-3622 or email at kboyle@alexandriamn.city. On behalf of the City of Alexandria, thank you for your prompt attention in returning your application.  *Please make sure all the necessary documents accompany your license application and the forms are filled out completely and signed. Incomplete applications will not be approved.
CITY OF ALEXANDRIA
Application for License
(PLEASE PRINT LEGIBLY)

Licensing Year (1/1 to 12/31): 2020 Type of License: ON-SALE AND SUNDAY LIQUOR

New: _____ Renewal: X License Fee: $ 3,600

The undersigned hereby makes application for a license and agrees to operate in the City of Alexandria in accordance with the regulations governing this enterprise as set forth in the Alexandria City Code. It is understood that failure to conform renders this license null and void.

Licensee Name: PIKE & PINT GRILL INC

If the applicant is not an individual, indicate whether the applicant is a: ☒ S-Corporation; ○ Limited Liability Company; ○ Partnership; ○ Other (please specify __________________________)

Assumed or Other Name by which you are doing business: PIKE & PINT GRILL

Contact Person: KENT KOPP

Mailing Address: 110 30TH AVE W ALEXANDRIA MN, 56308

Business Location (if different than mailing address):

Phone: 320-808-6657 Cell: Email: kentkopp@gmail.com

Owner’s Name and Phone Number (if different than Applicant): ____________________________________________

Owner’s Mailing Address (if different than Applicant): ____________________________________________

If applicable, indicate the type of facility located at the above address:

_____ Grocery Store _____ Gas/Convenience Store

_____ Liquor Store _____ Tobacco Shop

__X__ Bar/Restaurant _____ Other (describe) ____________________________________________

Applicant (Print Name Legibly and Sign):

[Signature]

Title (if signing on behalf of an organization): ______________ Date: 11/5/19

(FOR OFFICE USE ONLY)

Date Received: 11/5/19 Date of City Council Approval: __________________

License #: __________________ Date Submitted to State: __________________

(Liquor License only)

*If you have any questions, please contact Kevin Boyle at 320-759-3622 or email at kboyle@alexandriamn.city. On behalf of the City of Alexandria, thank you for your prompt attention in returning your application.

*Please make sure all the necessary documents accompany your license application and the forms are filled out completely and signed. Incomplete applications will not be approved.
CITY OF ALEXANDRIA
APPLICATION FOR SUNDAY ON-SALE LIQUOR

The undersigned hereby makes application for Sunday On-Sale Liquor License:

LICENSEE NAME: PIKE & PINT GRILL INC

TRADE NAME: PIKE & PINT

BUSINESS LOCATION: 110 30TH AVE W

MAILING ADDRESS: KENT KOPP, 110 30TH AVE W, ALEXANDRIA MN 56308

THE FEE FOR SUNDAY ON-SALE LIQUOR IS INCLUDED WITH THE LICENSE APPLICATION FEE OF $3,600 X $2,400 $1800

This license expires December 31, 2020.

The undersigned hereby agrees to operate in the City of Alexandria in accordance with the regulations governing this enterprise as set forth in the Alexandria City Code. It is understood that failure to conform renders this license null and void.

Signature: Title: President / CEO

Date: 11/15/20

New Application: Renewal Application: X
Application for License
(PLEASE PRINT LEGIBLY)

Licensing Year (1/1 to 12/31): 2020 Type of License: ON-SALE AND SUNDAY LIQUOR

New: _____ Renewal: X License Fee: $ 3,600

The undersigned hereby makes application for a license and agrees to operate in the City of Alexandria in accordance with the regulations governing this enterprise as set forth in the Alexandria City Code. It is understood that failure to conform renders this license null and void.

Licensee Name: RAAPERS OF ALEXANDRIA INC.

If the applicant is not an individual, indicate whether the applicant is a: ☐ Corporation; ☐ Limited Liability Company; ☐ Partnership; ☐ Other (please specify _________________________)

Assumed or Other Name by which you are doing business: RAPPER'S EATERY & ALE

Contact Person: CAMMILLE RASSAT

Mailing Address: 506 BROADWAY ALEXANDRIA MN, 56308

Business Location (if different than mailing address):

Phone: 320-763-2337 Cell: 320-760-6620 Email: raapers@charter.net

Owner’s Name and Phone Number (if different than Applicant): ____________________________

Owner’s Mailing Address (if different than Applicant): 2203 S Le Homme Dieu Dr NE

If applicable, indicate the type of facility located at the above address:

_____ Grocery Store _____ Gas/Convenience Store

_____ Liquor Store _____ Tobacco Shop

_____ Bar/Restaurant _____ Other (describe) ____________________________

Applicant (Print Name Legibly and Sign):

CAMMILLE RASSAT ____________________________

Title (if signing on behalf of an organization): Owner Date: 11-13-19

(FOR OFFICE USE ONLY)

Date Received: 11/15/19 Date of City Council Approval:

License #: ____________________________ Date Submitted to State: ____________________________

(Liquor License only)

*If you have any questions, please contact Kevin Boyle at 320-759-3622 or email at kboyle@alexandriamn.city. On behalf of the City of Alexandria, thank you for your prompt attention in returning your application.

*Please make sure all the necessary documents accompany your license application and the forms are filled out completely and signed. Incomplete applications will not be approved.
CITY OF ALEXANDRIA
APPLICATION FOR SUNDAY ON-SALE LIQUOR

The undersigned hereby makes application for Sunday On-Sale Liquor License:

LICENSEE NAME: RAAPERS OF ALEXANDRIA INC

TRADE NAME: RAPPER’S EATERY & ALE

BUSINESS LOCATION: 506 BROADWAY

MAILING ADDRESS: CAMMILLE RASSAT, 506 BROADWAY, ALEXANDRIA MN 56308

THE FEE FOR SUNDAY ON-SALE LIQUOR IS INCLUDED WITH THE LICENSE APPLICATION FEE OF
$3,600_\_\_X_{\text{ }}$2,400____________ $1800_____

This license expires December 31, 2020.

The undersigned hereby agrees to operate in the City of Alexandria in accordance with the
regulations governing this enterprise as set forth in the Alexandria City Code. It is understood
that failure to conform renders this license null and void.

Signature: \text{C. Rassat} \hspace{1cm} Title: Owner

Date: 11-17-19

New Application: _____ Renewal Application: _\_\_X_{\text{ }}
CITY OF ALEXANDRIA
Application for License
(PLEASE PRINT LEGIBLY)

Licensing Year (1/1 to 12/31): 2020 Type of License: ON-SALE AND SUNDAY LIQUOR

New:   Renewal: X License Fee: $ 3,600

The undersigned hereby makes application for a license and agrees to operate in the City of Alexandria in accordance with the regulations governing this enterprise as set forth in the Alexandria City Code. It is understood that failure to conform renders this license null and void.

Licensee Name: S & N DEPOT INC.

If the applicant is not an individual, indicate whether the applicant is a:  ○ Corporation;  ○ Limited Liability Company;  ○ Partnership;  ○ Other (please specify ______________________)

Assumed or Other Name by which you are doing business: DEPOT EXPRESS

Contact Person: KENNETH NEUMANN

Mailing Address: PO BOX 216 ALEXANDRIA MN, 56308

Business Location (if different than mailing address): 104 Broadway

Phone: 320-763-7712 Cell: 320-293-7083 Email: kennyneumann77@gmail.com

Owner’s Name and Phone Number (if different than Applicant): ______________________________________

Owner’s Mailing Address (if different than Applicant): ______________________________________

If applicable, indicate the type of facility located at the above address:

_____ Grocery Store   _____ Gas/Convenience Store

_____ Liquor Store   _____ Tobacco Shop

____X____ Bar/Restaurant   _____ Other (describe)____________________________________

Applicant (Print Name Legibly and Sign):

__________________________

Kenneth Neumann

Title (if signing on behalf of an organization): ________________ Date: 11-15-2019

__________________________

(FOR OFFICE USE ONLY)

Date Received: 11/15/19 Date of City Council Approval: ________________

License #: ________________ Date Submitted to State: __________________

(Liquor License only)

*If you have any questions, please contact Kevin Boyle at 320-759-3622 or email at kboyle@alexandriamn.city. On behalf of the City of Alexandria, thank you for your prompt attention in returning your application. *Please make sure all the necessary documents accompany your license application and the forms are filled out completely and signed. Incomplete applications will not be approved.
CITY OF ALEXANDRIA
APPLICATION FOR SUNDAY ON-SALE LIQUOR

The undersigned hereby makes application for Sunday On-Sale Liquor License:

LICENSEE NAME: S & N DEPOT INC

TRADE NAME: DEPOT EXPRESS

BUSINESS LOCATION: 104 BROADWAY

MAILING ADDRESS: KENNETH NEUMANN, P O BOX 216, ALEXANDRIA MN 56308

THE FEE FOR SUNDAY ON-SALE LIQUOR IS INCLUDED WITH THE LICENSE APPLICATION FEE OF $3,600__X____ $2,400_______ $1800_______

This license expires December 31, 2020.

The undersigned hereby agrees to operate in the City of Alexandria in accordance with the regulations governing this enterprise as set forth in the Alexandria City Code. It is understood that failure to conform renders this license null and void.

Signature: ___________________ Title: ________________

Date: 11-15-2019

New Application: ________ Renewal Application: __X____
CITY OF ALEXANDRIA
Application for License
(PLEASE PRINT LEGIBLY)

Licensing Year (1/1 to 12/31): 2020 Type of License: ON-SALE AND SUNDAY LIQUOR

New: _____ Renewal: X License Fee: $ 3,600

The undersigned hereby makes application for a license and agrees to operate in the City of Alexandria in accordance with the regulations governing this enterprise as set forth in the Alexandria City Code. It is understood that failure to conform renders this license null and void.

Licensee Name: SCHULTZ PROPERTIES INVESTMENTS LLC

If the applicant is not an individual, indicate whether the applicant is a: O Corporation; ☑ Limited Liability Company; O Partnership; O Other (please specify _____________________)

Assumed or Other Name by which you are doing business: HOLIDAY INN ALEXANDRIA

Contact Person: BILL SCHULTZ

Mailing Address: PO BOX 1087 ALEXANDRIA MN, 56308

Business Location (if different than mailing address): 5637 STATE HWY 29 S

Phone: 320-763-6577 Cell: Email: bill@mhgmn.com

Owner’s Name and Phone Number (if different than Applicant): ________________________________

Owner’s Mailing Address (if different than Applicant): __________________________________________

If applicable, indicate the type of facility located at the above address:

_____ Grocery Store      _____ Gas/Convenience Store

_____ Liquor Store       _____ Tobacco Shop

X __ Bar/Restaurant      X __ Other (describe)     Hotel

Applicant (Print Name Legibly and Sign):

DSC_3614

Title (if signing on behalf of an organization): CHIEF MANAGER Date: 11/19/19

(FOR OFFICE USE ONLY)

Date Received: 11/14/19 Date of City Council Approval:

License #: ______________________ Date Submitted to State: ______________________

(Liquor License only)

*If you have any questions, please contact Kevin Boyle at 320-759-3622 or email at kboyle@alexandriamn.city. On behalf of the City of Alexandria, thank you for your prompt attention in returning your application.

*Please make sure all the necessary documents accompany your license application and the forms are filled out completely and signed. Incomplete applications will not be approved.
CITY OF ALEXANDRIA
APPLICATION FOR SUNDAY ON-SALE LIQUOR

The undersigned hereby makes application for Sunday On-Sale Liquor License:

LICENSEE NAME: SCHULTZ PROPERTIES INVESTMENTS LLC

TRADE NAME: HOLIDAY INN ALEXANDRIA

BUSINESS LOCATION: 5637 STATE HWY 29 S

MAILING ADDRESS: BILL SCHULTZ, P O BOX 1087, ALEXANDRIA MN 56308

THE FEE FOR SUNDAY ON-SALE LIQUOR IS INCLUDED WITH THE LICENSE APPLICATION FEE OF $3,600___X___ $2,400________ $1800_______

This license expires December 31, 2020.

The undersigned hereby agrees to operate in the City of Alexandria in accordance with the regulations governing this enterprise as set forth in the Alexandria City Code. It is understood that failure to conform renders this license null and void.

Signature: [Signature] Title: [Title]

Date: [Date]

New Application: ______ Renewal Application: _X_____
CITY OF ALEXANDRIA
Application for License
(PLEASE PRINT LEGIBLY)

Licensing Year (1/1 to 12/31): 2020 Type of License: ON SALE AND SUNDAY LIQUOR

New: _____ Renewal: X License Fee: $3,600

The undersigned hereby makes application for a license and agrees to operate in the City of Alexandria in accordance with the regulations governing this enterprise as set forth in the Alexandria City Code. It is understood that failure to conform renders this license null and void.

Full legal name of applicant: THE GARDEN BAR ON 6TH INC.

If the applicant is not an individual, indicate whether the applicant is a: ○ Corporation; ○ Limited Liability Company; ○ Partnership; ○ Other (please specify ______________________)

Assumed or Other Name by which you are doing business: GARDEN BAR ON 6TH

Contact Person: MAHRIE OHREN
                                   115 6TH Ave E
Mailing Address: P.O. BOX 458 ALEXANDRIA MN, 56308

Business Location (if different than mailing address): 115 6TH AVE EAST

Phone: 320-759-2277 Cell: 320-460-0876 Email: mahrineanderson@yahoo.com

Owner’s Name and Phone Number (if different than Applicant): Mahrie Ohren

Owner’s Mailing Address (if different than Applicant): 15808 WILDLIFE RD NW, EVANSVILLE MN 56326

If applicable, indicate the type of facility located at the above address:

____ Grocery Store ______ Gas/Convenience Store

____ Liquor Store ______ Tobacco Shop

__X____ Bar/Restaurant ______ Other (describe) ________________________________

Applicant (Print Name Legibly and Sign): ____________________________

Title (if signing on behalf of an organization): ____________________________ Date: 11/13/19

(FOR OFFICE USE ONLY)

Date Received/Paid: 11/15/19 Date of City Council Approval:

License #: ____________________________ Date Submitted to State: ____________________________

(Liquor License only)

*If you have any questions, please contact Kevin Boyle at 320-759-3622 or email at kboyle@alexandriamn.city. On behalf of the City of Alexandria, thank you for your prompt attention in returning your application.

*Please make sure all the necessary documents accompany your license application and the forms are filed out completely and signed. Incomplete applications will not be approved.
CITY OF ALEXANDRIA
APPLICATION FOR SUNDAY ON-SALE LIQUOR

The undersigned hereby makes application for Sunday On-Sale Liquor License:

LICENSEE NAME: THE GARDEN BAR ON 6TH INC

TRADE NAME: GARDEN BAR ON 6TH

BUSINESS LOCATION: 115 6TH AVE EAST

MAILING ADDRESS: MAHRIE OHREN, P O BOX 458, ALEXANDRIA MN 56308

THE FEE FOR SUNDAY ON-SALE LIQUOR IS INCLUDED WITH THE LICENSE APPLICATION FEE OF $3,600___X___ $2,400________ $1800_______

This license expires December 31, 2020.

The undersigned hereby agrees to operate in the City of Alexandria in accordance with the regulations governing this enterprise as set forth in the Alexandria City Code. It is understood that failure to conform renders this license null and void.

Signature: [Signature] Title: Owner

Date: 11-13-19

New Application: ______ Renewal Application: __X____
CITY OF ALEXANDRIA
Application for License
(PLEASE PRINT LEGIBLY)

Licensing Year (1/1 to 12/31): 2020 Type of License: ON-SALE AND SUNDAY LIQUOR

New: _____ Renewal: X License Fee: $ 3,600

The undersigned hereby makes application for a license and agrees to operate in the City of Alexandria in accordance with the regulations governing this enterprise as set forth in the Alexandria City Code. It is understood that failure to conform renders this license null and void.

Licensee Name: VFW 936

If the applicant is not an individual, indicate whether the applicant is a: ○ Corporation; ○ Limited Liability Company; ○ Partnership; ○ Other (please specify: Non-Profit Veterans Organization)

Assumed or Other Name by which you are doing business: FORT CHIPPEWA POST

Contact Person: KELLY SCHIENBEIN

Mailing Address: 1102 THIRD AVE E ALEXANDRIA MN, 56308

Business Location (if different than mailing address):

Phone: 320-763-9221 Cell: 320-766-7277 Email: kelly@alexandriavfw.org

Owner’s Name and Phone Number (if different than Applicant): ____________________________

Owner’s Mailing Address (if different than Applicant): ____________________________

If applicable, indicate the type of facility located at the above address:

_____ Grocery Store _____ Gas/Convenience Store

_____ Liquor Store _____ Tobacco Shop

X Bar/Restaurant X Other (describe) __________

Applicant (Print Name Legibly and Sign):

__________________________

Title (if signing on behalf of an organization): ____________________________ Date: 11-15-19

(FOR OFFICE USE ONLY)

Date Received: 11/15/19 Date of City Council Approval: ____________________________

License #: ____________________________ Date Submitted to State: ____________________________

(Liquor License only)

*If you have any questions, please contact Kevin Boyle at 320-759-3622 or email at kboyle@alexandriamn.city. On behalf of the City of Alexandria, thank you for your prompt attention in returning your application.

*Please make sure all the necessary documents accompany your license application and the forms are filled out completely and signed. Incomplete applications will not be approved.
CITY OF ALEXANDRIA
APPLICATION FOR SUNDAY ON-SALE LIQUOR

The undersigned hereby makes application for Sunday On-Sale Liquor License:

LICENSEE NAME: VFW 936

TRADE NAME: FORT CHIPPEWA POST

BUSINESS LOCATION: 1102 THIRD AVE E

MAILING ADDRESS: KELLY SCHOENBEIN, 1102 THIRD AVE E, ALEXANDRIA MN 56308

THE FEE FOR SUNDAY ON-SALE LIQUOR IS INCLUDED WITH THE LICENSE APPLICATION FEE OF $3,600____X____ $2,400______ $1800______

This license expires December 31, 2020.

The undersigned hereby agrees to operate in the City of Alexandria in accordance with the regulations governing this enterprise as set forth in the Alexandria City Code. It is understood that failure to conform renders this license null and void.

Signature: 

Date: 11-15-19

New Application: ________ Renewal Application: ___X___
CITY OF ALEXANDRIA
Application for License
(PLEASE PRINT LEGIBLY)

Licensing Year (1/1 to 12/31): 2020 Type of License: ON-SALE AND SUNDAY LIQUOR

New: ______ Renewal: X License Fee: $ 3,600

The undersigned hereby makes application for a license and agrees to operate in the City of Alexandria in accordance with the regulations governing this enterprise as set forth in the Alexandria City Code. It is understood that failure to conform renders this license null and void.

Licensee Name: ZORBAZ OF ALEXANDRIA INC.

If the applicant is not an individual, indicate whether the applicant is a: ☒ Corporation; ○ Limited Liability Company; ○ Partnership; ○ Other (please specify ____________________________).

Assumed or Other Name by which you are doing business: ZORBAZ

Contact Person: LINDSY JACOBUS

Mailing Address: 2701 N NOKOMIS ST NE ALEXANDRIA MN, 56308

Business Location (if different than mailing address):

Phone: 320-219-7813 Cell: __________________________ Email: Kevin@zorbaz.com 218-234-7395

Owner’s Name and Phone Number (if different than Applicant):

Owner’s Mailing Address (if different than Applicant): ____________________________________________________________

If applicable, indicate the type of facility located at the above address:

____ Grocery Store _____ Gas/Convenience Store

____ Liquor Store _____ Tobacco Shop

_X_ Bar/ Restaurant _____ Other (describe) ________________________________________________________________

Applicant (Print Name Legibly and Sign):

____________________________ ______________________________

Cole Hanson

Title (if signing on behalf of an organization): President CEO Date: 11/12/19

(FOR OFFICE USE ONLY)

Date Received: 11/1/19 Date of City Council Approval: __________________________

License #: __________________________ Date Submitted to State: __________________________

(Liquor License only)

*If you have any questions, please contact Kevin Boyle at 320-759-3622 or email at kboyle@alexandriamn.city. On behalf of the City of Alexandria, thank you for your prompt attention in returning your application.

*Please make sure all the necessary documents accompany your license application and the forms are filled out completely and signed. Incomplete applications will not be approved.
CITY OF ALEXANDRIA
APPLICATION FOR SUNDAY ON-SALE LIQUOR

The undersigned hereby makes application for Sunday On-Sale Liquor License:

LICENSEE NAME: ZORBAZ OF ALEXANDRIA INC

TRADE NAME: ZORBAZ

BUSINESS LOCATION: 2701 N NOKOMIS ST NE

MAILING ADDRESS: KEVIN HANSON, 2701 N NOKOMIS ST NE, ALEXANDRIA MN 56308

THE FEE FOR SUNDAY ON-SALE LIQUOR IS INCLUDED WITH THE LICENSE APPLICATION FEE OF $3,600 X $2,400 $1,800

This license expires December 31, 2020.

The undersigned hereby agrees to operate in the City of Alexandria in accordance with the regulations governing this enterprise as set forth in the Alexandria City Code. It is understood that failure to conform renders this license null and void.

Signature: [Signature] Title: President & CEO

Date: 11/12/19

New Application: ______ Renewal Application: X
CITY OF ALEXANDRIA
Application for License
(PLEASE PRINT LEGIBLY)

Licensing Year (1/1 to 12/31): 2019

Type of License: ON SALE AND SUNDAY SEASONAL LIQUOR
(CHECK ONE: LICENSE VALID 9 _X_ or 6 ___ MONTHS)

New:______ Renewal: _X___ License Fee (check one): $2700 (9 Mo.) _X___ or $1800 (6 Mo.) _____

DATES OF SEASONAL OPERATION: (mm/dd/yy) 3/1/19 _____ TO (mm/dd/yy) 11/30/19

The undersigned hereby makes application for a license and agrees to operate in the City of Alexandria in accordance with the regulations governing this enterprise as set forth in the Alexandria City Code. It is understood that failure to conform renders this license null and void.

Licencee Name: ALEXANDRIA GOLF CLUB INC.

If the applicant is not an individual, indicate whether the applicant is a: _X_ Corporation; _O_ Limited Liability Company; _O_ Partnership; _O_ Other (please specify ______________)_

Trade Name: Alexandria Golf Club

Contact Person: Liquor Licensing Manager

Mailing Address: 2300 N Nokomis NE, Alexandria MN 56308

Business Location (if different than mailing address):

Phone: 320-762-1093  Cell: Email: acbo@live.com; lindsay@alexandriagolfclub.com

Owner’s Name and Phone Number (if different than Applicant): ____________________________

Owner’s Mailing Address (if different than Applicant):

If applicable, indicate the type of facility located at the above address:

_____ Grocery Store  _____ Gas/Convenience Store

_____ Liquor Store  _____ Tobacco Shop

_ X_ Bar/Restaurant  _ X_ Other (describe) Seasonal Golf Course & Clubhouse

Applicant (Print Name Legibly and Sign):

[Signature]

Title (if signing on behalf of an organization): GENERAL MANAGER

Date: 11/4/19

(FOR OFFICE USE ONLY)

Date Received: 11/12/19

Date of City Council Approval: __________________________

License #: __________________

Date Submitted to State: __________________________

(Liquor License only)

*If you have any questions, please contact Kevin Boyle at 320-759-3622 or email at kboyle@alexandriamn.city. On behalf of the City of Alexandria, thank you for your prompt attention in returning your application. *Please make sure all the necessary documents accompany your license application and the forms are filled out completely and signed. Incomplete applications will not be approved.
CITY OF ALEXANDRIA
APPLICATION FOR SUNDAY ON-SALE LIQUOR

The undersigned hereby makes application for Sunday On-Sale Liquor License:

LICENSEE NAME: ALEXANDRIA GOLF CLUB INC.

TRADE NAME: ALEXANDRIA GOLF CLUB

BUSINESS LOCATION: 2300 N NOKOMIS

MAILING ADDRESS: 2300 N NOKOMIS NE, ALEXANDRIA MN 56308

THE FEE FOR SUNDAY ON-SALE LIQUOR IS INCLUDED WITH THE LICENSE APPLICATION FEE OF $3,600 ______  $2,400____X____  $1800_______

This license expires December 31, 2020.

The undersigned hereby agrees to operate in the City of Alexandria in accordance with the regulations governing this enterprise as set forth in the Alexandria City Code. It is understood that failure to conform renders this license null and void.

Signature: [Signature]  Title: [Title]
Date: [Date]

New Application: _______  Renewal Application: _X____
CITY OF ALEXANDRIA
Application for License
(PLEASE PRINT LEGIBLY)

Licensing Year (1/1 to 12/31): 2020  Type of License: ON SALE AND SUNDAY LIQUOR

New:_____  Renewal: X  License Fee: $3,600

The undersigned hereby makes application for a license and agrees to operate in the City of Alexandria in accordance with the regulations governing this enterprise as set forth in the Alexandria City Code. It is understood that failure to conform renders this license null and void.

Full legal name of applicant: JJ’S ALEXANDRIA LLC

If the applicant is not an individual, indicate whether the applicant is a: ○ Corporation; ○ Limited Liability Company; ○ Partnership; ○ Other (please specify ______________________)

Assumed or Other Name by which you are doing business: REDBIRD’S SPORTS GRILL

Contact Person: JULIE BIGGER

Mailing Address: 530 CO RD 22, ALEXANDRIA MN, 56308

Business Location (if different than mailing address): 530 CO RD 22

Phone: 320-762-0753  Cell: 320-491-0370  Email: manager@redbirds1.com

Owner’s Name and Phone Number (if different than Applicant): __________________________________________________________________________

Owner’s Mailing Address (if different than Applicant): __________________________________________________________________________

If applicable, indicate the type of facility located at the above address:

____ Grocery Store  ____ Gas/Convenience Store

____ Liquor Store  ____ Tobacco Shop

____ Bar/Restaurant  ____ Other (describe) __________________________________________________________________________

Applicant (Print Name Legibly and Sign):

[Signature]

Title (if signing on behalf of an organization): [Signature]  Date: 1/31/19

____________________________

(FOR OFFICE USE ONLY)

Date Received/Paid: 11/21/19  Date of City Council Approval: ______________________

License #: ______________________  Date Submitted to State: ______________________

(Liquor License only)

*If you have any questions, please contact Kevin Boyle at 320-759-3622 or email at kboyle@alexandriamn.city. On behalf of the City of Alexandria, thank you for your prompt attention in returning your application.

*Please make sure all the necessary documents accompany your license application and the forms are filled out completely and signed. Incomplete applications will not be approved.
CITY OF ALEXANDRIA  
APPLICATION FOR SUNDAY ON-SALE LIQUOR

The undersigned hereby makes application for Sunday On-Sale Liquor License:

LICENSEE NAME: JJ’S ALEXANDRIA LLC

TRADE NAME: REDBIRD’S SPORTS GRILL

BUSINESS LOCATION: 530 CO RD 22

MAILING ADDRESS: JULIE BIGGER, 1210 BROADWAY, STE 240, ALEXANDRIA MN 56308

THE FEE FOR SUNDAY ON-SALE LIQUOR IS INCLUDED WITH THE LICENSE APPLICATION FEE OF $3,600 X $2,400 $1800

This license expires December 31, 2020.

The undersigned hereby agrees to operate in the City of Alexandria in accordance with the regulations governing this enterprise as set forth in the Alexandria City Code. It is understood that failure to conform renders this license null and void.

Signature: [Signature]  Title: [Owner]

Date: [Date]

New Application: [New Application]  Renewal Application: [X]
Explore Alexandria Tourism Annual Report

Background
Explore Alexandria Tourism Executive Director James Feist will be in attendance to review the attached Annual Report and Financial Reports. The 2020 budget has been approved by the Alexandria Hotel and Hospitality Board of Directors.

Financial Impact
There is no financial impact to the City operating budget. The budget for Explore Alexandria Tourism is generated by the Lodging Tax.

Recommendation
Motion to accept the annual report of Explore Alexandria Tourism.

ATTACHMENTS:
- 2019 Annual Report - Explore Alexandria Tourism - (PDF)
Contents

Mission / Strategic Plan
2019 Board of Directors
Financial Reports
Sales & Services Report
Marketing Report
Planning 2020
Mission Statement:

To increase economic impact through tourism, promoting our membership base and tourism stakeholders, and to promote awareness and be a resource for the Alexandria Lakes Area by assisting event planners and tourists in selecting the Alexandria Lakes Area for vacations, meetings and sporting events, and to make the most of their stay.

Board Representation Statement:

The membership of Alexandria Hotel & Hospitality (dba. Explore Alexandria Tourism), as defined in Article I of the Bylaws of Alexandria Hotel & Hospitality, ranges from various property types to various geographies located both within the City of Alexandria as well as certain Townships within in the County of Douglas. It is the continued intent of Explore Alexandria Tourism and its Members to ensure proper Board representation, as outlined in Article III of the Bylaws, with the following considerations; Nature of Representation (Hotels/Motels, Resorts, Bed & Breakfasts, Convention Center, Type of Tourism Stakeholder, etc.), Geography (City, Township, Unique Locale), and Newcomer Priority (Lodging Member or Tourism Stakeholder interested in serving).
### STRATEGIC OBJECTIVES

<table>
<thead>
<tr>
<th>Build Destination Awareness</th>
<th>Increase Overnight Stays, Especially in Non-Peak Periods</th>
<th>Utilize Best Practices/ Leading Edge Technology</th>
<th>Proactive Approach to Non-Leisure Business</th>
<th>Maximize Area-Wide Tourism Collaboration</th>
</tr>
</thead>
</table>

#### KEY INITIATIVES

<table>
<thead>
<tr>
<th>Build Destination Awareness</th>
<th>Increase Overnight Stays, Especially in Non-Peak Periods</th>
<th>Utilize Best Practices/ Leading Edge Technology</th>
<th>Proactive Approach to Non-Leisure Business</th>
<th>Maximize Area-Wide Tourism Collaboration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continue to place meaningful advertising campaigns in key target markets</td>
<td>Emphasize Funding Requests that illustrates high potential to grow out-of-town participation</td>
<td>Ongoing focus on staff knowledge &amp; learning for Non-Profit best practices</td>
<td>Prospect new meetings, conventions and sports tournaments to consider Alexandria as host destination</td>
<td>Engage in opportunities to collaborate when appropriate, and avoid duplication of efforts between two tourism entities</td>
</tr>
<tr>
<td>Reach new audiences through highly targeted and strategic campaigns</td>
<td>Ensure efforts and messaging reach audiences outside 75-mile radius</td>
<td>Ongoing focus on staff knowledge &amp; learning for essential responsibilities</td>
<td>Engage with new event holders/decision makers and build relationships</td>
<td>Support expansion of lodging tax to encompass and promote entire area</td>
</tr>
<tr>
<td>Utilize eye-catching and visually appealing creatives to boost interest and awareness</td>
<td>Highlight destination product for Fall and Winter</td>
<td>Ongoing focus on learning new market trends</td>
<td>Continually research new opportunities for lead generation</td>
<td></td>
</tr>
<tr>
<td>Nurture Social Media Engagement for Organic Reach and Awareness</td>
<td>Pluralistic messaging in marketing creatives to illustrate myriad of activities and offerings</td>
<td>Expand knowledge and familiarity with new technologies</td>
<td>Provide high quality services to groups already meeting in area to ensure high level of satisfaction</td>
<td></td>
</tr>
<tr>
<td>Ensure Growth in Overall Marketing Reach</td>
<td>Prospecting business for Meetings, Conventions and Sports Tournaments (*see also: Objective #4)</td>
<td></td>
<td>Raise awareness of Alexandria as desirable meetings/convention and sports destination</td>
<td>2020 Visitor Guide Partnership</td>
</tr>
</tbody>
</table>

#### KEY MEASURES

| Increase overall visits to ExploreAlex.com (New users: 80,000 - Overall Visits: 100,000 - Pageviews: 500,000) | Increased room pick ups for trackable events | Attend workshops, classes, meetings, and conferences for Non-profits, leadership and tourism | Increase amount of new leads as potential groups to host in Alexandria | Collaboration in programming with use of VisitAlexandriaMN.com, and ensure open communication of efforts and strategies |
| Increase percentage of new users to ExploreAlex.com (+80%) | High level of website visitation in 75-mile geos | Attend workshops, classes, meetings, and conferences for marketing, sales, networking and technology | Reach quarterly goals for client contacts and quarterly booking conversions (3rd-4th Q: 15cc per wk/4-booking conversions) | Advocate for importance of a lodging tax structure and the valuable marketing opportunities it yields |
| Increase overall impressions/reach of marketing (2019 goal: 36,000,000) | Increase/maintain advertising budget percentage in Fall & Winter (2018= Fall at 24% :: Winter at 25%) | Implement appropriate knowledge, suggestions and trends acquired | Weekly "blitz time" to specifically focus on researching potential leads | Advocate for level playing field within all segments of lodging services and provide input within these area efforts |
| Meet sales goals for prospecting non-leisure business (*see also: Objective #4) | Analysis of Lodging Tax Receipts | Track client satisfaction with follow-up communications to groups who receive services | Increase advertising budget percentage in Meetings/Sports (2018= 6%) | |
# Explore Alexandria Tourism

## Board of Directors :: 2020

<table>
<thead>
<tr>
<th>NAME</th>
<th>PHONE</th>
<th>ADDRESS</th>
<th>OFFICER</th>
<th>TERM ENDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jeff Wild</td>
<td>320-762-1124</td>
<td>2100 Arrowwood Ln, Alexandria MN</td>
<td>President</td>
<td>October 15, 2022</td>
</tr>
<tr>
<td>Bill Schultz</td>
<td>320-763-6577</td>
<td>5637 State Highway 29, Alexandria MN</td>
<td>Vice President</td>
<td>October 15, 2022</td>
</tr>
<tr>
<td>Craig Hamilton</td>
<td>320-834-7250</td>
<td>7485 39th Ave NW, Garfield, MN</td>
<td>Treasurer</td>
<td>October 17, 2020</td>
</tr>
<tr>
<td>Sue Jung</td>
<td>320-763-3360</td>
<td>2705 South Broadway Street, Alexandria MN</td>
<td>Secretary</td>
<td>October 16, 2021</td>
</tr>
<tr>
<td>Craig Calhoun</td>
<td>320-763-3200</td>
<td>105 Linden Ave, Alexandria MN</td>
<td></td>
<td>October 15, 2022</td>
</tr>
<tr>
<td>Fritz Bukowski</td>
<td>320-762-2868</td>
<td>720 Fillmore St, Alexandria MN</td>
<td></td>
<td>October 15, 2020</td>
</tr>
<tr>
<td>Michelle Bredeson</td>
<td>320-846-5443</td>
<td>6693 Co Rd 34 NW, Alexandria MN</td>
<td></td>
<td>October 15, 2020</td>
</tr>
<tr>
<td>Dee Bhakta</td>
<td>320-762-5161</td>
<td>508 Twin Blvd, Alexandria, MN</td>
<td></td>
<td>October 15, 2022</td>
</tr>
<tr>
<td>Grant Hanson</td>
<td>320-762-7089</td>
<td>4181 Geneva Golf Club Dr, Alexandria MN</td>
<td></td>
<td>October 15, 2020</td>
</tr>
<tr>
<td>Bill Franzen</td>
<td>320-763-6678</td>
<td>704 Broadway St, Alexandria MN</td>
<td></td>
<td>December 31, 2019</td>
</tr>
<tr>
<td>Greg Bowen</td>
<td>320-762-8386</td>
<td>1532 Brophy Park Rd NW, Alexandria, MN</td>
<td></td>
<td>December 31, 2019</td>
</tr>
<tr>
<td>Steve Russell</td>
<td>218-943-5191</td>
<td>13270 E Lake Miltona Dr NE, Miltona MN</td>
<td></td>
<td>October 16, 2021</td>
</tr>
<tr>
<td>Miltona</td>
<td></td>
<td></td>
<td></td>
<td>1 year term</td>
</tr>
</tbody>
</table>

---

## LODGING TAX COLLECTIONS

<table>
<thead>
<tr>
<th>Year</th>
<th>Lodging Tax</th>
<th>Change from previous year</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>$268,438.49</td>
<td>+7%</td>
</tr>
<tr>
<td>2014</td>
<td>$282,863.85</td>
<td>+5%</td>
</tr>
<tr>
<td>2015</td>
<td>$294,388.43</td>
<td>+4%</td>
</tr>
<tr>
<td>2016</td>
<td>$459,478.21</td>
<td>+56%</td>
</tr>
<tr>
<td>2017</td>
<td>$538,378.47</td>
<td>+17%</td>
</tr>
<tr>
<td>2018</td>
<td>$566,276.57</td>
<td>+5%</td>
</tr>
<tr>
<td>2019</td>
<td>Pacing to be</td>
<td>+2%</td>
</tr>
</tbody>
</table>
# BUDGET BREAKDOWN

## 2019 Budget = $535,000

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating</td>
<td>$164,186</td>
</tr>
<tr>
<td>Marketing &amp; Advertising</td>
<td>$300,800</td>
</tr>
<tr>
<td>Funding Requests</td>
<td>$70,000</td>
</tr>
</tbody>
</table>

## 2020 Budget = $565,900

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating</td>
<td>$183,216</td>
</tr>
<tr>
<td>Marketing &amp; Advertising</td>
<td>$312,300</td>
</tr>
<tr>
<td>Funding Requests</td>
<td>$70,000</td>
</tr>
</tbody>
</table>
# Explore Alexandria Tourism

## Balance Sheet

**As of September 30, 2019**

<table>
<thead>
<tr>
<th>ASSETS</th>
<th></th>
<th>Sep 30, 19</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Checking/Savings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1150 · Checking · 9576</td>
<td></td>
<td>113,166.14</td>
</tr>
<tr>
<td>1200 · Money Market Savings-Bremer</td>
<td></td>
<td>112,490.57</td>
</tr>
<tr>
<td>1210 · GSB MM-Reserve Account</td>
<td></td>
<td>50,686.97</td>
</tr>
<tr>
<td><strong>Total Checking/Savings</strong></td>
<td></td>
<td>276,343.68</td>
</tr>
<tr>
<td><strong>Total Current Assets</strong></td>
<td></td>
<td>276,343.68</td>
</tr>
<tr>
<td><strong>TOTAL ASSETS</strong></td>
<td></td>
<td>276,343.68</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LIABILITIES &amp; EQUITY</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Liabilities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Current Liabilities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Current Liabilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24000 · Payroll Liabilities</td>
<td></td>
<td>2,542.22</td>
</tr>
<tr>
<td>2300 · Bremer Credit Card</td>
<td></td>
<td>903.50</td>
</tr>
<tr>
<td><strong>Total Other Current Liabilities</strong></td>
<td></td>
<td>3,445.72</td>
</tr>
<tr>
<td><strong>Total Current Liabilities</strong></td>
<td></td>
<td>3,445.72</td>
</tr>
<tr>
<td><strong>Total Liabilities</strong></td>
<td></td>
<td>3,445.72</td>
</tr>
<tr>
<td><strong>Equity</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2999 · Retained Earnings</td>
<td></td>
<td>235,832.76</td>
</tr>
<tr>
<td>Net Income</td>
<td></td>
<td>37,065.20</td>
</tr>
<tr>
<td><strong>Total Equity</strong></td>
<td></td>
<td>272,897.96</td>
</tr>
<tr>
<td><strong>TOTAL LIABILITIES &amp; EQUITY</strong></td>
<td></td>
<td>276,343.68</td>
</tr>
</tbody>
</table>
### Explore Alexandria Collections

(Totals Collected by Month)

<table>
<thead>
<tr>
<th>Month</th>
<th>2011</th>
<th>% of change</th>
<th>2012</th>
<th>% of change</th>
<th>2013</th>
<th>% of change</th>
<th>2014</th>
<th>% of change</th>
<th>2015</th>
<th>% of change</th>
<th>2016</th>
<th>% of change</th>
<th>2017</th>
<th>% of change</th>
<th>2018</th>
<th>% of change</th>
<th>2019</th>
<th>% of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>$15,850.95</td>
<td>22%</td>
<td>$14,342.65</td>
<td>-10%</td>
<td>$15,318.12</td>
<td>7%</td>
<td>$17,558.02</td>
<td>15%</td>
<td>$17,489.19</td>
<td>9%</td>
<td>$17,622.91</td>
<td>1%</td>
<td>$28,461.84</td>
<td>60%</td>
<td>$29,564.74</td>
<td>5%</td>
<td>$30,937.94</td>
<td></td>
</tr>
<tr>
<td>February</td>
<td>$15,268.70</td>
<td>2%</td>
<td>$15,362.93</td>
<td>1%</td>
<td>$17,696.04</td>
<td>15%</td>
<td>$17,892.28</td>
<td>1%</td>
<td>$17,984.41</td>
<td>-2%</td>
<td>$18,223.11</td>
<td>4%</td>
<td>$28,894.15</td>
<td>59%</td>
<td>$31,121.37</td>
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<td>$30,695.83</td>
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<tr>
<td>March</td>
<td>$20,025.43</td>
<td>32%</td>
<td>$18,321.60</td>
<td>-9%</td>
<td>$20,770.04</td>
<td>13%</td>
<td>$18,626.05</td>
<td>-10%</td>
<td>$16,704.25</td>
<td>-10%</td>
<td>$18,718.62</td>
<td>12%</td>
<td>$31,471.32</td>
<td>68%</td>
<td>$33,957.71</td>
<td>8%</td>
<td>$33,018.72</td>
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<td>April</td>
<td>$17,977.27</td>
<td>34%</td>
<td>$17,070.66</td>
<td>-5%</td>
<td>$20,494.42</td>
<td>20%</td>
<td>$19,213.72</td>
<td>-6%</td>
<td>$19,291.17</td>
<td>1%</td>
<td>$20,908.11</td>
<td>1%</td>
<td>$30,964.46</td>
<td>48%</td>
<td>$34,156.06</td>
<td>10%</td>
<td>$31,044.69</td>
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<tr>
<td>May</td>
<td>$16,061.19</td>
<td>12%</td>
<td>$17,236.11</td>
<td>7%</td>
<td>$20,220.77</td>
<td>17%</td>
<td>$21,348.66</td>
<td>6%</td>
<td>$20,816.37</td>
<td>-2%</td>
<td>$20,514.11</td>
<td>-1%</td>
<td>$32,412.03</td>
<td>58%</td>
<td>$31,966.82</td>
<td>-1%</td>
<td>$37,677.58</td>
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<tr>
<td>June</td>
<td>$24,751.58</td>
<td>3%</td>
<td>$29,511.96</td>
<td>19%</td>
<td>$29,003.65</td>
<td>-2%</td>
<td>$36,314.55</td>
<td>25%</td>
<td>$35,757.55</td>
<td>-3%</td>
<td>$61,069.97</td>
<td>70%</td>
<td>$70,470.70</td>
<td>15%</td>
<td>$82,035.12</td>
<td>16%</td>
<td>$84,064.29</td>
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</table>

#### 6 month totals

<table>
<thead>
<tr>
<th></th>
<th>$109,955.12</th>
<th>$111,845.91</th>
<th>$123,503.24</th>
<th>$130,953.28</th>
<th>$127,656.85</th>
<th>$157,056.83</th>
<th>$222,674.50</th>
<th>$242,821.82</th>
<th>$247,439.05</th>
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<tbody>
<tr>
<td>July</td>
<td>$32,225.80</td>
<td>0%</td>
<td>$35,193.16</td>
<td>9%</td>
<td>$36,717.10</td>
<td>4%</td>
<td>$38,697.38</td>
<td>5%</td>
<td>$43,818.09</td>
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<tr>
<td>August</td>
<td>$27,197.46</td>
<td>8%</td>
<td>$29,620.52</td>
<td>9%</td>
<td>$32,679.14</td>
<td>11%</td>
<td>$35,126.58</td>
<td>7%</td>
<td>$39,457.29</td>
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<tr>
<td>October</td>
<td>$22,300.01</td>
<td>15%</td>
<td>$23,636.97</td>
<td>6%</td>
<td>$25,311.84</td>
<td>7%</td>
<td>$25,960.75</td>
<td>3%</td>
<td>$30,618.71</td>
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<tr>
<td>November</td>
<td>$17,297.26</td>
<td>-3%</td>
<td>$21,308.79</td>
<td>23%</td>
<td>$21,077.57</td>
<td>-1%</td>
<td>$22,951.60</td>
<td>9%</td>
<td>$25,396.35</td>
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<tr>
<td>December</td>
<td>$13,551.92</td>
<td>11%</td>
<td>$14,230.45</td>
<td>5%</td>
<td>$13,991.54</td>
<td>-2%</td>
<td>$13,705.27</td>
<td>-2%</td>
<td>$14,871.84</td>
</tr>
</tbody>
</table>

#### Year End Totals

|       | $237,152.94 | 9%          | $251,716.12 | 6%           | $268,438.49 | 7%          | $282,863.85 | 5%          | $298,925.93 | 4%          | $459,478.21 | 56%         | $538,378.47 | 17%       | $566,276.57 | 5%        | $430,686.15 |

% of change column is based on the year prior to the current year (averages)
**Funding Requests**  
*12 Events total, 5 Events unable to be tracked.*

<table>
<thead>
<tr>
<th>Event Size</th>
<th>Sponsorship Dollars</th>
<th>Room Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small Events (0-99)</td>
<td>$1,000</td>
<td>80 Rooms</td>
</tr>
<tr>
<td>Medium Events (100-200)</td>
<td>$2,500</td>
<td>350 Rooms</td>
</tr>
<tr>
<td>Large Events (200-1,000)</td>
<td>$8,700</td>
<td>1,500 Rooms</td>
</tr>
<tr>
<td>Extra Large Events (1,000+)</td>
<td>$26,000</td>
<td>4,800 Rooms</td>
</tr>
</tbody>
</table>

**Total Sponsorship Dollars:** $65,200  
**Total Trackable Dollars:** $38,200  
**Total Estimated Gross Room Revenue:** $807,600  
**Total Estimated Economic Impact:** $9,691,200

**New Events**

- Midwest Shrine Conference
- Explore Mn Tourism Conference  
  - Flying Farmers  
  - Martial Arts Competition  
  - Moms on the Run  
- Ducks Unlimited Conference  
  - Women Anglers'  
- Mn Mt. Bike High School League (Pending Final Contract)  
- Habitat for Humanity Conference  
- MNALHS
SALES & SERVICES REPORT 2019

Total Events: 43 Events
Total Estimated Room Nights: 12,785 Rooms
Total Estimated Gross Room Revenue: $1,534,200
Total Estimated Economic Impact: $18,410,400

**Sponsorship**

*14 Event total, 3 Events unable to be tracked.

<table>
<thead>
<tr>
<th>Category</th>
<th>Total Funding Dollars</th>
<th>Total Trackable Dollars</th>
<th>Total Estimated Gross Room Revenue</th>
<th>Total Estimated Economic Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small Events (0-99)</td>
<td>$9,200</td>
<td>120 Rooms</td>
<td>$562,800</td>
<td>$6,753,600</td>
</tr>
<tr>
<td>Medium Events (100-200)</td>
<td>$1,900</td>
<td>470 Rooms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Large Events (200-1,000)</td>
<td>$4,000</td>
<td>600 Rooms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Extra Large Events (1,000+)</td>
<td>$11,000</td>
<td>3,500 Rooms</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Services**

Events that received services:

33 Events

Common Services Provided:

Welcome Flags, Promotional Gift, Sandwich Boards, Little Ole, Print Materials, Itinerary Planning, RFPS, Name Tags & Lanyards, and Transportation Arrangements
Explore Alexandria Tourism

Operational & Strategic Advertising Plan 2019

6405 · Billboards ($21,000)

Moorhead: Operational/Awareness
Monticello: Operational/Awareness

6410 · Print-newspaper, mag, guide, other ($36,000)

- MN Trails Magazine: Strategic/Value-Based :: SUMMER :: Biking, Hiking, Outdoors, Adventure
- MN Trails Magazine: Strategic/Value-Based :: FALL :: Biking, Hiking, Outdoors, Adventure
- MN Trails Magazine: Strategic/Value-Based :: WINTER :: Fat Tire Biking, Snowshoeing, Cross Country Skiing, Outdoors, Adventure
- ECM Publishing - Up North: Operational/Awareness
- Minnesota Explorer Summer: Strategic/Value-Based :: SUMMER :: Vacations, Family, Lakes, Outdoor Adventure
- Minnesota Explorer Fall: Strategic/Value-Based :: FALL :: Fall Colors, Outdoor Adventure, Autumn Getaway
- Forum- Guide to Douglas County: Operational/Awareness
- Forum- MN Destinations: Operational/Awareness
- MPLS/STPaul Mag April Family Travel: Strategic/Value-Based :: SUMMER :: Family Vacations, Lakes, Outdoors, Adventure
- MPLS/STPaul Mag Fall Travel: Strategic/Value-Based :: FALL :: Fall Colors, Outdoor Adventure, Autumn Getaway
- MPLS/St Paul Nov winter travel: Strategic/Value-Based :: WINTER :: Family Winter Vacations, Skiing, Snowmobiling
- MN Wild Programs: Operational/Awareness :: Affluent Audience, Families
- Greenspring - MN Monthly Ultimate Travel: Operational/Awareness
- Greenspring - MN Monthly Jan/Feb: Strategic/Value-Based :: WINTER :: Family Winter Vacations, Skiing, Snowmobiling
- Greenspring - MN Monthly Apr ExploreMN: Strategic/Value-Based :: SUMMER :: MN Family Vacations, Lakes, Outdoors, Adventure
- Greenspring - MN Monthly June Vacation: Strategic/Value-Based :: SUMMER :: Family Vacations, Lakes, Outdoors, Adventure
- Greenspring - MN Monthly Sep/Oct: Strategic/Value-Based :: FALL :: Fall Colors, Outdoor Adventure, Autumn Getaway
- Star Tribune Travel Sect: Strategic/Value-Based :: SUMMER :: Family Vacations, Lakes, Outdoors, Adventure
- Star Tribune Travel Sect: Strategic/Value-Based :: FALL :: Fall Colors, Outdoor Adventure, Autumn Getaway
- HFB - Bike & Hike Guide: Strategic/Value-Based :: SUMMER :: Biking, Hiking, Outdoors, Adventure
- MN Snow Destination: Strategic/Value-Based :: Snowmobiling
- MN/WI Snow Coop Nov: Strategic/Value-Based :: Snowmobiling
- 2020 Explore MN Travel Guide: Operational/Awareness
- MN Bike Guide 2019-2020 (every two years): Strategic/Value-Based :: Biking, Central Lakes Trail, Outdoors
Explore Alexandria Tourism

6415 · TV ($25,000)
- Pioneer TV - Postcards
- Lindner - Angling Buzz
- Fox 9

Operational/Awareness
- Strategic/Value-Based :: Fishing, Lakes
- Strategic/Value-Based :: WINTER :: Downhill Skiing, Snowboarding, Couples getaway, Ice Fishing

ADDITIONAL POSSIBLE OPTIONS:
- Lindner Angling Buzz ICE

64** · Connected Media ($13,000)
- Ron Schara (spring/summer)
- Ron Schara (fall/winter)
- Connected TV / Streaming Media

Strategic/Value-Based :: Fishing, Lakes, Outdoors
- Strategic/Value-Based :: Fishing, Lakes, Outdoors, Ice Fishing, Snow Activities
- Strategic/Value-Based :: Fall, Fall Colors, Outdoor Adventure, Autumn Getaway

6425 · Web ($38,000)
- Instagram contract work
- MPLS/StPaul Instagram Sweepstakes
- MPLS/StPaul Travel Enewsletters
- MPLS/StPaul Travel Enewsletters
- MPLS/StPaul Travel Enewsletters
- MPLS/StPaul AIM Email (winter)
- MPLS/StPaul AIM Email (summer)
- MPLS/StPaul AIM Email (fall)
- MPLS/StPaul ROS (fall)
- MPLS/StPaul ROS (winter) free added value
- MN Monthly E News (summer) free package
- MN Monthly E News (fall) free package
- MN Monthly Online ROS (summer) free
- MN Monthly Online ROS (fall) free package
- Forum - Online Snowmobile target
- facebook (snowmobile trails open)
- facebook (winter video)
- facebook (Andes 2 for 1)

Operational/Awareness
- Strategic/Value-Based :: FALL :: AUDIENCE DEVELOPMENT :: Fall getaways, fall colors, outdoors activities
- Strategic/Value-Based :: SUMMER :: Travel Plans--Families, Family Vacations, Lake Vacations
- Strategic/Value-Based :: WINTER :: Winter Fun, Skiing, Ice Fishing
- Strategic/Value-Based :: FALL :: Fall getaways, fall colors, outdoors activities
- Strategic/Value-Based :: WINTER :: Winter Fun, Skiing, Ice Fishing, Snowmobiling
- Strategic/Value-Based :: FALL :: Fall getaways, fall colors, outdoors activities
- Strategic/Value-Based :: FALL :: Fall getaways, fall colors, outdoors activities
- Strategic/Value-Based :: WINTER :: Winter Fun, Skiing, Ice Fishing, Snowmobiling
- Strategic/Value-Based :: SUMMER :: Travel Plans--Families, Family Vacations, Lake Vacations
- Strategic/Value-Based :: FALL :: Fall getaways, fall colors, outdoors activities
- Strategic/Value-Based :: WINTER :: Winter Fun, Skiing, Ice Fishing, Snowmobiling
- Strategic/Value-Based :: FALL :: Fall getaways, fall colors, outdoors activities
- Strategic/Value-Based :: WINTER :: Winter Fun, Skiing, Ice Fishing, Snowmobiling
- Strategic/Value-Based :: FALL :: Fall getaways, fall colors, outdoors activities
- Strategic/Value-Based :: WINTER :: Winter Fun, Skiing, Snowmobiling
## Explore Alexandria Tourism

| Star Tribune Fall Travel Email | Strategic/Value-Based :: FALL :: Fall getaways, fall colors, outdoors activities |
| Star Tribune Summer travel email | Strategic/Value-Based :: SUMMER :: Summer Travel Plans--Families, Family Vacations, Lake Vacations |
| facebook (winter activities) | Strategic/Value-Based :: WINTER :: Winter Fun, Skiing, Ice Fishing |
| Internal Email Marketing | Operational/Awareness |
| facebook (summer video) | Strategic/Value-Based :: SUMMER :: Summer Travel Plans--Families, Family Vacations, Lake Vacations, Outdoors Activities |
| facebook (summer video 2) | Strategic/Value-Based :: SUMMER :: Summer Travel Plans--Families, Family Vacations, Lake Vacations, Outdoors Activities |
| facebook (Fall Colors Hotsots) | Strategic/Value-Based :: FALL :: Fall getaways, fall colors, outdoors activities |
| facebook (Autumn Activities List) | Strategic/Value-Based :: FALL :: Fall getaways, fall colors, outdoors activities |
| facebook (fall website promo) | Strategic/Value-Based :: FALL :: Fall getaways, fall colors, outdoors activities |
| ECM Fishing promo ROS/print (fall) | Strategic/Value-Based :: SUMMER :: Summer Travel Plans--Families, Family Vacations, Lake Vacations |
| Explore MN Enhanced Listing | Strategic/Value-Based :: FALL :: Fall getaways, fall colors, outdoors activities |
| MPR streaming preroll (fal) | Strategic/Value-Based :: FALL :: Fall getaways, fall colors, outdoors activities |
| Star Trib Advantage Emails (Golf, spring) | Strategic/Value-Based :: GOLF :: SUMMER :: Summer Travel |
| Star Trib Advantage Emails (Golf, fall) | Strategic/Value-Based :: GOLF :: FALL :: Fall Travel |
| Star Trib Advantage Emails (fall) | Strategic/Value-Based :: FALL :: Fall getaways, fall colors, outdoors activities |
| Star Trib Travel Email (spring) | Strategic/Value-Based :: SUMMER :: Summer Travel Plans--Families, Family Vacations, Lake Vacations |
| Star Trib Travel Email (fall) | Strategic/Value-Based :: SUMMER :: Summer Travel Plans--Families, Family Vacations, Lake Vacations |
| Star Trib Geo Fencing Golf / display delivery | Strategic/Value-Based :: GOLF :: FALL :: Fall Travel |
| EMT Coop - Retarget Fall off EMT site | Strategic/Value-Based :: FALL :: Fall getaways, fall colors, outdoors activities |

### 6430 · General Advertising ($52,000)

| Explore MN Tourism - Heartland | Operational/Awareness |
| AAA Living #only in Mn (LAMI partner) | Operational/Awareness |
| AAA Living Bike Guide (MN) (LAMI partner) | Strategic/Value-Based :: Outdoors, Biking |
| AAA Living (ND) (LAMI partner) | Operational/Awareness |
| Central Lakes Trail Membership | Strategic/Value-Based :: Biking, Trails |
| Feb Sno Goer | Strategic/Value-Based :: WINTER :: Snowmobiling |
| Associations North Guide | Strategic/Value-Based :: Business Travel, Meeting Planners |
| Associations North Engager Sponsor | Strategic/Value-Based :: Business Travel, Meeting Planners |
| Star Storm 2019 Mainstage Sponsor | Strategic/Value-Based :: Hashtag Nurturing |
| Midwest Meetings Sports Section | Strategic/Value-Based :: Business Travel, Sports Travel |
| Midwest Meetings MN feature | Strategic/Value-Based :: Business Travel, Meeting Planners |
| Midwest Meetings Guidebook | Strategic/Value-Based :: Business Travel, Meeting Planners |
# Explore Alexandria Tourism

<table>
<thead>
<tr>
<th>Activity</th>
<th>Strategy Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trap Shooting Sponsorship</td>
<td>Strategic/Value-Based :: Business Travel, Sports Tournament</td>
</tr>
<tr>
<td>Explore MN Tourism - Enhance Bundle</td>
<td>Operational/Awareness</td>
</tr>
<tr>
<td>LAMI Visitor Guide Donation</td>
<td>Operational/Awareness</td>
</tr>
<tr>
<td>DATA Map</td>
<td>Strategic/Value-Based :: WINTER :: Snowmobiling</td>
</tr>
<tr>
<td>MN Getaways (Summer Insert, email)</td>
<td>Strategic/Value-Based :: Summer Travel Plans--Families, Family Vacations, Lake Vacations</td>
</tr>
<tr>
<td>MN Getaways (Fall Insert, email)</td>
<td>Strategic/Value-Based :: Fall, Fall Colors, Outdoor Adventure, Autumn Getaway</td>
</tr>
<tr>
<td>MN Getaways (Winter Insert, email)</td>
<td>Strategic/Value-Based :: Winter, skiing, Ice fishing, Outdoor Adventure, winter Getaway</td>
</tr>
<tr>
<td>Forum- 101 Fun Things to Do</td>
<td>Operational/Awareness</td>
</tr>
<tr>
<td>InfoTouch</td>
<td>Operational/Awareness</td>
</tr>
<tr>
<td>Winter Snow Co Op (WI &amp; MN)</td>
<td>Strategic/Value-Based :: WINTER :: Snowmobiling</td>
</tr>
<tr>
<td>LAMI - 2020 VG</td>
<td>Operational/Awareness</td>
</tr>
<tr>
<td>Andes Winter Partnership (KVRR, WDAY)</td>
<td>Strategic/Value-Based :: WINTER :: Downhill Skiing, Snowboarding, Cross Country Skiing</td>
</tr>
<tr>
<td>MN Parent Directory</td>
<td>Operational/Awareness</td>
</tr>
<tr>
<td>Iowa Sportsman</td>
<td>Strategic/Value-Based :: WINTER :: Ice Fishing, Outdoors</td>
</tr>
<tr>
<td>Cardinal Programs</td>
<td>Operational/Awareness</td>
</tr>
<tr>
<td>MN Twins (EDC partnership)</td>
<td>Operational/Awareness</td>
</tr>
<tr>
<td>Valpak Golf Guide</td>
<td>Strategic/Value-Based :: CHAIN OF LINKS :: Golf</td>
</tr>
<tr>
<td>Star Tribune Tee it Up X3</td>
<td>Strategic/Value-Based :: CHAIN OF LINKS :: Golf</td>
</tr>
<tr>
<td>Fargo Monthly Lakes Feature</td>
<td>Strategic/Value-Based :: SUMMER :: Travel Plans--Families, Family Vacations, Lake Vacations</td>
</tr>
<tr>
<td>Chamber- Pride of the Lakes</td>
<td>Operational/Awareness</td>
</tr>
<tr>
<td>Chamber Map Ad</td>
<td>Operational/Awareness</td>
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## 6435 · Fishing Advertising ($10,000)

<table>
<thead>
<tr>
<th>Activity</th>
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<tbody>
<tr>
<td>Joe Scegura Fishing Blogs</td>
<td>Operational/Awareness</td>
</tr>
<tr>
<td>MSPN - Ice Team</td>
<td>Strategic/Value-Based :: Ice Fishing</td>
</tr>
<tr>
<td>MSPN - Ice Team Annual Guide</td>
<td>Strategic/Value-Based :: Ice Fishing</td>
</tr>
<tr>
<td>2020 Fishing Regulations Guide</td>
<td>Strategic/Value-Based :: Fishing</td>
</tr>
<tr>
<td>2019-2020 MN Fishing Guide</td>
<td>Strategic/Value-Based :: Fishing</td>
</tr>
<tr>
<td>Mike Frisch Fishing Videos</td>
<td>Strategic/Value-Based :: Fishing</td>
</tr>
</tbody>
</table>
Advertising and Marketing

Total for Marketing & Advertising in 2019 = $300,800
Advertising alone = $215,000

ADVERTISING REACH

2019 Advertising Placements = $215,000

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<tr>
<th>Medium</th>
<th>Impressions/Reach</th>
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<tbody>
<tr>
<td>Billboards</td>
<td>9,800,000</td>
</tr>
<tr>
<td>Print</td>
<td>8,618,230</td>
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<tr>
<td>TV / Connected TV</td>
<td>9,488,000</td>
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<tr>
<td>Radio</td>
<td>5,000</td>
</tr>
<tr>
<td>Web</td>
<td>8,091,677</td>
</tr>
<tr>
<td>General Advertising</td>
<td>1,080,100</td>
</tr>
<tr>
<td>TOTAL</td>
<td>37,083,007 impressions</td>
</tr>
</tbody>
</table>
# Advertising and Marketing

## Seasons and Messaging

### Summer

<table>
<thead>
<tr>
<th>Activity</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fishing</td>
<td>38%</td>
</tr>
<tr>
<td>General Travel, Vacations, Family</td>
<td>28%</td>
</tr>
<tr>
<td>Summer Billboards</td>
<td>15%</td>
</tr>
<tr>
<td>Chain of Links Golf</td>
<td>12%</td>
</tr>
<tr>
<td>Trails, Biking, Outdoors</td>
<td>8%</td>
</tr>
</tbody>
</table>

### Winter

<table>
<thead>
<tr>
<th>Activity</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Winter fun, Skiing, Snowboarding</td>
<td>46%</td>
</tr>
<tr>
<td>Snowmobiling</td>
<td>26%</td>
</tr>
<tr>
<td>Winter Billboards</td>
<td>16%</td>
</tr>
<tr>
<td>Ice fishing</td>
<td>13%</td>
</tr>
</tbody>
</table>

### Fall

<table>
<thead>
<tr>
<th>Activity</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Fun, Outdoors, Getaway, Colors</td>
<td>83%</td>
</tr>
<tr>
<td>Special Events</td>
<td>10%</td>
</tr>
<tr>
<td>Chain of Links Golf (fall)</td>
<td>4%</td>
</tr>
<tr>
<td>Fall Fishing</td>
<td>3%</td>
</tr>
</tbody>
</table>

### Meetings/Sports

<table>
<thead>
<tr>
<th>Activity</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meetings/Sports Advertising</td>
<td>34%</td>
</tr>
<tr>
<td>Meetings/Sports Exposure</td>
<td>66%</td>
</tr>
</tbody>
</table>

### Year Long/Awareness

<table>
<thead>
<tr>
<th>Activity</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Awareness</td>
<td>46%</td>
</tr>
<tr>
<td>General Travel</td>
<td>46%</td>
</tr>
<tr>
<td>Hashtag Nurturing</td>
<td>8%</td>
</tr>
</tbody>
</table>
# Advertising and Marketing

## Seasons and Messaging Comparison

<table>
<thead>
<tr>
<th></th>
<th>Summer</th>
<th>Winter</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2018</td>
<td>2019</td>
</tr>
<tr>
<td></td>
<td>27%</td>
<td>34%</td>
</tr>
<tr>
<td>Fishing</td>
<td>35%</td>
<td>38%</td>
</tr>
<tr>
<td>General Travel, Vacations, Family</td>
<td>29%</td>
<td>28%</td>
</tr>
<tr>
<td>Summer Billboards</td>
<td>25%</td>
<td>15%</td>
</tr>
<tr>
<td>Chain of Links Golf</td>
<td>1%</td>
<td>12%</td>
</tr>
<tr>
<td>Trails, Biking, Outdoors</td>
<td>10%</td>
<td>8%</td>
</tr>
</tbody>
</table>

## Meetings/ Sports

<table>
<thead>
<tr>
<th></th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>6%</td>
<td>9%</td>
</tr>
<tr>
<td>Fall Fun, Outdoors, Getaway, Colors</td>
<td>95%</td>
<td>83%</td>
</tr>
<tr>
<td>Special Events</td>
<td>N/A</td>
<td>10%</td>
</tr>
<tr>
<td>Chain of Links Golf</td>
<td>N/A</td>
<td>4%</td>
</tr>
<tr>
<td>Fall Fishing</td>
<td>5%</td>
<td>3%</td>
</tr>
</tbody>
</table>

## Year Long/Awareness

<table>
<thead>
<tr>
<th></th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>18%</td>
<td>18%</td>
</tr>
<tr>
<td>General Awareness</td>
<td>57%</td>
<td>46%</td>
</tr>
<tr>
<td>General Travel</td>
<td>35%</td>
<td>46%</td>
</tr>
<tr>
<td>Hashtag Nurturing</td>
<td>8%</td>
<td>8%</td>
</tr>
</tbody>
</table>
Advertising Creatives

Billboards

EXPLORE ALEXANDRIA
Minnesota
ExploreAlex.com
TONS of WINTER FUN!

LAKE TIME is Calling...

EXPLORE ALEXANDRIA
Minnesota
ExploreAlex.com

ADVERTISING
Year Long / Guides :: Print

MINNESOTA Monthly
EXPLORE MINNESOTA
APG
Forum Communications Company

DISCOVER Year-Round Adventure in the ALEXANDRIA LAKES AREA!

ExploreAlex.com

Thinking Downtown • Fantastic Fishing • Unique Museums • Over 350 Lakes •
Downhill Skiing, Tubing & Snowboarding • Winery, Brewery & Distillery •
Over 150 Holes of Golf • Over 360 Miles of Groomed Snowmobile Trails
ADVERTISING
Year Long / Guides :: Print

- MN Twins Programs
- MN Wild Programs
- Have Fun Biking Guide
- MN Parent Directory
- Fishing Regulations Guide

ADVERTISING
Year Long / Guides :: InfoTouch

- Plenty of Outdoor Adventure!
- Autumn in Alexandria
- Winter Wonderland

Unleash your inner explorer among dozens of trails, hundreds of lakes, public beaches and all the scenery your senses can handle! Visit ExploreAlex.com for complete listings and resources to maximize your outdoor fun! 

Alexandria possesses a wide variety of tree species which makes the area a great destination to catch dazzling autumn hues. Discover for yourself why fall is one of the best times to explore the Alexandria lakes area!

Don’t let winter slow you down! Activities in the Alexandria lakes area stay hot all year around… from 500 miles of snowmobile trails, great ice-fishing, cross country skiing trails and downhill skiing, snowboarding and tubing at Andes Tower Hills!
ADVERTISING

WINTER :: Ice Fishing

ADVERTISING

WINTER :: Snowmobiling
ADVERTISING

WINTER :: Snow Fun

ANDRES TOWER HILLS

Winter Fun is underway at Andres Tower Hills.

A winter getaway to the Alexandria Lakes area may be just what you need to turn your focus on what the weather gets us! Andres Tower Hills features 10 downhill runs, lifts, cross country ski trails and equipment rental for all the winter activities. You’ll find something for every skill level whether you’re skiing, snowboarding, tubing or cross country skiing.

PLUS, get your second day at Andres FREE if you stay overnight in one of the lodging properties in the area.

For more information on the 2 for 1 weekends ando other deals, check ExploreAlex.com for more area information.

---

STEP 1
1. Choose weekend to ski or snowboard.
2. Make reservations at one of the 17 lodging facilities listed.
3. Inform Andes of your arrival date.
4. Open your packet and purchase lift tickets to Andes at half price on Saturday.
5. Save your lift ticket and receipt from Saturday.

STEP 2
1. After skiing or snowboarding on Saturday, you can enjoy dinner and activities available in Alexandria.
2. Travel to Alexandria to enjoy your evening in the Alexandria area and your lodging choice.
3. Save your hooting receipt.

STEP 3
1. Go back to Andes on Sunday with your paid receipt from Andes, and ski or snowboard.
2. Receive free lift tickets for Sunday.

---

Notes: All tickets and regular ski rentals, snowboard rentals or high-performance rentals are available in the 2 for 1 special (skiing or cross country is not included in special)

Proof of paid receipt for Saturday ticket purchases and lodging receipts required

Opening at participating hotels - please ask for information at the front desk.
ADVERTISING  WINTER :: Web

Explore Alexandria MN
Sponsored

The weekend of deer opener is a perfect time to grab your friends for a GIRLS WEEKEND! Lots of fun in the Alexandria Lakes Area! Special events, shopping, dining, winery, brewery, arts & craft shows and more!
#ExploreAlex
https://explorealex.com/event/hunting-widows-weekend-3/

Let's RIDE! Alexandria Area Snowmobile Trails are OPEN! - Explore Alexandria Minnesota
https://explorealex.com/lets-ride-alexandria-area-snowmobil.../ 

ADVERTISING  WINTER :: TV

FOX 9
ADVERTISING
SUMMER :: Print

AAA LIVING
1. Alexandria
Hit the trails in the Alexandria lakes area! Pedal the paved 55-mile Central Lakes State Trail or go off-road at one of the area parks. VisitAlexandriaMN.com

ADVERTISING
SUMMER :: Print

MINNESOTA
2019-20 BIKING GUIDE
VisitAlexandriaMN.com

Alexandria, Minnesota
Hit the trails in the Alexandria Lakes Area! Pedal the paved 55-mile Central Lakes State Trail or go off-road at one of the area parks.

Thriving Downtown - Innumerable Parks
More Than 300 Lakes - Museums
Winery, Distillery & Brewery
Glacial Lakes Scenic Byway
Variety of Lodging Options
ADVERTISING
SUMMER :: Web

E-Newsletter – Spring, Summer, Fall and Winter

EXPLORING ALEXANDRIA MINNESOTA
Whether it's a weekend or a week long, loaded with family fun or laced up with romance, find adventure and make memories in the heart of lakes country! With over 350 lakes, beautiful trails, a vibrant downtown and diverse shopping and dining, Alexandria is the key to your perfect getaway!

EXPLOREALEX.COM

MYSTIC LAKE
Mystic Lake has 24/7 gaming action in slots, blackjack and bingo. Stay in one of the largest hotels in the Twin Cities with 766 luxurious hotel rooms and suites. Enjoy the championship golf course and distinctive bars and restaurants. Just minutes from Minneapolis, Mall of America® and MSP Airport.

MYSTICLAKE.COM

Summer Emails

Start Planning your Summer Getaway to the Alexandria Lakes Area!

Summer is right around the corner! Don't miss the fun in the Alexandria Lakes Area! Explore Alexandria parks, trails, attractions and over 350 area lakes. Whether it's a long weekend or a week long, loaded with family fun or laced up with romance, you'll create life-long memories in the Alexandria Lakes Area. Visit our website for a list of the Must Do Summer Activities, our Chain of Lakes Golf Trail, Fabulous Outdoor Sitting, Info on Things to Do and overnight accommodations for your perfect stay!

EXPLORE NOW

Explore Alexandria
40 Broadway Ave S
Alexandria, MN 56308
320-763-0132
expalexandria.com
GOLF MARKETING

**StarTribune**

[Image of golf marketing advertisement]

---

**Chain of Links**

**Alexandria Lakes Area Golf Trail**

Numerous scenic golf courses around Alexandria make our lakes area one of the best places to play golf in Minnesota.

[Image of golf course advertisement]

---

**Take a Swing**

**At Alexandria's Golf Trail**

Take a Swing at Alexandria's Golf Trail!

[Image of golf course advertisement]

---

**Explore Alexandria**

**Minnesota**

**Take a Swing**

**At Alexandria's Golf Trail**

[Image of golf course advertisement]
ADVERTISING
SUMMER :: TV

EXPLORE ALEXANDRIA
Minnesota
ExploreAlex.com

ADVERTISING
SUMMER :: TV
ANGLING BUZZ

EXPLORE ALEXANDRIA
Minnesota

MINNESOTA - JOE SCEGURA

EXPLORE ALEXANDRIA
Minnesota

PACKET PG. 115
ADVERTISING
Autumn / Fall :: Print

Explore Alexandria, Minnesota
UNLEASH YOUR INNER EXPLORER THIS FALL!
Over 350 Lakes • Central Lakes State Trail
Plentiful Parks • Thriving Downtown
Glacial Ridge Scenic Byway • Fantastic Fishing
Unique Museums • Over 150 Holes of Golf
Winery, Brewery & Distillery

Discover Your Adventure • www.ExploreAlex.com

UNLEASH YOUR INNER EXPLORER THIS FALL!
More Than 350 Lakes • Central Lakes State Trail
Plentiful Parks • Thriving Downtown • Glacial Ridge Scenic Byway
Fantastic Fishing • Unique Museums • Over 150 Holes of Golf
Winery, Brewery & Distillery

Discover Your Adventure • www.ExploreAlex.com
ADVERTISING
Autumn / Fall :: Web

8.1.a

Packet Pg. 120

ADVERTISING

MARKETING
Tradeshows / Expos

VACATION & TRAVEL Experience

Healthy LIFE EXPO

ASSOCIATIONS NORTH Moving Professionals Forward
## ExploreAlex.com Analytics

### Visit Analytics

<table>
<thead>
<tr>
<th>Year</th>
<th>Visits</th>
<th>Pageviews</th>
<th>Pages per visit</th>
<th>Bounce rate</th>
<th>New visitors</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014</td>
<td>27,335</td>
<td>90,496</td>
<td>3.31</td>
<td>46.75%</td>
<td></td>
</tr>
<tr>
<td>2015</td>
<td>70,313</td>
<td>362,949</td>
<td>5.16</td>
<td>44.67%</td>
<td>82%</td>
</tr>
<tr>
<td>2016</td>
<td>96,386</td>
<td>422,507</td>
<td>4.38</td>
<td>49.11%</td>
<td>77%</td>
</tr>
<tr>
<td>2017</td>
<td>86,888</td>
<td>342,344</td>
<td>3.84</td>
<td>54.06%</td>
<td>86%</td>
</tr>
<tr>
<td>2018</td>
<td>103,815</td>
<td>318,590</td>
<td>3.07</td>
<td>60.41%</td>
<td>86%</td>
</tr>
<tr>
<td>2019</td>
<td>119,306</td>
<td>278,131</td>
<td>2.33</td>
<td>64.07%</td>
<td>85%</td>
</tr>
</tbody>
</table>

### Traffic Sources

<table>
<thead>
<tr>
<th>Channel</th>
<th>Sessions</th>
<th>New Visitors</th>
<th>Bounce Rate</th>
<th>Pages/Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organic Search</td>
<td>74,315</td>
<td>54,772</td>
<td>63%</td>
<td>2.47</td>
</tr>
<tr>
<td>Direct</td>
<td>17,247</td>
<td>13,997</td>
<td>58%</td>
<td>2.33</td>
</tr>
<tr>
<td>Social Media</td>
<td>15,744</td>
<td>12,989</td>
<td>77%</td>
<td>1.50</td>
</tr>
<tr>
<td>Referral</td>
<td>6,800</td>
<td>4,968</td>
<td>52%</td>
<td>3.14</td>
</tr>
<tr>
<td>Display</td>
<td>2,187</td>
<td>1,640</td>
<td>58%</td>
<td>1.71</td>
</tr>
<tr>
<td>(other)</td>
<td>1,782</td>
<td>1,231</td>
<td>66%</td>
<td>1.60</td>
</tr>
<tr>
<td>Email</td>
<td>1,228</td>
<td>1,125</td>
<td>61%</td>
<td>2.09</td>
</tr>
</tbody>
</table>

### Source Channels

<table>
<thead>
<tr>
<th>Source/Medium</th>
<th>Sessions</th>
<th>New Visitors</th>
<th>Bounce Rate</th>
<th>Pages/Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organic/Google</td>
<td>74,128</td>
<td>54,637</td>
<td>62%</td>
<td>2.86</td>
</tr>
<tr>
<td>Direct</td>
<td>17,248</td>
<td>13,997</td>
<td>58%</td>
<td>2.33</td>
</tr>
<tr>
<td>Facebook</td>
<td>13,915</td>
<td>11,262</td>
<td>78%</td>
<td>1.42</td>
</tr>
<tr>
<td>City of Alexandria</td>
<td>1,725</td>
<td>1,258</td>
<td>24%</td>
<td>5.75</td>
</tr>
<tr>
<td>Media One / native</td>
<td>1,783</td>
<td>1,231</td>
<td>66%</td>
<td>1.60</td>
</tr>
<tr>
<td>Media One / display</td>
<td>1,540</td>
<td>1,056</td>
<td>47%</td>
<td>1.84</td>
</tr>
<tr>
<td>Star Tribune / email</td>
<td>1,061</td>
<td>1,023</td>
<td>63%</td>
<td>1.86</td>
</tr>
</tbody>
</table>
### Popular Pages

<table>
<thead>
<tr>
<th>Page</th>
<th>Pageviews</th>
<th>Bounce Rate</th>
<th>Exit %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Things to Do</td>
<td>23,726</td>
<td>19%</td>
<td>16%</td>
</tr>
<tr>
<td>Homepage</td>
<td>17,796</td>
<td>39%</td>
<td>38%</td>
</tr>
<tr>
<td>Events</td>
<td>10,691</td>
<td>54%</td>
<td>24%</td>
</tr>
<tr>
<td>Must-Do Fall Fun</td>
<td>9,666</td>
<td>69%</td>
<td>69%</td>
</tr>
<tr>
<td>Family Fun</td>
<td>7,184</td>
<td>66%</td>
<td>11%</td>
</tr>
<tr>
<td>Lodging</td>
<td>6,373</td>
<td>40%</td>
<td>20%</td>
</tr>
<tr>
<td>Shenanigans Playground</td>
<td>4,040</td>
<td>76%</td>
<td>70%</td>
</tr>
</tbody>
</table>

### State User Locations

<table>
<thead>
<tr>
<th>State</th>
<th>Visits</th>
<th>New Visits</th>
<th>Bounce Rate</th>
<th>Pages/Visit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minnesota</td>
<td>84,437</td>
<td>62,702</td>
<td>64%</td>
<td>2.32</td>
</tr>
<tr>
<td>Illinois</td>
<td>8,392</td>
<td>6,011</td>
<td>66%</td>
<td>2.12</td>
</tr>
<tr>
<td>North Dakota</td>
<td>3,571</td>
<td>2,861</td>
<td>52%</td>
<td>3.15</td>
</tr>
<tr>
<td>Nebraska</td>
<td>3,381</td>
<td>2,498</td>
<td>65%</td>
<td>2.27</td>
</tr>
<tr>
<td>Iowa</td>
<td>1,671</td>
<td>1,345</td>
<td>53%</td>
<td>3.13</td>
</tr>
<tr>
<td>Wisconsin</td>
<td>1,657</td>
<td>1,289</td>
<td>58%</td>
<td>2.58</td>
</tr>
<tr>
<td>Virginia</td>
<td>1,206</td>
<td>1,171</td>
<td>77%</td>
<td>1.50</td>
</tr>
<tr>
<td>South Dakota</td>
<td>1,266</td>
<td>952</td>
<td>49%</td>
<td>3.71</td>
</tr>
</tbody>
</table>
## MN User Locations

<table>
<thead>
<tr>
<th>State</th>
<th>Visits</th>
<th>New Visits</th>
<th>Bounce Rate</th>
<th>Pages/Visit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Metro</td>
<td>43,513</td>
<td>32,373</td>
<td>65%</td>
<td>2.16</td>
</tr>
<tr>
<td>Alexandria</td>
<td>14,099</td>
<td>8,615</td>
<td>65%</td>
<td>2.24</td>
</tr>
<tr>
<td>St Cloud</td>
<td>1,635</td>
<td>1,336</td>
<td>60%</td>
<td>2.74</td>
</tr>
<tr>
<td>Fergus Falls</td>
<td>1,278</td>
<td>891</td>
<td>70%</td>
<td>1.92</td>
</tr>
<tr>
<td>Elbow Lake</td>
<td>842</td>
<td>577</td>
<td>74%</td>
<td>1.74</td>
</tr>
<tr>
<td>Perham</td>
<td>749</td>
<td>550</td>
<td>67%</td>
<td>2.28</td>
</tr>
</tbody>
</table>

## Social Media

<table>
<thead>
<tr>
<th>Platform</th>
<th>Followers</th>
<th>Change from 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facebook</td>
<td>10,728</td>
<td>+5%</td>
</tr>
<tr>
<td>Twitter</td>
<td>1,315</td>
<td>+5%</td>
</tr>
<tr>
<td>Instagram</td>
<td>2,843</td>
<td>+52%</td>
</tr>
<tr>
<td>Pinterest</td>
<td>144</td>
<td>+14%</td>
</tr>
<tr>
<td>YouTube</td>
<td>10,029 views</td>
<td>+6%</td>
</tr>
<tr>
<td><strong>TOTAL REACH/IMPRESSIONS</strong></td>
<td><strong>913,427</strong></td>
<td></td>
</tr>
</tbody>
</table>
Planning 2020

Strategic Objectives

- Increase Destination Awareness
- Increase Overnight Stays, Especially in Non-Peak time
- Utilize Best Practices including staying on the Leading Edge of Technology
- Proactive Focus on Non-Leisure Business (Meetings, Sports)
- Maximize Area-Wide Tourism Collaboration

Continual focus on Strategic Objectives
- Implement direction of Marketing Committee
- Expand promoting travel through various ads, billboards, radio, tv, blogs, #ExploreAlex hashtag usage, social media platforms, website and more. Expand ‘shoulder season’ content & awareness. Stay on the leading edge of technology.
- Increase content generation and social media.
- Hard focus on prospecting new business in sports, meetings & convention travel
- Continually analyze services program.
- Continually analyze marketing efforts.
- Continue to work with local partners on community events/initiatives, while also maintaining local awareness of organizational functions.
- Continue to attend tourism workshops, regional committee work and Explore Minnesota Tourism Conferences and education functions.
- Work towards area-wide tourism collaboration
Alexandria won Best MN Town! Special thanks to the Alexandria Lakes Area Chamber of Commerce and Alexandria Economic Development for organizing and submitted the application! Great opportunity to leverage this distinction in 2020!
Resolution Transferring Funds from the General Fund to the Revolving Improvement Fund

Background
The City's financial policies call for maintaining an unassigned fund balance in accordance with the Statement of Position: Fund Balance for Local Government Based on GASB (Government Accounting Standards Board) Statement No. 54 as revised by the State of Minnesota Office of the State Auditor. This calls for an unassigned fund balance of approximately 35 to 50 percent of fund operating revenues or no less than five months of operating expenditures. The City's past practice has been to observe the standard of five months of operating expenditures. In 2018, when the fund balance exceeded five months (42%), the City Council authorized the utilization of $150,000 to pay towards the cost of the Geneva Crest Reclaim project.

The attached fund transfer spreadsheet shows the status of the unassigned fund balance at the end of 2018, which was 45% of budgeted 2019 general fund expenditures. The right side column on the spreadsheet notes the final general fund revenue and expenditures for 2018. The available funds for transfer at this time is $319,012. Staff recommends that the City Council adopt a resolution transferring a portion of funds available in accordance with the financial policy of the City.

At the April 22, 2019 City Council meeting the City Council approved and executed the Cooperative Agreement between the City of Alexandria and the Alexandria Lake Area Sanitary District for the 2019 Nevada Street Interceptor Sewer Project. The estimated cost of the City's share of the project at that time was $310,890. The recommendation was to pay for the project with a $150,000 transfer from the General Fund Reserve and the remaining amount from the Revolving Improvement Fund.

Recommendation
Adoption of the attached resolution transferring $150,000 from the General Fund to the Revolving Improvement Fund.

ATTACHMENTS:
- General Fund Transfer Worksheet (PDF)
- transfer funds from general fund to rev imp fund (DOCX)
<table>
<thead>
<tr>
<th>Year</th>
<th>Expenditures</th>
<th>Unassigned Fund Balance</th>
<th>2018 Balance</th>
<th>% of Budgeted Expenditures</th>
<th>% of Actual Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Budget</td>
<td>Actual</td>
<td>4,302,141</td>
<td>46%</td>
<td>45%</td>
</tr>
<tr>
<td>2018</td>
<td>9,277,968</td>
<td>9,495,082</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>42%</td>
<td>3,896,747</td>
<td>3,987,934</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>50%</td>
<td>4,638,984</td>
<td>4,747,541</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2019</td>
<td>9,483,641</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>42%</td>
<td>3,983,129</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>50%</td>
<td>4,741,820.50</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2018 fund balance as a net income: 193,561

2019 beg fund balance: 4,210,114

2019 end fund balance: 4,403,680

Fund balance components:
- Non spendable: 101,539
- Transfer possibilities:
  - Unassigned: 4,302,141
    - 42% excess based on 2019 budget exp: 319,012
    - 50% excess based on 2019 budget exp: (439,680)

42% = 5 months of expenditures

Revenues + transfers in: 9,688,643
Expenditures + transfers out: 9,495,082
Net income: 193,561

Excess based on 2019 budget exp: (439,680) = 5 months of expenditures
RESOLUTION NO. 2019-
RESOLUTION TRANSFERRING FUNDS FROM THE GENERAL FUND TO THE REVOLVING IMPROVEMENT FUND

WHEREAS, certain fund transfers are necessary to provide for the City’s unassigned fund balance to adhere to the Financial Management Policy as adopted by the City Council.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Alexandria, Minnesota, that the City Clerk and Treasurer is hereby authorized and directed to transfer $150,000 from the General Fund to the Revolving Improvement Fund for the Nevada Street Reconstruction Project.

ADOPTED by the City Council of the City of Alexandria, Minnesota this 25th day of November, 2019, by the following vote:

YES:
NO:
ABSENT:

________________________________
Sara Carlson, Mayor

ATTEST:______________________________
Martin D. Schultz, City Administrator
Resolution Requesting Sale of Tax-Forfeit Parcels to the Alexandria Housing and Redevelopment Authority

**Background**
Each year, Douglas County sends the City notice of properties forfeited to the State of Minnesota for non-payment of property taxes (see attached, parcels in the city limits are highlighted in yellow).

The City has 60 days from the receipt of the letter to approve the parcels for public auction or auction to adjacent land owners. The City can also request a sale or conveyance to the City.

Staff sent the parcel listing to the HRA to determine if any of the properties were suitable locations for the development of housing. HRA Executive Director Jeff Hess met with the HRA Board and they adopted a motion requesting the City Administrator prepare the attached resolution (see attached maps for location of the parcels) requesting conveyance of two parcels to the HRA. Mr. Hess and city staff offer the following analysis regarding development potential of the parcels.

**Parcel 63-0039-935** - This parcel was also on the initial tax-forfeit list in 2017, but was ultimately redeemed by the owner. The logical use for this land would be to subdivide into two lots and build single family homes. However, the need for a road and city sewer and city water extension makes the site cost prohibitive for single family home construction. However, this parcel could be used in conjunction with land adjacent to it that is currently owned by Lumber One for Phase II of the Preserve and or Parcel 63-0038-000, also owned by Lumber One. This parcel has a home on it that would have to be removed for redevelopment.

**Parcels 63-6301-910** - The HRA will build and sell a single family home targeted to a workforce housing home buyer.

Acquisition of these sites would further the goals of the City regarding the provision of workforce and/or affordable housing. There would also be the benefit of increasing the tax base of the City.

**Financial Impact**
There is no financial impact to the City. This action by the City Council will allow the Alexandria HRA to negotiate the purchase price of the land with Douglas County. Minnesota Statutes 282.01, Subdivision 1a(d)(1) states the following:

"Nonconservation tax-forfeited lands may be sold by the County Board to an organized or incorporated governmental subdivision of the state or state agency for less than their market value if: (1) the County Board determines that a sale at a reduced price is in the public interest because a reduced price is necessary to provide an incentive to correct blighted conditions that make the lands undesirable in the open market, or the reduced price will lead to the development of affordable housing."

There is a track record of success for this process. In 2012, the Alexandria HRA acquired a tax-forfeit property at 1203 Jefferson. The HRA constructed a home on what was a blighted...
parcel and sold the property in August 2016. The taxable value of the property was increased by approximately 130,000 with the construction of the new home.

In late 2017, the Council adopted a resolution that led to the HRA acquiring five parcels. Three of the parcels on East Oak Knoll Drive were split into six buildable single-family lots. There are currently two homes under construction now by the HRA on these lots. The other two lots are the site of the Central Lakes I and II apartment projects that the City Council has contemplated over the past year.

**Recommendation**
The options for the City Council are as follows:

1) Adoption of the attached Resolution Requesting the Conveyance of Tax-Forfeit Land to the Alexandria Housing and Redevelopment Authority
2) No action/failure to pass resolution. This would end the opportunity of the HRA to acquire the property and it would be sold at public auction.

Staff recommends Option #1.

**ATTACHMENTS:**
- Letter from Douglas County (PDF)
- Parcel Maps (PDF)
- Resolution Requesting Sale of Tax Forfeit Properties to the Alexandria HRA (DOCX)
October 17, 2019

Martin Schultz  
City Administrator  
704 Broadway  
Alexandria MN 56308

Dear Mr. Schultz,

Enclosed is a classification listing of non-conservation land located in your city. The parcel(s) described in the listing forfeited to the State of Minnesota for nonpayment of property taxes.

As required under Minn. Stat. § 282.01, we request that you approve the parcel(s) for public auction or auction to adjacent landowners. Alternatively, you may request a sale or conveyance to your city.

We require a certified copy of the City Council Resolution authorizing any action taken. If you request that the city obtain the parcel, you must also complete a State Deed Application form and mail it to this office. The State Deed Application form is located on the Minnesota Department of Revenue's website at the following web address:

https://www.revenue.state.mn.us/state-deed-forms-county-auditors-and-local-government-officials

Special assessments that were levied before the forfeiture do not need to be certified to this office. They were canceled at forfeiture and will be paid from the sale price. Special assessments that are levied after the forfeiture should be certified to this office. They will be added to the appraised value and paid from the sale price.

Please be advised that if the City Council does not respond within 60 days of the date of this letter, the classification and sale will be deemed to be approved.

If you have any questions, please feel free to contact me at (320) 762-3077.

Respectfully Submitted,

Charlene L. Rosenow  
Douglas County Auditor-Treasurer

An Equal Opportunity - Affirmative Action Employer
# Classification Review of Tax Forfeited Lands

**9/13/2019**

<table>
<thead>
<tr>
<th>Parcel #</th>
<th>Legal Description</th>
<th>Classification</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>21-0197-100</td>
<td>SECT-11 TWP-127 RANG-37 Lots 7 - 9 Auditors Subdivision of Childs Lake Drained Except: plat of Lookout Hill</td>
<td>Non-Conservation</td>
<td>Wetland Do Exist Nonforested Land Do Exist Marginal Land Do Exist</td>
</tr>
<tr>
<td>63-0039-935</td>
<td>SECT-09 TWP-128 RANG-37 Sub part East half Southwest quarter &amp; Gov Lot 5 &amp; All of Gov. Lot 6 part of Lot A being 129.74 feet along West line of Birch Ave (Acres = 1.00)</td>
<td>Non-Conservation</td>
<td></td>
</tr>
<tr>
<td>63-6301-910</td>
<td>SECT-09 TWP-128 RANG-37 LOT-2 BLOCK-1 KNOTSONS ADDITION</td>
<td>Non-Conservation</td>
<td></td>
</tr>
<tr>
<td>63-7904-580</td>
<td>SECT-32 TWP-128 RANG-37 BURGEN SUNRISE THIRD ADDITION OUTLOT A (Acre = .06)</td>
<td>Non-Conservation</td>
<td></td>
</tr>
<tr>
<td>63-7904-590</td>
<td>SECT-32 TWP-128 RANG-37 BURGEN SUNRISE THIRD ADDITION OUTLOT B (Acre = .06)</td>
<td>Non-Conservation</td>
<td></td>
</tr>
<tr>
<td>72-0022-000</td>
<td>SECT-02 TWP-129 RANG-40 LOT-6 BLOCK-4 WILLIUS REARR &amp; ENLARG OF EAST EVANSVILLE</td>
<td>Non-Conservation</td>
<td>Wetland Do Exist Ditch</td>
</tr>
<tr>
<td>72-0125-000</td>
<td>SECT-03 TWP-129 RANG-40 Lot 1 of Subdivision A of Southwest quarter of Southeast quarter and East 15 feet of Lot 2, Unplatted Evansville City (Acres = 0.18)</td>
<td>Non-Conservation</td>
<td></td>
</tr>
<tr>
<td>72-0181-000</td>
<td>SECT-03 TWP-129 RANG-40 Lots 1, 5, 6 and West 10' of 4 Block 8</td>
<td>Non-Conservation</td>
<td></td>
</tr>
<tr>
<td>84-0086-000</td>
<td>SECT-23 TWP-130 RANG-39 Subdivision of Lots K &amp; M of the Sudvision of Northwest quarter of Northwest quarter (NW4NW4) South 65.75' of Lot 2 of Subdivision K (Acre = .35)</td>
<td>Non-Conservation</td>
<td></td>
</tr>
<tr>
<td>93-0341-000</td>
<td>SECT-25 TWP-128 RANG-36 DERUSH'S ADDITION North 50' of West 34' of Lot 12 &amp; North 50' of East 12' of Lot 13, Block 4</td>
<td>Non-Conservation</td>
<td></td>
</tr>
</tbody>
</table>

* Deed must contain a restrictive covenant that precludes enrollment in a state conservation program. Minn. Stat. 282.018, subd. 2.
RESOLUTION NO. 2017-

RESOLUTION REQUESTING THE SALE OF NON-CONSERVATION TAX-FORFEIT PARCELS TO THE ALEXANDRIA HOUSING AND REDEVELOPMENT AUTHORITY

WHEREAS, Parcel 63-0039-935 (Section 9 Township 128, Range 37, Subdivision of Part of the E2SW4 & Government Lot 5 & al of Government Lot 6 part of Lot A being 192.74 feet along the west line of Birch Avenue). Parcel 63-0166-025 (Section 16, Township 128, Range 37, N 368.94’ of W150’ of Lot 6, Hicks Subdivision of the N2NW4), Parcel 63-0166-050 (Section 16, Township 128, Range 37, N 368.94’ of E 150’ of the W 300’ of Lot 6, Hicks Subdivision of the N2NW4), Parcel 63-0166-075 (Section 16, Township 128, Range 37, E 150’ of the N 368.94’ of W 450’ of Lot 6, Hicks Subdivision of the N2NW4), Parcel 63-2329-000 (4.63 acres in the NE corner of NE4NE4 lying N of RR (Unplatted Alexandria)), and Parcel 63-2690-000 (N437.18 of NW4NW$ except the E 240’) have been forfeited to the State of Minnesota for non-payment of property taxes, and

WHEREAS, the Alexandria Housing and Redevelopment Authority has identified these parcels as parcels that have blighted conditions or could be developed for affordable housing; and

WHEREAS, Minnesota Statute 282.01 allows the City of Alexandria to request the sale or conveyance of the land to the City; and

WHEREAS, the Alexandria Housing and Redevelopment Authority is the housing and redevelopment authority of the City of Alexandria as authorized by Chapter 469 of Minnesota Statutes.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Alexandria, Minnesota hereby requests the sale of the parcels identified in this resolution to the Alexandria Housing and Redevelopment Authority.

ADOPTED by the City Council of the City of Alexandria, Minnesota, this 23rd day of October, 2017 by the following vote:

YES:

NO:

ABSENT:

_________________________________
Sara Carlson, Mayor

ATTEST: _____________________________
Martin D. Schultz, City Administrator
Feasibility Study for the Runestone Community Center Expansion Project

Background
A working group including city staff, RCC commissioners, and representatives of key user groups (Alexandria Area Hockey Association, Alexandria Figure Skating Club, Vikingland Curling Club) have been meeting for several months to discuss the private funding process for the RCC Expansion Project. Key users of non-ice events have also been invited to participate.

The members of the group agreed that it would be important to engage a professional in the area of fund raising in order to 1) understand the private fund raising potential and 2) assist with a capital campaign. The committee reviewed a proposal from Mark Davy and Associates that had both a feasibility study and capital campaign component. The City Council previously received the draft proposal along with staff. The recommendation from the City Attorney is that city participation in the feasibility study would be acceptable. City staff and elected officials, however, may not participate in the capital campaign component.

The attached proposal and agreement reflect only the feasibility study component. As noted in the proposal, the primary purpose of the feasibility study is to 1) provide project leadership with the necessary information to determine if there is support to move forward with a capital campaign and 2) create engagement in the campaign process.

The information that would be gathered as part of the feasibility study is important information for the City Council. It will help inform the type of financial commitment the City may need to consider for the project.

Financial Impact
The proposed cost of the study is $15,500. In addition, it is estimated there will be an additional $500 to $1,000 in printing and postage. The proposal for consideration by the City Council would have the City contribute half of the cost of the study ($7,750 plus $250 to $500 of printing and postage). The remaining costs of the study will be split between the Alexandria Area Hockey Association, Alexandria Figure Skating Club, Vikingland Curling Club and Explore Alexandria Tourism. Explore Alexandria Tourism committed $750 following a presentation last week by staff. While the City would sign the agreement with the consultant, the project is a collaboration between the City and the user groups.

The City share of the study costs will be paid from the Plans and Studies Fund. This fund is projected to have a balance of approximately $3,500 at the end of the year, prior to the feasibility study. The 2020 levy for this fund is $20,000. There is one potential study in 2020 (strategic plan) that is estimated to cost $10,000. With the project slated to be complete in 2020, there will be sufficient dollars in the fund to pay for the cost of the project.

Recommendation
Motion authorizing the Mayor and City Administrator to execute the attached Letter of Agreement with Mark Davy and Associates upon confirmation of user group contributions to the study.
ATTACHMENTS:

- Feasibility Study Proposal for the Runestone Family Community Center Expansion  (PDF)
- Feasibility Study Letter of Agreement - Runestone Community Center - Revised 11-21-19  (PDF)
Feasibility Study Proposal for the

Runestone Community Center Expansion Project

Mark Davy & Associates

4035 Brookside Avenue • Minneapolis, Minnesota 55416
Phone: (952) 929-0444
Email: info@markdavyassociates.com
Website: www.markdavyassoc.com
October 16, 2019

Greetings,

Thank you for requesting a proposal from Mark Davy & Associates. A project like this can be exciting and uplifting for the Alexandria community.

For 29 years, Mark Davy & Associates has provided our clients with strategic approaches to deliver transformational results.

Our feasibility study process is much more than telling you how much money you can raise; it will enable you to assess objectively where you are, envision where you can go and strategically determine how to get there.

It has been our experience that each organization and community is unique and requires a specially designed approach enabling them to reach their fundraising goals. The Mark Davy & Associates team is dedicated to meeting the needs of your project while providing quality fundraising process.

We promise to demonstrate how our methods will enhance your community’s capacity to achieve its vision.

Thank you for the opportunity,

Mark Davy
Chief Executive Officer
Meet Mark Davy & Associates

Background of Firm

Mission

Mark Davy & Associates serves as a valued partner to our clients, community and profession by providing quality fundraising counsel with integrity.

History

Mark Davy & Associates has been partnering with nonprofits for 29 years to achieve their vision. We are based in Minneapolis, Minnesota.

Our staff consists of experienced consultants and administrative personnel, which gives each client the expertise to maximize their fundraising potential. We work on projects of all sizes. Our firm has conducted successful campaigns from $150,000 to $70 million.

Professional Associations

Belonging to professional fundraising organizations keeps Mark Davy & Associates staff current with new trends in fundraising and philanthropy. We abide by the codes and ethics of these organizations. Please visit the websites below to learn more:

www.apcinc.org  www.afpnet.org  www.mnpgc.org

Proposal for the Runestone Community Center Expansion Project
Meet Mark Davy & Associates

Our Founder

Mark J. Davy, Chief Executive Officer

Mark was awarded the Association of Fundraising Professionals’ Outstanding Professional Fundraiser of the Year for 2010 and has been referred to as the “king” and “wizard” of fundraising by the St. Paul Pioneer Press.

Mark is the founder and Chief Executive Officer of Mark Davy & Associates and has directed and been instrumental in the success of hundreds of capital campaigns for nonprofits, totaling more than $500 million. Mark’s main strength is major gifts and he has single-handedly closed numerous gifts in the $1 million to $10 million range.

Beginning his career as Director of Development for Benilde-St. Margaret’s Catholic High School, Mark developed a nationally acclaimed capital campaign model for secondary education.

He then moved on to a position at the University of Minnesota where he served as Development Director for the School of Nursing, Pharmacy and Public Health. Three years later he was recruited to direct football coach Lou Holtz’s Champion’s Fund and later became Assistant Athletic Director in charge of external operations. Mark is one of only a few people to receive an honorary “M” from the University of Minnesota Athletic Department.

Mark has been a frequent speaker at national, state and local conferences on a wide array of subjects, including: Time Management for Fundraisers; Capital Campaigns; Major Gifts: Changing & Saving Lives; Working with a Consultant; International Philanthropy; Developing Proposals for Private Foundations; The Annual Fund and Women in Philanthropy.
Meet Mark Davy & Associates

Below are the names and backgrounds of your feasibility study representatives

Michael R. Davy, President

A longtime student and practitioner of the fundraising profession, Michael has an undergraduate degree from Minnesota State University, Mankato, a graduate degree in nonprofit management from Hamline University in St. Paul, Minnesota, a Certificate of Fundraising Management from Indiana University and is a Certified Fund Raising Executive (CFRE).

Michael has been with Mark Davy & Associates since 2003 and in that time has worked with organizations in a wide range of sizes to define their vision and mission for pre-campaign studies and achieve their goals through capital campaigns. His skills and experience extend to other Mark Davy & Associates services including assessments and internal organizational audits that focus on developing and enhancing programs.

With a strong commitment to the fundraising profession, Michael is a member of the Association of Fundraising Professionals (AFP) and served on the Minnesota Chapter’s Board of Directors for five years as Membership Chair and Treasurer. He is also a member of the Minnesota Planned Giving Counsel.

Prior to joining the Mark Davy & Associates team, Michael served an internship at Dunwoody College of Technology. The internship focused on fundraising, marketing and admissions. After completing his undergraduate degree, he then worked as a leadership consultant for a national fraternity. During his term he traveled the United States and Canada advising chapters.

Whitney Davy, Consultant

Prior to joining Mark Davy & Associates, Whitney was in the event planning field where she was able to use her talents of multi-tasking, managing work plans and effectively communicating. Whitney possesses great enthusiasm for building strong client relationships and is committed to their satisfaction.

Her passion for organization and attention to detail help make the feasibility study and campaign process streamlined and seamless. Whitney works with each client to ensure they receive all materials and support throughout their time with MD&A.

Whitney has a Bachelor’s degree in Speech Communications from Minnesota State University, Mankato.
Signature Clients

**Athletics**
Williams & Mariucci Arenas – Minneapolis, MN
Herb Brooks Foundation – Minneapolis, MN
Hastings Ice Arena & Football Stadium – Hastings, MN

**Arts**
Museum of Russian Art – Minneapolis, MN

**Associations**
University of Minnesota “M” Club – Minneapolis, MN
Printing Industry of Minnesota – St. Paul, MN
Hennepin County Bar Foundation – Minneapolis, MN

**Churches**
Basilica of Saint Mary – Minneapolis, MN
St. Martin’s by the Lake – Minnetonka, MN
Peace Lutheran Church – Bloomington, MN

**Education**
Dunwoody College of Technology – Minneapolis, MN
Anoka-Ramsey Community College – Anoka, MN
Hennepin Technical College – Brooklyn Park, MN

**Health**
Marian Home – Fort Dodge, IA
North Memorial Foundation – Robbinsdale, MN
Maple Grove Hospital – Maple Grove, MN

**Social Service**
House of Hope – Mankato, MN
Make-A-Wish Minnesota – Minneapolis, MN
The Jeremiah Program – Minneapolis, MN
Youth Link – Minneapolis, MN

**Veterans**
The American Legion – St. Paul, MN

Proposal for the Runestone Community Center Expansion Project
What is the feasibility study’s purpose?

The study serves two primary purposes:

1) It provides project leadership with the necessary information to determine if there is support to move forward with a capital campaign.

2) It creates engagement in the campaign process. Asking for potential donors’ advice provides a sense of ownership in the planning and campaign vision.

Our experience has brought about an awareness of six significant factors to be researched during the study:

- Awareness and importance of the vision
- Strengths of the various programs the expansion will serve
- Areas of concern regarding the proposed campaign
- Communication preferences of potential donors
- Volunteer support
- Financial capability

Additional items will be added to this list based on the specific needs of the project.

What process will be used to conduct the feasibility study?

There are two methods utilized in conducting the feasibility study: interviewing and surveying potential donors. The vision statement, a document which describes the project, is created and distributed to all participants with an invitation to take part in the study. A comprehensive questionnaire is used in the interviews and surveys to provoke thoughtful discussion and input.

Mark Davy & Associates will invite approximately 50 individuals/businesses/foundations to personally interview with a representative from our firm. If these prospective donors are unable or choose not to participate they will be sent a survey, with identical questions from the interviews, which can be completed through mail or online.

Additionally, we will send a survey with the same questions used in the interviews to approximately 100 to 200 individuals/businesses/foundations that may support a campaign. The survey can be completed online or by mail.
Feasibility Study

Upon completion of the study, Mark Davy & Associates will provide project leaders with a written report containing responses and our analysis. Comments and perceptions are reported without names or identification. Using feasibility study responses Mark Davy & Associates will provide an estimate of how much can be expected to raise over a three to five year period. The report will also contain recommendations on next steps in moving forward.

What are the project committee’s responsibilities?

Revise and approve all written materials – Designated leadership will revise and approve the written materials before they are used or distributed during the feasibility study, which includes: the document describing the project (vision statement), invitation letters and questionnaire.

Provide information – A vision statement will be written and distributed to all study participants describing the project. Mark Davy & Associates will need information from project leadership to write the first draft for this document.

What will Mark Davy & Associates be responsible for during the study?

During the study Mark Davy & Associates provides the following services with the project leaders’ approval:

Write a draft of the document describing the reason for a capital campaign – This document is referred to as the “vision statement”, which describes basic information about the vision for this project and why a capital campaign is being proposed.

Create an invitation for interview and survey participants – Each invitation will be specifically designed for your project and personalized for participants.

Write a questionnaire – A questionnaire is designed to be used in the interviews and surveys. Questions will be created to determine the following:

- Awareness and importance of the project vision
- Strengths of the various programs the expansion will serve
- Areas of concern regarding the proposed campaign
- Communication preferences of potential donors
- Volunteer support
- Financial capability

Mark Davy & Associates will create an internet questionnaire to be used by those who are invited to participate through a survey and prefer the convenience of completing it online.
Mail all vision statements, invitations and questionnaires – To relieve volunteers of additional work, Mark Davy & Associates will print and distribute all materials through our office.

Schedule appointments for interviews – Mark Davy & Associates’ office will schedule and confirm appointments with all who decide to participate.

Survey – Mark Davy & Associates will mail all surveys and provide a return postage paid envelope.

Conduct interviews – Each individual/business that chooses to participate will interview with a representative from our staff at a designated space in Alexandria. If needed, Mark Davy & Associates will meet with select participants at a place most convenient for them.

Write the report – We will create a report for project leadership that contains all answers from the questions asked in the interviews and surveys. Ensuring confidentiality, comments will not be associated with participants.

Present the report to project leadership – A representative of our firm will present the report to project leadership, answer questions and make recommendations for a campaign.

92% Accuracy on predicting the campaign results

What is the approximate length of time to conduct a study?

Most studies last approximately three months from the time project leadership approves moving forward to when the report is presented.
What is the cost to conduct a feasibility study?

The feasibility study fee is $15,500. Eight thousand, five hundred ($8,500) is due upon signing the agreement. Three thousand, five hundred ($3,500) is due after the first month and $3,500 is due upon final report to project leadership.

- Consultant travel within the Alexandria area for meetings, interviews and report presentation: included in fee
- Administrative work: included in fee
- Writing content and graphic design: included in fee
- Printing and postage for invitation mailings: Estimated $500 to $1,000
LETTER of AGREEMENT

The following is a Letter of Agreement between the city of Alexandria, Minnesota and Mark Davy & Associates, Inc.

1. PURPOSE

The purpose of this agreement is to conduct a Feasibility Study for the Runestone Community Center Expansion Project, as more fully detailed in the Feasibility Study Proposal for the Runestone Community Center Expansion Project which is incorporated into and made part of this Agreement.

2. SCOPE OF SERVICES BY MARK DAVY & ASSOCIATES

- Provide drafts of letters, case statement and questionnaire for approval by project leadership
- Invite 50 potential donors to participate in an interview and arrange appointments
- Invite up to 200 potential donors to participate in a mail or online survey
- Prepare and present a report to project leadership with results and recommendations

3. PRIMARY OBJECTIVES OF THE FEASIBILITY STUDY ARE TO DETERMINE THE FOLLOWING:

- Awareness and importance of the vision
- Strengths of the various programs the expansion will serve
- Areas of concern regarding the proposed campaign
- Communication preferences of potential donors
- Volunteer support
- Financial capability
4. **TERMS OF SERVICE**

Mark Davy & Associates will devote the appropriate amount of time to accomplish the objectives of a Feasibility Study. Pacing of these days of service will be on a needs basis as determined by project leadership and Mark Davy & Associates. Mark Davy & Associates will bill the city of Alexandria according to the following terms of payment:

**FEES:** A total of $15,500 is payable covering the cost of the Feasibility Study and report to leadership. Eight thousand, five hundred ($8,500) is due upon signing the agreement. Three thousand, five hundred ($3,500) after the first month and $3,500 is due upon final report to project leadership. This fee includes all travel that will be conducted in the Alexandria area. All fees paid are non-refundable.

Additional expenses will include: prospect research, printing, postage and any travel outside of the Alexandria area. All expenses will be approved ahead of time by project leadership.

Mark Davy & Associates recognizes the special privilege inherent in our relationship with the city of Alexandria. We welcome the opportunity to be of service in working to enhance the programs that will benefit from this project.

**ACKNOWLEDGED**

____________________  ____________________  
City of Alexandria        Date

____________________  ____________________  
City of Alexandria        Date


11/19/19

Mark Davy & Associates, Inc.  Date
Request to Extend DATA Snowmobile Trail in City

**Background**
Representatives from the Douglas Area Trail Association (DATA) have requested permission from the City to create a trail route as noted on the attached Landowner Permission Form. The trail would essentially connect the area near the new Ollie's Service on Donna Drive to the existing DATA trail near Mark Lee Excavating on the south side of 50th Avenue. The attached map shows the location.

The City Council last updated the Resolution Regarding Snowmobile Routes in 2009 (see attached). Donna Avenue, South Broadway, and 50th Avenue are not on the list of prohibited routes as noted in the resolution.

**Financial Impact**
State statute (attached) is clear that any landowner who provides permission for such a trail does not assume any liability.

**Recommendation**
Motion authorizing staff to submit the attached landowner permission form to DATA.

**ATTACHMENTS:**
- Landowner Permission Form and Background Information (PDF)
- Proposed Trail Map  (PDF)
- 2009 Snowmobile Routes Resolution  (PDF)
LANDOWNER PERMISSION FORM

THIS PERMIT is granted on __________, by City of Alexandria
the Landowner(s) to Douglas County the Sponsor to establish and/or maintain the
DATA Snowmobile Trail.

That City of Alexandria, the (record owners, contract for deed purchasers, lessees),
grants this permit over and upon the following described premises situated in the County of
Douglas, State of Minnesota, to wit: (complete land description)

Trail to begin on south side of Demna Ave (Ollies lot), follow Demna
ave east, cross Demna Ave into west row of South Broadway, follow north, cross
over South Broadway eastbound into, south row of 50th Ave
rejoin existing trail (South of Mark Lee)

SUBJECT TO:

1. This permit shall be continuous and will terminate upon sale of the land, or upon notification in writing
to the Sponsor six (6) months prior to termination by the Landowner(s).

2. The right-of-way shall be open to the general public for snowmobile use.

3. The Sponsor shall at all times have the right to enter upon said right-of-way for any purpose necessary to
the performance of lawful powers and duties.

4. The Landowner(s) shall have the right to close said right-of-way during any emergency, with the
approval of the Sponsor.

5. The permit is for a 12 foot width over the route to be used.

DATE: ____________________________

(Landowner/Signature)

(Club Representative)

NOTE: All Trail Permits are to be made out to the Sponsor not the club. Permits can be made out to club only
if the Sponsor has specifically given written permission and authority to the club, and the club has been incorporated.

Douglas Area Trail Assn.
PO Box 112
Alexandria, MN 56308
604A.22 OWNER’S DUTY OF CARE OR DUTY TO GIVE WARNINGS.
Except as provided in section 604A.25, an owner who gives written or oral permission for
the use of the land for recreational purposes without charge:
(1) owes no duty of care to render or maintain the land safe for entry or use by other persons
for recreational purpose;
(2) owes no duty to warn those persons of any dangerous condition on the land, whether
patent or latent;
(3) owes no duty of care toward those persons except to refrain from willfully taking action
to cause injury; and
(4) owes no duty to curtail use of the land during its use for recreational purpose.
History: 1994 c 623 art 4 s 3

604A.23 OWNER’S LIABILITY.
An owner who gives written or oral permission for the use of the land for recreational
purposes without charge does not by that action:
(1) extend any assurance that the land is safe for any purpose;
(2) confer upon the person the legal status of an invitee or licensee to whom a duty of
care is owed; or
(3) assume responsibility for or incur liability for any injury to the person or property caused
by an act or omission of the person.
History: 1994 c 623 art 4 s 4

604A.24 LIABILITY; LEASED LAND, WATER-FILLED MINE PITS; MUNICIPAL
POWER AGENCY LAND.
Unless otherwise agreed in writing, sections 604A.22 and 604A.23 also apply to the duties
and liability of an owner of the following land:
(1) land leased to the state or any political subdivision for recreational purpose; or
(2) idled or abandoned, water-filled mine pits whose pit walls may slump or cave, and to
which water the public has access from a water access site operated by a public entity; or
(3) land of which a municipal power agency is an owner and that is used for recreational
trail purposes, and other land of a municipal power agency which is within 300 feet of such
land if the entry onto such land was from land that is dedicated for recreational purposes or
recreational trail use.
History: 1994 c 623 art 4 s 5; 1999 c 183 s 5
April 16, 2019

To whom it may Concern:

The Douglas Area Trail Association has carried their Trail Grooming Liability Insurance with Security State Insurance, located in Aitkin, MN since 2009.

The club's policy provides liability coverages of one million dollars per occurrence and two million dollars general aggregate. The policy contains an endorsement that modifies the insurance provided under the commercial general liability form. This endorsement is titled Additional Insured-Owners, Lessees or Contractors-Scheduled Person or Organization. This endorsement amends the policy to include all persons or organizations listed on the endorsement form. Because of the number of landowners, the name, Landowners, includes all property owners the Douglas Area Trail Association uses for their trail system.

I can be reached at 218-927-3712 if you have any questions regarding the Douglas Area Trail Association’s liability policy.

Sincerely,

Mark D. Larson
Agent
Security State Insurance
PO Box 347
Aitkin, MN 56431
218-927-3712
RESOLUTION NO. 83-84 AS AMENDED BY
RESOLUTIONS 96-95, 98-65, 05-61, AND 09-37

RESOLUTION REGULATING SNOWMOBILE ROUTES

WHEREAS, the City Council of the City of Alexandria has determined that the safety of the public and individuals using snowmobiles within the City of Alexandria is of the utmost concern; and

WHEREAS, Alexandria City Code Section 6.18, Subd. 4 permits the City Council by resolution to prohibit the operation of snowmobiles within the right-of-way of public roads, streets, or other City property when the City Council determines that the public safety and welfare so require; and

WHEREAS, the City Council of the City of Alexandria has determined that the public safety and welfare of its residents and those persons using the City streets requires the closing certain designated streets to all snowmobile traffic;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Alexandria, Minnesota:

1. That snowmobile traffic shall be expressly and completely prohibited during all periods within the area of the City of Alexandria (a) bounded on the north by Third Avenue, and on the south by Tenth Avenue, which is located between Fillmore and Irving Street except at the intersection of Fifth Avenue West at Fillmore Street, and (b) bounded on the north by Eighth Avenue and on the south by Tenth Avenue, which is located between Nokomis and Lake Streets.

2. That snowmobile traffic shall be permitted in the City of Alexandria subject to all provisions of the Alexandria City Code and applicable state law herein, only within the hours of 7:00 a.m. to 11:00 p.m. Sunday through Thursday, and 7:00 a.m. Friday to 1:00 a.m. Saturday, and 7:00 a.m. Saturday to 1:00 a.m. Sunday, of each week.

3. That snowmobile traffic shall be prohibited at all times on the following streets, avenues, and roads in the City of Alexandria:
   a. Broadway
   b. Highway 29
   c. Cedar Street
   d. Nokomis Street
   e. Jefferson Street except between Second Avenue and Eleventh Avenue
   f. McKay Avenue north of the Central Lakes Trail
   g. Birch Avenue
   h. Third Avenue
   i. Sixth Avenue
   j. Tenth Avenue
   k. Twelfth Avenue
   l. Fairgrounds Road
   m. Agnes Avenue

ADOPTED by the City Council of the City of Alexandria, Minnesota this 11th day of May, 2009, by the following vote:

YES: Bigger, Carlson, Miller, Frank

NO:

ABSENT: Benson

ATTEST: [Signature]

H. Dan Ness, Mayor

Packet Pg. 156
1. CALL TO ORDER

Under the procedures established by the Commission on October 1, 1973, the minutes of the October 21, 2019 meeting were approved.

<table>
<thead>
<tr>
<th>Attendee Name</th>
<th>Title</th>
<th>Status</th>
<th>Arrived</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deb Parrott</td>
<td>Chairperson</td>
<td>Present</td>
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<tr>
<td>Adam Barnett</td>
<td>Commission Member</td>
<td>Present</td>
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<tr>
<td>Chris Huether</td>
<td>Commission Member</td>
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<td>Kris Chisholm</td>
<td>Commission Member</td>
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<td>Todd Jensen</td>
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<td>Tyler Notch</td>
<td>Commission Member</td>
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<tr>
<td>Susan Anderson</td>
<td>Commission Member</td>
<td>Present</td>
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2. 7:00 PM - PUBLIC HEARING - CHRIS CARLSON - INTERIM USE PERMIT

1. I-19-002 - Interim Use Permit - Chris Carlson Dba Hud-Hens, LLC

This application seeks an interim use permit to allow the temporary use of a commercial parcel for open and outdoor storage of docks, lifts, and other water-oriented recreational equipment, without an on-site sales office, for a time-period not to exceed seven (7) months from the date of City approval.

Authorization: This application is authorized by City Code Section 10.03, Subd. 9, and by Section 10.06, Subd. 5.

Definition: Minnesota Statutes 462.3597, Subd. 1, defines an interim use as follows: “An 'interim use' is a temporary use of property until a particular date, until the occurrence of a particular event, or until zoning regulations no longer permit it.”

History/Background: This property was part of the City’s Orderly Annexation Agreement with Alexandria Township, and was annexed to the City in 2012. The City of Alexandria/Alexandria Township Joint Planning Board had already approved a conditional use permit for open and outdoor storage on this site in July, 2011, at which time the property was combined with the then-Alexandria Dock Works property on the north - that property contained the required sales office building for the full Dock Works operation at the time. Dock Works continued in operation for several years, but has since converted to Tru Lumber, and the subject site was again split off in July, 2019. The applicant acquired the site and intends to construct the required sales office building in order to use the existing conditional use permit. However, the construction season has run out and he is already storing docks/lifts on the site, hence, this is an after-the-fact application, and the applicant has paid the necessary after-the-fact fee. He does intend to construct the sales office in 2020, and the items presently being stored on the site will be reinstalled at their owners’ lake locations as soon as weather permits in the spring. Once the required sales
office is constructed, he previously-issued conditional use permit will be effective.

**Access:** The site is accessed via North Nokomis. There is no proposal to modify the access point.

**Parking:** Since the items to be temporarily stored are to be used elsewhere, and since they are either delivered to the customer or are picked up and returned by the customer, no customer parking is required to be provided for this interim use permit. Parking will be reviewed with the building permit application for the sales office building.

**Utilities:** No utility use is required for this storage. No change in utilities is contemplated. The required sales office building will served with both sanitary sewer and municipal water which are available in North Nokomis.

**Drainage:** No change in the existing site drainage is contemplated.

**Question:** Should the Commission recommend a limit on the number of units that can be stored on this site under this permit? This would be a good dialogue to have with the applicant at the hearing.

**Screening:** There are no conforming existing residential uses adjacent to this site. Screening is not required.

**Recommendation:** Since it appears that the subject application meets or exceeds the relevant provisions of the Alexandria City Code, recommend approval based upon the Findings of Fact and with the conditions as outlined on the enclosed Interim Use Permit Analysis.

Mike Weber, City Planner, reviewed the application with the Commission and read the definition of an interim use permit. The applicant is asking for an interim use permit for temporary storage of docks, lifts, and other water recreation items. He then introduced Chris Carlson with Hud-Hens, LLC.

Mr. Carlson commented they booked more boat lift storage than they have in the past. As a result, the two storage lots (outside of the City) with a conditional use permit are at capacity. He is hoping to be allowed to store these customer lifts for the winter time and have them back to their respective properties in the spring.

Mr. Weber reminded the Commission this site in the past has stored boats, docks, and lifts. The boats are gone now and have been replaced with about 20 lifts. This site was part of a larger site to the north called Dockworks, which operated under a conditional use permit. It also had a building that served this site too. That property was split earlier this year from the bigger site and now houses Tru Lumber. The applicant does intend to build a sales building on site to meet the conditions of the CUP issued by the Joint Planning Board in 2011, but he just acquired the property after the end of the summer.

Commission Member Huether asked if more lifts will be added or what’s there is it.

Mr. Carlson commented that he had originally thought of a total of 30 which is what he put on his application. At this time he thinks there are 24 or less onsite.

Chairperson Parrott asked Mr. Carlson the time frame for adding the office building.
Mr. Carlson stated he doesn’t at this time, but the lifts will be gone long before that happens. He wants all the lifts gone by Memorial Day weekend.

Commission Member Barnett asked if he plans on selling lifts and docks at this location once the building is up.

Mr. Carlson commented yes, this will be used as an extension of his current business Lakeshore Equipment. The property is also permitted for boats so there is that potential as well.

Chairperson Parrott asked Mr. Weber if the Commission needs to limit the number of units.

Mr. Weber agrees it’s a good idea to come to an agreement with the applicant on the number of units for the Interim Use Permit.

Mr. Carlson said he may take a few extras in and that’s why his application says 30 units. It’s very well organized.

Chairperson Parrott asked Mr. Carlson if 30 units would be satisfactory.

Commission Member Barnett asked if 24 units would be acceptable.

Mr. Carlson commented he would be more comfortable with a limit of 30 just in case.

Commission Member Anderson confirmed with Mr. Carlson that the lifts would be gone by Memorial Day weekend. What kind of end date would be reasonable? June 1, 2020?

Mr. Carlson agreed that June 1, 2020 would be acceptable.

Commission Member Anderson commented that Memorial Day is May 25, 2020 so June 1, 2020 gives the applicant a few additional days.

Mr. Carlson indicated it would be a non-issue for him as the other storage lots will also be cleared off and they could just move any remaining lifts over.

Chairperson Parrott opened the hearing for public comment.

Hearing no comments, Chairperson Parrott closed the public hearing.

Following further discussion a motion was made to approve Interim Use Permit (I-19-002) submitted by Chris Carlson dba Hud-Hens, LLC, based on the Findings of Fact:

1. The request is consistent with the City’s Comprehensive Plan = Commercial
2. The request meets land area and setback requirements.
3. The request will not depreciate the surrounding area.
4. The request is consistent with the character of the surrounding area, with commercial all sides.
5. Existing or proposed utilities adequate to accommodate the request.
6. Existing or proposed streets adequate to handle the request with Nokomis existing.
7. The request will not place any undue financial burden on the City.

AND, with the following conditions:
1. No exterior lighting allowed.
2. No more than a total of thirty (30) units stored onsite.
3. All units must be removed from the property by June 1, 2020.

RESULT:  APPROVE & REFER [UNANIMOUS]  Next: 11/25/2019 7:00 PM
MOVER:  Chris Huether, Commission Member
SECONDER:  Adam Barnett, Commission Member
AYES:  Barnett, Huether, Chisholm, Jensen, Notch, Anderson

3. 7:10 PM - PUBLIC HEARING - NICHOLAS KLIMEK - CONDITIONAL USE PERMIT

1. C-19-016 - Conditional Use Permit - Nicholas Klimek

This application seeks a conditional use permit to allow open and outdoor storage and display of automobiles (motor vehicles) in an I-1, “Light Industrial” zoning district.

Authorization:  This application is authorized by Section 10.15, Subdivision 4.A of the City Code.

Conditional Use, Definition:  “A use, which because of special problems of control the use presents, requires reasonable, but special, unusual and extraordinary limitations peculiar to the use for the protection of the public welfare and the integrity of the municipal land use plan.” (Source:  City Code, Section 10.02.51)

Notification:  Minnesota Statutes 462.357, Subd.3 requires that notice of the required public hearing be given to the owners of property located within 350 feet of the project site.

Location:  The property is located at 1910 39th Avenue West, in the Airport Industrial Park.

Background:  The structure on this site was originally constructed as an accessory building/garage, but has been a principal structure for several years. According to the County’s GIS records, this structure does have an internal fire suppression system (sprinkler).

Access:  The site is presently accessed via 39th Avenue. No additional or modified access is proposed.

Storage Location/Access:  The proposed display area is located on the east of the existing building, at the northerly end of the parking area. Access to the display area is available through the existing parking area. The Fire Marshal and Building Inspector have both previously confirmed that no additional fire access lane is required on the east and/or north side of the building, so this area is suitable for the proposed display use.

Screening:  Open and outdoor display is required to be screened from adjoining residential uses. No such residential uses exist in the vicinity of the display location.

Surfacing:  All proposed display areas are already hard surfaced.

Number of Vehicles/Items:  The applicant’s site plan indicates up to ten (10)
units/vehicles to be displayed outside. The City Code requires not less than 200 square feet of paved/hard surfaced area per unit being displayed. The area identified in the application is approximately 3000 square feet in area, so even displaying ten (10) units would leave room for customer parking.

**Restrictive Covenants:** The recorded covenants regulating the use of property in the Airport Industrial Park (AIP) do not apply to this site. (The covenants were not adopted at the time of the original development of this portion of the AIP.)

**Hours of Operation:** The applicant indicates hours of operation will be Thursday and Friday, from 7:00 a.m. to 5:00 p.m.

**Recommendation:** Since it appears that the subject application meets or exceeds the relevant provisions of the City Code, recommend approval as presented, with an overall limit of ten (10) to be stored/displayed outdoors, based upon the Findings of Fact and subject to the conditions noted in the enclosed Conditional Use Permit Analysis.

Mr. Weber reviewed the application with the Commission and read the definition of a conditional use permit. Mr. Weber then introduced the applicant, Nicholas Klimek.

Mr. Klimek would like to open a car dealership with a total of ten vehicles to be displayed outdoors, plus indoor storage. He plans on buying the vehicles at auction, clean them up, and display them for sale.

Chairperson Parrott asked Mr. Klimek if the vehicles will all be in running condition or if he plans on working on them first.

Mr. Klimek commented the cars will all be in running order as he will test them prior to purchasing them. No repair work will be done at this site.

Chairperson Parrott asked about the size of his office building.

Mr. Klimek indicated there are a total of three offices in the building. He will have the front one with the remaining two vacant at this time. If need be, he could have a couple of vehicles stored inside.

Chairperson Parrott verified there would not be a change in occupancy and asked if it already has fire sprinklers.

Mr. Weber acknowledged the building does have fire sprinklers. He also asked Mr. Klimek if the vehicles stored inside would be like a showroom.

Mr. Klimek indicated it would just be extra parking at this time.

Commission Member Barnett confirmed that no maintenance work would be done on the vehicles.

Mr. Klimek confirmed he will not be doing any maintenance work. He plans on test driving the cars, purchasing them at auction, and putting them up for sale. He won't be buying any junk.

Commission Member Barnett asked if there is a wash bay available.

Mr. Klimek indicated there is not as there is no floor drain in the building.
Commission Member Barnett asked about the number of employees on the application; it states zero.

Mr. Klimek confirmed he will not be hiring any additional employees, just himself.

Commission Member Barnett asked Mr. Klimek if ten cars is sufficient for the applicant.

Mr. Klimek indicated that’s what he would like. He thinks it’s reasonable for the spot; especially if you count the inside storage as there is no limit there.

Chairperson Parrott asked Mr. Klimek if he plans on doing any remodeling.

Mr. Klimek indicated no remodeling or anything; just adding a sign on the building.

Chairperson Parrott opened the hearing for public comment.

Hearing no comments, Chairperson Parrott closed the hearing.

Following further discussion a motion was made to approve Conditional Use Permit (C-19-016) submitted by Nicholas Klimek, based on the Findings of Fact:

1. The request is consistent with the City’s Comprehensive Plan = Industrial
2. The request meets land area and setback requirements.
3. The request will not depreciate the surrounding area, existing structure.
4. The request is consistent with the character of the surrounding area, with industrial all sides.
5. Existing or proposed utilities adequate to accommodate the request.
6. Existing or proposed streets adequate to handle the request with 39th Ave W, existing.
7. The request will not place any undue financial burden on the City.

AND, with the following conditions:

1. Separate sign permit required.
2. Any exterior lighting to be hooded and directed away from public.
3. No more than a total of ten (10) vehicles allowed for outdoor display.

RESULT: APPROVE & REFER [UNANIMOUS] Next: 11/25/2019 7:00 PM
MOVER: Adam Barnett, Commission Member
SECONDER: Kris Chisholm, Commission Member
AYES: Barnett, Huether, Chisholm, Jensen, Notch, Anderson

4. 7:20 PM - PUBLIC HEARING - BRIAN DE WENTER - CONDITIONAL USE PERMIT

1. C-19-017 - Conditional Use Permit - Brian De Wenter Dba West Central Auto Glass

This application seeks a conditional use permit to allow minor auto repair with associated parking, drainage, and outdoor storage for an auto glass repair shop in a B-1 “General Business” zoning district. (This is the proposed new location for the business presently located on the 0.34 acres site at the SE corner of Third and Broadway.)
**Location:** The site is located on the northeast corner of Seventh Avenue and South McKay. The proposed use will occupy roughly the southerly one-half (0.6 acres) of the site.

**Authorization:** This application is authorized under City Code Section 10.11, Subdivision 4.G.

**Notification:** Minnesota Statutes 462.357, Subd.3 requires that notice of the required public hearing be given to the owners of property located within 350 feet of the project site.

**Access:** Access is proposed from McKay Avenue via a shared drive with the unused northerly portion of the parcel. The project should construct a sidewalk along the South McKay frontage from the proposed driveway south to the Seventh Avenue right of way, and along the Seventh Avenue frontage from the McKay right of way to the east property line. (If the remnant piece to the north is developed at a later date, a sidewalk will be required along the northerly McKay Avenue frontage and the Sixth Avenue frontage at that time.)

As part of the review of this project, the City Engineer, the County Engineer, and City staff have reviewed access spacing for the subject site, and for the remnant site. The proposed access is appropriately located directly across McKay from the convenience store/gas station, and leaves enough room for access to the remnant property. However, if the remnant is developed as multiple pieces, it could use the shared access in this proposal as well as a new access from Sixth Avenue. As mentioned, any development of the remnant piece will provide additional sidewalk connections. The existing approach north of the proposed access will be abandoned.

Douglas County Public Works may require a permit to work in the right-of-way of CSAH 46. A City right-of-way permit may be required for work in Seventh Avenue.

**Utilities:** There is an existing 12” water main in McKay Avenue. Additionally, there is an 8” sanitary sewer main in each of Sixth and Seventh Avenues. (See below for comments on connection/hookup fees and ALASD WTEF.)

**Drainage:** Since the entire site is undeveloped, there may be an opportunity for a common plan of development for drainage purposes. A fully engineered drainage plan will be a condition of approval of this request. It appears that rate control will be required. The applicants may also consider the construction of a regional pond.

**Parking:** Eight (8) parking spaces are required (two stalls per service bay for the repair shop plus three stalls per 1000 square feet of office space). Perimeter curb and gutter will be required along the south, west, and east sides of the parking area.

**Outdoor Storage:** There will be some minimal outdoor storage associated with this use as customers drop off vehicles for repair. **Question:** Where will these vehicles be stored on the site? How many such vehicles can be expected at the peak?

**Connection charges.** Connection/hookup fees for sanitary sewer and water will be charged, based upon the new development. Those charges may be paid with the building permit or may be spread with the property taxes over a ten-year period. ALASD will likely have a separate Wastewater Treatment Expansion Fee (WTEF) which is fully payable at time of building permitting.
**Landscaping:** Required landscaping is 15% of the net site area. A separate landscaping plan will be required as part of the building permit process. Boulevard trees at not less than thirty (30) foot intervals will be included for the Seventh Avenue frontage as well as for the McKay frontage from the driveway to the south right of way.

**Signage:** A separate sign permit will be required. The maximum height for a detached/pylon sign in this location is eighteen (18) feet.

**Recommendations:** Since it appears that the proposal meets or exceeds the requirements of the Alexandria City Code, recommend approval of the conditional use permit for the motor fuel station, C-19-017, based upon the Findings of Fact and conditions as noted in the enclosed Conditional Use Permit Analysis.

Mr. Weber reviewed the application with the Commission and introduced Brian De Wenter with West Central Auto Glass and Jeff Rodel with Rodel Construction.

Mr. De Wenter is requesting to relocate his auto glass company to this new site. Nothing will change with the business, he’ll still be working on residential and commercial vehicles. He finally decided to sell the property on 3rd & Broadway because he doesn’t want to be overshadowed by the proposed new structure going up next door. He is hoping to have the building up in about three months. He needs to keep working!

Chairperson Parrott asked about outdoor storage where people drop off their vehicles. What is the maximum number of space you need to have?

Mr. De Wenter indicated it depends on the season. Usually it’s not too long but is busier in the summertime. He has had up to 8 or 10 cars lined up waiting to have windshields or AC units replaced. He does have another storage shed that needs to be moved off his current property that might work for that too.

Mr. Weber agreed all Mr. De Wenter would need to do is obtain a building permit for footings and foundations for the shed, even if just a slab-on-grade. He also reminded the applicant that any shed 200 square feet or less is exempt from the permitting requirements of the building code.

Chairperson Parrott asked if the Commission limited it to ten vehicles to be stored outdoors, would that be sufficient.

Mr. De Wenter commented that between 10 or 12 would be sufficient; very seldom does he have any more than that. During the summer months cars might sit for a few extra days waiting for parts to arrive, but it’s not usually any more than 10 cars at a time. He doesn’t like having the cars come into the shop until the parts arrive. He doesn’t do any collision repair or frames; strictly auto glass repair and AC units for residential and commercial vehicles. Basically, all the work they do is done in a day.

Commission Member Barnett asked about the five striped parking stalls in the front of the building on the drawing that was submitted.

Mr. Rodel indicated that is customer parking with more storage parking to the north of that which will be unstriped.

Mr. Weber reminded Mr. De Wenter that a requirement of this application is having 8
striped parking spots. That is based on the size of the building, the number of service bays, and the office space.

Mr. Rodel confirmed that will be done. This was our concept drawing. The civil paperwork is currently at WSN for review.

Chairperson Parrott asked if it is all paved.

Mr. Rodel indicated yes, it will all be paved across the front.

Commission Member Barnett asked if anything is planned for the north half of the parcel.

Mr. De Wenter indicated nothing at this time.

Chairperson Parrott asked Mr. De Wenter when he plans on taking over ownership.

Mr. De Wenter indicated he is supposed to close on the property sometime this week.

Commission Member Barnett asked if the requirement is to have 8 stalls blacktopped and striped, and enough room for between 8 to 10 cars sitting there to work on, will that be sufficient or can street parking be used.

Mr. Weber commented this is not a good spot for street parking. The customer and employee parking needs to be hard surfaced. The vehicles that are stored can be on gravel surface.

Chairperson Parrott opened the hearing for public comment.

Hearing no comments, Chairperson Parrott closed the public hearing.

Following further discussion a motion was made to approve Conditional Use Permit (C-19-017) submitted by Brian De Wenter dba West Central Auto Glass, based on the Findings of Fact:

1. The request is consistent with the City’s Comprehensive Plan = Commercial
2. The request meets land area and setback requirements.
3. The request will not depreciate the surrounding area, commercial area.
4. The request is consistent with the character of the surrounding area, with commercial all sides.
5. Existing or proposed utilities adequate to accommodate the request, available in McKay, Sixth & Seventh Ave.
6. Existing or proposed streets adequate to handle the request with McKay, existing.
7. The request will not place any undue financial burden on the City.

AND, with the following conditions:

1. Building permit required.
2. Separate sign permit required.
3. Eight (8) paved and striped parking spaces required.
4. Any exterior lighting to be hooded and directed away from public.
5. Final drainage plan to be reviewed by city engineer.
6. Sidewalks & landscaping as per memo, plan required as part of building permit process.
5. OLD & OTHER BUSINESS

A. Old & Other Business

Mr. Weber gave an update on the comprehensive plan. It was made available to the public on October 29 which included the City's website, social media, and via a press release. The public is invited to contact Mr. Weber with any comments, questions, or concerns they may have. All responses will be brought to the December meeting along with any incorporation into the plan. Please be sure to take some time to look through the plan and email Mr. Weber before the December meeting. The public hearing is currently recessed until next month.

6. ADJOURNMENT
Unanimously adjourned at 7:32 PM

Brenda Johnson, Secretary

Attest: Deb Parrott, Chairperson
I-19-002 - Interim Use Permit - Chris Carlson Dba Hud-Hens, LLC

This application seeks an interim use permit to allow the temporary use of a commercial parcel for open and outdoor storage of docks, lifts, and other water-oriented recreational equipment, without an on-site sales office, for a time-period not to exceed seven (7) months from the date of City approval.

**Authorization:** This application is authorized by City Code Section 10.03, Subd. 9, and by Section 10.06, Subd. 5.

**Definition:** Minnesota Statutes 462.3597, Subd. 1, defines an interim use as follows: “An ‘interim use’ is a temporary use of property until a particular date, until the occurrence of a particular event, or until zoning regulations no longer permit it.”

**History/Background:** This property was part of the City’s Orderly Annexation Agreement with Alexandria Township, and was annexed to the City in 2012. The City of Alexandria/Alexandria Township Joint Planning Board had already approved a conditional use permit for open and outdoor storage on this site in July, 2011, at which time the property was combined with the then-Alexandria Dock Works property o the north - that property contained the required sales office building for the full Dock Works operation at the time. Dock Works continued in operation for several years, but has since converted to Tru Lumber, and the subject site was again split off in July, 2019. The applicant acquired the site and intends to construct the required sales office building. However, the construction season has run out and he is already storing docks/lifts on the site, hence, this is an after-the-fact application, and the applicant has paid the necessary after-the-fact fee. He does intend to construct the sales office in 2020, and of course the items presently being stored on the site will be reinstalled at their owners’ lake locations as soon as weather permits in the spring. Once the required sales office is constructed, he previously-issued conditional use permit will be effective.

**Access:** The site is accessed via North Nokomis. There is no proposal to modify the access point.

**Parking:** Since the items to be temporarily stored are to be used elsewhere, and since they are either delivered to the customer or are picked up and returned by the customer, no customer parking is required to be provided for this interim use permit. Parking will be reviewed with the building permit application for the sales office building.

**Utilities:** No utility use is required for this storage. No change in utilities is contemplated. The required sales office building will served with both sanitary sewer and municipal water which are available in North Nokomis.

**Drainage:** No change in the existing site drainage is contemplated.

**Question:** Should the Commission **recommend a limit on the number of units that can be stored on this site under this permit?** This would be a good dialogue to have with the applicant at the hearing.
Screening: There are no conforming existing residential uses adjacent to this site. Screening is not required.

Recommendation: Since it appears that the subject application meets or exceeds the relevant provisions of the Alexandria City Code, recommend approval based upon the Findings of Fact and with the conditions as outlined on the enclosed Interim Use Permit Analysis.

If you have any questions or require further information regarding this matter, please do not hesitate to contact me.

HISTORY:
11/18/19 Planning Commission APPROVE & REFER

This application seeks an interim use permit to allow the temporary use of a commercial parcel for open and outdoor storage of docks, lifts, and other water-oriented recreational equipment, without an on-site sales office, for a time-period not to exceed seven (7) months from the date of City approval.

Authorization: This application is authorized by City Code Section 10.03, Subd. 9, and by Section 10.06, Subd. 5.

Definition: Minnesota Statutes 462.3597, Subd. 1, defines an interim use as follows: “An ‘interim use’ is a temporary use of property until a particular date, until the occurrence of a particular event, or until zoning regulations no longer permit it.”

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Access: The site is accessed via North Nokomis. There is no proposal to modify the access point.

Parking: Since the items to be temporarily stored are to be used elsewhere, and since they are either delivered to the customer or are picked up and returned by the customer, no customer parking is required to be provided for this interim use permit. Parking will be reviewed with the building permit application for the sales office building.

Utilities: No utility use is required for this storage. No change in utilities is contemplated. The required sales office building will served with both sanitary sewer and municipal water which are available in North Nokomis.

Drainage: No change in the existing site drainage is contemplated.

Question: Should the Commission recommend a limit on the number of units that can be stored on this site under this permit? This would be a good dialogue to have with the applicant at the hearing.

Screening: There are no conforming existing residential uses adjacent to this site. Screening is not required.
Recommendation: Since it appears that the subject application meets or exceeds the relevant provisions of the Alexandria City Code, recommend approval based upon the Findings of Fact and with the conditions as outlined on the enclosed Interim Use Permit Analysis.

Mike Weber, City Planner, reviewed the application with the Commission and read the definition of an interim use permit. The applicant is asking for an interim use permit for temporary storage of docks, lifts, and other water recreation items. He then introduced Chris Carlson with Hud-Hens, LLC.

Mr. Carlson commented they booked more boat lift storage than they have in the past. As a result, the two storage lots (outside of the City) with a conditional use permit are at capacity. He is hoping to be allowed to store these customer lifts for the winter time and have them back to their respective properties in the spring.

Mr. Weber reminded the Commission this site in the past has stored boats, docks, and lifts. The boats are gone now and have been replaced with about 20 lifts. This site was part of a larger site to the north called Dockworks, which operated under a conditional use permit. It also had a building that served this site too. That property was split earlier this year from the bigger site and now houses Tru Lumber. The applicant does intend to build a sales building on site to meet the conditions of the CUP issued by the Joint Planning Board in 2011, but he just acquired the property after the end of the summer.

Commission Member Huether asked if more lifts will be added or what’s there is it. Mr. Carlson commented that he had originally thought of a total of 30 which is what he put on his application. At this time he thinks there are 24 or less onsite.

Chairperson Parrott asked Mr. Carlson the time frame for adding the office building. Mr. Carlson stated he doesn’t at this time, but the lifts will be gone long before that happens. He wants all the lifts gone by Memorial Day weekend.

Commission Member Barnett asked if he plans on selling lifts and docks at this location once the building is up.

Mr. Carlson commented yes, this will be used as an extension of his current business Lakeshore Equipment. The property is also permitted for boats so there is that potential as well.

Chairperson Parrott asked Mr. Weber if the Commission needs to limit the number of units. Mr. Weber agrees it’s a good idea to come to an agreement with the applicant on the number of units for the Interim Use Permit.

Mr. Carlson said he may take a few extras in and that’s why his application says 30 units. It’s very well organized.

Chairperson Parrott asked Mr. Carlson if 30 units would be satisfactory. Commission Member Barnett asked if 24 units would be acceptable. Mr. Carlson commented he would be more comfortable with a limit of 30 just in case.

Commission Member Anderson confirmed with Mr. Carlson that the lifts would be gone by Memorial Day weekend. What kind of end date would be reasonable? June 1, 2020? Mr. Carlson agreed that June 1, 2020 would be acceptable.

Commission Member Anderson commented that Memorial Day is May 25, 2020 so June 1, 2020 gives the applicant a few additional days.

Mr. Carlson indicated it would be a non-issue for him as the other storage lots will also be cleared off and they could just move any remaining lifts over.

Chairperson Parrott opened the hearing for public comment.

Hearing no comments, Chairperson Parrott closed the public hearing.
Following further discussion a motion was made to approve Interim Use Permit (I-19-002) submitted by Chris Carlson dba Hud-Hens, LLC, based on the Findings of Fact:

1. The request is consistent with the City’s Comprehensive Plan = Commercial
2. The request meets land area and setback requirements.
3. The request will not depreciate the surrounding area.
4. The request is consistent with the character of the surrounding area, with commercial all sides.
5. Existing or proposed utilities adequate to accommodate the request.
6. Existing or proposed streets adequate to handle the request with Nokomis existing.
7. The request will not place any undue financial burden on the City.

AND, with the following conditions:

1. No exterior lighting allowed.
2. No more than a total of thirty (30) units stored onsite.
3. All units must be removed from the property by June 1, 2020.

ATTACHMENTS:

• Chris Carlson - Interim Use Permit  (PDF)
INTERIM USE PERMIT ANALYSIS

APPLICANT: Chris Carlson  
APPLICATION NUMBER: I-19-002

PROPERTY LOCATION: South of 1301 N Nokomis NE

REQUEST: To allow temporary open and outdoor storage.

WHAT ARE THE FINDINGS OF FACT?

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
<th>BASIS FOR FINDING FACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>X</td>
<td></td>
<td>CP = Commercial</td>
</tr>
<tr>
<td>2.</td>
<td>X</td>
<td></td>
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</tr>
<tr>
<td>3.</td>
<td>X</td>
<td></td>
<td>Existing use</td>
</tr>
<tr>
<td>4.</td>
<td>X</td>
<td></td>
<td>Commercial all sides</td>
</tr>
<tr>
<td>5.</td>
<td>X</td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>6.</td>
<td>X</td>
<td></td>
<td>Nokomis existing</td>
</tr>
<tr>
<td>7.</td>
<td>X</td>
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WHAT CONDITIONS ARE NECESSARY?

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<td>2.</td>
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<td>3.</td>
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<td>4.</td>
<td>X</td>
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<td>5.</td>
<td>X</td>
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<td>6.</td>
<td>X</td>
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<td>7.</td>
<td>X</td>
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<td>8.</td>
<td>X</td>
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<td>9.</td>
<td>X</td>
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<tr>
<td>10.</td>
<td>X</td>
<td></td>
<td>No exterior lighting allowed.</td>
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<td>11.</td>
<td>X</td>
<td></td>
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<tr>
<td>12.</td>
<td>X</td>
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<td>13.</td>
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<td>14.</td>
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<td>15.</td>
<td>X</td>
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<td>16.</td>
<td>X</td>
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</tbody>
</table>

RECOMMENDATION: See Memo
# LAND USE APPLICATION

City of Alexandria  
704 Broadway | Alexandria, MN 56308  
Ph: (320) 763-6678 | Fax: (320) 763-3511  
www.ci.alexandria.mn.us

![Image of a page from a document with the text: 11.2.a Packet Pg. 173]

## A. Owner Information

<table>
<thead>
<tr>
<th>Property Owner Name (Last, First, MI)</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hud-Hen, LLC Chris M. Carlson</td>
<td>320-760-7281</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Property Owner Address</th>
<th>City/State/Zip</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>13285 State Hwy 16</td>
<td>Milaca, MN 56354</td>
<td><a href="mailto:Chris@carlsonuk.com">Chris@carlsonuk.com</a></td>
</tr>
</tbody>
</table>

## B. Applicant Information (If Different From Above)

<table>
<thead>
<tr>
<th>Applicant Name (Last, First, MI)</th>
<th>Business Name</th>
<th>Phone</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Applicant Address</th>
<th>City/State/Zip</th>
<th>Email Address</th>
</tr>
</thead>
</table>

## C. Project Location/Description

<table>
<thead>
<tr>
<th>Address of Subject Property</th>
<th>PIN: 68 - 6605 - 025</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Legal Description (attach separate if lengthy narrative)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Present Zoning Classification</th>
<th>Present Comprehensive Plan Classification</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Is the property located within 1,000 ft of a lake?</th>
<th>Yes</th>
<th>No</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Waterbody Name</th>
<th>Waterbody Classification</th>
</tr>
</thead>
</table>

## D. Application Information

Check Applicable Request(s):
- [ ] Conditional or Interim Use Permit  
- [ ] Map Amendment: Zoning District (Rezoning) and/or Future Land Use (FLU)  
- [ ] Variance  
- [ ] Zoning Text Amendment  
- [ ] Appeal  
- [ ] Other (Specify)  

## E. Acknowledgement & Signature

**BY MY SIGNATURE BELOW:** I certify that the information submitted with the application is true and accurate; I acknowledge that this application is not deemed complete until reviewed by City staff and that I will be notified within 15 days of application submission if the application is incomplete; I understand that submission of the application does not imply approval of this request by the Planning Commission or the City Council; nor does it in and of itself guarantee issuance of any other required permits and licenses; I acknowledge that this application may be tabled until a later meeting if either I or my designated representative is not present at the meeting for which a public hearing is scheduled.

**Signature:** [Signature]  
**Owner or Applicant:** [Owner or Applicant]  
**Date:** 10-8-19

<table>
<thead>
<tr>
<th>Planning Commission Action:</th>
<th>Tabled</th>
<th>Approved</th>
<th>Denied</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>City Council Action:</th>
<th>Tabled</th>
<th>Approved</th>
<th>Denied</th>
</tr>
</thead>
</table>

**Comments:**

**Signature:** [Signature]  
**Zoning Administrator:** [Zoning Administrator]  
**Date:**
LAND USE REQUEST - ADDENDUM A
CONDITIONAL/INTERIM USE PERMIT

PLEASE TYPE OR PRINT NEATLY
ATTACH ADDITIONAL SHEETS AS NECESSARY

A. Narrative - Project Description

Provide a detailed description/scope of project:

I would like to store some boat lifts on this property from now until June 1, 2020

Provide existing land use(s) for the subject property (e.g., undeveloped, restaurant, auto repair, single family dwelling, etc).

Land is currently vacant - was used for this exact use

Have any previous conditional/interim use permit applications been made for the subject property? YES/NO/UNKNOWN

(Circle One)

If so, when:

Will there be Outdoor Storage or Display? YES/NO If yes, what is being stored, how much and how will it be screened:

Boat lifts - some screening already exists.

Days/Hours of Operation: _______ Number of Employees: _______ 

B. Site Plan & Supplemental Materials

All of the items on the following page should accompany the application, unless specifically waived by Planning staff. It is recommended that the applicant review an informal sketch plan with Planning staff prior to formal application submittal to review specific requirements as they pertain to the project and/or applicable zoning district. For each line mark a “Y” in the box if the information is included, and the “N/A” box if that requirement does not apply. If N/A, a brief written explanation for the omission should be provided.

Detailed Site Plan

- Scale of plan, at 1”=50’ or less.
- North point.
- Existing boundaries with lot dimensions and area.
- All encroachments.
- Easements of record.
- Legal descriptions of the property.
- Ponds, lakes, wetlands or other water features bordering or running through the property.

Show on Site Plan All Proposed Improvements, including:

- Required and proposed setbacks;
- Location, setback and dimensions of all existing and proposed buildings and structures.
- Location of all adjacent blgs located within one-hundred (100) ft of the exterior boundaries of the property.
- Location, number, dimensions and setbacks of proposed parking spaces and drive aisles.
- Location, number and dimensions of proposed loading spaces.
- Location, width and setbacks of proposed curb cuts and driveways.
- Vehicular circulation.
- Sidewalks, trails and walkways.
- Location and type of all proposed outdoor storage and/or display.
- Provisions for storage and disposal of waste and details for screening exterior trash/recycling enclosures.
- Location, size and type of water and sewer system mains and proposed service connections.

Supplemental Data, including:

- A grading/stormwater management plan in accordance with the provisions as specified by the City Engineer.
- A landscaping and screening plan in accordance with the provisions of City Code.
- Other

Please provide electronic plans in a .pdf format via CD or email to: bjohnson@alexandriamn.city.

Since each development/project is different, the City of Alexandria reserves the right to request additional information to ensure a project is in compliance with all City requirements, codes, ordinances and approvals.
For PC packets

From: Schmidt, Perry J <perry.schmidt@CenterpointEnergy.com>
Sent: Wednesday, October 30, 2019 8:04 AM
To: Mike Weber <mweber@alexandriamn.city>
Subject: Conditional use permits

Mike-

I see no issues with the attached requests. I will be sending Jeff a copy of our application for the new building.

Thanks,

Perry Schmidt
Sales Consultant | New Market Development MN Div.
763-785-5427 w. | 612-749-7462 c.
CenterPointEnergy.com
For PC packets please.

From: Scott Deitz  
Sent: Tuesday, November 5, 2019 9:40 AM  
To: Mike Weber <mweber@alexandriamn.city>  
Subject: Comments

HELLO Mike:

ALP guys looked at your memo dated October 24 2019

ALP has no comments pro or anti for these applications

Scott

Scott Deitz  
Operations Manager

316 Fillmore St | Alexandria, MN | 56308  
Main: (320) 763-6501 | Direct: (320) 759-3768  
sdeitz@alputilities.com | www.alputilities.com

STATEMENT OF CONFIDENTIALITY The information contained in this email message and any attachments may be confidential and legally privilege. If you are not an intended recipient, please: (1) notify me immediately by replying to this message; (2) do not use, disseminate, distribute or reproduce any part of the message or any attachment; (3) destroy all copies of this message and any attachments.
C-19-016 - Conditional Use Permit - Nicholas Klimek

This application seeks a conditional use permit to allow open and outdoor storage and display of automobiles (motor vehicles) in an I-1, “Light Industrial” zoning district.

**Authorization:** This application is authorized by Section 10.15, Subdivision 4.A of the City Code.

**Conditional Use, Definition:** “A use, which because of special problems of control the use presents, requires reasonable, but special, unusual and extraordinary limitations peculiar to the use for the protection of the public welfare and the integrity of the municipal land use plan.” (Source: City Code, Section 10.02.51)

**Notification:** Minnesota Statutes 462.357, Subd.3 requires that notice of the required public hearing be given to the owners of property located within 350 feet of the project site.

**Location:** The property is located at 1910 39th Avenue West, in the Airport Industrial Park.

**Background:** The structure on this site was originally constructed as an accessory building/garage, but has been a principal structure for several years. According to the County’s GIS records, this structure does have an internal fire suppression system (sprinkler).

**Access:** The site is presently accessed via 39th Avenue. No additional or modified access is proposed.

**Storage Location/Access:** The proposed display area is located on the east of the existing building, at the northerly end of the parking area. Access to the display area is available through the existing parking area. The Fire Marshal and Building Inspector have both previously confirmed that no additional fire access lane is required on the east and/or north side of the building, so this area is suitable for the proposed display use.

**Screening:** Open and outdoor display is required to be screened from adjoining residential uses. No such residential uses exist in the vicinity of the display location.

**Surfacing:** All proposed display areas are already hard surfaced.

**Number of Vehicles/Items:** The applicant’s site plan indicates up to ten (10) units/vehicles to be displayed outside. The City Code requires not less than 200 square feet of paved/hard surfaced area per unit being displayed. The area identified in the application is approximately 3000 square feet in area, so even displaying ten (10) units would leave room for customer parking.

**Restrictive Covenants:** The recorded covenants regulating the use of property in the Airport Industrial Park (AIP) do not apply to this site. (The covenants were not adopted at the time of the original development of this portion of the AIP.)

**Hours of Operation:** The applicant indicates hours of operation will be Thursday and Friday, from 7:00 a.m. to 5:00 p.m.
**Recommendation:** Since it appears that the subject application meets or exceeds the relevant provisions of the City Code, recommend approval as presented, with an overall limit of ten (10) to be stored/displayed outdoors, based upon the Findings of Fact and subject to the conditions noted in the enclosed Conditional Use Permit Analysis.

If you have any questions or require further information regarding this matter, please do not hesitate to contact me.

**HISTORY:**

11/18/19 Planning Commission APPROVE & REFER

This application seeks a conditional use permit to allow open and outdoor storage and display of automobiles (motor vehicles) in an I-1, “Light Industrial” zoning district.

**Authorization:** This application is authorized by Section 10.15, Subdivision 4.A of the City Code.

**Conditional Use, Definition:** “A use, which because of special problems of control the use presents, requires reasonable, but special, unusual and extraordinary limitations peculiar to the use for the protection of the public welfare and the integrity of the municipal land use plan.” (Source: City Code, Section 10.02.51)

**Notification:** Minnesota Statutes 462.357, Subd.3 requires that notice of the required public hearing be given to the owners of property located within 350 feet of the project site.

**Location:** The property is located at 1910 39th Avenue West, in the Airport Industrial Park.

**Background:** The structure on this site was originally constructed as an accessory building/garage, but has been a principal structure for several years. According to the County’s GIS records, this structure does have an internal fire suppression system (sprinkler).

**Access:** The site is presently accessed via 39th Avenue. No additional or modified access is proposed.

**Storage Location/Access:** The proposed display area is located on the east of the existing building, at the northerly end of the parking area. Access to the display area is available through the existing parking area. The Fire Marshal and Building Inspector have both previously confirmed that no additional fire access lane is required on the east and/or north side of the building, so this area is suitable for the proposed display use.

**Screening:** Open and outdoor display is required to be screened from adjoining residential uses. No such residential uses exist in the vicinity of the display location.

**Surfacing:** All proposed display areas are already hard surfaced.

**Number of Vehicles/Items:** The applicant’s site plan indicates up to ten (10) units/vehicles to be displayed outside. The City Code requires not less than 200 square feet of paved/hard surfaced area per unit being displayed. The area identified in the application is approximately 3000 square feet in area, so even displaying ten (10) units would leave room for customer parking.

**Restrictive Covenants:** The recorded covenants regulating the use of property in the Airport Industrial Park (AIP) do not apply to this site. (The covenants were not adopted at the time of the original development of this portion of the AIP.)

**Hours of Operation:** The applicant indicates hours of operation will be Thursday and Friday, from 7:00 a.m. to 5:00 p.m.

**Recommendation:** Since it appears that the subject application meets or exceeds the relevant provisions of the City Code, recommend approval as presented, with an overall limit of ten (10) to be stored/displayed outdoors, based upon the Findings of Fact and subject to the conditions noted in the enclosed Conditional Use Permit Analysis.
Mr. Weber reviewed the application with the Commission and read the definition of a conditional use permit. Mr. Weber then introduced the applicant, Nicholas Klimek.

Mr. Klimek would like to open a car dealership with a total of ten vehicles to be displayed outdoors, plus indoor storage. He plans on buying the vehicles at auction, clean them up, and display them for sale.

Chairperson Parrott asked Mr. Klimek if the vehicles will all be in running condition or if he plans on working on them first.

Mr. Klimek commented the cars will all be in running order as he will test them prior to purchasing them. No repair work will be done at this site.

Chairperson Parrott asked about the size of his office building.

Mr. Klimek indicated there are a total of three offices in the building. He will have the front one with the remaining two vacant at this time. If need be, he could have a couple of vehicles stored inside.

Chairperson Parrott verified there would not be a change in occupancy and asked if it already has fire sprinklers.

Mr. Weber acknowledged the building does have fire sprinklers. He also asked Mr. Klimek if the vehicles stored inside would be like a showroom.

Mr. Klimek indicated it would just be extra parking at this time.

Commission Member Barnett confirmed that no maintenance work would be done on the vehicles.

Mr. Klimek confirmed he will not be doing any maintenance work. He plans on test driving the cars, purchasing them at auction, and putting them up for sale. He won't be buying any junk.

Commission Member Barnett asked if there is a wash bay available.

Mr. Klimek indicated there is not as there is no floor drain in the building.

Commission Member Barnett asked about the number of employees on the application; it states zero.

Mr. Klimek confirmed he will not be hiring any additional employees, just himself.

Commission Member Barnett asked Mr. Klimek if ten cars is sufficient for the applicant.

Mr. Klimek indicated that's what he would like. He thinks it's reasonable for the spot; especially if you count the inside storage as there is no limit there.

Chairperson Parrott asked Mr. Klimek if he plans on doing any remodeling.

Mr. Klimek indicated no remodeling or anything; just adding a sign on the building.

Chairperson Parrott opened the hearing for public comment.

Hearing no comments, Chairperson Parrott closed the hearing.

Following further discussion a motion was made to approve Conditional Use Permit (C-19-016) submitted by Nicholas Klimek, based on the Findings of Fact:

1. The request is consistent with the City’s Comprehensive Plan = Industrial
2. The request meets land area and setback requirements.
3. The request will not depreciate the surrounding area, existing structure.
4. The request is consistent with the character of the surrounding area, with industrial all sides.
5. Existing or proposed utilities adequate to accommodate the request.
6. Existing or proposed streets adequate to handle the request with 39th Ave W, existing.

7. The request will not place any undue financial burden on the City.

AND, with the following conditions:

1. Separate sign permit required.
2. Any exterior lighting to be hooded and directed away from public.
3. No more than a total of ten (10) vehicles allowed for outdoor display.

ATTACHMENTS:

- Nicholas Klimek - Conditional Use Permit (PDF)
## CONDITIONAL USE PERMIT ANALYSIS

**APPLICANT:** Nicholas Klimek  
**APPLICATION NUMBER:** C-19-016

**PROPERTY LOCATION:** 1910 39th Ave W

**REQUEST:** To allow open and outdoor storage in an I-1 zoning district.

### WHAT ARE THE FINDINGS OF FACT?

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
<th>BASIS FOR FINDING FACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Is the request consistent with the City’s Comprehensive Plan?</td>
<td>X</td>
<td></td>
<td>Comprehensive Plan = Industrial</td>
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<tr>
<td>2. Does the request meet land area, setback, shoreland, floodplain, and wetland requirements?</td>
<td>X</td>
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</tr>
<tr>
<td>3. Will the request depreciate the surrounding area?</td>
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<td>X</td>
<td>Existing structure</td>
</tr>
<tr>
<td>4. Is the request consistent with the character of the surrounding area?</td>
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<td>X</td>
<td>Industrial, all sides</td>
</tr>
<tr>
<td>5. Are existing or proposed utilities adequate to accommodate the request?</td>
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<td>X</td>
<td>N/A</td>
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<tr>
<td>6. Are existing or proposed streets adequate to handle the request?</td>
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<td>X</td>
<td>39th Ave W, existing</td>
</tr>
<tr>
<td>7. Will the request place undue financial burden on the City?</td>
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<td>X</td>
<td>No City involvement</td>
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### WHAT CONDITIONS ARE NECESSARY?

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<td>3. Federal/State/City Permits</td>
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<td>4. Signage</td>
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<td>5. Off-Street Parking</td>
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<td>6. Utilities</td>
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<td>7. Street/Traffic</td>
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<td>8. Parking Screening</td>
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<tr>
<td>9. Outdoor Sales Screening</td>
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<td>10. Outdoor Storage Screening</td>
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<td>11. Lighting</td>
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<td>X</td>
<td>Any exterior lighting to be hooded and directed away from public</td>
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<td>12. Drainage</td>
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<td>13. Building/Site Appearance</td>
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<td>14. Shoreland Requirements</td>
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</tr>
<tr>
<td>15. Environmental Studies</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>16. Other</td>
<td></td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

**RECOMMENDATION:** See memo
LAND USE APPLICATION

City of Alexandria
704 Broadway | Alexandria, MN 56308
Ph: (320) 763-6678 | Fax: (320) 763-3511
www.ci.alexandria.mn.us

A. Owner Information

Silver Maple Investments
Ben Zacher
[Address]

Property Owner Name (Last, First, Mi)
Phone

Property Owner Address
City/State/Zip
Email Address

B. Applicant Information (If Different From Above)

Klimek Nicholas James

[Address]

Applicant Name (Last, First, Mi)
Business Name
Phone

Applicant Address
City/State/Zip
Email Address

C. Project Location/Description

1910 39th Ave West

Address of Subject Property
PIN: 63-395-603

Legal Description (attach separate if lengthy narrative)

Present Zoning Classification
Present Comprehensive Plan Classification

Is the property located within 1,000 ft of a lake? [ ] Yes [ ] No
Waterbody Name
Waterbody Classification

D. Application Information

Check Applicable Request(s):

[ ] Conditional or Interim Use Permit

[ ] Map Amendment: Zoning District (Rezoning) and/or Future Land Use (FLU)

[ ] Variance

[ ] Zoning Text Amendment

[ ] Appeal

[ ] Other (Specify)

E. Acknowledgement & Signature

BY MY SIGNATURE BELOW: I certify that the information submitted with the application is true and accurate; I acknowledge that this application is not deemed complete until reviewed by City staff and that I will be notified within 15 days of application submission if the application is incomplete. I understand that submission of the application does not imply approval of this request by the Planning Commission or the City Council; nor does it in and of itself guarantee issuance of any other required permits and licenses and I acknowledge that this application may be tabled until a later meeting if either I or my designated representative is not present at the meeting for which a public hearing is scheduled.

Signature: [ ]
Owner or Applicant

Date: 10-21-19

Planning Commission Action: Tabled [ ] Approved [ ] Denied [ ]

City Council Action: Tabled [ ] Approved [ ] Denied [ ]

Comments

Signature: [ ]
Zoning Administrator

Date: [ ]
A. Narrative – Project Description

Provide a detailed description/scope of project:

Small used car sales operation storing approximately 6 vehicles inside and 8-10 outside with no more than 12-15 on property at any given time between inside outside storage areas.

Provide existing land use(s) for the subject property (e.g., undeveloped, restaurant, auto repair, single family dwelling, etc).

Storage, Commercial, Industrial Building.

Have any previous conditional/interim use permit applications been made for the subject property? (Yes/No/Unknown) (Circle One)

If so, when:

Will there be Outdoor Storage or Display? Yes/No If yes, what is being stored, how much and how will it be screened:

For sale vehicles, no salvage parts or dismantled vehicles will be on property or outside.

Days/Hours of Operation: Thursday - Friday, 7am - 5pm Number of Employees: 0

B. Site Plan & Supplemental Materials

All of the items on the following page should accompany the application, unless specifically waived by Planning staff. It is recommended that the applicant review an informal sketch plan with Planning staff prior to formal application submittal to review specific requirements as they pertain to the project and/or applicable zoning district. For each line mark a “Y” in the box if the information is included, and the “N/A” box if that requirement does not apply. If N/A, a brief written explanation for the omission should be provided.

Detailed Site Plan

- Scale of plan, at 1”=50’ or less.
- North point.
- Existing boundaries with lot dimensions and area.
- All encroachments.
- Easements of record.
- Legal descriptions of the property.
- Ponds, lakes, wetlands or other water features bordering or running through the property.

Show on Site Plan All Proposed Improvements, including:

- Required and proposed setbacks;
- Location, setback and dimensions of all existing and proposed buildings and structures.
- Location of all adjacent blgs located within one-hundred (100) ft of the exterior boundaries of the property.
- Location, number, dimensions and setbacks of proposed parking spaces and drive aisles.
- Location, number and dimensions of proposed loading spaces.
- Location, width and setbacks of proposed curb cuts and driveways.
- Vehicular circulation.
- Sidewalks, trails and walkways.
- Location and type of all proposed outdoor storage and/or display.
- Provisions for storage and disposal of waste and details for screening exterior trash/recycling enclosures.
- Location, size and type of water and sewer system mains and proposed service connections.

Supplemental Data, including:

- A grading/stormwater management plan in accordance with the provisions as specified by the City Engineer.
- A landscaping and screening plan in accordance with the provisions of City Code.
- Other

Please provide electronic plans in a .pdf format via CD or email to: bjohanson@alexandriamn.city.

Since each development/project is different, the City of Alexandria reserves the right to request additional information to ensure a project is in compliance with all City requirements, codes, ordinances and approvals.
For PC packets

From: Schmidt, Perry J <perry.schmidt@CenterpointEnergy.com>
Sent: Wednesday, October 30, 2019 8:04 AM
To: Mike Weber <mweber@alexandriamn.city>
Subject: Conditional use permits

Mike-

I see no issues with the attached requests. I will be sending Jeff a copy of our application for the new building.

Thanks,

Perry Schmidt
Sales Consultant | New Market Development MN Div.
763-785-5427 w. | 612-749-7462 c.
CenterPointEnergy.com
For PC packets please.

From: Scott Deitz  
Sent: Tuesday, November 5, 2019 9:40 AM  
To: Mike Weber <mweber@alexandriamn.city>  
Subject: Comments

HELLO Mike:

ALP guys looked at your memo dated October 24 2019

ALP has no comments pro or anti for these applications

Scott

Scott Deitz  
Operations Manager

316 Fillmore St | Alexandria, MN | 56308  
Main: (320) 763-6501 | Direct: (320) 759-3768  
sdeitz@alputilities.com | www.alputilities.com

STATEMENT OF CONFIDENTIALITY The information contained in this email message and any attachments may be confidential and legally privilege. If you are not an intended recipient, please: (1) notify me immediately by replying to this message; (2) do not use, disseminate, distribute or reproduce any part of the message or any attachment; (3) destroy all copies of this message and any attachments.
C-19-017 - Conditional Use Permit - Brian De Wenter Dba West Central Auto Glass

This application seeks a conditional use permit to allow minor auto repair with associated parking, drainage, and outdoor storage for an auto glass repair shop in a B-1 “General Business” zoning district. (This is the proposed new location for the business presently located on the 0.34 acres site at the SE corner of Third and Broadway.)

Location: The site is located on the northeast corner of Seventh Avenue and South McKay. The proposed use will occupy roughly the southerly one-half (0.6 acres) of the site.

Authorization: This application is authorized under City Code Section 10.11, Subdivision 4.G.

Notification: Minnesota Statutes 462.357, Subd.3 requires that notice of the required public hearing be given to the owners of property located within 350 feet of the project site.

Access: Access is proposed from McKay Avenue via a shared drive with the unused northerly portion of the parcel. The project should construct a sidewalk along the South McKay frontage from the proposed driveway south to the Seventh Avenue right of way, and along the Seventh Avenue frontage from the McKay right of way to the east property line. (If the remnant piece to the north is developed at a later date, a sidewalk will be required along the northerly McKay Avenue frontage and the Sixth Avenue frontage at that time.)

As part of the review of this project, the City Engineer, the County Engineer, and City staff have reviewed access spacing for the subject site, and for the remnant site. The proposed access is appropriately located directly across McKay from the convenience store/gas station, and leaves enough room for access to the remnant property. However, if the remnant is developed as multiple pieces, it could use the shared access in this proposal as well as a new access from Sixth Avenue. As mentioned, any development of the remnant piece will provide additional sidewalk connections. The existing approach north of the proposed access will be abandoned.

Douglas County Public Works may require a permit to work in the right-of-way of CSAH 46. A City right-of-way permit may be required for work in Seventh Avenue.

Utilities: There is an existing 12” water main in McKay Avenue. Additionally, there is an 8” sanitary sewer main in each of Sixth and Seventh Avenues. (See below for comments on connection/hookup fees and ALASD WTEF.)

Drainage: Since the entire site is undeveloped, there may be an opportunity for a common plan of development for drainage purposes. A fully engineered drainage plan will be a condition of approval of this request. It appears that rate control will be required. The applicants may also consider the construction of a regional pond.

Parking: Eight (8) parking spaces are required (two stalls per service bay for the repair shop plus three stalls per 1000 square feet of office space). Perimeter curb and gutter will be required along the south, west, and east sides of the parking area.
Outdoor Storage: There will be some minimal outdoor storage associated with this use as customers drop off vehicles for repair. Question: Where will these vehicles be stored on the site? How many such vehicles can be expected at the peak?

Connection charges: Connection/hookup fees for sanitary sewer and water will be charged, based upon the new development. Those charges may be paid with the building permit or may be spread with the property taxes over a ten-year period. ALASD will likely have a separate Wastewater Treatment Expansion Fee (WTEF) which is fully payable at time of building permitting.

Landscaping: Required landscaping is 15% of the net site area. A separate landscaping plan will be required as part of the building permit process. Boulevard trees at not less than thirty (30) foot intervals will be included for the Seventh Avenue frontage as well as for the McKay frontage from the driveway to the south right of way.

Signage: A separate sign permit will be required. The maximum height for a detached/pylon sign in this location is eighteen (18) feet.

Recommendations: Since it appears that the proposal meets or exceeds the requirements of the Alexandria City Code, recommend approval of the conditional use permit for the motor fuel station, C-19-017, based upon the Findings of Fact and conditions as noted in the enclosed Conditional Use Permit Analysis.

If you have any questions or require further information regarding this matter, please do not hesitate to contact me.

HISTORY:

11/18/19 Planning Commission APPROVE & REFER

This application seeks a conditional use permit to allow minor auto repair with associated parking, drainage, and outdoor storage for an auto glass repair shop in a B-1 “General Business” zoning district. (This is the proposed new location for the business presently located on the 0.34 acres site at the SE corner of Third and Broadway.)

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Drainage: Since the entire site is undeveloped, there may be an opportunity for a common plan of development for drainage purposes. A fully engineered drainage plan will be a condition of approval of this request. It appears that rate control will be required. The applicants may also consider the construction of a regional pond.

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Outdoor Storage: There will be some minimal outdoor storage associated with this use as customers drop off vehicles for repair. Question: Where will these vehicles be stored on the site? How many such vehicles can be expected at the peak?

Connection charges. Connection/hookup fees for sanitary sewer and water will be charged, based upon the new development. Those charges may be paid with the building permit or may be spread with the property taxes over a ten-year period. ALASD will likely have a separate Wastewater Treatment Expansion Fee (WTEF) which is fully payable at time of building permitting.

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Signage: A separate sign permit will be required. The maximum height for a detached/pylon sign in this location is eighteen (18) feet.

Recommendations: Since it appears that the proposal meets or exceeds the requirements of the Alexandria City Code, recommend approval of the conditional use permit for the motor fuel station, C-19-017, based upon the Findings of Fact and conditions as noted in the enclosed Conditional Use Permit Analysis.

Chairperson Parrott asked about outdoor storage where people drop off their vehicles. What is the maximum number of space you need to have?  

Mr. De Wenter indicated it depends on the season. Usually it’s not too long but is busier in the summertime. He has had up to 8 or 10 cars lined up waiting to have windshields or AC units replaced. He does have another storage shed that needs to be moved off his current property that might work for that too.

Chairperson Parrott asked if the Commission limited it to ten vehicles to be stored outdoors, would that be sufficient.
Mr. De Wenter commented that between 10 or 12 would be sufficient; very seldom does he have any more than that. During the summer months cars might sit for a few extra days waiting for parts to arrive, but it’s not usually any more than 10 cars at a time. He doesn’t like having the cars come into the shop until the parts arrive. He doesn’t do any collision repair or frames; strictly auto glass repair and AC units for residential and commercial vehicles. Basically, all the work they do is done in a day.

Commission Member Barnett asked about the five striped parking stalls in the front of the building on the drawing that was submitted.

Mr. Rodel indicated that is customer parking with more storage parking to the north of that which will be unstriped.

Mr. Weber reminded Mr. De Wenter that a requirement of this application is having 8 striped parking spots. That is based on the size of the building, the number of service bays, and the office space.

Mr. Rodel confirmed that will be done. This was our concept drawing. The civil paperwork is currently at WSN for review.

Chairperson Parrott asked if it is all paved.

Mr. Rodel indicated yes, it will all be paved across the front.

Commission Member Barnett asked if anything is planned for the north half of the parcel.

Mr. De Wenter indicated nothing at this time.

Chairperson Parrott asked Mr. De Wenter when he plans on taking over ownership.

Mr. De Wenter indicated he is supposed to close on the property sometime this week.

Commission Member Barnett asked if the requirement is to have 8 stalls blacktopped and striped, and enough room for between 8 to 10 cars sitting there to work on, will that be sufficient or can street parking be used.

Mr. Weber commented this is not a good spot for street parking. The customer and employee parking needs to be hard surfaced. The vehicles that are stored can be on gravel surface.

Chairperson Parrott opened the hearing for public comment.

Hearing no comments, Chairperson Parrott closed the public hearing.

Following further discussion a motion was made to approve Conditional Use Permit (C-19-017) submitted by Brian De Wenter dba West Central Auto Glass, based on the Findings of Fact:

1. The request is consistent with the City’s Comprehensive Plan = Commercial
2. The request meets land area and setback requirements.
3. The request will not depreciate the surrounding area, commercial area.
4. The request is consistent with the character of the surrounding area, with commercial all sides.
5. Existing or proposed utilities adequate to accommodate the request, available in McKay, Sixth & Seventh Ave.
6. Existing or proposed streets adequate to handle the request with McKay, existing.
7. The request will not place any undue financial burden on the City.

AND, with the following conditions:

1. Building permit required.
2. Separate sign permit required.
3. Eight (8) paved and striped parking spaces required.
4. Any exterior lighting to be hooded and directed away from public.

5. Final drainage plan to be reviewed by city engineer.

6. Sidewalks & landscaping as per memo, plan required as part of building permit process.

ATTACHMENTS:

• Brian De Wenter - Conditional Use Permit (PDF)
## Conditional Use Permit Analysis

**Applicant:** Brian De Wenter  
**Application Number:** C-19-017  
**Property Location:** 615 S McKay Ave  
**Request:** To allow minor auto repair

### What Are The Findings Of Fact?

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<th>Basis for Finding Fact</th>
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<tr>
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<td>X</td>
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<td>Available in McKay, Sixth &amp; Seventh Ave</td>
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<tr>
<td>X</td>
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<td>McKay, existing</td>
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<tr>
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### What Conditions Are Necessary?

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<tr>
<td>X</td>
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<td>See memo</td>
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<td>X</td>
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**Recommendation:** See memo
## A. Owner Information

<table>
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<tr>
<th>Property Owner Name (Last, First, MI)</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Bender, Brian E, West Central Glass</td>
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<tr>
<td>410 1/2 Quinn St, Osakis, MN 56360</td>
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<th>Property Owner Address</th>
<th>City/State/Zip</th>
<th>Email Address</th>
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## B. Applicant Information (If Different From Above)

<table>
<thead>
<tr>
<th>Applicant Name (Last, First, MI)</th>
<th>Business Name</th>
<th>Phone</th>
</tr>
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<tbody>
<tr>
<td>Roedel, Jeff</td>
<td>Roedel Construction, Inc</td>
<td>320.298.0253</td>
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<table>
<thead>
<tr>
<th>Applicant Address</th>
<th>City/State/Zip</th>
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<tr>
<td>PO Box 81</td>
<td>Alexandria, MN</td>
<td>RoedelConstruction.com</td>
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## C. Project Location/Description

<table>
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<th>Address of Subject Property</th>
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<tr>
<td>615 S McKinley Avenue</td>
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| PIN: | B3-2345-150 |

## D. Application Information

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<tr>
<th>Is the property located within 1,000 ft of a lake?</th>
<th>Yes [ ] No [ ]</th>
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<th>Waterbody Name</th>
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## E. Acknowledgement & Signature

**BY MY SIGNATURE BELOW:** I certify that the information submitted with the application is true and accurate; I acknowledge that this application is not deemed complete until reviewed by City staff and that I will be notified within 15 days of application submission if the application is incomplete; I understand that submission of the application does not imply approval of this request by the Planning Commission or the City Council, nor does it in and of itself guarantee issuance of any other required permits and licenses and I acknowledge that this application may be tabled until a later meeting if either I or my designated representative is not present at the meeting for which a public hearing is scheduled.

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<th>Date:</th>
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## Planning Commission Action:

<table>
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<th>Approved</th>
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## City Council Action:

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## Comments:

<table>
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<tr>
<th>Signature:</th>
<th>Zoning Administrator</th>
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Packet Pg. 194
LAND USE REQUEST - ADDENDUM A
CONDITIONAL/INTERIM USE PERMIT

A. Narrative - Project Description

Provide a detailed description/scope of project:

BUILD A AUTO CLASS REPAIR SHOP AS PROPOSED IN ATTACHED PLAN TO REPLACE BUSINESS BUILDING Sited on 221 Ave.

Provide existing land use(s) for the subject property (e.g., undeveloped, restaurant, auto repair, single family dwelling, etc).

UNDEVELOPED EMPTY CITY LOT

Have any previous conditional/interim use permit applications been made for the subject property? YES NO UNKNOWN (Circle One)

If so, when:

Will there be Outdoor Storage or Display: YES NO If yes, what is being stored, how much and how will it be screened:

Days/Hours of Operation: S-5 M-F Number of Employees: 3

B. Site Plan & Supplemental Materials

All of the items on the following page should accompany the application, unless specifically waived by Planning staff. It is recommended that the applicant review an informal sketch plan with Planning staff prior to formal application submittal to review specific requirements as they pertain to the project and/or applicable zoning district. For each line mark a “\(\)" in the box if the information is included, and the “N/A" box if that requirement does not apply. If N/A, a brief written explanation for the omission should be provided.

Detailed Site Plan

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- A grading/stormwater management plan in accordance with the provisions as specified by the City Engineer.
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Please provide electronic plans in a .pdf format via CD or email to: bjohanson@alexandriamn.city.

Since each development/project is different, the City of Alexandria reserves the right to request additional information to ensure a project is in compliance with all City requirements, codes, ordinances and approvals.
For PC packets.

From: Dave Robley <davero@co.douglas.mn.us>
Sent: Tuesday, October 29, 2019 9:29 AM
To: Mike Weber <mweber@alexandriamn.city>
Cc: rodelconstruction@gmail.com
Subject: Conditional Use Permit Application - West Central Glass

Mike,

Thank you for the notice of the Conditional Use Permit Application for West Central Glass located at 615 S McKay Ave (CSAH 46).

The proposed driveway shown on the site plan is across from the All-Stop Gas Station driveway and is the appropriate location. This development will need to apply for a driveway permit from Douglas County, and it will be approved at the location shown on the site plan. One condition of the new driveway will be the removal of the existing driveway just to the north so as to not be available for future use. The proposed driveway, I assume, would be used for any possible future development on the north end of this property.

The County’s driveway permit application is available at this link: https://douglasctmn_portal.fasstrackgov.com/Permits/Home.aspx?microapp=pmpw

I have copied Jeff Rodel on this email for his information as well.

Thank you,
Dave Robley
Douglas County Engineer
davero@co.douglas.mn.us
320-762-2967
For PC packets

From: Schmidt, Perry J <perry.schmidt@CenterpointEnergy.com>
Sent: Wednesday, October 30, 2019 8:04 AM
To: Mike Weber <mweber@alexandriamn.city>
Subject: Conditional use permits

Mike-

I see no issues with the attached requests. I will be sending Jeff a copy of our application for the new building.

Thanks,

Perry Schmidt
Sales Consultant | New Market Development MN Div.
763-785-5427 w. | 612-749-7462 c.
CenterPointEnergy.com
For PC packets please.

From: Scott Deitz  
Sent: Tuesday, November 5, 2019 9:40 AM  
To: Mike Weber <mweber@alexandriamn.city>  
Subject: Comments

HELLO Mike:

ALP guys looked at your memo dated October 24 2019

ALP has no comments pro or anti for these applications

Scott

---

**Scott Deitz**  
*Operations Manager*

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Street Vacation Ordinance (Ostendorf) First Reading

**Background**
In July, 2019 the Council approved the vacation of portions of Oak Street and of Second Avenue in the area of "Ostendorf Addition", subject to the establishment of an easement for utility purposes. The owners and utilities have determined the extent of the required easement and a first reading of the ordinance vacating the streets and establishing the easement is now in order.

**Financial Impact**
None with this action. Recording and publication costs will be incurred with the second reading.

**Recommendation**
Recommend approval of a first reading for the street vacation as outlined above.

**ATTACHMENTS:**
- Vacation Ordinance (PDF)
- Vacation Map (PDF)
ORDINANCE NO. …
2ND Series

AN ORDINANCE VACATING A PORTION OF SECOND AVENUE EAST AND A PORTION OF OAK STREET, BOTH AS ARE ADJACENT TO BLOCKS 25 AND 26 OF “LAKESIDE ADDITION TO THE TOWN OF ALEXANDRIA” AND ESTABLISHING A PERMANENT UTILITY EASEMENT

WHEREAS, the City has received a application from property owners in “Ostendorf Addition” to vacate the platted street known as Oak Street (or “O” Street, as platted) lying between Second Avenue and Third Avenue and to vacate the portion of Second Avenue lying east of the west line of TH 29, and

WHEREAS, the said platted streets are landlocked by TH 29, by the railroad right of way, and by the Central Lakes Trail, and therefore have no influence on the vehicular and/or pedestrian traffic patterns in the area, and

WHEREAS, the City has no need for the platted streets for conveyance of vehicles, and

WHEREAS, there exist within the Second Avenue right of way either public and/or private utility lines, and

WHEREAS, the applicants for vacation have indicated a willingness to have such utility lines remain in place or to be removed and replaced, and to grant an easement allowing such, and

WHEREAS, the City’s Home Rule Charter requires that street vacations be done by Ordinance, approved by a four-fifths vote of the Council,

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ALEXANDIA HEREBY ORDAINS:

Section I: That the street known as Oak Street (or “O” Street, as platted) lying between Block 25 and Block 26 of “Lakeside Addition to the Town of Alexandria” is hereby vacated.

Section II. That the portion of Second Avenue lying east of the west line of Document 174892 as recorded in the office of the Douglas County Recorder is hereby vacated.
Section III. That there is hereby created a permanent utility easement over, under and across the portion of Second Avenue vacated by this Ordinance, said easement location as described in the Exhibit A attached hereto, for use by the owners, operators and/or their assigns of any publicly or privately owned utilities, including but not limited to water, sanitary sewer, storm water, electricity, telecommunications and natural gas and that this easement shall include the right of the utility owners, operators and/or their assigns to enter upon the property to survey, construct, operate, control, maintain, repair, replace, remove and use said easement for all utility purposes to rebuild the same, and to remove any object which, in the reasonable opinion of said utility owners, operators or assigns, will interfere with said utilities. As a condition of this easement, the owners, operators and/or their assigns shall have the obligation to restore the property subject to this easement to the approximate same condition as existed prior to the commencement of any construction, maintenance or repair hereunder, if restoration is possible.

Section IV: That a record of such vacation and easement is to be made in the office of the Douglas County Recorder.

Section V: This ordinance shall be in full force and effect from and after its passage and publication.

ADOPTED by the City Council of the City of Alexandria, Minnesota, this ____ day of ______________, 2019, by the following vote:

YES:

NO:

ABSENT:

______________________________
Sara Carlson, Mayor

ATTEST:

______________________________
Marty Schultz, City Administrator
Alley Vacation Ordinance (First Reading)

**Background**
In June 2019 the Council approved the vacation of a portion of the platted alley lying north of Pizza Ranch and retaining a utility easement. The applicant and ALP Utilities have agreed on the easement location and a first reading of the vacation ordinance is now in order.

**Financial Impact**
None with this action. Publishing and recording costs will be incurred following the second reading.

**Recommendation**
Recommend approval of the first reading of the alley vacation ordinance as outlined above.

**ATTACHMENTS:**
- Vacation Ordinance (PDF)
- Vacation Map (PDF)
ORDINANCE NO. ...  
2ND Series

AN ORDINANCE VACATING A PORTION OF THE PUBLIC ALLEY LOCATED IN BLOCK 8, “AUDITORS PLAT NO. 1” AND ESTABLISHING A PERMANENT UTILITY EASEMENT

WHEREAS, the City has received a application from property owners in Block 8 of “Auditor’s Plat No.1” to vacate a portion of the platted alleyway lying south of the northerly 127.73 feet of said Block 8, and

WHEREAS, the City has no need for the platted street for conveyance of vehicles, and

WHEREAS, there exist within the said alleyway both or either public and/or private utility lines, and

WHEREAS, the applicants for vacation have indicated a willingness to have such utility lines remain in place and to grant an easement allowing such, and

WHEREAS, the City’s Home Rule Charter requires that street vacations be done by Ordinance, approved by a four-fifths vote of the Council,

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ALEXANDIA HEREBY ORDAINS:

Section I: That the public alleyway lying south of the northerly 127.73 of Block 8, “Auditors Plat NO. 1” is hereby vacated.

Section II. That there is hereby created a permanent utility easement over, under and across the portion of the alleyway as described in Exhibit A attached hereto, for use by the owners, operators and/or their assigns of any publicly or privately owned utilities, including but not limited to water, sanitary sewer, storm water, electricity, telecommunications and natural gas and that this easement shall include the right of the utility owners, operators and/or their assigns to enter upon the property to survey, construct, operate, control, maintain, repair, replace, remove and use said easement for all utility purposes to rebuild the same, and to remove any object which, in the reasonable opinion of said utility owners, operators or assigns, will interfere with said utilities. As a condition of this easement, the owners, operators and/or their assigns shall have the obligation to restore the property subject to this easement to the approximate same
condition as existed prior to the commencement of any construction, maintenance or repair hereunder, if restoration is possible.

Section III: That a record of such vacation and easement is to be made in the office of the Douglas County Recorder.

Section IV: This ordinance shall be in full force and effect from and after its passage and publication.

ADOPTED by the City Council of the City of Alexandria, Minnesota, this ____ day of ____________, 2019, by the following vote:

YES:

NO:

ABSENT:

__________________________________________
Sara Carlson, Mayor

ATTEST: ________________________________
Marty Schultz, City Administrator
SKETCH & DESCRIPTION
STOECKEL-JAHNER SURVEYING FILE NO. 7001-B

AUDITOR'S
NORTH EAST CORNER OF LOT 3, BLOCK 8, AUDITOR'S PLAT NO. 1
N 895'2"46.5" E
8.00
NORTH LINE OF LOT 3, BLOCK 8, AUDITOR'S PLAT NO. 1

EASEMENT AREA
= 64 Sq.Ft.

EAST LINE OF LOT 3, BLOCK 8, AUDITOR'S PLAT NO. 1

EASEMENT DESCRIPTION:
An easement for utility purposes over, under and across that part of the alley as shown in Block 8, AUDITOR'S PLAT NO. 1, according to the recorded plat thereof, Douglas County, Minnesota, described as follows:

Beginning at the northeast corner of Lot 3 of said Block 8;

thence on an assumed bearing of North 89 degrees 52 minutes 46 seconds East along the easterly extension of the north line of said Lot 3, a distance of 8.00 feet;

thence South 00 degrees 09 minutes 57 seconds East and parallel with the east line of said Lot 3, a distance of 8.00 feet;

thence South 89 degrees 52 minutes 46 seconds West 8.00 feet to said east line;

thence North 00 degrees 09 minutes 57 seconds West along said east line, 8.00 feet to the point of beginning.

Containing 64 Sq.Ft., more or less.

SURVEYOR'S NOTES:
1) A Title Commitment and/or Title Opinion were not provided for the benefit of this survey. Easements may exist which are not shown herein.
2) This is not a boundary survey.
3) The portion of the alley in Block 8 lying between Lots 3 and 4 is in the process of being vacated.
Alley Vacation Ordinance (The Rune) First Reading

Background
In December 2018 the Council approved the Preliminary PUD application (PUD-18-004) of Good Neighbors Properties, LLC for redevelopment of the former Bello Cucina/Old Broadway site, including the vacation of the public alleyway (VA-18-001) in that block. The redevelopment site (including the West Central Glass and former Blue Collar Bob's parcels) has now been conveyed to the developers, and a building permit application for the redevelopment project to be known as "The Rune" has been submitted, therefore a first reading of the ordinance vacating the alleyway is now in order.

Financial Impact
None with this action. Recording and publication costs will be incurred with the second reading.

Recommendation
Recommend approval of a first reading for the alley vacation ordinance as outlined above.

ATTACHMENTS:
- alleyvacationordinanceblock81originalalexandria3rdto4thbroadwaytohawthorne1218 (DOCX)
ORDINANCE NO. …
2ND Series

AN ORDINANCE VACATING A PORTION OF THE PUBLIC ALLEYWAY
LOCATED BETWEEN THIRD AVENUE AND FOURTH AVENUE,
AND BROADWAY ("G" STREET) AND HAWTHORNE STREET
(BLOCK 81, “ORIGINAL ALEXANDRIA”)

WHEREAS, the City has received an application from property owners in the
above-referenced block to vacate the alley located thereon, and

WHEREAS, following a public hearing on said application the City finds that
there is no public use for said alley, and

WHEREAS, the City’s Home Rule Charter requires that street vacations be done
by Ordinance, approved by a four-fifths vote of the Council,

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF
ALEXANDRIA HEREBY ORDAINS:

     Section I: That the alleyway located in Block 81, “Original Alexandria” is
        hereby vacated.

     Section II: That a record of such vacation is to be made in the office of the
        Douglas County Recorder.

     Section III: This ordinance shall be in full force and effect from and after its
        passage and publication.

ADOPTED by the City Council of the City of Alexandria, Minnesota, this _____
day of ________________, 2019, by the following vote:

YES:
NO:
ABSENT:

____________________________
Sara Carlson, Mayor

ATTEST: _____________________
Marty Schultz, City Administrator
Resolution Ordering Preparation of Report on Improvements to Deerwood Drive

**Background**
In the fall of 2018, the City Council took several steps in the process toward paving Deerwood Drive. Ultimately, the decision was made to construct the sanitary sewer only last year and leave the paving until 2020. Although the initial improvement hearing held November 13, 2018 contemplated proposed assessments for street improvements, staff feels it is appropriate to conduct this hearing again in order to use up to date cost estimates and project plans.

As was discussed last year, certain residents of Deerwood Drive have approached the City requesting the paving on Deerwood Drive. Since this is a council-initiated improvement, the first step in that process is the attached Resolution Ordering the Preparation of Report on Improvements to Deerwood Drive. City Engineer Tim Schoonhoven will prepare this report for the council's consideration at the next City Council meeting.

As reviewed in September, this project could be part of a group of projects that are bid together, some of which would be funding through the issuance of a Street Reconstruction Bond.

**Recommendation**
Motion for approval of a Resolution No. 2019-XX, Resolution Ordering Preparation of Report on Improvements to Deerwood Drive.

**ATTACHMENTS:**
- Resolution Ordering Preparation of Report on Improvements to Deerwood Drive (DOCX)
- Exhibit (PDF)
RESOLUTION NO. 2019-

RESOLUTION ORDERING PREPARATION OF REPORT
ON IMPROVEMENTS TO DEERWOOD DRIVE

WHEREAS, it is proposed to improve Deerwood Drive from Scenic Heights Road to Northside Drive, approximately 1,876 feet, and to improve such street by paving the street and making drainage improvements, and to assess the benefiting property for all or a portion of the cost of the improvement, pursuant to Minnesota Statutes, Chapter 429,

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Alexandria, Minnesota, that the proposed improvement be referred to Widseth, Smith, Nolting, & Associates Inc. for study and that firm is instructed to report to the City Council with all convenient speed advising the City Council in a preliminary way as to whether the proposed improvement is necessary, cost-effective, feasible, and in the public interest, and as to whether it should best be made as proposed or in connection with some other improvement, and the estimated cost of the improvement as recommended.

ADOPTED by the City Council of the City of Alexandria, Minnesota, this 25th day of November, 2019 by the following vote:

YES:

NO:

ABSENT:

_________________________________
 Mayor

ATTEST: ______________________
 City Administrator
18Th Avenue West Right of Way Acquisition

Background
At the September 23rd City Council meeting, the Council authorized staff to seek quotes from professional right-of-way acquisition firms for the 18th Avenue West right-of-way acquisition as shown on the attached exhibit. Two quotes were received, both from experienced firms that specialize in this kind of work. The quotes are as follows:

Evergreen Land Service Company  $12,730
Henning Professional Services Inc. $12,835

All work will be completed by October 2020.

I recommend we award this work to Evergreen Land Service Company for $12,730.

Financial Impact
This cost is eligible for reimbursement with Municipal State Aid funds as part of the overall project cost.

Recommendation
Motion to award the quote for professional services to assist the City with the right-of-way acquisition of 18th Avenue West to Evergreen Land Service Company for $12,730.

ATTACHMENTS:
- 18th Avenue West Right-of-way needs (PDF)
- Quote, Evergreen land Services Company (PDF)
- Quote, Henning Professional Services, Inc (PDF)
Evergreen Land Services would like to be your appraisal and acquisition specialists for the 18th Avenue ROW acquisition. We have proven our qualifications performing appraisal and acquisition services for many Counties and Cities in the past and look forward to assisting you. We can be reached at:

Evergreen Land Services Company
1515 East 66th Street, Suite 104
Richfield, MN 55423
(651) 882-0200
Matthew Storm: Matthews@elsco.net
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Addendum

- Example of an Acquisition Status Table
- Example of a Landowner Questionnaire Form

Evergreen Land Services Company, Richfield, MN
Objectives, Goals and Tasks

Evergreen Land Services will assist in implementation of City of Alexandria’s plan for reconstruction of 18th Avenue ROW acquisition. This includes all appraisals, easement acquisitions and record keeping for a Federal or State funded project. Our goal includes avoiding condemnation on any of the affected parcels requiring new right of way or temporary easements.

ELS has successfully acquired thousands of easement parcels on many previous projects similar to this for other counties, cities and MNDOT.

The approach will be to work closely with the property owners, listening to and addressing their concerns, for a positive outcome of achieving the goals of City of Alexandria as well as the satisfaction of the homeowners. We understand this is a sensitive situation for the property owners, and we have extensive experience in addressing their concerns and keeping the lines of communication open to achieve the project goal without compromising the integrity of any involved.

We will keep dedicated staff to consistently stay on the project to completion. This includes regular information and project update meetings with City of Alexandria staff. We will also conduct information meetings with property owners as directed by City of Alexandria. Our objective is to have our portion of the project completed prior to the start of the project bidding.
Project Deliverables:

ELS has a process in place for tracking status and will regularly or as directed provide reporting to City of Alexandria. With our processes in place we will provide the best value to City of Alexandria by proceeding on course to completion as efficiently and effectively as possible.

We have all required insurance coverage in place.
Company Overview & Consultant Profile

Evergreen Land Services Company (ELS) specializes in all aspects of land rights acquisition and valuation. ELS has been providing right-of-way and land acquisition services which include appraisal and relocation services to governmental, public utilities and other private entities since 1972.

ELS has a decades long history of successful partnering with multiple state, county and municipal agencies as well as private engineering and legal firms. We strive to be a valued team member in assisting clients to meet their goals and timelines.

ELS provides the full spectrum of land and right-of-way services including planning, route selection, project counseling, field title investigation, valuation, acquisition, relocation, public meetings, permitting, industry education, regulatory and audit compliance and many more services. All of ELS actions, activities, processes and policies are in compliance with the Federal Uniform Act governing land and land rights acquisition.

ELS team members hold all applicable licenses required by law to acquire land for right-of-way projects and appraisals.

ELS is a MNDOT pre-qualified consultant in the areas of direct purchase, field title investigations, appraisal and relocation services. Our company is the designated right-of-way consultant for multiple municipalities.

We are committed to meeting our client’s right-of-way needs in a professional and timely manner. Our goal is to provide the highest service and product through education, experience and excellence. ELS has a reputation for completing projects on schedule, within budget and without loss of Federal or State Aid Funds. Our ability to meet deadlines is well recognized by many clients who have selected us to assist with their projects.

ELS has been through the auditing process several times with Mn/DOT and the Federal Highway Administration. Audits are necessary to receive certain funding. We have received compliments in these audits on our files, record keeping, success in our accomplishments and the meeting of budgets and schedules.

Our company has found that some land acquisition and relocation projects are controversial. We feel an experienced and qualified staff can do a great deal to overcome the misconceptions about the program and the acquisition and relocation process.
Company Overview & Consultant Profile (continued)

ELS can provide full right of way acquisition project management, field title investigation, direct purchase negotiations for proposed right of way, and relocation assistance services. Our company has a proven track record providing technical services in the areas of real estate appraisals, relocation services and land rights assistance.

The ELS team consists of the following experienced personnel:

CONSULTANT TEAM

ELS President, Acquisition Manager: Matthew Storm, SR/WA
ELS Vice President, Relocation Manager: Steve Carlson
Appraiser: Sean Butts
Review Appraiser: Patricia Nolan

City of Alexandria Project Executive Summary - Obtain owners & encumbrance reports and tax statements from City of Alexandria to determine ownership and gather owners name and address. Send out introductory letter and questionnaire to introduce our company and gather phone numbers and e-mail information from the owners. Perform the appraisal valuations to determine “Just Compensation” and receive approval from the client to present offers based on the appraisal of “Just Compensation”. Prepare parcel files, documents and offer letters to present to the property owners. Make appointments with the property owners to present the offer, review the parcel sketches or plat and drawings and begin the negotiation process. During negotiations attempt to resolve physical issues such as driveways, landscaping, irrigation, mail boxes, etc., as well as compensation issues. If an administrative settlement is warranted, a settlement will be completed to change physical or monetary issues. When successful with negotiations, complete the signing of easement documents, mortgage consents, payment to the property owner and recording of the documents. ELS has completed numerous projects with Federal Funding and has been successfully audited to preserve the funding.

Introductory Letter and Questionnaire

City of Alexandria will mail a letter to each property owner introducing ELS as the consultant assisting the City with the appraisal and acquisition services. It is recommended that the City sends the letter and questionnaire on their letterhead and envelope to insure the recipients do not discard the letter, and complete the questionnaire to be returned. A copy of the questionnaire is attached.
Appraisal Services

Evergreen Land Services Company (ELS) offers appraisal services to our clients. ELS has a Certified General Real Property Appraiser on staff who has experience including the appraisal of partial acquisitions. ELS can provide the following appraisal formats:

1. Appraisal Report – can be used for any type of acquisition and is a typical format in the industry. The Appraisal Report format must be provided when the intended users include parties other than the client.

2. Restricted Appraisal Report – can be used for acquisitions of typical residential properties, vacant land, or for partial acquisitions involving easily supported damages to the remainder of the property. When the intended users do not include parties other than the client, a Restricted Appraisal Report may be provided.

3. Minimum Damage Assessments (MDA’s) – this format is not technically an appraisal, but is a format promoted by Mn/DOT to be used for uncomplicated acquisitions up to a value of $25,000, including simple partial acquisitions where only land or land and minor improvements are involved.

In conjunction with the “Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970” (commonly known as the Uniform Act), ELS offers property owners the opportunity to accompany the appraiser on the inspection of their properties and treats the property owners with respect.

Appraisals are prepared in conformance with the Uniform Standards of Professional Appraisal Practice (USPAP) as well as Mn/DOT or other agency regulations.

Appraisal Review - ELS can also provide appraisal review services. Reviews can be via form or narrative reports depending on the client's request and the complexity of the appraisal. Review criteria includes sound appraisal principles and USPAP conformance, as well as Mn/DOT or other agency regulations.

Consultation - ELS understands the appraisal process and requirements and can provide appraisal expertise in the form of consultation for appraisal contracting or condemnation.

Appraisal Fees – Fees are dependent on the client’s desired appraisal format and the complexity of the appraisal problem, but can be via an hourly rate of $85.00 plus costs or a charge per appraisal.

Recently completed appraisal projects include:
- City of Jordan sewer project - partial acquisitions
- Washington County road project – partial acquisitions
- Hennepin County – residential total take acquisitions
- City of Inver Grove Heights – parkland purchase appraisal
- City of Burnsville road project – Industrial site
Acquisition Services

The acquisition process typically begins with an initial meeting with the client’s staff to discuss project coordination and procedures. After receiving the appraisal of fair market value for each parcel, ELS staff will develop an acquisition file and prepare the Just Compensation Offer to be signed. ELS then meets with each individual owner to present the offer and review the appraisal, conduct negotiations with each property owner, and be available for questions from each owner regarding the acquisition file. All owners receive an information booklet explaining their rights and the acquisition process.

If the owner agrees on the acquisition price, both parties execute a purchase agreement and a closing is set up with the closing agent and the title company. If the acquisition involves easements, ELS initiates the signing of the documents and recording at the county recorder’s office. If the owner does not agree with the offer, and after an appropriate amount of time in negotiations, the client’s attorney may initiate eminent domain proceedings with requested assistance from ELS.

The Acquisition Services include the following:

- Meet with client’s staff to discuss project coordination, timing and procedures.
- Attend any other meetings with staff as required.
- Read appraisal and review appraisals for each parcel and discuss with appraiser and reviewer as necessary.
- Prepare just compensation offer letter for signature on all parcels.
- Prepare landowners information booklet for each parcel.
- Deliver offer letter and booklet to owners and begin negotiations.
- In negotiations, gather information and work towards resolving disagreements and disputes to get a purchase agreement or easement signed.
- All written and oral communication will be documented in each file.
- Prepare purchase agreements for all files.
- Prepare easement documents for all files.
- Prepare a weekly report on status of negotiations.
- Work with relocation team concerning vacancy dates and other activities.
- Coordinate closings and recording of instruments with the title company.
- Record easement documents.
- Work with the client’s attorney or title company on issues concerning marketable title.
- If condemnation is necessary, provide services as directed by client’s attorney.

Recently completed acquisition projects include:

- City of Jordan sewer project - partial acquisitions
- City of St. Louis Park trail project – partial acquisitions
- City of Inver Grove Heights – parkland purchase
- City of Inver Grove Heights sewer and water project – partial acquisitions
- City of Bloomington trail project – partial acquisitions

2018 projects include:
McLeod County
Chippewa County
City of Faribault
Project Management

Matthew Storm will be the manager of this project, ensuring expert supervision utilizing his extensive experience in many projects such as this. He will ensure all tasks are completed properly and in a timely and professional manner, according to the directive of City of Alexandria.

The right of way acquisition services will be provided in accordance with Title 23 United States Code, the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, state and federal laws, and the MnDOT Right of Way Manual. Our services and deliverables will be in accordance with the specifications of the RFP.

The first point of contact with the property owner will be the appraisal inspection. It is our practice to have the acquisition agent present at the inspection. This allows us to alleviate a lot of the apprehension of the occupant, as well as answer questions they may have concerning the process. This helps to earn trust and gain cooperation from the property owners and/or tenants.

ELS has been successful in acquiring and relocating owners and/or tenants on numerous city and county projects, without the use of eminent domain or litigation.

We will use a tracking system that we call the Acquisition Status Table, which is an update table of progress throughout the project, showing specific information to each parcel. This table will coincide with the negotiator's log and highlight critical items to the project.
Resumes

Matthew S. Storm, SR/WA. President, Evergreen Land Services Company. Matt has over 25 years' experience in real estate and right of way acquisitions. Matt's background in commercial property management, leasing and land sales dovetails into his current work of property and right of way acquisitions. He is knowledgeable in both field title and courthouse title work.

Matt has experience in complex acquisitions, including large individual acquisitions for government sites and numerous smaller acquisitions for road projects. Matt has managed numerous projects, including Mn/DOT projects, that included both acquisition and relocation services.

Matt has attained the "SR/WA" professional designation from the International Right of Way Association. He also served as President of the Minnesota Chapter of the International Right of Way Association. He has been a presenter at Mn/DOT's annual Right Of Way Professionals Conference. Matt holds a Minnesota and North Dakota Real Estate Brokers license and has a Minnesota Notary License.

Specialties/Expertise:
- Project Management
- Title Work
- Field Title
- Negotiations
- Document Preparation

Professional Associations:
- SR/WA Designation from International Right of Way Assoc.
- Past President of IRWA local Chapter 20
- Past IRWA Chapter 20 Professional Development Chair

Licenses:
- Real Estate Broker – MN
- Real Estate Broker - ND
- Minnesota Notary

Sampling of Project Experience

- Elm Creek Interceptor, Metropolitan Council
- Northern Lights Expansion, Northern Natural Gas
- Northwest Sewer, City of Inver Grove Heights
- CSAH 15 Road Project, Washington County
- Flagstaff Ave. Road Project, City of Farmington
- Lowry Avenue Road Project, Hennepin County
- Clear Lake Drive Road Project, Waseca County
- Highway 62 Crosstown, MN/DOT
- Highway 70, Pine County, MN/DOT
- Portland Avenue, City of Richfield
- City of Edina – 50th and France
- CapX 2020 Transmission line
- MN Energy, Windom Pipeline Project
- Otter Tail County Road 9 & 38 Improvement Project

Evergreen Land Services Company, Richfield, MN
Patricia Nolan. Appraiser, Evergreen Land Services Company. Patricia has been in the appraisal field since 1986 and has been with Evergreen since 2006.

Patricia has experience in right of way acquisition appraisals for agricultural, residential and commercial properties including full before and after appraisals. She has managed numerous highway acquisition, trail and utility projects. In addition, Patricia has appraised land for various city expansion projects, Xcel substation sites, MnDOT projects and light rail. Patricia also has review experience for acquisition projects.

Patricia has knowledge and experience appraising properties for mortgage purposes, estate planning, insurance purposes, divorce settlement, etc.

Specialties/Expertise: Licenses:
- Appraisals for - Minnesota Certified General Real Property Appraiser
  - Acquisition
  - Estate Planning
  - Mortgage Purposes
  - Divorce Settlement
  - Insurance Purposes

Education:
- All Real Estate Courses 101-108
- General Report Writing & Case Studies, Appraisal Institute
- General Appraisal & Sales Comparison Approach, Appraisal Institute
- Right of Way Professional Workshops (annually)

Sampling of Project Experience:
- Sibley County CR 160 Reconstruction Project
- Hennepin County 66th Street Reconstruction Project
- City of Edina Sewer Project
- SEH Intercity Nine Mlle Creek Trail Project
- SRF West St. Paul Robert Street Reconstruction Project
- Ramsey County Maryland Avenue Reconstruction Project
- Anoka County CSAH 14 Reconstruction Project
- Anoka County Centerville Road Reconstruction Project
- Anoka County CSAH 57 Road Project
- MnDOT Central Corridor Light Rail
- Northern Lights Expansion, Northern Natural Gas
- City of St. Louis Park Highway 7/Louisiana Avenue Project
- Hennepin County CSAH 9 Reconstruction Project
- Nicollet County CSAH 5 Reconstruction Project
- City of Maplewood Highway 36/English Street Interchange
- MN Energy, Worthington area Market Study
Sean Butts. Appraiser, Sub-Contractor for Evergreen Land Services Company.

Please see Sean’s resume attached.
ELS References

Current Client Services:

City of Richfield:
Purchase of Motel 6 for Road Improvement Project
Contact: Jeff Pearson, Transportation Engineer
Contact: Kirsten Asher, Public Works Director
• Acquisition
• Relocation

City of Inver Grove Heights:
NWA Utility Improvements City Projects 2015-03
Contact: Tom Kaldunski, City Engineer
• Sewer and water extension
• Road Improvements
• 8 parcel Project
• Acquisition

City of Inver Grove Heights:
Heritage Park Expansion
Contact: Eric Carlson, Parks and Recreation Director
• Park extension
• 4 parcel Project
• Acquisition and Relocation

City of Burnsville:
Former Knox Lumber Site
Contact: Ryan Peterson, City Engineer
• Appraisal
• Acquisition

Uteig Engineering:
Fargo Flood Diversion Project
Contact: Stefan Olafson, Senior Right-of-Way Specialist
• Relocation

MnDOT Metro:
SWLRT Project
Contact: Andrea Smith
• Relocation

Evergreen Land Services Company, Richfield, MN
## References

### Past Client Services

**Otter Tail County**
- County Road 9 & 38 Road Improvement Project
- Contact: Charles Grotte, Assistant County Engineer
  - Telephone: 212-998-8475
  - Acquisition and Review Appraisals
  - 120 parcel project

**Sibley County**
- County Road 160 Reconstruction
- Contact: Tim Becker, Public Works Director
  - Telephone: 507-237-4115
  - Appraisals
  - 5 parcels of residential and agricultural land
  - January of 2016

**City of St. Louis Park**
- Utica Avenue Trail
- Contact: Debra Helser, Engineering Director
  - Telephone: 952-924-2551
  - Appraisal and Acquisition

**City of Edina**
- On Ramps Trail Project
- Contact: Mark Nolan, Engineering
  - Telephone: 952-826-0322
  - Appraisal and Acquisition

**Three Rivers Park District**
- Nine Mile Creek Regional Trail:
  - Contact: Eric Nelson, Senior Manager of Engineering
    - Telephone: 763-694-2060
    - Appraisal and Acquisition
    - 21 parcel Project

  - Bassett Creek Regional Trail:
    - Contact: Stephen Shurson, Project Manager
      - Telephone: 763-559-6766
      - Appraisal and Acquisition
      - 14 parcel Project

**City of Bloomington**
- On Ramps Trail Project
- Contact: Shelly Hanson, City Engineer
  - Telephone: 952-563-4866
  - Appraisal and Acquisition
  - 8 parcel Project

**Hennepin County**
- CSAH 053, 66th Street Reconstruction
- Contact: Eric Drager, Land Acquisition Manager
  - Telephone: 612-348-4182
  - Residential Total Takes
  - Appraisal and Relocation
## Cost Estimate:

<table>
<thead>
<tr>
<th>Work Division or Task</th>
<th>Number of Parcels Or Specific Parcel</th>
<th>Number of Hours Per Parcel</th>
<th>Hourly Charge</th>
<th>Total</th>
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<tbody>
<tr>
<td>Team Meeting</td>
<td>One meeting</td>
<td>N/A</td>
<td>N/C</td>
<td>N/C</td>
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<td>Intro Letter, Questionnaire</td>
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<td>1</td>
<td>$80.00</td>
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<td>Appraisals Commercial, before &amp; After Land</td>
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<td>$7,000.00 yellow book</td>
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<td>1</td>
<td>$5,500.00 if no yellow book</td>
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<td>Review Appraisal</td>
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<td>Project Management</td>
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<td>Preparation of Parcel File, Offer Letter and Easement Documents</td>
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<tr>
<td>Offers and Negotiations</td>
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<td>Mortgage Consents</td>
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<td>$500.00 ea.</td>
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<tr>
<td>Expenses: Mileage, hotel, meals, etc.</td>
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<td></td>
<td></td>
<td>$2,000.00</td>
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<td><strong>TOTAL</strong></td>
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</table>

*All appraisals will be in narrative “Appraisal Report” format (per USPAP).

This cost estimate does not include Eminent Domain support or testimony by the appraiser.
## References

### Complete Client List

<table>
<thead>
<tr>
<th>MUNICIPALITIES</th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Austin</td>
<td>Appleton</td>
<td>Arden Hills</td>
<td>Blaine</td>
</tr>
<tr>
<td>Brooklyn Center</td>
<td>Brooklyn Park</td>
<td>Burnsville</td>
<td>Columbia Heights</td>
</tr>
<tr>
<td>Coon Rapids</td>
<td>Cottage Grove</td>
<td>Crystal</td>
<td>Duluth</td>
</tr>
<tr>
<td>Eagan</td>
<td>Elk River</td>
<td>Elko New Market</td>
<td>Edina</td>
</tr>
<tr>
<td>Faribault</td>
<td>Farmington</td>
<td>Fridley</td>
<td>Golden Valley</td>
</tr>
<tr>
<td>Hugo</td>
<td>Inver Grove Heights</td>
<td>Jordan</td>
<td>Lexington</td>
</tr>
<tr>
<td>Lino Lakes</td>
<td>Long Lake</td>
<td>Mahtomedi</td>
<td>Mankato</td>
</tr>
<tr>
<td>Maple Grove</td>
<td>Maplewood</td>
<td>Mendota Heights</td>
<td>Minneapolis</td>
</tr>
<tr>
<td>Minnetonka</td>
<td>Minnetrista</td>
<td>Monticello</td>
<td>Mound</td>
</tr>
<tr>
<td>Mounds View</td>
<td>New Brighton</td>
<td>New Hope</td>
<td>Newport</td>
</tr>
<tr>
<td>Oak Grove</td>
<td>Oakdale</td>
<td>Otsego</td>
<td>Plymouth</td>
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<td>Ramsey</td>
<td>Richfield</td>
<td>Roseville</td>
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<td>Savage</td>
<td>Shakopee</td>
<td>Shoreview</td>
</tr>
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<td>Shorewood</td>
<td>Sleepy Eye</td>
<td>South St. Paul</td>
<td>St. Anthony</td>
</tr>
<tr>
<td>St. Cloud</td>
<td>St. Louis Park</td>
<td>St. Paul</td>
<td>St. Peter</td>
</tr>
<tr>
<td>Vadnais Heights</td>
<td>Wadena</td>
<td>West St. Paul</td>
<td>Winona</td>
</tr>
<tr>
<td>Woodbury</td>
<td>Worthington</td>
<td>Fargo, ND</td>
<td>Grand Forks, ND</td>
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### COUNTIES & TOWNSHIPS

<table>
<thead>
<tr>
<th>Anoka County</th>
<th>Carver County</th>
<th>Chisago County</th>
</tr>
</thead>
<tbody>
<tr>
<td>Columbus Township</td>
<td>Dakota County</td>
<td>Hassen Township</td>
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<td>Hennepin County</td>
<td>Nicollet County</td>
<td>Otter Tail County</td>
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<tr>
<td>Ramsey County</td>
<td>Scott County</td>
<td>St. Louis County</td>
</tr>
<tr>
<td>Sibley County</td>
<td>Stearns County</td>
<td>Steele County</td>
</tr>
<tr>
<td>Vermilion Township</td>
<td>Washington County</td>
<td>Waseca County</td>
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</table>

### UTILITIES, PUBLIC ENTITIES, ENGINEERING PARTNERS, ETC.

| Amoco Oil Company    | Bldin Paper Company | Bolton & Menk |
| Canadian Pacific Railway | Dakota County Electric | Duluth ISD |
| Enbridge             | enXco Midwest | Farmington ISD |
| Great River Energy   | Integrys | Koch Industries |
| Lakehead Pipe Line Company | Met Council | Metro Transit Commission |
| Minnesota Pipeline Company | Minnesota Power | MN Dept. of Transportation |
| MN Energy Resources  | MN Parks & Trail Council | New Prague ISD |
| Nexus Energy Solutions | North Central Public Service | Northern Minnesota Utilities |
| Northern Natural Gas | NuStar Energy | Prior Lake/Savage ISD |
| Prior Lk./Sprng Lk. Watershed | Quest | Ryan Companies |
| SEH                  | Southern MN Municipal Power | Washington County ISD |
| Sprint               | SRF | Three Rivers Park District |
| TKDA                 | Ulteig | Union Carbide Corporation |
| US Army Corps of Engineers | Valley Creek Watershed District | Viking Pipeline Company |
| Western Gas Utilities, Inc | Xcel Energy | Widseth Smith Nolting |
### 2019-2020 RATE SCHEDULE

**Acquisition Services**
- Acquisition Manager: $85.00 per hour
- Acquisition Agent: $80.00 per hour

**Appraisal Services**
- Appraisal Manager: $85.00 per hour
- Appraiser: $80.00 per hour
- Appraisal: Per Appraisal

Appraisals are usually charged on a per appraisal basis, but appraiser can also bill for work on an hourly basis.

**Relocation Services**
- Relocation Manager: $85.00 per hour
- Relocation Consultant: $80.00 per hour

**Title Services**
- Title Company or Law Firm: $300.00 per parcel

**Expenses**
- Vehicle mileage allowance: IRS Rate
- Per Diem & Misc. Costs
  - Meals: $31.00/day
  - Hotel: Actual costs

Miscellaneous costs consist of such items as maps, copies of documents, expendable material, recording fees, subcontractor or other costs required to complete projects.
Addendum

Example of an Acquisition Status Table:

As of ______________________

<table>
<thead>
<tr>
<th>Acquisition Status Table</th>
<th>City of Alexandria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization</td>
<td>Contact</td>
</tr>
<tr>
<td>--------------</td>
<td>---------</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**COMPLETED PARCELS**

<table>
<thead>
<tr>
<th>Recipient Name</th>
<th>PID No.</th>
<th>Parcel Size</th>
<th>Initial Condition</th>
<th>Acquisition Type &amp; Size</th>
<th>Approval Letter Date &amp; Amount</th>
<th>Date of Payment Approval, Amount</th>
<th>Date of Deposit Approval, Amount</th>
<th>Date of Closing, Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Example of a Landowner Questionnaire Form:
Landowner Questionnaire Form

Name: ____________________________________________

1) Do you own the property described above? (Please circle) Yes   No

2) Are you a Corporation? If so, please place your incorporation information below.
   State of Corporation: ___________________________________________________
   Corporate __________________________________ Officers: _________________________
   Office _________________________________________________________________
   Address _______________________________________________________________

3) What is your marital status? (Please circle) Single   Married   Divorced   Widowed
   (This information is needed in order to prepare conveyance documents because under Minnesota law a
   spouse’s signature is necessary on land conveyances even though he/she may not be listed on the deed or
   title).
   If married, and your spouse’s name does not appear on the address portion above, please state the legal name of your spouse:
   _________________________________________________________________

4) Your Phone No.: ____________________________ Work No.: _______________________
   Cell No.: _____________________________________________________________

5) Does anyone else have an interest (option, lease, contract) in the land described above?
   If yes, please give name, address, and telephone number of the corporation or individuals.
   (Use back of page if necessary).
   Name: _________________________________________________________________
   Address: _______________________________________________________________
   Telephone No.: __________________________________________________________

6) Do you have any mortgages on the property? __________________________
   If yes, name each mortgage holder/lender. (Use back of page if necessary).
   Name: _________________________________________________________________
   Address: _______________________________________________________________
   (This information may be needed in the event that the mortgage company needs to be contacted to obtain a “partial
   release of mortgage” on the acquisition.)

7) E-mail address: _________________________________________________________

Please fill out the above information and return it in the attached return envelope.
You can email to: matthews@elsco.net attention Matthew Storm

Evergreen Land Services Company, Richfield, MN

Page 18
PROFESSIONAL QUALIFICATIONS
SEAN P. BUTTS

PROFESSIONAL MEMBERSHIPS AND ASSOCIATIONS

MAI Member – The Appraisal Institute

APPRAISER LICENSE

- Certified General Real Property Appraiser – MN License #4003334
  - Expires 8/31/2021

EDUCATION

St. Cloud State University, St. Cloud, MN, 1992

- Bachelor of Science Degree in Business with an emphasis in Real Estate

PROFESSIONAL EXPERIENCE

POSITIONS:

<table>
<thead>
<tr>
<th>Position</th>
<th>Company / Location</th>
<th>Start Date / End Date</th>
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</thead>
<tbody>
<tr>
<td>SVP</td>
<td>Newmark Knight Frank Valuation &amp; Advisory, Mpls., MN</td>
<td>January 2019 - Present</td>
</tr>
<tr>
<td>Principal</td>
<td>Sean Butts Appraisal Services, Eden Prairie, MN</td>
<td>May 2016 – December 2018</td>
</tr>
<tr>
<td>Principal / Appraiser</td>
<td>BRKW Appraisals, Inc., St. Paul, MN</td>
<td>February 2012 - April 2016</td>
</tr>
<tr>
<td>Senior Real Estate Analyst</td>
<td>CSM Corp., Minneapolis, MN</td>
<td>December 2005 - December 2006</td>
</tr>
<tr>
<td>Staff Appraiser</td>
<td>BRKW Appraisals, Inc., St. Paul, MN</td>
<td>August 1997 - December 2005</td>
</tr>
<tr>
<td>Staff Appraiser</td>
<td>Orion Appraisals, Inc., Roseville, MN</td>
<td>June 1993 - July 1997</td>
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Appraisal assignments have been completed for the following purposes:

- Condemnation – Before and after appraisals for partial acquisitions, complete acquisitions, and easements rights
- Financing – Valuation of property for permanent, construction, grant, and special program financing
- Litigation – Appraisal of property for specific property rights, conservation easements, construction inference, tax abatement, etc.
- General Valuation Needs – Acquisition/Disposition, estate planning, divorce, partnership valuation, etc.
### RECENT EMINENT DOMAIN PROJECTS (2018)

<table>
<thead>
<tr>
<th>Project</th>
<th>Location</th>
<th>Client</th>
<th>Property Type</th>
<th>Comments</th>
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<tbody>
<tr>
<td>May 3 &amp; 46th Street W Reconstruct</td>
<td>Inver Grove Heights</td>
<td>City of IGH</td>
<td>Industrial, Res. Acreage, Vacant Development Land</td>
<td>Appraisal of multiple parcels for the acquisition of road, drainage and utility and temporary easements</td>
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<tr>
<td>CSAH 61 Reconstruction</td>
<td>Brooklyn Park</td>
<td>Hennepin Cty</td>
<td>Retail, Industrial, Railroad, and vacant Industrial Land</td>
<td>Appraisal of multiple parcels for the acquisition of road, drainage and utility and temporary easements</td>
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<tr>
<td>Heritage Park</td>
<td>Inver Grove Heights</td>
<td>City of IGH</td>
<td>Industrial, Residential, Vacant Development Land</td>
<td>Appraisal of multiple parcels for the acquisition of the properties to expand the park</td>
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<tr>
<td>Concord Street / 45th Street E</td>
<td>Inver Grove Heights</td>
<td>City of IGH</td>
<td>Residential Acreage, Homesteads</td>
<td>Appraisal of multiple parcels for the acquisition of drainage and utility and temporary easements</td>
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<tr>
<td>Concord Street North</td>
<td>South St. Paul</td>
<td>City of SSP</td>
<td>Auto Dealership</td>
<td></td>
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<tr>
<td>Delaware Street</td>
<td>Sunfish Lake</td>
<td>City of Sunfish Lt.</td>
<td>Residential Acreage, Homesteads</td>
<td>Appraisal for the acquisition of a drainage and utility easement and a temporary easement.</td>
</tr>
</tbody>
</table>

Revised: June 2019
November 11, 2019

City of Alexandria
C/O Mr. Tim Schoonhoven, PE
Widseth Smith Nolting
610 Fillmore Street, PO Box 1028
Alexandria, MN 56308

Re: Right of Way Services Scope and Fee – 18th Avenue West – Alexandria, MN

Dear Mr. Schoonhoven,

I am pleased to offer right of way acquisition services to assist the City with securing the land rights for the 18th Avenue West Project. It is my understanding that this is a federally funded project and acquisition services are required for one parcel, PIN 63-2984-000, owned by Silver Maple Investments, LLC, at 1804 Broadway. The project includes federal funding and will require a R/W Certificate. I have assembled a solid acquisition team who has delivered numerous projects together in the past. Acquisition services will be provided by my firm and appraisal services will be provided by Tinjum Appraisal Company, Inc. and appraisal review will be provided by Kelly Lindstrom. All team members are pre-qualified by MnDOT to provide their services to the city.

Our team is proposing to provide the following scope of services which are provided in accordance with the MnDOT R/W Manual and FWHA guidelines:

**Right of Way Agent Services:**

a) Maintain and provide acquisition spread sheet for information on acquisition  
b) Early Notification letter to owner with formal project information and property rights  
c) Contact the landowner and schedule Field Title Investigation meeting  
d) Conduct Field Title Investigation and complete Report, coordinating with Appraiser  
e) Work closely with the City and designer related to landowner questions and project details  
f) Prepare offer letter and packet for each parcel  
g) Present offer of compensation  
h) Negotiate purchase of the easements  
i) Draft Administrative Settlements as appropriate  
j) Obtain signed easements and provide executed documents to City  
k) Draft and submit Pay Request for payment to owner  
l) Process appraisal reimbursements for landowners, as needed
m) This task will also provide coordination with the City Attorney (CA) who will provide the conveyance documents and other required legal documents and lender consents. If the CA were to provide a sample document, Henning Professional Services, Inc. (HPS) could populate the documents and the CA would review and approve the final version.

n) Provide parcel file to the City summarizing the acquisition at the end of the project

o) Coordinate with MnDOT and represent the City at the MnDOT review of the parcel file as related to the review required for the R/W Certificate #1.

**Appraiser and Review Appraiser Services:**
Brian Tinjum, Tinjum Appraisal Company, Inc. will provide a before and after appraisal. Please see attached proposal, details, schedule and assumptions.

Kelly Lindstrom, appraiser, will provide review of the appraisal for $600.

**Assumptions:**

a) The City or their design consultant will provide the title work, parcel sketches, staking and survey services needed.

b) Henning Professional Services, Inc. (HPS) is not a law firm and does not provide legal services. The city attorney (CA) will provide legal documents such as deeds, easements, consents, disclaimers, etc., as required. If the CA would like to provide templates, HPS can populate those templates but does require that the CA provide final review and approval as to form and content. The CA will also review title work and ensure that all interested parties are defined and listed prior to the agent meeting with the landowner.

c) The City will provide review of any permits required (fence, sign, etc.) and request and issue permits as required.

d) The City will record all documents that they would like recorded.

e) The City will provide all tax forms such as 1099’s.

f) No relocation is included in this estimate.

g) The CA will provide all eminent domain tasks, if needed. HPS assistance would be limited to providing all information and files in HPS’s possession and to strategize with CA, if requested.

h) This includes the time to acquire one lender consent, if needed. Any fee required for a consent has not been included in this proposal/estimate.
Estimated Fee:
Right of way services are provided on an hourly basis only for hours required. The proposed fee is estimated for the above scope of services:

- **Right of Way Agent Fees ($4,500 per parcel)**
  This includes all tasks listed under "agent" above at average rate of approximately $140/hour
  $ 4,500

- **Right of Way Project Manager at Meetings/R/W Certificate review, etc.**
  This estimates 14 hours at $140/hr
  $ 1,960

- **Appraisal Fee**
  $ 5,000

- **Appraisal Review Fee**
  $ 600

Estimated Expenses:

- **Certified mail (1 parcels x $25 each)**
  $ 25

- **Mileage estimate & other necessary costs**
  $ 750

**Estimated Fee**

$ **12,835**

Please contact me at 651-955-5594 with any questions. Thank you for the opportunity to provide this proposal.

Sincerely,

Henning Professional Services, Inc.

Sonya A. Henning, PE
President
Henning Professional Services, Inc.
Right of Way Acquisition and Relocation Consultant

Henning Professional Services, Inc. provides right of way acquisition and relocation services to state and local agencies such as MnDOT and cities and counties throughout the state of Minnesota. Services include Project Scoping, Field Title Investigation, Minimum Damage Acquisition Reports, Purchase Offers, Negotiation and Settlement, Residential and Business Relocations, Minimum Compensation Value Reports, and Uniform Relocation and Real Property Acquisition Act Compliance. Turnkey right of way services are also offered through teaming with abstractors, appraisers, surveyors and environmental firms. Our reputation to successfully provide fast track acquisition services, including coordination with numerous stakeholders and multiple consulting firms to meet tight project deadlines, is known throughout the industry.

Sonya Henning, PE, has more than 22 years of experience and is the president of Henning Professional Services, Inc. Her licensures in civil engineering and as a real estate broker allow her to provide valuable project input from scoping through construction as well as the ability to communicate project needs and construction details to landowners. She and her staff have extensive experience meeting the various requirements outlined for a variety of funding including local, state, federal funds and grants.

The recent merging and addition of Wilson Development Services, LLC staff of Dan Wilson, with more than 50 years’ experience in acquisition and relocation, and additional acquisition and relocation staff offer clients additional knowledge and services in the relocation arena. Dan Wilson has been providing acquisition and relocation assistance under the Uniform Relocation Act for 49 years. He is a frequent lecturer on the Uniform Relocation and Real Property Acquisition Act Compliance, as well as an “expert witness” in relocation and minimum compensation appeals.

CLASSIFICATIONS

- Certified Disadvantaged Business Enterprise (DBE) through the Minnesota Unified Certification Program (MNUCP)
- Certified Small and Woman Business Enterprise (S/WBE) with the Central Certification (CERT) Program
- Certified Targeted Group/Economically Disadvantaged/Veteran Owned (TG/ED/VO) Small Business by the Minnesota Department of Administration
- City of Minneapolis SUBP Certified (Small and Underutilized Business Program)
- Licensed Real Estate Company – Minnesota
- Pre-Qualified with the Minnesota Department of Transportation:
  - Work Type 8.1 – Direct Purchase
  - Work Type 8.21 – Relocation Assistance – Level 1
  - Work Type 8.22 – Relocation Assistance – Level 2
  - Work Type 8.3 – Field Title Investigation

MEMBER

- IRWA - International Right of Way Association
- MSES - Minnesota Society of Engineers and Surveyors
- APWA - American Public Works Association
- ESSP - Engineering Society of St. Paul
- ITE – Institute of Transportation Engineers

CONTACT

Sonya A. Henning, PE
President and Right of Way Specialist
Henning Professional Services, Inc.
P.O. Box 25376, Woodbury, MN 55125
651-955-5594
shenning@henningprofessionalservices.com

Packet Pg. 240
Sonya has over two decades of experience in the civil engineering field, with most of the time focused specifically on right of way engineering and acquisition. She has solid experience in right of way acquisition, contract administration, and plan review. In addition to acquiring property rights for cities and counties she has worked for the Minnesota Department of Transportation as a District Right of Way Engineer and as the statewide Right of Way Program Manager, managing and coordinating right of way programs throughout the state.

Sonya’s licensures in civil engineering and real estate offer the governmental agency and the property owners a knowledgeable project manager and credible right of way acquisition agent who can explain the acquisition process as well as the design, schedule and construction needs. These skills and experience aid in creating a consistent acquisition team, trusting relationships with the property owners and an effective voice for the agency. Her ability to identify and resolve complications in parcel acquisition early on, and respectful, timely communication with property owners has proven to decrease the time needed for acquisition and minimize the need for condemnation.

**GENERAL EXPERIENCE**

- Right of Way Specialist and President of Henning Professional Services, Inc. since August of 2013.
- For eight years as a MnDOT employee, provided right of way acquisition and coordination with MnDOT districts, utilities, FHWA, construction companies, state aid, investment managers, environmental services, MnDNR, cities, counties, landowners, and others.
- Nearly eight years as a R/W engineer and Group Manager for WSB & Associates, Inc. and three years for Yaggy Colby & Associates.
- Provide right of way scoping, schedules, estimates, negotiation, agreements, condemnation, relocation, turnbacks, reconveyances, and lease or sale of surplus property.
- Review construction plans and property acquisitions for MnDOT and federally funded county and city projects.
- Engineering experience in contract administration, field construction, soils/materials, bridge safety and maintenance, surveys, and design.

**SELECTED SAMPLE OF PROJECT EXPERIENCE**

**City Projects** – Acquisition of easements and fee title for numerous projects in the following cities: Afton, Brainerd, Brooklyn Park, Chanhassen, Circle Pines, Edina, Grant, Hopkins, Hugo, Lino Lakes, Maplewood, Mahtomedi, Minnetonka, Minnetrista, Nicollet, North Branch, Northfield, Prior Lake, Rosemount, Roseville, St. Louis Park, Shorewood, Staples, Woodbury, Wyoming

**City of Chanhassen** – CSAH 101 Up the Bluff – Project manager for acquisition of easements for 20 parcels. Coordination with city, Carver County and MnDOT.

**City of Maplewood** – CR B Trail – Fast track acquisition of easements and management of overall acquisition for 26 parcels, Federal Funding.

**City of St. Louis Park** – Cedar Lake Road Improvements – Acquisition of 17 parcels and Louisiana Avenue Reconstruction – Acquisition of 10 parcels.

**Education:**
Bachelor of Science in Civil Engineering, University of Minnesota, Minneapolis, 1996

**Registrations:**
Minnesota #41314

**Licenses:**
Real Estate Broker, 2007
Notary Public

**Certifications:**
Systematic Development of Informed Consent

**Memberships:**
International Right of Way Association
MN Society of Engineers and Surveyors
American Public Works Association (US and Minnesota)
Engineers’ Society of St. Paul

**Contact:**
Henning Professional Services, Inc.
PO Box 25376
Woodbury, MN 55125
651-955-5594
City of Brooklyn Park – TH 169 & CR 30 Interchange – Project manager for acquisition and relocation of 7 parcels. Coordination with city, county and Mn/Dot.

City of Minnetonka – Bren Road & 169 Interchange, project manager for acquisition of 7 parcels for fast track project In Minnetonka and Edina. Also acquisition manager of 8 parcel 2013 Reconstruction project on Sparrow Road, and parcels for the 2016 Reconstruction Project.

City of Richfield – Lyndale and 494 Bridge replacement project acquired commercial parcels for federally funded project. Positive MnDOT review and federal audit by Bill Lohr, FHWA.

City of North Branch – acquisition of parcels for numerous projects with local, state and federal funds, including the I-35 Bridge Replacement.

City of Woodbury – Fast track acquisition of easements for improvements to Hudson Road including commercial and residential properties as well as the extension of Lake Road and the Radio Drive/Hargis Parkway projects.

Anoka County – CSAH 54 – Current acquisition of 7 parcels for county.

Goodhue County – Zumbrota – Current acquisition of 22 parcels.

Hennepin County – CSAH 136 (Silver Lake Road) fast track acquisition of 21 parcels for road and utility improvements.

Ramsey County – Acquisition of easements for the reconstruction of Century Avenue in Maplewood, MN and for the new interchange at TH 10 and CR 96 in Arden Hills, additional parcel for 2017 96 project. Also Acquisition of “Viking Sprinkler” parcel in 2015.

Carver County – TH 101 & CSAH 10 & CSAH 41 – Acquisition of easements for state and federally funded projects at TH 101 & 61 and CSAH 10 in Waconia and CSAH 41 from 212 to Pioneer.

Dakota County – Cedar Avenue Transitway - Management of multi-firm Acquisition project of more than 165 parcels. Fast track, federally funded project. Delivered project on time and on budget. Also managed acquisition for MRRT near Flint Hills Refinery, County Road 50 & 60 Roundabout, Dodd Boulevard and Pilot Knob projects.

Scott County – 169/41 Intersection and Backage Roads – Currently acquiring 24 parcels that are part of this large project.

MnDOT D1 – TH 70 Rock Creek – Direct Purchase of 37 parcels in Rock Creek; TH 169 – Taconite to Bovey – Field Title project; TH 38 – Near Marcell = 68 parcels; TH 1 – Near Isabella = 81 parcels; Moose Lake – 76 parcel improvement project.

MnDOT D4 – TH 75 Kent Bypass – Acquisition of 9 parcels for bypass project.

MnDOT D6 - TH 52, Preston to Fountain, MN – Project Manager for full service right of way acquisition, relocation, mapping, platting, and eminent domain on 100+ parcel project.

MnDOT D7 – TH 14 Cobden, MN – R/W Engineer, right of way acquisition for bridges, regrades, and snow fence.

MnDOT D7 – TH 60 Worthington – Management of the acquisition of 43 parcel project in the City of Worthington.

MnDOT D7 – TH 14 Nicollet to North Mankato and the Bypass of Nicollet – Acquisition of 64 parcel project in North Mankato and Nicollet. Also TH 60 near Windom, 23 parcel project for 2 land to 4 lane improvements, also 70 parcels in Winnebago.

MnDOT Land Acquisition for Tower Sites – R/W Project Manager, site surveying and pre-acquisition of radio tower sites throughout the state.

Valley Branch Watershed District – Managed acquisition of easements for 2 mitigation projects in Washington Co.
November 8, 2019

Sonya Henning, P.E.
Right-of-Way Specialist/President
Henning Professional Services
P. O. Box 25376
Woodbury, MN 55125

Re: Alexandria 18th Avenue Property Acquisition
1804 Broadway

Dear Ms. Henning,

The property appears to be 2.5± acres with a 24,000± square foot building used as a retail outlet in the past but now is being converted to other uses.

The area of the acquisition is not known but is a triangular-shaped tract from the southeast and east part of the property which will alter the accessibility, encroach to the building, affect parking, and shape of the tract.

Tinjum Appraisal Company, Inc. has completed numerous appraisals under State of Minnesota and Federal guidelines for total as well as partial acquisition. Appraisals have been structured on a before and after basis. Brian Tinjum has the MAI designation; Rodger Tinjum has the ARA designation in addition to being licensed in Minnesota and North Dakota as Certified General Real Property Appraisers.

We propose to complete a before and after appraisal of the property using Federal appraisal standards as a guideline for a fee of $5,000 with completion targeted for the beginning of January 2020.

Attached are professional qualifications for Brian, Rodger and Taylor Bussman.

Thanks for the opportunity to be of assistance.

Sincerely,

[Signature]

Brian R. Tinjum

BRT/bhs
Professional Qualifications of Key Personnel

Copies of Appraisal Qualifications and Minnesota Appraisal Licenses are attached.

**Rodger K. Tinium, ARA** has a BA degree in Business Administration. His appraisal education includes several American Institute courses, University of Minnesota real estate courses and American Society of Farm Managers and Rural Appraisal courses. Rodger is an Accredited Rural Appraiser conferred by the American Society of Farm Managers and Rural Appraisers in 1969. He has presented appraisal topics at seminars as well as lectured. He has over 57 years of professional real estate appraisal experience including 11 years as a staff appraiser with the Minnesota Highway Department and 44 years as an independent appraiser.

Types of properties appraised include agricultural, recreational, special purpose, residential, and industrial as well as commercial. Rodger has considerable experience appraising lake recreational properties in north central and northeastern Minnesota. These appraisals included resorts, vacant land, development land, lake homes, special purpose lake properties, as well as appraisals for alternate uses for improved properties.

Rodger has served as a court-appointed commissioner in condemnation matters in Becker County, MN. He has also testified on numerous occasions before court-appointed commissioners and in district court in matters pertaining to eminent domain cases. He has appeared as an expert witness numerous times in district court, federal bankruptcy court, and an appraisal was submitted and used to help determine damages in special appeals court.

Rodger has appraised several multiple-parcel (tract) projects for the Minnesota Department of Natural Resources including a 16-parcel project on Kabetogama Lake which included the valuation of leased lots as well as the valuation of the property as improved. Within the same time frame, a 15-parcel project was completed on Sturgeon Lake for the MN DNR which included appraising leased lots as vacant and as improved. The function of the appraisals was for selling the lots to the lessee and included interviewing and inspecting the properties with the lessee.

Rodger has completed appraisals (80+ properties) for the Corp of Engineers on a before and after basis (flood easement) in western North Dakota at the confluence of the Yellowstone and Missouri Rivers (Buford-Trenton project); managed and reviewed by Richard Rushenberg of the Omaha Corp office (402) 995-2876.

Rodger has completed a 12 parcel project for flood easement for the Fawn Island Project of U.S. Army Corps of Engineers Missouri River Mitigation Project in Little Sioux Township, Harrison County, IA reviewed by the Corp of Engineers.

Rodger has completed a 20-plus parcel project on a before and after basis for flood easement for the City of Wahpeton, ND; reviewed by Douglas C. Nelson of the Corp of Engineers, MVD Regional Real Estate Division North (309) 794-5742.

Rodger has completed appraisals for the Bureau of Indian Affairs (BIA) in Minnesota and North Dakota.

Rodger has completed several appraisals for the Forest Service in Minnesota and Michigan. These included resorts, recreational and lakeshore properties. Rodger completed the UASFLA seminar in 2006 and the IRS seminar in 2014.

**Brian R. Tinium, MAI** has 31 years of experience in the real estate appraisal field and received the MAI designation in April, 2008. Brian was employed with the Minnesota Department of Transportation (MnDOT) for 19½ years as a real estate specialist with his basic duties including appraisals of properties for highway acquisitions. Brian also worked with Tinium Appraisal Company, Inc. on a part-time basis.
In February 2008, Brian joined Tinjum Appraisal Company, Inc. on a full-time basis. Brian has a BA degree in Business Administration.

Types of properties appraised include residential, agricultural, recreational, commercial, and industrial properties. Properties appraised include resorts, restaurants, convenience stores, retail, office, light industrial, nursing homes, recreational, and special purpose properties. Brian has completed reports for both private parties and governmental agencies.

In April 2017, Brian completed the seminar on Uniform Appraisal Standards for Federal Land Acquisition. Brian has completed numerous multi-parcel projects as well as testified before court appointed commissioners and in district court.

Brian completed a multiple lakeshore lot project on the White Earth Reservation for the Tribe, which was prepared under UASFLA standards and reviewed by the BIA. He has completed multi-parcel projects for MnDOT conducting analysis on a before and after basis.

Brian completed a project for the Federal Forestry (Superior National Forest) of 34 tracts of recreational/residential leased sites under the Uniform Appraisal Standards for Federal Land Acquisitions (UASFLA).

Brian completed an appraisal in May 2017 of a 40 acre tract and in August 2017 of a 7.2 acre parcel for the Federal Forestry (Chippewa National Forest). The review appraiser was Teresa DeMuri, RPRA. (715) 528-4464, ext. 146

Brian completed an appraisal in June 2017 of a 1,040 acre wooded recreational tract with some potential marketable timber in Lake County for the Minnesota Land Trust. The purpose of the appraisal was for proposed conservation easements.

Brian completed an appraisal in April of 2013 of the old Ely Service Center for the Federal Forestry (Superior National Forest). The review appraiser was Teresa DeMuri, RPRA. (715) 528-4464, ext. 146

Brian completed nine appraisals in May thru December of 2018 for the Detroit Lakes Airport expansion project under the Uniform Appraisal Standards for Federal Land Acquisitions (UASFLA). The review appraiser was Thomas Day, MAI, SRA (763) 205-6966, ext. 1.

Brian has completed appraisals of commercial and industrial properties throughout northern and western Minnesota, and eastern North Dakota. Properties include: a retail/industrial warehouse, and a governmental office in International Falls; and a FAA communications site in Beltrami County. Brian has also completed appraisals of properties with unique locations, such as: a manufacturing facility in a small community; a contractor’s facility in a rural location; an old armory building in a downtown area with proposed remodeling and redevelopment; an old distribution warehouse zoned for downtown commercial use in an area adjacent to residential properties; and special event centers in a rural agricultural area.

Brian has completed approximately 300 appraisals in the last seven years. Approximately 25 percent of the appraisals were for acquisitions by Federal, State, County, or City agencies for which the before and after format would be applicable. Five percent of the appraisals completed by Brian were under the Uniform Appraisal Standards for Federal Land Acquisitions.

Taylor Bussman, is licensed in Minnesota and North Dakota and has completed several appraisal classes offered by the American Society of Farm Managers and Rural Appraisers (ASFMRA) and the Appraisal Institute. He has four-plus years of experience including before and after valuations for the Bois de Sioux Watershed District and the Little McDonald Lake and Devils Lake water control projects. He has assisted on several projects and completed statistical valuation analysis.
STATE OF MINNESOTA

KELLY ANN LINDSTROM
11042 SWEETWATER PATH
WOODBURY, MN 55129

Department of Commerce

The Undersigned COMMISSIONER OF COMMERCE for the State of Minnesota hereby certifies that
KELLY ANN LINDSTROM

11042 SWEETWATER PATH
WOODBURY, MN 55129

has complied with the laws of the State of Minnesota and is hereby licensed to transact the business of
Resident Appraiser: Certified General

License Number: 20315256

unless this authority is suspended, revoked, or otherwise legally terminated. This license shall be in effect
until August 31, 2015.

IN TESTIMONY WHEREOF, I have hereunto set my hand this July 20, 2013.

[Signature]

COMMISSIONER OF COMMERCE
Minnesota Department of Commerce
Licensing Division
857 7th Place East, Suite 500
St. Paul, MN 55101-3165
Telephone: (651) 539-1589
Email: licensing.commerce@state.mn.us
Website: commerce.state.mn.us

Continuing Education:

<table>
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<tr>
<th>CE Requirement Type</th>
<th>CE Required Hours</th>
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<tr>
<td>Total Appraiser</td>
<td>30.00</td>
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<tr>
<td>USPAP</td>
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Notes:
- Continuing Education: 15 hours is required in the first renewal period, which includes a 7 hour USPAP course. 30 hours is required for each subsequent renewal period, which includes a 7 hour USPAP course.
- Appraiser: You must hold a licensed Residential, Certified Residential, or Certified General qualification in order to perform appraisals for federally-related transactions. Trainees do not qualify. For further details, please visit our website at commerce.state.mn.us.
PROFESSIONAL QUALIFICATIONS

Kelly A. Lindestrum
Certified General Appraiser, MNI # 20315256

EDUCATION

Appraisal

- Appraisal 101: Introduction to Appraisal Principles I, Prosource
- Appraisal 102: Introduction to Appraisal Principles II, Prosource
- Appraisal 103: Introduction to Appraisal Practices I, Prosource
- Appraisal 104: Introduction to Appraisal Practices II, Prosource
- Appraisal 105: Introduction to Appraisal Standards and Ethics, Prosource
- Appraisal 106: Appraisal Investment and Financial Analysis, Prosource
- Appraisal 107: How to Perform FIA Appraisals within the New HUD Guidelines, Prosource
- The Phrasing of Appraisal Report Writing, Prosource
- Expanding Your Niche in Appraising, Prosource
- Appraiser's Guide to Appraisal Review, Prosource
- 2006, 2012 & 2013 National USPAP Update, McKissick
- 7-Even National USPAP Course, The Appraisal Foundation
- Appraising Historic Properties, McKissick
- Disclosures & Disclaimers, McKissick
- Relocation Appraisal, McKissick
- Appraisers Guide to Appraisal Review, Kaplan
- Appraiser Liability, McKissick
- Land and Site Valuation, McKissick
- Mn DOT 2008, 2010-2014 Right of Way Professional Workshop
- Basic Income Capitalization, Appraisal Institute
- Advanced Income Capitalization, Appraisal Institute
- Quantitative Analysis, Appraisal Institute
- Advanced Concepts & Case Studies, Appraisal Institute
- Report Writing and Valuation Analysis, Appraisal Institute
- Business Practices and Ethics, Appraisal Institute

General

- Metropolitan State University, BS in Accounting - 1990

EXPERIENCE

- Real Estate Appraiser License since 3-2002; Certified General License exam passed 9-2003
- Accountant/Managing Partner Co-Owner of Rick’s Liquor, Inc., a small liquor store chain
- Administrator of the Kumpel Family Farm Limited Partnership, which involves subdivision and platting of land on a major interstate interchange with varying highest and best use, including subdivision of residential (low-, mid- and high-density), commercial, and industrial.

LICENSES, COMMISSIONS, MEMBERSHIPS/AFFILIATIONS

- Certified General Appraiser License, MIMI #20315256
- IRWA Member 2013-present
- Associate Member, A appraisal Institute 2012-present

PROPERTY TYPES APPRAISED

Appraisal experience working in metropolitan and out-state Minnesota as well as Wisconsin, North Dakota, Michigan and Ohio. Appraisal work has included residential, commercial, industrial, and raw land for private and public sector clients. Specific assignments have included a variety of appraisal and consulting assignments for lenders, attorneys, courts (court-ordered appraisals & condemnation), and units of government (local, state and federal), including right-of-way projects/appraisals for multiple counties and MnDot. Appraisals and rent studies on federal properties include federal office buildings, courthouses, border stations, and post offices, for which security clearance has been obtained.
Stormwater System Database Update

Background
Over the last several months, the Stormwater Management Committee has been reviewing the status of the stormwater system database. The committee has found issues with the current database including redundant items from multiple sources with unknown accuracy, disconnected features and missing key attributes.

It is important to the Stormwater Committee and to the city public works department that the storm sewer system mapping be accurate and up-to-date.

The goal of the project is to produce an improved storm sewer dataset that can be used for system maintenance, preliminary construction design, MS4 Permit compliance, public outreach/meetings, and asset management. All mapping and GIS data will be coordinated with the GIS department at ALASD and ALP and will be available through ALP's GeoMoose system.

All work will be completed in 2020. A status update will be provided to the Stormwater Management Committee quarterly.

Financial Impact
The cost of this work is $34,000. It will be paid with Stormwater Utility Funds. The stormwater fund currently has a balance of approximately $326,789.

Recommendation
Motion to approve the engineering agreement for the 2020 GIS Infrastructure Mapping and Database Update.

ATTACHMENTS:
- Engineering Agreement, GIS  (PDF)
CONFIRMATION OF REQUEST FOR GIS SERVICES

CLIENT: City of Alexandria

DATE: November 19, 2019

PROJECT: 2020 GIS Infrastructure Mapping and Database Update

WSN #: TBD

DESCRIPTION OF WORK INVOLVED: WSN will assist the City by updating the City of Alexandria’s Municipal Separate Storm Sewer System (MS4) GIS data. The current GIS datasets include redundant items from multiple sources with unknown accuracy, disconnected features and missing key attributes. All available data will be reviewed, reconciled and edited to create a more reliable dataset for stormsewer needs.

The MS4 map will be updated by utilizing existing GPS surveys, high-resolution imagery, and field verification, if necessary. The datasets will be updated based on priorities set by the City of Alexandria’s Stormwater Management Committee (SMC). First, the stormsewer layout will be adjusted using methods listed above. Second, the ownership of the structural best management practices (BMPs) including sump catch basins, regional ponds, and vortex structures will be determined. Third, stormsewer elements will be grouped based on the watersheds as identified by WSB in the City of Alexandria Comprehensive Stormwater Management Plan, June 2009. Culvert analysis is not part of this study phase.

TIME SCHEDULE FOR SERVICES: Begin work upon request.

ESTIMATED GIS CONSULTING COSTS:

<table>
<thead>
<tr>
<th>WSN Services</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Existing GIS Data Review/Compilation</td>
<td>$5,500</td>
</tr>
<tr>
<td>Existing GPS Survey Data Acquisition</td>
<td>$6,000</td>
</tr>
<tr>
<td>GIS Data Development</td>
<td>$22,500</td>
</tr>
<tr>
<td>Total Estimated Cost of Above Described Work</td>
<td>$34,000</td>
</tr>
</tbody>
</table>

BILLING METHOD: (X) Hourly, not to exceed
( ) Lump Sum
( ) Other

BILLING SCHEDULE:
(X) Monthly
( ) Phased
( ) Upon Completion

REMARKS: The map will be updated within this scope based on the priorities listed above. WSN will review progress with the SMC quarterly and will adjust approach as requested. Annual datasets will be delivered to the City to be incorporated in their online mapping system. In following years, additional dataset updates may take place at the direction of the SMC.
The primary goal of this project is to provide access to an improved storm sewer dataset that can be used for system maintenance, preliminary construction design, MS4 Permit compliance, public outreach/meetings, and asset management. All mapping and GIS data will be coordinated with the GIS department at ALP and will be available through ALP’s GeoMoose system.

See attached General Provisions of Professional Services Agreement. Hourly rates per attached fee schedule.

**WIDSETH SMITH NOLTING** agrees to perform the described work as set forth above. The **CLIENT** agrees to make payment for work performed within thirty (30) days after receipt of billing.

**SUBMITTED:**

**WIDSETH SMITH NOLTING**

**BY:** Mark Reineke, CMS, GISP – Geographer

**BY:** Tim Schoonhoven, PE - Vice President

**APPROVED:**

**CITY OF ALEXANDRIA**

**BY:** Martin Schultz, Administrator

**DATE:**
Stormwater Management Committee Recognition

Background
The Alexandria Stormwater Management Committee was recently recognized by the Minnesota Pollution Control Agency in their statewide on-line newsletter. The article highlighted how the committee is responsible for managing the City's stormwater utility funds and how they are responsive to stormwater concerns from city residents.

In part, the article stated:
"The committee takes pride in being responsive to city residents. The goal of the committee is to see that all concerns are dealt with in a way that allows residents to feel that their voices have been heard".

The Stormwater Management Committee is made up of the following members:
Dwain Schuette, Tom Klemenhagen, Jim Scott, Gail Kulp, Ben Zehrer, Tim Bayerl, and Mark West.

Recommendation
Informational only. No council action required.

ATTACHMENTS:
• MPCA article on Alex Stormwater Committee (DOCX)
Municipal program highlight: Alexandria

The city of Alexandria is getting help from its residents to manage how stormwater utility funds are spent. In 2004, the city created a City Council subcommittee of seven city residents to hear and resolve stormwater concerns. City staff answered our questions about their Stormwater Management Committee and the role it plays in the Alexandria’s stormwater program.

Q: What is the Stormwater Management Committee?

A: The Stormwater Management Committee (SMC) is a group of seven Alexandria residents that manage stormwater utility funds collected by the city. The committee reports to the City Council for approval on larger expenses and is supported by the council to manage funds on smaller improvements. The SMC funds street sweeping, maintenance equipment, and storm sewer maintenance and repair. It also funds stormwater pollution prevention activities at city construction projects, residential flooding projects, and all components of the city’s municipal separate storm sewer system (MS4). The committee meets once a month to discuss the budget, residential concerns, and equipment status while always looking for opportunities to improve upon the city’s current MS4. Residents are invited to present during the meeting and residential stormwater concerns are analyzed for solutions and prioritized using a project prioritization spreadsheet. If a solution is possible and the project scores high enough on the prioritization spreadsheet, the SMC may fund the project.

Q: What’s the greatest accomplishment of the Stormwater Management Committee?

A: It’s the way it is able to manage the city of Alexandria’s MS4 program. Accomplishing this is a group effort between the city and their consultant, Widseth Smith Nolting and Associates. The committee takes pride in being responsive to city residents. The goal of the committee is to see that all concerns are dealt with in a way that allows residents to feel that their voices have been heard.

Q: What are future plans for the Stormwater Management Committee?

A: They include continuing to manage, inspect, educate, and maintain the city’s MS4 as well as look for ways to improve the value of the MS4 for city residents. The SMC has a capital improvement plan that includes eliminating direct discharges to lakes as well as constructing best management practices for water quality at various locations around town. One of the next tasks will be a major update to the stormwater GIS mapping system. The committee is also looking into ways of partnering on major projects to further leverage available funds.

Q: If other MS4s wanted to implement something similar to the Stormwater Management Committee, what advice would you give them?

A: The biggest piece of advice to set up a successful committee is to gain respect from all involved by making decisions based on facts and the wellbeing of city residents. The Alexandria Stormwater Management Committee works well because it is so well supported by the City Council and staff. This level of trust is a critical component of the success of the committee.
City Administrator's Report

Quarterly Reports - I have attached the 3rd Quarter reports. Staff had provided these for last meeting and I did not remember to include them. I apologize for this oversight.

Fire Department Unit 27 Update - Chief Karrow has prepared the attached information regarding the future acquisition of a replacement for Unit 27.

Splash Pad Update - Staff recently met with representatives of the Splash Pad group and the YMCA regarding the splash pad. There was discussion about the possibility of a partnership on the splash pad at the YMCA site. At this time, fundraising will continue for the Splash Pad site at Fillmore Park as authorized by the City Council. Staff will continue to stay in contact with the project partners going forward.

Public Works Lease-Purchase Agreement - We are going to adjust our timeline for distributing the RFP authorized by the City Council last week. One of the pieces of equipment is looking at a May delivery date. We want to keep the timing of the delivery of funds from the financial institution as close as possible to the delivery of the vehicles. Therefore, we will be waiting a bit to release the RFP. We will keep you updated on the situation.

Holiday Open House - A reminder that the open house will be held on Thursday, December 19 from 2:00 to 4:00 p.m.

ATTACHMENTS:

- Quarterly Reports (PDF)
- Unit 27 discussion (DOCX)
Alexandria City Assessor  
Quarterly Report to the Council July-September 2019

- Reed and Amy have completed viewing and measuring properties as part of the physical inspection once every five years requirement. We are now working on getting that data updated in the computer and preparing to inspect properties where remodeling or new construction have taken place.
- As part of the city’s election team, Amy has been busy preparing for the school referendum vote. Since this is a school district only vote, the process is somewhat different from a regular election and preparation has been a learning experience. Once that election is done, she and the election team will already be starting to train and gear up for the presidential primary in February.
- Reed attended the Minnesota Association of Assessing Officers (MAAO) Fall Conference in Grand Rapids, September 30-October 1, as well as a meeting of the State Board of Assessors and Executive Board of the MN Association of Assessing Officers.
- There were 199 good residential sales for the most recent study period, an increase from 190 last year. This indicates that the market is still very active. Sale prices/values continue to increase at a moderate rate. Commercial sales also increased (10 vs. 3). As always, those sales represent a wider variety of property types, but it appears that there is also sale price/value inflation in the commercial market as well.
2019 – Third Quarter, Sara Stadtherr, Communications Coordinator

Electronic media:

- Social Media –
  - Facebook – City of Alexandria page
    - Currently at 2,695 followers
    - 4.4 review rating
    - Personal stories or pictures continue to bring the most engagement. The Boy Scouts attending the Council Meeting, as an example, reach over 1,100 people.
  - Facebook – RCC page
    - 982 followers
    - 4.5 review rating
    - Great crowd engagement of attendees posting on page

- Google Business pages
  - I continue to manage 4 Google “My Business” pages: RCC, COA, Plaza and Downtown liquor stores. As an example, there have been over 46,000 searches alone for Plaza Liquor. Of those searches, 979 were for directions to the location, 139 made a direct phone call to the store. These are people who click on those items on their search, many more just find the address and go to the store.
    - I respond to every Google review.
      - Plaza has 121 reviews, 4.4 overall rating
      - Downtown has 113 reviews, 4.5 overall rating
      - RCC has 143 reviews, 4.4 rating

Community Partnership and Collaboration:

- Recruitment of Student Election Judges and processes
- Summertime construction video updates to the social media platforms
- Assisted with set up and promotion of Community Night Out
- Successfully continued Coffee with the Council. Multiple spin-off successes with this.
- Attended and submitted “Intelligent Community Foundation” application and grant funding process. Led multiple meetings for final submission of application.
- Co-leading local work for Census 2020, Complete Count Committee
- Held first discovery sessions on the Youth Council with interested youth.
- Worked with multiple organizations to assure that Jingle Bells will be live streamed
- Participation in these community meetings and activities
  - Chamber of Commerce membership committee
  - Reduction in substance abuse in Alexandria coalition, Healthy Voices, Healthy Choices
  - BCE Academy Board at AAHS
  - TAC meeting
  - Toastmasters
  - FAN Coaching
- Coordinating Community Collaboration Group, to include: Douglas County, Chamber of Commerce, AAEDC, ADMA, Explore Alexandria, ATCC and District 206.
Departmental work:

- Roll out of cyber security project
- Created presentation for RCC expansion project for the House Committee presentation in Fergus Falls. Attending and working with RCC Commission and staff on all RCC expansion items.
- Created 2020 budget presentation for preliminary Council viewing
- Assisted in selection and promotional item selection for Panther Distillery bottling for COA
- Assisted in release of 2040 for the Planning Department
- Assisted in transfer of BCC to Administration position

Leading these internal Committees

Cable TV Commission:

- Purchase of new equipment
- Hiring of new PEG operator

Technology Team:

- Led website domain conversion
- Analysis of Shortel system, contract renewal
- Annual renewal of LANSotros system
- Set up on all new hires to include desk set ups and all IT systems
- Logistical set up of better connectivity for Liquor Stores and City Hall
- Continue back up support of hard drives
- Purchase of annual Adobe contracts

Other:

- Working on Community Engagement at City Hall to include City Council meetings
- Support to roll-out of Employee Intranet
- Attending Digital Summit training.
- Organized Infrastructure tour for City Council and Planning Commission
- Organized tour of the new apartment complex on McKay
- Assist in convening LGCC meetings
- Presented with Marty at 3 sections of Citizens Academy students
- Attended BIAD and Chamber luncheons
- Attended ribbon cuttings and celebrations at:
Community Development
2019 – Third Quarter Report
Mike Weber, Community Development Director

Planning and Building Codes:
- Reviewed and processed 363 building permits, land use permits, sign permits and plumbing and mechanical permits
- Staff conducted field inspections as required to support above permit activity
- Division staff conducted 88 nuisance inspections (initial and follow up)
- Worked with Building Department staff and Administrator on final 2020 Budget recommendations
- Continued implementation of LOGIS building permit software, including phone and personal meetings with software provider – fully implementing for online permitting, (e-permits) and online self-scheduling for inspections.
- Division staff prepared specifications for new pickup. Truck acquired and placed into service.

Community Development:
- Staffed Planning commission meetings, prepared staff report and recommendations, reported Commission recommendations to Council, reported Council actions to applicants, monitored compliance with any conditions imposed by Council
- Division staff conducted numerous meetings with contractors, property owners, builders, developers, surveyors, architects, engineers, and realtors regarding pending, planned and proposed projects.
- Follow up meeting with Chamber of Commerce staff regarding MnDOT/Burgen Rest Area reconstruction and partnering with CoC.
- Continued ongoing meetings with other agency staff (County, Township, AAEDC, HRA, ALP) regarding development, redevelopment, financing, and partnership opportunities.
- Conducted Development Review Team (DRT) meetings with proposed commercial/restaurant developers and with multiple family residential developers
- Facilitated monthly meetings of the Fairgrounds Master Plan Implementation Task Force
- Participated in Collaborative Leadership Team, Utility Committee, Highway Committee, and Housing Group meetings
- Worked with Public Works Division Directors/City Engineer on additional traffic calming demonstration project locations
- Facilitated meetings with local contacts for transportation and land use chapters of the Comprehensive Plan update. Completed community engagement meetings.
- Participated in State/Federal RLF trainings
- Met with commercial real estate broker seeking alternate sites for national retailer
- Multiple meetings with MnDOT, ISD #206, etc. regarding Pioneer Road/43rd Avenue intersection safety, I-94 Interchange, and North Nokomis reconstruction, 18th Avenue connection between Nokomis and Fillmore, etc.
• Division staff met with Lake Association representatives regarding Shoreland development issues, stormwater management, etc.
• Provided information to and met with Budget Committee on Revolving Loan Fund applications and with Legislative Committee on Code revisions.
• Convened and facilitated meetings with Viking Lakes Village Mobile Home (Cooperative) and housing, EDC, and engineering staff.
• Met with property owner, realtor, engineering staff on development of 120 acre tract near 50th Ave.
• Met with Park Board regarding sign donation for Knute Nelson Memorial Park.
• Facilitated downtown walk-through with MnDOT Right or Way Supervisor, District 4 staff, and City Engineer. Viewing for possible Amended Width Order.
• Scheduled and facilitated Development Review Team (DRT) for redevelopment of existing commercial site near Third Avenue.

Community Engagement/Public Education and Involvement:
• Participated in Downtown Merchants Association Board and regular membership meetings, Age Friendly Task Force, Alexandria Area Youth Baseball Association Board meetings
• Participated in monthly meetings of the Family Homeless Prevention and Assistance Program with West Central Communities Action.
• Division personnel staffed two tables and provided information on Building Codes, stormwater management/erosion control, Comprehensive Plan update, etc. at Community Night Out.
• Participated in Community Land Trust training provided by West Central Communities Action.
• Presented to local realtors groups and to individual firms/agents – upcoming projects and scheduling.
• Appeared on Open Line radio program – provided update on Comprehensive Plan process, housing issues, etc.
Quarterly Update
3rd Quarter 2019
Karin Tank
Assistant City Administrator/HR Director

Noteworthy programming activities underway since July include:

Performance Management -
- Coordinated the performance evaluation system (Planning Performance Cycles 2 & 3: Evaluation Months July/October)

Policy Program & Compliance -
- Annual P.C.O.R.I. fees were calculated and submitted. This fee is a requirement of the ACA and is intended to help patients, clinicians, purchasers, and policymakers make informed healthcare decisions by advancing the quality and relevance of evidence-based medicine through the synthesis and dissemination of comparative clinical effectiveness research findings. The fee is calculated by multiplying the average number of covered lives (employees and dependents) for group health plan years ending on or before December 31 and paid to the IRS.

Benefit Administration -
- Ms. Tank continues to serve as a member of the LCSC CCOGA (City, County, Other Gov Agency) insurance advisory group. This group meets annually and as needed to review and provide recommendations to plan designs, rate formulas and keep abreast of changes to the market and legislation.
- We learned that within the City’s health insurance renewal we had an opportunity for a one time refund to the city. The city is self-insured with Lakes Country and qualified for the refund based of positive claims experience for the 2018 calendar year and positive claims experience in aggregate for the last two years. The refund was calculated, after the pool reserves had been reset and the total is $72,108.48. This refund was applied for a premium reduction of 8.3% in 2020.
  - The Health Research Institute (HRI) projects the 2020 medical cost trend to increase slightly. HRI projects 2020’s medical cost trend to be 6%. This is up over the flat trend seen in 2018 and 2019, with revised estimates coming in at 5.7% for both years.
- Life voluntary products (Life, LTD) remain the same for 2020.
- Dental increased 6.5% for 2020.
- Open enrollment starts in November and work is underway for presentation of options, enrollment communication and individual employee elections. Open enrollment meetings were held on November 6th.

Recruitment & Separation -
- Welcomed employee Kevin Boyle to our team on October 28th as Administrative Assistant/Council & General Governance. He will be working closely alongside Lori West until her retirement at the end of the year. Kevin comes to us with many years of public service experience at the County level (Hennepin, Dakota and Washington Counties) and most recently in a guest services role for US Bank Stadium. He has an extensive background in election administration, which with help with our three elections in 2020. He also brings along his top 5 CliftonStrengths of: Connectedness; Intelllection; Input; Maximizer and Relator.
- Wished the best to Garett Niska who left his position as Maintenance Operator in the Parks Division and accepted a position with MNDOT out of the Sauk Centre location.
- Welcomed Chandler Riedel from his part time role within Public Works Parks & Facilities Maintenance to that of full time Public Works Operator. Chandler has been working for the City in a part time capacity since 2017.
- Transitioned Christina Sell from a part time Sales Associate to full time Sales Associate at Downtown Liquor.
- Accepted the resignations of Public Works Operators John Stanz (12-6-19) and Tony Kelly (1-30-20) and in process of advertising for one and will be working on the second in the coming weeks.

General Administration -
- 2020 Budget Preparation: Provided assistance to the Budget Committee and staff on implementation of PBB and salary calculations for all departments.
Municipal Liquor Stores 2019 Third Quarter Review
Andy Mellgren, Liquor Operations Manager

July:
Held meeting with Assistant managers to review new staff training, customer service standards, product knowledge, selling techniques and business aspects relating to marketing

Customer counts and sales were up at both stores compared to 2018. I attribute this to our on-going Facebook branding promotions, radio branding ads, sale items and our superior customer service.

August:
We have found that the google clicks continue to increase. People are using google to map us or call us. We continue to have a growing following on our Facebook page. Customer counts and overall sales were up in August. It was a very busy month, many events and activities throughout the city and county

Sept:
We continue to have a growing following on our Facebook pages and google searches showing that people are mapping our locations. We had another great month of increased sales and customer counts. Our product mix, customer service and rotating major wine, beer & liquor items on sale continue to please existing and our many new customers each month.

Final Thoughts:
Overall we have a great local customer base and people from out of town are finding our stores. Sara Stadtherr and I have been meeting once a week to discuss social media branding as well as marketing strategies and ideas. I continue to be involved with Sertoma, Downtown Merchants, Chamber of Commerce and the Newcomer’s Wine Club.
Alexandria Police Department 2019 – July-September, 3rd Quarter Summary for City Council

- 4,622 Calls for Service handled

- 675 Traffic Stops

- 57 calls for Domestic Assault resulting in 19 arrests

- 18 Drunk Driver arrests

- 56 child protection reports

- 37 vulnerable adult reports

- The third quarter is bringing change just as the second did. Nathan Larson and Shem Baker have both completed their field training programs and are now working patrol on their own. Nathan had previously been working for the Bemidji Police Department for two years and Shem for the Fargo, ND Police Department for that same amount of time. Both are proving to be great additions to our team.

- The two new patrol squads that were ordered are expected to be arrive later than anticipated. The manufacturers (Ford and Chevy) are having a hard time producing the new cruisers in a timely fashion. Every agency in the state is in the same boat. I appreciate how supportive the council has been, as these cars are needed, and the staff is thankful for the support.

- Officer Darcie Zirbes and Sgt. Keith Melrose continue to support and be involved in the Special Olympics. They recently attended the national conference in Colorado and continue to bring back new ideas and ways of supporting our local Special Olympics. This is great for our community and Special Olympics pays for all their travels and participation. They participated in this conference on their own time. Their commitment makes us proud!

- Since our agency presented the Jasmine Block case at the BCA annual conference for missing persons, we have been asked twice to continue giving the case study at other investigator and forensic conferences around the state. Recently, our office presented the case at the Minnesota Sex Crimes Investigators Association conference in Brainerd, MN. A lot of time goes into presentations like this and it shows the commitment of our team.
• A Community Caring for Caregivers (C3), recently sponsored a first responder’s appreciation dinner and speaker event. The speaker was Matt Booth, a well renowned attitude expert. It was a great evening and our staff came back with good reviews. We are building and improving on the good culture we already seem to have at the police department and it feels good.

• We continue to work with Yvonne Kinney as stated in the last report. Our staff is upbeat and participates in all of this. It is building solid relationships in our office and opening up the communication dialogue within our office even more. This is proving to be a positive approach in employee wellness and ownership.

• Investigations continues working cases and has recently welcomed Brian Kakach into his new assignment. Brian is filling the office that Tony Golden has had for the last three years. We are making some changes, giving others more experience in working to always build on our succession planning and looking into the future of our office. Tony Golden moved into the drug task force as an agent and soon Jason Rosha will move back into patrol.

• Our drug task force continues to work many narcotics cases. Recently, as changes are being made, our office will no longer have the “Agent in Charge.” The task force board voted to move that to the Douglas County Sheriff’s Office. Our office had that responsibility for a number of years and it feels like the right time to hand that to another agency. It is very important for the task force to be “shared” and a commitment made by all agencies. It is the ingredients to being successful! As stated previously, Tony Golden will be the drug agent from our office.

• Our Captain continues teaching implicit bias for the Anti-Defamation League (ADL) across the country. He was asked to speak at an event in New York for a large conference and continues to represent our city with professionalism. He continues to stay at the forefront regarding future trends in law enforcement. He does this training on his own time.
I continue in my beliefs that transparency throughout this office along with safety is our top priority. Information sharing and working together are keys to transparency as training and equipment are the keys to officer safety. Service to all citizens is of high priority. Service is a “beyond expectation” attitude and commitment. I see our city as one of the most professional cities around the area and service to the citizens is definitely being observed on a daily basis. As the Chief of Police, I feel very fortunate and proud to be a part of not only this department, but a partner to all city leaders as well. It is an honor to be the Chief and I thank you all for the opportunity and trust you have in me to fulfill my duties.

Sincerely,

Chief of Police
Rick Wyffels
Parks
Parks have been very busy again this summer. We had 80 park reservations at City Park including school trips, family reunions, weddings, company picnics, and other community events. The restrooms in Fillmore, Noonan’s Park and City Park were closed for the season on October 28th. Staff is busy getting the parks cleaned up and winterize. All irrigation systems has been winterized for the season.

Nuisance Complaints
We have had several property clean-ups this summer. Nuisance notices get posted at the residents explaining the City Code. Most of the nuisances have been cleaned up by property owners prior to scheduling the clean.

Park Flowers
Had a great season for flowers this year. Staff takes great pride in their creations in each of the parks. We get a lot of compliments from the residents and visitors on how nice the flowers look. We have flowers at Noonan’s Park, Runestone Park, City Park and other locations, Including fire station and liquor stores and have 26 whiskey barrels that get placed throughout the city. Staff had already ordered flowers for the 2020 growing season.

Splash Pad
The Splash Pad Committee continues to work on raising funds for a Splash Pad that would be built at Dean Melton/Fillmore. Marty and I have had a meeting with the YMCA and a member of the Splash Pad Committee about partnering the project with the YMCA and the YMCA hosting the project on their site. Splash Pad Committee was going to discuss and make a decision on partnering with the YMCA or continue to fund raise on their own until fund needs are met. The committee had a meeting with Marty on October 23rd and I don’t know what the outcome was from the meeting. More info to follow.

Downtown Flower Baskets
The downtown flowers looked great this year. If you recall from the last quarterly report, this year the flowers were grown locally by Colorful Seasons. They have agreed to work with the Alexandria Downtowners Association to do them in 2020.

Big Ole Central Park Restrooms:
The restrooms are open and have been very heavily used by visitors. With the Central Lake Trail running just to the north of the restrooms. We have a camera in the park with a view of the restrooms, kiosk area, section of the Central Lakes Trail and the parking lot area. This is recorded at ALP and we can go back and see if we can identify the culprits. These restrooms are heated and will remain open during the winter season. This is a great addition to the park and to the north end of Broadway!!

Musical Playground
At the June Park Board Meeting, the board approved the Alexandria Rotary Club purchasing and installing a Musical Playground to be placed between the parking lot and the Gathering Tree Sculpture. They have applied for a regional grant through the Rotary and they are waiting to hear the status of that grant. Once they have the money raised, they will come before the council for the council to accept the donation. A big THANK YOU to the Rotary Club for investing the community and the Big Ole/Central Park Area.

Veterans Memorial Park
Construction is coming along very well. The big walls are up and the construction of the restrooms is taking place. Most of the concrete has been poured except for the walkways where the tablets set. Crews will continue to work until weather stops them. Dedication is scheduled for July 4th, 2020. A great project for the community!

Community Garden

In a partnership with the YMCA – we have a community garden. There are 24 – 10'x10' plots available. There are a few plots that were reserved to the 2019 season. I know that they have had some inquiries about the 2020 planting season. I think with some advertising/promoting from the city and YMCA, they can get filled up. Another great partnership to bring the community together.

Knute Nelson Ballpark

The ballpark had a very busy baseball season with well over 100 games played this year. Scott from Creative Landscape was responsible for the field maintenance including field prep for games and the mowing. Each team is charged a rent fee for the use of the field – High School and AYBA Legion are $35 per game. All adult baseball teams - $65. Beetles Reunion Game - $350. Tuck pointing has been completed and some of the painting has done. The rest will wait till spring. We also are replacing the fencing at the top of the grandstand with a black chain link fence.

The digit reader board that was donated by the Serum Family in memory of Dale Serum was installed on October 28th by Rose City Canopy. This reader board will be able display upcoming game schedule and other event. The city will be responsible for the addition signage required under the city sign ordinance. This is being designed and installed by Winning Edge Graphics. Will be installed soon.

Noonan's Park Warming House

We will be getting a face-lift. The warming house was constructed in 1985-86. We will be replacing shingles, fascia, soffits, siding, windows and doors. We are purchasing the material from True Lumber in Alexandria and hired Tim Abell Construction to do the work. Work to begin 2nd week in November – total project cost is about $13,500. We did have this project in our 2019 Capital Improvement Plan for 2019.

Pickle Ball Courts

I have done some extensive work on getting information and working with some pickleball players on potentially transforming the existing tennis courts at City Park into dedicated Pickle Ball Courts. I had seen that the City of Willmar had just opened up a 6 court facility. They had 2 tennis courts similar to ours at City Park that they removed and replaced with the pickle ball courts. I contacted their rec director and he stated he stated he became the general contractor and contracted with a paving company to do the ground work and paving, he purchased the nets and posts through Pickle Ball Company, contracted with surface painting company to do the court painting and a fence company for the perimeter fencing around each court and entire project. Their total project cost was $87,000. Prior to starting, he did get a quote from a pickle ball court installer that would do from start to finish at a cost of $150,000. The City of Willmar has forwarded me the all the information including paving specs used. In talking to the Pickle Ball people – the optimum number of courts they would like to see is 8. With 8 courts they would be able to host tournaments. I did the math and if we went with 8 courts, the rough estimated cost would be about $110,000. We had $100,000 budgeted in the Capital Improvement Plan Budget. I did talk to a pickle ball construction company and he gave me an estimated cost of $250,000 over the phone for constructing 8 courts. Will be getting further information and coming to council with permission to proceed in the beginning of 2020. For spring of 2020 install.
Woodland Park Playground System Install

Construction of a playground system to replace some old pieces of equipment at Woodland Park is being finish the first week of November. This park was brought into the city as part of orderly annexation in 2012. The playground system will have wood fiber mulch as a surface which is ADA Complaint. Total cost of the project is about $30,000.

Staffing:

We had a fulltime team member at the Public Work Park and Facilities Division that received a job offer from MnDOT in Sauk Centre and his last day was October 12th. Our part-time team member that has been with us for almost 3 years was promoted to full-time and will take over the same responsibilities. In the winter, he will have a designated plow route.

On-Going Projects

We are out doing tree trimming, removals and stump grinding.
We are getting ready for winter season
Repairing, painting and staining picnic tables

We continue to work very well with all city departments and are willing to assist in any way to make the city a great place to live, work and play!

Thanks

Bill Thoennes
Director of Parks and Facilities
City of Alexandria Public Works Street and Stormwater Division Quarterly report July-October 2019

Dane Bosl, Division Director

- Continuous street patching
- Completed MPCA audit
- Continuous street sweeping
- Prepped equipment for winter
- Continuous jetting and vacuuming of city storm sewer system
- Continuous sign work
- Helped with the Douglas County Fair
- Special event set up and take down
- Fall metal pick up
- Graded alleys several times
- Started project culvert replacement project with LaGrand Township
Runestone Community Center

2019 third quarter

Vinnie Hennen Manager

July-August-September are transition months, from summer hockey to winter hockey season. It is a time for maintenance of equipment. We completed the work we were doing in locker rooms 3 and 4 and 9 and 10 we have had many comments on how well they look. We have also taken ownership of a used Zamboni from Canada. It is working well and is becoming a favorite of all the workers.

In July we hosted a boys high school summer hockey tournament and the 3M summer picnic. This has turned into an annual event at the RCC.

In August we hosted the gun show, Douglas County Fair and a craft show by a new vendor.

In September we hosted the St. Mary’s block party. Ice was then installed in the RCC the following Wednesday.

<table>
<thead>
<tr>
<th>EVENTS</th>
<th>ATTENDANCE</th>
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<tbody>
<tr>
<td>Summer hockey camps</td>
<td>150 daily</td>
</tr>
<tr>
<td>July 3M picnic</td>
<td>500</td>
</tr>
<tr>
<td>• July 19th-20th-21st Boys High School hockey tournament</td>
<td>500</td>
</tr>
<tr>
<td>• August 10th-11th gun show</td>
<td>1000</td>
</tr>
<tr>
<td>• August 14th-15th-16th-17th Douglas County Fair</td>
<td>1000</td>
</tr>
<tr>
<td>• August 31st craft show</td>
<td>300</td>
</tr>
<tr>
<td>• September St Marys block party</td>
<td>2000</td>
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</table>

UPCOMING EVENTS

- Blizzard home opener
- AAHA tryouts
- Girls high school practice starts
- Boys high school practice starts
- Girls first home game
- AAHA tournament-Squirt B2

October 11th
October 21st
October 28th
November 11th
November 12th
November 29th-30th-Dec 1st
For Mayor and City Council information: On the CIP, we are scheduled for replacing Unit 27—the Heavy Rescue. This is the oldest Fire Apparatus in the fleet. This Unit responds to every single call, whether rescue, fire, or alarm. I like to think of it as a big box of tools, big ambulance, rehab, and big personnel carrier. It is the working backbone of the fleet. I am instructing the Truck committee to begin looking and coming up with specs on this replacement rescue—what are the needs from the community now versus 23 years ago. We have also pushed the replacement of the Engine 21 back a year to accommodate for this truck. The Truck committee will be developing the specs vs taking specs from a manufacturer from years ago. The Truck Committee will also be looking at “green technology”, such as hydraulic and battery charging stations, upgraded technology and the capability to keep up with the ever changing technology. We are anticipating that this workhorse of a truck will be an investment of approximately $550,000 - $600,000 and could take up to approximately 1-1½ years for spec, and delivery. We just want to keep you informed as to what we see out on the horizon.

**Unit #27**

HEAVY RESCUE: 1998 PETERBILT, (1) FIXED RESCUE TOOL, (1) PORTABLE RESCUE TOOL, (1) ELECTRIC RESCUE TOOL, THERMAL IMAGE CAMERA, GAS MONITOR, CONFINED SPACE AND HIGH LEVEL RESCUE EQUIPMENT, ACCOUNTABILITY AND REHAB STATIONS, LIFTING AIR BAGS, MEDICAL EQUIPMENT, AED

ALEXANDRIA FIRE DEPARTMENT VEHICLE SCHEDULE

<table>
<thead>
<tr>
<th>UNIT #</th>
<th>YEAR</th>
<th>RPLC YR</th>
<th>VIN</th>
<th>MAKE</th>
<th>MODEL</th>
<th>VALUE (Approx. PD)</th>
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<tbody>
<tr>
<td>19</td>
<td>2018</td>
<td></td>
<td>9934</td>
<td>CanAM Defender</td>
<td>UHP Wildland/Support/Search</td>
<td>$45,000.00</td>
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<tr>
<td>20</td>
<td>2016</td>
<td>2026</td>
<td>GMC</td>
<td></td>
<td>3/4 Ton Pick up Grass Rig</td>
<td>$30,000.00</td>
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<tr>
<td>21</td>
<td>1992</td>
<td>2025</td>
<td>4099</td>
<td>Spartan</td>
<td>Custom Fire Engine</td>
<td>$300,000.00</td>
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<tr>
<td>22</td>
<td>2011</td>
<td>2030</td>
<td>2679</td>
<td>Peterbuilt</td>
<td>Custom Fire Engine</td>
<td>$493,500.00</td>
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<tr>
<td>23</td>
<td>2003</td>
<td>2025</td>
<td>3000</td>
<td>Peterbuilt</td>
<td>Custom Fire Engine</td>
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<tr>
<td>24</td>
<td>2008</td>
<td>2028</td>
<td>412</td>
<td>Ford Diesel</td>
<td>550 Crewcab Quick Response</td>
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<tr>
<td>25</td>
<td>2019</td>
<td>2029</td>
<td>5871</td>
<td>Ford</td>
<td>3/4 Ton Pick up Grass Rig</td>
<td>30,000.00</td>
</tr>
<tr>
<td>26</td>
<td>2006</td>
<td>2027</td>
<td>3449</td>
<td>Peterbuilt</td>
<td>Custom Water Tender</td>
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<tr>
<td>27</td>
<td>1998</td>
<td>2021</td>
<td>MN02</td>
<td>Peterbuilt</td>
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<tr>
<td>28</td>
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<td>2035</td>
<td>8667</td>
<td>Pierce</td>
<td>SkyArm 100 Ft. Ladder</td>
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<tr>
<td>29</td>
<td>2009</td>
<td>2030</td>
<td>6676</td>
<td>Freightliner</td>
<td>Custom Water Tender</td>
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<tr>
<td>30</td>
<td>2018</td>
<td>2025</td>
<td>2458</td>
<td>Chevrolet</td>
<td>Tahoe Z71 Chief's Vehicle</td>
<td>$40,000.00</td>
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ALEXANDRIA LAKE AREA SANITARY DISTRICT

Minutes

October 9, 2019

The regular meeting of the Alexandria Lake Area Sanitary District Board was held October 9, 2019 at the ALASD office located at 2201 Nevada Street, Alexandria, Minnesota.

The regular meeting of the board was called to order by Chairman Thalman at 5:30 P.M.

Members present: Dahlheimer, Eldevik, Fenelon, Hanson, Hayes, Lerohl, Miller, Netttestad, Nolting, Thalman, Van Amber and Waldorf.

The Pledge of Allegiance was recited.

A motion was made by Netttestad to approve the consent agenda items including the September 11, 2019 regular meeting minutes as amended, Treatment Plant Superintendent Scot Spranger’s and Collection System Superintendent Brad Timm’s department reports, Financial Reports and ALASD bills. Seconded by Eldevik. Motion carried.

Joe Bischoff of Wenck Associates was present to give the board an update of activities being done on the Lake Management Study. Bischoff explained that carp are being tagged and fitted with tracking devices in an attempt to determine the most effective and efficient way to eventually remove them. Bischoff further explained that because the carp are free to travel into Lakes Agnes and Henry, those lakes must also be surveyed.

A motion was made by Eldevik to approve Pay Request No. 5 in the amount of $321,992.11 to the Tradesman Construction for the maintenance building remodel and addition. Seconded by Miller. Motion carried.

A motion was made by Van Amber to approve Pay Request No. 4 in the amount of $369,211.33 to Geislinger and Sons, Inc. for the Nevada Street Interceptor Project. Seconded by Hanson. Motion carried.

A motion was made by Waldorf to adopt Resolution 19-11 Approving Modification to Executive Director Gilbertson’s Employment Agreement with ALASD. Seconded by Hayes. Motion carried.
ALASD Board Minutes
August 14, 2019
Page 2 of 2

A motion was made by Nettestad to adopt Resolution 19-12 Requesting Proposals for Professional Auditing Services for Fiscal Years 2019-2021. Seconded by Waldorf. Motion carried.

The board received a summary of the meeting of the Comprehensive Plan Sub Committee Meeting held on October 9th, 2019. The sub-committee recommended that next year several studies/reports be conducted including a Facility Plan, Collection System Study, Rate Study, Comprehensive Plan and Capital Improvement Plan.

OLD BUSINESS-

NEW BUSINESS-

Executive Director Gilbertson informed the board of discussions he has had with ALP regarding the execution of a Joint Powers Agreement for employee health insurance. A motion was made by Hayes to authorize Executive Director Gilbertson to sign such an agreement. Seconded by Miller. Motion carried.

The board received a letter from Desautels Bartosiewski & Associates with a proposal to assist the ALASD with accounting tasks not associated with an audit as they have done in the past. A motion to accept the proposal was made by Nettestad. Seconded by Hanson. Motion carried.

There being no further business to come before the board, member Eldevik made a motion to adjourn. Seconded by Miller. Motion carried.

Roger Thalman, Chairman

Don Nolting, Secretary
The regular meeting of the Board of Public Works was called to order by Board Chair Bobbie Osterberg on October 21st, 2019 at 3:34 p.m. at the Water Treatment Plant of ALP Utilities.

Members Present: Bobbie Osterberg, Ron Kirscht, John Kes, Sara Carlson & Rich Rentz
Members Absent: None

Also Present: Ted Cash, Chris Olson, Scott Deitz and Tim Miller (MRES)

AGENDA
With no changes to the agenda a motion was made by Sara Carlson and seconded by John Kes to approve the agenda. Motion carried.

CONSENT AGENDA
1. Board Meeting Minutes of September, 2019
2. Checks Issued and Bills to be paid: Check No’s 71565 – 71712
3. Direct Deposit Disbursements from 8/13/2019 through 9/09/2019
4. Accounts sent for collection: Credit Bureau ($2051.50), Revenue Recapture ($616.34)

Motion by John Kes to approve the consent agenda seconded by Rich Rentz.
Motion carried.

ACTION ITEMS: None

FINANCIAL REPORT
1. Chris Olson reported on the September Operating Report. Motion made by Ron Kirscht to approve the September Operating Report seconded by Sara Carlson. Motion carried.
2. 2019 Water Cost of Service Study presented by Tim Miller.

OPERATIONS REPORT
1. Scott Deitz reviewed operation updates, Lead and Copper test results, and 2020 joint projects.

GENERAL MANAGER REPORT: Ted Cash discussed the following:
1. MRES Board Meeting
2. MN Attorney General
3. FBI Cyber Security
4. Strategic Plan Review
5. Joint Meeting Discussion
6. Enterprise Application Review (NISC)

UPCOMING MEETINGS:
• MRES Area Meeting – Thursday, October 24th - Holiday Inn - Alexandria
• ALP Board and City Council Joint Meeting - Tuesday Oct. 29th - Willy T’s Tavern
• MRES Board Meeting – Thursday, November 14th – Sioux Falls, SD
• ALP Board Meeting – Monday, November 18th
• Mid-West Electric Consumers Annual Meeting – December 9th-12th – Denver, CO
• MRES Board Meeting – Thursday, December 12th – Denver, CO
• ALP Board Meeting – Monday, December 16th
ALP UTILITIES, ALEXANDRIA MINNESOTA  
BOARD MEETING  
MINUTES, October, 2019  

PLANT TOUR:  Sara Carlson excused herself following the tour.

CONTINUATION:  Board discussion of General Manager Compensation: John Kes, Rich Rentz, Ron Kirscht and Bobbie Osterberg present. Motion made by Jon Kes seconded by Bobbie Osterberg to approve general managers' compensation increase. Motion carried.

Call to Adjourn:

Adjourned

______________________________  ________________________________
Bobbie Osterberg, Board Chair  Ted Cash, Secretary
Agenda
Alexandria Airport Commission Meeting
Thursday, November 14, 2019
12:00 PM
Regular Meeting

Call Meeting to Order

REGULAR MEETING

Approval of October Minutes

Petitions, Requests, Communications

Reports
- Grounds and Runway Reports
- Equipment Reports
- Hangar Report

Unfinished Business

- Bellanca Building
  - No sign of Bellanca Aerospace
  - Local interest
  - Possibility of heated hangar space
  - AIR DEED grant
- T-Hangar Project

New Business

- Review of MNDOT/FAA mtg attended by Kreg and Matt Z.
October Minutes

The August Airport Commission meeting was held October 17, 2019 at 12pm in the airport conference room. Present was Airport Manager Kreg Anderson (via phone), Commissioners Don Clobes, Rod Karrow and Dave Benson, Kim Srock, Dan Barber, Nick Ziegmeier, Matt Zitzow (via phone).

Approval of Minutes

Minutes from the August, September, and Special October meetings were approved.

Petitions, Requests, Communications

No Communications.

Reports

Plow and blower were serviced by the Street Dept within the past few weeks. The white truck will need an oil change prior to snowplowing season still.

Hangar waiting list remains at 35-36. It’s possible that hangar turnover may be 1-2 hangars prior to year’s end.

Unfinished Business

Provided an update on the Bellanca Building. Bellanca Aerospace failed to accept the purchase agreement by the September 23rd deadline as set with City Council. City staff offered to put the agreement on the agenda again for the October 14th Council meeting. On October 14th Gavin from Bellanca Aerospace contacted City staff and informed them that they would be unable to sign an agreement or put money down. City Council authorized Airport Manager to seek out other proposals.

Kim Srock had a variety of questions including FAA requirements – which the FAA ADO office had told both Kreg and Matt Zitzow that uses must be aeronautical related, although Kreg said he has found that very loosely enforced. FAA does allow temporary non-aviation use storage. Also discussed was the possibility of renting hangar space to individuals – something that Kreg and all three Commissioners were receptive to but agreed that the language in the ground lease must be written in a way to protect the City’s interest in hangar rental. Also discussed was tax implications – something that Kreg referred Kim to Reed and Marty at City Hall to discuss. Kreg was also to provide Kim a draft purchase agreement and ground lease.

City Council approved the Thorstad’s ground lease at the October 14th meeting. Matt Zitzow is performing the ALP update to show the new box hangar locations, while it is on the owner/builder to submit the FAA’s Airspace Study, or Form 7460. The owner/builder is aware of the requirement to submit that form.

Matt Zitzow is to submit our 2020 CIP to MNDOT with previous changes as discussed in August September. Kim Srock asked if the ramp adjacent to the Bellanca Building is included on the CIP – it is not. That pavement is to be leased to the owner of the Bellanca Building and is their’s to maintain.
New Business

Lifelink’s trailer ground lease is due in October. The Commission agreed to recommend the proposed lease to City Council. The rate will begin at $1,090 and increase by $15 per year for a term of one year with 4 automatic renewals after the initial year.
I. Call to Order

II. Introductions and Welcome

III. Additions to Agenda

IV. Review and Approval of October Minutes

V. Review and Approval of October Financial Reports

VI. Review and Approval of November Cash Disbursements

VII. Informational Items
   A. Shenanigans
   B. Dissolving Joint Powers

VIII. General Comments
   A. Next Meeting Date: Thursday, December 19th at 5:30 p.m. in the U of M Extension Conference Room

IX. Adjournment
Board Members Present: Kelly Beilke, Todd Jensen, Ben Johnson, Angie Krebs, Jeff Oberg, Roger Thalman and Alan Zeithamer.

Board Members Absent: Dave Anderson and Rod Eldevik

Staff Attending: Fritz Bukowski and Lori Gulbranson

Douglas County Representative: Jerry Rapp

Jeff Oberg called the meeting to order at 5:30 p.m.

Introductions and welcomes.

Oberg asked if any additions to the September Agenda. Motion by Krebs, seconded by Thalman, to approve the September Agenda. Motion carried 7 - 0.

Motion by Johnson, seconded by Krebs, to approve the August Minutes. Motion carried 7 - 0.

Motion by Thalman, seconded by Beilke, to approve the August Financial Report. Motion carried 7 - 0.

Motion by Thalman, seconded by Zeithamer, to approve the September Cash Disbursements. Motion carried 7 - 0.

Fritz Bukowski reviewed September’s income and expenses for Shenanigans Playground. September was a challenging month with back to school and not many cold weather days, as a result we are hoping to break even this month. Payroll will now increase as we are back to Fall/Winter hours. We are advertising on the local radio stations with the auction and big deals in trade for advertisement for Shenanigans. Lakes Area Recreation will continue emailing people with birthdays for the month to market birthday parties for Shenanigans. A September/October 6 punch pass special was created for $25 to sell more punch passes. For more marketing for Shenanigans, LAR is going to advertise in the Chamber booklet for next year.

Oberg started the discussion on the dissolving of the Joint Powers. At the last board meeting it was discussed to have an approved document done by Tom Jacobson. The subcommittee was going to email this document to the LAR Board and the document was to be approved by the Joint Powers. This document was put on hold; Zeithamer called Oberg and asked for the document to be put on hold as the School District Lawyer wanted to review it. Jensen stated that it was written in the minutes that all board members were going to get a draft of this document and this document was never sent to the board members, and why was this changed. Discussion was held that an email was sent discussing the decision to hold this document; frustration was with that not all board members approved the holding of the document. Discussion was held that this was supposed to be sent out so the Joint Powers could vote on it at their October meetings. Zeithamer explained the assumption was the document was going to be a page in a half and ended up being five pages. So the decision was made after Julie Critz seen the document that it needed to be send to the School District lawyer after a discussion with Jacobson. The board asked Zeithamer if we could get this document done before the October meetings and what did the School District see that needed to be changed in the document. Discussion was held on the changes. Discussion was held about when the Joint Power boards would need this document to vote on it in their October meetings and for the 2020 township budgets. Both lawyers have been in discussion with each other about the document. The board asked if this document can be finalized within a week. Thalman said he would talk to Jacobson. Discussion was held to have the finalize document between the two lawyers by October 4th so Lori from Lakes Area Recreation could send the document out to the board members. She would only send out the approved finalize copy after receiving it from Jacobson. A motion was made to forward the document compiled by the City’s and School District’s Lawyers including the future changes to Lakes Area Recreation for distribution to the Joint Powers. Motion by Thalman, seconded by Jensen, to forward the document. Motion carried 7 - 0.

Oberg asked Bukowski to compile a list of leases and contracts to be transferred over to School District by December 31, 2019. Lakes Area Recreation will start the list once the approved document is signed. Questions were also asked about an equipment list from Lakes Area Recreation.

Next Lakes Area Recreation Board meeting will be held Thursday, October 24th at 5:30 p.m. in the U of M Ext Conference Room.

Motion by Thalman, seconded by Johnson, to adjourn the meeting at 6:25 p.m. Motion carried 7 - 0.

Respectfully submitted,

Kelly Beilke
Secretary
# LAKES AREA RECREATION FINANCIAL REPORT

## September 2019

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
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</table>

Attachment: Minutes - LAR September and November Agenda (4339 : Minutes)
## LAKES AREA RECREATION FINANCIAL REPORT

### September 2019

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
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</thead>
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### Balance

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<tr>
<th>Date</th>
<th>Deposits (Y-T-D)</th>
<th>Withdrawals (Y-T-D)</th>
<th>Dividends Reinvested</th>
<th>Balance 9/30/2019</th>
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### Expenditures

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<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
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### Programs

<table>
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<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
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Attachment: Minutes - LAR September and November Agenda (4339: Minutes)
# LAKES AREA RECREATION FINANCIAL REPORT

## September 2019

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<tr>
<th>A</th>
<th>B</th>
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